

AGENDA
OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
MONDAY, APRIL 1, 2021 at 3:00 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

Pursuant to the State of Michigan's Public Health Orders, this meeting will be held using remote participation via Zoom Meeting.

Click [here](#) for the public link to the meeting. Passcode: operations

Telephone: 1 312 626 6799 Webinar ID: 862 8202 0042 Passcode: 6625479033

Public Comments may be submitted to the Board of Commissioners Deputy Clerk at lisa_sanders@monroemi.org until 1:00 p.m. on Thursday, April 1, 2021 to be included as part of the public record for this meeting. Click [here](#) for the required format.

ASL Interpreters are available by request. Please click [here](#) to request an accommodation. Requests for accommodation must be submitted by 8:00 a.m. on Wednesday, March 31, 2021.

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 (February 8, 2021)

VI. COMMITTEE BUSINESS

1. Letter dated March 26, 2021 from Ms. Colleen Hinzmann, IT Director Health Officer/Director outlining 2021 reorganization plan for Information Technology Department. Reorganization eliminates the Programmer position and creates a Network and Systems Engineer position with funding included the 2021 Information Technology budget.
2. Letter dated March 29, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting two (2) updated County policies for consideration and approval. Includes a summary matrix of the policies recommended and the suggested updates for each policy.

- a. **Policy 303-Credit Card**
- b. **Policy 310-Equipment Leasing**

- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- X. COMMISSIONERS TIME
- XI. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 or visit our website at www.co.monroe.mi.us.

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
FEBRUARY 8, 2021 AT 3:30 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, 2020 via electronic video/teleconference via Zoom Meeting pursuant to the State of Michigan's Public Health Orders. Chairman Richardville called the meeting to order at 3:30 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Greg Moore, Jr. (left at 4:02 p.m.), Randy Richardville and David Swartout

ABSENT: None

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

- II. Commissioner Moore led the Pledge of Allegiance.

- III. APPROVAL OF AGENDA (02/08/2021)

Motion by Commissioner Swartout, seconded by Commissioner Moore to approve the February 8, 2021 Agenda as presented.

Roll call by Clerk as follows:

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

Motion carried.

- IV. APPROVAL OF MINUTES (06/16/2020)

Motion by Commissioner Brant, seconded by Commissioner Moore to approve the June 16, 2020 minutes of the Operations Committee as presented and waive the reading thereof.

Roll call by Clerk as follows:

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

Motion carried.

V. COMMITTEE BUSINESS

1. Letter dated January 6, 2021 from Ms. Kim Comerzan, Health Officer/Director requesting approval to add/fill a full time Public Health Technician position with funding from the 2021 Health Department budget. The position is currently filled through Southeastern Michigan Health Association (SEMHA).

Ms. Comerzan and Ms. Jamie Dean, Finance Administrator/Education Director, Health Department, explained the request.

Motion by Commissioner Moore, seconded by Commissioner Jondro to recommend to the full Board to approve adding/filling a full time Public Health Technician at the Health Department with funding included in the 2021 Health Department budget.

Roll call by Clerk as follows:

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

Motion carried.

2. Letter dated February 1, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office outlining 2021 reorganization plan for Sheriff's Office with the following: (i) transitioning the majority of police officers from eight (8) hour shifts to twelve (12) hour shifts, (ii) creating 3 command officer positions at the rank of Lieutenant with no backfill of 1 Sergeant and 2 deputy positions; the number of funded positions and certified officers remain the same.

Sheriff Goodnough showed a PowerPoint presentation explaining the proposed plan. Discussion commenced and questions were asked and answered.

Motion by Commissioner Swartout, seconded by Commissioner Jondro to recommend to the full Board to approve the 2021 reorganization plan for the Sheriff's Office by approving the changes in hours of work, the changes in the funded positions and the associated authorizations required to implement the plan as presented with the plan's cost funded in the 2021 Sheriff's Office budget with a projected cost of \$217, 791 in the second year based on current amounts and the Committee refers the 2022 budget costs to the Administrator/CFO and Sheriff as the 2022 budget is developed.

Roll call by Clerk as follows:

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

Motion carried.

3. Letter dated January 28, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting eight (8) updated County policies for consideration and approval. Includes a summary matrix of the policies recommended and the suggested updates for each policy.

Mr. Bosanac discussed the policy changes.

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

- a. Policy 101-Organization and Structure of County Policies
- b. Policy 201-Preparation of Agendas for Board of Commissioner's Meetings
- c. Policy 202-Preparation & Distribution of Agendas for County Boards & Commissions (*New Policy*)
- d. Policy 203-County Resolutions, Special Tributes and Certificates
- e. Policy 204-Conflicts of Interest
- f. Policy 302-Claims Against the County
- g. Policy 307-Employee Expense Reimbursement
- h. Policy 608-Drugs, Narcotics & Alcohol

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
		Greg Moore, Jr. (left at 4:02 p.m.)
Randy Richardville		
David Swartout		

Motion carried.

VI. NEW BUSINESS – None

VI. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –No comments were made by Commissioners.

XI. ADJOURNMENT - Motion by Commissioner Brant, supported by Commissioner Jondro to adjourn. Voice vote taken and motion carried. Chairman Richardville adjourned the meeting at 4:29 p.m. with no further business.



