



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
FAX: (810) 257-3008

JOSHUA FREEMAN
COORDINATOR

**FINANCE COMMITTEE
Wednesday, September 27, 2017 at 9:15 a.m.
AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **MINUTES** – September 11, 2017
- IV. **PUBLIC COMMENT TO COMMITTEE**
- V. **COMMUNICATIONS**
- VI. **OLD BUSINESS**
- VII. **NEW BUSINESS**
 - A. BOARD OF COMMISSIONERS:
 1. F092717VIIA1: Request authorization to revise travel policy - Attached
 - B. GVRC:
 1. F092717VIIB1: Request authorization to establish and fund two (2) part time/no benefit positions – Attached
 - C. HEALTH DEPARTMENT:
 1. F092717VIIC1: Request authorization to establish seasonal/no benefit Lab Technician position – Attached **(ROLL CALL VOTE REQUESTED)**
 2. F092717VIIC2: Request authorization to hire three (3) Temporary Secretaries for the Health Department to fill leave of absence positions – Attached **(ROLL CALL VOTE REQUESTED)**

VIII. OTHER BUSINESS

IX. ADJOURNMENT

FINANCE COMMITTEE
Monday, September 11, 2017 at 9:15 a.m.
Minutes



CALL TO ORDER

Chairperson Kim Courts called the Finance committee meeting to order at 10:46 a.m.



ROLL CALL

Roll Call.

Present: Clack, Ellenburg, Courts, Young, Cousineau, Henry, Martin.

Absent: Shapiro.

Excused: Nolden.



MINUTES – August 21, 2017

Motion: To approve the August 21, 2017 Finance Committee minutes as presented

Action: Approve, **Moved by** Henry, **Seconded by** Cousineau.

Motion passed unanimously.



PUBLIC COMMENT TO COMMITTEE

None



COMMUNICATIONS

None



OLD BUSINESS



NEW BUSINESS

A. CIRCUIT COURT



1. F091117VIA1: – Request approval to purchase a server for court records from DMC Technology Group in the amount of \$34,717.60 – Attached

Motion: To approve purchasing a server for court records from DMC Technology Group in the amount of \$34,717.60

Action: Approve, **Moved by** Young, **Seconded by** Cousineau.

Motion passed unanimously.



B. CONTROLLER:

1. F091117VIIB1: Request approval to explore opportunities to develop a plan to retain funds for operating and training opportunities relative to the 401K Administrative Allowance-IcmaRC - Attached

Motion: To approve exploring opportunities to develop a plan to retain funds for operating and training opportunities relative to the 401K Administrative Allowance-IcmaRC

Action: Approve, **Moved by** Cousineau, **Seconded by** Henry.

Commissioner Henry asked for a little background on this situation. Nerahoo Hemraj, Controller explained

Discussion ensued

Motion passed unanimously



2. F091117VIIB2: Request authorization to reclassify an open accounting position as a Financial System Analyst – Attached **(ROLL CALL VOTE REQUESTED)**

Motion: To authorize reclassifying an open accounting position as a Financial System Analyst

Action: Approve, **Moved by** Young, **Seconded by** Ellenburg.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 7).

Yes: Clack, Courts, Cousineau, Ellenburg, Henry, Martin, Young.

Excused: Nolden.



3. F091117VIIB3: Request authorization to approve the financial information relative to the Friend of the Court 2018 move – Attached

Motion: To authorize approval of the financial information relative to the Friend of the Court 2018 move

Action: Approve, **Moved by** Young, **Seconded by** Henry.
Motion passed unanimously.



C. GCCARD:

1. F091117VIIC1: – Request approval to modify the pay scale for HMS Team Leader – Attached

Motion: To approve modifying the pay scale for HMS Team Leader

Action: Approve, **Moved by** Henry, **Seconded by** Clack.
Motion passed unanimously.



D. HEALTH DEPARTMENT:

1. F091117VIID1: Request approval to eliminate a Secretary position and establish a Health Tech position – Attached

Motion: To approve eliminating a Secretary position and establish a Health Tech position

Action: Approve, **Moved by** Young, **Seconded by** Henry.
Motion passed unanimously.



2. F091117VIID2: Request approval to eliminate a PH Nursing Coordinator position and create PH Coordinator position – Attached (**ROLL CALL VOTE REQUESTED**)

Motion: To approve eliminating a PH Nursing Coordinator position and create PH Coordinator position

Action: Approve, **Moved by** Henry, **Seconded by** Cousineau.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 7).

Yes: Clack, Courts, Cousineau, Ellenburg, Henry, Martin, Young.

Excused: Nolden.



3. F091117VIID3: Request approval to eliminate a PH Nursing Supervisor position and create a PH Supervisor position – Attached (**ROLL CALL VOTE REQUESTED**)

Motion: To approve eliminating a PH Nursing Supervisor position and create a PH Supervisor position

Action: Approve, **Moved by** Henry, **Seconded by** Cousineau.

