

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, JANUARY 3, 2008 – 11:00 A.M. COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioner Tillotson, Commissioner Van Doren, and Kathy Bernardo

Other Commissioners Present: Commissioner Bailey

Also Present: Lou Ann Bluntschly

#### I. Approval of Minutes

*Motion by Van Doren, supported by Bernardo, to approve the minutes of the December 20, 2007 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through January 2, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Bernardo, to approve total vouchers for payment in the amount of \$179,366.14 with the general fund's portion being \$91,321.37 and demand checks an additional \$81,174.24. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Bernardo, to hold invoice #2727314, Victory Lane Oil Change, in the amount of \$23.98, until the unit number of the pick up truck is supplied by the Sheriff's Department. Motion carried.*

The Accounts Payable Committee would like to commend and thank Betsy Jeffrey, Account Clerk IV, for a job well done auditing the inmate dental invoices and addressing reimbursement for previously paid invoices.

#### IV. Adjournment

*Motion by Van Doren, supported by Bernardo, to adjourn the meeting at 12:10 P.M. Motion carried.*

KSB/rdb

**MINUTES**

**ACCOUNTS PAYABLE COMMITTEE  
THURSDAY, JANUARY 17, 2008 – 10:00 A.M.  
COMMISSIONER’S COMMITTEE ROOM**

Present: Commissioner Tillotson, Commissioner Van Doren, and Kathy Bernardo

Also Present: Lou Ann Bluntschly and Irv Shaw

I. Approval of Minutes

*Motion by Van Doren, supported by Bernardo, to approve the minutes of the January 3, 2008 meeting. Motion carried.*

II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk’s Office through January 16, 2008 was distributed and reviewed.

*Motion Van Doren, supported by Bernardo, to approve total vouchers for payment in the amount of \$370,704.28 with the general fund’s portion being \$192,991.60 and demand checks an additional \$339,308.27. Motion carried.*

III. Other Business

*Motion by Van Doren, supported by Bernardo, to hold the Lenawee Humane Society December, 2007 invoice, in the amount of \$3,164.00, pending clarification of the following charges from the Sheriff’s Department, with review at the January 31, 2008 Accounts Payable Committee meeting.*

12-01-07	APD Case	DeGroff	reclaimed	21 days - no reclaim fee received
12-01-07	APD Case	DeGroff		31 days
12-19-07	APD	APD		7 days
	<i>(Adrian Police Department cases and the length of lodging)</i>			
12-21-07	Onsted	DeGroff	On hold	11 days
12-21-07	Onsted	DeGroff	On hold	11 days
	<i>(Owner has been identified and the length of lodging)</i>			

*Motion carried.*

IV. Adjournment

*Motion by Van Doren, supported by Bernardo, to adjourn the meeting at 11:50 P.M. Motion carried.*

KSB/rdb

Date 1-3-08

### MONTHLY STRAY REPORT 177

Lenawee Humane Society  
705 W. Beecher St.  
Adrian, MI 49221  
(517) 263-3463 fax: (517) 265-3837

TOTAL STRAY DAYS <u>301</u> X \$10 =	<u>\$ 3010</u>
(add up total days of all strays - no more than 7 each)	
EUTHANASIA <u>15</u> X \$10 =	<u>150</u>
DISPOSAL <u>13</u> X \$13 =	<u>169</u>
DISPOSAL <u>2</u> X \$25 =	<u>50</u>
# of ANIMALS ADVERTISED <u>15</u> X \$1 =	<u>15</u>

\$3394

RECEIVED

ANIMAL MEDS REIMBURSEMENT=	<u>0</u>
RECLAIM FEES <u>15</u> X \$10 =	<u>150</u>
BOARDING FEES <u>8</u> X \$10 =	<u>80</u>

Lenawee County Clerk  
Adrian, Michigan

- 230

SUBTRACT RECLAIM & BOARDING FEES FROM ABOVE TOTAL - 3394 - 230

TOTAL

\$ 3164

This is a report for the month of December 2007

Bonnie M. Tancredi Bonnie M. Tancredi

Animal Control Officer \_\_\_\_\_

1400  
5145

LR JK

**PARTRIDGE ENTERPRISES**

4705 INDUSTRIAL DRIVE • CLARK LAKE, MI 49234  
(517) 529-9129

17383

CEMETERY  
2000 PARAGON ROAD  
TIPTON, MI 49287

TOLL FREE  
1-800-968-7387

DIVISION  
PARTRIDGE NORTH  
9771 WILSON RD.  
LAKE CITY, MI 49651  
1-877-898-7102

Phone No. \_\_\_\_\_ Date 12-27-07

Customer Name Lanawee Humane Society  
Address \_\_\_\_\_

City Adrian

Qty.	Description	Price	Amount
12	UNITS (UNDER 90 LBS.)		
1	X-LARGE (91 & OVER) # 5017 98#		
	FARM BURIAL		
	PRIVATE BURIAL (PET'S NAME OWNER'S NAME)		
	PRIVATE CREMATIONS		
	PET'S NAME OWNER'S NAME WEIGHT		
	SHARPS CONTAINERS (DEL) SIZE		
	SHARPS CONTAINERS PICKED UP (N/C) SIZE		
	RETURNED CREMAINS (OWNER'S NAME)		