Monroe County Information Systems Department

Courthouse • 125 East Second Street • Monroe, Michigan 48161-2197
Telephone: 734.240.7313 • Fax: 734.240.7324
Please visit the Monroe County Website: WWW.CO.MONROE.MI.US

March 26, 2021

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

Re: Information Technology Office Reorganization Proposal

Dear Chairman Richardville and Committee Members:

Due to the retirement of the IT Department's Programmer, we propose to reorganize and through this change, better align our focus and skills to meet the evolving landscape in government technology operations.

To accomplish this we propose to eliminate the Programmer position and create a new Network and Systems Engineer position, as this will more accurately reflect the work we are performing and expect to continue.

Cyber threats have become a priority for every organization. The IT Department has been developing additional policies and procedures, implemented cyber training for all employees and added additional tools to help prevent major issues from occurring. This new position, Network and Systems Engineer, in addition to other duties, would focus more on our cyber posture to continue to harden our environment against cyber threats.

Attached to this communication are the following documents:

- The proposed organization chart
- Job description for the Network and Systems Engineer
- Point factoring for the new position
- Cost analysis sheet

The new Network and Systems Engineer will not only focus on the County's cybersecurity posture, but also provide backup to the Wide Area Network manager and Network Managers. This position will work closely with the IT Director for all audits – CJIS, IRS 1075, HIPAA, and any others that arise.

In summary, what is proposed better aligns the IT Department to meet the emerging threat landscape while continuing to implement technical solutions for all areas of county government. This plan is fully funded within the 2021 IT Department budget and no additional funds are required.

I respectfully request the Operations Committee approve the reorganization plan as submitted and forward to the full Board of Commissioners with a recommendation of approval.

Thank you,

A handwritten signature in cursive script that reads "Colleen Hinzmann".

Colleen Hinzmann
IT Director

HIRING REVIEW FORM

Department: _____

Vacancy Job Title: _____

Brief Job Description:

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.)

Completed By: _____ DATE: _____

Human Resources/ Finance Use:

Conclusion:

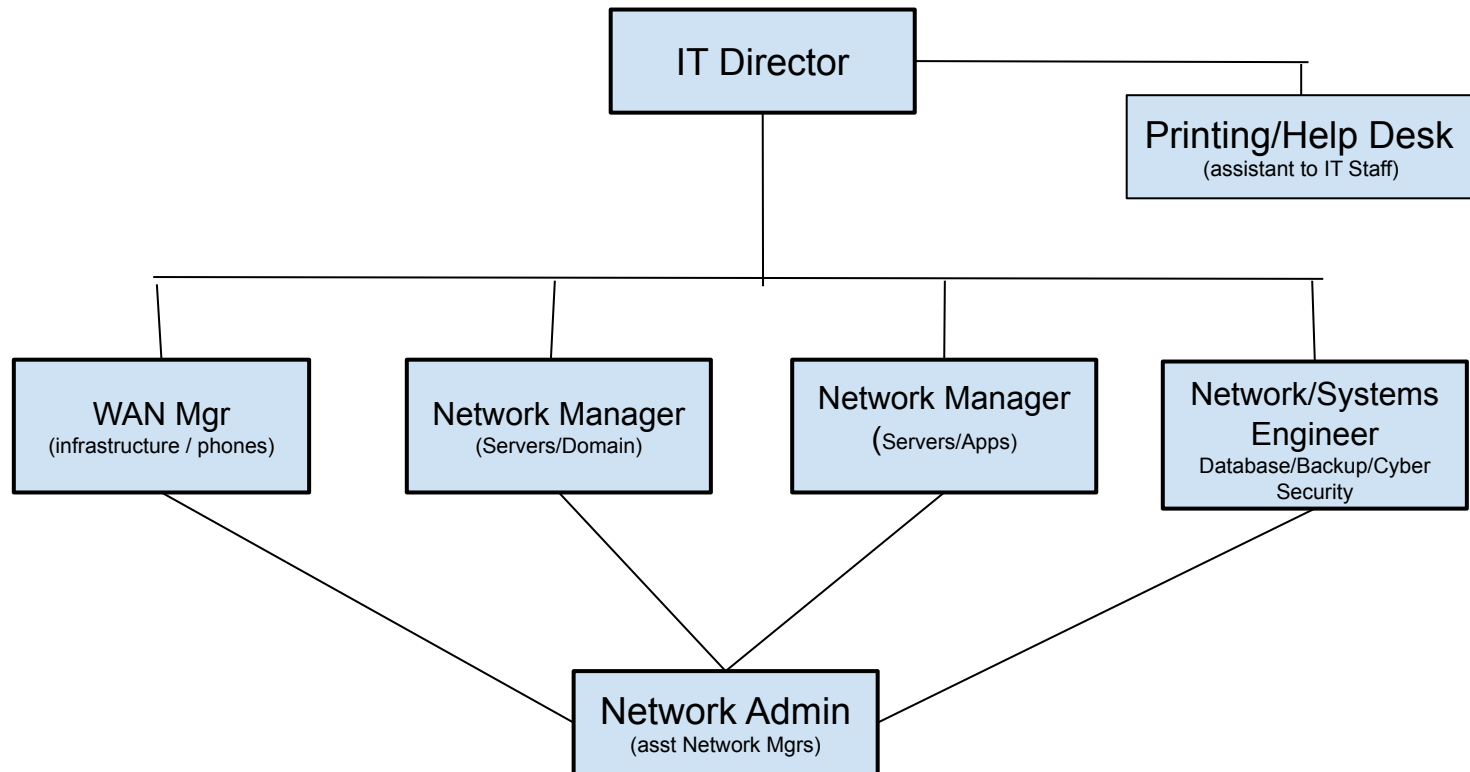
Finance Reviewer: _____ DATE: _____

HR Reviewer: _____ DATE: _____

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

IT Department 2021



NETWORK AND SYSTEMS ENGINEER

Department: Information Technology

Wage Grade: 15

FLSA Status: Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Director of Information Technology, is responsible for planning, implementing, managing, monitoring and ongoing support of the organization's network environment including infrastructure, computing, storage, disaster recovery, cyber security, databases and all users in the network throughout the County. Design and implement appropriate security controls to identify vulnerabilities and protect digital files and electronic infrastructures. Identifies, recommends, and implements solutions on a countywide basis and investigates, identifies, recommends, and corrects daily operational issues relating to the network and its systems.

