2015
PROCEDURES APPLICABLE TO THE GENESEE COUNTY BOARD OF COMMISSIONERS AND THE BOARD'S STANDING COMMITTEES

GENERAL INSTRUCTIONS

1. *Standing Committees.* As a general rule, items submitted for action by the Board of Commissioners (BOC), other than approving minutes, making an appointment, electing an officer, accepting a report, or adopting a laudatory resolution, should first be considered, and then be referred to the Board, by one of the Board's Standing Committees. The Standing Committees are Finance (FIN), Governmental Operations (GOC), Human Services (HSC), Public Works (PW) and Community & Economic Development (C/ED). All County Commissioners are members of each Standing Committee. These Procedures are designed to require consideration of an item by only one Standing Committee.

2. *Parent Committees.* "Departments" in these Procedures means County budgetary centers and other organizations listed below as having a "Parent Committee." Each Department has a Parent Committee. A Parent Committee is the Standing Committee to which matters regarding that Department are to be submitted if, under these Procedures, that matter does not fall within the responsibilities of any other Standing Committee.

3. *Submission Due Dates*. Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

4. *Controller or Prosecuting Attorney Approval.* Items requiring Controller review, that is, items requiring an appropriation or a budget transfer, or items requiring Corporation Counsel review are due to the Controller or Corporation Counsel by 12:00 Noon ten calendar days prior to the Committee meeting. It remains the Department's responsibility to submit the item to the Board Office for Committee meeting submission upon approval by the Controller or Corporation Counsel.

5. *Other Appropriate Approvals.* Departments must inform appropriate support departments (e.g., Human Resources Department, Purchasing Department, Controllers Office, and Prosecuting Attorney – Civil Division) and obtain the support department's approval, when necessary, regarding a proposal prior to submitting it to Committee. For example, Departments must contact the Human Resources Department and the Controller's Office if a new position is to be created or a position is to be reclassified. The item must then be taken to the Finance Committee. Usually the memorandum request is prepared by the HR Department or Controller.

6. *Failure to Obtain Approval.* Failure to obtain approval from the appropriate support department/s may result in removal of the item from the agenda if the item has been placed on the agenda without the necessary approval. For example, failure to obtain review and approval of a contract by the Prosecuting Attorney – Civil Division prior to placement on the agenda may result in removal of the item from the agenda until the Prosecuting Attorney – Civil Division is able to review and approve the document.

7. *Cover Memoranda.* Agenda items must include a cover memorandum, addressed to the Chairperson of the Committee, stating what action is needed from the Committee. The cover memorandum must include the following information.

- A detailed description of the proposal.
- For travel requests, the purpose of the trip, the dates of the trip, the location of the trip, and the name of any class, seminar, or event that will be attended during the trip.
- The cost to the County under any contract to be approved.
- The funding source, including fund numbers, for payment of any costs to the County.
- If employee related, a single request for each job classification requested (multiple requests for same classification maybe on a single request).

Copies of any documents for which approval is sought must be attached to the memorandum.

8. *Electronic Submission.* All agenda items submitted to the Board Office shall be submitted electronically, either in Adobe PDF or Microsoft Word format.

9. *Board Approval Not Required.* The following items do *not* require Board or Committee approval:

   a. Purchases with an annual value under $5,000.00 made in accordance with Sections 3-104 and 3-105 of the Genesee County Purchasing Regulations.

   b. Line item transfers authorized by the Controller, <u>not involving overtime or travel workshop, and not exceeding $5,000.</u> (Resolution 95-224)

   c. Line item transfers authorized by the Controller, from a line item or items not involving salary, fringes or capital equipment accounts, to a travel workshop line item, provided that such transfers not approved by the Board or a Committee shall not exceed $5,000 per year in the department's budget. (Resolution 08-480)

   d. Specific travel that was approved as part of the department's budget in the annual budget process.

10. *Original Contracts Not to Be Submitted.* Original contracts requiring the Chairperson's signature are <u>not</u> to be included with agenda items. Departments should keep the original documents requiring signature until final approval by the Board of Commissioners. Upon approval, documents may be submitted to the Board Office for signature by Chairperson. The requesting department is responsible for the collection of necessary signatures. If a roll call vote is taken at a Standing Committee approving the document and authorizing the Chairperson's signature, documents may be signed the same day of the Committee Meeting and submitted to another entity. Any such signature and submission, however, does not constitute final Board action until ratified by the Board, as distinguished from a Committee.

11. *Waiver Through Committee and Add Ons.* Waiver of items through to the BOC (bypassing the Committee) or to a non-parent Committee and late add-ons to a Committee agenda should be rare. Ideally, requests for waivers and add-ons will be granted only if the requesting department or Genesee County will lose funding if the item is not dealt with at the requested meeting.