Vote: Motion carried by unanimous roll call vote (summary: Yes = 7).

Yes: Clack, Courts, Cousineau, Ellenburg, Henry, Martin, Young.

Excused: Nolden.



4. F091117VIID4: Request approval to hire a temporary secretary to fill the leave of absence – Attached (**ROLL CALL VOTE REQUESTED**)

Motion: To approve hiring a temporary secretary to fill the leave of absence

Action: Approve, **Moved by** Henry, **Seconded by** Clack.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 7).

Yes: Clack, Courts, Cousineau, Ellenburg, Henry, Martin, Young.

Excused: Nolden.



E. PARKS AND REC:

1. F091117VIIE1: – Request authorization to create a Railroad Operations Manager position – Attached

Motion: To authorize creating a Railroad Operations Manager position

Action: Approve, **Moved by** Clack, **Seconded by** Young.

Commissioner Henry asked what this position is exactly. Amy MacMillan, Parks Director advised that this position runs the railroad shop.

Discussion ensued

Motion passed unanimously



F. PROSECUTORS OFFICE:

1. F091117VIIF1: – Request approval to maintain and transfer Prosecutor's "Major Case Bureau" staffing positions into the General Fund - Attached

Motion: To approve maintaining and transferring Prosecutor's "Major Case Bureau" staffing positions into the General Fund

Action: Approve, **Moved by** Young, **Seconded by** Cousineau.

Commissioner Henry asked for an explanation of what this does.
Tammy Phillips, Chief Assistant Prosecutor explained what this involves.

Discussion ensued
Motion passed unanimously



OTHER BUSINESS

None



ADJOURNMENT

Motion: To adjourn

Action: Adjourn, **Moved by** Young, **Seconded by** Ellenburg.

Motion passed unanimously.

Chairperson Courts adjourned the finance Committee meeting at 11:03 a.m.

Transcribed by:
Melissa S. Bishop
Administrative Secretary



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JOSHUA FREEMAN
COORDINATOR

Attached is a draft copy of a revised travel policy for your review. The current policy is very clunky. All travel, no matter if the Board had already approved it as part of the budget process, is required to come before the Board for approval again. This slows the process and eats staff time that could be otherwise used for more productive endeavors. Below is a summary of significant changes that I would suggest for your consideration:

- The Board will choose a representative in the Controller's Office to ensure each request complies with all financial regulations contained in the travel policy
 - The representative must sign off on each request before any travel is allowed
- Overnight and local travel is more definitively defined
 - Each are based on Google Maps distances from the County Administration Building
 - Local travel is a radius of 60 miles from the County Administration Building
 - No overnight stays would be allowed for local travel without approval from the Board
- All travel is considered approved by the Board as long as:
 - It is included in the current fiscal year adopted budget
 - Does not exceed \$2000.00 per event (not per person)
 - It has been reviewed and approved by representative of the Controller's Office
- All travel that does not meet the above conditions must be approved by the Board
 - Representative in the Controller's Office must sign off as to compliance prior to submitting it for Board approval
- Controller's office will provide a list of previous months travel to the Finance Committee at the first monthly meeting
 - Who, what, where and how much
- Within 10 days after the end of travel, attendee must submit a recap report to parent committee Chair and Vice-Chair
- All trip documentation for reimbursement must be submitted within 10 days or requestor waives right to reimbursement
- Mileage reimbursement is based on miles according to Google Maps using the shortest distance shown from the County Administration Building

Please review these changes and let me know if you would like to proceed or make further changes.



COUNTY OF GENESEE

TRAVEL POLICY

I. PURPOSE

The Genesee County Board of Commissioners recognizes ~~that board members, elected officials and County Personnel may be required to travel or incur other expenses to conduct County business and to further the mission of the organization.~~ that in order to fulfill the mission of the County, travel may be required and expenses may be incurred that will require reimbursement from the County. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of **Genesee County** to reimburse only reasonable and necessary expenses ~~actually incurred by Personnel towards this purpose.~~

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1. **Applies to:** These regulations shall govern all County Officials, County Personnel, and any other person who submits a voucher to the County for reimbursement of travel expenses.

~~—~~ **Responsibility:** The responsibility for ensuring compliance with these regulations ultimately rests with the Genesee County Board of Commissioners. ~~rest with each traveler's department head.~~ The Genesee County Board of Commissioners may designate compliance review to a representative within the Controller's Office. The representative is responsible for ensuring that all financial restrictions adopted with the policy are being complied with. The Board of Commissioners reserves the right to question any travel vouchers ~~with which appear to violate the intent of these regulations.~~ A Controller's office designee of the County Controller will review travel reports for compliance, the reason for the travel and the benefits to be realized by the County.