ESSENTIAL JOB FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Responsible for planning, implementing, managing, monitoring and upgrading security measures for the protection of the County's data, systems, and networks.
- Develops cyber security policies, procedures and plans in correlation with the IT Director.
- Troubleshoots security and network problems.
- Responds to system and/or network security breaches.
- Ensures that the County's data and infrastructure is protected by enabling the appropriate security controls.
- Tests and identifies network and system vulnerabilities.
- Recommends information security enhancements to management.
- Reviews security assessments for computing environments or checks for compliance with cybersecurity standards and regulations.
- Implements corrective action plans (CAP) in accordance with CJIS, HIPAA, IRS 1075 and any other compliance requirements that may arise.
- Participates in mandated audits such as Criminal Justice Information Systems (CJIS), Health Insurance Portability and Accountability Act (HIPAA), and IRS 1075.
- Responsible for data security, including password access, file access, intruder access, and protection against viruses. Installs programs, administers and corrects errors for network security.
- Assists and provides backup to WAN Manager for configuration of switches, routers, and other network infrastructure hardware and software, primarily Cisco products.
- Plans and implements network configuration including servers, storage and other technology. Adds and removes users and equipment to networks. Installs computers, software on servers, and other equipment and lines as necessary.
- Acts as team leader for assigned projects, identifying project milestones, establishing project calendars and serving as technical resources for team members.
- Consults with users, management, vendors and technicians to assess computing needs and system requirements.

- Analyzes test results and develops solutions to remediate problems.
- Serves as security administrator for the network and assigned software applications, assigning and controlling appropriate levels of access to individual users.
- Coordinates application of vendor patches and fixes for servers, storage and other hardware devices throughout the environment.
- Meets with department heads, managers, supervisors, vendors and others to solicit cooperation and resolve problems.
- Evaluate data processing proposals to assess project feasibility and requirements.
- Stay abreast of advances in technology.
- Responds to Help Desk calls as assigned.
- Performs other functions as assigned.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education:

Bachelor's degree preferred from an accredited institution in business, computer science, information technology, or closely related field. Equivalent technical training/certifications is acceptable.

Experience:

Must have five or more years experience in computer networking, demonstrating increased levels of responsibility and technical ability. Experience working with various levels of management, end users, vendors and others in the technology industry.

Other Requirements:

Knowledge of:

- Good working knowledge of the business practices and requirements of end user departments.
- Excellent analytical skills and ability to deconstruct end user operating processes and procedures.
- Good program documentation skills.
- Good written, oral, and interpersonal communication skills.

Preference for knowledge of:

- Information Technology best practices and procedures.

Skills in:

- Logical thinking processes
- Interpersonal communications at all levels
- Prioritizing tasks and requirements on multiple projects

- Understanding and implementing project requirements
- Training others
- Prepare clear, concise and effective written materials
- Active Listening – giving full attention to what people are saying and taking time to understand points being made
- Talking to others, conveying information clearly and effectively

Ability to:

- Prioritize the workload and maintain project schedules
- Interact positively and objectively with department directors, elected officials, coworkers, end-users, user committees, vendors, regulatory and funding agency programming staff, and other clients from a wide range of cultural and socioeconomic backgrounds and with varying levels of technical knowledge and skills
- Exercise good judgment
- Recognize the needs and concerns of people and maintain constructive relationships in working with them
- Communicate effectively both orally and in writing with supervisors, peers and users
- Attend work regularly and work under stressful conditions
- Problem sensitivity – ability to tell when something is wrong and effectively communicate without derision or being demeaning
- Speak clearly, translate or explain what information means and how it can be used
- Work beyond the normal workday and to be on-call.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.):*

- Ability to access departmental files – in both hard copy and electronic format
- Ability to enter and retrieve information from a computer
- Ability to access all areas of County offices
- Ability to lift computer equipment and peripherals, not to exceed reasonable weight limits.
- Vision to read printed materials and a computer screen
- Hearing and speech sufficient to communicate in person or over the telephone
- May drive a County or personal vehicle in the course of the work

Working Conditions:

Works in office conditions but is required to travel to all County locations and some locations outside County for training and professional networking. Will be required to use email, telephone, cell phone, computers and other devices specifically related to the technical requirements of the position.