    If a waiver or add-on is deemed necessary, the Department must:

    a. Request from the Chairperson of the Committee to be bypassed permission to waive through that Committee.

b. Obtain approval from the Chairperson of the Committee to which the item will be referred, or from the Board Chairperson if the item is to be presented directly to the Board without having been considered by a Committee.

c. Notify the Committee Secretary or Board Secretary that permission to waive/add-on has been granted by the relevant Chairpersons, and provide 11 copies of the agenda item to be passed out at the accepting Committee or Board meeting.

12. *Expedited Action and Roll Call Votes.* A Standing Committee may take expedited action on an item by taking a roll call vote. Additionally, roll call votes at Board of Commissioners or Committee Meetings shall occur pursuant to Board of Commissioners Bylaws Rule 6(e) when:

    a. Voting on ordinances, appointments or elections at Board meetings; or

    b. Ordered by Chairperson; or

    c. Requested by 1/3 of Commissioners (Committee Meetings) or 1/5 of Commissioners (Board Meetings).

    Approval by ROLL CALL VOTE by a Standing Committee authorizes a Department to take immediate action prior to final ratification by the Board of Commissioners at the next regularly scheduled meeting of the Board of Commissioners. Such expedited action is not considered final until ratification by the Board of Commissioners because the vote may change. The roll call vote does permit internal action to commence, such as posting positions, and, as noted in section 10, obtaining contract signatures.

13. *Weekly Board Schedule.* Departments should refer to the Weekly Board Schedule notice, which is posted on the Board of Commissioners web site each Friday, to ascertain meeting dates, times, and locations. The yearly schedule is a <u>tentative</u> schedule, and subject to change.

14. *Agenda Availability.* Board and Committee agendas with supporting materials are to be available for county commissioners by 5:00 p.m. on the Thursday before the applicable meetings.

STANDING COMMITTEES AND THEIR RESPONSIBILITIES

FINANCE COMMITTEE (FIN)

Chair/Vice-Chair:	**Drew Shapiro/Martin Cousineau**
Secretary/Stenographer:	**Melissa Bishop**
Usual Meetings:	**Twice a month, Monday, 9:15 a.m.**

The Budget Committee (FIN/BUD) is the Finance Committee when meeting to essentially consider the annual County Budget.

Finance Committee:

The Finance Committee serves as the Parent Committee for the Controller's Department. The Finance Committee is designed to focus on large dollar activities that directly impact the current County Budget, as well as to plan for future budgets. The Finance Committee processes new financial authorizations, modifications in current year budget line items in excess of $5,000, and personnel activities when they affect the budget.

The Finance Committee will be responsible for recommendations regarding:

- Annual Budget process.
- Formation of new departments.
- Adjustment in compensation.
- The creation of new positions, other than re-establishment of automatically eliminated positions (Resolution #08-481).
- Reclassification of existing budgeted positions (Resolution #08-481).
- Department line item transfers greater than $5,000.
- Grants requiring matches.
- Capital equipment procurement over $5,000 where a General Fund appropriation is required.
- Annual capital requests.
- Appropriations for travel requests.
- The County being the primary debtor on a borrowing.
- Bonds issued by the County.
- Miscellaneous activities relating to the Controller's Office.

Contact for Submittal of Agenda Items Requiring Controller Review: Assistant Controller, 257-3857.

Contact Human Resources Department regarding re-establishment or elimination of positions.

If Controller or Prosecuting Attorney – Civil Division approval is required, please see General Instructions #4.

Submission Due Dates: Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

GOVERNMENTAL OPERATIONS COMMITTEE (GOC)

Chair/Vice Chair:	**Bryant Nolden/Kim Courts**
Secretary/Stenographer:	**Kim Cunningham**
Usual Meetings:	**Twice a month, Monday, 9:00 a.m.**

Governmental Operations Committee:

The Governmental Operations Committee processes contracts for assigned departments, grant applications and acceptances for assigned departments that do not require a match, issues involving taxes other than the County's tax rates, and proposed changes to the Retirement Ordinance.

To the extent not covered in Finance Committee responsibilities, Governmental Operations Committee will be responsible for recommendations regarding:

- Issues involving taxes other than the County tax rates.
- Approval of collective bargaining agreements.
- Grant applications and acceptances for assigned departments (not requiring a County match).
- Payment of bills (including travel claims).
- Miscellaneous activities relating to assigned Departments.

The Governmental Operations Committee serves as the Parent Committee for those Departments assigned below:

Adult Probation	**Animal Control**	**Board Coordinator**
Circuit Court	**Community Corrections**	**Prosecuting Attorney–Civil Division**
District Court	**Emergency Management**	**Equalization**
Friend of the Court	**GIS Department**	**Human Resources**
Information Technology	**Probate Court**	**Prosecutor's Office**
Retirement Commission	**Sheriff Department**	**Treasurer's Office**
Veterans		

<u>Special Conditions:</u>

If Controller or Prosecuting Attorney – Civil Division approval is required, please see General Instructions #4.

Submission Due Dates: Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

HUMAN SERVICES COMMITTEE (HSC)

Chair/Vice-Chair:	**Brenda Clack/Ellen Ellenburg**
Secretary/Stenographer:	**Melissa Bishop**
Usual Meetings:	**Twice a month, Monday, 9:30 a.m.**

Human Services Committee:

The Human Services Committee processes items relating to Health, Human Services, and Emergency Medical Services.

To the extent not covered in the responsibilities for one of the other Committees, the Human Services Committee will be responsible for recommendations regarding:

- Contracts and agreements for assigned Departments.
- Grant applications/awards for assigned Departments (not requiring a County match).
- Miscellaneous activities relating to assigned Departments.
- Senior Citizen Services.

The Human Services Committee serves as the Parent Committee for those Departments assigned below:

Genesee Health System (fka Community Mental Health Services)
Medical Control Authority
Genesee County Community Action Resource Department (GCCARD)
Genesee/Shiawassee Michigan Works!/Workforce Development Board
Health Department (Board of Health)
Medical Examiner's Office
MSU Extension
Senior Services

If Controller or Prosecuting Attorney – Civil Division approval is required, please see General Instructions #4.

Submission Due Dates: Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

PUBLIC WORKS COMMITTEE (PW)

Chair/Vice-Chair:	**Ted Henry/Bryant Nolden**
Secretary/Stenographer:	**Kim Cunningham**
Usual Meetings:	**Twice a month, Monday, 9:15 a.m.**

Public Works Committee:

The Public Works Committee processes all budgeted capital outlay over $5,000.00, requiring a procurement contract for building and grounds activity, drain and sewer activities and County property issues.

To the extent not covered in the responsibilities for one of the other Committees, the Public Works Committee will be responsible for recommendations regarding:

- Acquisition or disposition of real property.
- Courthouse Square issues.
- Road Commission issues.
- Procurement contracts over $5,000.
- Building safety issues.
- Miscellaneous activities relating to assigned Departments.

The Public Works Committee serves as the Parent Committee for those Departments assigned below:

Building & Grounds	**County Clerk's Office**
Drain Commissioner	**Genesee Valley Regional Center**
Parks & Recreation	**Purchasing Division - Controller**
Register of Deeds Office	**Road Commission**

<u>Special Conditions:</u>

Contact Purchasing Department and/or IT Department, if required.

If Controller or Prosecuting Attorney – Civil Division approval is required, please see General Instructions#4.

Submission Due Dates: Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE (C/ED)

Chair/Vice-Chair:	**David Martin/Ellen Ellenburg**
Secretary/Stenographer:	**Kim Cunningham**
Usual Meetings:	**Once a month, Monday, 9:30 a.m.**

Community and Economic Development:

The Community & Economic Development Committee processes Community Development program items, status reports, or other items submitted by the Genesee County Metropolitan Planning Commission.

To the extent not covered in the responsibilities for one of the other Committees, the Community & Economic Development Committee will be responsible for recommendations regarding:

- Items submitted by the Planning Department.
- Communications from the U.S. Department of Housing & Urban Development.
- Miscellaneous activities relating to assigned Departments.

The Community & Economic Development Committee serves as the Parent Committee for those Departments assigned below:

Genesee County Metropolitan Planning Commission (GCMPC)
Community Development Program
Economic Development Corporation
Land Bank

If Controller or Prosecuting Attorney – Civil Division approval is required, please see General Instructions#4.

Submission Due Dates: Agenda items are due by 4:00 p.m. on the Tuesday prior to the Committee meeting.

BOARD OF COMMISSIONERS (BOC)

Chair/Vice-Chair:	**Mark Young/Drew Shapiro**
Official Clerk:	**County Clerk/Register's Office**
Secretary/Stenographer:	**Melissa Bishop**
Usual Meetings:	**Twice a month, Monday, 9:00 a.m.**

Board of Commissioners Summary:

The Board of Commissioners usually meets twice a month to give final approval of items approved at Committee. These meetings usually precede the Finance and Human Services Committee meetings. The Board acts through its resolutions. The Office of Prosecuting Attorney – Civil Division prepares resolutions based on the motion adopted at the Committee meeting, or reviews and forwards resolutions proposed by an outside entity. The County Clerk is the statutory keeper of records for the BOC and assigns numbers to each resolution adopted by the Board. Resolution numbers are required by the Purchasing Department when ordering an item that has been approved by the Board. Certified copies of resolutions, sometimes required to be submitted with grant applications, are available through the Clerk's Office.

Examples of Items Requiring Board Approval:

- Contracts and agreements.
- Grant applications and awards.
- Any items requiring appropriations.
- Any purchases approved at Public Works Committee.
- Any personnel item approved at a Finance or Governmental Operations Committee.
- Overtime and travel workshop appropriations.
- Appointments.
- Ordinances.

Agenda Deadlines:

Items going to the BOC should arise from referrals from the Committee meetings. If an item is to go directly to the BOC, thereby bypassing the Committee, it should be provided to Prosecuting Attorney – Civil Division for preparation of a resolution, and to the Board secretary for inclusion on the agenda as early as possible before the meeting after permission has been obtained from the BOC and Committee chairpersons, and in no event less than 24 hours before the meeting.