

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Brian R. Bousley – County Administrator  
Sherry DuPont – Administrative Assistant  
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### MENOMINEE COUNTY EXECUTIVE COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** Wednesday~ October 21, 2015  
**TIME:** 10:00 AM  
**PLACE:** Menominee County Administration Building ~ Menominee, Michigan

#### \*\*\*\*\*AGENDA\*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
  - a. Discussion of County employee drug testing
  - b. Discussion of County employee training policy
  - c. Revisions of Menominee County Board of Commissioners Bylaws
8. Public Comment
9. Commissioner Comment (limited to 5 minutes)
10. Adjournment

*Raymond Williams      Charlie Meintz – Chairperson      Larry Schei – Vice Chairperson  
James Furlong      Bernie Lang      Gerald Piche      Jan Hafeman      John Nelson      William Cech*

Menominee County Executive Committee  
Minutes of Meeting  
September 18, 2015

\*\*\*\*\*DRAFT\*\*\*\*\*

The Executive Committee met on September 18, 2015 at 8:00 AM at the Menominee County Annex Building, Stephenson, MI.

Others present at the meeting were Brian Bousley, Charlene Peterson

**Call Meeting to order:** Com. Meintz called the meeting to order at 8:00 A.M.

**Pledge of allegiance:** was recited by all

**Roll Call:** Coms. Meintz & Nelson & Furlong were present.

**Agenda** was approved by Com. Furlong and supported by Com. Nelson to approve the agenda as written. Motion approved 3/0.

**Previous Meeting minutes:** April 1, 2015 – moved by Com. Nelson and supported by Com. Furlong to approve the minutes of the April 1, 2015 Executive Committee meeting. Motion approved 3/0.

**Public Comment:** None

**Business Items:**

- A. Discussion of Employee Drug Testing:** - Bousley: We don't have a drug testing policy the only thing we do have a drug free workplace. I did want to try to do something a few years ago, but a couple of commissioners didn't want to do that. Meintz: I brought this up to Brian. With all the workplaces that do drug testing and liability issues. Also if there'll be differences in our insurance if there was drug testing in place because of liability issues. My concern is if something happens, and someone is tested they have drugs in their system, even if there is no connection to what happened, I know how that operation can work, you can get sued for that situation. Furlong: Would we get a break on our worker's comp if we have a drug testing policy? Bousley: They said we might, they'd have to see our policy. He said he'd send me a sample of a policy that we can model one after. Furlong: I'm a firm believer that we don't have to reinvent the wheel. If we're going to have a policy, it should be one that's been time tested and court approved rather than one we invent ourselves. Nelson: We had one for years. We had a drug policy, we didn't have a testing policy. Do we have to go through the union to look at that? I would like to see a random test unless the supervisor has a suspicion that is justified. I think it would be the right thing to do. Furlong: I don't think it would apply to the unions because that would be part of

negotiations. But we have a lot of non-union employees, we can come up with a drug testing policy for the county and as the contracts are negotiated, add the policy in.

Nelson: Cost. It was pricy. We have a policy for testing "new" employees already. As long as it's not abused, the cost can be minimal. I think we're all in agreement. Furlong: I don't have a problem with it being a drug free workplace. Nelson: This current policy, we don't have a testing policy. It does allow for testing. In a way they already have to sign this. What's our next step? Bousley: Let's see what the workers' comp guy gets, a couple policies there. We'll read through them and come up with something. Meintz: I know you can sometimes get discounts by having record keeping of a drug free work place. If we can't get any savings then we're going to have to look at this. We're going to have expenses. My biggest concern is a lawsuit. Consensus is to gather information and bring it back to the Exec. Committee for discussion. Furlong: I think we should mention at the board meeting in case some other commissioners may have more information or problems. Meintz: we can bring this up at the next board meeting to have some discussion on it. All commissioners concur.

