



Manistee County Courthouse  
415 Third Street · Manistee, Michigan 49660

**CLERK**

Jill M. Nowak  
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**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**Board of Commissioners**

**CHAIRPERSON**

Jeffrey Dontz

**VICE-CHAIRPERSON**

Karen Goodman

Margaret Batzer

Eric Gustad

Pauline Jaquish

Nikki Koons

Richard Schmidt

**POLICY COMMITTEE**

Friday, March 26, 2021  
2:30 P.M.

Courthouse & Government Center  
Board of Commissioner's Room

**AGENDA**

1. Call to Order
2. Public Comment
3. New Business
  - a. Manistee County Electronic Funds Transfers Policy – Appendix A
  - b. Example Policy Formats – Appendix B
4. Old Business
5. Other items from Committee members.
6. Adjournment

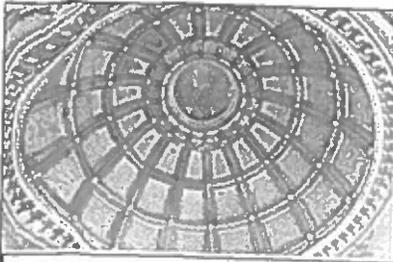
## Manistee County Electronic Funds Transfers Policy

Electronic Funds Transfers (EFT) – Are the exchange or transfer of money electronically from one account to another, either within the same organization or across different companies. This policy will ensure and promote the safety of Manistee County's funds in the electronic funds transfer environment, and to establish the control and accounting procedures under which any fund under the County's control can be moved by electronic transfer for any purpose including direct deposit, withdrawal, transfer, or payment.

1. The procedure to initiate, approve, and record an EFT payment is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.
2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.
3. The County Treasurer will authorize individuals to initiate wire transfer requests as well as associated transfer limits.
4. All EFT payments should be initiated by secure computer-based systems. Phone transfers will only be used if approved in advance by the Treasurer or another authorized representative other than the initiator.
5. The mechanism by which EFT payment requests are communicated to the disbursing bank will have adequate controls to prevent unauthorized access. These controls may include password protected user accounts, personal identification numbers (PINs) and a designated administrator.
6. The County Treasurer will be the primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards.
7. The person who initiates an EFT payment cannot record the transaction to the General Ledger.
8. Because EFT transfers between County bank accounts have reduced risk, EFT's may be used on a routine basis to concentrate funds for payment and investment purposes. Although the risks are minimal for transfer between County accounts, reasonable controls will exist with regards to authorization, reconciliation, and review of these transactions.
9. Bank activity will be monitored daily for unusual or unexpected transactions. Reconciliation of bank activity to the General Ledger will be performed in a timely manner with all exceptions resolved.
10. For any invoices that will be paid by ACH, a voucher will be created and signed by the County Controller/Administrator prior to payment.

# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 3 of 2021  
House: Adjourned until Thursday, March 25, 2021 12:00:00 PM



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## NAVIGATE SECTIONS

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- [Section 124.303](#)

## Section 124.303

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### ELECTRONIC TRANSACTIONS OF PUBLIC FUNDS (EXCERPT) Act 738 of 2002

#### Legislature

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- Michigan Manuals
- Michigan Color Themes
- Publications
- Related Sites

#### 124.303 ACH policy; contents.

##### Sec. 3.

A local unit shall not be a party to an ACH arrangement unless the governing body of the local unit has adopted a resolution to authorize electronic transactions and the treasurer or the ETO of the local unit has presented a written ACH policy to the governing body. The ACH policy shall include all of the following:

- (a) That an officer or employee designated by the treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- (b) That the officer or employee responsible for disbursement of funds shall submit to the local unit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system of the local unit or in a separate report to the governing body of the local unit.
- (c) A system of internal accounting controls to monitor the use of ACH transactions made by the local unit.
- (d) The approval of ACH invoices before payment.
- (e) Any other matters the treasurer or ETO considers necessary.

**History:** 2002, Act 738, Imd. Eff. Dec. 30, 2002

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It is the policy of the County to provide vehicles for business use, to allow employees to drive on County business and to reimburse employees for business use of personal vehicles according to the guidelines below.

