

# POLICIES & PROCEDURES COMMITTEE

301 N. Main St. Adrian, MI 49221  
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lenawee.mi.us



## MEMBERS

Nancy Jenkins-Arno, Kevon Martis, Karol "KZ" Bolton

## MEETING LOCATION

2667 Cadmus Rd - Adrian, MI

**Minutes:** Monday, September 11, 2023 – 10:00 a.m.

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**Present:** Commissioners Jenkins-Arno, Martis, Bolton, and Van Doren

**Also Present:** Commissioner Collins, Kim Murphy, Shannon Elliott, Jen Ambrose, Erin Van Dyke, and Rebecca Borton

### I. Approval of Minutes

*Motion by Martis, seconded by Bolton, to approve the minutes of the June 5, 2023 meeting. Motion carried.*

### II. Old Business:

**A. Cash Handling Policy Review:** This policy governs the handling of county cash. All moneys that come into the hands of any County Officer or employee is public moneys and steps shall be taken to ensure its safekeeping. The Committee reviewed the recommended changes to the policy discussed in previous months and received clarification on financial software and procedures.

A couple of minor changes were requested.

E. VanDyke reviewed a list of departments and personnel with access to cash drawers and petty cash.

*Motion by Martis, seconded by Bales, to waive the 30-day wait period and recommend adoption of the amended Cash Handling Policy. Motion carried.*

**B. Conflict of Interest Policy:** The purpose of the policy is to avoid situations in which an employee's business or personal interests may unduly influence a decision-making process; which may result in situations involving real or apparent conflicts of interest.

Paragraph 2, under Failure to Disclose. Corporation counsel has reviewed the "recusal from voting & deliberation" and determined that if there is a loss of quorum due to a recusal, actions on the agenda item should be postponed.

The "Rule of Necessity" was questioned further and the Committee would like the Administrator to follow up on consideration for the "Rule of Necessity" with corporation counsel.

- C. Insurance Settlement Policy:** The Committee reviewed the Insurance Settlement Policy. There were no changes other than the policy reflecting the current policy format.

*Motion by Martis, seconded by Bolton, to submit the Insurance Settlement Policy to the Board of Commissioners for acknowledgment. Motion carried.*

### **III. New Business**

#### **A. Protocol Regarding Legal Counsel**

Recommended changes were discussed, clarification of definitions was requested, and the intent of the amendment was determined. The intent is that this particular amendment be considered an amendment to the Commissioners Rules & Regulations regarding the protocol between the Board of Commissioners and Corporation Counsel, while a Communication with Legal Counsel policy would best serve county departments. With this in mind, the committee will be reviewing the amendment in more detail next month.

### **IV. Other Business**

#### **Next Meeting**

*Motion by Martis, seconded by Bolton, to set the next meeting for October 9, 2023, at 10:00 a.m. Motion carried.*

- V. Public Comment:** K. Murphy invited the Committee to attend the annual Parks Commission meeting tonight at 5:30.

### **VI. Adjournment**

*The meeting was adjourned at 10:58 a.m. Motion carried.*

KLM/sce

**LENAWEE COUNTY BOARD OF COMMISSIONERS**

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VICE-CHAIR

*Dustin Krasny*

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*Terry Collins*

*Nancy Jenkins-Arno*

*Kevon Martis*

*Ralph Tillotson*

*Chris Wittenbach*

**POL#2023-007**

**LENAWEE COUNTY CASH HANDLING POLICY**

Date of Adoption: 04/2021

**PURPOSE AND SCOPE**

This policy governs the handling of County Cash, as directed by MCLA 48.35 et seq. empowering the County Treasurer to be responsible for County funds and MCLA 46.11 empowering the County Board of Commissioners to establish rules and regulations in reference to the management of the interest and business of the county. The term "County Cash" applies to currency, coins, checks, credit card payments, electronic payment media, and other negotiable instruments payable in money to the County. All moneys which come into the hands of any County Officer or employee pursuant to this policy are public moneys and steps shall be taken to ensure its safekeeping. MCL 750.490.