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
Network & Systems Engineer	360	d4	490	400	-	-	490	140	160	425	60	5	2530	15	2501-2650

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021	22800	UNION_00	RYE12	9	PROGRAMMER	\$ 61,527	\$ 30,956	\$ 92,483
ANNUAL BUDGET	2021	22800	UNION_00A	RYE10	8	ASST NETWORK ADMIN/PRGMR	\$ 49,612	\$ 37,407	\$ 87,019
						TOTAL BUDGET	\$111,139	\$ 68,363	\$179,502
ACTUAL COST	THROUGH 3/12/21	22800	UNION_00	RYE12	9	PROGRAMMER	\$ 20,302	\$ 6,936	\$ 27,238
ACTUAL COST	THROUGH 4/6/21	22800	UNION_00A	RYE13	2	ASST NETWORK ADMIN/PRGMR	\$ 16,056	\$ 8,924	\$ 24,981
						TOTAL ACTUAL	\$ 36,358	\$ 15,861	\$ 52,218
						AVAILABLE BUDGET	\$ 74,781	\$ 52,502	\$127,284
PROPOSED	TRANSFER EFFECTIVE 4/7/21	22800	UNION_00	RYE15	1	NETWORK & SYSTEMS ENGINEER	\$ 47,495	\$ 20,557	\$ 68,052
PROPOSED	DOH: 4/12/21-STEP 1	22800	UNION_00	RYE13	1	ASST NETWORK ADMIN/PRGMR	\$ 39,450	\$ 13,585	\$ 53,034
						TOTAL PROPOSED-STEP 1	\$ 86,945	\$ 34,141	\$121,087
						TOTAL COST/(SAVINGS)-STEP 1	\$ 12,164	\$ (18,361)	\$ (6,197)
PROPOSED	TRANSFER EFFECTIVE 4/7/21	22800	UNION_00	RYE15	1	NETWORK & SYSTEMS ENGINEER	\$ 47,495	\$ 20,557	\$ 68,052
PROPOSED	DOH: 4/12/21-STEP 5	22800	UNION_00	RYE13	5	ASST NETWORK ADMIN/PRGMR	\$ 44,166	\$ 14,336	\$ 58,502
						TOTAL PROPOSED-STEP 5	\$ 91,661	\$ 34,893	\$126,554
						TOTAL COST/(SAVINGS)-STEP 5	\$ 16,880	\$ (17,609)	\$ (729)
						REMAINING EMPLOYER RETIREE HEALTH CARE CONTRIBUTION TO BE TRANSFERRED:	\$ 22,195		
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITIONS ARE INCLUDED IN BUDGET.									
ANNUAL PROPOSED	2021	22800	UNION_00	RYE15	1	NETWORK & SYSTEMS ENGINEER	\$ 64,755	\$ 27,793	\$ 92,549
ANNUAL PROPOSED	2021	22800	UNION_00	RYE13	1	ASST NETWORK ADMIN/PRGMR	\$ 54,812	\$ 23,469	\$ 78,282
ANNUAL PROPOSED	2021	22800	UNION_00	RYE13	5	ASST NETWORK ADMIN/PRGMR	\$ 61,365	\$ 24,530	\$ 85,895



MONROE COUNTY

FINANCE DEPARTMENT

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

March 29, 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 two (2) policies for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners for approval. Both policies are existing ones and the proposed amendments reflect aligning operational improvements and more accurately describe how matters are being managed.

We again attach is a matrix of the policies that are included for this meeting providing a summary overview of each policy for consideration, the type or area of operation, its number, name, specific content that was reviewed and subsequently amended and any other supplemental comments for further understanding.

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

Sincerely,

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

Section Name: Financial Management Effective Date:
Section Number: 300 Revision Date: March 23, 1999
Policy Number: 303
Page: 1 of 2

Subject: Credit Card Policy

1. Purpose: The purpose of this policy is to establish guidelines for the use of credit cards by the County of Monroe and to set the specific criteria for the use of credit cards by officials and employees of the County while conducting official business on behalf of the County in accordance with Public Act 266 of 1995.
2. Statement of Policy: On the effective date of this policy, all County Officials and employees of Monroe County, who are given authorization for the use of a County owned credit card shall do so in accordance with the following provisions of this policy.
 - a. A County owned credit card may only be used by an Official or employee of the County for the purchase of goods or services while conducting official business of the County.
 - b. The official or employee who is authorized the use of the County owned credit card must submit documentation detailing the goods or services purchased, the cost of the items or services purchased, the date of the purchase, and the official business being conducted on behalf of the County.
 - c. The official or employee of the County who has been issued a County owned credit card is responsible for its protection and custody and shall immediately notify the local unit if the card is lost or stolen.
 - d. County Officials or employees must return the card immediately upon the return from conducting the official business and the County owned credit card shall remain in the possession of the Administrator/Chief Financial Officer, at the County Office Building at all times when not being used for official business.
 - e. All invoices received by the County Administrator/Chief Financial Officer must be approved by the Board of Commissioners or their designated representative before invoices are paid.
 - f. All invoices received by the County for charges made on the County Owned credit card must be paid within sixty days of the receipt of the invoice.

- g. Employees who use the County for unauthorized expenditures shall be subject to discipline up to and including discharge from County employment and shall be subject to prosecution in accordance of law.
- h. The total combined authorized credit limit of all Countyowned credit cards shall not exceed five percent of the total County general fund budget for the current fiscal year.

3. Definitions: None.

4. Application: This policy applies to all departments and employees of the County who are authorized to conduct official business on behalf of the County and who have been given authorization for the use of credit card by official authority.

5. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for administering this policy and to have responsibility for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with this policy and to insure that persons given authority for the use of a County owned Credit Card use this privilege in accordance with this policy.