**B. Discussion of Employee Training Policy:** - Nelson: I asked for this. There's a couple of issues there, especially in light of what came up at the Cedar River board meeting. Brian you can approve expenditures up to \$5,000 including training? Bousley: Yes. We have two different policies on training. One we have in the bylaws that says the County will pay the cost of seminars, educational classes, computer training or other employee training to perform the duties of the employee's job description... Personnel Manual says, Conferences, Conventions, or seminars: Attendance at a meeting, convention, conference or seminar shall have the prior approval of the County Administrator. So basically department heads can approve training. I can only approve meetings, conventions, conferences or seminars. That's training isn't it? Nelson: Yes, the question that comes up on this is when equalization wanted to send someone to training that was directly related to their job, the board had to approve that. All the other ones whether it's an issue that just came up was getting the assessor license or keeping their 16 hours which is not required in their job, and there's others. I'm wondering with the expenditures we have going out, if trainings unless required by law should be approved by the board. If not required, the approval appears routine. Do we pay for someone to keep their private license? I have difficulty with this if we're paying for someone, and it's not part of their job and they wish to go because they can do whatever they want, but should we pay for it? Meintz: over the past years, we've had multiple questions from time to time when going over the bills. We've had questions about large food bills for employees going to training. I agree with John a little bit. By the time we see them from the board standpoint they've already been to the conference and the bills have been paid. If we don't approve them, it doesn't matter because they've already been paid. I don't know how we'd get our money back. Nothing against Brian, but the administrator gets in a tough position has to work with the individuals within the offices at the county. They bring him information and it puts him in the hot seat, that's what his job should be, to say yes or no. I think the information on travel can be brought to the board for approval or disapproval. So we understand what our individuals are going to where, why, what's the reason? There is a fair amount of money that gets spent monthly on travel. If it's state mandated... Nelson: if it's directly

related where it enhances the county... In looking at the budget, we just talked about putting in courthouse windows, \$500,000, we're doing the vestibule, we're putting a chiller in, but the problem is the building. We're at \$100,000 surplus this year, if we're lucky. Next year with the raises and insurances and that, that's gone. Anyone we've put on this year I don't see how, with our current budget, we can go forward with it. So to reduce our costs now, it might help us in the future to maintain a position. Unless we get a windfall somewhere, I don't know where it's going to come from. We have to serve the customers in our county first. If the money is available for fringe things, then fine, but if it's not available... I think the board has to look at this. Furlong: I would hate to see the board micromanage the daily operations of the county. I do understand the concern of people just going off to frivolous training. To go back and have the County board approve all training I think is going to be counterproductive to basically micromanage the administrator. I do think during the budget process, I'm a firm believer the budget is not a blueprint, the budget is basically a document that says here's how we're going to spend the county's money. When you look at a training budget for individual departments, they have to stay within that budget. It should be up to the finance committee, if someone's going to training and it's not budgeted, then it has to go to the finance committee to get money. We just can't move money around from this account to that account and say the budget's balanced for that department, that's counterproductive to the budget process. If we have \$1,000 for training and the department goes over that, then the department head has to answer for that. Or if they need additional training money, then they have to go to the finance committee to find out where that money is coming from so we can do the budget adjustment. But just to move money around and say "we didn't budget enough for training this year so we're just going to take some from office supplies and put into the training" to me that's not how we told the public that we're spending their money. As far as training goes, during the budget meetings, we should sit down with the department heads and say, how much money do you plan on spending for training... and they have to live within that budget. If they can't, then it falls on the administrator to explain the need for additional training to the finance committee. Nelson: There are training conferences, \$500-800 it's not required, the person wants to go. The training is lumped in one area. I don't want the County Board to approve every training... mandated or required training anything over and above that... example the only one we've ever done is Kandace. That was actually for a level three training process in equalization which is a direct benefit to us, if Peggy's out, we have to hire someone to come in to sign everything at a level three. That was, and it could "not" be a benefit, because she could take that license and move forward. I do think when we go to conferences/trainings, do we say, do you have to go to that, is it required, even though it's in the budget. When it's lumped in, we don't know where they go. I do think we should restrict our expenditures non-essential for the county or for personal gain. Furlong: I'm not disagreeing with you, we look at job descriptions, we didn't hire Kandace to be a level three assessor we hired Kandace to be the map person and the help in the office because the help went someplace else. Now we're sending her off to school to be a level three assessor the same as the equalization director. That came on the county's dime, which could benefit the county later on. The county paid for her schooling and she can use it to benefit the county or benefit herself someplace else. It's up to the department head to say how much training

