AGENDA
OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS

TUESDAY, OCTOBER 19, 2021 at 5:00 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, George Jondro, Greg Moore, Jr. and David Swartout

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (May 13, 2021)

VI. COMMITTEE BUSINESS

1. Letter dated September 22, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office requesting the addition of one (1) full-time cook position and the elimination of two (2) part-time cook positions for the County Jail. No additional appropriation is necessary as funds are available in the 2021 Sheriff's Office budget.

2. Letter dated September 22, 2021 from Ms. Laura Papenhagen, Fairview Superintendent, requesting to add one (1) additional full-time Relief Resident Care Worker position (Grade 4) and eliminate full-time equivalent hours from the part-time pool. No General Fund appropriation is required. Fund 291 has sufficient revenues to absorb the projected cost of the staffing proposal.

3. Letter dated October 19, 2021 from Mr. Michael Bosanac, County Administrator/Chief Financial Officer, requesting to add one (1) additional full-time Accountant position and eliminate a full-time Maintenance Worker position in the Central Office. There is no additional appropriation necessary, as the cost of the position is included in the 2021 budget.

4. Letter dated October 19, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting one (1) new policy, six (6) updated policies and two (2) policies recommended to delete, for consideration and approval.

   a. **Policy #301, Fund Balance Policy-GASB 54 (Updated)**
   b. **Policy #306, Investment Policy (Updated)**
   c. **Policy #312, Debt Management Policy (New policy)**
   d. **Policy #421, Retiree Life Insurance Benefit (Updated)**

e. **Policy #439, Electronic Communication (Recommend deleting-Combined with Policy#801)**
f. **Policy #446, Employee Service Awards (Recommend deleting)**
g. **Policy #700, Courthouse Security (Updated)**
h. **Policy #705, Smoke and Vape Free Workplace (Updated)**
i. **Policy #801, Acceptable Use (Updated)**

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. CITIZENS TIME

X. INFORMATION

XI. COMMISSIONERS TIME

XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
MAY 13, 2021 AT 3:00 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners held a regular meeting on May 13, 2021 via electronic video/teleconference via Zoom Meeting pursuant to the State of Michigan's Public Health Orders. Due to technical difficulties (with sound), Commissioner Brant led the meeting in Chairman Richardville's place. Commissioner Brant called the meeting to order at 3:00 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Randy Richardville and David Swartout

ABSENT: Greg Moore, Jr.

A quorum being present, the Operations Committee was able to conduct business.

II. Commissioner Swartout led the Pledge of Allegiance.

III. APPROVAL OF AGENDA (05/13/2021)
Motion by Commissioner Swartout, seconded by Commissioner Jondro to approve the May 13, 2021 Agenda as presented.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		Greg Moore, Jr.
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

IV. APPROVAL OF MINUTES (04/01/2021)
Motion by Commissioner Jondro, seconded by Commissioner Swartout to approve the April 1, 2021 minutes of the Operations Committee as presented and waive the reading thereof.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		Greg Moore, Jr.
George Jondro		
Randy Richardville		
David Swartout		

Motion carried.

V. COMMITTEE BUSINESS

1. Letter dated April 30, 2021 from Mr. Jim Risinger, outlining a 2021 reorganization plan for Monroe County Youth Center. The Reorganization plan includes reclassifying two (2) Group Leader positions and two (2) Juvenile Detention Specialist positions into two (2) to Program Development Leader positions and two (2) Youth Development Specialist positions. No additional appropriation is needed. The cost of the reorganization is included in the Youth Center 2021 budget.

   Mr. Risinger presented explained the Reorganization plan and answered questions from the Committee.

   Motion by Commissioner Swartout, seconded by Commissioner Jondro to recommend to the full Board to approve 2021 reorganization plan for Youth Center. The Reorganization plan includes reclassifying two (2) Group Leader positions and two (2) Juvenile Detention Specialist positions into two (2) Program Development Leader positions and two (2) Youth Development Specialist positions with no additional appropriation needed as the cost of the reorganization is included in the Youth Center 2021 budget.

   Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		Greg Moore, Jr.
George Jondro		
Randy Richardville		
David Swartout		

   Motion carried.

2. Letter dated May 10, 2021, from Ms. Aundrea Armstrong, Human Resources Director submitting one (1) updated County policy for consideration and approval.

   Ms. Armstrong explained the policy.

   Motion by Commissioner Jondro, seconded by Commissioner Swartout to accept the communication and recommend to the full board to approve the following updated County policy as presented or with any suggested edits:

   a. Policy #601 replaces policy #417, Equal Employment Opportunity

   Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		Greg Moore, Jr.
George Jondro		

Randy Richardville		
David Swartout		

Motion carried.

VI. NEW BUSINESS – None

VI. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –
Chairman Richardville thanked Commissioner Brant for leading the meeting.

No other Commissioners made comments.

XI. ADJOURNMENT – With no further business, Commissioner Brant adjourned the meeting at 3:22 p.m.

MONROE COUNTY SHERIFF'S OFFICE
Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

September 22, 2021

Mr. Randy Richardville, Chairman Operations Committee
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

RE: Request to add one (1) additional full time cook and eliminate two (2) part-time cooks

Dear Chairman Richardville and Members of the Committee:

RESPONSIBILITIES:
The Monroe County Sheriff's Office operates two correctional facilities to house inmates; the Main Jail and the Inmate Dormitory. Both facilities house inmates twenty-four hours a day requiring a minimum of one (1) Cook on duty at each facility from 8:00 am until 6:00 pm as an essential staffing standard. In 2019, the total average daily inmate count of both facilities was 326.2; today the counts are 187.8 demonstrating a decrease in available inmate service workers who support the cook. The reduction in our count is due to the decline in federal inmates, changes in legislation for lodging suspects, and COVID. This has significantly reduced the number of inmate service workers available to assist our cooks with kitchen duties.

The kitchen staff are responsible for providing a safe, sanitary, secure food service operation. They have a number of detailed procedures from areas of equipment utilization, key security, storage of food, food portion control, and meal quality.

The kitchen staff also must ensure compliance with food service guidelines established by the Michigan Department of Corrections, Monroe County Health Department, US Marshal Service, and (ICE) Immigration Custom and Enforcement as well as Sheriff's Office Policy and Procedures. In 2021, the Corrections Division had six (6) inspections all of which included the kitchen operations.

HISTORY:
On March 29th 2020, the Corrections Division partnered with Continental Canteen for kitchen services. As part of our contract, Continental provides on site management whose duties are to oversee the operations of both facilities. As part of this agreement, they are not required to cover county employees who are absent. However, they do assist us to ensure both kitchens are operational.

MONROE COUNTY SHERIFF'S OFFICE
Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

JUSTIFICATION:
The additional full-time cook position will ensure we have adequate staffing to run the operations of the kitchen. This will allow supervisors the ability to perform their duties without covering for cooks who are absent. It also ensures we can meet our objectives when we do not have inmate service workers to assist us. It's important to mention that quality inmate meals safeguards Correctional staff from hostile inmates. We have seen inmates react in a negative manner in retaliation for meals they felt were inadequate or of poor quality.

IMPLEMENTATION:
We are seeking to establish one (1) additional full time cook for the Corrections Division operations. The funding of this established position can be partially absorbed with cost savings from eliminating two (2) part time cook positions that we have been struggling to hire and keep staffed. The part time positions are currently funded as $19,247 for the main jail facility and $5,000 for the dormitory totaling $24,247.00.

Sincerely,

Troy Goodnough, Sheriff
Monroe County Sheriff's Office

HIRING REVIEW FORM

Department: Sheriff's Office / Corrections Divison

Vacancy Job Title: Cook

Brief Job Description:

Under the supervision of the Food Service Supervisor, prepares meals for residents of the County Jail. Reviews menu plans, plans cooking schedules, and prepares a variety of meals and special dietary items. Supervises inmate workers who assist with food service and clean-up tasks.

Budgeted Position:

☐ YES

If **YES**, are Funds Available? ☑ YES * Must be verified by Finance/HR

☐ NO *Must provide Funding Plan, verified by

☑ NO

If **NO,** please provide the following:

- Job Description (Must have with New Position, Reclassification)
- Point Factoring (Must have with New Position, Reclassification)
- Reorganization Plan (When applicable)
- Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Each facility has two full time cook positions. We have two part time cook positions that we have found difficult to maintain staffing in today's job market. If we were afforded a fifth full time position, it would allow us the opportunity to maintain five full time cooks to ensure we have adequate staffing at all times. Due to COVID, the jail is accepting limited bookings which has drastically reduced the number of inmates who qualify for inmate service worker positions to assist our cooks.

Completed By: Captain Julie Massengill, Jail Administrator DATE: 9-22-21

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary, funds are available in the 2021 Sheriff's Office budget.
Human Resources: Position will be filled in compliance with the collective bargaining agreement and County policies.

Finance Reviewer: Sue Maier DATE: 10/11/2021
HR Reviewer: Aundrea Armstrong DATE: 10/11/2021

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APPROVED BY THE OPERATIONS COMMITTEE ____________

APPROVED BY THE FULL BOARD ____________

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021	35100/35102	UNION_04GA	RYE4	1	PART TIME COOK	$ 24,247	$ 2,406	$ 26,653
ACTUAL COST	THROUGH 10/3/21	35100/35102	UNION_04GA	RYE4	1	PART TIME COOK	$ 1,079	$ 107	$ 1,187
						AVAILABLE BUDGET	$ 23,168	$ 2,299	$ 25,467
PROPOSED	RTW: 10/4/21	35100/35102	UNION_04GA	RYE4	4	COOK	$ 6,756	$ 7,775	$ 14,531
						TOTAL COST/(SAVINGS)	$ (16,411)	$ 5,476	$ (10,935)
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.									
ANNUAL PROPOSED	2021	35100/35102	UNION_04GA	RYE4	4	COOK	$ 28,269	$ 26,787	$ 55,057

Laura Papenhagen
Superintendent
Carolee Goodnough
Group Living Supervisor
Erika Baehr, L.P.N.
Health Services Coordinator
Erica Huerta
Office Manager

Monroe County

Fairview

3604 South Custer Road · Monroe, Michigan 48161-9731
Telephone: (734) 240-3190 · Fax: (734) 240-3198

September 22, 2021

Mr. Randy Richardville, Chairman
Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Request to transition staffing from part time to create one full time position

Dear Chairman Richardville and Committee Members:

The Fairview Home is licensed by the State of Michigan Bureau of Regulatory Services to provide a residential setting for a total housing count of up to 36 men and women. Our historical housing trends illustrate we generally are at full capacity throughout the year. However, capacity has greatly fluctuated during the covid-19 pandemic. As a housing facility, Fairview is staffed 24 hours a day, 7 days a week in order to provide caring quality services to each resident by coordinating health care and working closely with other service providers to assist residents in reaching their optimal level of independence and health.

Today, we along with organizations across the country are facing unprecedented difficulty in finding employees. Currently, we are operating with a part-time pool of employees to cover 3.75 full-time employee's equivalent hours. The approval of an additional full-time position will help to address the aforementioned challenges and allows for more focus on the core mission of the Fairview Home while providing a more consistent staff environment for our residents. We are seeking one (1) additional relief position, Grade 4, Resident Care Worker. This position will support the current Resident Care Workers by working a schedule that consists of both afternoon and night shifts.

To help illustrate the staffing, attached you will find a current and proposed organizational chart along with a cost analysis of the proposed changes. Funds currently allocated to the part-time pool will be reallocated to help cover the additional cost of adding the one (1) full-time staff positions. The cost of this staffing change does not require any additional funding from what is currently appropriated from the Fairview millage restricted fund.

I appreciate your consideration of this request, and I look forward to answering any questions you or Committee Members may have.

Sincerely,

Laura Papenhagen

Laura Papenhagen
Superintendent

"Lifting the most vulnerable into safety"

HIRING REVIEW FORM

Department: 291

Vacancy Job Title: Relief Resident Care Worker

Brief Job Description:

Performs housekeeping tasks, assists in the kitchen by serving food, washing dishes and prep areas, works with residents by assisting with skill building and basic self care, and also provides support to the health care team.

Budgeted Position:

☐ YES

If **YES**, are Funds Available? ☑ YES * Must be verified by Finance/HR

☐ NO *Must provide Funding Plan, verified by

☑ NO

If **NO,** please provide the following:

Job Description (Must have with New Position, Reclassification)
Point Factoring (Must have with New Position, Reclassification)
Reorganization Plan (When applicable)
Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

This position is essential to the operation of the home and also necessary to maintain the minimum staff per shift for safety and to meet licensing requirements. We are seeking one (1) new relief position, Rye Grade 4, Resident Care Worker. This position will support the current Resident Care Workers by working a schedule that consists of both afternoon and night shifts. Funds currently allocated to the part-time staff pool will be reallocated to cover the additional full-time position.

Completed By: Laura Papenhagen DATE: 09/23/2021

Human Resources/ Finance Use:

Conclusion:

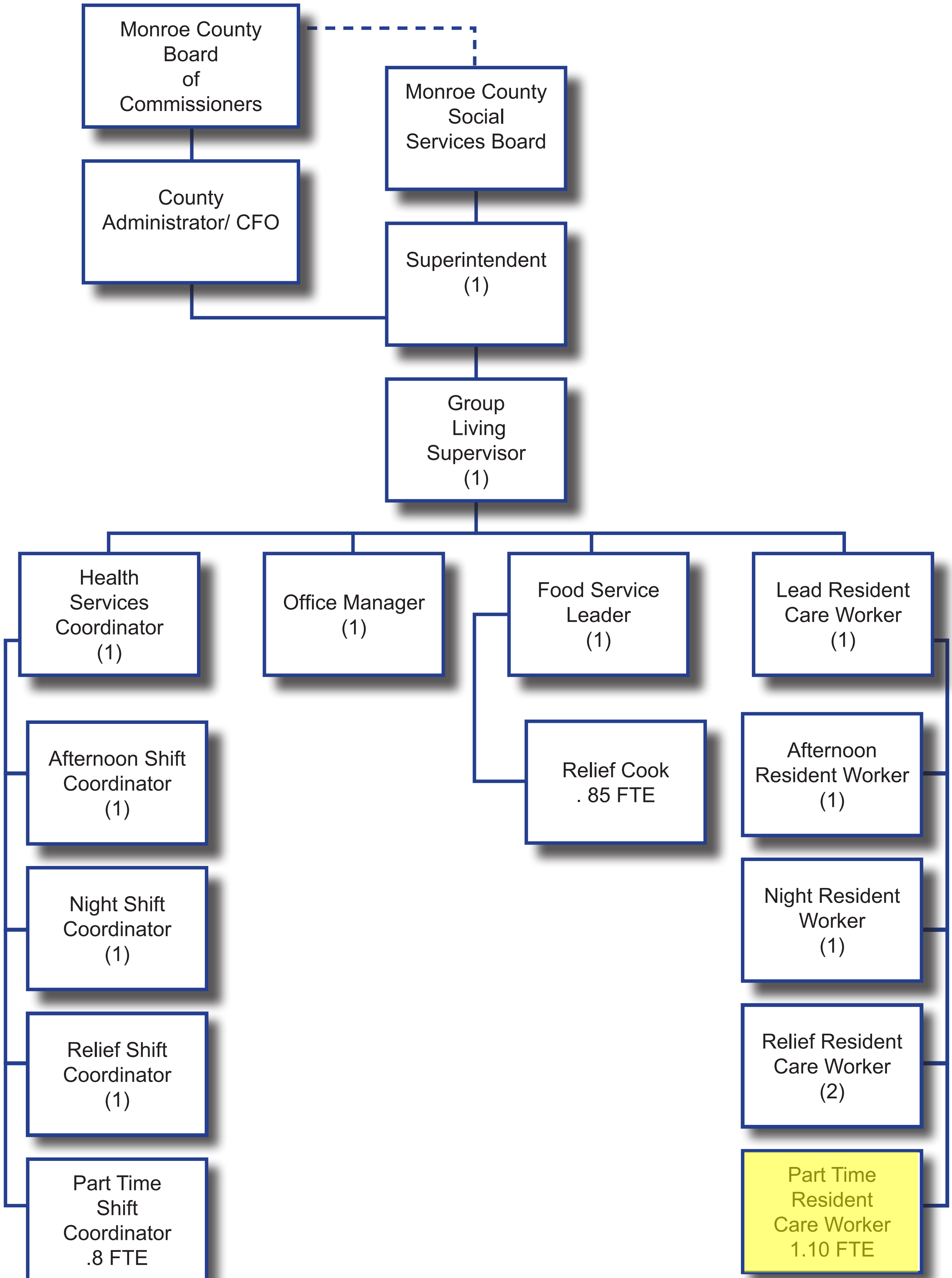
Finance: No additional appropriation is needed. The fund has sufficient balance to absorb anticipated cost.
Human Resources: Position will be filled in compliance with the collective bargaining agreement and county policies.