6. Administrative Procedures: None.

5. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated

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

Section Name: Financial Management
 Section Number: 300
 Policy Number: 303
 Page: ~~1 of 2~~

Effective Date:
 Revision Date: **April 6, 2021**

Subject: Credit Card **Authorization** Policy

~~1.~~

Purpose:

The purpose of this policy is to establish guidelines for the use of credit cards by the County of Monroe and to set the specific criteria for the use of credit cards by officials and employees of the County while conducting official business on behalf of the County in accordance with Public Act 266 of 1995.

Scope:

This policy applies to all departments/**offices** and employees of the County who are authorized to conduct official business on behalf of the County and who have been given authorization for the use of credit card by official authority

Statement of Policy:

~~On the effective date of this policy,~~ All County Officials and employees of Monroe County, who are given authorization for the use of a County owned credit card shall do so in accordance with the following provisions of this policy.

- A. A County owned credit card may only be used by an Official or employee of the County for the purchase of goods or services **as a necessary public expenditure** while conducting official business of the County. **Only allowable expenditures of the County may be purchased through use of the County owned Credit Card.**
- B. The official or employee who is authorized the use of the County ~~owned~~ credit card must submit ~~documentation~~ a **pre-purchase request to incur expenditures against the credit card** detailing the goods or services **to be** purchased, the **estimated** cost of the items or services purchased, the date of the purchase, **the budget cost center line item to be charged** and the official business being conducted on behalf of the County. **Prior authorization for use of the credit card must be obtained from the Administrator / Chief Financial Officer or his/her designee.**
- C. The official or employee of the County who has been issued a County ~~owned~~ credit card is responsible for its protection and custody and shall immediately notify the ~~local unit~~ **Finance Department** if the card is lost or stolen **or suspects fraudulent use.**

- D. County Officials or employees must return the card immediately upon the return from conducting the official business and the County ~~owned~~ credit card shall remain in the possession of the Administrator/Chief Financial Officer, at the County Office Building at all times when not being used for official business. **The Administrator/Chief Financial Officer may authorize issuance of additional credit cards under the County's authority to individual or separate departments/offices. This is permitted when doing so would promote efficient operations while maintaining control/security of the additional cards issued.**
- E. All invoices received by the County Administrator/Chief Financial Officer must be approved by the Board of Commissioners or their designated representative before invoices are paid.
- F. All invoices received by the County for charges made on the County ~~Owned~~ credit card must be paid within ~~sixty~~ **thirty (30)** days of the receipt of the invoice **or so as to comply with the payment terms of the card issuer.**
- G. Employees who use the County **credit card** for unauthorized expenditures shall be subject to discipline up to and including discharge from County employment and shall be subject to prosecution in accordance of law **and include repayment of unauthorized expenditures. Department heads and elected officials shall adopt operational procedures to monitor and control the use of the County credit card to ensure prudent and authorized use.**
- H. The total combined authorized credit limit of all County owned credit cards shall not exceed ~~five percent~~ **one percent (1%)** of the total County general fund budget for the current fiscal year.

Definitions. None.

Application. **Moved to scope**

Policy Compliance:

A. Responsibility

- 1. County Administrator/Chief Financial Officer-The County Administrator/CFO shall be responsible for administering this policy and ~~to~~ have responsibility for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with this policy and to insure that persons given authority for the use of a County ~~owned~~ Credit Card use this privilege in accordance with this policy.

Administrative Procedures:

A. Complete Credit Card Purchase Authorization/Tracking Form

- 1. Follow steps included on form**
- 2. Complete entire form**
- 3. Obtain proper signatures**
- 4. Provide required documentation to the Finance Department within 3 days of transaction.**

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999
and April 6, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 303

Effective Date:
Revision Date: April 6, 2021

Subject: Credit Card Authorization

Purpose:

The purpose of this policy is to establish guidelines for the use of credit cards by the County of Monroe and to set the specific criteria for the use of credit cards by officials and employees of the County while conducting official business on behalf of the County in accordance with Public Act 266 of 1995.

Scope:

This policy applies to all departments/offices and employees of the County who are authorized to conduct official business on behalf of the County and who have been given authorization for the use of credit card by official authority

Statement of Policy:

County Officials and employees of Monroe County, who are given authorization for the use of a County owned credit card shall do so in accordance with the following provisions of this policy.

- A. A County owned credit card may only be used by an Official or employee of the County for the purchase of goods or services as a necessary public expenditure while conducting official business of the County. Only allowable expenditures of the County may be purchased through use of the County owned Credit Card.
- B. The official or employee who is authorized use of the County credit card must submit a pre-purchase request to incur expenditures against the credit card detailing the goods or services to be purchased, the estimated cost of the items or services purchased, the date of the purchase, the budget cost center line item to be charged and the official business being conducted on behalf of the County. Prior authorization for use of the credit card must be obtained from the Administrator / Chief Financial Officer or his/her designee.
- C. The official or employee of the County who has been issued a County credit card is responsible for its protection and custody and shall immediately notify the Finance Department if the card is lost or stolen or suspects fraudulent use.
- D. County Officials or employees must return the card immediately upon the return from conducting the official business and the County credit card shall remain in the possession of the Administrator/Chief Financial Officer, at the County Office Building at all times when not being used for official business. The Administrator/Chief Financial Officer may authorize issuance of additional credit cards under the County's authority to individual or separate departments/offices.

This is permitted when doing so would promote efficient operations while maintaining control/security of the additional cards issued.