do we need and how much is it going to cost? I'm afraid it could be political. This office, in the majority of the County Boards opinion is more important than that office so they can go to the seminar, but you guys you're not as important, so you don't get to go. It should be left up to the administrator falling within the budget. Nelson: But we did and the budget provided for it in equalization yet came to the county board, and no one said, why is it at the county board? Furlong: I don't remember her being at the county board. Nelson: Yes she came up to the count board. What we ended up doing was if she didn't pass the course, she'd have to refund the full money. Furlong: I don't remember that at all, I must have missed a meeting. Meintz: It was up in Hermansville. Nelson: That is the only one that has come to us, ever. I don't understand if it was under \$5,000 why it wasn't approved at the county level. Unless like he said, we don't want politics involved in this. My question is, that came up and no one had a problem with it coming up there. So now we end up with other people on. Why is it one and no one else? Our policy is inconsistent. If you're going to have someone in an office, the more they know the better they can serve the county. So any training required by law or show a direct benefit to the position the person has, its fine, but if it's outside of those parameters', what do we do then? Because once they've gone, it's paid for. We don't know where they're going beforehand. Furlong: But let's hope that our Administrator knows where our employees are going. Bousley: Yah, I usually do. Nelson: But are they required or do they go just because they want to go? Because we don't reject. Bousley: The big ones are the conferences, treasurers have their conference, the clerk has their conference, the sheriff dept. is different, they have some for road and some for corrections those are paid for, and they are special revenues they have their own funding for those. The majority of the time I know where everyone is going. They have to ask prior because they have to get reservations, county vehicle, things like that. Furlong: John let me ask you about training in the budget process. The sheriff dept. has the 301 & 302 funds for training that comes from the state which can only be used for certain things. Nelson: We never get a breakdown of how the traveling will be spent. If we ask for a breakdown from each dept. for their training, where they're going, how they're going to spend that. I will ask Brian for a breakdown of the training part of the budget. Furlong: If it's not required for the job, then we shouldn't have people going to the training. Somewhere down the line there has to be some trust, we have to work together. Instead of having the whole county board waiting to have a meeting, I think the finance chair can make a decision on whether we have the money for employees to go to a seminar. Nelson: I'm sure with the new Prosecutor and Asst. prosecutor there will be some training that will need to be done, that wasn't budgeted for. (to Brian) would you ask them to give us an estimate on what will be needed for their training?

- C. Review of Menominee County Board of Commissioners Bylaws:** - Bousley: There are a few adjustments that need to be made. We need to add the Northcare Network negotiating team in there. Nelson: Do we need to add SUD too?? That's different than Northcare. Bousley: Page 4, Northcare Network, SUD and Negotiating committee. Meintz: What about the airport, we need to change that now that it's a committee, right? Bousley: That one needs to be cleaned up. Page 14, Department heads, we used to have the extension director. That is no longer the case. We need to change that to regional director. Meintz: I think he's worked very hard to try to get

things back on track. Bousley: Page 17, Petty cash – we need to add \$50 for petty cash in the Admin office because we have to sell park passes and boat passes. And \$50 at the annex that's not in there. Page 23, Fax policy needs to be rescinded because that's within the FOIA law now. Furlong: what about for faxing for the public? Bousley, we don't do it. Furlong: Then we should put that in our fax policy...that we don't do it. Meintz: Yes, we should have something that says we don't do it. Bousley: Pg. 27 public records fee. Resolution 2011-07 needs to be changed to 2015-10. That's the FOIA thing. Fee structure needs to be changed again to 2015-10. Just housekeeping issues that need to be taken care of. Furlong makes a motion to make those changes and bring it to the county board, Nelson seconds it.

**Public Comment:** Charlene Peterson, Lake Township. Brian brought this up. I suggest video conferencing as much as possible, that saves expenses and travel. I know the library does almost everything via video. She has to go to one conference a year. Equalization, Kandace has told me when you do those assessing classes you have to go take a test. Some of the classes you have to go in person, so in that particular department the video won't work. She gets grants, maybe that's a way to help subsidize the costs. I recommend the department heads should be the first POC. I think you should have some kind of follow up on why the class or conference was necessary. FOC has an awful lot of seminars to go to. What are those seminars for? Re drug testing: There are employees that are not fulltime. Seasonal employees, I understand are tested each year they come back. If you have people transporting juveniles, those people should be drug tested too. I think the idea of random testing is great.

**Commissioner Comments:** I apologize for my lack of judgement in one of the words I used in the meeting. Nelson: We all do it.