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2. **Degree of Care:** All ~~officers, personnel and persons~~ representatives of the County traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

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3. Overnight Travel is defined as: Staying 60 miles or more away from an individual's home from the Genesee County Administration Building located at 1101 Beach St Flint MI 48502 as defined by Google maps for one or more nights on County business, for the benefit of the County, whether in or out of the Statestate or country. When in-state travel is within reasonable commuting distance and time, and is less expensive in total, then an individual shall commute. If the nature of the in-state overnight travel requires early or late attendance and commuting would create an extreme physical or mental hardship increasing the possibility of an accident then a department head or their designee may authorize an overnight stay.

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3.4. Local Travel: Any event that occurs within 60 miles, as defined by Google maps, of the Genesee County Administration Building located at 1101 Beach St Flint MI 48502. Events within this radius do not require overnight stays and will not be reimbursed for such unless specific permission is requested of and granted from the Genesee County Board of Commissioners.

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4.5. Travel Time: Travel time during your regular work hours, (for example, 8 a.m. to 5 p.m.) is compensated. This applies for all days of the week, even when it is not your regular work day. For one day assignments, travel time outside of your regular work hours is not compensated. For overnight travel, travel time outside of your regular work hours is not compensated unless the County requires you to drive.

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Term Expiration/Retirement: Persons may not attend an educational program and have the cost paid for by Genesee County if the individual's term is ending or if the individual is retiring from qualifying employment within two (2) months after the last day of the educational program. If an airline ticket has already been purchased and/or the conference fees have already been paid before it became known that the employee was prohibited from traveling by this restriction, the Department Head shall be notified to transfer the reservation to another employee or cancel the reservation, if possible.

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Authority for Travel:

All travel is considered authorized by the Genesee County Board of Commissioners if; (a.) it is included in the current fiscal years adopted budget; (b.) it does not exceed \$2000.00 per event (not per person) cumulative for the year and (c.) it has been reviewed and approved by the Controller's Office as being in compliance with this Travel Policy. travel must be approved in advanced by the County Board of Commissioners. Any travel or expense that exceeds the \$2000.00 threshold requires prior approval by the Genesee County Board of Commissioners through the normal approval process. Further, before any

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request will be considered by the Board of Commissioners, the designated representative in the Controller's Office must first review the request to ensure compliance with all regulations contained herein and certify such to the appropriate Board Committee.

To help keep Commissioners informed, the Controller's Office will provide a list of all travel conducted during the previous month to the Finance Committee. The list will include the name of the person who traveled, the department they work in, the name of the conference attended or reason for reimbursement and the total cost reimbursed or paid for by the County.

~~Local travel funding and approval should be processed through the annual receives County Board authorization through the annual budget process. The department head is responsible to ensure funding for anticipated local travel is included in departmental budget. All local travel shall be duly authorized and approved by the department head or other authorized person prior to departure.~~

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~~Overnight night travel should be requested through requires Board approval prior to each commencement Board Approval on an as needed basis. Request should be initiated with the department's parent committee be made in such advance time to receive final board approval prior to incurring any expenditures. Exceptions are overnight travel required in in the normal line of duty such as warrant sweeps and child placement reviews. Sufficient budget funds must be available for such travel, or the Board of Commissioners have authorized such travel and provided the necessary funds.~~

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Actual travel expenses paid by the County ~~of for~~ persons, other than County personnel, who are called upon to contribute time and services as consultants or advisers, must be authorized by the Board of Commissioners in advance. Receipts must be furnished as required by these regulations. Complete explanations and justifications must be shown on the vouchers. This type of expense will be submitted on the County Travel Expense Voucher.

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Travel expenses for non-county personnel such as parents participating in Human Services programs operated by Genesee County Community Action Agency, the Health Department, or any other program will be subject to both the County travel regulations and those imposed by the specific grant contract. The related expenses will be submitted on the County Travel Expense Voucher with full explanation, and receipts attached.

Travel advance request: Normally, ~~a~~ ~~All~~ ~~travelers~~ ~~representatives of the County conducting~~ ~~on~~ official business ~~for the County will~~ ~~may~~ be provided with a cash advance to cover their expenses ~~if~~ ~~when~~ the following procedures are adhered to by the traveler: ~~:-~~

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Travel advances, requests and advance payments for registration, lodging transportation, fares and etc. must be submitted to the Controller's Office for the necessary checks to be issued, written, and must have the appropriate for any advances should be submitted in sufficient time three (3) weeks prior to approvals may be obtained, including Board of Commissioners approval if necessary, and checks may be processed. Each department head is responsible to manage this process in a timely manner so as to not cause undue burden on any authorizing entity. Improper time management is not the fault of the authorizing entity and may be cause for rejecting request. Too, each authorizing entity will work diligently to ensure the review is done in a timely and efficient manner, prepared through the normal accounts payable system process.