- E. All invoices received by the County Administrator/Chief Financial Officer must be approved by the Board of Commissioners or their designated representative before invoices are paid.
- F. All invoices received by the County for charges made on the County owned credit card must be paid within thirty (30) days of the receipt of the invoice or so as to comply with the payment terms of the card issuer.
- G. Employees who use the County credit card for unauthorized expenditures shall be subject to discipline up to and including discharge from County employment and shall be subject to prosecution in accordance of law and include repayment of unauthorized expenditures. Department heads and elected officials shall adopt operational procedures to monitor and control the use of the County credit card to ensure prudent and authorized use.
- H. The total combined authorized credit limit of all County owned credit cards shall not exceed one percent (1%) of the total County general fund budget for the current fiscal year.

Definitions. None.

Policy Compliance:

A. Responsibility

- 1. County Administrator/Chief Financial Officer-The County Administrator/CFO shall be responsible for administering this policy and have responsibility for the issuance, accounting, monitoring, and retrieval and for overseeing compliance with this policy and to insure that persons given authority for the use of a County Credit Card use this privilege in accordance with this policy.

Administrative Procedures:

A. Complete Credit Card Purchase Authorization/Tracking Form

- 1. Follow steps included on form
- 2. Complete entire form
- 3. Obtain proper signatures
- 4. Provide required documentation to the Finance Department within 3 days of transaction.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999
and April 6, 2021.

**MONROE COUNTY CREDIT CARD PURCHASE
AUTHORIZATION/TRACKING FORM**

PRIOR TO PURCHASE

STEP 1: INFORMATION REGARDING PURCHASE

DATE OF PURCHASE _____

VENDOR NAME _____

ITEMS TO BE PURCHASED	EXPENSE ACCOUNT NUMBER	ESTIMATED COST
-----------------------	------------------------	----------------

_____	_____	_____
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_____	_____	_____
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STEP 2: EMPLOYEE AUTHORIZATION

_____ is authorized to use the Monroe County credit card for official business and shall provide the required documentation including the **Invoice, Sales Slip or Internet Printout** for expenses charged to the credit card. This information will be provided to the Finance Department within three (3) days of the transaction.

DEPARTMENT AUTHORIZATION:

SIGNATURE _____ DATE: _____

PRINT NAME _____

STEP 3: COUNTY ADMINISTRATOR/CFO OR FINANCE DIRECTOR AUTHORIZATION

SIGNATURE _____ DATE: _____

AFTER PURCHASE:

Confirm account number(s) and actual cost below. Attach the required documentation to this form (from Step 2) and return to Finance within three (3) days of transaction.

EXPENSE ACCOUNT NUMBER	ACTUAL COST
------------------------	-------------

_____	_____
-------	-------

_____	_____
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Section Name: Financial Management

Section Number: 300

Policy Number: 310

Page: 1 of 3

Subject: Equipment Leasing

1. Purpose. The purpose of this policy is to establish a system to acquire capital equipment for use by county departments; to provide a fund for the purchase of capital equipment and to provide a process to lease equipment to county departments and to provide for the replacement of large cost capital items.
2. Statement of Policy:
 - 2.1 By action of the Board of Commissioners there is hereby created a Fund entitled the "Equipment Leasing Fund". This fund shall be established with an advance of \$150,000 from the General Fund and is to be used to make initial purchases of approved Capital Equipment to be used by the various offices of the County of Monroe. All purchases of Capital Equipment made from this fund shall be approved by the Director of Purchasing and Facilities Management and funding for the purchase of Capital Equipment shall be approved in the annual county budget.
 - 2.2 The Director of Purchasing and Facilities Management shall be responsible for approving all specifications for all Capital Equipment purchased for the County from the Equipment Leasing Fund. All Capital Equipment shall be purchased in accordance with the County purchasing policy.
 - 2.3 All Capital Equipment purchased from the Equipment Leasing Fund shall be leased back to the requesting department at costs covering the payment schedule developed for each piece of equipment. Money budgeted in the departmental budget for the equipment shall be transferred to the Equipment Leasing Fund annually to reimburse the Equipment Leasing Fund for the purchase cost of the equipment plus any additional costs including interest and fees that the County would have typically paid a leasing company. The Finance Department will determine the interest rate charged at the time of purchase for each machine and adjust the rate annually. The annual lease cost shall be charged to the user department until such time as the equipment is no longer serviceable and is replaced. Any unexpended funds in the department line item will be retained in the General Fund at the end of the lease payment schedule.
 - 2.4 All Capital Equipment that has reached obsolescence and is no longer serviceable shall be replaced with funds in the Equipment Leasing Fund.
 - 2.5 Department Heads shall be responsible for maintaining all Capital Equipment assigned to their department. Each Department Head shall maintain detailed

maintenance and repair records for each piece of equipment purchased from the Equipment Leasing Fund and submit summary reports of those records, including the information listed in section 2.6 to the County Administrator/Chief Financial Officer before March 1st of each calendar year for replacement consideration during the annual budget development process.

2.6 The County Administrator/Chief Financial Officer shall replace Capital Equipment from the Equipment leasing fund based on the following criteria:

- a. Maintenance history of the Equipment
- b. Current age of the equipment.
- c. Current use of the equipment.
- d. Estimated current trade-in value of the Equipment.
- e. Estimated repair and maintenance expenses necessary to keep the Equipment in service for the next period.
- f. Availability of funds for equipment replacement
- g. General Condition of the Equipment.

2.7 All obsolete equipment shall be disposed of in accordance with the County policy on equipment disposition. All proceeds from the sales of equipment shall be receipted by the Finance Department as the sale of Capital Equipment and deposited into the Equipment Leasing Fund.