**Adjournment:** Moved by Com. Nelson supported by Com. Furlong to adjourn the meeting at 9:09 AM. Motion approved 3/0.

*Current*

## MENOMINEE COUNTY

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Part F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace.

Menominee County's policy of maintaining a drug-free workplace:

Drugs shall be prohibited in the workplace, agency owned vehicles or in places designated on a temporary basis as a "workplace". i.e. Conference/meeting place locations, etc. Drugs shall be defined as: controlled substances as defined in the Michigan Public Health Code (marijuana, amphetamines, heroin, cocaine, barbiturates, psychedelic drugs, etc.) and alcohol. Drugs shall not be used by any employee during work hours or any time when work performance could be affected, unless they are over-the-counter drugs or drugs prescribed by a licensed physician and used in accordance with the physician's instructions.

Drug counseling, rehabilitation and employee assistance program information shall be available to employees.

With respect to positions that due to their job duties require handling or possession of legal or illegal substances as defined by the Drug-Free Workplace Act, this policy does not apply in those circumstances.

With respect to positions that could affect the safety of clients and/or other employees, drug testing may be required with suspicion of violation. Drug testing may be required preceding return to work following rehabilitation. Testing will be at the expense of the agency.

The penalties that will be imposed upon employees for drug abuse violation occurring as a condition of employment may include suspension and/or termination. The employee will be asked to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

As a condition of employment, the employee will:

1. Abide by the terms of this statement; and
2. Notify the employer of any criminal drug status conviction for any violation occurring in the workplace no later than five (5) days after such conviction.

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EMPLOYEE SIGNATURE

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DATE

# Language in Cownthouse Contract

**SECTION 4. Employer Action.** On the basis of such an examination under this Article, the Employer may take actions as it deems appropriate, including, but not limited to, placing the employee on leave.

**SECTION 5. Illegal Drug or Other Substance Abuse Testing.** The Employer reserves the right to require an employee to take a test for illegal drug use or other substance abuse in the event the Employer has a reasonable suspicion of such use. Reasonable suspicion testing may be based upon:

- A. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug;
- B. A pattern of abnormal conduct or erratic behavior;
- C. Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking;
- D. Information provided either by reliable and credible sources or independently corroborated; or
- E. Newly discovered evidence that the employee has tampered with a previous drug test.

Although reasonable suspicion testing does not require certainty, mere "hunches" are not sufficient to meet this standard.

**SECTION 6.** When an employee is required to take a physical exam with an employee designate physician or to take a substance abuse test under this Article during work hours, the time for the exam or test shall be considered hours worked.

## **ARTICLE 23** **GENERAL PROVISIONS**

**SECTION 1. Gender.** All reference to employees in this Agreement designate both sexes, and wherever the male gender or female gender is used, it shall be construed to include both male and female employees.

**SECTION 2. Employee Information.** It is the responsibility of each and every employee to keep his/her supervisor and the County Clerk's office informed of his/her latest address and telephone number.

**SECTION 3. Amendments.** No agreement or understanding contrary to this collective bargaining agreement, nor any alteration, variation, waiver or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this contract constitutes the sole, only and entire Agreement between the parties hereto and cancels and supersedes any other agreement and understanding heretofore existing.

Brian

Great idea! I have attached 2 separate policies for your review. In addition, I have attached a ppt presentation from a local doctor that addresses some common questions regarding medical marijuana.

The implementation of this Industry Best Practice would not affect your policy rates. However, the ability to drug test could save your county money if it is determined that an employee is violating the policy, we do not have to pay wage loss benefits, unfortunately medical coverage would still be available.

Take care, I still need to schedule an onsite visit.

Jeff

From WORKERS COMP Agent

# Sample Policy - Substance Abuse And Testing

## Overview

ABC Corporation has a significant interest in protecting the health and safety of its employees. To achieve this goal, we have established the following policy regarding the use, sale, or possession of illegal drugs or controlled substances. The obligations set forth in this policy constitute conditions of employment.

1. The use or sale of intoxicants, or possession of illegal drugs or non-prescribed, controlled substances on company premises is a Class I offense and is reason for immediate discharge.
2. Any employee reporting to work while under the influence of illegal drugs or non-prescribed, controlled substances will be a drug and alcohol test as described below. If the results of this test prove positive the employee will be subject to immediate discharge.