Finance Reviewer: Sue Maier DATE: 10/11/2021
HR Reviewer: Aundrea Armstrong DATE: 10/11/2021

APPROVED BY THE OPERATIONS COMMITTEE ____________
APPROVED BY THE FULL BOARD ____________

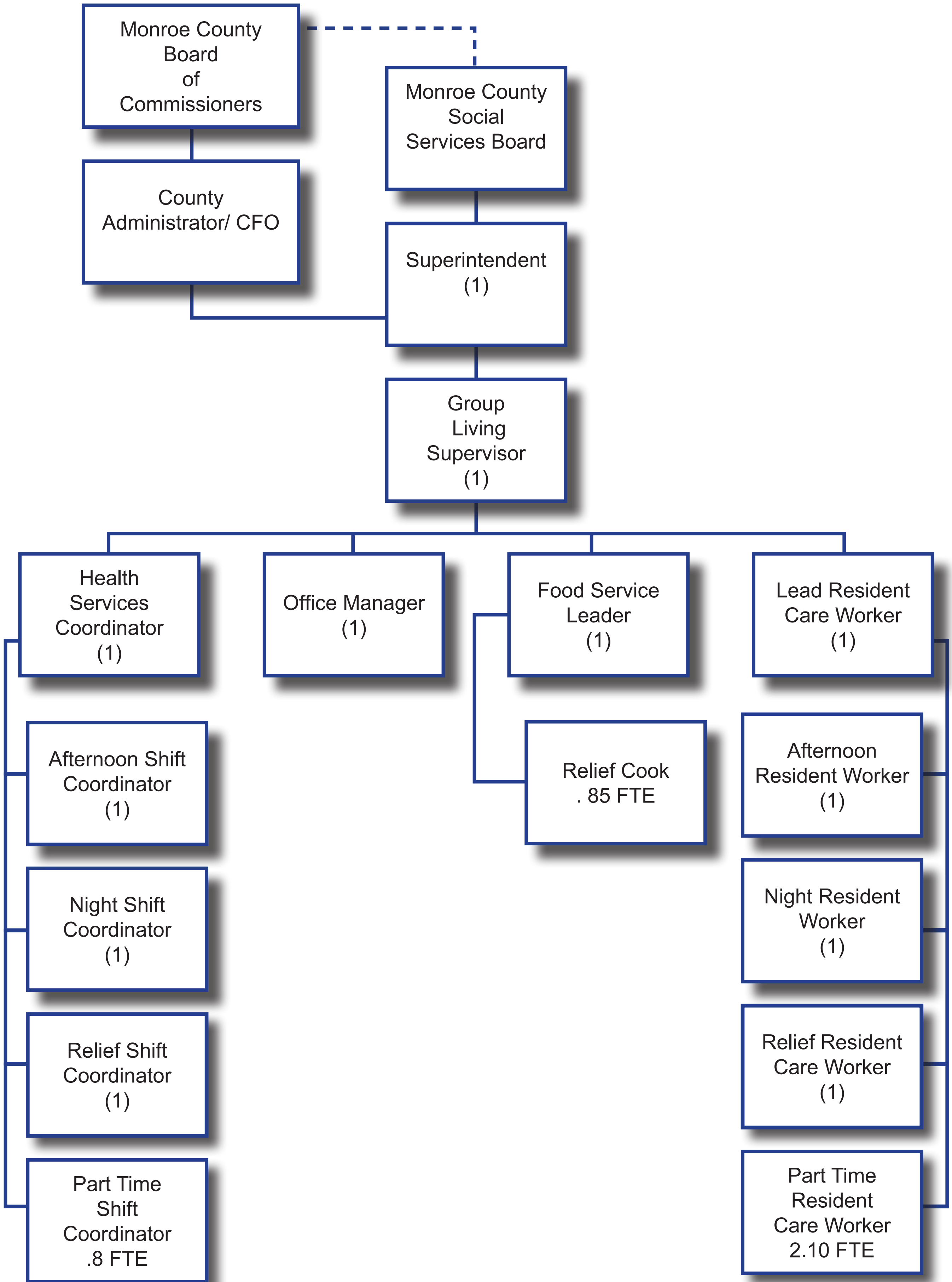
2021 PROPOSED

Fairview County Home Organization Chart



Septrember 2021

Fairview County Home Organization Chart



Septrember 2021

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
PROPOSED	DOH: 10/25/21	67010	UNION_04G	RYE4	1	RELIEF RESIDENT CARE WORKER	$ 4,963	$ 898	$ 5,861
						TOTAL COST/(SAVNGS)	$ 4,963	$ 898	$ 5,861
FINANCE CONCLUSION:									
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.									
ANNUAL PROPOSED	2021	67010	UNION_04G	RYE4	1	RELIEF RESIDENT CARE WORKER	$27,375	$ 19,756	$47,131

MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

October 19, 2021

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Request to Create Accountant Position and eliminate Maintenance Worker Position

Dear Mr. Richardville and Committee Members:

This letter is written to get approval to replace a vacant building maintenance position with an accountant position. Both positions provide broad support to the organization and are under the direction of the undersigned. The change requested reflects the evolving needs of the organization and matching our available resources to meet those needs.

There are a few points with respect to this matter:

1. As noted above, we have been without the vacant building maintenance position for over a year and have assessed our internal and external resources to meet building maintenance needs and have prioritized other demands ahead of this position.
2. The financial management of the County continues to increase in complexity and demands for time and effort. This is due in part to additional standards being implemented from Governmental Accounting Standards Board and practices of Generally Accepted Accounting Principles. This information is shared with the governing board in communications from the independent auditor as insight to future compliance related to internal control or related financial reporting. In addition, reporting requirements to external agencies including federal and state treasuries has increased thereby stretching existing staff further. This was highlighted in 2020 with the doubling of federal funds received and expended by the County and the requisite tasks related to monitoring and reporting.
3. The complexity and associated efforts extends beyond the Finance Office into our operating departments. That in turn is resulting in our staff devoting more time to helping develop solutions and appropriate internal controls and reporting to ensure accounting rules are consistently followed. This was covered during the audit presentation on September 21.
4. The American Rescue Plan Act of 2021 (ARPA) has allocated nearly six (6) times the amount of federal funding the County receives in a fiscal year. The demands for

compliance, accounting, reporting and recordkeeping will add significantly to the existing workload whether managed in house or employing outside services; and

5. Finally, in terms of the central office staff, while there is tremendous teamwork and seamless functionality across areas of responsibility, the staff count is 33% below what the office operated with in 1998. While some automation has helped manage the workload, it alone has not kept pace.

There is no cost to the General Fund budget in 2021 make this transition. This is based on deleting the maintenance position and starting with the accountant position effective November 8. In the ensuing year and beyond, the cost of the position is covered from the eliminated maintenance position and the balance allocated to the ARPA, as eligible uses of the funds provide for costs to comply with and report on expenditures. Therefore, a portion of the cost of the position will be charged to ARPA funds allocated to the County through 2024. However, the allocation has to match the time allocated to helping manage the program. The cost analysis of the request is enclosed for your review.

We request your approval to make the change in the funded positions as outlined above based on an effective date of November 8, 2021 with no additional appropriation required in 2021. We will be available to explain the request further or answer questions from members of the committee.

Sincerely,

Michael Bosanac

Michael Bosanac
Administrator/Chief Financial Officer

HIRING REVIEW FORM

Department: 19101

Vacancy Job Title: Accountant

Brief Job Description:

Conducts internal audits of County accounts to determine conformity to the County budget and to assure conformity to reporting requirements. Provides accounting expertise and performs the accounting and financial service functions for programs funded by grants or special revenue.

Budgeted Position: ☐ YES

If **YES**, are Funds Available? ☐ YES * Must be verified by Finance/HR

☐ NO *Must provide Funding Plan, verified by

☑ NO

If **NO,** please provide the following:

Job Description (Must have with New Position, Reclassification)
Point Factoring (Must have with New Position, Reclassification)
Reorganization Plan (When applicable)
Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The financial management of the County continues to increase in complexity and demands for time and effort due to additional standards being implemented. Demands for compliance, accounting, reporting and recordkeeping add significantly to the existing workload. Some of the cost of the additional position can be allocated to ARPA funds. There is no cost to the 2021 Central Office budget.

Completed By: Aundrea Armstrong DATE: 10/13/2021

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary. Cost of position is included in the budget.
Cost is also reimbursable through ARPA funds, based on actual time worked.

HR: Position will be filled in compliance with County policy.

Finance Reviewer: Sue Maier DATE: 10/13/2021
HR Reviewer: Aundrea Armstrong DATE: 10/13/2021

APPROVED BY THE OPERATIONS COMMITTEE ____________

APPROVED BY THE FULL BOARD ____________

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021: CCF ALLOC	35610	UNION_04G	RYE7	9	BUILD. MAINTENANCE WORKER II	$12,574	$ 11,249	$ 23,822
						GF SUPPORT=50%			
ANNUAL BUDGET	2021: GF SUPPORT					AVAILABLE FUNDING	$ 6,287	$ 5,624	$ 11,911
PROPOSED	DOH: 110821, STEP 1	19101	UNION_00	RYE12	1	ACCOUNTANT	$ 7,197	$ 1,260	$ 8,457
						TOTAL COST/(SAVINGS) STEP 1	$ 910	$ (4,364)	$ (3,454)
PROPOSED	DOH: 110821, STEP 5	19101	UNION_00	RYE12	5	ACCOUNTANT	$ 8,064	$ 1,412	$ 9,476
						TOTAL COST/(SAVINGS)-STEP 5	$ 1,777	$ (4,212)	$ (2,435)
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.									
ADDITIONAL INFORMATION: COST IS ALSO REIMBURSABLE THROUGH ARPA FUNDS, BASED ON ACTUAL TIME WORKED									
2022 ALLOCATION OF MAINTENANCE STAFF WILL REDUCE GENERAL FUND DIRECT COSTS									
ANNUAL PROPOSED	2021 STEP 1	19101	UNION_00	RYE12	1	ACCOUNTANT	$50,382	$ 23,874	$ 74,255
ANNUAL PROPOSED	2021 STEP 5	19101	UNION_00	RYE12	5	ACCOUNTANT	$56,456	$ 24,992	$ 81,448

2021 Proposed

October 2021

CENTRAL OFFICE ORGANIZATIONAL CHART

ADMINISTRATOR/ CHIEF FINANCIAL OFFICER

GENERAL ADMINISTRATION
COLLECTIVE BARGAINING
STRATEGIC PLANNING
VISIONING
CBA RECOGNITION
ADMINISTRATION FORECASTING
FINANCIAL PLANNING
POLICY DEVELOPMENT
COMPLIANCE
BOARDS/COMMITTEES

RISK MANAGEMENT
LITIGATION COORDINATOR
LOSS CONTROL
- W.C.
- LIABILITY

PARKS & RECREATION
BUILDING AUTHORITY
SPECIAL PROJECTS
BUDGET
EXTERNAL STAKEHOLDERS
FOIA COORDINATOR

CONTRACTUAL / PROFESSIONAL ADMINISTRATION

INDEPENDENT AUDIT
COST ALLOCATION PLAN
ACTUARY
EBC
TPA'S
LEGAL COUNSEL
LABOR COUNSEL
LITIGATION COUNSEL
BOND COUNSEL
MIDC ADMINISTRATION

DIRECTOR FISCAL SERVICES

FINANCE DATABASE
FINANCIAL ANALYSIS
GENERAL LEDGER/MONTHLY REPORT
F65 REPORTING
SINGLE AUDIT
QUALIFYING STATEMENTS
FINANCIAL OPERATIONS
AUDIT
BUDGET
C.A.F.R.
G.A.S.B. COMPLIANCE
CONTINUING DISCLOSURE STATEMENTS
BUDGET MAINTENANCE/AMENDMENTS
FINANCIAL REPORTING
MIDC FINANCIAL
EMPLOYEE CALCULATIONS

ACCOUNTANT (2)

VENDOR CHECKS
ACCOUNT SUPPORT
JOURNAL ENTRY
REPORTING
GRANTS
ACCOUNTS RECEIVABLE/PAYABLE
MONTHLY APPROPRIATION
EQUIPMENT LEASING JOURNAL ENTRY
CASH BALANCES
G.L. REVIEW
CAPITAL ASSET
AUTOMATIC ENTRIES
S.E.F.A- SINGLE AUDIT
YEAR END & AUDIT JOURNAL ENTRIES
ATTORNEY VOUCHER APPROVAL
JURY DUTY VOUCHER APPROVAL
BUDGETING ANALYSIS
F.A.S.B.E. DATABASE
AUDIT ITEMS
MARINE GRANT SUPPORT
MAIL DISTRIBUTION

PAYROLL SPECIALIST

PAYROLL ADMINISTRATION
W-2'S
COMPLIANCE/REPORTING
INVOICING
MONTHLY WAGE BASED BENEFITS
BENEFIT TIME ACCRUALS
P.O. INVOICING
CLAIMS/NON-CLAIM
GRANT SUPPORT
CENTRAL OFFICE SUPPLIES
ACCOUNT RECONCILIATIONS
TELEPHONE
WALK-INS

OPERATIONS COORDINATOR

- PURCHASING
  - PO ADMINISTRATION/COORDINATION
  - RFP'S, QUOTES, BIDS
- FACILITIES/PARKS COORDINATION
  - MAINTENANCE OPERATIONS
  - CUSTODIAL OPERATIONS
  - PARKS OPERATIONS & PARK COMMISSION
  - OVERSEES CONTRACTUAL/SERVICE PROVIDERS
- COURTHOUSE SECURITY
  - SCHEDULING
  - SYSTEMS
- FOIA COORDINATION

ADMINISTRATIVE ASSISTANT/ DEPUTY CLERK - B.O.C

- B.O.C. SUPPORT
  - MEETING AGENDA
  - MEETING MINUTES
  - CORRESPONDENCE
  - TRIBUTES & RESOLUTIONS
  - ALL COMMITTEES & PANELS
  - SUPPORT, MINUTES, AGENDA
  - ADMINISTRATIVE FUNCTION
  - SUPPORT & BACK UP
  - PHONE SUPPORT
  - FILING
  - SUPPORT TO OTHER ADMINISTRATIVE OFFICES AS NEEDED

DIRECTOR HUMAN RESOURCES

- LABOR RELATIONS
  - NEGOTIATIONS
  - GRIEVANCES
  - CONTRACT INTERPRETATION
- EMPLOYEE RELATIONS
  - POLICY DEVELOPMENT
  - POLICY INTERPRETATION
  - COMPLAINT RESOLUTION
- COMPENSATION/BENEFIT ADMINISTRATION
  - DESIGN/ANALYSIS
  - PROPOSALS
  - RECOMMENDATIONS
- LOSS CONTROL
  - WORKERS' COMPENSATION
  - LIABILITY
- INTERNAL INVESTIGATIONS
- LEADERSHIP SUPPORT
- WORKFORCE DEVELOPMENT
  - TRAINING PROGRAMS
- AUDIT & BUDGET SUPPORT
- UNEMPLOYMENT
- REPORTING/COMPLIANCE
- SECURITY/BAILIFF FIREARMS TRAINING/ COMPLIANCE
- WELLNESS COORDINATOR
- SAFETY COORDINATOR

HUMAN RESOURCES COORDINATOR

- INSURANCE BENEFIT ADMINISTRATION
  - OPEN ENROLLMENT/BENEFIT CHANGES
  - FSA/HSA COMPLIANCE
  - ACA REPORTING
  - COBRA MANAGEMENT
  - BILLING/MONTHLY BALANCING
  - RETIREE HEALTHCARE BENEFIT ADMINISTRATION
  - OPEN ENROLLMENT
  - JOURNAL ENTRY
  - REIMBURSEMENT
  - ACTUARY SUPPORT
- PAYROLL ADMINISTRATION
  - NEW-HIRES/CHANGES
  - GARNISHMENTS
- FINANCE SUPPORT
  - NEW VENDOR MANAGEMENT
  - 1099 REPORTING
  - AUTHORIZATION DATABASE

HUMAN RESOURCES ASSISTANT

- EMPLOYMENT
  - RECRUITMENT/POSTING/ADVERTISEMENTS
  - PRE-EMPLOYMENT TESTING/CHECKS
  - ORIENTATIONS
  - REPORTING
- HR SUPPORT
  - RECORDS/FILE MANAGEMENT
  - WC/DISABILITY/ FMLA ADMINISTRATION
  - PAYROLL SUPPORT
  - DOT ADMINISTRATION
  - OSHA REPORTING
  - JOB DESCRIPTIONS
  - EMPLOYEE SUPPORT
- WELLNESS ADMINISTRATION
  - WELLNESS PROGRAMS/
  - NEWSLETTER

Current

April 2019

CENTRAL OFFICE ORGANIZATIONAL CHART

ADMINISTRATOR/ CHIEF FINANCIAL OFFICER

GENERAL ADMINISTRATION
COLLECTIVE BARGAINING
STRATEGIC PLANNING
VISIONING
CBA RECOGNITION
ADMINISTRATION FORECASTING
FINANCIAL PLANNING
POLICY DEVELOPMENT
COMPLIANCE
BOARDS/COMMITTEES

RISK MANAGEMENT
LITIGATION COORDINATOR
LOSS CONTROL
- W.C.
- LIABILITY

PARKS & RECREATION
BUILDING AUTHORITY
SPECIAL PROJECTS
BUDGET
EXTERNAL STAKEHOLDERS
FOIA COORDINATOR

CONTRACTUAL / PROFESSIONAL ADMINISTRATION

INDEPENDENT AUDIT
COST ALLOCATION PLAN
ACTUARY
EBC
TPA'S
LEGAL COUNSEL
LABOR COUNSEL
LITIGATION COUNSEL
BOND COUNSEL
MIDC ADMINISTRATION

DIRECTOR FISCAL SERVICES

FINANCE DATABASE
FINANCIAL ANALYSIS
GENERAL LEDGER/MONTHLY REPORT
F65 REPORTING
SINGLE AUDIT
QUALIFYING STATEMENTS
FINANCIAL OPERATIONS
AUDIT
BUDGET
C.A.F.R.
G.A.S.B. COMPLIANCE
CONTINUING DISCLOSURE STATEMENTS
BUDGET MAINTENANCE/AMENDMENTS
FINANCIAL REPORTING
MIDC FINANCIAL
EMPLOYEE CALCULATIONS

ACCOUNTANT

VENDOR CHECKS
ACCOUNT SUPPORT
JOURNAL ENTRY
REPORTING
GRANTS
ACCOUNTS RECEIVABLE/PAYABLE
MONTHLY APPROPRIATION
EQUIPMENT LEASING JOURNAL ENTRY
CASH BALANCES
G.L. REVIEW
CAPITAL ASSET
AUTOMATIC ENTRIES
S.E.F.A- SINGLE AUDIT
YEAR END & AUDIT JOURNAL ENTRIES
ATTORNEY VOUCHER APPROVAL
JURY DUTY VOUCHER APPROVAL
BUDGETING ANALYSIS
F.A.S.B.E. DATABASE
AUDIT ITEMS
MARINE GRANT SUPPORT
MAIL DISTRIBUTION

PAYROLL SPECIALIST

PAYROLL ADMINISTRATION
W-2'S
COMPLIANCE/REPORTING
INVOICING
MONTHLY WAGE BASED BENEFITS
BENEFIT TIME ACCRUALS
P.O. INVOICING
CLAIMS/NON-CLAIM
GRANT SUPPORT
CENTRAL OFFICE SUPPLIES
ACCOUNT RECONCILIATIONS
TELEPHONE
WALK-INS

OPERATIONS COORDINATOR

- PURCHASING
  - PO ADMINISTRATION/COORDINATION
  - RFP'S, QUOTES, BIDS
- FACILITIES/PARKS COORDINATION
  - MAINTENANCE OPERATIONS
  - CUSTODIAL OPERATIONS
  - PARKS OPERATIONS & PARK COMMISSION
  - OVERSEES CONTRACTUAL/SERVICE PROVIDERS
- COURTHOUSE SECURITY
  - SCHEDULING
  - SYSTEMS
- FOIA COORDINATION

ADMINISTRATIVE ASSISTANT/ DEPUTY CLERK - B.O.C

- B.O.C. SUPPORT
  - MEETING AGENDA
  - MEETING MINUTES
  - CORRESPONDENCE
  - PENSION MEETING BACK-UP
  - ALL COMMITTEES & PANELS
  - SUPPORT, MINUTES, AGENDA
  - ADMINISTRATIVE FUNCTION
  - SUPPORT & BACK UP
  - PHONE SUPPORT
  - FILING
  - SUPPORT TO OTHER ADMINISTRATIVE OFFICES AS NEEDED

DIRECTOR HUMAN RESOURCES

- LABOR RELATIONS
  - NEGOTIATIONS
  - GRIEVANCES
  - CONTRACT INTERPRETATION
- EMPLOYEE RELATIONS
  - POLICY DEVELOPMENT
  - POLICY INTERPRETATION
  - COMPLAINT RESOLUTION
- COMPENSATION/BENEFIT ADMINISTRATION
  - DESIGN/ANALYSIS
  - PROPOSALS
  - RECOMMENDATIONS
- LOSS CONTROL
  - WORKERS' COMPENSATION
  - LIABILITY
- INTERNAL INVESTIGATIONS
- LEADERSHIP SUPPORT
- WORKFORCE DEVELOPMENT
  - TRAINING PROGRAMS
- AUDIT & BUDGET SUPPORT
- UNEMPLOYMENT
- REPORTING/COMPLIANCE
- SECURITY/BAILIFF FIREARMS TRAINING/ COMPLIANCE
- WELLNESS COORDINATOR
- SAFETY COORDINATOR

HUMAN RESOURCES COORDINATOR

- INSURANCE BENEFIT ADMINISTRATION
  - OPEN ENROLLMENT/BENEFIT CHANGES
  - FSA/HSA COMPLIANCE
  - ACA REPORTING
  - COBRA MANAGEMENT
  - BILLING/MONTHLY BALANCING
  - RETIREE HEALTHCARE BENEFIT ADMINISTRATION
  - OPEN ENROLLMENT
  - JOURNAL ENTRY
  - REIMBURSEMENT
  - ACTUARY SUPPORT
- PAYROLL ADMINISTRATION
  - NEW-HIRES/CHANGES
  - GARNISHMENTS
- FINANCE SUPPORT
  - NEW VENDOR MANAGEMENT
  - 1099 REPORTING
  - AUTHORIZATION DATABASE

HUMAN RESOURCES ASSISTANT

- EMPLOYMENT
  - RECRUITMENT/POSTING/ADVERTISEMENTS
  - PRE-EMPLOYMENT TESTING/CHECKS
  - ORIENTATIONS
  - REPORTING
- HR SUPPORT
  - RECORDS/FILE MANAGEMENT
  - WC/DISABILITY/ FMLA ADMINISTRATION
  - PAYROLL SUPPORT
  - DOT ADMINISTRATION
  - OSHA REPORTING
  - JOB DESCRIPTIONS
  - EMPLOYEE SUPPORT
- WELLNESS ADMINISTRATION
  - WELLNESS PROGRAMS/
  - NEWSLETTER

MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

October 19, 2021

Mr. Randy Richardville, Chairman
Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Recommended Policies for Update

Dear Chairman Richardville and Committee Members:

Enclosed are nine (9) policies for consideration by the Committee and subsequently action including a recommendation to the full Board of Commissioners. Of the policies submitted for consideration:

- One (1)- New policy-Debt Management
- Six (6)- Updated policies
- Two (2)- Policies recommended to delete

Again, we enclose a summary tracking document that outlines the policies and what is changing or being amended in each policy. For this meeting, we have provided you with the original or current policy, a marked up copy with the changes noted and then a clean copy. The exception of course is any new policy would simply be the proposed policy in clean format. Let us know if you prefer a different approach.