2.8 Where applicable the Administrator/Chief Financial Officer may approve the transfer of equipment from one department to another to best serve the needs of the effected departments. This transfer may be based on changing needs among the departments and ability to finance the purchase of capital equipment.

3. Definitions:

3.1 Capital Equipment: Equipment with an expected useful life of three years or more and cost exceeding \$5,000.

4. Application: This policy applies to all departments of the County of Monroe.

5. Responsibility: The County Administrator/Chief Financial Officer will have the responsibility for overseeing and implementing this policy.

5.1 Department Heads shall be responsible for: Reporting requirements and the maintenance of capital equipment. Additionally, the department head will be responsible for the timely request of replacement equipment.

5.2 The Director of Purchasing and Facilities Management shall be responsible for procuring all equipment for all departments in accordance with 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 November 13, 2001.

Revised pursuant to action of the Monroe County Board of Commissioners, dated _____, 2001.

Section Name: Financial Management

Effective Date: November 13, 2001

Section Number: 300

Revised Date: April 6, 2021

Policy Number: 310

Page: 1 of 3

Subject: Equipment Leasing

Purpose.

The purpose of this policy is to establish, **operate and maintain** a system to acquire capital equipment for use by county departments; to provide a fund **including provisions of self and sustaining features** for the purchase of capital equipment and to provide a process to lease equipment to county departments and to provide for the replacement of ~~large-cost~~ capital **equipment. items.**

Scope:

This policy applies to all departments/offices of the County of Monroe.

Statement of Policy:

- A. By action of the Board of Commissioners there is hereby created a Fund entitled the "Equipment Leasing Fund". This fund ~~shall be established with an advance of \$150,000 from the General Fund and~~ is to be used to make ~~initial~~ purchases of ~~approved~~ Capital Equipment to be used by the various offices of the County of Monroe. All purchases of Capital Equipment made from this fund shall be approved by the **Administrator/Chief Financial Officer** ~~Director of Purchasing and Facilities Management~~ and **repayment** funding for the purchase of Capital Equipment shall be **appropriated** ~~approved~~ in the annual county budget.
- B. The **Operations Coordinator and/or Administrator/Chief Financial Officer** ~~Director of Purchasing and Facilities Management~~ shall be responsible for approving all specifications for all Capital Equipment purchased for the County from the Equipment Leasing Fund. All Capital Equipment shall be purchased in accordance with the County purchasing policy.
- C. All Capital Equipment purchased from the Equipment Leasing Fund shall be leased back to the requesting department at costs covering the payment schedule developed for each piece of equipment. Money budgeted in the departmental budget for the equipment shall be transferred to the Equipment Leasing Fund ~~annually~~ **quarterly** to reimburse the Equipment Leasing Fund for the purchase cost of the equipment plus any additional costs including interest and fees. ~~that the County would have typically paid a leasing company.~~ The Finance Department will determine the interest rate charged at the time of purchase for each ~~machine~~ **capital equipment item**, and **may** adjust the rate annually. The annual lease cost shall be charged to the user department until

such time as the equipment is **fully paid for with payments to the Equipment Leasing Fund.** ~~no longer serviceable and is replaced.~~ Any unexpended funds in the department line item will be retained in the General Fund at the end of the lease payment schedule.

- D. ~~All~~ Capital Equipment that has reached obsolescence and is no longer serviceable ~~shall~~ **may** be replaced with funds in the Equipment Leasing Fund.
- E. **Elected Officials/Judges/**Department Heads shall be responsible for maintaining all Capital Equipment assigned to their department. Each **Elected Official/Judge/**Department Head shall maintain detailed maintenance and repair records for each piece of equipment purchased from the Equipment Leasing Fund and submit summary reports of those records, including the information listed in section F 2-6 to the County Administrator/Chief Financial Officer **as part of a request for capital equipment before March 1st of each calendar year** for replacement ~~consideration~~ during the annual budget development process, **or as necessary due to need.**
- F. The County Administrator/Chief Financial Officer shall replace Capital Equipment from the Equipment leasing fund based on the following criteria:
 - 1. Maintenance history of the Equipment
 - 2. Current age of the equipment.
 - 3. Current use of the equipment.
 - 4. Estimated current trade-in value of the Equipment.
 - 5. Estimated repair and maintenance expenses necessary to keep the Equipment in service for the next period.
 - 6. Availability of funds for equipment replacement
 - 7. General Condition of the Equipment.
 - 8. **ROI of new equipment vs. cost of maintaining existing**
- G. All obsolete equipment shall be disposed of in accordance with the County policy on equipment disposition **including destruction of hard drives and other media sources that could have County information.** All proceeds from the sales of equipment shall be receipted by the Finance Department as the sale of Capital Equipment and deposited into the Equipment Leasing Fund.
- H. Where applicable the Administrator/Chief Financial Officer may approve the transfer of equipment from one department to another to best serve the needs of the effected departments. This transfer may be based on changing needs among the departments and ability to finance the purchase of capital equipment.

Definitions:

- A. Capital Equipment- Equipment with an expected useful life of three years or

more and cost exceeding \$5,000.