Thank You  
Signature 

Tax	
Total	

**5- PARTRIDGE ENTERPRISES**  
 4705 INDUSTRIAL DRIVE • CLARK LAKE, MI 49234  
 (517) 529-9129

17302

CEMETERY  
 2000 PARAGON ROAD  
 TIPTON, MI 49287

TOLL FREE  
 1-800-968-7387

DIVISION  
 PARTRIDGE NORTH  
 9771 WILSON RD.  
 LAKE CITY, MI 49651  
 1-877-898-7102

Phone No.		Date	
Customer Name <i>Lansing Humane Society</i>			
Address			
City <i>Lansing</i>			
Qty.	Description	Price	Amount
<i>10</i>	UNITS (UNDER 90 LBS.)		
<i>1</i>	X-LARGE (91 & OVER) <i>#S112 101 #</i>		
	FARM BURIAL		
	PRIVATE BURIAL (PET'S NAME OWNER'S NAME)		
	PRIVATE CREMATIONS		
	PET'S NAME OWNER'S NAME WEIGHT		
	SHARPS CONTAINERS (DEL) SIZE		
	SHARPS CONTAINERS PICKED UP (NO) SIZE		
	RETURNED CREMAINS (OWNER'S NAME)		
<i>Thank You</i>		Tax	
		Total	

*Signature*

Dec 01

## Lenawee County Animal Control Lodging Report

DATE	OWNER NAME	LOCATION FOUND	ANIMAL DESCRIPTION	ANIMAL WT	OFFICER	DISPOSITION & DATE	SURR. #	AMT. DAYS
12-1-07		APD CASE	Pit mix - TAN solid Female - ADULT	NO collar	DeGroot	Reclaimed 12-21-07	-	21
12-1-07		APD CASE	Boxer mix - TRI color Male - ADULT	choke collar	DeGroot	Still Here HOLD	-	31
12-3-07		7600 TREAT HWY	Rott shepher mix - Black Female - ADULT	NO collar	Morgan	up for adopt 12-6-07	5087	4
12-3-07		328 E. MAUMEE ADRIAN	Shepher Husky mix - white yellow solid Male - pup	Red collar	Lindsay	up for adopt 12-9-07	5088	7
12-4-07		10990 Morenci	Dashound mix - Brown Black Female - ADULT	NO collar	DeGroot	up for adopt 12-7-07	5089	4
12-4-07		3433 Dowling	Beagle - TRI color Male - ADULT	Red collar	Morgan	up for adopt 12-10-07	5090	7
12-4-07		3433 Dowling	Beagle - TRI color Male - ADULT	Blue collar	Morgan	up for adopt 12-10-07	5091	7
12-4-07		10831 W. Becher	Beagle - TRI color Male - ADULT	ORANGE collar	Morgan	Put Down HWP 12-10-07	5092	7
12-4-07		CLAYTON	Walker coon hound TRI color Male - ADULT	NO collar	Morgan	up for adoption 12-7-07	5093	4
12-4-07		BURTON BARN	Pitbull Black white Male	Blue collar	Morgan	Euthanize + Dispo.	-	only
12-4-07		BURTON BARN	Shepherd mix Female	Green collar	Morgan	Euthanize + Dispo.	-	only
12-4-07		BURTON BARN	Pitbull Brindle Male - Young Adult	NO collar	Morgan	Euthanize + Dispo.	-	only
12-4-07		Raisin center Hwy Wilmauth rd.	Pitbull - Black white ADULT MALE (BAD SHAPE)	Green collar	Hunkele	Put Down POOR Health 12-10-07	5094	7
12-5-07		223 at Walmart ADRIAN	DOBBIE - Black tan Male - ADULT	Red collar	Morgan	Put Down 12-11-07	5107	7
12-5-07		Tecumseh Ken.	COON HOUND mix - TRI color Female - ADULT	NO collar	Morgan	up for adopt 12-8-07	-	4
12-6-07		Sutton AND Rogers Hwy	Lab - BLACK Male - ADULT	BLACK collar	Morgan	Put Down 12-12-07	-	7
12-6-07		Sutton AND Rogers Hwy	LAB - BLACK Female - ADULT	Blue collar	Morgan	Put Down 12-12-07	-	7
12-6-07		Hughes AND TOMER Rd.	Beagle - TRI color Male - ADULT	NO collar	DeGroot	up for adopt 12-9-07	5108	4

Not reclaim  
of from  
owner.