We will briefly review each policy with the committee, respond to questions and look for your support and approval.

Sincerely,

Michael Bosanac

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING OCTOBER 19, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Management	301	301	Fund Balance Policy-GASB 54	Updates to policy, clarifies grammar in sections of the policy, clarifies fund balance within Budget Stabilization Fund and unassigned fund balance of General Fund	Budget Stablization Fund set at not less than 5% held as a reserve amount. In General Fund, unassigned fund balance set at not less than 15%.
Financial Management	306	306	Investment Policy	Expands on objectives of policy to include leverage of available cash. Reinforces broad goals towards financial management not exclusive to interest income as singular benchmark of investment policy objective.	Updates the authorization form and clarifies the procedures to be followed for prior use authorization and post purchase documentation requirements. Treasurer and Administrator have both provided the input for the draft.
Financial Management	N/A	312	Debt Management Policy	New policy providing framework for debt issues, types of debt, methods of issuing debt and continuing disclosure requirements to financial/investor interests of the County's debt.	Draft policy provided by finanical advisor and modified for County's application.
Employee Relations	421	421	Retiree Life Insurance Benefit	Policy name is changed to add the word Benefit. Policy is updated with additional clarification language and include understanding of the benefit to retirees who retire under the defined contribution retirement plan.	Updates the policy to current practices within the organization including the expanding retirement plan offerings.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING OCTOBER 19, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Employee Relations	439	Delete	Electronic Communications	Policy is combined with more updated Policy 801 Acceptable Use. Carried forward applicable sections and language from 439 still required into 801. Eliminate an unnecessary policy by merging content.	Streamline overall policy manual where we can combine common policies.
Employee Relations	446	Delete	Employee Service Awards	Policy is to be deleted as Treasury rules do not allow for taxpayer funds to be expended on employee awards	No value in a policy that is not utilized.
Buildings & Prpoerty	700	700	Courthouse Security	Updates policy to incorporate more efficient screening by providing employees with access without screening. Applying practices that proved effective during pandemic. Also, updates/clarifies practices of operating existing security program.	Courts operate with three (3) separate chief judges and policy changes reflect this from prior under a unified court approach. Moved wording under Application to Scope of Policy. Chief Judge's input on policy provided in updated draft.
Buildings & Prpoerty	705	705	Smoke and Vape Free Workplace	Updates policy to reflect new products in the marketplace and clarify the County's rules on ensuring a health work environment for all employees and building occupants	Covers traditional tobacco products and new electronic nicotine delivery devices. Chief Judge's input on policy included in updated draft.
Employee Relations	801	801	Acceptable Use	This technology policy is amended to incorporate sections 2.2 (a-e) and 2.3 along with the acknowledgment form from Policy 439. Then 439 could be deleted with the policies merged to cover the use of electronic communications from 439 into 801.	Combine to provide for one policy v. having 2 separate policies. Includes input from IT Director and Administrator.

Current Copy

Section Name: Financial Management
Section Number: 300
Policy Number: 301

Effective Date: December 13, 2011

Subject: Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose. The following policy has been adopted by the Monroe County Board of Commissioners in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions.* The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the County of Monroe and jeopardize the continuation of necessary public services. This policy will ensure that the County maintains adequate fund balances and reserves in order to:

a. Provide sufficient cash flow for daily financial needs,
b. Secure and maintain investment grade bond ratings,
c. Offset significant economic downturns or revenue shortfalls, and
d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding the County's fund balance and reserve policies.

Fund type definitions. The following definitions will be used in reporting act1v1ty in governmental funds across the County. The County of Monroe may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenne funds are used to account and report the proceeds of *spec/fie revenue sources* that are *restricted* or *committed* to expenditure for *spec/fie purposes* other than debt service or capital projects. ·

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund balance reporting in governmental funds. Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable Fund Balance

Definition - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Class/fication - Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The County of Monroe will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The County of Monroe will maintain a fund balance equal to the value of inventory balances and prepaid items
- The County of Monroe will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The County of Monroe will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted Fund Balance

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance

Definition - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit - Commitments will only be used for specific purposes pursuant to a formal action of the Monroe County Board of Commissioners. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Budget Stabilization - the government will commit fund balance in the general fund in an amount equal to not less than one twelfth of the annual general fund operating budget unless otherwise approved by the Board of Commissioners. Such commitments are intended to insulate County programs and current service levels from large and unanticipated one-time general fund expenditure requirements, reductions in budgeted general fund revenues due to a change in State or Federal requirements, adverse litigation, catastrophic loss, or any similar swift unforeseen event. This commitment may be used with a majority vote of the Monroe County Board of Commissioners.

Assigned Fund Balance

Definition - includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Monroe County Board of Commissioners delegates to the Director of Administrative Services or the Director of Fiscal Services, or his/her/their designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned Fund Balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational guidelines. The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting - Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Monroe, Michigan, to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Monroe, Michigan, that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

Implementation and review. Upon adoption of this policy the Monroe County Board of Commissioners authorizes the Director of Administrative Services and/or the Director of Fiscal Services to establish any standards and procedures which may be necessary for its implementation. The Director of Administrative Services and/or the Director of Fiscal Services shall review this policy at least annually and make any recommendations for changes to the Monroe County Board of Commissioners.

Marked-up Copy

Section Name: Financial Management
Section Number: 300
Policy Number: 301
~~Page: 1 of 4~~

Effective Date: December 13, 2011
Date of Revision: October 19, 2021

Subject: Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose**:**~~.~~ Th**is**~~e following~~ policy has been adopted by the Monroe County Board of Commissioners in order to **comply with**~~address the implications of~~ Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions.* The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the County of Monroe and jeopardize the continuation of necessary public services. This policy will ensure that the County maintains adequate fund balances and reserves in order to:

A. Provide sufficient cash flow for daily financial needs~~,~~

B. Secure and maintain investment grade bond ratings **and enhance credit ratings where possible**~~,~~

C. Offset significant economic downturns or revenue shortfalls,

D. **Cover any operating shortfalls in County funds including internal service funds where risk is managed while reducing the need for first dollar premium expenses;** and**,**

E. Provide funds for unforeseen expenditures related to emergencies **related to operating including facility incidents and community responses**.

This policy and the procedures promulgated under it supersede all previous regulations regarding the County's fund balance and reserve policies.

Fund Type Definitions. The following definitions will be used in reporting **activity**~~act1v1ty~~ in governmental funds across the County. The County of Monroe may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

A. The **G**~~g~~eneral **F**~~f~~und is used to account for all financial resources not accounted for and reported in another fund **and shall be the chief operating fund of the County**.

B. Special **R**evenue **F**~~f~~unds are used to account and report the proceeds of *spec**ific**~~/fie~~ revenue sources* that are *restricted* or *committed* to expenditure for *spec**ific**~~/fie~~ purposes* other than debt service or capital projects.

C. Debt **S**~~s~~ervice **F**~~f~~unds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

D. Capital **P**~~p~~rojects **F**~~f~~unds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

E. <u>Permanent F~~f~~unds</u> are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

<u>Fund Balance Reporting in Governmental Funds:</u> Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

A. <u>Nonspendable Fund Balance</u>

Definition - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classi~~/~~fication — Non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The County of Monroe will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)
- The County of Monroe will maintain a fund balance equal to the value of inventory balances and prepaid items
- The County of Monroe will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The County of Monroe will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

B. <u>Restricted Fund Balance</u>

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

C. <u>Committed Fund Balance</u>

Definition - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit - Commitments will only be used for specific purposes pursuant to a formal action of the Monroe County Board of Commissioners. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

<u>Budget Stabilization Fund</u> - the **County**~~government~~ will commit **to hold Budget Stabilization F**~~f~~und balance in the general fund in an amount equal to not less than **five (5%) percent**~~one twelfth~~ of the annual general fund operating budget unless otherwise approved by the Board of Commissioners. Such commitments are intended to insulate County programs and current service levels from large and unanticipated one-time general fund expenditure requirements, reductions in budgeted general fund revenues due to a change in State or Federal

requirements, adverse litigation, catastrophic loss, or any similar swift unforeseen event. This commitment may be **expended**~~used~~ with a majority vote of the Monroe County Board of Commissioners.

D. Assigned Fund Balance

Definition - includes amounts intended to be used by the government for ~~-~~specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Monroe County Board of Commissioners delegates to the **Administrator/Chief Financial Officer** ~~Director of Administrative Services~~ or the Director of Fiscal Services, or his/her/their designee the authority to assign amounts to be used for specific purposes **consistent with GASB 54**. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

E. Unassigned Fund Balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational Guidelines: The following guidelines address the classification and use of fund balance in governmental funds:

A. Classifying Fund Balance Amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

B. Encumbrance Reporting - Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

C. Prioritization of Fund Balance Use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, ~~-~~or unassigned) amounts are available, it shall be the policy of the County of Monroe, Michigan, to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Monroe, Michigan, that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

D. **Fund Balance Amount-The County shall hold not less than fifteen (15%) percent of its General Fund balance as unassigned fund balance in reserve. The percentage of unassigned fund balance shall be the dollar amount reported at year-end upon audited financial statements and divided by the current year's General Fund budgeted expenditures to calculate the percentage of unassigned fund balance to hold in reserve.**

Implementation and Review: Upon adoption of this policy the Monroe County Board of Commissioners authorizes the **Administrator/Chief Financial Officer**~~Director of Administrative Services~~ and/or the Director of Fiscal Services to establish any standards and procedures which may be necessary for its implementation. The**se two (2) officials**~~ Director of Administrative Services and/or the Director of Fiscal Services~~ shall review this policy at least annually and make any recommendations for changes to the Monroe County Board of Commissioners.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 13, 2011.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

Updated Copy

Section Name: Financial Management
Section Number: 300
Policy Number: 301

Effective Date: December 13, 2011
Date of Revision: October 19, 2021

Subject: Fund Balance Policy in Accordance with GASB Statement No. 54

Purpose: This policy has been adopted by the Monroe County Board of Commissioners in order to comply with Governmental Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions.* The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the County of Monroe and jeopardize the continuation of necessary public services. This policy will ensure that the County maintains adequate fund balances and reserves in order to:

A. Provide sufficient cash flow for daily financial needs

B. Secure and maintain investment grade bond ratings and enhance credit ratings where possible

C. Offset significant economic downturns or revenue shortfalls,

D. Cover any operating shortfalls in County funds including internal service funds where risk is managed while reducing the need for first dollar premium expenses; and,

E. Provide funds for unforeseen expenditures related to emergencies related to operating including facility incidents and community responses.

This policy and the procedures promulgated under it supersede all previous regulations regarding the County's fund balance and reserve policies.

Fund Type Definitions. The following definitions will be used in reporting activity in governmental funds across the County. The County of Monroe may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

A. The General Fund is used to account for all financial resources not accounted for and reported in another fund and shall be the chief operating fund of the County.

B. Special Revenue Funds are used to account and report the proceeds of *specific revenue sources* that are *restricted* or *committed* to expenditure for *specific purposes* other than debt service or capital projects.

C. Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

D. Capital Projects Funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

E. Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the government's purposes.

Fund Balance Reporting in Governmental Funds: Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

A. Nonspendable Fund Balance

Definition - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classification – Non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The County of Monroe will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government)

- The County of Monroe will maintain a fund balance equal to the value of inventory balances and prepaid items

- The County of Monroe will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact

- The County of Monroe will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

B. Restricted Fund Balance

Definition - includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

C. Committed Fund Balance

Definition - includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority.

Authority to Commit - Commitments will only be used for specific purposes pursuant to a formal action of the Monroe County Board of Commissioners. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Budget Stabilization Fund - the County will commit to hold Budget Stabilization Fund balance in the general fund in an amount equal to not less than five (5%) percent of the annual general fund operating budget unless otherwise approved by the Board of Commissioners. Such commitments are intended to insulate County programs and current service levels from large and unanticipated one-time general fund expenditure requirements, reductions in budgeted general fund revenues due to a change in State or Federal requirements, adverse litigation, catastrophic loss, or any similar swift unforeseen event. This commitment may be expended with a majority vote of the Monroe County Board of Commissioners.

D. Assigned Fund Balance

Definition - includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The Monroe County Board of Commissioners delegates to the Administrator/Chief Financial Officer or the Director of Fiscal Services, or his/her/their designee the authority to assign amounts to be used for specific purposes consistent with GASB 54. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

E. Unassigned Fund Balance

Definition - includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Operational Guidelines: The following guidelines address the classification and use of fund balance in governmental funds:

A. Classifying Fund Balance Amounts - Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

B. Encumbrance Reporting - Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

C. Prioritization of Fund Balance Use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Monroe, Michigan, to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Monroe, Michigan, that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

D. Fund Balance Amount-The County shall hold not less than fifteen (15%) percent of its General Fund balance as unassigned fund balance in reserve. The percentage of unassigned fund balance shall be the dollar amount reported at year-end upon audited financial statements and divided by the current year's General Fund budgeted expenditures to calculate the percentage of unassigned fund balance to hold in reserve.

Implementation and Review: Upon adoption of this policy, the Monroe County Board of Commissioners authorizes the Administrator/Chief Financial Officer and/or the Director of Fiscal Services to establish any standards and procedures which may be necessary for its implementation. These two (2) officials shall review this policy at least annually and make any recommendations for changes to the Monroe County Board of Commissioners.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 13, 2011.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

Section Name:	Financial Management	Effective Date:	September 9, 1997
Section Number:	300	Date of Revision:	July 7, 1998
Policy Number:	306	Date of Revision:	July 29, 2014
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Subject: Investment Policy

1. Purpose:

The purpose of this policy is to formulate a written County Policy for making investment decisions, formally re-designate the Monroe County Treasurer as the Investment Officer, define the approved types of investments and maturities the County Board of Commissioners desires to authorize the Treasurer to invest in, to communicate with brokers, dealers, bond rating agencies, investors, general public and others with respect to investments.

2. Objectives:

The primary objectives of this policy, in compliance with Act 20 of Public Act of 1943, as amended (MCL 129.91), in priority order, of the County's investment activities shall be:

SAFETY: Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security. To attain this objective, diversification is required in order that losses on individual securities do not exceed the income generated from the remainder of the portfolio.

LIQUIDITY: Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash operating requirements which might be reasonably anticipated. The County will strive to invest daily all of its available cash.

MARKET RATE OF RETURN: Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the County's investment risk, legal constraints on investments, policy constraints on investments and cash flow requirements.

3. Diversification:

No more than $10 million, or twenty percent (20%) of the investment portfolio shall be invested in certificates of deposit, of any one depository at one time. The County funds invested in certificates of deposits or in a depository may not exceed ten percent (10%) of the equity capital of the depository at any one time. No more than $25 million or fifty percent (50%) of the investment portfolio shall be invested through repurchase agreements with any one institution. Repurchase agreements may not have a term in excess of thirty (30) days and are restricted to the following:

Bonds, notes or other obligations of or guaranteed by the United States; and

1. Those for which the full faith in credit of the United States is pledged for the payment of principal thereon; and

Commercial paper must be rated prime one (1) A-1 or its equivalent by not less than two nationally recognized credit rating services at the time of purchase and maturing not more than 270 days after purchase. Not more than 50% of any fund may be invested in commercial paper at any one time pursuant to Act 20 of 1943, as amended (MCL 129.91).

No obligations of any of the Government Agencies or Instrumentality's as set forth in Act 20 of 1943 as amended (MCL 129.91) shall be purchased, if such purchase would cause more than twenty-five (25%) of the aggregate principal amount of the County's Investment portfolio as of the settlement date to be invested in the obligation of that individual Government Agency or Instrumentality.

The County Treasurer will attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than three (3) years after the date of purchase.

At all times, the County shall maintain investments in conformance with Public Act 20, of the Public Acts of 1943, as amended, other State and Federal laws are applicable.

4. Delegation Of Authority To Invest:

The authority to manage the County's investment program is derived from the following:

The State of Michigan, Act No 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12).

Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer. The County Treasurer shall be responsible for carrying out the banking investment policies of the County.

Pursuant to Act 20 of Michigan Public Acts of 1943, the Treasurer shall have an approved investment resolution passed by the Board of Commissioners for all funds other than the Delinquent Tax Revolving Fund. Further, the Road Commission must adopt its own resolution. Pursuant to Act 264, Section 211.87b of the Michigan Public Acts of 1984, the Treasurer is the statutory agent for the Delinquent Tax Revolving Fund.

The Treasurer will prepare a list of Treasurer employees as provided by MCL 48.40 and the Attorney General Opinion 1931-32, page 89, who are authorized to make and approve deposits and investments of County funds, which list shall be filed with the County Clerk. The Treasurer may from time to time specify the maximum amount, types of deposits, investments which employees are authorized to make, the period of time during which such authority to make, approve deposits and investments of County funds may be exercised.

The Treasurer shall maintain a listing of the depositories, custodians, securities dealers and financial institutions from which it may acquire authorized investments.

On or before the twenty-fifth day of each month, the Treasurer shall prepare a summary of the investment portfolio held at the end of the prior calendar month. Copies of this report shall be delivered to the Board of Commissioners. This report shall include the amount of each authorized investment, security type name of issuer, maturity, portfolio yield, yield for each security and custodian of the authorized investment.

The lists provided in this article may be revised from time to time by the Treasurer.

5. <u>Authorized Financial Dealers And Institutions:</u>

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of Michigan. These may include primary dealers or regional dealers that quality under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- Audited financial statements
- Consolidated reports of condition and income as reported to Federal Reserve Board.

Security broker/dealers must maintain insurance requirements of a minimum of $500,000 (cash claims limited to $100,000) for brokerage accounts carrying securities for the County through the Security Investor Protection Corporation (SIPC). An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which County invests.

6. <u>Authorized And Suitable Investments:</u>

The County is empowered by the State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91), as amended by the following public acts, which provide for investment of surplus funds in bonds and other direct obligations of the United States of America or in certificates of deposit or depository receipts of any financial institution which is a member of a federal insurance program.

The Treasurer is directed to deposit and invest all moneys in the following types of Authorized Investments as permitted by Act 20, as amended:

- Certificates of deposit
- Negotiable interest-bearing time certificates of deposit
- Non-negotiable interest-bearing time certificates of deposit
- Demand deposits which bear interest
- Government Agencies and Instrumentalities
- Repurchase Securities
- Non-demand saving accounts
- Commercial paper
- Mutual funds

As per the State of Michigan, Act 66 of Michigan Public Acts of 1977 (MCL 129.91), bonds and other direct obligations of the United States or an agency or instrumentality of the United States in which the principal and interest are fully guaranteed by the United States; certificates of deposit, savings accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation; commercial paper rated prime one (1) A-1 or its equivalent by not less than two nationally recognized rating agencies. Not more than 50% of any fund to be invested in commercial paper at any one time and limited to 270 days or less.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a savings account or depository receipts of a savings and loan association which is a member of the Federal Deposit Insurance Corporation.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a credit union which is insured by the National Credit Union Administration.

As per the State of Michigan, Act 217 of Michigan Public Acts of 1982, as amended (MCL 129.91), United States government or federal agency obligation repurchase agreements and bankers acceptances of United States banks; in mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

As per the State of Michigan, Act 367 of Michigan Public Acts of 1982 as amended (MCL 129.91), investment pools by financial institutions.

The Treasurer is advised not to invest in Certificates of Deposit in out-of-state financial institutions without a written opinion from the County Legal Advisor. Without an opinion on file, the Treasurer could be personally liable. (Refer to Attorney General Opinion #6168).

7. Investment And Banking Objectives:

As funds become available from time to time for deposit or investment, the Treasurer shall determine, consistent with the objectives of this policy and Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in Authorized Investments to be made or acquired.

The Treasurer shall seek to obtain quotations for the purpose of selecting each Authorized Investment.

The Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment. However, the Treasurer's foremost responsibility is to comply with the objectives, safety, liquidity and diversification requirements set forth in this policy.

8. Definitions:

Central Depository - A single bank or trust company to be so designated and utilized for the purpose of enhancing the County's cash management activities through the centralization of banking services and which are the qualifications of a Depository.

Certificates of Deposit - "Negotiable interest-bearing time certificates of deposit" means certificates of deposit in negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

"Non-negotiable interest-bearing time certificates of deposit" means certificates of deposit in non-negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

Commercial Paper - Commercial paper is an unsecured promissory note (270 days or less) generally issued by large corporations and traded between them to meet their short-term cash requirement. In recent years, commercial paper has been issued by public utilities and governmental units also. This market is open for investment purposes by the general public.

In some cases, commercial paper is issued with a bank letter of credit or line of credit. This guarantees that should the issuer be unable to redeem the note at maturity, the bank will make good. This is especially important with weaker companies. In the case of governmental units issuing paper, redemption may depend upon timely collection of taxes.

Credit worthiness of the issuers is rated by several nationally recognized and rating agencies: Moodys Investors Services, Standard & Poors, Fitch, and Duff & Phelps.

Commercial paper can be tailored to the needs of the issuer. The amount to be offered, the time and rate can be easily adjusted. It is not uncommon for some issuers to change rates or maturities several times during the day to assure that they obtain the needed funds as cheaply as possible. This is also an advantage to fit their needs. Commercial paper is not insured and generally is traded in large denominations ($25,000).

Custodian - The County Treasurer is the custodian of all County funds pursuant to MCL 48.40.

Demand Deposits - Those funds of the County which are deposited with a Depository and payable on demand of the County. Such deposits may include interest-bearing and non-interest-bearing checking accounts, savings accounts or other similar accounts authorized by the Federal Reserve Board of the Federal Home Loan Bank Board. These accounts must be insured by the Federal Deposit Insurance Corporation.

Depository - A bank or savings and loan association organized under the laws of the State or under the laws of the United States, doing business and situated in the State which:

- Has an office located in the County which is capable of providing those banking services which the County requests.
- Has deposits which are insured by the Federal Deposit Insurance Corporation.
- Has Equity Capital in excess of fifty million ($50,000,000).

Equity Capital - Ownership interest in a Depository which is represented by the par value of common and preferred stock if any, additional paid-in capital and, retained earnings or retained income.

Bankruptcy courts have held that repurchase agreements handled in the way described are not purchases, but are collateralized loans. Thus, when a bank or broker files for bankruptcy protection, the holders of repurchase agreements are treated as priority creditors and are not entitled to the securities they supposedly owned. You must have a third party take actual possession of the securities to protect your investment.

Securities Dealers -

- Institutions having all of the qualifications of a Depository except that they only need an office located in the State rather than in the County.
- Classified as Primary Securities Dealers which is determined by the Federal Reserve Bank.
- Firms which are members of both the National Association of Securities Dealers and the Securities Investor Protection Corporation and also have an office located in the State.

U.S. Treasury Bills - These are direct obligations of the United States Government sold at a discount from par value with a specific maturity date up to a maximum maturity of one year. The interest comes from a discount which is calculated using actual number of days on a 360 day year.

U.S. Treasury Bonds - These are similar to notes except the first original maturities are ten years or longer.

U.S. Treasury Notes - These are direct obligations of the United States Government bearing interest payable at six month intervals until maturity. Maturities are from one to ten years.

Financial Assets of the County - These funds are accounted for in the County's Comprehensive Annual Financial Report and include:

Governmental Fund Classifications:
1. General Fund
2. Special Revenue Fund
3. Debt Service Fund
4. Capital Projects Fund

Proprietary Fund Classifications:
1. Internal Service Fund
2. Enterprise Fund

Fiduciary Fund Classifications:
1. Trust and Agency

Government Agencies and Instrumentalities - These obligations are issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government. The following agencies issue obligations which may be backed by the full faith and credit of the U.S. Government:

1. Export Import Bank Debentures and Participating Certificates
2. Farmers Home Administration Insured Notes
3. General Services Administration Participation Certificates

4. Government National Mortgage Association (GNMA)
5. GNMA Bond
6. GNMA Participation Certificates
7. GNMA Pass Through

The actual securities vary from notes and debentures to participation certificates.

Investment Portfolio - Those authorized investments made by the County for the purpose of earning a monetary return, including interest, on the amount invested.

Mutual Funds - Mutual funds are comprised of pools of investors with express purpose of purchasing larger diversified portfolios than if they could invest individually.

The State, under Act 217 of Public Acts of 1982, Section 1.1(f) states that it is appropriate to invest County funds "In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan".

The State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91) states that a mutual fund which includes only those investments enumerated in 1(a) through 1(e) would be appropriate. If the mutual fund includes any other instrument, it would not be appropriate.

Non-demand Savings Accounts - Those savings accounts of the County in a Depository which are not payable on demand but, instead, are payable at a certain date. These accounts must be insured by the Federal Deposit Insurance Corporation.

Ratings Services -

Keefe Bankwatch: Provides evaluation of the financial condition of banks and savings and loans.

Moody's Investors Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

Sheshunoff Information Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

Standard and Poor's Corporation: Provides evaluation of securities credit worthiness.

Repurchase Agreements - Those securities which are the subject of a Repurchase Agreement are:

1. Bonds, notes for other obligations of or are guaranteed by the United States.
2. Those for which the faith of the United States is pledged for the payment of principal thereon.

Repurchase Securities shall mature or be redeemable at the option of the holder within five years from the date of their sale to the County and shall have at the time of purchase by the County a market value at least equal to one hundred percent (100%) of the price at which the Repurchase Securities are to be repurchased from the County, or such greater percentage as is agreed upon by the seller and the County prior to or upon entering into a particular agreement.

9. Application:

This policy applies to Monroe County's general investments and not retirement fund or employee benefit fund assets.

10. Responsibility:

The County Treasurer is the custodian of all County funds pursuant to MCL 48.40. The County Administrator/Chief Financial Officer shall be responsible for administrating this policy.

11. Administrative Procedure:

Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.

The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. The Treasurer shall act in accordance with written procedures and the investment policy and exercise due diligence and shall be relieved of personal responsibility for an individual risk or market price changes.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County of Monroe.

Banking institutions who provide banking or investment services to the County are prohibited from providing gratuities, gifts or other monetary incentives with a value exceeding fifteen dollars ($15.00) to any elected or appointed county official, or members of the family or office staff of any elected or appointed county official as an incentive to induce county officials to provide business to their institution. Any banking institution found to be in violation of this policy will be subject to termination of their banking relations with the County of Monroe.

12. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 9, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 7, 1998.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 29, 2014.

Marked-up Copy

Section Name:	Financial Management	Effective Date:	September 9, 1997
Section Number:	300	~~Date of Revision:~~	~~July 7, 1998~~
Policy Number:	306	Date of Revision:	~~July 29, 2014~~ **October 19**, 2021
~~Page:~~	~~1 of 10~~		
Subject:	Investment Policy		

Purpose:

The purpose of this policy is to **guide the actions in** ~~formulate a written County Policy for~~ making investment decisions, formally re-designate the Monroe County Treasurer as the Investment Officer, define the approved types of investments and maturities the County Board of Commissioners desires to authorize the Treasurer to invest in, to communicate with brokers, dealers, bond rating agencies, investors, general public and others with respect to investments.

Scope:

This policy applies to Monroe County's general investments and not retirement fund**,** ~~or~~ employee benefit fund assets **or insurance funds**.

Statement of Policy:

A. Objectives: The primary objectives of this policy, in compliance with Act 20 of Public Act of 1943, as amended (MCL 129.91), in **order of** priority ~~order,~~ of the County's investment **objectives** ~~activities~~ shall be:

1. SAFETY: Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security. To attain this objective, diversification is required in order that losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. LIQUIDITY: Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash **management and** operating requirements which might be reasonably anticipated. The County will strive to invest daily all of its available cash.

3. MARKET RATE OF RETURN: Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the County's investment risk, legal constraints on investments, policy constraints on investments and cash flow requirements.

4. LEVERAGE AVAILABLE CASH: The County's cash management and investment objectives include utilizing available funds to achieve the most impactful outcomes possible. The goal of simply generating interest income through market rates of return is measured against other opportunities to utilize cash for overall financial management of the organization. This includes advanced payments to achieve credits that result in lower overall operating expenses to the County that have a value higher than interest income. This includes advanced payments of the employer's annual pension contribution or advancing cash to the County's internal service funds for insurance where more value is obtained over market rates than return from certificates of deposit.

B. Diversification: No more than $10 million, or twenty percent (20%) of the investment portfolio shall be invested in certificates of deposit, of any one depository at one time. The County funds invested in certificates of deposits or in a depository may not exceed ten percent (10%) of the equity capital of the depository at any one time. No more than $25 million or fifty percent (50%) of the investment portfolio shall be invested through repurchase agreements with any one institution. Repurchase agreements may not have a term in excess of thirty (30) days and are restricted to the following:

Bonds, notes or other obligations of or guaranteed by the United States; and

1. Those for which the full faith in credit of the United States is pledged for the payment of principal thereon; and

2. Commercial paper must be rated prime one (1) A-1 or its equivalent by not less than two nationally recognized credit rating services at the time of purchase and maturing not more than 270 days after purchase. Not more than 50% of any fund may be invested in commercial paper at any one time pursuant to Act 20 of 1943, as amended (MCL 129.91).

No obligations of any of the Government Agencies or Instrumentality's as set forth in Act 20 of 1943 as amended (MCL 129.91) shall be purchased, if such purchase would cause more than twenty-five (25%) of the aggregate principal amount of the County's Investment portfolio as of the settlement date to be invested in the obligation of that individual Government Agency or Instrumentality.

The County Treasurer will attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than three (3) years after the date of purchase.

At all times, the County shall maintain investments in conformance with Public Act 20, of the Public Acts of 1943, as amended, other State and Federal laws are applicable.

C. Delegation Of Authority To Invest:

1. The authority to manage the County's investment program is derived from the following:

2. The State of Michigan, Act No 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12).

3. Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer. The County Treasurer shall be responsible for carrying out the banking investment policies of the County.

4. Pursuant to Act 20 of Michigan Public Acts of 1943, the Treasurer shall have an approved investment resolution passed by the Board of Commissioners for all funds other than the Delinquent Tax Revolving Fund. Further, the Road Commission must adopt its own resolution. Pursuant to Act 264, Section 211.87b of the Michigan Public Acts of 1984, the Treasurer is the statutory agent for the Delinquent Tax Revolving Fund.

5. The Treasurer will prepare a list of Treasurer employees as provided by MCL 48.40 and the Attorney General Opinion 1931-32, page 89, who are authorized to make and approve deposits and investments of County funds, which list shall be filed with the County Clerk. The Treasurer may from time to time specify the maximum amount, types of deposits, investments which employees are authorized to make, the period of time during which such authority to make, approve deposits and investments of County funds may be exercised.

6. The Treasurer shall maintain a listing of the depositories, custodians, securities dealers and financial institutions from which it may acquire authorized investments.

7. On or before the twenty-fifth day of each month, the Treasurer shall prepare a summary of the investment portfolio held at the end of the prior calendar month. Copies of this report shall be delivered to the Board of Commissioners **as a quarterly report**. This report shall include the amount of each authorized investment, security type name of issuer, maturity, portfolio yield, yield for each security and custodian of the authorized investment.

8. The lists provided in this article may be revised from time to time by the Treasurer.

D. Authorized Financial Dealers And Institutions:

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of Michigan. These may include primary dealers or regional dealers that quality under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- Audited financial statements
- Consolidated reports of condition and income as reported to Federal Reserve Board.

Security broker/dealers must maintain insurance requirements of a minimum of $500,000 (cash claims limited to $100,000) for brokerage accounts carrying securities for the County through the Security Investor Protection Corporation (SIPC). An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which County invests.

E. Authorized And Suitable Investments:

The County is empowered by the State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91), as amended by the following public acts, which provide for investment of surplus funds in bonds and other direct obligations of the United States of America or in certificates of deposit or depository receipts of any financial institution which is a member of a federal insurance program.

The Treasurer is directed to deposit and invest all moneys in the following types of Authorized Investments as permitted by Act 20, as amended:

- Certificates of deposit
- Negotiable interest-bearing time certificates of deposit
- Non-negotiable interest-bearing time certificates of deposit
- Demand deposits which bear interest
- Government Agencies and Instrumentalities
- Repurchase Securities
- Non-demand saving accounts
- Commercial paper
- Mutual funds

As per the State of Michigan, Act 66 of Michigan Public Acts of 1977 (MCL 129.91), bonds and other direct obligations of the United States or an agency or instrumentality of the United States in which the principal and interest are fully guaranteed by the United States; certificates of deposit, savings accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation; commercial paper rated prime one (1) A-1 or its equivalent by not less than two nationally recognized rating agencies. Not more than 50% of any fund to be invested in commercial paper at any one time and limited to 270 days or less.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL

129.91), certificates of deposit, savings accounts or depository receipts of a savings account or depository receipts of a savings and loan association which is a member of the Federal Deposit Insurance Corporation.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a credit union which is insured by the National Credit Union Administration.

As per the State of Michigan, Act 217 of Michigan Public Acts of 1982, as amended (MCL 129.91), United States government or federal agency obligation repurchase agreements and bankers acceptances of United States banks; in mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

As per the State of Michigan, Act 367 of Michigan Public Acts of 1982 as amended (MCL 129.91), investment pools by financial institutions.

The Treasurer is advised not to invest in Certificates of Deposit in out-of-state financial institutions without a written opinion from the County Legal Advisor. Without an opinion on file, the Treasurer could be personally liable. (Refer to Attorney General Opinion #6168).

F. Investment And Banking Objectives:

1. As funds become available from time to time for deposit or investment, the Treasurer shall determine, consistent with the objectives of this policy and Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in Authorized Investments to be made or acquired.

2. The Treasurer shall seek to obtain quotations for the purpose of selecting each Authorized Investment.

3. The Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment. However, the Treasurer's foremost responsibility is to comply with the objectives, safety, liquidity and diversification requirements set forth in this policy.

Definitions:

A. Central Depository - A single bank or trust company to be so designated and utilized for the purpose of enhancing the County's cash management activities through the centralization of banking services and which are the qualifications of a Depository.

B. Certificates of Deposit - "Negotiable interest-bearing time certificates of deposit" means certificates of deposit in negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

C. "Non-negotiable interest-bearing time certificates of deposit" means certificates of deposit in non-negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

D. Commercial Paper - Commercial paper is an unsecured promissory note (270 days or less) generally issued by large corporations and traded between them to meet their short- term cash requirement. In recent years, commercial paper has been issued by public utilities and governmental units also. This market is open for investment purposes by the general public.

In some cases, commercial paper is issued with a bank letter of credit or line of credit. This guarantees that should the issuer be unable to redeem the note at maturity, the bank will make good. This is especially important with weaker companies. In the case of governmental units issuing paper, redemption may depend upon timely collection of taxes.

Credit worthiness of the issuers is rated by several nationally recognized and rating agencies: Moodys Investors Services, Standard & Poors, Fitch, and Duff & Phelps.

Commercial paper can be tailored to the needs of the issuer. The amount to be offered, the time and rate can be easily adjusted. It is not uncommon for some issuers to change rates or maturities several times during the day to assure that they obtain the needed funds as cheaply as possible. This is also an advantage to fit their needs. Commercial paper is not insured and generally is traded in large denominations ($25,000).

E. Custodian - The County Treasurer is the custodian of all County funds pursuant to MCL 48.40.

F. Demand Deposits - Those funds of the County which are deposited with a Depository and payable on demand of the County. Such deposits may include interest-bearing and non- interest-bearing checking accounts, savings accounts or other similar accounts authorized by the Federal Reserve Board of the Federal Home Loan Bank Board. These accounts must be insured by the Federal Deposit Insurance Corporation.

G. Depository - A bank or savings and loan association organized under the laws of the State or under the laws of the United States, doing business and situated in the State which:

- Has an office located in the County which is capable of providing those banking services which the County requests.
- Has deposits which are insured by the Federal Deposit Insurance Corporation.
- Has Equity Capital in excess of fifty million ($50,000,000).

H. Equity Capital - Ownership interest in a Depository which is represented by the par value of common and preferred stock if any, additional paid-in capital and, retained earnings or retained income.

I. Securities Dealers -

- Institutions having all of the qualifications of a Depository except that they only need an office located in the State rather than in the County.
- Classified as Primary Securities Dealers which is determined by the Federal Reserve Bank.
- Firms which are members of both the National Association of Securities Dealers and the Securities Investor Protection Corporation and also have an office located in the State.

J. U.S. Treasury Bills - These are direct obligations of the United States Government sold at a discount from par value with a specific maturity date up to a maximum maturity of one year. The interest comes from a discount which is calculated using actual number of days on a 360 day year.

K. U.S. Treasury Bonds - These are similar to notes except the first original maturities are ten years or longer.

L. U.S. Treasury Notes - These are direct obligations of the United States Government bearing interest payable at six month intervals until maturity. Maturities are from one to ten years.

M. Financial Assets of the County - These funds are accounted for in the County's Comprehensive Annual Financial Report and include:

1. Governmental Fund Classifications:
   - General Fund
   - Special Revenue Fund
   - Debt Service Fund
   - Capital Projects Fund

2. Proprietary Fund Classifications:
   - Internal Service Fund
   - Enterprise Fund

3. Fiduciary Fund Classifications:
   - Trust and Agency

N. Government Agencies and Instrumentalities - These obligations are issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government. The following agencies issue obligations which may be backed by the full faith and credit of the U.S. Government:

1. Export Import Bank Debentures and Participating Certificates
2. Farmers Home Administration Insured Notes
3. General Services Administration Participation Certificates

4. Government National Mortgage Association (GNMA)
5. GNMA Bond
6. GNMA Participation Certificates
7. GNMA Pass Through

The actual securities vary from notes and debentures to participation certificates.

O. Investment Portfolio - Those authorized investments made by the County for the purpose of earning a monetary return, including interest, on the amount invested.

P. Mutual Funds - Mutual funds are comprised of pools of investors with express purpose of purchasing larger diversified portfolios than if they could invest individually.

   1. The State, under Act 217 of Public Acts of 1982, Section 1.1(f) states that it is appropriate to invest County funds "In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan".

   2. The State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91) states that a mutual fund which includes only those investments enumerated in 1(a) through 1(e) would be appropriate. If the mutual fund includes any other instrument, it would not be appropriate.

Q. Non-demand Savings Accounts - Those savings accounts of the County in a Depository which are not payable on demand but, instead, are payable at a certain date. These accounts must be insured by the Federal Deposit Insurance Corporation.

R. Ratings Services -

   1. Keefe Bankwatch: Provides evaluation of the financial condition of banks and savings and loans.

   2. Moody's Investors Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

   3. Sheshunoff Information Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

   4. Standard and Poor's Corporation: Provides evaluation of securities credit worthiness.

S. Repurchase Agreements - Those securities which are the subject of a Repurchase Agreement are:

1. Bonds, notes for other obligations of or are guaranteed by the United States.
2. Those for which the faith of the United States is pledged for the payment of principal thereon.

   Repurchase Securities shall mature or be redeemable at the option of the holder within five years from the date of their sale to the County and shall have at the time of purchase by the County a market value at least equal to one hundred percent (100%) of the price at which the Repurchase Securities are to be repurchased from the County, or such greater percentage as is agreed upon by the seller and the County prior to or upon entering into a particular agreement.

   Bankruptcy courts have held that repurchase agreements handled in the way described are not purchases, but are collateralized loans. Thus, when a bank or broker files for bankruptcy protection, the holders of repurchase agreements are treated as priority creditors and are not entitled to the securities they supposedly owned. You must have a third party take actual possession of the securities to protect your investment. Moved From Equity Capital

~~Application:~~

~~This policy applies to Monroe County's general investments and not retirement fund, or employee benefit fund assets.~~ Moved to Scope

Responsibility:

A. The County Treasurer is the custodian of all County funds pursuant to MCL 48.40. The County Administrator/Chief Financial Officer shall be responsible for administrating this policy.

Administrative Procedure:

A. Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.

B. The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. The Treasurer shall act in accordance with written procedures and the investment policy and exercise due diligence and shall be relieved of personal responsibility for an individual risk or market price changes.

C. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County of Monroe.

D. Banking institutions who provide banking or investment services to the County are prohibited from providing gratuities, gifts or other monetary incentives with a value exceeding fifteen dollars ($15.00) to any elected or appointed county official, or members of the family or office staff of any elected or appointed county official as an incentive to induce county officials to provide business to their institution. Any banking institution found to be in violation of this policy will be subject to termination of their banking relations with the County of Monroe.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 9, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 7, 1998, dated July 29, 2014 and October 19, 2021.

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated July 29, 2014.~~

Updated Copy

Section Name:	Financial Management	Effective Date: September 9, 1997
Section Number:	300	Date of Revision: October 19, 2021
Policy Number:	306	

Subject: Investment Policy

Purpose:

The purpose of this policy is to guide the actions in making investment decisions, formally re-designate the Monroe County Treasurer as the Investment Officer, define the approved types of investments and maturities the County Board of Commissioners desires to authorize the Treasurer to invest in, to communicate with brokers, dealers, bond rating agencies, investors, general public and others with respect to investments.

Scope:

This policy applies to Monroe County's general investments and not retirement fund, employee benefit fund assets or insurance funds.

Statement of Policy:

A. Objectives: The primary objectives of this policy, in compliance with Act 20 of Public Act of 1943, as amended (MCL 129.91), in order of priority of the County's investment objectives shall be:

   1. SAFETY: Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security. To attain this objective, diversification is required in order that losses on individual securities do not exceed the income generated from the remainder of the portfolio.

   2. LIQUIDITY: Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash management and operating requirements which might be reasonably anticipated. The County will strive to invest daily all of its available cash.

   3. MARKET RATE OF RETURN: Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the County's investment risk, legal constraints on investments, policy constraints on investments and cash flow requirements.

4. LEVERAGE AVAILABLE CASH: The County's cash management and investment objectives include utilizing available funds to achieve the most impactful outcomes possible. The goal of simply generating interest income through market rates of return is measured against other opportunities to utilize cash for overall financial management of the organization. This includes advanced payments to achieve credits that result in lower overall operating expenses to the County that have a value higher than interest income. This includes advanced payments of the employer's annual pension contribution or advancing cash to the County's internal service funds for insurance where more value is obtained over market rates than return from certificates of deposit.

B. Diversification: No more than $10 million, or twenty percent (20%) of the investment portfolio shall be invested in certificates of deposit, of any one depository at one time. The County funds invested in certificates of deposits or in a depository may not exceed ten percent (10%) of the equity capital of the depository at any one time. No more than $25 million or fifty percent (50%) of the investment portfolio shall be invested through repurchase agreements with any one institution. Repurchase agreements may not have a term in excess of thirty (30) days and are restricted to the following:

Bonds, notes or other obligations of or guaranteed by the United States; and

1. Those for which the full faith in credit of the United States is pledged for the payment of principal thereon; and

2. Commercial paper must be rated prime one (1) A-1 or its equivalent by not less than two nationally recognized credit rating services at the time of purchase and maturing not more than 270 days after purchase. Not more than 50% of any fund may be invested in commercial paper at any one time pursuant to Act 20 of 1943, as amended (MCL 129.91).

No obligations of any of the Government Agencies or Instrumentality's as set forth in Act 20 of 1943 as amended (MCL 129.91) shall be purchased, if such purchase would cause more than twenty-five (25%) of the aggregate principal amount of the County's Investment portfolio as of the settlement date to be invested in the obligation of that individual Government Agency or Instrumentality.

The County Treasurer will attempt to match the maturity of its investments with anticipated cash requirements. Unless matched to a specific cash requirement, the County will not invest directly into authorized investments, which mature more than three (3) years after the date of purchase.

At all times, the County shall maintain investments in conformance with Public Act 20, of the Public Acts of 1943, as amended, other State and Federal laws are applicable.

C. Delegation Of Authority To Invest:

1. The authority to manage the County's investment program is derived from the following:

2. The State of Michigan, Act No 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12).

3. Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer. The County Treasurer shall be responsible for carrying out the banking investment policies of the County.

4. Pursuant to Act 20 of Michigan Public Acts of 1943, the Treasurer shall have an approved investment resolution passed by the Board of Commissioners for all funds other than the Delinquent Tax Revolving Fund. Further, the Road Commission must adopt its own resolution. Pursuant to Act 264, Section 211.87b of the Michigan Public Acts of 1984, the Treasurer is the statutory agent for the Delinquent Tax Revolving Fund.

5. The Treasurer will prepare a list of Treasurer employees as provided by MCL 48.40 and the Attorney General Opinion 1931-32, page 89, who are authorized to make and approve deposits and investments of County funds, which list shall be filed with the County Clerk. The Treasurer may from time to time specify the maximum amount, types of deposits, investments which employees are authorized to make, the period of time during which such authority to make, approve deposits and investments of County funds may be exercised.

6. The Treasurer shall maintain a listing of the depositories, custodians, securities dealers and financial institutions from which it may acquire authorized investments.

7. On or before the twenty-fifth day of each month, the Treasurer shall prepare a summary of the investment portfolio held at the end of the prior calendar month. Copies of this report shall be delivered to the Board of Commissioners as a quarterly report. This report shall include the amount of each authorized investment, security type name of issuer, maturity, portfolio yield, yield for each security and custodian of the authorized investment.

8. The lists provided in this article may be revised from time to time by the Treasurer.

D. Authorized Financial Dealers And Institutions:

The Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of Michigan. These may include primary dealers or regional dealers that quality under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

- Audited financial statements
- Consolidated reports of condition and income as reported to Federal Reserve Board.

Security broker/dealers must maintain insurance requirements of a minimum of $500,000 (cash claims limited to $100,000) for brokerage accounts carrying securities for the County through the Security Investor Protection Corporation (SIPC). An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which County invests.

E. <u>Authorized And Suitable Investments:</u>

The County is empowered by the State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91), as amended by the following public acts, which provide for investment of surplus funds in bonds and other direct obligations of the United States of America or in certificates of deposit or depository receipts of any financial institution which is a member of a federal insurance program.

The Treasurer is directed to deposit and invest all moneys in the following types of Authorized Investments as permitted by Act 20, as amended:

- Certificates of deposit
- Negotiable interest-bearing time certificates of deposit
- Non-negotiable interest-bearing time certificates of deposit
- Demand deposits which bear interest
- Government Agencies and Instrumentalities
- Repurchase Securities
- Non-demand saving accounts
- Commercial paper
- Mutual funds

As per the State of Michigan, Act 66 of Michigan Public Acts of 1977 (MCL 129.91), bonds and other direct obligations of the United States or an agency or instrumentality of the United States in which the principal and interest are fully guaranteed by the United States; certificates of deposit, savings accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation; commercial paper rated prime one (1) A-1 or its equivalent by not less than two nationally recognized rating agencies. Not more than 50% of any fund to be invested in commercial paper at any one time and limited to 270 days or less.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a savings account or depository receipts of a savings and loan association which is a member of the Federal Deposit Insurance Corporation.

As per the State of Michigan, Act 500 of Michigan Public Acts of 1978 (MCL 129.91), certificates of deposit, savings accounts or depository receipts of a credit union which is insured by the National Credit Union Administration.

As per the State of Michigan, Act 217 of Michigan Public Acts of 1982, as amended (MCL 129.91), United States government or federal agency obligation repurchase agreements and bankers acceptances of United States banks; in mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

As per the State of Michigan, Act 367 of Michigan Public Acts of 1982 as amended (MCL 129.91), investment pools by financial institutions.

The Treasurer is advised not to invest in Certificates of Deposit in out-of-state financial institutions without a written opinion from the County Legal Advisor. Without an opinion on file, the Treasurer could be personally liable. (Refer to Attorney General Opinion #6168).

F. Investment And Banking Objectives:

1. As funds become available from time to time for deposit or investment, the Treasurer shall determine, consistent with the objectives of this policy and Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in Authorized Investments to be made or acquired.

2. The Treasurer shall seek to obtain quotations for the purpose of selecting each Authorized Investment.

3. The Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment. However, the Treasurer's foremost responsibility is to comply with the objectives, safety, liquidity and diversification requirements set forth in this policy.

Definitions:

A. Central Depository - A single bank or trust company to be so designated and utilized for the purpose of enhancing the County's cash management activities through the centralization of banking services and which are the qualifications of a Depository.

B. Certificates of Deposit - "Negotiable interest-bearing time certificates of deposit" means certificates of deposit in negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

C. “Non-negotiable interest-bearing time certificates of deposit” means certificates of deposit in non-negotiable form representing deposits of the County placed in an institution having all of the qualifications of a Depository except that it need only have an office located in the State.

D. Commercial Paper - Commercial paper is an unsecured promissory note (270 days or less) generally issued by large corporations and traded between them to meet their short- term cash requirement. In recent years, commercial paper has been issued by public utilities and governmental units also. This market is open for investment purposes by the general public.

In some cases, commercial paper is issued with a bank letter of credit or line of credit. This guarantees that should the issuer be unable to redeem the note at maturity, the bank will make good. This is especially important with weaker companies. In the case of governmental units issuing paper, redemption may depend upon timely collection of taxes.

Credit worthiness of the issuers is rated by several nationally recognized and rating agencies: Moodys Investors Services, Standard & Poors, Fitch, and Duff & Phelps.

Commercial paper can be tailored to the needs of the issuer. The amount to be offered, the time and rate can be easily adjusted. It is not uncommon for some issuers to change rates or maturities several times during the day to assure that they obtain the needed funds as cheaply as possible. This is also an advantage to fit their needs. Commercial paper is not insured and generally is traded in large denominations ($25,000).

E. Custodian - The County Treasurer is the custodian of all County funds pursuant to MCL 48.40.

F. Demand Deposits - Those funds of the County which are deposited with a Depository and payable on demand of the County. Such deposits may include interest-bearing and non- interest-bearing checking accounts, savings accounts or other similar accounts authorized by the Federal Reserve Board of the Federal Home Loan Bank Board. These accounts must be insured by the Federal Deposit Insurance Corporation.

G. Depository - A bank or savings and loan association organized under the laws of the State or under the laws of the United States, doing business and situated in the State which:

- Has an office located in the County which is capable of providing those banking services which the County requests.
- Has deposits which are insured by the Federal Deposit Insurance Corporation.
- Has Equity Capital in excess of fifty million ($50,000,000).

H. Equity Capital - Ownership interest in a Depository which is represented by the par value of common and preferred stock if any, additional paid-in capital and, retained earnings or retained income.

I. Securities Dealers -

- Institutions having all of the qualifications of a Depository except that they only need an office located in the State rather than in the County.
- Classified as Primary Securities Dealers which is determined by the Federal Reserve Bank.
- Firms which are members of both the National Association of Securities Dealers and the Securities Investor Protection Corporation and also have an office located in the State.

J. U.S. Treasury Bills - These are direct obligations of the United States Government sold at a discount from par value with a specific maturity date up to a maximum maturity of one year. The interest comes from a discount which is calculated using actual number of days on a 360 day year.

K. U.S. Treasury Bonds - These are similar to notes except the first original maturities are ten years or longer.

L. U.S. Treasury Notes - These are direct obligations of the United States Government bearing interest payable at six month intervals until maturity. Maturities are from one to ten years.

M. Financial Assets of the County - These funds are accounted for in the County's Comprehensive Annual Financial Report and include:

1. Governmental Fund Classifications:
   - General Fund
   - Special Revenue Fund
   - Debt Service Fund
   - Capital Projects Fund

2. Proprietary Fund Classifications:
   - Internal Service Fund
   - Enterprise Fund

3. Fiduciary Fund Classifications:
   - Trust and Agency

N. Government Agencies and Instrumentalities - These obligations are issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government. The following agencies issue obligations which may be backed by the full faith and credit of the U.S. Government:

1. Export Import Bank Debentures and Participating Certificates
2. Farmers Home Administration Insured Notes
3. General Services Administration Participation Certificates

4. Government National Mortgage Association (GNMA)
5. GNMA Bond
6. GNMA Participation Certificates
7. GNMA Pass Through

The actual securities vary from notes and debentures to participation certificates.

O. Investment Portfolio - Those authorized investments made by the County for the purpose of earning a monetary return, including interest, on the amount invested.

P. Mutual Funds - Mutual funds are comprised of pools of investors with express purpose of purchasing larger diversified portfolios than if they could invest individually.

   1. The State, under Act 217 of Public Acts of 1982, Section 1.1(f) states that it is appropriate to invest County funds "In mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan".

   2. The State of Michigan, Act 20 of Michigan Public Acts of 1943 (MCL 129.91) states that a mutual fund which includes only those investments enumerated in 1(a) through 1(e) would be appropriate. If the mutual fund includes any other instrument, it would not be appropriate.

Q. Non-demand Savings Accounts - Those savings accounts of the County in a Depository which are not payable on demand but, instead, are payable at a certain date. These accounts must be insured by the Federal Deposit Insurance Corporation.

R. Ratings Services -

   1. Keefe Bankwatch: Provides evaluation of the financial condition of banks and savings and loans.

   2. Moody's Investors Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

   3. Sheshunoff Information Services, Inc.: Provides evaluation of the financial condition of banks and savings and loans.

   4. Standard and Poor's Corporation: Provides evaluation of securities credit worthiness.

S. Repurchase Agreements - Those securities which are the subject of a Repurchase Agreement are:

1. Bonds, notes for other obligations of or are guaranteed by the United States.
2. Those for which the faith of the United States is pledged for the payment of principal thereon.

   Repurchase Securities shall mature or be redeemable at the option of the holder within five years from the date of their sale to the County and shall have at the time of purchase by the County a market value at least equal to one hundred percent (100%) of the price at which the Repurchase Securities are to be repurchased from the County, or such greater percentage as is agreed upon by the seller and the County prior to or upon entering into a particular agreement.

   Bankruptcy courts have held that repurchase agreements handled in the way described are not purchases, but are collateralized loans. Thus, when a bank or broker files for bankruptcy protection, the holders of repurchase agreements are treated as priority creditors and are not entitled to the securities they supposedly owned. You must have a third party take actual possession of the securities to protect your investment.

<u>Responsibility</u>:

A. The County Treasurer is the custodian of all County funds pursuant to MCL 48.40. The County Administrator/Chief Financial Officer shall be responsible for administrating this policy.

<u>Administrative Procedure</u>:

A. Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.

B. The standard of prudence to be used by investment officials shall be the prudent person standard and shall be applied in the context of managing an overall portfolio. The Treasurer shall act in accordance with written procedures and the investment policy and exercise due diligence and shall be relieved of personal responsibility for an individual risk or market price changes.

C. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the County of Monroe.

D. Banking institutions who provide banking or investment services to the County are prohibited from providing gratuities, gifts or other monetary incentives with a value exceeding fifteen dollars ($15.00) to any elected or appointed county official, or members of the family or office staff of any elected or appointed county official as an incentive to induce county officials to provide business to their institution. Any banking institution found to be in violation of this policy will be subject to termination of their banking relations with the County of Monroe.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 9, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated July 7, 1998, dated July 29, 2014 and October 19, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 312

Effective Date: October 19, 2021

Subject: Debt Management Policy

Overview

The County of Monroe ("County") has adopted the guidelines and policies set forth in this document titled "Debt Management Policy" (the "Policy"). The purpose of creating the Policy is to establish and codify the objectives and practices for debt management for the County. The guidelines contained in the Policy may require updating in order to maintain relevance and to respond to the changes inherent in the capital markets to best serve the interests of the County. The County will revisit and revise this policy as needed.

Purpose:

In managing its debt, County's goals are to:

A. Achieve the lowest cost of capital within acceptable financing terms
B. Obtain high credit quality
C. Maintain access to the capital credit markets
D. Preserve financial flexibility

Statement of Policy:

A. Bond Structure: The County will establish terms and conditions relating to the issuance of bonds. Unless otherwise authorized by the County, the following will serve as bond requirements:

   1. Term: All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event will the term exceed forty (40) years. Special consideration shall be given when the County is involved in Rural Development financings and certain State Revolving Fund issues that allow up to 40 years financing.

   2. Capitalized Interest: From time-to-time certain financings may require the use of capitalized interest from the issuance date until the County and/or the utility system being financed has beneficial use and/or occupancy of the financed project. Interest may not be funded (capitalized) beyond three years or a shorter period if further restricted by law.

   3. Debt Service Structure: Debt issuance will be planned to achieve relatively level debt service on a debt issuance basis, or in conjunction with other outstanding debt issuances, or in matching available revenue projections while still matching debt service to the useful life of facilities.

   4. Call Provisions: In general, the County's debt issuance should include a call feature, which is not later than ten (10) years from the date of delivery of the bonds.

5. Derivative Structures: The County will not utilize derivative structures.

B. Types of Debt: When the County determines that the use of debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued in consultation with its financial advisor on the debt issuance.

   1. Long-Term Debt: The County may issue long-term bonds where it is deemed that capital improvements will not be financed from current revenues. Long-term borrowing will not be used to finance current operations.

   2. Short-Term Debt: Short-term borrowing may be utilized subject to the following policies:

      - Bond Anticipation Notes: (BANs) may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs may not mature more than 5 years from the date of issuance. BANs will mature within 6 months after substantial completion of the financed facility.

      - Revenue Anticipation Notes: (RANs) may be issued only to meet cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to Federal IRS requirements and limitations.

      - Other Short-Term Debt may be used, as allowed by law, when it provides an interest rate advantage or as interim financing until market conditions are more favorable.

   3. Variable Rate Debt: To maintain a predictable debt service burden, the County has preference to debt that carries a fixed interest rate. The County, however, may consider variable rate debt. The percentage of variable rate debt outstanding may not exceed 10% of the County's total outstanding debt. The following circumstances may result in the consideration of issuing variable rate debt:

      - High Interest Rates: Interest rates are above historic averages.

      - Variable Revenue Stream: The revenue stream for repayment is variable, and is anticipated to move in the same direction as market-generated variable interest rates, or the dedication of revenues allows the County for variability.

      - Financial Advisor Analysis: An analysis from the County's financial advisor evaluating and quantifying the risks and returns involved in the variable rate financing.

C. Debt Limits: The net indebtedness of the County shall not be in excess of 10% of the State Equalized Valuation ("SEV") of all real and personal property within the County. Obligations which are not included in the computation of legal debt margin include bonds issued without the County's full faith and credit pledge.

   Debt issued by the County will comply with all applicable State and federal laws.

D. <u>Refinancing Outstanding Debt:</u> The County, with assistance from its financial advisor will have the responsibility to analyze outstanding bond issues for refunding opportunities. The County will consider the following issues when analyzing possible refunding opportunities:

1. Debt Service Savings. Refinancing issued for the main benefit of reducing the cost to the County shall produce net present value savings of at least 3% of the refunded bond principal amount.
2. Restructuring. The County may refund debt to restructure its payments to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, release reserve funds or remove unduly restrictive bond covenants.
3. Term of Refunding Issues. The County will refund bonds within the term of the originally issued debt. However, the County may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible.

E. <u>Methods of Issuance:</u> The County will determine, with assistance of its financial advisor, the method of issuance on a case-by-case basis with each method selected to be in the best interest of the County.

1. Competitive Sale. In a competitive sale, the County's bonds will be awarded to the bidder providing the lowest true interest cost of bid which conforms to the requirements set forth in the official notice of sale.
2. Negotiated Sale. The County recognizes that it may be more beneficial to sell some debt issuances through a negotiated sale process. For example, the County may choose to use a negotiated sale method on financings which require a strong pre-marketing effort such as a complex transaction or a "story" bond or during time period of unstable markets or for refinancing debt.
3. Private Placement. From time to time the County may elect to privately place debt. Such placement may be considered if this method will result in an overall cost savings to the County relative to other methods of debt issuance.

   Bonds will be sold on a competitive basis unless it is in the best interest of the County to conduct a negotiated sale or private placement. Competitive sales will be the preferred method.

F. <u>Consultants:</u>

1. Municipal Advisor. The County will use a financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) to assist in its debt issuance and debt administration processes. The Municipal Advisor will provide the County with objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring market opportunities, structuring debt, assisting in preparing and reviewing the official statements, assisting with obtaining credit ratings, advising the County on the bond sale or pricing, and assisting with the closing.

2. Bond Counsel. The County's debt will include a written opinion by legal counsel experienced in municipal financings, affirming that the County is authorized to issue the proposed debt, that the County has met all legal requirements necessary for issuance, and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by counsel with experience in public finance and tax issues.

G. Credit Quality and Credit Enhancement: The County's debt management activities will be conducted with a goal of obtaining and maintaining the strongest credit ratings possible consistent with the County's financial objectives. The County will maintain good communication with bond rating agencies about its financial condition. This effort will include providing periodic updates on the County's general financial condition, coordinating meetings or calls, and presentations in conjunction with a new debt issuance. The County will continually strive to maintain its bond rating by improving financial policies, budgets, forecasts and the financial health of the County. The County will consider the use of credit enhancements on a case-by-case basis and will have a financial analysis of the economic benefit versus cost prepared before purchasing any credit enhancement. Only when clearly demonstrable savings or other benefits can be shown may an enhancement be considered.

H. Ethics and Conflict of Interest: Officers and employees involved in the debt issuance process shall refrain from personal business activity that could conflict with proper execution of the debt program, or which could impair their ability to make impartial debt issuance decisions.

I. Continuing Disclosure Obligations: Effective July 3, 1995, the Securities and Exchange Commission ("SEC") enacted amendments to Rule 15c2-12 requiring underwriters of municipal bonds to obtain certain representations from municipal bond issuers, such as the County, regarding ongoing disclosure of information after the issuance of bonds. The Rule also contains requirements for immediate disclosure of certain events by borrowers.

The continuing disclosure requirements are of both a financial and operational nature and are provided to the Municipal Securities Rulemaking Board (MSRB) through the Electronic Municipal Market Access District (EMMA). The deadline for filing the annual continuing disclosure documents are as provided in the individual continuing disclosure agreements entered into with the purchasers of the debt obligations. However, certain material events, as listed in the agreements, are required to be provided within 10 business days of the event.

All continuing disclosure agreements shall be reviewed and signed by the County Administrator/Chief Financial Officer, and copies provided to the Director of Fiscal Services. The County may contract with a third party to assist it with the compliance of ongoing continuing disclosure obligation. The Director of Fiscal Services shall prepare or be responsible for coordinating the required information to complete the annual filings, event notices, when required under the general direction of the Administrator/Chief Financial Officer.

J. Investment of Bond and Note Proceeds: Investment of bond proceeds shall be limited as outlined in the County's Investment Policy and as may be further limited or restricted in the respective bond documents.

K. Arbitrage Rebate: Arbitrage is the interest earned on the investment of the bond proceeds above the arbitrage rate on the debt. If arbitrage occurs, the County will be required to rebate or pay the amount of the arbitrage to the Federal Government unless it qualifies for an exemption from such rebate. The County will maintain a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulations. The recordkeeping shall include tracking investment earnings on bond proceeds in order to allow for the calculation of rebate liability, if any.

   If not exempt from rebate, the County shall have prepared an estimated of the potential arbitrage liability. The County shall have prepared and filed on the fifth anniversary of the bond issuance, the final arbitrage rebate calculation and submit to the federal government any rebate owed.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated October 19, 2021.

Current Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 421
Page: 1 of 1

Effective: March 23, 1999
Date of Revision: May 27, 2003

Subject: Retiree Life Insurance

1. Purpose: The purpose of this policy is to designate the retiree life insurance benefit that will be made available for all regular full-time non-union employees of Monroe County who retire. **Employees hired on or after January 1, 2003, will no longer be eligible for retiree life insurance.**

2. Statement of Policy: Regular full-time non-union employees who retire under the Monroe County Employees' Retirement System shall be eligible for $4,000 term life insurance. (Managerial employees shall be eligible for $10,000 term life insurance.)

3. Definitions: None

4. Application: This policy shall apply to all departments and administrative units of Monroe County government.

5. Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 27, 2003.

Marked-up Copy

Section Name: Employee Relations
Section Number: 400

Effective: March 23, 1999
Date of Revision: ~~May 27, 2003~~ **October 19, 2021**

Policy Number: 421
~~Page: 1 of 1~~

Subject: Retiree Life Insurance **Benefit**

Purpose:
The purpose of this policy is to designate the retiree life insurance benefit that will be made available for all regular full-time non-union employees of Monroe County who retire **from employment from the County**. **It shall include employees of the County Agency.** **Employees hired on or after January 1, 2003, will no longer be eligible for retiree life insurance.**

Scope: This policy shall apply to all offices and departments and administrative units of Monroe County government.

Statement of Policy:

A. Regular full-time non-union employees who **separate for purposes of retirement** ~~retire~~ under the Monroe County Employees' Retirement System or the Monroe County Municipal Employees Retirement defined contribution plan shall be eligible for $4,000 term life insurance. (Managerial employees shall be eligible for $10,000 term life insurance.) **Employees who are only entitled to a deferred retirement pension under the Retirement System are not eligible for this benefit.**

B. The County shall have sole discretion to select the insurer of the life insurance benefit to provide to each eligible retiree. From time to time the County may contract with a different insurance carrier to serve the interests of the County and retiree. Nothing contained within this policy shall limit the ability of the County to select different carriers or provide for continued service under a carrier that may result from a merger or acquisitions of two or more life insurance companies/carriers.

Definitions: None

~~Application: This policy shall apply to all offices and departments and administrative units of Monroe County government.~~ **Moved to Scope.**

Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 27, 2003 **and October 19, 2021.**

Section Name: Employee Relations
Effective: March 23, 1999
Section Number: 400
Date of Revision: October 19, 2021
Policy Number: 421

Subject: Retiree Life Insurance Benefit

Purpose:
The purpose of this policy is to designate the retiree life insurance benefit that will be made available for all regular full-time non-union employees of Monroe County who retire from employment from the County. It shall include employees of the County Agency. **Employees hired on or after January 1, 2003, will no longer be eligible for retiree life insurance.**

Scope: This policy shall apply to all offices and departments and administrative units of Monroe County government.

Statement of Policy:

A. Regular full-time non-union employees who separate for purposes of retirement under the Monroe County Employees' Retirement System or the Monroe County Municipal Employees Retirement defined contribution plan shall be eligible for $4,000 term life insurance. (Managerial employees shall be eligible for $10,000 term life insurance.) Employees who are only entitled to a deferred retirement pension under the Retirement System are not eligible for this benefit.

B. The County shall have sole discretion to select the insurer of the life insurance benefit to provide to each eligible retiree. From time to time the County may contract with a different insurance carrier to serve the interests of the County and retiree. Nothing contained within this policy shall limit the ability of the County to select different carriers or provide for continued service under a carrier that may result from a merger or acquisitions of two or more life insurance companies/carriers.

Definitions: None

Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 27, 2003 and October 19, 2021.

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Section Name:	Employee Relations	Effective Date: May 23, 2000
Section Number:	400	Revised: February 14, 2006
Policy Number:	439	Revised: November 15, 2011
Subject:	Electronic Communications	

1. Purpose: The purpose of this policy is to establish boundaries to govern the use of the County's Electronic Communication Systems.

2. Statement of Policy:

2.1 Permissible Use. The County's Systems are provided to users to conduct County business. County's Systems are to be used for work related purposes. Users shall comply with all policies, rules and regulations of the County. De minimus personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's Systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit.

2.2 Monitoring and Access. Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the County reserves, at its sole discretion, to access, read, monitor, disclose, and use the County's Systems and the contents of the communications, information, or data sent or received over the County's Systems, including, but not limited to, social media sites**,** electronic communications deleted by the user that are retrievable from the County's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

a. Except as otherwise expressly permitted in this policy, no user or other person (including a member of the Information Technology Department) shall access the electronic information of any County employee (other than the County Administrator), unless advance written approval of the County Administrator is obtained. In the case of the County Administrator, advance written approval of the Chairperson of the Board of Commissioners shall be required.

b. No user (including a member of the Information Technology Department) shall access the electronic information of any employee or judge (other than the Chief Judge) of the Monroe County Courts, unless advance written approval of the Chief Judge of the respective court is obtained. In the case of the Chief Judge of any of the Monroe County Courts, advance written approval of the State Court Administrator shall be required.

c. No user (including a member of the Information Technology Department) shall access the electronic information of any employee of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of the respective elected official is obtained.

d. No user (including a member of the Information Technology Department) shall access the electronic information of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of two (2) Chief Judges of any of the Monroe County Court's is obtained.

e. No user (including a member of the Information Technology Department) shall access the electronic information of any member of the Board of Commissioners (other than the Chairperson), unless advance written approval of the County Administrator and the Chairperson of the Board of Commissioners is obtained. In the case of the Chairperson of the Board of Commissioners, advance written approval of the County Administrator and the Vice-Chairperson of the Board of Commissioners shall be required.

Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.

2.3 Confidentiality. Users should be aware that e-mail messages composed or received through the use of the County's Systems are public information and subject to FOIA (Freedom of Information Act.) Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the County's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the County's Systems.

2.4 Prohibited Uses. Certain uses of the County's Systems are not allowed. Except where otherwise expressly permitted by this policy**,** or as may be required for the discharge of appropriate law enforcement functions under applicable state, federal or local law, the following uses are prohibited:

a. Reading, accessing, using, copying or transmitting electronic content (including but not limited to e-mail, instant messaging, blogs, RSS feeds, etc.), or otherwise using the County's Systems, for any purpose which violates federal, state, or local laws.

b. Misrepresenting one's identity to compose or intercept messages.

c. Revealing access information, internal Internet Protocol (IP) address(es) or password(s) to another person, unless approved by the Director of the Information Technology Department, in writing.

d. Using County's Systems for commercial purposes other than County business, such as using County Systems for religious or political purposes and using the County Systems for gambling, betting pools, or investment clubs. County Systems will not be used for any activity violating local, state or federal law.

e. Reading, accessing, using, copying or transmitting electronic offensive or malicious messages, which include, but are not limited to, messages containing profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.

f. Installing new, properly licensed software that has not been approved by the County Information Technology Department. This does not include updates of existing, installed applications or printer drivers.

g. No personal devices are to be connected to County equipment without the prior approval of the County Information Technology Department. Public access is provided for internet access only. Individuals wishing WIFI connectivity will contact the IT Department for proper connection instructions.

h. Adding to or removing content from Official County social media sites, without prior approval of Department Head.

i. Personal cell phone use, unless prior authorization by department heads, is limited to break time only.

2.5 Violation of Policy. User's who misuse the County's Systems, or knowingly allow others to do so, are subject to disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit, and/or possible legal action. Furthermore, the County of Monroe reserves the right to suspend or terminate any person's use and/or access to County's Systems at its sole discretion.

2.6 User Acknowledgment/Agreement. All users shall execute a copy of the attached "Acknowledgment of Monroe County**'s** Electronic Communications Policy," a copy of which shall be placed in each person's official personnel file.

All employees of the Information Technology Department shall, as a condition of employment, also execute the "Agreement Regarding Access and Dissemination of Electronic Information," a copy of which shall be placed in each person's official personnel file.

3. Definitions: The term "user" and "users" as used in this document shall refer to all persons who are permitted to use the County's information systems, electronic communications and voice mail systems. "County's Systems" shall be defined as the County's information systems (including**,** but not limited to**,** the computers, cellular mobile devices, servers, Internet access, network infrastructure**,** and storage devices, electronic communications and voice mail systems.

4. Applications: This policy shall apply to all employees, appointed and elected officials, and all offices, departments and administrative units of Monroe County Government.

5. Responsibility: The County Administrator/Chief Financial Officer and/or his designee shall be responsible for implementing and overseeing this policy.

6. Administrative Procedures: None.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 23, 2000.

Revised pursuant to action of the Monroe County Board of Commissioners, dated February 14, 2007.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 15, 2011.

ACKNOWLEDGMENT OF MONROE COUNTY'S
ELECTRONIC COMMUNICATIONS POLICY

I understand that the County's information systems electronic communications and voice mail systems (collectively referred to as "the County's Systems") are the County's property and are to be used for the County's business. I also understand that personal use of the County's Systems (other than as permitted by County policy) is strictly prohibited. I further understand that misuse of the County's Systems, or knowingly allowing others to do so, may result in the suspension or termination of my use and/or access to the County's Systems, and may result in disciplinary action, up to and including my discharge, and/or possible legal action.

I understand that the County reserves the right to access, monitor, review, use, and disclose information obtained through the County's Systems at any time, with or without advance notice to me and with or without my consent.

I agree to abide by the terms of the County's Electronic Communications Policy, a copy of which has been provided to me.

I confirm that I have read this acknowledgment and have had an opportunity to ask questions about it.

____
Name (Printed)

____
Signature

____
Date

Current Copy
Recommendation - Delete Policy

Section Name:	Employee Relations	Effective Date:	March 9, 1999
Section Number:	400	Date of Revision:	March 12, 2002
Policy Number:	446		
Page:	1 of 2		

Subject: Employee Service Awards

1. Purpose. This policy establishes guidelines in the presentation of Service Awards to all eligible, full-time employees of Monroe County.

2. Statement of Policy.

   2.1 On the effective date of this policy, all full-time employees and retiree's of Monroe County are eligible to receive Service Awards.

   2.2 Service Awards will be presented to eligible employees in the following intervals:
   20 years
   25 years
   30 years
   Retirement

   2.3 Employees must complete the required number of years of continuous County employment by December 31st of the year the award will be presented.

   2.4 The County Board of Commissioners may from time to time, change the type of Awards to be presented. Changes must be made prior to February 1st of the year the change is to be made.

   2.5 The Chairman of the Board of Commissioners, or their designee, will present the Employee Service Awards at a time certain, set by the Board of Commissioners.

   2.6 The spouses of these employees will be invited to this session, as well as each employee's respective Department Head.

3. Definitions. None.

4. Application. This policy applies to all employees and officials of the County of Monroe.

5. Responsibility. The Administrative Assistant to the Board of Commissioners and/or her designee will be responsible for overseeing and implementing this policy.

6. Definitions. None

7. Administrative Procedure. None.

8. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 9, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 12, 2002.

Section Name:	Building & Property	Effective Date:	June 20, 2017
Section Number:	700	Date of Revision:	
Policy Number:	700		
Page:	1 of 9		
Subject:	Courthouse Security		

1. Purpose: The purpose of this policy is to describe and establish a general procedure and process to maintain a "Weapons Free Zone"; to improve and then manage the safety and security of visitors, jurors, witnesses and employees while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

2. Statement of Policy:

   2.1 Entrances/ Exits:

   a) Public Main Entrance: To affect the security level desired, all entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.

   b) Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through the main public entrance.

   Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of a card access system at the entrance equipped with a card reader.

   c) Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.

   d) Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

   - Door Alarms- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s). The exception will be the facility maintenance area door.

2.2 Signage: Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.

2.3 Screening Hours: The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to 5:15 p.m. and as needed for scheduled evening meetings.

2.4 Security Screening Process: The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk though magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.

a) Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items that may activate the device. Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X-ray belt and/or may be subject to visual inspection.

b) In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.

c) When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station without such item(s).

d) Any items left or forfeited to the security officer will not be returned to the owner. The County or the security officer will not be required to hold any items while a person is in the facility.

2.5 Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:

- Firearms of any type
- Edged weapons such as knives, pocket knives, scissors, certain hand tools that could be considered an edged weapon

- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1**.

2.6 Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

a) Local Jurisdiction Law Enforcement Personnel**:** Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

Uniformed on duty local jurisdiction law enforcement personnel **and** Non-Uniformed on duty local jurisdiction law enforcement personnel:

- Must show badge and ID to Security Officers
- Must be appearing in Court or conducting official court business within the facility

b) Courthouse Personnel: Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judge of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2**:

- Security Officers
- Court Bailiffs
- Judges
- Others allowed by the Monroe County Courts Chief Judge

2.7 Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

a) Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector screening, visual observations and responses to any inquiries made from the security staff.

b) Security officers will be equipped with the following:

- Security Uniform
- Bullet Proof Vest (optional)
- Firearm Holster
- Ammunition
- Portable Two-way Radio and Ear Piece

c) Security officers will be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed they may provide information and assistance to visitors in directing them to needed offices within the facility.

d) Security Officers, upon expressed written approval by the Monroe County Courts Chief Judge, shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

e) Security Officers, upon written approval of the Chief Judge of Monroe Courts, shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

2.8 Bailiffs:

a) Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective security within the facility will require a unified and coordinated approach by bailiffs and security officers.

b) Court bailiffs, upon expressed written approval of the Monroe County Courts Chief Judge, shall be allowed to carry and possess a firearm within the facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the baliff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.

c) Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

2.9 Communications/Duress Alarms/CCTV Systems:

a) It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, and proactive procedures and practices.

b) Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.

c) Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two-way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

Activation of duress alarms will be made when:

- Staff's physical safety is in danger and/or someone else may be in danger
- Staff does not want to escalate the current situation or alert by-standers
- It appears that a subject may become unruly, hostile or may harm themselves or others
- A medical emergency

2.10 Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.

2.11 Emergency Evacuation: The occupants of the facility will follow the established policy for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or conflict with the steps to be taken in an emergency and the ensuing evacuation.

3. Definitions: None.

4. Application: This policy shall apply to all courts, departments and administrative units of Monroe County government.

5. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy. Consistent with the authority and responsibility of the Chief Judge of Monroe County Courts.

6. Administrative Procedure: As outlined in Exhibit 2.

7. Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

8. Legislative History of Authority for Creation or Revision:

   Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

EXHIBIT 1

DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
- Box Cutters/Utility Knives
- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE:

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as "Monroe County/Court Security", who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee's civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee's legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the Monroe County Courts Chief Judge and/or his/her designee and completed prior to firearm authorization being granted. Authorization to each person

authorized to carry a firearm shall be in writing by the Monroe County Courts Chief Judge.

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judge. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.

3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judge or his/her designee.

4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judge or his/her designee.

HOLSTERS:

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judge or his/her designee. Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Section Name:	Building & Property	Effective Date:	June 20, 2017
Section Number:	700	Date of Revision:	October 19, 2021
Policy Number:	700		
~~Page:~~	~~1 of 9~~		
Subject:	Courthouse Security		

Purpose:

The purpose of this policy is to describe and establish a general procedure and process to maintain a "Weapons Free Zone"; to improve and then manage the safety and security of visitors, jurors, witnesses and ~~employees~~ others while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

Scope:

This policy shall apply to all courts, departments and administrative units of Monroe County government.

Statement of Policy:

A. Entrances/ Exits:

1. Public Main Entrance: To affect the security level desired, all **public** entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the **main** Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.

2. Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through **the alternate employee entrance by use of an assigned keyless entry access card. This applies to employees assigned to work at the facility and those employees who have official business within the facility. If an employee has not been assigned a keyless entry card, the employee shall enter via the main entrance and comply with the security screening protocols.** ~~the main public entrance.~~

   Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of **procedure as outlined in section 2,** ~~**above.**~~ ~~a card access system at the entrance equipped with a card reader.~~

3. Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.

4. Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

- Door Alarms- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s) **at the door location and main control panel**. The exception will be the facility maintenance area door.

B. Signage: Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.

C. Screening Hours: The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to **5:00**~~5:15~~ p.m. and as **may be** needed for scheduled **jury trials and** evening meetings.

D. Security Screening Process: The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk though magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.

1. Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items that may activate the device. **This may also include belts with large buckles that could activate the magnetometer. In addition, cell phones and cell phone waist holders that contain metal and large jewelry items are also to be removed to assist in the weapons screening process.** Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X- ray belt and/or may be subject to visual inspection.

2. In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.

3. When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station without such item(s).

4. Any items left or forfeited to the security officer ~~will~~ **may** not be returned to the owner. The County or the security officer will not be required to hold any

items while a person is in the facility.

E. Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:

- Firearms of any type
- Stun guns and tasers
- Edged weapons such as knives, pocket knives, **box cutters,** scissors, certain hand tools **such as screwdrivers, pliers, and hammers** that could be considered an edged weapon
- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1**.

F. Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, tasers or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

1. Local Jurisdiction Law Enforcement Personnel**:** Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

   Uniformed on duty local jurisdiction law enforcement personnel **and** Non-Uniformed on duty local jurisdiction law enforcement personnel:

   - Must show badge and ID to Security Officers
   - Must be appearing in Court or conducting official court **or County** business within the facility

2. Courthouse Personnel: Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judge**s** of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2**:

   - Security Officers
   - Court Bailiffs
   - Judges

- Others allowed by the **Chief Judges of** Monroe County Courts ~~Chief Judge~~

G. Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

1. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector screening, **results of the x-ray of items,** visual observations and responses to any inquiries made from the security staff.

2. Security officers will be equipped with the following:

   - Security Uniform
   - Bullet Proof Vest (optional)
   - Firearm Holster
   - Ammunition
   - Portable Two-way Radio and earpiece ~~Ear Piece~~

3. Security officers will **each** be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed **in the County job description,** they may provide information and assistance to visitors in directing them to needed offices within the facility.

4. Security Officers, ~~upon expressed written approval by the Monroe County Courts Chief Judge,~~ shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the ~~with~~ Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

5. Security Officers, ~~upon written approval of the Chief Judge of Monroe Courts,~~ shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

H. Bailiffs:

1. Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective

security within the facility will require a unified and coordinated approach by bailiffs and security officers.

2. Court bailiffs, upon expressed written approval of the **Chief Judges of** Monroe County Courts, ~~Chief Judge~~, shall be allowed to carry and possess a firearm within the facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the bailiff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.

3. Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

I. Communications/Duress Alarms/CCTV Systems:

1. It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, **including select exterior areas,** and proactive procedures and practices.

2. Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.

3. Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two- way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

   Activation of duress alarms will be made when:

   - Staff's physical safety is in danger and/or someone else may be in danger
   - Staff does not want to escalate the current situation or alert by-standers

- It appears that a subject may become unruly, hostile or may harm themselves or others
- A medical emergency

J. Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.

K. Emergency Evacuation: The occupants of the facility will follow the established ~~policy~~ **plans** for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or ~~conflict with~~ **inhibit** the steps to be taken in an emergency and the ensuing evacuation.

Definitions: None.

~~2. Application: This policy shall apply to all courts, departments and administrative units of Monroe County government.~~ **Moved to Scope**

Policy Compliance:

1. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy ~~C~~ **consistent** with the authority ~~and responsibility~~ of the Chief Judge**s** of Monroe County Courts. **Collaboration and coordination of overall security is more effective through the efforts of everyone working together towards the policy purpose(s).**

Administrative Procedure: As outlined in Exhibit 2.

Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

EXHIBIT 1

DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
- Box Cutters/Utility Knives
- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- Stun guns and tasers
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID **(screwdrivers, pliers and hammers)**
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE: **OCTOBER 19, 2021**

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as "Monroe County/Court Security", who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee's civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee's legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the **Chief Judges of** Monroe County Courts ~~Chief Judge~~ and/or his/her designee**s** and completed prior to firearm authorization being granted. Authorization to each person

authorized to carry a firearm shall be in writing by the **Chief Judges** Monroe County Courts. ~~Chief Judge~~.

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judge**s**. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.

3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judge**s.** ~~or his/her designee.~~

4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judge**s.** ~~or his/her designee.~~

HOLSTERS:

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judge**s** ~~or his/her designee~~. Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

Updated policy

Section Name:	Building & Property	Effective Date:	June 20, 2017
Section Number:	700	Date of Revision:	October 19, 2021
Policy Number:	700		
Subject:	Courthouse Security		

Purpose:

The purpose of this policy is to describe and establish a general procedure and process to maintain a "Weapons Free Zone"; to improve and then manage the safety and security of visitors, jurors, witnesses and others while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

Scope:

This policy shall apply to all courts, departments and administrative units of Monroe County government.

Statement of Policy:

A. Entrances/ Exits:

1. Public Main Entrance: To affect the security level desired all public entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the main Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.

2. Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through the alternate employee entrance by use of an assigned keyless entry access card. This applies to employees assigned to work at the facility and those employees who have official business within the facility. If an employee has not been assigned a keyless entry card, the employee shall enter via the main entrance and comply with the security screening protocols.

   Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of procedure as outlined in section 2, above.

3. Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.

4. Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

- <u>Door Alarms</u>- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s) at the door location and main control panel. The exception will be the facility maintenance area door.

B. <u>Signage:</u> Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.

C. <u>Screening Hours:</u> The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to 5:00 p.m. and as may be needed for scheduled jury trials and evening meetings.

D. <u>Security Screening Process:</u> The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk though magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.

1. Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items <u>that may activate the device</u>. This may also include belts with large buckles that could activate the magnetometer. In addition, cell phones and cell phone waist holders that contain metal and large jewelry items are also to be removed to assist in the weapons screening process. Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X- ray belt and/or may be subject to visual inspection.

2. In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.

3. When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station <u>without</u> such item(s).

4. Any items left or forfeited to the security officer may not be returned to the owner. The County or the security officer will not be required to hold any

items while a person is in the facility.

E. Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:

- Firearms of any type
- Stun guns and tasers
- Edged weapons such as knives, pocket knives, box cutters, scissors, certain hand tools such as screwdrivers, pliers, and hammers that could be considered an edged weapon
- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1.**

F. Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, tasers or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

1. Local Jurisdiction Law Enforcement Personnel**:** Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

   Uniformed on duty local jurisdiction law enforcement personnel and Non-Uniformed on duty local jurisdiction law enforcement personnel:
   - Must show badge and ID to Security Officers
   - Must be appearing in Court or conducting official court or County business within the facility

2. Courthouse Personnel: Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judges of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2**:

   - Security Officers
   - Court Bailiffs
   - Judges
   - Others allowed by the Chief Judges Monroe County Courts

G. Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

1. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector screening, results of the x-ray of items, visual observations and responses to any inquiries made from the security staff.

2. Security officers will be equipped with the following:

   - Security Uniform
   - Bullet Proof Vest (optional)
   - Firearm Holster
   - Ammunition
   - Portable Two-way Radio and earpiece

3. Security officers will each be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed in the County job description, they may provide information and assistance to visitors in directing them to needed offices within the facility.

4. Security Officers shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

5. Security Officers, shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

H. Bailiffs:

1. Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective security within the facility will require a unified and coordinated approach by bailiffs and security officers.

2. Court bailiffs, upon expressed written approval of the Chief Judges Monroe County Courts, shall be allowed to carry and possess a firearm within the

facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the bailiff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.

3. Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

I. <u>Communications/Duress Alarms/CCTV Systems:</u>

1. It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, including select exterior areas, and proactive procedures and practices.

2. Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.

3. Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two- way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

   Activation of duress alarms will be made when:

   - Staff's physical safety is in danger and/or someone else may be in danger
   - Staff does not want to escalate the current situation or alert by-standers
   - It appears that a subject may become unruly, hostile or may harm themselves or others
   - A medical emergency

J. Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.

K. Emergency Evacuation: The occupants of the facility will follow the established plans for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or inhibit the steps to be taken in an emergency and the ensuing evacuation.

Definitions: None.

Policy Compliance:

1. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy consistent with the authority of the Chief Judges of Monroe County Courts. Collaboration and coordination of overall security is more effective through the efforts of everyone working together towards the policy purpose(s).

Administrative Procedure: As outlined in Exhibit 2.

Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

EXHIBIT 1

DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
- Box Cutters/Utility Knives
- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- Stun guns and tasers
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID (screwdrivers, pliers and hammers)
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE: OCTOBER 19, 2021

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as "Monroe County/Court Security", who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee's civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee's legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the Chief Judges of Monroe County Courts and/or his/her designees and completed prior to firearm authorization being granted. Authorization to each person

authorized to carry a firearm shall be in writing by the Chief Judges Monroe County Courts.

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judges. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.

3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judges.

4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judges.

<u>HOLSTERS:</u>

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judges. Approved holsters are provided at no charge to the individual.

<u>OFF-DUTY FIREARMS POLICY:</u>

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

<u>Legislative History of Authority for Creation or Revision</u>:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

Section Name: Buildings and Property Effective Date: December 16, 1986
Section Number: 700 Date of Revision: March 23, 1999
Policy Number: 705
Page: 1 of 2

Subject: Smoke Free Workplace

1. Purpose. The purpose of this policy is to provide a smoke free environment for all employees and citizens who utilize County facilities and vehicles, and to provide a healthier workplace for all employees of the County of Monroe.

2. Statement of Policy.

   2.1 Michigan Public Act 198 of 1986 established requirements for protecting the health of people in public buildings by establishing guidelines for smoking in public buildings. In an attempt to protect the health and safety of all County employees and the public who utilize County facilities, smoking shall be prohibited in all County facilities and vehicles, either owned or leased.

   2.2 Smoking is strictly prohibited within fifty feet of the entrance to all County facilities and vehicles. Smokers shall not interfere with the normal entrance area to any buildings and shall use adequate disposal containers provided and maintained by the County.

   2.3 Signs designating the building as “Smoke Free” shall be posted at all entrances and in all County Buildings and Vehicles.

   2.4 Smoking in County Buildings or vehicles shall be considered a violation of County policy and subject the employee to disciplinary action.

3. Definitions. None

4. Application. This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.

5. Responsibility. The Building and Grounds Supervisor will have the responsibility for overseeing and implementing this policy. Managers and supervisors shall be responsible for the enforcement of this policy for employees and the public.

6. Administrative Procedures: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 16, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Marked-up Copy

Section Name: Buildings and Property Effective Date: December 16, 1986
Section Number: 700 Date of Revision: ~~March 23, 1999~~ **October 19, 2021**
Policy Number: 705
~~Page: 1 of 2~~

Subject: Smoke **and Vape** Free Workplace

Overview:
To protect and enhance indoor air quality and contribute to the health and well-being of all employee and visitors the County of Monroe shall be entirely smoke and vape free.

Purpose**:**
The purpose of this policy is to provide a smoke **and vape** free environment for all employees and citizens who utilize County facilities and vehicles, and to provide a healthier workplace for all employees of the County of Monroe.

Scope:
This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.

Statement of Policy**:**

A. Michigan Public Act 198 of 1986 established requirements for protecting the health of people in public buildings by establishing guidelines for smoking in public buildings. In an attempt to protect the health and safety of all County employees and the public who utilize County facilities, smoking shall be prohibited in all County facilities and vehicles, either owned or leased.

B. Smoking **and vaping** is strictly prohibited within fifty feet of the entrance to all County facilities and vehicles. Smokers shall not interfere with the normal entrance area to any buildings and shall use adequate disposal containers provided and maintained by the County.

C. Signs designating the building as "Smoke Free" shall be posted at all entrances and in all County Buildings and Vehicles.

D. Smoking **and vaping** in County Buildings or vehicles shall be considered a violation of County policy and subject the employee to disciplinary action.

Definitions:

A. **Smoking: Smoking refers to the use of traditional tobacco products.**

B. **Vaping: Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.**

~~Application. This policy applies to all employees of the County of Monroe, vendors, guests and customers. It also applies to and shall be included in any lease of County owned or leased space. Exclusions from this policy shall be allowed for leases and contracts, which are executed for the purpose of providing residential services, such as a group home for clients. This exclusion shall be in conformance with applicable statutes, ordinances and regulations governing the operation of such facilities.~~ **Moved to Scope**

Policy Compliance:

A. Responsibility.

1. **Employee: Shall be responsible to follow the policy as outlined.**

2. **Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.**

3. **Maintenance Staff: Shall be responsible to ensure signs have been posted in compliance with this policy.**

~~The Building and Grounds Supervisor will have the responsibility for overseeing and implementing this policy. Managers and supervisors shall be responsible for the enforcement of this policy for employees and the public.~~

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 16, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County, dated March 23, 1999 **and October 19, 2021.**

Updated Copy

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Section Number: 700
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   2. Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.

   3. Maintenance Staff: Shall be responsible to ensure signs have been posted in compliance with this policy.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 16, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County, dated March 23, 1999 and October 19, 2021.

Section Name: Information Security
Section Number: 800
Policy Number: 801

Effective Date: April 2, 2019

Subject: Acceptable Use Policy

Overview: Monroe County (the "County") is committed to protecting its employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly, that involve the County's information systems. This policy applies to all employees, contractors, consultants, temporary staff, and other people or organizations who perform work for or at the County and use the County's information technology resources ("Users").

A. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, providing electronic mail, www browsing, and File Transfer Protocol (FTP) are the property of the County. These systems are to be used for business purposes in serving the interests of the organization, and of our constituents and customers in the course of normal operations.

B. Effective security is a team effort involving the participation and support of every Monroe County User who deals with information and/or information systems. It is the responsibility of every User to know these guidelines, and to conduct their activities accordingly. Any User granted access to County systems should be provided with a copy of this Policy.

Purpose: The purpose of this Policy is to set forth best practices and outline the acceptable use of computer equipment at the County. These rules are in place to protect the User (in his or her official capacity) and the County. Inappropriate use could expose Monroe County and its users to risks including virus or malware attacks, compromise of network systems services, and legal issues.

Scope: This policy applies to the use of information, electronic and computing devices, and network resources to conduct County business or interact with internal networks and business systems, whether owned or leased by the County, the User, or a third party. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with County policies and standards, and local laws and regulations. Exceptions to this Policy must be thoroughly documented and approved by the department head or elected official, IT department head and county administrator.

Statement of Policy:

A. General Use and Ownership:

1. Monroe County, State or Federal proprietary information stored on electronic and computing devices, whether owned or leased by Monroe County, the User or third party, remains the sole property of the County, State of Michigan or Federal Government. Users must ensure through legal or technical means that the proprietary information is protected.

2. Users have the responsibility to promptly report the theft, loss or unauthorized disclosure of County, State or Federal proprietary information as well as computers or storage devices containing such information.

3. Users may access, use or share County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties or contractual obligations.

4. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, Users should be guided by applicable departmental policies on personal use, and if there is any uncertainty, Users should consult their supervisor, manager, or contract administrator.

5. For security and network maintenance purposes, authorized individuals within the County may monitor equipment, systems and network traffic at any time.

6. The County reserves the right to audit networks, systems and computers on a periodic basis to ensure compliance with this policy. Users should have no expectation of privacy in personal materials stored, whether incidentally or intentionally, on the County's systems. At the discretion of the County, materials may be examined internally or disclosed to third parties, and except as required by law, the County assumes no specific duty to inform Users how their personal data transmitted or stored on County systems is stored, backed up, deleted, examined, or disclosed.

B. <u>Security and Proprietary Information:</u>

1. All mobile and computing devices that connect to the internal network must comply with the *Minimum Security Standards for Network Devices.*

2. System level and user level passwords must comply with the *System Authentication Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

3. All computing devices used to access or store County data must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended. All desktop and laptop computing devices used to handle County data must have whole-disk encryption active (e.g., Bitlocker, FileVault, etc.).

4. Postings by Users, from a County email address or any login name that indicates an affiliation to the County, to newsgroups, social media, listservs, etc. must only be for County business and the County's interests.

5. Users must exercise extreme caution when opening email attachments received from unknown senders. These may contain malware or viruses. If in doubt, a User should request assistance from IT staff.

C. Unacceptable Use:

1. The activities in the following sections are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may need to disable the network access of a host if that host is disrupting production services.)

2. Under no circumstances is a User authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County owned resources.

3. The lists in Sections D-F below are by no means exhaustive, but are intended to illustrate activities which fall into the category of unacceptable use.

D. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to; the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the County.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.

3. Accessing data, a server or an account for any purpose other than conducting County business, even if the User has authorized access.

4. Exporting software, technical information, encryption software or technology, in violation of international or regional control laws, is illegal. The appropriate County management should be consulted prior to export of any material that is in question.

5. Knowing introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)

6. Revealing a User's or another user's account password to others or allowing use of your account by others. This includes but is not limited to family and other household members when work is being done at home.

7. Using County computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in Michigan or the user's local jurisdiction.

8. Using County computing assets to acquire, store, or distribute material of a pornographic nature. In the event that County personnel discover that a User is engaging in such activities, it may inform law enforcement with no prior notice to the User.

9. Making fraudulent offers of products, items, or services originating from any County account or any spoofed County account.

10. Creating or attempting to create security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the User is not an intended recipient or logging into a server or account that the User is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to; network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited except as expressly permitted, in writing, by the IT Department.

12. Executing any form of network monitoring which will intercept data, unless this activity is part of the User’s normal job/duty.

13. Circumventing user authentication or security of any host, network or account.

14. Introducing honeypots, honeynets, or similar technology on the County network.

15. Interfering with or denying service to any other User (for example denial of service attacks).

16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, another User’s access,, via any means, locally or via the Internet/Intranet/Extranet

<u>Email Communication Activities</u>:

1. When using County resources to access and use the Internet, Users may be perceived to represent the organization. Whenever Users state a personal opinion in a forum where they are explicitly or implicitly (i.e., readily) affiliated with the County, they must also clearly indicate that “the opinions expressed are my own and not necessarily those of Monroe County”. Questions may be addressed to the IT Department.

2. Sending unsolicited email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam)

3. Any form of harassment via email, social media, telephone or paging, whether through language, frequency, or size of messages.

4. Unauthorized use, or forging, of email header information.

5. Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.

6. Creating or forwarding “chain letters”, “Ponzi”, or other “pyramid” schemes of any type.

7. Use of unsolicited email originating from within County infrastructure to advertise and goods or services that are not offerings of the County.

8. Posting the same or similar non-business-related messages to large numbers of chat board participants or Usenet newsgroups (newsgroup spam).

F. Blogging and Social Media:

1. Blogging or use of social media by Users, during business hours and using their personal email address, whether using the County’s property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. De minimis personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County’s systems at the County’s sole discretion. It may also result in disciplinary action, up to and including termination of employment or contract, at the discretion of the appropriate elected official or governmental unit. Blogging or use of social media from the County’s systems is also subject to monitoring.

2. The County’s Confidential Information Policy also applies to blogging and social media posts. As such, Users are prohibited from revealing any County confidential information or proprietary information, trade secrets or any other materials covered by the organizations Confidential Information Policy when engaged in blogging or social media, regardless of whether they use a personal or organizational login, or make anonymous posts.

3. Users shall not engage in any blogging or social media posting that may harm or tarnish the image, reputation and/or goodwill of the County and /or any of its Users. Users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Monroe County Non-Discrimination and Anti-Harassment policy.

4. Users may also not attribute personal statements, opinions or beliefs to Monroe County when engaged in blogging. If a User is expressing his or her beliefs and/or opinions in blogs, the User may not, expressly or implicitly, represent themselves as an employee or representative of Monroe County. Users assume any and all risk associated with blogging.

Policy Compliance:

A. Responsibility- All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas and with respective contractors.

B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.

C. Exceptions-Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the User works.

D. Non-Compliance – A User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions:

A. FTP - File Transfer Protocol

B. Honeypot - is a computer security mechanism set to detect, deflect, or, in some manner, counteract attempts at unauthorized use of information systems.

C. Honeynet - is a network setup with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information used to increase network security.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 2, 2019

Marked-up Copy
Combined with Policy#439

Section Name: Information Security
Section Number: 800
Policy Number: 801

Effective Date: April 2, 2019
Date of Revision: October 19 2021

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3. Users may access, use or share County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties or contractual obligations.

4. The County's Systems are provided to users to conduct County business. County's Systems are to be used for work related purposes. Users shall comply with all policies, rules and regulations of the County. De minimus personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's Systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit.

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F. Blogging and Social Media:

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2. The County’s Confidential Information Policy also applies to blogging and social media posts. As such, Users are prohibited from revealing any County confidential information or proprietary information, trade secrets or any other materials covered by the organizations Confidential Information Policy when engaged in blogging or social media, regardless of whether they use a personal or organizational login, or make anonymous posts.

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4G. Monitoring and Access.

Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the County reserves, at its sole discretion, to access, read, monitor, disclose, and use the County's Systems and the contents of the communications, information, or data sent or received over the County's Systems, including, but not limited to, social media sites, electronic communications deleted by the user that are retrievable from the County's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

1. Except as otherwise expressly permitted in this policy, no user or other person (including a member of the Information Technology Department) shall access the electronic information of any County employee (other than the County Administrator), unless advance written approval of the County Administrator is obtained. In the case of the County Administrator, advance written approval of the Chairperson of the Board of Commissioners shall be required.

2. No user (including a member of the Information Technology Department) shall access the electronic information of any employee or judge (other than the Chief Judge) of the Monroe County Courts, unless advance written approval of the Chief Judge of the respective court is obtained. In the case of the Chief Judge of any of the Monroe County Courts, advance written approval of the State Court Administrator shall be required.

3. No user (including a member of the Information Technology Department) shall access the electronic information of any employee of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of the respective elected official is obtained.

4. No user (including a member of the Information Technology Department) shall access the electronic information of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of two (2) Chief Judges of any of the Monroe County Court's is obtained.

5. No user (including a member of the Information Technology Department) shall access the electronic information of any member of the Board of Commissioners (other than the Chairperson), unless advance written approval of the County Administrator and the Chairperson of the Board of Commissioners is obtained. In the case of the Chairperson of the Board of Commissioners, advance written approval of the County Administrator and

the Vice-Chairperson of the Board of Commissioners shall be required.

~~5~~**6.** **Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.**

~~6~~**7.** **Confidentiality.** **Users should be aware that e-mail messages composed or received through the use of the County's Systems are public information and subject to FOIA (Freedom of Information Act.) Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the County's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the County's Systems.**

Policy Compliance:

A. Responsibility- All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas and with respective contractors.

B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.

C. Exceptions-Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the User works.

D. Non-Compliance – A User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions:

A. FTP - File Transfer Protocol

B. Honeypot - is a computer security mechanism set to detect, deflect, or, in some manner, counteract attempts at unauthorized use of information systems.

C. Honeynet - is a network setup with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information used to increase network security.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 2, 2019

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 19, **2021.**

ACKNOWLEDGMENT OF
MONROE COUNTY'S ACCEPTABLE USE
POLICY #801

I understand that the County's information systems electronic communications and voice mail systems (collectively referred to as "the County's Systems") are the County's property and are to be used for the County's business. I also understand that personal use of the County's Systems (other than as permitted by County policy) is strictly prohibited. I further understand that misuse of the County's Systems, or knowingly allowing others to do so, may result in the suspension or termination of my use and/or access to the County's Systems, and may result in disciplinary action, up to and including my discharge, and/or possible legal action.

I understand that the County reserves the right to access, monitor, review, use, and disclose information obtained through the County's Systems at any time, with or without advance notice to me and with or without my consent.

I agree to abide by the terms of the County's Acceptable Use Policy, a copy of which has been provided to me.

I confirm that I have read this acknowledgment and have had an opportunity to ask questions about it.

____
Name (Printed)

____
Signature

____
Date

Section Name: Information Security | Effective Date: April 2, 2019
Section Number: 800 | Date of Revision: October 19 2021
Policy Number: 801

Subject: Acceptable Use Policy

Overview: Monroe County (the "County") is committed to protecting its employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly, that involve the County's information systems. This policy applies to all employees, contractors, consultants, temporary staff, and other people or organizations who perform work for or at the County and use the County's information technology resources ("Users").

A. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, providing electronic mail, www browsing, and File Transfer Protocol (FTP) are the property of the County. These systems are to be used for business purposes in serving the interests of the organization, and of our constituents and customers in the course of normal operations.

B. Effective security is a team effort involving the participation and support of every Monroe County User who deals with information and/or information systems. It is the responsibility of every User to know these guidelines, and to conduct their activities accordingly. Any User granted access to County systems should be provided with a copy of this Policy.

Purpose: The purpose of this Policy is to set forth best practices and outline the acceptable use of computer equipment at the County. These rules are in place to protect the User (in his or her official capacity) and the County. Inappropriate use could expose Monroe County and its users to risks including virus or malware attacks, compromise of network systems services, and legal issues.

Scope: This policy applies to the use of information, electronic and computing devices, and network resources to conduct County business or interact with internal networks and business systems, whether owned or leased by the County, the User, or a third party. All Users are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with County policies and standards, and local laws and regulations. Exceptions to this Policy must be thoroughly documented and approved by the department head or elected official, IT department head and county administrator.

Statement of Policy:

A. General Use and Ownership:

1. Monroe County, State or Federal proprietary information stored on electronic and computing devices, whether owned or leased by Monroe County, the User or third party, remains the sole property of the County, State of Michigan or Federal Government. Users must ensure through legal or technical means that the proprietary information is protected.

2. Users have the responsibility to promptly report the theft, loss or unauthorized disclosure of County, State or Federal proprietary information as well as computers or

storage devices containing such information.

3. Users may access, use or share County proprietary information only to the extent it is authorized and necessary to fulfill their assigned job duties or contractual obligations.

4. The County's Systems are provided to users to conduct County business. County's Systems are to be used for work related purposes. Users shall comply with all policies, rules and regulations of the County. De minimus personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's Systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment, at the discretion of the appropriate elected official or governmental unit.

5. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, Users should be guided by applicable departmental policies on personal use, and if there is any uncertainty, Users should consult their supervisor, manager, or contract administrator.

6. For security and network maintenance purposes, authorized individuals within the County may monitor equipment, systems and network traffic at any time.

7. The County reserves the right to audit networks, systems and computers on a periodic basis to ensure compliance with this policy. Users should have no expectation of privacy in personal materials stored, whether incidentally or intentionally, on the County's systems. At the discretion of the County, materials may be examined internally or disclosed to third parties, and except as required by law, the County assumes no specific duty to inform Users how their personal data transmitted or stored on County systems is stored, backed up, deleted, examined, or disclosed.

B. Security and Proprietary Information:

1. All mobile and computing devices that connect to the internal network must comply with the *Minimum Security Standards for Network Devices.*

2. System level and user level passwords must comply with the *System Authentication Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

3. All computing devices used to access or store County data must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended. All desktop and laptop computing devices used to handle County data must have whole-disk encryption active (e.g., Bitlocker, FileVault, etc.).

4. Postings by Users, from a County email address or any login name that indicates an

affiliation to the County, to newsgroups, social media, listservs, etc. must only be for County business and the County's interests.

5. Users must exercise extreme caution when opening email attachments received from unknown senders. These may contain malware or viruses. If in doubt, a User should request assistance from IT staff.

C. Unacceptable Use:

1. The activities in the following sections are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may need to disable the network access of a host if that host is disrupting production services.)

2. Under no circumstances is a User authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County owned resources.

3. The lists in Sections D-F below are by no means exhaustive, but are intended to illustrate activities which fall into the category of unacceptable use.

D. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to; the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the County.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the County or the end user does not have an active license.

3. Accessing data, a server or an account for any purpose other than conducting County business, even if the User has authorized access.

4. Exporting software, technical information, encryption software or technology, in violation of international or regional control laws, is illegal. The appropriate County management should be consulted prior to export of any material that is in question.

5. Knowing introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)

6. Revealing a User's or another user's account password to others or allowing use of your account by others. This includes but is not limited to family and other household members when work is being done at home.

7. Using County computing assets to actively engage in procuring or transmitting material

that is in violation of sexual harassment or hostile workplace laws in Michigan or the user’s local jurisdiction.

8. Using County computing assets to acquire, store, or distribute material of a pornographic nature. In the event that County personnel discover that a User is engaging in such activities, it may inform law enforcement with no prior notice to the User.

9. Making fraudulent offers of products, items, or services originating from any County account or any spoofed County account.

10. Creating or attempting to create security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the User is not an intended recipient or logging into a server or account that the User is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to; network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited except as expressly permitted, in writing, by the IT Department.

12. Executing any form of network monitoring which will intercept data, unless this activity is part of the User’s normal job/duty.

13. Circumventing user authentication or security of any host, network or account.

14. Introducing honeypots, honeynets, or similar technology on the County network.

15. Interfering with or denying service to any other User (for example denial of service attacks).

16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, another User’s access,, via any means, locally or via the Internet/Intranet/Extranet

E. <u>Email Communication Activities</u>:

1. When using County resources to access and use the Internet, Users may be perceived to represent the organization. Whenever Users state a personal opinion in a forum where they are explicitly or implicitly (i.e., readily) affiliated with the County, they must also clearly indicate that “the opinions expressed are my own and not necessarily those of Monroe County”. Questions may be addressed to the IT Department.

2. Sending unsolicited email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam)

3. Any form of harassment via email, social media, telephone or paging, whether through language, frequency, or size of messages.

4. Unauthorized use, or forging, of email header information.

5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

6. Creating or forwarding "chain letters", "Ponzi", or other "pyramid" schemes of any type.

7. Use of unsolicited email originating from within County infrastructure to advertise and goods or services that are not offerings of the County.

8. Posting the same or similar non-business-related messages to large numbers of chat board participants or Usenet newsgroups (newsgroup spam).

F. <u>Blogging and Social Media</u>:

1. Blogging or use of social media by Users, during business hours and using their personal email address, whether using the County's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. De minimis personal use is permitted, subject to the policies, rules and regulations of the County and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the County's systems at the County's sole discretion. It may also result in disciplinary action, up to and including termination of employment or contract, at the discretion of the appropriate elected official or governmental unit. Blogging or use of social media from the County's systems is also subject to monitoring.

2. The County's Confidential Information Policy also applies to blogging and social media posts. As such, Users are prohibited from revealing any County confidential information or proprietary information, trade secrets or any other materials covered by the organizations Confidential Information Policy when engaged in blogging or social media, regardless of whether they use a personal or organizational login, or make anonymous posts.

3. Users shall not engage in any blogging or social media posting that may harm or tarnish the image, reputation and/or goodwill of the County and /or any of its Users. Users are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the Monroe County Non-Discrimination and Anti- Harassment policy.

4. Users may also not attribute personal statements, opinions or beliefs to Monroe County when engaged in blogging. If a User is expressing his or her beliefs and/or opinions in blogs, the User may not, expressly or implicitly, represent themselves as an employee or representative of Monroe County. Users assume any and all risk associated with blogging.

G. Monitoring and Access.

Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the County reserves, at its sole discretion, to access, read, monitor, disclose, and use the County's Systems and the contents of the communications, information, or data sent or received over the County's Systems, including, but not limited to, social media sites**,** electronic communications deleted by the user that are retrievable from the County's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

1. Except as otherwise expressly permitted in this policy, no user or other person (including a member of the Information Technology Department) shall access the electronic information of any County employee (other than the County Administrator), unless advance written approval of the County Administrator is obtained. In the case of the County Administrator, advance written approval of the Chairperson of the Board of Commissioners shall be required.

2. No user (including a member of the Information Technology Department) shall access the electronic information of any employee or judge (other than the Chief Judge) of the Monroe County Courts, unless advance written approval of the Chief Judge of the respective court is obtained. In the case of the Chief Judge of any of the Monroe County Courts, advance written approval of the State Court Administrator shall be required.

3. No user (including a member of the Information Technology Department) shall access the electronic information of any employee of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of the respective elected official is obtained.

4. No user (including a member of the Information Technology Department) shall access the electronic information of the Sheriff, Prosecutor, Clerk/Register of Deeds, Treasurer, or the Drain Commissioner, unless advance written approval of two (2) Chief Judges of any of the Monroe County Court's is obtained.

5. No user (including a member of the Information Technology Department) shall access the electronic information of any member of the Board of Commissioners (other than the Chairperson), unless advance written approval of the County Administrator and the Chairperson of the Board of Commissioners is obtained. In the case of the Chairperson of the Board of Commissioners, advance written approval of the County Administrator and the Vice-Chairperson of the Board of Commissioners shall be required.

6. Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.

7. Confidentiality. Users should be aware that e-mail messages composed or received through the use of the County's Systems are public information and subject to FOIA (Freedom of Information Act.) Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the County's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the County's Systems.

Policy Compliance:

A. Responsibility- All Elected Officials/Judges/Department Heads, or their designee(s), are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas and with respective contractors.

B. Compliance measurement - The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits.

C. Exceptions-Any exceptions to the policy must be approved by the IT Department and Department Head or Elected Official for whom the User works.

D. Non-Compliance – A User found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or contract.

Definitions:

A. FTP - File Transfer Protocol

B. Honeypot - is a computer security mechanism set to detect, deflect, or, in some manner, counteract attempts at unauthorized use of information systems.

C. Honeynet - is a network setup with intentional vulnerabilities; its purpose is to invite attack, so that an attacker's activities and methods can be studied and that information used to increase network security.

Administrative Procedures: None

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Signature

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Date