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Advances will not be issued if prior travel advances remain outstanding.

The County Controller is authorized to make only one approved advance at a time per person. Additional advances to the same person will not be made unless the report of the first advance is filed with the Controller's Office. This report shall show the traveler's allowable expenditures; if the employee owes money (advance exceeds expenditures on the travel voucher), then this Any amounts owed to the County amount must be paid to the County in full prior to an before a second advance will be issued.

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The travel advance request form is available on the Human Resource website and should be completed electronically.

Within 10 days Upon the traveler's return they shall provide to the County Controller's Office with the following; (a.) a County Travel Expense Voucher, including the "Report Regarding Workshop, Conference, Convention or Seminar Attended," (Form GC 2106); and (b.) a copy of the travel advance request, (c.) will be submitted to the Controller's Office within ten (10) working days. a final accounting of the actual expenses incurred plus including proper documentation in support, required receipts will be submitted to the Controller's Office within ten (10) working days on a County Travel Expense Voucher, including the "Report Regarding Workshop, Conference, Convention or Seminar Attended," (Form GC 2106); and a copy of the travel advance request. is signed by the department head or their designee to ensure that the advance is reasonable and complies with these regulations; and submitted 3 weeks prior to travel. Use of generally recognized credit cards will be accepted. Acceptable proof as evidence of payment if supported by the usual receipt. form required to support cash payments, appropriately annotated.

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The authorized travel advance request must then be submitted by the traveler to the County Controller's Office for processing. The County Controller is authorized to make only one approved advance at a time per person. Additional advances to the same person will not be made unless the report of the first advance is filed within the Controller's Office. This report shall show the

~~traveler's allowable expenditures; if the employee owes money (advance exceeds expenditures on the travel voucher), then this amount must be paid to the County before a second advance will be issued.~~

~~Use of generally recognized credit cards will be accepted as evidence of payment if supported by the usual receipt form required to support cash payments, appropriately annotated.~~

~~Within ten (10) days of return, the representative shall also provided a copy of the "Report Regarding Workshop, Conference, Convention or Seminar Attended (Form GC 2106) to your parent committee's chairperson and vice-chairperson.~~

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The Department Heads or their designee will authorize and approve all travel advances and expenses related to travel in accordance with the Genesee County Travel Regulations included herein.

Vouchers:

All reimbursable expenses for local travel will be reported on the **Genesee County** Local Travel Expense Voucher (Local) or Genesee County Travel Expense Voucher (Overnight) and will include the reason for the expenses, the required explanations, name(s) of guest(s), and attached receipts.

These forms are to be used for reimbursement of expenses including use of privately owned automobiles while on official county business, attending workshops, conferences, conventions, seminars and training programs. All expenses are related to the travel which are authorized by these travel regulations.

Each traveler should keep a memorandum of expenditures properly chargeable to the County so that the accumulated information will be available for preparation of the travel voucher at the end of the travel period.

~~This report must be turned in at the end of the calendar month, within ten (10) days of the end of travel. Failure to do so will waive the requestor's entitlement to reimbursement~~

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The expense of only one traveler shall be included on a single expense voucher, except an employee in a custodial capacity who is responsible for and pays expenses of others who accompany accounty him or her or when reimbursement would be proper. Names of others must be shown.

It is expected that miscellaneous expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The designated person approving the travel voucher will be

held responsible by his or her certification for all items of expense as being necessary and correct.

The propriety of expense vouchers will be certified by the traveler and his or her department head. Supporting receipts must be attached for all items of expense where required by these regulations.

~~The "Report Regarding Workshop, Conference, Convention or Seminar Attended" This report must be completed and attached to each travel expense voucher for the events attended as indicated in the title of the report. County travel expense vouchers will not be considered submitted unless the above report is attached.~~

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When conferences, conventions, workshops or seminars are offered at more than one location but on different dates, the location that will cause the least expense to Genesee County shall be chosen. ~~the location closest to Genesee County shall be selected for attendance by the County participant.~~ If the required training must be completed by a specified date due to legal regulations, or the training is needed to perform certain functions of a project, and not meeting the project deadline would cause the County added financial liability, then the Department Head of the participant may waive the location requirements. All travel should be in the best interest of the County and the best dollar value.

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Justification of Miscellaneous Expenses: Miscellaneous expenses allowable on travel vouchers as defined in this regulation must be reasonably explained, detailed and justified.

Explanation for Expense: The explanation for expense of the official business requiring travel must also be shown in the space provided. Blanket statements such as "on official business" or, "as directed", are not acceptable.

Any receipt not submitted when required by these regulations may cause the expense for the same to be denied or reimbursed at rates determined by the Board of Commissioners.

All vouchers must be signed by the individual and countersigned by their department head and supervisor.