98 lbs

Dec. 01

## Lenawee County Animal Control Lodging Report

DATE	OWNER NAME	LOCATION FOUND	ANIMAL DESCRIPTION	ANIMAL WT	OFFICER	DISPOSITION & DATE	SURR. #	AMT. DAYS
12-6-07		Stevenson HAWKINS	Lab - choc. Female - ADULT	Blue collar	MORGAN	up For ADopt 12-12-07	5109	7
12-7-07		1560 NAOMI	COONHOUND - TRI COLOR Female - ADULT	yes collar	MORGAN	Re CLAIMED 12-9-07	-	3
12-7-07		1560 NAOMI	COONHOUND - TRI COLOR Female - ADULT	yes collar	MORGAN	Re CLAIMED 12-9-07	-	3
12-10-07		Devils lake Lot 3	Lab - Black Female - ADULT	NO collar	MORGAN	up For ADopt 12-13-07	5106	4
12-10-07		Devils lake Lot 3	Lab - Black solid MALE - ADULT	NO collar	MORGAN	up For ADopt. 12-13-07	5105	4
12-10-07		BURTON BARNES	Pitbull - TAN & white male - ADULT	NO collar	MORGAN	HOID CASE Still Here	5110	21
12-10-07		BURTON BARNES	Beagle mix - TAN white MALE - PUPPY	NO collar	MORGAN	up For ADopt 12-13-07	5111	4
12-11-07		11720 lime Creek	Shepherd Rott mix Black TAN male - ADULT	NO collar	DeGroff	HWP Put Down 12-14-07	5112	4
12-11-07		11597 W. CARLTON	JACK Russell mix - Brown white Female - ADULT	NO collar	DeGroff	Put Down 12-14-07	5113	4
12-11-07		11597 W. CARLTON	JACK Russell mix - Black TAN male - ADULT	NO collar	DeGroff	up For ADopt. 12-14-07	5114	4
12-12-07		7031 YANKEE	Shepherd Husky mix Black TAN Female - young ADULT	choke collar	MORGAN	up For ADopt. 12-18-07		7
12-14-07		DEAN St. ADRIAN	Shepherd mix - TAN Female - ADULT	Black collar	MORGAN	UP For ADopt 12-20-07	5128	7
12-14-07		M-52 & US 12	Lab - Black solid MALE - ADULT	Blue Red collar	MORGAN	up For ADopt 12-20-07	5129	7
12-15-07		571 RIVERSIDE ADRIAN	Lab Shepherd mix TAN MALE - ADULT	yes collar	DeGroff	Put Down 12-21-07	5130	7
12-17-07		Toledo St. ADRIAN	Pitbull - Red white MALE - ADULT	Black spike collar	DeGroff	Re CLAIMED 12-18-07	-	2
12-17-07		Toledo St. ADRIAN	Pitbull - DARK Brown white Female - young ADULT	NO collar	DeGroff	Put Down 12-20-07	-	4
12-18-07		Geir & BAILEY	Shepherd Husky mix Female - ADULT	yes collar	DeGroff	up For ADopt 12-24-07	-	7
12-18-07		SEINA Heights ADRIAN	Shepherd mix - Black TAN MALE - VERY OLD	choke collar	DeGroff	HWP Put DOWN 12-24-07	-	7

101.0 lbs





**MINUTES**

**ACCOUNTS PAYABLE COMMITTEE  
THURSDAY, JANUARY 31, 2008 – 10:00 A.M.  
COUNTY ADMINISTRATOR'S OFFICE**

Present: Commissioner Tillotson and Cheryl Whipple

Also Present: Roxann Holloway

I. Approval of Minutes

*Motion by Whipple, supported by Tillotson, to approve the minutes of the January 17, 2008 meeting. Motion carried.*

II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through January 30, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Tillotson, to approve total vouchers for payment in the amount of \$251,510.23 with the general fund's portion being \$115,785.57 and demand checks an additional \$497,658.06. Motion carried.*

III. Other Business

*Motion by Whipple, supported by Tillotson, to approve release of payment to the Lenawee Humane Society for the December, 2007 invoice, in the amount of \$3,164.00. Motion carried.*

IV. Adjournment

*Motion by Whipple, supported by Tillotson, to adjourn the meeting at 11:40 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, FEBRUARY 14, 2008 – 9:00 A.M. COUNTY COMMISSION CHAMBERS**

Present: Commissioner Van Doren and Kathy Bernardo

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Bernardo, to approve the minutes of the January 31, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through February 13, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Bernardo, to approve total vouchers for payment in the amount of \$337,749.30 with the general fund's portion being \$192,268.26 and demand checks an additional \$334,361.40. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Bernardo, to submit a letter to Mark Fetzer, District Court, requesting information on the J. Casanova animal cruelty case, to verify if the restitution includes repayment to the County for animal boarding fees. Motion carried.*

*Motion by Van Doren, supported by Bernardo, to request a letter of interpretation from Jonathan Poer in the Prosecuting Attorney's Office, on the County's responsibilities for payment of boarding animals in criminal cases involving other local municipalities forwarded to the Sheriff's Department, and for clarification on the County's responsibility for payments of boarding animals that are brought to local boarding facilities by other Police Departments. Motion carried.*

*Motion by Van Doren, supported by Bernardo, to issue employee reimbursements for travel and conferences through the regular Accounts Payable cycle rather than issuing demand checks, unless there are extenuating circumstances that could be explained to the Accounts Payable Committee. Motion carried.*

#### IV. Adjournment

*Motion by Van Doren, supported by Bernardo, to adjourn the meeting at 10:05 A.M. Motion carried.*

KSB/rdb

## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, FEBRUARY 28, 2008 – 10:15 A.M. COUNTY COMMISSION CHAMBERS

Present: Commissioners Van Doren and Tillotson, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the February 14, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through February 27, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$284,091.85 with the general fund's portion being \$135,976.78 and demand checks an additional \$539,752.30. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Tillotson, as recommended by the auditor, stamped signatures for accounts payable authorization are to be discontinued immediately. Department heads may designate someone to sign on their behalf by completing an authorization form to be placed on file in the Accounts Payable Department. Designee must sign their name, not the department head's name, for invoice approval. Any invoice approved by signature stamp will be returned for proper authorization. Motion carried.*

*Motion by Van Doren, supported by Whipple, to refer R. Jameson, invoice #07-4041, account #101-1200-722.82-30, in the amount of \$1,500, back to District Court for further explanation of charges. Motion carried.*

*Motion by Van Doren, supported by Whipple, to refer Maple City Heating & Plumbing, demand check dated February 20, 2008, account # 264-5070-762.86-20, in the amount of \$69, to the Sheriff's Department for written explanation of charges. Motion carried.*

Cheryl Whipple stated that District Court confirmed \$2,130 in restitution had been ordered in the Casanova animal cruelty case for reimbursement of County animal boarding costs.

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The Committee reviewed a letter from Jonathon Poer regarding interpretation of animal cruelty cases.