**AUTHORITY IN COUNTY TREASURER**

The County Treasurer is authorized to promulgate rules, subject to approval by the Board of Commissioners and prior written notification to the County Clerk and Finance Officer, for establishing the following procedures:

- Receipt, handling, and deposit of county cash by Elected Officials and employees to the County Treasurer;
- Method of documentation on all such transactions;
- Regular reporting by departments to the County Treasurer;
- Certifying and rescinding qualification by the County Treasurer of all County employees who are authorized to receive or handle County moneys in the regular course of their employment or departmental activities;
- Inspection of departmental cash records, including overages or shortages; and
- Inspection of departmental practices and procedures in handling County Cash.

The County Treasurer may enforce these rules through on-site inspections; by rescinding the qualification of any employee who fails to comply with the Rules as adopted and, in the event of noncompliance by a department or employee, requiring that payments be authorized by the County Treasurer, or deposited at his/her office.

**DUTIES OF COUNTY PERSONNEL**

Any County officer or employee who receives County Cash in the normal scope and course of his/her duties:

- A. County cash shall be balanced, deposited, and delivered to the County Treasurer or designated courier drop-off location on a daily basis.
- B. County cash shall be kept separate and apart from the individual's own money and shall not be commingled with the individual's own money, nor with the money of any other person, firm or corporation, pursuant to MCL 750.490.
- C. Comply with rules promulgated by the County Board of Commissioners for handling and processing of County Cash and for documentation and dissemination of records and with departmental internal procedures.
- D. Minimize manual paper transactions and recording/reporting. Increase electronic payment mechanisms such as wire transfers, credit and debit card payments, and recording/ reporting.
- E. Notify the employee's supervisor, County Financial Officer, and County Treasurer of any loss or theft of County money immediately upon discovery. Written notice shall be given to them no later than twenty-four (24) hours after discovery.
- F. Be subject to disciplinary action (determined by the appropriate Elected Official or Department Head) up to and including termination for failure to comply with departmental policies, adopted Board rules, collective bargaining agreements, and/or duties described in this policy. Misappropriation of funds may result in criminal prosecution.

**QUALIFICATION OF RECEIVERS AND CASHIERS**

Only persons who are qualified shall receive and handle County Cash on a regular basis in the scope and course of their employment. Department Heads shall, in the first instance, designate and train employees in their department as to proper cash handling practices consistent with this policy. As a condition to qualification, the County Treasurer may require that the employee complete a course of instruction or training and/or pass an examination on the secure processing of money, consistent with the County Board adopted rules, procedures and applicable departmental rules.

**DEPARTMENT DIRECTORS SHALL COMPLY WITH THE FOLLOWING PROCEDURES**

- A. Assign the receiving of County Cash only to those persons who are qualified to perform those functions.
- B. Maintain a system of procedures, documentation and reporting on receipt handling and deposit of County funds consistent with the County Board of Commissioners' policy.
- C. Notify the County Financial Officer and County Treasurer of any continuing pattern of loss in excess of twenty dollars (\$20.00), or theft of County Cash immediately upon discovery. In the event of potential theft or other recurring type of irregularity, the County Prosecutor's Office shall be notified. Written notice shall be given no later than twenty-four hours after discovery.

- D. Allow the Treasurer or his/her designee to make on-site inspections and observe the processing of County Cash, and to make inspections of departmental collection records when it appears County policy may not be adhered to.

**STARTUP CASH / PETTY CASH**

Departments that take payments from the public are in need of startup cash for their cash drawers. Start-up cash is cash approved by the Board of Commissioners on a case-by-case basis for use as start-up funds in cash drawers for making change for customers. No expenses should come out of this cash and the amount approved should always be the amount in the drawer after balancing at the end of each day. To obtain or increase start-up cash, the County Treasurer must be notified, and the department must prepare a resolution and cover letter stating the need and reasons for the request. The disbursement issuing the cash is set up as an asset in the County's books and tracked. It is the responsibility of the County Treasurer to annually confirm the start-up cash with the departments. The County Treasurer has the authority to do onsite audits of the startup cash at any time.