The accurate accounting of all travel expenses accompanied by supporting receipts made to the County on the County Travel Expense Voucher is considered by the IRS as adequate substantiation and therefore will not require an employee to report such expenses or reimbursements on their tax returns when such reimbursements are equal to the expenses

XXXIV.III. AIR TRANSPORTATION

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. **Genesee County** will reimburse or pay only the cost of the lowest ~~coach class~~ fare available for ~~direct, non-stop~~ flights from the airport nearest the individual's home or office to the airport nearest the destination.

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Personnel traveling on behalf of **Genesee County** are not required to stay over Saturday nights in order to reduce the price of an airline ticket. ~~An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.~~

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Personnel traveling on behalf of **Genesee County** may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

~~Personnel traveling by airline shall depart from Bishop International Airport if the cost of the airline passenger ticket is no greater than the cost of a similar airline~~

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~~passenger ticket for departure from an alternative airport (the expenses involved in travel to and from such alternative airport, together with any expense of parking a motor vehicle involved in such travel, are to be considered as part of such cost), unless use of Bishop International Airport would involve significant scheduling difficulty.~~

~~Baggage Expense: Reasonable charges for handling and checking baggage per location at depots, hotels and terminals are allowable (not to exceed \$2.00 per number of bags allowable by commercial carrier).~~

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~~At departure and return: If the traveler uses a County automobile, their department head must authorize the check out of the automobile for the necessary number of days. If a personal automobile is used, the traveler will be allowed mileage from their normal work station to and from the commercial terminal. In either case, parking whether short-term or long-term will be reimbursed. If a traveler chooses to use the "Stay and Park" package, the County will pay the going long-term parking rate for the actual number of days the automobile is parked less the day(s) of stay at the "Stay and Park" facility, or the cost of the "Stay and Park" package whichever is less.~~

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XXXV.IV. LODGING

Personnel traveling on behalf of **Genesee County** ~~may~~ **will only** be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the ~~hotel event~~ is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

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Days allowable will be the ~~actual reasonable (as determined by the Board of Commissioner's Designee in the Controller's Office)~~ travel time needed to reach destination, time at destination and ~~actual reasonable (as determined by the Board of Commissioner's designee in the Controller's Office)~~ travel time to return to point of departure. Days for extended travel, before or after County business for personal pleasure, are not considered allowable days and related expenses for lodging, meals and miscellaneous will not be reimbursed by the County. Meal and lodging expenses related to a "Stay and Park" package are not reimbursable since it is considered to be for the convenience of the traveler.

EXAMPLES LODGING:

	LODGING COST	TRANSPORTATION COST	TOTAL COST
<i>At or within distance of Final destination</i>	\$ 130.00	\$ - 0 -	\$130.00
<i>Away from final destination</i>			

(local transportation required)	\$ 90.00	\$ 20.00	\$110.00
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In the above example, option 2 would be the lower cost to the County and would be at the amount the County would reimburse.

~~The county will pay a maximum base room rate of \$199. If a traveler wishes to acquire preferred lodging at a higher cost than the \$199 base room rate, then the traveler is responsible for the payment of the monetary difference between cost of the lodging and the above rate.~~

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In any event, the traveler still must select the lowest available cost when combined with the local transportation cost.

When possible, the available lowest room rate will be certified by the most economic method with written evidence attached to the travel report. When the conference officials make the selection of the hotel for the traveler, the application with the traveler's selections, as provided to the conference, will be attached to the travel report.

XXXVI.V. MEALS

Personnel traveling on behalf of **Genesee County** are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$50.00 per day and the terms and conditions established by **Genesee County** relating to the per diem meal allowance.

- a. When a traveler is entitled to a full day's allowance for meals, the amount expended for any particular meal is left to the discretion of the traveler, but the total for all meals in one day shall not exceed the maximum allowable.
- b. Whenever meals are served on plane flights which are two or more hours or whenever meals are included in registration fees in which the traveler does not have a valid excuse for not attending, then the traveler shall not be entitled to any meal allowance for those particular meals. This deduction will be computed at the rate of \$10.00 for breakfast, \$10.00 for lunch, and \$10.00 for dinner (\$30.00 total).
- c. The traveler will not be reimbursed for non-County travelers (spouse, members of a family, friends, etc.).

