

POLICIES & PROCEDURES COMMITTEE



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lenawee.mi.us

MEMBERS

Dawn Bales, Nancy Jenkins-Arno, James Goetz

Minutes: Monday, March 1, 2021 – 1:55 p.m.

Present: Commissioners Bales and Jenkins-Arno

Absent: Commissioner Goetz

Also Present: Kim Murphy, Rebecca Borton, Eric Rogers, Scott Holtz, Matt Turgeon, Erin VanDyke, Jenny Escott

I. Approval of Minutes

Motion by Jenkins-Arno, seconded by Bales, to approve the minutes of the August 3, 2020 meeting. Motion carried.

Kim explained that the Policy & Procedures Committee is charged with reviewing County policies. These policies are available on the county website <http://www.lenawee.mi.us/639/County-Policies-Guidelines>

When a new policy is brought before the committee, it is typically submitted for review and brought back a month later for consideration. This allows time for comments, questions, changes. Policies with minor amendments may be brought back or may be moved on for recommendation.

II. Cash Handling Policy

This is a new policy drafted by the County Treasurer in order to conform to standard practices a Cash Handling Policy. It is supported by both the Finance Director and the County Auditors. This policy will be brought back next month for consideration.

Erin also reported that her staff will be taking certified cash handler training classes in the near future.

III. Accounts Payable Policy

The following amendments have been recommended by either the Finance Director, Accounts Payable Coordinator, or the Auditors.

WEEKLY CHECK RUN:

- Invoices must be submitted timely to AP for the check to be received by the vendor before their due dates. It is the department's responsibility to obtain invoices from the vendor for timely payment processing. Lenawee County does not pay late fees. All invoices must be received in the AP Department no later than Thursday, 4:30 PM to be

included in the subsequent weekly check run. Please make sure all attachments needed to be mailed with checks are included and clearly labeled. Special requests or exceptions must contact AP Department by Tuesday, 2:00 pm.

CHECK RETURNED TO THE DEPARTMENT:

- Checks will no longer be returned by interoffice mail. Departments needing checks returned may pick them up Friday morning, 9:00 am to noon. Checks will need to be signed for their release. All checks not picked up Friday morning will be mailed out Friday afternoon.

PURCHASE ORDERS:

- **All purchases costing over \$10,000.00 must be on a Purchase Order.**

OTHER INFORMATION:

- Employee Reimbursements- Employee reimbursements will be mailed to employee's home address. For convenience, please consider EFT as method of Payment. Using the department address for an employee is not permitted.

CREDIT CARD PURCHASES:

- Please review and understand allowable purchases on county credit card. For questions, please contact the AP Department.

W-9 FORMS:

- All vendors must provide a W9 form before service is performed. For questions, please contact the AP Department.

Mileage:

- When driving a personal vehicle, please use the current mileage rate.
- Do **not use** the corporate credit card for fuel purchases on Personal vehicles.
- When using a county vehicle or rental vehicle, please use the Corporate credit card for fuel purchases.
- Do not use the Mileage rate when using a county vehicle or rental vehicle.

Motion by Jenkins-Arno, seconded by Bales, to recommend adoption of the amended Accounts Payable Policy. Motion carried.

IV. Other Business

Next Committee Meeting: The next meeting is set for April 5, 2021 immediately following the Airport Commission.

Conflict of Interest form: There was discussion regarding the Anti-nepotism policy and a conflict of interest form. Nancy will be forwarding a sample to the Admin Office.

V. Adjournment

Motion by Jenkins-Arno, seconded by Bales, to adjourn the meeting at 2:37 p.m. Motion carried.

KLM/rdb