*Motion by Van Doren, supported by Whipple, to investigate which local municipalities have animal control ordinances. Motion carried.*

*Motion by Van Doren, supported by Whipple, to request a list of County credit cards and who they are assigned to. Motion carried*

IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 12:00 P.M. Motion carried.*

CLW/rdb

## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, MARCH 13, 2008 – 9:35 A.M. COMMISSIONERS COMMITTEE ROOM

Present: Commissioners Van Doren and Tillotson, Cheryl Whipple, and Kathy Bernardo

Other Commissioners Present: Commissioner MacKay

Also Present: Marcia Kortas and Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Bernardo, to approve the minutes of the February 28, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through March 12, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Bernardo, to approve total vouchers for payment in the amount of \$390,172.35 with the general fund's portion being \$189,626.78 and demand checks an additional \$531,464.71. Motion carried.*

#### III. Old Business

##### A. Animal Control Ordinance

Local municipalities were contacted to see if they had their own animal control ordinance. A list of their responses was distributed and reviewed.

##### B. County Credit Cards

A list of County issued credit cards, and those assigned to use them, was reviewed. The Accounts Payable Committee was confident that checks and balances are in place, and felt it necessary to encourage departments to submit invoices for processing as soon as possible, and when possible to use electronic funds transfer (EFT) to avoid late fees.

There was general discussion regarding credit card cash rewards, and if they would be available to County issued credit cards. Commissioner Van Doren requested the terms of current County credit cards, and stated it would be helpful for the Administrator's Office to have a County credit card. This would enable the department to take advantage of online payment of conference registrations, airfare, and other expenses for the Commission and Administrator's Office. He requested a recommendation be presented at the next Accounts Payable Committee meeting.

IV. Other Business

A. Demand Checks

Marcia Kortas, Accounts Payable Clerk, stated that due to the large number of demand check requests, it has become very time consuming to process demand checks on a daily basis. She reviewed the proposed change to process demand checks and electronic funds transfers ONLY on Tuesdays and Fridays, with the few exceptions where they are unavoidable. If agreeable with the committee, she will present these changes at the Accounts Payable Training session on Friday, March 14, 2008.

Commissioner Van Doren asked that at the training session Ms. Kortas stress the importance of the Board of Commissioners having more control over check approval, by approving prior to checks being issued, as well as the following items:

- Invoices must be submitted for payment in a timely manner.
- Plan ahead for supplies so payment can be handled in the regular check run.
- Check invoices for discounts to be sure they are taken whenever possible, especially those that are major. Also need to talk to vendors that we do high volume of purchases with, to see if terms for discounts are negotiable, such as longer number of days to be eligible to receive discount.
- Process credit card and utilities payment requests as soon as possible.

*Motion by Van Doren, supported by Bernardo, to place demand check discussion on file. Motion carried.*

B. District Court Explanation

Judge Sheridan's explanation of charges for R. Jameson, invoice number 07-4041, was reviewed and accepted.

V. Adjournment

*Motion by Van Doren, supported by Bernardo, to adjourn the meeting at 11:25 a.m. Motion carried.*

CLW/ksb

## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, MARCH 27, 2008 – 10:05 A.M. COMMISSIONERS COMMITTEE ROOM

Present: Commissioners Van Doren and Tillotson, and Cheryl Whipple

Also Present: Marcia Kortas, Marilyn Woods, and Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the March 13, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through March 26, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$340,573.62 with the general fund's portion being \$154, 989.42 and an additional \$34,842.96 in demand checks, and \$446,618.86 in electronic funds transfers. Motion carried.*

#### III. Old Business

##### A. Accounts Payable Training

Marcia Kortas reported that there were 21 attendees at the Accounts Payable training on March 14<sup>th</sup>, and the information presented was well received. She stated that three additional departments have been trained to process accounts payable groups, and one more will be trained April 24<sup>th</sup>.

##### B. County Credit Cards

Cheryl Whipple reviewed the terms and conditions of current County credit cards. It would be beneficial for the County Administrator's Office to have a County credit card to take advantage of online payment options of conference related and other expenses for the Board of Commissioners and Administrator's Office.

*Motion by Van Doren, supported by Tillotson, to authorize the Administrator's Office to have a County credit card, and to present necessary paperwork for approval at the next Personnel/Ways and Means Committee. Motion carried.*

#### IV. Other Business

Commissioner Van Doren gave an update on the cellular telephone study and reported that additional information is being collected.

Marilyn Woods expressed concern over not being able to receive demand checks as she requests them. She explained that townships return Board of Review information to her office, and individuals are calling soon thereafter to check on their refunds. By the time

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her department is able to have them processed, it may not fall within the timeframe of the new demand check schedule of Tuesdays and Fridays. The committee suggested that the townships and individuals be made aware that demand checks are now processed on Tuesdays and Fridays.

Commissioner Van Doren requested that the Drain Commission attend the next Accounts Payable Committee meeting on April 10, 2008 for explanation of demand check needs.

V. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:55 a.m. Motion carried.*

CLW/rdb



## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, APRIL 10, 2008 – 10:00 A.M. COMMISSIONERS COMMITTEE ROOM

Present: Commissioners Van Doren and Tillotson, and Cheryl Whipple

Also Present: Jenny Escott, Roxann Holloway, and Steve May

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the March 27, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through April 9, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$1,437,074.44 with the general fund's portion being \$1,123,637.80, an additional \$70,397.09 in demand checks, and electronic funds transfers for Medical Care Facility - \$258,720.93 and Department of Human Services - \$72,985.76. Motion carried.*

#### III. Other Business

##### A. Drain Commission – Demand Checks

Steve May and Jenny Escott were present to discuss their demand check needs. They explained that many of their requests are a result of drain orders or equipment costs that do not fall into the accounts payable run schedule. Ms. Escott stated that in the future, the majority of Drain invoices could be submitted in the regular accounts payable run, thereby reducing demand checks to a minimum.