- d. ~~Guest Meals: The cost of guest meals is allowable only if it can be~~

Day Defined: In computing the meal allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day, and for each full 24 hour period thereafter, the employee shall be entitled to the authorized meal allowance:

EXAMPLES - MEAL:

- a. Departure June 1, 9:00 a.m.
Return June 5, 4:30 p.m.
Allowable June 1, lunch and dinner;
June 2 through June 4, three (3) full days meals;
June 5, breakfast and lunch; plus, four (4) days lodging
- b. Departure June 1, 3:00 p.m.
Return June 2, 10:30 a.m.
Allowable Dinner, lodging, breakfast

XXXVII-VI. GROUND TRANSPORTATION

~~Gas cards are available through Motor Pool for County owned vehicles. You may pick the gas card up at the same time as the vehicle. Call ahead and make arrangements with Motor Pool Supervisor, as he is the only one that can release the gas card to you. At the time of pick-up you will sign the gas card out and turn it in upon your return of the vehicle.~~

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~~As per Motor Pool Check-Out Policy (Resolution #79-691 adopted in December of 1979), no mileage will be allowed and paid for by the County (employee using employee's vehicle) for more than fifty (50) miles in one day except if there are no available County vehicles in the County Motor Pool and the employee secures a written statement from the Motor Pool Administrator. Said statement must be attached to the travel voucher when the employee requests reimbursement for said travel.~~

Commented [PK2]: ??????

~~In the event an employee wishes to drive a privately owned vehicle so as to include a vacation or some other personal travel in addition to County business, the employee must first obtain approval from the Motor Pool Administrator or the Purchasing Agent by placing employee's request in writing, and having it signed by the Motor Pool Administrator or the Purchasing agent before the employee commences travel. Said request then must be filed with the employee's travel voucher when requesting reimbursement. Should an employee fail to obtain approval from the Motor Pool Administrator or the Purchasing Agent to use their privately owned vehicle, then reimbursement for mileage will be at the lower of the Motor Pool rate or the Internal Revenue Service rate.~~

When more than one person is attending an overnight or a one day authorized conference, seminar or out-of-town meeting, arrangements will be made so that transportation to and from the conference will be shared by those individuals attending. If for some reason, the persons cannot travel together, the reason must be disclosed on their travel voucher and must be approved in advance by the Department Head or their designee.

Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability. All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route.

Transportation to and from the destination terminal can be shuttle service, ~~or~~ taxicab ~~or limousine~~ whichever is the lesser. If an employee group of two or more people are involved and one person pays the fare, then that person should note on his or her County Travel Expense Voucher those persons included in the fare. If shuttle service is provided for in the lodging accommodations, this also should be noted on the County Travel Expense Voucher.

- **Courtesy Cars**

Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Personnel should take advantage of this free service whenever possible.

- **Airport Shuttle or Bus**

Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably ~~ly~~ less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

- **Taxis & Ride Share Services**

When courtesy cars and airport shuttles are not available, ~~a taxi's and ride share services such as Uber and Lyft are~~ is often the next most economical and convenient forms of transportation when the trip is for a limited time and minimal mileage is involved. ~~A taxi may also be the most economical mode of transportation between an individual's home and the airport. The~~ County encourages the use of public transportation where available. Always ask for and keep a receipt of any transportation used to include when asking for reimbursement.

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~~Always try to use public transportation instead of taxis (unless you are in an unsafe area). Always keep a receipt that includes the date.~~

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- **Rental Cars**

Car rentals are expensive so other forms of transportation should be considered when practical. Personnel will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

Car rental will be allowed if lodging and meeting facilities are 25 miles or more apart and other modes of transportation are more expensive or not available. Again, lodging should be arranged as close to or within the meeting facility. Car rental charges will be limited to only business miles which must be explained completely on the County Travel Expense Voucher. Again, if the car rental provides transportation for two or more personnel, this should also be noted. Miles for employee pleasures (not business related) for activities such as, sightseeing, are not chargeable to the County and all car rental charges will be prorated according to business and pleasure miles traveled. Car rental for the sole pleasure and convenience of the traveler will not be reimbursed by the County.

- **Personal Cars**

Personnel are compensated for use of their personal cars when used for County business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Minneapolis to Milwaukee, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

- **Individual Car Mileage**

Work Station: In addition to the ordinary information as to name, department, etc., you are asked to designate your work station. This is the place to which you are regularly assigned. This may be the home office, or a branch office, provided that in all cases such designation is in the best interest of the County and not for the convenience of the employee. The work station must be filled in on all reports. If in doubt, check with your supervisor or department head.

Point to Point: All mileage must be shown from point to point. Vicinity mileage necessary for the conduct of official business is allowable and must be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.

From - To: If travel is direct, state the place travel began and the point of destination. 1) If you returned to your original place of beginning, add "and return." 2) Indicate briefly where you drove and the exact daily mileage. 3) Use one space only, of form, for each line of writing. All reports must be legible.

Mileage Rates: The mileage rate for the use of a privately owned automobile on County business shall be the rate established by the Internal Revenue Service, unless otherwise provided by Union contract. Full accounting to an employer when reimbursement equals expense eliminates the need to include business expense on the employee's individual federal tax return.

