

August 16, 2022

The Board of Road Commissioners for the County of Antrim met at the County Garage, Mancelona, Michigan for a regular meeting at 9:30 a.m.

The meeting was called to order by Chairman Hoogerhyde.

Present: Commissioners Amos, Giar and Hoogerhyde. Also present: Engineer-Manager Thompson, Accounting Manager Harp, Operations Manager Stumm and Secretary Sexton.

It was moved by Giar and seconded by Amos to approve the agenda as presented. Motion carried by unanimous yes vote.

It was moved by Giar and seconded by Amos to approve the July 19, 2022 regular meeting minutes. Motion carried by unanimous yes vote.

At 9:31 a.m. the floor was opened for public comment.

BOC Liaison Rubingh updated the Board on BOC matters.

Being no further comment the floor was returned to the Chair at 9:42 a.m.

2022 Cashflow, MTF and Fund balance reports were reviewed.

The Engineer-Manager gave his report.

2022 road projects were reviewed.

The following sealed bids were opened and read on August 9, 2022:

M-88 Culvert Replacement:

Elmer's	\$64,480.00
Rieth-Riley	\$76,565.00

It was moved by Giar and seconded by Amos to accept the low bid of Elmer's for M-88 culvert replacement. Motion carried by unanimous yes vote.

Generator Installation Mancelona and Kewadin:

Arndt Electric	\$84,271.00
Steve's Electric	\$120,144.27

It was moved by Giar and seconded by Amos to accept the low bid of Arndt Electric for Generator Installation. Motion carried by unanimous yes vote.

It was moved by Amos and seconded by Giar to adopt Policy #190 Fraud Policy:

POLICY 190

I. PURPOSE The Antrim County Road Commission (ACRC) is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or the misuse of ACRC assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

II. DEFINITIONS

As used in this Policy, the terms listed below shall have the following definitions:

Embezzlement is to misappropriate property entrusted to one's care for one's own use.

Misappropriate means to wrongfully take or make use of an asset without authority or right.

Loss is defined as the ACRC losing possession or control of any type of asset through fraudulent activities.

Employee(s) refers to all ACRC employees, independent contractors, consultants, and temporary workers.

Assets refer to the entire property of the ACRC and include, but are not limited to, all ACRC vehicles, equipment, and building property, computers and software, cash receivables, wages and benefits.

Equipment is defined as a capital asset that is not consumable or expendable; it is movable, even though sometimes attached to other objects or buildings; and its removal does not create a readily observable impairment or deterioration. Examples include, but are not limited to: office equipment including computers, desks, cabinets, printers and scanners, electronic data processing equipment, tools, and inventory items

III. PROHIBITED ACTS

Fraud and misuse of ACRC assets are prohibited. Examples of fraud and misuse of ACRC assets include, but are not limited to:

- A. Embezzlement.
- B. Misappropriation, misapplication, destruction, removal, or concealment of ACRC property.
- C. Alteration or Falsification of documents.
- D. Theft of any asset (money, tangible property, road materials, inventory, etc.)
- E. Intentional circumvention of procedures.
- F. Authorizing or receiving compensation for goods not received or services not performed.
- G. Authorizing or receiving compensation for hours not worked.
- H. Misrepresentation of facts.

The ACRC hereby adopts a zero-tolerance policy regarding fraud and misuse of ACRC assets. No ACRC, contractor or sub-contractor working for the ACRC, or member of the public shall engage in fraud, embezzlement, misappropriation, theft or misuse of any ACRC asset. An individual who violates this Policy will be subject to any or all of the following: civil action, restitution

and/or criminal charges. In addition to the above-listed remedies, employees who violate this Policy will be subject to disciplinary action, up to and including discharge.

IV. COMPLAINT PROCEDURE

A. Employees of the ACRC shall read and understand this Policy. Employees shall be expected to report any suspected or known fraudulent act(s) to their supervisor or to the Department Managers. If an employee has reason to believe that their supervisor may be involved in the suspected or known fraudulent act, the employee shall notify the Engineer-Manager or the Accounting Manager.