#### IV. Adjournment

*Motion by Whipple, supported by Van Doren, to adjourn the meeting at 11:45 a.m. Motion carried.*

CLW/rdb

## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, APRIL 24, 2008 – 10:00 A.M. COMMISSIONERS COMMITTEE ROOM

Present: Commissioners Van Doren and Tillotson, and Cheryl Whipple

Other Commissioners Present: Commissioner Stimpson

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the April 10, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through April 23, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$250,007.36 with the general fund's portion being \$119,500.91, an additional \$135,105.46 in demand checks, and electronic funds transfers for Medical Care Facility - \$717,279.55 and Department of Human Services - \$37,304.98. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Whipple, to request that the Drain Commission attend the next Accounts Payable Committee meeting on May 8, 2008 for further information on St. Paul Traveler's invoice number 279189, in the amount of \$3,769.01, paid from account number 250-4000-744.86-50. Motion carried.*

*Motion by Van Doren, supported by Whipple, to have the County Clerk develop a system of tracking animal related costs accumulated throughout cruelty cases to provide the court with an accurate recommended restitution. Motion carried.*

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:25 a.m. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, MAY 8, 2008 – 10:00 A.M. COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the April 24, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through May 7, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$484,207.03 with the general fund's portion being \$172,654.09, an additional \$67,897.17 in demand checks, and electronic funds transfers for Medical Care Facility - \$215,507.15 and Department of Human Services - \$249,141.20. Motion carried.*

#### III. Other Business

Steve May was unable to attend the meeting due to a prior commitment. Cheryl Whipple read his written explanation of the St. Paul Travelers insurance invoice number 279189.

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:35 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, MAY 22, 2008 – 11:00 A.M. COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the May 8, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through May 7, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$309,273.63 with the general fund's portion being \$93,224.37, an additional \$38,804.80 in demand checks, and electronic funds transfers for Medical Care Facility - \$510,840.71 and Department of Human Services - \$71,693.01. Motion carried.*

#### III. Other Business

There was no other business.

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 12:20 P.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, JUNE 5, 2008 – 11:10A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the May 22, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through June 4, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$290,010.03 with the general fund's portion being \$123,785.69, an additional \$89,732.03 in demand checks, and electronic funds transfers for Lenawee Transportation Corp. - \$17,794.00, Medical Care Facility - \$383,135.17 and Department of Human Services - \$59,361.64. Motion carried.*

#### III. Other Business

There was no other business.

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 12:07 P.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, JUNE 19, 2008 – 11:10A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Marcia Kortas and Phyllis Ahleman

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the June 5, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through June 18, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$404,807.60 with the general fund's portion being \$239,499.31, an additional \$63,797.72 in demand checks, and electronic funds transfers for Lenawee Transportation Corp. - \$5,683.00, Medical Care Facility - \$333,786.48 and Department of Human Services - \$80,144.13. Motion carried.*

#### III. Other Business

*Motion by Van Doren supported by Whipple to recommend the following:*

- 1) Request verification that the E911 Board approved payment for the mobile data maintenance from the Central Dispatch Fund, and follow up with adjusting journal entry if necessary.*
- 2) Follow up with Dog License Committee to verify process is in place for reimbursement of boarding costs over the 7 days allowed by the animal control ordinance. This is in response to a 14 day stay for APD "court order release" on May 1, 2008 and listed on the May 2008 Humane Society animal boarding invoice. District Court will add charges to case file for reimbursement.*
- 3) Request a copy of the professional liability insurance certificate from David Mitchell for professional engineering be forwarded to the Administrator's Office, and verification that Lenawee County is listed as additional insured.*

*Motion carried.*

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:45 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, JULY 3, 2008 – 11:15 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Other Commissioners Present: Commissioner Stimpson

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the June 19, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through July 2, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$360,180.62 with the general fund's portion being \$182,043.27, an additional \$78,171.84 in demand checks, and electronic funds transfers for Medical Care Facility - \$446,235.13 and Department of Human Services - \$54,319.26. Motion carried.*

#### III. Other Business

Cheryl Whipple offered the following explanations to issues raised at the June 19<sup>th</sup> Accounts Payable Committee meeting:

- 1) The \$1,294.65 Mobile Data Maintenance invoice is for the radio portion of the dispatch system.
- 2) Charges for an animal housed by Humane Society longer than the 7 days allowed have been forwarded to District Court. The probation officer will present the bill to the probationer for payment. If agreed probation will be amended; if not agreeable, they have the right to a restitution hearing. The Sheriff's Department has a process in place for cases turned over by the County, and the Sheriff will address this issue at the upcoming Police Chiefs meeting so other municipalities are aware that they need to notify the Courts in these cases.

**Accounts Payable Committee**

**July 3, 2008**

**Page 1 of 2**

- 3) A copy of the professional liability insurance policy and hold harmless agreement for David Mitchell's professional engineering services, as approved by the Board of Commissioners approximately three years ago, were submitted by the Drain Commission and forwarded to Kapnick Insurance Agency for their review.

*Motion by Van Doren, supported by Whipple, to recommend the following:*

- 1) *Investigate process followed to recuperate medical costs incurred by individuals in custody prior to Jail booking. Mark Fetzer has been contacted and he will submit a response.*
- 2) *Invite Health Professionals Ltd. to attend an Accounts Payable Committee meeting to review reasons that Herrick Medical Center Invoice in the amount of \$2,388.50 was denied.*

*Motion carried.*

**IV. Adjournment**

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 1:20 P.M. Motion carried.*

CLW/rdb



## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, JULY 17, 2008 – 10:10 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the July 3, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through July 16, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$410,124.89 with the general fund's portion being \$211,446.39, an additional \$68,169.98 in demand checks, and electronic funds transfers for Medical Care Facility - \$236,559.61 and Department of Human Services - \$68,452.66. Motion carried.*

#### III. Other Business

##### Health Professionals, Ltd invoice

Cheryl Whipple offered the following explanation from Dennis Steenrod, Jail Commander, on the \$2,388.50 Herrick Hospital invoice question raised at the July 3<sup>rd</sup> Accounts Payable Committee meeting:

This is not an eligible Health Professionals, Ltd. (HPL) expense because the patient was not referred by an HPL representative. All indications at the time of the referral were that this was a mental health issue, however, Herrick Memorial Hospital determined this was an organic diagnosis, not mental health.