- Employees may not drive vehicles for County business without prior approval of their Department Head/Elected Official and the County Controller/Administrator's Office. Before approving a driver, the County Controller/Administrator's Office must check the employee's driving record, verify existence of a valid driver's license and make sure the employee is eligible for coverage under any applicable County insurance.
- Employees holding jobs designated as requiring regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. Driving Record Checks will be done on a yearly basis. In addition, such employees must inform their Department Head/Elected Official of any changes that may affect their ability to meet the standards of this policy.
- Employees who need transportation in the course of their normal work may be assigned a County vehicle for their use. All other employees needing transportation for County business may use available County vehicles. As a last alternative, when no county vehicles are available, employees may use their own vehicles for business purposes, but only with the prior approval of their superior.
- Employees who drive a vehicle on County business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any County or legal standards for insurance, maintenance and safety.
- Employees are not permitted, under any circumstances, to operate a County vehicle, or a personal vehicle for County business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or alcohol/drug use.
- Employees driving on County business may claim reimbursement for parking fees and tolls incurred. In addition, employees driving County vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. All requests for reimbursement must be approved by the employee's Department Head/Elected Official.
- Employees who use their personal vehicle for approved County business purposes will receive mileage allowance pursuant to rates established by the County Board of Commissioners.
- Employees must report any accident, theft or damage involving a County vehicle or a personal vehicle on County business to the County Controller/Administrator's Office, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than twenty-four (24) hours after such occurrence.

**AGENCY NAME / LOGO**  
**Policy & Procedure**

<b>Title:</b>	<i>Name</i>	<b>Last Reviewed:</b>		<b>Policy #</b>	
<b>Department:</b>		<b>Last Revised:</b>			
<i>Approved By</i>		<b>Effective:</b>		<b>Page</b>	<b>1 of 5</b>

**Policy Statement:**

*Agency Name* shall provide each professional field staff employee with a home care bag, which will be stocked as required for the specified discipline. The Home Care Bag will provide the basic equipment and supplies necessary to perform a standard home visit, and a method for transporting of such equipment. The home care bag shall be used to prevent the potential spread of infection between and among staff and patients.

**Procedure:**

1. Each field staff employee will carry the Home Care Bag into the patient's home on every visit unless one or more of the following conditions exists:
  - Poor hygiene and unsanitary conditions have been identified within the patient's home.
  - Extensive insect or rodent infestation exists within the patient's home.
  - The patient refuses or makes a request that the bag not be brought into the home.
  - The patient suffers from a condition in which presence of the home care bag interferes with therapeutic interaction between patient and staff (i.e. mental illness).
  - There is a resistant organism which requires that equipment be designated for single patient use only. (See policy on Resistant Organisms)
  
2. If the Home Care Bag cannot be brought into the patient's home due to one of the above conditions the staff member making the home visit shall carry all essential items for the visit into the home in a non permeable, disposable bag.
  
3. In cases where equipment must be dedicated for individual patient use only, (i.e. presence of resistant organisms) a temporary bag of disposable items will remain in the patient's home for staff use at each visit. This temporary bag will contain items necessary to make a standard visit such as, but not limited to:
  - Disposable Blood pressure cuff
  - Disposable stethoscope
  - Gloves
  - Apron
  - CPR mask
  
4. Handwashing supplies shall be kept in the outermost pocket of the Home Care Bag for easy accessibility. Hands must be washed prior to entering the bag to obtain any reusable or sterile items. (Refer to Handwashing Policy for correct handwashing procedure)
  
5. The type of Home Care Bag issued to each field staff member and the supplies stocked within the bag shall be dependent upon the discipline to which the bag is issued. It is the responsibility of the field staff member to whom the bag was



## NAME OF POLICY AND PROCEDURE DOCUMENT

*[The name should be concise, descriptive and start with a key word]*

### 1. INTRODUCTION

*[The Keele University Accessible Writing Guide must be read before drafting a policy document.]*

#### 1.1 Purpose

*[This section should:*

- *Clearly and succinctly outline the rationale and context for the University having such a policy;*
- *Include any regulatory and legislative requirements for having such a policy.]*

#### 1.2 Scope

*[This section should:*

- *Include an overview of the areas and/issues covered by the policy;*
- *Include who must comply with the policy;*
- *Include brief definitions and/or explanations to provide context to what the policy is for, who it applies to and when it must be applied.]*

### 2. POLICY

*[This is the core section of the policy document and should clearly (in compliance with the Keele University Accessible Writing Guide) outline the principles and statements that form the policy. The policy should state and define what those principles, values and expectations are, rather than describe the operational detail, as this will be covered within a supporting procedure or guidance document, which will need to be clearly linked to the policy.]*

### 3. ROLES AND RESPONSIBILITIES

*[This section should include further detail about who the policy applies to, but also who (role description rather than a name) has strategic oversight of the policy, which committees review and monitor the policy, and contact information for at least one member of staff who can answer questions on the policy. For the elements of the policy that are mandatory, this section should also state how compliance will be monitored and enforced.]*

### 4. RELATED POLICIES AND PROCEDURES

*[This section should reference the relevant University policies and procedures (or other key University documents) that may need to be read in conjunction with this policy; also reference (provide links) to any relevant legislation or University governance provisions.]*