~~Reimbursement of County mileage will be for actual miles based on official highway map of Genesee County issued by the Genesee County Road Commission. In-state mileage will be based on current State of Michigan Highway Department of Michigan, all out state mileage will be based on current AAA official map of the United States. Actual miles should not vary by more than 5% from official miles. will be based on actual miles shown on Google maps using the shortest route available.~~

~~XXXVIII.VII.~~ **OTHER MISCELLANEOUS EXPENSES**

Reasonable **Genesee County** related telephone and fax charges due to absence of Personnel from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency secretarial work and/or postal charges incurred are reimbursable for the purpose of work on behalf of Genesee County.

The following travel-related expenses are acceptable and will be reimbursed: (a) Baggage (no more than 2 bags), (b) Foreign currency charges (c) Visas, (d) Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on County business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by ~~(designated officer or director)~~ of **Genesee County** and qualify as

tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment
- Nature of expense
- Names, titles and corporate affiliation of those entertained
- A complete description of the business purpose for the activity including the specific business matter discussed
- Vendor receipt (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

At no time will any individual have the authority to establish special rates or certify for payment any expenses which do not conform with these regulations, and in no case will the amount allowed be in excess of the maximums established in these regulations; however, any department having special travel conditions which cannot be adequately covered under these regulations may submit its problem to the County Board of Commissioners for special review and approval.

XXXIX.VIII. ONE DAY CONFERENCES, SEMINARS, WORKSHOPS, MEETINGS AND OTHER TRAVEL IN OR OUT OF GENESEE COUNTY

A. Transportation:

Personnel will follow the same policies as stipulated in Section VI

B. Meals:

The County will not pay for any meals as stipulated in Section V

C. Registration fees:

Advanced payments may be requested through the Controller's Office if pre-registration is required. If the registration fee exceeds \$25.00, and is not prepaid, then an advance may be obtained from the Controller's Office. All registration fees less than \$25.00 will be paid by the employee and reimbursed by the County.

XLIX. NON REIMBURSABLE

Genesee County maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by **Genesee County** and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by **Genesee County**. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Tipping for maid, Valet service.
- Limousine travel.
- Movies, liquor or bar costs.

- Memberships dues at any county club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of the ~~e~~C~~h~~airman of the ~~b~~B~~o~~ard or his/her designee.
- Purchase of golf clubs or any other sporting equipment.
- Spa, exercise charges, tourist attractions.
- Clothing purchases.
- Business conferences and entertainment which are not approved by a designated officer or director of **Genesee County**.
- Damage to personal vehicles, the loss/theft of goods.
- Toiletry articles.
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- ~~Overnight retreats without the prior approval of the chairman of the board or his/her designee.~~

In addition the following charges are not reimbursed: gasoline, lubrication, repairs, antifreeze, towage and other similar expenditures. It is required that County travelers on official business, driving personally - owned cars, be properly licensed by the State of Michigan and be adequately protected by personal liability and property damage insurance at their own expense. Department heads should reassure themselves on this point. At no time shall personal driving be charged to the County. No mileage will be allowed for travel between an employee's residence and his official work station.

Meals acquired during normal work related travel will not be reimbursed by the County. This includes county meetings, transportation of prisoners, training and certification classes, presentations to the public for informational purposes, and inspections whether in the County or out of the County.

Travel to other municipalities will not be justification for the County to reimburse for meals. Visitors from other municipalities, at their request, will not be offered meals.



GENESEE VALLEY REGIONAL CENTER

Fred Woelmer, Director
4287 W. Pasadena Ave.
Flint, MI 48504
Phone: (810) 733-3820
Fax: (810) 733-3744

September 5, 2017

**To: Commissioner Kim Courts, Chair
Finance Committee**

From: Fred Woelmer

RE: Request to establish and fund two Part Time/no benefits positions

The GVRC requests the establishing, and funding, of two part time Youth Specialist positions. These positions were left unfilled due to a decrease in population in previous years and were removed from our budget.

The Affordable Care Act cap on hours part time persons may work has reduced our ability to cover required staff shifts. This has led to a significant increase in the use of overtime to fill these shifts. These part time positions are only used to cover shifts that would otherwise need overtime to cover.


Each position would require funding at \$38,052 for a total of \$76,104. The funding would be 50% general fund and 50% child care fund.

The position numbers are 66134 and 66135.

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

To: Kim Courts, Chairman Finance Budget Subcommittee
From: Mark Valacak, Health Officer Genesee County Health Department 
Date: September 18, 2017
Subject: Establish Seasonal/No Benefit Lab Technician

The Genesee County Health Department (GCHD) is requesting to create a Seasonal/No benefit Lab Technician position to provide expanded services to the residents of Genesee County and also during emergent situations.

This position will not require any additional county appropriation.

Thank you for your consideration and please feel free to contact me with any questions.

A roll call vote is requested.