Departments may need Petty Cash to make incidental purchases. While this practice is discouraged the County realizes there are extenuating circumstances that warrant this process. Petty Cash is cash approved by the Board of Commissioners on a case-by-case basis for use to make incidental purchases where there is an immediate need and the purchase cannot be charged at the point of service. The total of the receipts in the drawer, plus the cash in the drawer, must always equal the total authorized Petty Cash Fund. To obtain or increase Petty Cash, the department must notify the County Treasurer, and prepare a resolution and cover letter stating the need and reasons for the request. The expenditures cannot exceed the amount approved for the Petty Cash Fund. The expenditures cannot cause the budgeted line items to be exceeded. It is the responsibility of the County Treasurer to annually confirm the Petty Cash with the departments. The County Treasurer has the authority to do onsite audits of the Petty Cash at any time.

A list of Departments with Start Up Drawer/Petty Cash is attached.

**PASSED BY ROLL CALL VOTE** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, September 13, 2023, in Adrian, Michigan.

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James E. Van Doren, Chair

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Roxann Holloway, County Clerk

<b>2023</b>			
Information reported by departments as of April, 2023			
<b>DEPARTMENT</b>	<b>DEPT HEAD/SUPV.</b>	<b>START UP DRAWER CASH</b>	<b>PETTY CASH</b>
ADMIN	Kim Murphy	\$0.00	\$0.00
AGING	Cari Rebottaro	\$0.00	\$0.00
AIRPORT	Thomas Kendziora	\$0.00	\$0.00
BUILDING & GROUNDS	Tim Mehan	\$0.00	\$0.00
CIRCUIT COURT CLERK	Roxann Holloway	\$600.00	\$200.00
VITAL RECORDS /ELECTIONS	Roxann Holloway	\$200.00	\$0.00
DISTRICT COURT	Heidi Cannon	\$350.00	\$129.83
DRAIN COMMISSION	Jennifer Escott	\$0.00	\$100.00
EMERGENCY MANAGEMENT	Craig Tanis	\$0.00	\$0.00
EQUALIZATION	Marchelle DeLong	\$25.00	\$175.00
FRIEND OF COURT	Rachel McAran	\$0.00	\$0.00
Health	Monica Hunt	\$100.00	\$400.00
IT	Benjamin Ricker	\$0.00	\$0.00
Jail	James Craig	\$0.00	\$0.00
Juvenile Court	Dionne Bowens	\$100.00	\$0.00
Maurice Spear Campus	Rodney Weaver	\$600.00	\$0.00
Medical Examiner	Sarah Palmani	\$0.00	\$99.00
Printing	Kim Cramer	\$0.00	\$57.00
Probate Court	Heidi Ross	\$100.00	\$0.00
Prosecutor	Jackie Wyse	\$0.00	\$0.00
Public Defender	Dawn VanDusen	\$0.00	\$0.00
Register of Deeds	Carolyn Bater	\$100.00	\$100.00
Sheriff	Troy Bevier	\$50.00	\$100.00
Treasurer	Erin VanDyke	\$300.00	\$25.00

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*David Stimpson*

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**POL#2023-0XX**

**INSURANCE SETTLEMENT POLICY**

Date of Adoption: April 4, 2011

Amendments: 05/2018

When a lawsuit is being handled by an insurance company, and the exposure of the county is limited to the deductible under the insurance policy, the commission authorizes the County Administrator, or designee, and the appropriate legal counsel to approve negotiations or a settlement if they are unanimous in their decision.

In the event that the County Administrator's Office is involved in the lawsuit, then the Chair of the Board of Commissioners, or designee, and the appropriate legal counsel shall have the authority to negotiate and/or approve a settlement.

**PASSED BY ROLL CALL VOTE** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, September 13, 2023, in the Old County Courthouse, Adrian, Michigan.

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James E. Van Doren, Chair

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Roxann Holloway, County Clerk