Mr. Steenrod is confident that procedures and staff are in place to prevent any subsequent occurrences.

##### Central Dispatch/E911

*Motion by Van Doren, supported by Whipple, to recommend that an adjusting entry be made to move \$1,294.65 from Central Dispatch Fund (264) to COPS Fund (273) for Adrian Communication invoice number 0201821 – mobile data maintenance. Motion carried.*

#### IV. Adjournment

*Motion by Whipple, supported by Van Doren to adjourn the meeting at 11:45 A.M. Motion carried.*

CLW/rdb

## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, JULY 31, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway and Marcia Kortas

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the July 17, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through July 30, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$265,241.46 with the general fund's portion being \$132,622.66, an additional \$323,252.94 in demand checks, and electronic funds transfers for Lenawee Transportation Corp. - \$21,630.00, Medical Care Facility - \$371,510.19 and Department of Human Services - \$42,457.40. Motion carried.*

#### III. Other Business

Correspondence from Jay Gliwa, E911 Central Dispatch Director, was reviewed. The invoice in question is for a service agreement for maintenance on the radio portion of the MDC program, and in his opinion a legitimate expense to Central Dispatch.

*Motion by Van Doren, supported by Whipple, to **rescind** the July 17, 2008 Accounts Payable Committee motion: "recommend that an adjusting entry be made to move \$1,294.65 from Central Dispatch Fund (264) to COPS Fund (273) for Adrian Communication invoice number 0201821 – mobile data maintenance". Motion carried.*

Commissioner Van Doren reported that electric is included in airport hangar rent, and that the Airport Commission is currently reviewing options to recoup electric costs.

Commissioner Van Doren requested from the County Clerk the status of development of a system to track animal related costs accumulated throughout cruelty cases to provide the court with an accurate recommended restitution, which was requested at the April 24<sup>th</sup> meeting.

Commissioner Van Doren stated that the questions on professional liability insurance for

Dave Mitchell's professional engineer services will be addressed at the August Personnel Ways and Means Committee meeting.

Following up on previous discussions on medical costs which are not reimbursable by HPL, it was determined that the Jail Collections Account Clerk will work with the court system on a process to recuperate non-reimbursable medical costs.

IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:45 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE WEDNESDAY, AUGUST 13, 2008 – 5:15 P.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the July 31, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through August 12, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$286,810.80 with the general fund's portion being \$135,167.85, an additional \$32,367.96 in demand checks, and electronic funds transfers for Lenawee Transportation Corp. - \$14580.00, Medical Care Facility - \$495,860.31 and Department of Human Services - \$42,109.81. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Whipple, to request further information from MSU Extension on Turner Technologies, LLC, invoice #18284, in the amount of \$978.27. Motion carried.*

#### IV. Adjournment

*Motion by Whipple, supported by Van Doren, to adjourn the meeting at 6:02 P.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE TUESDAY, AUGUST 27, 2008 – 9:00 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Marcia Kortas

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the August 13, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through August 26, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$307,715.31 with the general fund's portion being \$131,053.99, an additional \$186,674.80 in demand checks, and electronic funds transfers for Lenawee Transportation Corp. - \$2,083.00, Medical Care Facility - \$403,501.70 and Department of Human Services - \$44,729.34. Motion carried.*

#### III. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 10:03 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE WEDNESDAY, SEPTEMBER 10, 2008 – 9:00 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Marcia Kortas

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the August 27, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through September 9, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$259,426.05 with the general fund's portion being \$125,815.46, an additional \$45,390.25 in demand checks, and electronic funds transfers for Lenawee Transportation Corp. - \$19,553.00, Medical Care Facility - \$359,215.65 and Department of Human Services - \$58,701.41. Motion carried.*

#### III. Old Business

Cheryl Whipple reviewed the response from Matt Shane, MSU Extension, to the Accounts Payable Committee question on the Turner Technologies, LLC Invoice, #18284 in the amount the amount of \$978.27.

#### III. Adjournment

*Motion by Whipple, supported by Tillotson, to adjourn the meeting at 9:58 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE WEDNESDAY, SEPTEMBER 24, 2008 – 9:12 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Tracy Pitts

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the September 10, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through September 23, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of 403,979.76 with the general fund's portion being \$231,562.36 an additional \$75,061.49 in demand checks, and electronic funds transfers for Medical Care Facility - \$230,129.47 and Department of Human Services - \$48,415.36. Motion carried.*

#### III. Other Business

Cheryl Whipple reported that according to the scheduled balance to release from the Citicapital escrow fund is \$400,618.86, which is not sufficient to pay the current \$627,325.20 Honeywell invoice. Invoice payment options were reviewed.

*Motion by Van Doren, supported by Whipple, to defer discussion to review escrow schedule and payment options to the full Board of Commissioners meeting. Motion carried.*

*Motion by Van Doren, supported by Whipple, to notify MSU Extension that an invoice needs to be submitted as backup documentation for the Detroit Marriott Hotel invoice, conf. #84155587005901, in the amount of \$319.70 and that 1/2 of the invoice should be paid by Jackson County.*

Commissioner Tillotson noted that on the Addison Veterinary Clinic invoice backup there were several entries where the number of days exceeded the 7 days allowable in the animal control ordinance.

*Motion by Tillotson, supported by Van Doren, to request an explanation from Addison Veterinary Clinic on how the numbers on the summary sheet relate to the invoice. Motion carried.*

*Motion by Van Doren, supported by Tillotson, to recommend that the Board of Commissioners create a financial subcommittee to meet with the County Treasurer to review current county funds. Motion carried.*

*Motion by Van Doren, supported by Whipple, to request further explanation on the Adrian Evening Lions Club invoice, in the amount of \$60, from Account number 456-5000-762.76-68. Motion carried.*

#### IV. NEXT MEETING

The next Accounts Payable Committee meeting is scheduled for **WEDNESDAY, OCTOBER 8, 2008 AT 8:30 A.M.**

#### V. Adjournment

*Motion by Whipple, supported by Tillotson, to adjourn the meeting at 10:39 A.M. Motion carried.*

CLW/rdb



## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE WEDNESDAY, OCTOBER 8, 2008 – 8:36 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Don Welch and Marcia Kortas

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the September 24, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through October 7, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of 444,763.72 with the general fund's portion being \$130,042.64, an additional \$43,209.82 in demand checks, and electronic funds transfers for General Fund - \$226,706.34, Lenawee Transportation Corp. - \$21,890.00. Medical Care Facility - \$472,006.02 and Department of Human Services - \$85,662.17. Motion carried.*

#### III. Other Business

Cheryl Whipple reviewed Sheriff Richardson's explanation on the Adrian evening Lions Club invoice.

The Accounts Payable Committee reviewed the law enforcement motor fuel budget. While motor fuel is over budget, non-personnel line items are under budget by \$192,014.56.

#### IV. Adjournment

*Motion by Whipple, supported by Van Doren, to adjourn the meeting at 9:45 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE WEDNESDAY, OCTOBER 22, 2008 – 9:00 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway and Marty Marshall

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the October 8, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through October 7, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$388,807.13 with the general fund's portion being \$183,206.33, an additional \$86,058.01 in demand checks, and electronic funds transfers for General Fund - \$226,706.34, Lenawee Transportation Corp. - \$12,090.00, Medical Care Facility - \$475,959.75, and Department of Human Services - \$51,280.57. Motion carried.*

#### III. Other Business

An invoice for conference meals (10/07-10/10/08), account number 101-2400-743.86.65, in the amount of \$166.77, submitted by the Equalization Department was reviewed.

Marty Marshall reviewed the employee receipts submitted for conference meal expense reimbursement. He plans to prepare a travel reimbursement policy for his department.

*Motion by Van Doren, supported by Whipple, to accept Mr. Marshall's clarification of employee travel reimbursements. Motion carried.*

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 10:33 A.M. Motion carried.*

CLW/rdb

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE WEDNESDAY, NOVEMBER 6, 2008 – 11:05 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Marcia Kortas

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the October 22, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through November 5, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$314,958.50 with the general fund's portion being \$170,437.20, an additional \$33,759.83 in demand checks, and electronic funds transfers for General Fund - \$502,650, Lenawee Transportation Corp. - \$14,580.00, Medical Care Facility - \$341,357.36, and Department of Human Services - \$59,381.51. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Whipple, to notify MSU of the \$35 limit on business card orders. Motion carried.*

The Accounts Payable Committee reviewed a draft reimbursement guidelines memo.

*Motion by Van Doren, supported by Whipple, to approve the memo and authorize distribution to the judges, department heads, and elected officials. Motion carried.*

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 12:22 P.M. Motion carried.*

CLW/rdb



# Board of Commissioners

301 North Main Street, Adrian, MI 49221  
(517) 264-4508 Voice (517) 264-4512 Fax  
www.lenawee.mi.us

**\*\*\* MEMO \*\*\***

**TO:** Judges, Department Heads, and Elected Officials  
**FROM:** Accounts Payable Committee  
**DATE:** 11-06-08  
**SUBJECT:** **REIMBURSEMENT GUIDELINES**

The following guidelines must be followed to receive reimbursement for expenses:

**NOTE: Do not secure a hotel room by going to Hotel.com or other types, as they DO NOT always supply a detailed invoice.**

**Online reservation confirmation forms are not acceptable as an invoice.**

**Personnel/Ways and Means Committee dated 5/13/03- The county has a policy that no County checks are to be issued more than 90 day of the due date. (This includes conferences.)**

\*\*\*\*\*

***TO SUBMIT YOUR VOUCHER FOR REIMBURSEMENT:***

- 1 – The original (or a copy) of the "CHECK-OUT" invoice from the hotel is to be submitted for reimbursement - online forms are unacceptable. If paid in advance, you still need to forward the invoice to Accounts Payable to be placed on record with the check.
- 2 – A detailed receipt of all room charges (including meals, telephone, etc.) is required.
- 3 – Meal receipts must be detailed! The charge slip is not acceptable for reimbursement! Check before ordering, no hand written slips.
- 4 – The County does not reimburse for Michigan Sales Tax - ask for a form from the Bookkeeping Department when making reservations. Another reason Hotel.com and etc do not work, they will not remove tax charges.
- 5 - Mileage rate is \$.585\*. (\*changes with IRS notification)

\*\*\*\*\*

## PLEASE PRINT AND POST WITHIN YOUR DEPARTMENT

Reimbursement checks are paid in the regular bi-weekly check run.

***Thank you for your assistance.***

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, NOVEMBER 20, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the November 6, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through November 19, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$408,002.35 with the general fund's portion being \$169,985.80, an additional \$55,062.44 in demand checks, and electronic funds transfers for Medical Care Facility - \$342,165.34, and Department of Human Services - \$76,494.25.*

*Motion by Van Doren, supported by Whipple, to amend the motion to request reimbursement for the \$29.88 demand check payment from account number 467-5000-762.76-68 for MSA gifts, and note that the invoice for periodical for years 2009-2010 was returned to the Sheriff's Department without payment, as the periodical delivery address is Larry Richardson's home address. Motion as amended carried.*

#### III. Other Business

Cheryl Whipple reported that the \$95 invoice payable to Michigan State University, for business cards was for 3 different orders of cards. MSUE business cards need to be purchased through MSU because of the graphic standards (colors etc). County Printing department has been contacted in the past and are not able to meet requirements.

Cheryl also reported that a restitution check has been received for animal boarding in a vicious dog case. Commissioner Tillotson wanted it to be duly noted and express his appreciation of District Court judges and staff working together as a team and staying on top of these cases. He requested that a thank you letter be sent on behalf of the Accounts Payable Committee.

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:45 a.m. Motion carried.*

CLW/rdB

## MINUTES

### ACCOUNTS PAYABLE COMMITTEE THURSDAY, DECEMBER 4, 2008 – 9:00 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Van Doren and Tillotson, and Cheryl Whipple

Also Present: Marcia Kortas

#### I. Approval of Minutes

*Motion by Whipple, supported by Van Doren, to approve the minutes of the November 20, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through December 3, 2008 was distributed and reviewed.

*Motion by Van Doren, supported by Whipple, to approve total vouchers for payment in the amount of \$385,821.43 with the general fund's portion being \$162,842.72, an additional \$69,664.22 in demand checks, and electronic funds transfers for Lenawee Transportation Corp - \$15,420.00, Medical Care Facility - \$570,447.98 and Department of Human Services - \$44,171.67. Motion carried.*

#### III. Other Business

*Motion by Van Doren, supported by Whipple, to request from MSUE a list of attendees at the Michigan Planning Enabling Act Program, to put on file for audit documentation purposes, and request further explanation of \$38 charge for Jasneet Sharma as a program presenter, account number 690-3600-700.90-00. Motion carried.*

#### IV. Meeting schedule

The next two (2) Accounts Payables Committee meetings are scheduled for:

**THURSDAY, DECEMBER 18, 2008 AT 10:00 A.M.**

and

**TUESDAY, DECEMBER 30, 2008 AT 9:00 A.M.**

#### V. Adjournment

The meeting was adjourned at 10:15 a.m.

## MINUTES

### **ACCOUNTS PAYABLE COMMITTEE THURSDAY, DECEMBER 18, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Tillotson and Van Doren, and Cheryl Whipple

Also Present: Marcia Kortas, Bev Kampmueller, Cletus Smith, and Roxann Holloway

#### I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the December 4, 2008 meeting. Motion carried.*

#### II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through December 17, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$505,078.01 with the general fund's portion being \$218,478.43, an additional \$128,007.95 in demand checks, and electronic funds transfers for Lenawee Transportation Corp - \$11,647.00, Medical Care Facility - \$332,834.32 and Department of Human Services - \$71,291.36. Motion carried.*

#### III. Other Business

Cheryl Whipple reviewed Matt Shane's written response to a request for further explanation of \$38 presenter charge. Cheryl also noted that requested documentation was submitted.

Lieutenant Cletus Smith answered questions about the number of Expeditions and pickups in the fleet what they are used for. He also answered questions on a towing invoice.

The Accounts Payable Committee discussed the importance of forwarding any insurance claim information to the Administrator's Office.

Commissioner Van Doren inquired about the status of reimbursement from former Sheriff Richardson for MSA gifts in the amount of \$29.88. Cheryl indicated that there has been no reimbursement to date.

#### IV. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 11:48 A.M. Motion carried.*

clw

**ACCOUNTS PAYABLE COMMITTEE  
TUESDAY, DECEMBER 30, 2008 – 9:00 A.M.  
COMMISSIONERS' COMMITTEE ROOM**

Present: Commissioners Van Doren and Tillotson, and Cheryl Whipple

Also Present: Roxann Holloway

I. Approval of Minutes

*Motion by Van Doren, supported by Whipple, to approve the minutes of the December 18, 2008 meeting. Motion carried.*

II. Review and approve accounts payable vouchers

A listing of vouchers received for payment in the Clerk's Office through December 29, 2008 was distributed and reviewed.

*Motion by Whipple, supported by Van Doren, to approve total vouchers for payment in the amount of \$273,501.11 with the general fund's portion being \$133,344.00, an additional \$13,841.31 in demand checks, and electronic funds transfers for Medical Care Facility - \$420,773.70 and Department of Human Services - \$83,825.55. Motion carried.*

III. Review Finance Reports

Finance reports covering general fund expenditures and fund status were distributed and reviewed.

IV. Recommend Necessary 2008 Budget Adjustments

*Motion by Van Doren, supported by Whipple, to approve 2008 budget amendments as follows with total general fund budget to remain at \$27,800,206:*

<b>RECOMMENDED ADJUSTMENTS</b>	<b>AMOUNT</b>
2070 BONDS & MISC INS	\$40,000
9610 CHILD CARE DHS	\$30,000
9630 DRAIN COMMISSION	\$32,000
5000 SHERIFF-LAW ENFORCEMENT	(\$102,000)

*Motion carried.*

V. Adjournment

*Motion by Van Doren, supported by Whipple, to adjourn the meeting at 12:00 P.M. Motion carried.*