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: Health

Title of position to be established: Seasonal Lab Tech

What bargaining unit (if any) does this position belong to:

Is the departmental organization chart included that identifies the placement of the position?

If there are multiple similar positions, is each one identified in the organizational chart? No

What is the contemplated source of funding? Indirect Costs

Statement of justification for establishment of position:

To provide expanded services to residents and also during emergent situations

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

EMPLOYMENT REQUISITION

Date: 09.12.17

Seasonal Lab Tech

Vacant Position

Check One:

- Full Time Leave of Absence
 Part Time w/Benefits No Benefit Position

TBD

Position Number

N/A

Position Formerly Held By

08.23.17

Effective Date of Vacancy

Reason for Vacancy:

- Termination Leave of Absence
 Promotion New Position
 Death Transfer

Other: Temp fill in

Check all that apply:

Post as required by union contract or County policy

Post to public simultaneously

Requesting ad to public be placed in additional publications (see attached listed with contact info.)

Individual designated to interview applicants: N/A

Phone number of interviewer: _____

Authorized Signature: _____

Department: Health

**LETTER OF UNDERSTANDING
Pilot Program**

Whereas, the AFSCME Local 496 Chapter 01 (Union) is the sole and exclusive bargaining agent for the Genesee County Lab Technician; and

Whereas, the Public Health Department, in an effort to provide expanded services to the residents of Genesee County as well as provide services during emergent situations, is in need of additional Lab Technicians on a per diem basis, and;

Whereas, the AFSCME Local 496 Chapter 01 and Genesee County (Employer) recognize meeting the public needs will benefit county residents, AFSCME Local 496 Chapter 01 members as well as the Genesee County Public Health Department; and

Whereas, the Union and the Employer are desirous in working collaboratively to ensure the success of such efforts.

NOW THEREFORE, THE PARTIES AGREE TO THE FOLLOWING

1. The Public Health Department will create a list of eligible and available individuals to provide lab services to be called upon on an as needed basis.
2. Individuals called upon for such services will be classified as seasonal, non-benefit Lab Technicians and shall be subject to the restrictions established by the Genesee County Board of Commissioners for such classifications.
3. The rate of pay for the seasonal, non-benefit positions will be the first step of the AFSCME Local 496 Chapter 01 salary grade for Lab Technician. No other provisions of the Collective Bargaining Agreement shall apply.
4. The Letter of Agreement between Genesee County and AFSCME Local 496 Chapter 01 regarding rehiring of a retiree shall not apply to individuals who are classified as seasonal, non-benefit Lab Technicians.
5. The parties of this collaboration will meet no later than August 1, 2019 for review and to determine its continuation.
6. No other relief shall be provided.

7. This Letter of Understanding shall not set a precedent for any other matters now pending or that may arise in the future between the Union and the Employers.

FOR THE UNION/DATE:

Mark Sped

FOR THE EMPLOYER/DATE:

Keith Galich 8/23/17
Cheryl Alexander 8/23/17

Mark Valacak, MPH
Health Officer

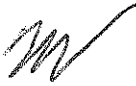


Gary K. Johnson, MD, MPH
Medical Director

MEMORANDUM

To: Kim Courts, Chairperson
Finance Budget Subcommittee

Date: September 18, 2017

From: Mark Valacak, M.P.H. 
Health Officer

Requested Action: Hire 3 temporary secretaries for Health Department Leave of Absences.

Funding Source: Fund 221.

Discussion: The Health Department has three vacant secretary positions. We are requesting to hire three temporary employees to fill the leave of absences.

Your consideration is appreciated and a **ROLL CALL VOTE** is requested.

EMPLOYMENT REQUISITION

Date: 09.12.17

Secretary

Vacant Position

Check One:

Full Time Leave of Absence

Part Time w/Benefits No Benefit Position

TBD

Position Number

N/A

Position Formerly Held By

09.12.17

Effective Date of Vacancy

Reason for Vacancy:

Termination

Leave of Absence

Promotion

New Position

Death

Transfer

Other: Disability

Check all that apply:

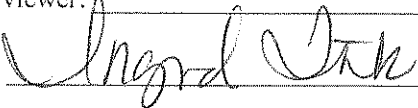
Post as required by union contract or County policy

Post to public simultaneously

Requesting ad to public be placed in additional publications (see attached listed with contact info.)

Individual designated to interview applicants: April Swartout

Phone number of interviewer: 424-4441

Authorized Signature: 

Department: Health

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: HEALTH

Title of position to be established: SECRETARY - LOA

What bargaining unit (if any) does this position belong to: 496-00

Is the departmental organization chart included that identifies the placement of the position? YES

If there are multiple similar positions, is each one identified in the organizational chart? YES

What is the contemplated source of funding? GRANT FUNDED - 6165

Statement of justification for establishment of position:

*Budgeted position vacated by disability leave
of Melanie Gardner*

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding: