

Attached you will find a copy of the *2017 Procedures Applicable to the Genesee County Board of County Commissioners and the Board's Standing Committees (Board Procedures)*. Please review this document to familiarize or refresh your understanding of the procedure for having an item placed on a Committee and/or Board agenda. These procedures have not changed for several years. The Board Chairperson has, however, instituted a new requirement that a checklist be filled out and the necessary signatures obtained as evidence that the procedures have been followed. A copy of the checklist is also attached.

The top portion of the checklist is self-explanatory. Please fill it out with the requested information and attach it to your item.

If the proposed agenda item is a contract, lease, application, agreement, memorandum of understanding, or anything else that requires the Board Chair's signature, you must submit the item with its checklist for review by Assistant Controller Joy Hawkins, Assistant Controller Kristie Primeau, Risk Manager Stephen Cooperrider, and Attorneys Celeste Bell or Brian MacMillan from Corporation Counsel/Prosecutor's Office-Civil Division. If the document is an amendment to a prior contract, you must include with the amendment the prior contract that contains the substantive terms. Upon review of the item, each person will indicate that it meets with approval, approval is not applicable, or needs to be changed as noted. If approved or not applicable, each person will return a copy of the checklist to you with the appropriate signature. If changes are required, you will work with that approving department to alter your document as necessary. If changes are made after Corporation Counsel has reviewed and approved the document, you must re-submit the item to Corporation Counsel for additional review and approval of the changed terms.

You are responsible for completing the checklist, obtaining signatures, and submitting it to the Board office for signature. Signatures do not need to be collected on a single form; you may submit multiple forms or an email approval attached to a form. The Board office will, however, return your item to you, unsigned, if all required parties have not signed off in some fashion, or if you fail to complete no. 5 on the checklist regarding Board/committee approval and certifying that the particular document submitted is the one that has been reviewed and approved by all necessary departments.

An email has been created that will reach all approving departments. That address is: documentreview@co.genesee.mi.us. Note that submission for review is separate from submitting a request to have your item placed on a committee agenda. Agenda requests should be sent to: agendaitems@co.genesee.mi.us. Note also that, pursuant to the *Board Procedures*, your item is supposed to be reviewed by the approving parties *prior* to being submitted to committee for approval. See *Board Procedures*, no. 4. At this time, however, you are not being required to attach a completed checklist with your item in order to submit it to committee.

Again, these procedures and the review requirements have been in place for many years. However, it has been discovered that not all Departments have been complying with the document review procedures. Consequently, the Board Chair is requiring completion of this checklist to ensure that every item that is submitted for his signature has gone through the

requisite review and approval process as outlined in the *Board Procedures*. Below is additional information from each approving department describing their part in the review process.

Controller's Office – Budgeting/Finance (Kristie Primeau): I review the agenda item to ensure there is sufficient funding within the department's budget for the request. If there is *not* sufficient funding, a budget amendment will be required, and may need board action.

Controller's Office – Procurement (Joy Hawkins): Controller-Procurement reviews your document to ensure that rules of fair competition, BOC Policies and other internal control policies are being followed and documented when selecting items or vendors for services within Genesee County.

Corporation Counsel: Corporation Counsel looks at your document to confirm that any county obligations are reasonable and in accordance with Michigan law. We work very closely with Risk Management to ensure that the county's interests are being protected. Typical issues that we will flag or reject are requirements that the county settle disputes in a jurisdiction outside of Michigan (this requires the county to engage counsel in another state) or indemnify other parties (this is contrary to Michigan law and the Michigan Constitution). We can assist in negotiations with parties to achieve contract terms beneficial to the county.

Risk Management: Risk Management reviews each document to add or update insurance and bond specifications, or determine if they are needed. Indemnification and/or hold harmless clauses are also reviewed to determine if they are applicable. All documents are reviewed with the preservation of human and economic values in mind.