Application: This policy applies to all departments of the County of Monroe. **Move to Scope Policy Compliance:**

A. Responsibility:

1. **Elected Officials/Judge/Department Heads-** Each shall be responsible for reporting requirements and the maintenance of capital equipment. Additionally, ~~each the department head~~ will be responsible for the timely request of replacement equipment, **and requesting the annual appropriation to their budget to fund the annual payments to the Equipment Leasing Fund to repay the equipment purchase and financing costs.**
2. ~~The Director of Purchasing and Facilities Management~~ **Operations Coordinator** shall be responsible for procuring all equipment for all departments in accordance with this policy.
3. ~~The County Administrator/Chief Financial Officer- The County Administrator / CFO will~~ **shall be responsible have the responsibility for developing the loan financing schedule and agreement with the requesting department/office. overseeing and implementing 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 November 13, 2001.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 6, 2021.

Section Name: Financial Management
Section Number: 300
Policy Number: 310

Effective Date: November 13, 2001
Revised Date: April 6, 2021

Subject: Equipment Leasing

Purpose.

The purpose of this policy is to establish, operate and maintain a system to acquire capital equipment for use by county departments; to provide a fund including provisions of self and sustaining features for the purchase of capital equipment and to provide a process to lease equipment to county departments and to provide for the replacement of capital equipment.

Scope:

This policy applies to all departments/offices of the County of Monroe.

Statement of Policy:

- A. By action of the Board of Commissioners there is hereby created a Fund entitled the "Equipment Leasing Fund". This fund is to be used to make purchases of Capital Equipment to be used by the various offices of the County of Monroe. All purchases of Capital Equipment made from this fund shall be approved by the Administrator/Chief Financial Officer and repayment for the purchase of Capital Equipment shall be appropriated in the annual county budget.
- B. The Operations Coordinator and/or Administrator/Chief Financial Officer shall be responsible for approving all specifications for all Capital Equipment purchased for the County from the Equipment Leasing Fund. All Capital Equipment shall be purchased in accordance with the County purchasing policy.
- C. All Capital Equipment purchased from the Equipment Leasing Fund shall be leased back to the requesting department at costs covering the payment schedule developed for each piece of equipment. Money budgeted in the departmental budget for the equipment shall be transferred to the Equipment Leasing Fund quarterly to reimburse the Equipment Leasing Fund for the purchase cost of the equipment plus any additional costs including interest and fees. The Finance Department will determine the interest rate charged at the time of purchase for each capital equipment item, and may adjust the rate annually. The annual lease cost shall be charged to the user department until such time as the equipment is fully paid for with payments to the Equipment Leasing Fund. Any unexpended funds in the department line item will be retained in the General Fund at the end of the lease payment schedule.
- D. Capital Equipment that has reached obsolescence and is no longer serviceable may be replaced with funds in the Equipment Leasing Fund.

- E. Elected Officials/Judges/Department Heads shall be responsible for maintaining all Capital Equipment assigned to their department. Each Elected Official/Judge/Department Head shall maintain detailed maintenance and repair records for each piece of equipment purchased from the Equipment Leasing Fund and submit summary reports of those records, including the information listed in Section F to the County Administrator/Chief Financial Officer as part of a request for capital equipment for replacement during the annual budget development process, or as necessary due to need.
- F. The County Administrator/Chief Financial Officer shall replace Capital Equipment from the Equipment leasing fund based on the following criteria:
 - 1. Maintenance history of the Equipment
 - 2. Current age of the equipment.
 - 3. Current use of the equipment.
 - 4. Estimated current trade-in value of the Equipment.
 - 5. Estimated repair and maintenance expenses necessary to keep the Equipment in service for the next period.
 - 6. Availability of funds for equipment replacement
 - 7. General Condition of the Equipment.
 - 8. ROI of new equipment vs. cost of maintaining existing
- G. All obsolete equipment shall be disposed of in accordance with the County policy on equipment disposition including destruction of hard drives and other media sources that could have County information. All proceeds from the sales of equipment shall be receipted by the Finance Department as the sale of Capital Equipment and deposited into the Equipment Leasing Fund.
- H. Where applicable the Administrator/Chief Financial Officer may approve the transfer of equipment from one department to another to best serve the needs of the effected departments. This transfer may be based on changing needs among the departments and ability to finance the purchase of capital equipment.

Definitions:

- A. Capital Equipment- Equipment with an expected useful life of three years or more and cost exceeding \$5,000.

Policy Compliance:

A. Responsibility:

- 1. Elected Officials/Judge/Department Heads- Each shall be responsible for reporting requirements and the maintenance of capital equipment. Additionally, each will be responsible for the timely request of replacement

equipment, and requesting the annual appropriation to their budget to fund the annual payments to the Equipment Leasing Fund to repay the equipment purchase and financing costs.

2. The Operations Coordinator shall be responsible for procuring all equipment for all departments in accordance with this policy.
3. County Administrator/Chief Financial Officer- The County Administrator / CFO shall be responsible for developing the loan financing schedule and agreement with the requesting department/office.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001.

Revised pursuant to action of the Monroe County Board of Commissioners, dated April 6, 2021.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING APRIL 1, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Management	303	303	Credit Card Policy changed to Credit Card Authorization	Name change of policy Strenghtens authorized use description for policy, aligns policy with card authorization at department level, updates payment terms & requires deparment level operational control procedures to be in place. Edits/revisions with current updates	Updates the authorization form and clarifies the procedures to be followed for prior use authorization and post purchase documentation requirements.
Financial Management	310	310	Equipment Leasing	Edits/revisions to select areas of the policy more reflective of operations. Strengthens criteria for use of internal service fund resources and updates existing equipment disposal steps to be taken.	Updates titles of officials who are involved with administration of the program remove legacy provisions from when the policy and fund was created.