B. Supervisors/Department Managers shall:

1. Communicate the provisions of this policy to all staff;
2. Report all complaints of suspected or known fraudulent activity to the Engineer-Manager or the Accounting Manager;
3. Take no action without consulting the Engineer-Manager; and,
4. Recommend appropriate disciplinary action when there is evidence of wrongdoing.

C. When made aware of a suspected or known fraudulent act, the Engineer-Manager or the Accounting Manager must initiate an internal investigation. The internal investigation may include, but is not limited to, review of cash journals, ledgers and accounting records.

D. All participants in a fraud investigation shall keep the details and results of the investigation as confidential as is reasonably possible under the circumstances.

E. There shall be no retaliation against any employee because the employee has made a report of a suspected or known fraudulent act or testified, assisted, or participated in an investigation under this Policy. Any such retaliation will result in disciplinary action, up to and including discharge from employment.

V. PREVENTION

Each department will maintain an internal control environment to protect the department and the ACRC from loss or other damages as a result of a fraudulent act.

VI. FALSE ALLEGATIONS

False allegations of suspected fraud with the intent to disrupt or cause harm to another will be subject to disciplinary action up to and including termination of employment.

VII. CORRECTIVE ACTIONS AND DISCIPLINE

Appropriate and timely action will be taken against anyone who has committed a violation of this Policy. These remedial actions may include, but are not limited to:

- A. Disciplinary action (up to and including immediate termination of employment).
- B. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
- C. Forwarding information to the appropriate authorities for criminal prosecution.
- D. Institution of civil action to recover losses.
- E. Where the ACRC elects to take corrective or disciplinary action, it will proceed under the procedures in place under any collective bargaining agreement for the respective employment classification.
- F. The ACRC may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from the fraudulent conduct.

VIII. CONFIDENTIALITY

All investigations will be conducted in confidence insofar as reasonably possible. The name or names of those communicating information about a fraudulent act and the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.

IX. RESPONSIBILITY

The Engineer-Manager is responsible for administering this policy.

Motion carried by unanimous yes vote.

Policy 190 adopted.

It was moved by Giar and seconded by Amos to appoint Kelly Sexton, Office & HR Manager as new Title VI Coordinator. Motion carried by unanimous yes vote.

The ballot for NMARC Board of Trustees was discussed. It was moved by Giar and seconded by Amos to cast the ballot for NMARC Board of Trustees. Motion carried by unanimous vote.

Resolution #2022-04 was offered by Amos with support from Giar:

WHEREAS the Antrim County Road Commission will hereby enter into a contract (No. 2022-0892) with the Michigan Department of Transportation for the purpose of establishing the amount of funding to address coronavirus disease impacts related to Highway Infrastructure Programs under the Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Act Appropriations Act, 2021 (HIP-CRRSAA).

WHEAREAS The funding is programmed with the use of federal funds administered by the United States Department of Transportation, Federal Highway Administration (FHWA), now

THEREFORE BE IT RESOLVED that the Engineer-Manager, Burt R. Thompson, be authorized to sign said contract for and on behalf of the Antrim County Road Commission.

BE IT FURTHER RESOLVED that a certified copy of this resolution be included with said contract and returned to the Michigan Department of Transportation.

Ayes: Amos, Giar and Hoogerhyde. Nays: none. Absent: none.

Resolution #2022-04 adopted.

It was moved by Amos second by Giar to set the Office & HR Manager's wage at \$60,037.00 retroactive to 4/26/2022. Motion carried by unanimous yes vote.

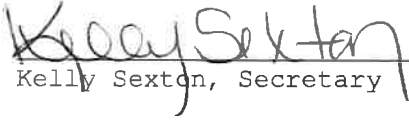
Bills in the amount of \$1,935,153.69 covered by master voucher(s) #15, #16 & #17B.

payroll(s) #16 & #17 in the amount of \$167,818.62 were reviewed.

By motion, the meeting adjourned at 10:42 a.m.



Godfrey Hoogerhyde, Chairman



Kelly Sexton, Secretary