## Drug Testing

Any bargaining or non-bargaining employee reasonably suspected to have impaired abilities related to the performance of his or her job will be given a ride to a NIDA approved clinic or hospital where a drug test will be administered. A ride will also be provided home after the testing. Any employee will be made fully aware of the reason he or she is being sent for a drug test. Refusal to submit to drug testing is grounds for dismissal.

Drug testing includes a blood test for alcohol. In compliance with the law, a blood/alcohol level of .1% or greater will be considered a positive result. A SAP-10 Drug Test will be used to screen for potential illegal drugs in urine and results will be measured by criteria established by the Federal Register.

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An employee will not be able to return to work until the test results become available. In the event that the test results are negative, the employee will be made whole for his losses.

The company has the right to require drug testing in any of the following situations.

1. During the pre-employment process, a positive test result will be considered in employment decisions and may result in the denial of employment.
2. Any employee who is involved in any suspicious accident at the work site.

3. Upon reasonable cause. Reasonable cause includes (a) unusual behavior (slurred speech, smelling of alcohol, having a general appearance of intoxication); (b) impaired abilities.
4. The use or sale of intoxicants, or possession of illegal drugs or non-prescribed, controlled substances on company premises.
5. Any employee reporting to work while under the influence of illegal drugs or non-prescribed, controlled substances.
6. Drug testing is mandatory for operators of vehicles exceeding 26,000 pounds.

### **Searches**

Upon reasonable cause, the company reserves the right to conduct searches in compliance with the company's search policy and procedures outlined below.

Lockers and desks are company property and provided for convenience. As a result, ABC Corporation reserves the right to periodically search company property. Including but not limited to lockers and desks.

All searches will be conducted equally and fairly. For example, an entire department or locker room will be searched at one time. Any search will be conducted in the presence of a union steward or supervisor. It will be necessary for ABC Corporation to have a combination or key for your lock on file. If you are not available or cannot be reached during the search, your lock may be forcibly removed. The company reserves the right to terminate any employee who refuses to submit to such a search.

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### **"Sample Workers' Compensation Policy Statement"**

The safety and wellness of our employees is always a top priority.

Workers' compensation benefits are provided under the Michigan Workers' Disability Compensation Act of 1969. Benefits derived from an occupational injury or disease may include medical treatment, wage loss and/or vocational rehabilitation."

Immediate reporting of all work-related injuries will result in prompt medical treatment and work loss prevention. Within the Act, under section (418.315), all medical treatment within the first 28-days from the inception of medical care, must be directed by (*Insured Name*) or its workers' compensation carrier.

For specific procedures regarding; reporting a claim, locations for medical treatment, wage loss calculations, post-accident drug testing guidelines and light duty work, please refer to your procedures manual located.....

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**"Sample Drug and Alcohol Policy Statement"**

"All employees that are involved in an occupational accident or exposure are subject to post-accident drug testing. This is a mandatory procedure for all hourly and salary employees. The testing will be administered by an Occupational Clinic chosen by (Insured). All fees associated with this testing will be the responsibility of (Insured). Any employee refusing to undergo such testing will be subject to disciplinary action, up to termination. If you have any questions, please see your HR administrator."

"Hourly employees subject to an occupational incident are required to undergo post-accident drug testing. The testing will be administered at Concentra Medical located at (address). Positive test results will initiate disciplinary action outlined in your employee handbook (Disciplinary Action).

# Drug & Alcohol Testing Guidelines

The following information has been compiled in an effort to aid an employer in the development and implementation of a Drug & Alcohol Testing Policy. This information should not be construed as legal advice but a general guideline to help employers through the process. It is imperative that an employer review, with their Corporate Counsel, the compliance of their D&A program against all of the State and Federal programs (ADA, Michigan Handicappers Civil Rights Act, Workers Compensation, etc)

Briefly, any employer wanting to initiate a D&A Policy should review the following:

- Review any existing bargaining agreements for language that may impact this program
- Most Union Representatives will want input into the design and impact the program has on its members
- Employers should have a WRITTEN policy for their D&A testing procedures
- The policy should be included in the "Employees Handbook" and management needs to bring visibility to the policy/procedures
- The policy should include what specific actions the employer will take against any violations
- Employers need to execute the policy on a consistent basis with all employees. Certain occupations (truck drivers) may have specific guidelines that need to be followed. Please consult legal advice regarding limiting the D&A to certain departments or occupations
- Recovering substance abusers may be protected under federal and state programs

It is impossible to design and implement any policy that will preclude the pursuit of litigation by employees. The following should provide some additional guidance for an employer considering a D&A Policy:

- Develop a D&A policy that clearly defines the circumstances under which the testing will be conducted, the discipline imposed for violations, and the consequences of refusing to submit to drug and/or alcohol tests
- Revise any employee handbooks or policies, so they are consistent with your D&A policy

- Review the employment application for a statement that informs applicants that a condition of hire will include testing for D&A
- Consider offering an Employee Assistance Program
- Review local testing facilities to determine which are qualified to perform the necessary testing for your program. Attention should be given to:
  - Any confirmatory or additional testing of specimens when you have a positive initial screening
  - Documentation of the chain of custody
  - Training or assistance in the collection or handling specimens
  - Turn-around time for analyzing and submitting results
  - Pricing for various services
- Establish procedures for taking a specimen
- Develop reporting parameters for D&A incidents
- Develop a filing system for all D&A information
- Contact local authorities about the handling of drugs or drug paraphernalia discovered in the work place
- Properly train supervisors and management regarding the new policy
- Notification to employees – some ideas!
  - Distribute policy by hand and/or include copy in paycheck
  - All employee meeting to rollout the policy
  - Have each employee sign a confirming statement that they received and understand the policy
  - Notification from senior management regarding the effective date
  - Post the policy (bulletins, newsletter, etc)

Adopted: April 1, 1991  
Amended: April 27, 1992  
Amended: April 25, 1995  
Amended: August 24, 2010

**P91-19 AUTHORIZATION FOR PAY OF PART TIME EMPLOYEE BENEFITS**

Adopted: April 1, 1991  
Rescinded: April 24, 2012

**P93-1 LITIGATION COSTS CHARGE BACK**

Elected Officials whose personnel practices and/or actions in personnel matters which results in lawsuits against the County may have the costs of these actions charged back against their departmental budget or may recoup cost through the individual.

Adopted: February 22, 1993  
Amended: September 22, 1997

**P93-2 REVENUES IN EXCESS OF ORIGINAL BUDGET**

When a recipient of county funds realizes an increase in their actual revenue over budgeted revenues, the County Board at its discretion may reduce the County appropriation up to the amount of the excess revenue.

Adopted: February 22, 1993  
Amended: September 22, 1997

**P93-3 EMPLOYEE TRAINING**

The County will pay the cost of seminars, educational classes, computer training, or other employee training to perform the duties of the employees' job description. The employees' department head must give prior approval and money for such training and seminars must be available in the department budget.

Adopted: July 26, 1993  
Amended: September 25, 2000

**P94-4 PERSONNEL MANUAL**

See manual adopted by Board on June 28, 1993 and its subsequent amendments.

Adopted: July 26, 1993  
Amended: September 22, 1997  
Amended: April 23, 2007

**P97-1 RESIGNATION POLICY**

Adopted: February 24, 1997  
Rescinded: April 3, 2012

SECTION 13

TRAVEL

ALLOWANCE

The following schedule of mileage allowance shall apply to employees required to drive their own vehicle in the course of their employment.

1. Mileage Allowance.

- (a) The County shall provide a mileage allowance. The rate shall be the Internal Revenue Service standard mileage rate. Any changes in the standard IRS mileage reimbursement rate, either upward or downward, shall be effective prospectively only from and after the first full calendar month after the IRS announces such a change in writing.
- (b) Miles shall always be computed on the basis of the shortest distance between the point of departure and destination.
- (c) There shall be an explanation given on all claims made to the County for reimbursement expenses for all trips. The parameters of what is sufficient explanation will be established by the County.

2.

Conferences, Conventions or Seminars. The following regulations shall apply to all claims for reimbursement of expenses for attending meetings, conventions, conferences, or seminars on behalf of the Employer:

- (a) Attendance at a meeting, convention, conference or seminar shall have the prior approval of the County Administrator.
- (b) Travel by private automobile shall be reimbursed at the rate as provided in section 1 (a) above.
- (c) If transportation is by an Employer-owned vehicle, no mileage shall be allowed. Actual expenses of operation of said vehicle will be paid by the Employer.
- (d) If travel is by common carrier, coach fares will be reimbursed.
- (e) Reimbursement for meals will follow the policy and rate adopted by the County.
- (f) When a member of an employee's family, i.e. wife, husband, son or daughter, shares the hotel or motel room, the single occupancy rate only will be reimbursed to the employee.
- (g) Business expenses such as tolls, telephone and fax expenses will be reimbursed when it is necessary as a part of the trip on behalf of the

Employer.

- (h) Parking fees during the conference, convention, seminar or meeting will be reimbursed.
- (l) Expense Vouchers shall be submitted within two (2) weeks following the convention, conference, seminar or meeting attended by the employee. All vouchers that contain

the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a Committee of the Board. A record which is made pursuant to this section shall be available for public inspection.

Section 4. Closed Session:  
No commissioner or other attendees shall disclose information, comments, etc. from a closed session unless ordered by a court of law. County Board shall approve minutes of a closed session at their next regularly scheduled closed session meeting.

Adopted: April 8, 1997  
Amended: May 22, 2000  
Amended: August 24, 2010

**ARTICLE VI: Committees.**

All non County Board committee members appointed by the Menominee County Board may receive a meeting fee. The meeting fee will be determined by each committee, the meeting fee will not exceed fifty dollars per meeting. Mileage allowance shall be provided at the IRS rate per mile. (Refers to: Committees under the direct supervision of the County Board.)

Adopted: July 26, 2011  
Amended: April 9, 2013  
Amended: August 27, 2013

Section 1. Standing Committees.  
The Standing Committees of this Board shall be as follows:  
E-911 Governing Board; Road Commission; Board of Health; Inter-Government Relations; Pinecrest; Department of Human Services; NorthPointe Behavioral Healthcare; UPCAP; CAA; Airport; County Planning Commission; Corrections Advisory Board; Six County Alliance/MI-Works; Re-monumentation; LEPC; Parks and Recreation Committee; Fair Board; UPRC&D; Financial Hardship; Finance; Personnel; Executive; Menominee Business Development Corporation & Building and Grounds Committee, NorthCare Network and Negotiation Committee

Amended: September 22, 1997  
Amended: March 25, 2002  
Amended: November 21, 2005  
Amended: August 24, 2010  
Amended: April 9, 2013

Section 2. Other:  
Other standing, ad hoc, or special committees as deemed necessary by the Board to carry on its work may be appointed.

Section 3. Refer to Article IV Sec. 5, relative to the appointment procedure.

Section 4. The Charters defining the duties and responsibilities of the Standing Committees shall be appended to these Bylaws.

Section 5. Selection of Boards and Commissions External to the Board.

Amended: March 25, 2002  
Amended August 24, 2010

#### 4.4 Standing Payment Approval

Certain types of purchases may be approved by the Board of Commissioners with a standing order. Below is a list of those types of purchases:

- Payroll
- Payroll Related Payments
- Insurance Coverage
- Utilities (all dept)
- All Court Related Fees
- All Trust and Agency Account Payments
- Sheriffs Dept Food Purchases
- PettyCash Reimbursements
- Mental Health Vouchers
- Library Board Vouchers
- Dept. of Social Services Vouchers
- Purchases Approved By Chief Fiscal Officer
- Appropriation Payouts
- Operating Transfers

These expenditures will be reviewed and approved by the Chief Fiscal Officer on a biweekly or as needed basis.

Amended: September 22, 1997  
Amended: May 22, 2000  
Amended: August 22, 2005  
Amended: August 24, 2010  
Amended: July 26, 2011

#### 5.1 PETTY CASH FUND

##### 5.2 Establishment of Petty Cash Fund

Menominee County Board of Commissioners shall establish a petty cash fund in the County Clerk, District Court, Friend of Court, Treasurer, Parks, Child Care Fund, County Library and Register of Deeds offices in the amount not to exceed \$100.

Menominee County Board of Commissioners shall establish a petty cash fund in the Sheriff's department in the amount not to exceed \$1,000; At the Road Commission in the amount not to exceed \$150; and at the Parks in the amount not to exceed \$200

The Treasurers Office shall maintain two \$500 cash drawers for daily transactions; The Sheriff's office will maintain one \$1,000 cash drawer for daily transactions; The Parks office will maintain one \$100 cash drawer for daily transactions; The Administration office will maintain one \$50 cash drawer for daily transactions; The Building Code Department will maintain one \$100 cash drawer for daily transactions.

Amended: September 22, 1997

**P97** RETIRING ELECTED OFFICIAL HEALTH INSURANCE  
It shall be the Policy of the Board to terminate the health insurance coverage for retiring elected officials immediately upon the end of elected officials' term of office.

Adopted: February 24, 1997

**P98-1** COMPUTER USAGE POLICY  
See policy approved by the County Board on May 25, 2010. (Attachment B)

Adopted: February 23, 1998 (Not Found)  
Amended: May 25, 2010

**P98** INVESTMENT POLICY  
Resolutions authorizing investment of County Funds and Approving the County Investment Policy are approved by the County Board on a yearly basis at the re-organizational meeting.

Adopted: August 24, 1998  
Amended: July 28, 2009 (Resolution 09-16)  
Amended: August 24, 2010

**P98-3** CREDIT CARD POLICY  
See Resolution 98-13 Menominee County Credit Card Policy approved by the County Board on August 24, 1998. (Attachment C)

Adopted: August 24, 1998

**P98-4** ~~FAX POLICY~~  
~~Anyone using any county fax machine for non-county business will be charged \$1.00 for incoming and outgoing faxes. These rates are all inclusive of costs.~~

Amended: August 24, 2010

**P98-5** NON-SUFFICIENT FUNDS (NSF) CHECKS  
There will be a \$35 charge for all NSF checks issued to Menominee County. The Menominee County Treasurers Office will be responsible for the collection of all NSF checks and the NSF charges. NSF collection activity will accrue to the County Treasurers budget. If a NSF check is not collectible, the County Treasurers office will notify the applicable department so they correct their records accordingly. The statement, "A \$35 fee will be charged for all NSF checks issued to Menominee County" shall be posted in County offices which receive payment by check.

Adopted: October 26, 1998  
Amended: August 24, 2010

**P2000-1** EMPLOYEE AGREEMENTS/CONTRACTS  
Agreements or contracts with employees or bargaining units will be strictly followed by Department Heads, Elected Officials, and the Administrator. All

**P2002-01 DEDUCTIBLE REIMBURSEMENT PROGRAM**

Adopted: August 26, 2002  
Rescinded: April 3, 2012

**P2003-01 PUBLIC RECORDS FEES**

It shall be the policy of Menominee County that any individual or citizen who requires a copy of public records will be charged by the fee schedule on Menominee County Resolution ~~2011-07~~ 2015-10, unless supervised by State Law. (Attachment D)

Adopted: June 23, 2003  
Amended: August 24, 2010  
Amended: July 26, 2011

**P2006-01: MAINTAINING PRIVACY WHEN DISCLOSING PUBLIC RECORDS**

Michigan's Social Security Number Privacy Act ("SSNPA") prohibits a local governmental agency or department from publicly displaying all or more than 4 sequential digits of an individual's social security number. "Publicly display" means to exhibit, hold up, post, make visible and set out for open view, including, but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner. This prohibition does not apply to a use of all or more than 4 sequential digits of an individual's social security number that is authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process.

The SSNPA, as well as the Disclosure of Personal Information on Documents Act, also prohibits a state agency or local governmental unit from delivering an envelope or package on the outside of which personal information is placed or on the inside of which personal information is placed that is visible from the outside of the envelope or package.

The Freedom of Information Act (FOIA) allows a public entity to exempt from disclosure information or records that would disclose the social security number of an individual.

Therefore, Menominee County may post or make available electronic copies of public records, in compliance with the SSPA and the FOIA. Menominee County shall not post on its website, or otherwise publicly display, an individual's social security number in connection with the public record unless such display is specifically authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process. It is also the policy of Menominee County to exempt from disclosure information or records that would disclose the social security number of an individual in response to a FOIA request.

In addition, pursuant to the Privacy Act of 1974, whenever the Menominee

## Menominee County Contractor Checklist

County Project/Service: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

\_\_\_ Proof of Liability Insurance (provide copy)

\_\_\_ Proof of Workers' Comp Insurance (provide copy)

\_\_\_ What State Licenses does your company hold (please provide below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ List any subcontractors that will be utilized on project/services (please provide below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Timeframe for project/service (please provide scope of work)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Menominee County Employee and Title