

BELKNAP COUNTY
ADMINISTRATIVE CODE
8/3/2020

Contents

CAPITAL IMPROVEMENTS PROGRAM.....	3
COMMISSIONERS MEETING AGENDA.....	5
CONTRACT AUTHORIZATION.....	6
CREDIT CARD POLICY	7
DEPARTMENT HEAD REPORTING PROCEDURE	10
DEPARTMENTAL POLICY ISSUANCE.....	11
DISPOSITION OF PROPERTY PROCEDURES	12
GUIDELINES FOR DISCIPLINARY PROCESS	13
HEARING PROCEDURE FOR DISCIPLINARY RECOMMENDATIONS TO BOARD OF COMMISSIONERS	16
JOB REQUISITION PROCEDURE	17
MILEAGE REIMBURSEMENT RATE POLICY	19
PROCEDURES FOR FEDERAL AND STATE GRANT APPLICATION, ACCEPTANCE AND ADMINISTRATION	20
PUBLIC INFORMATION POLICY	23
PURCHASING PROCEDURES	24
SEVERE WINTER WEATHER POLICY	26

CAPITAL IMPROVEMENTS PROGRAM

Approved: 6/27/2012

Effective: 9/1/2012

PURPOSE: To provide a policy and procedures for the development and approval of the County six (6) year plan for Capital Improvements, known as the Capital Improvement Program.

AUTHORITY: The Belknap County Board of Commissioners.

RESPONSIBILITY: The County Administrator, Facilities Manager, and Finance Director will be responsible for ensuring that this policy is followed and/or updated as necessary.

DEFINITIONS:

CAPITAL IMPROVEMENT PROGRAM: A multi-year planning document that is designed to forecast the long-term capital needs of the County and to establish funding alternatives for those projects which are determined to be high priority.

CAPITAL IMPROVEMENT PROJECT: A capital project is an equipment acquisition, a computer/software systems acquisition, or a facility improvement that involves construction of new infrastructure, additions to existing structures, and renovation of existing structures. A capital project is defined in financial terms as a project with a projected final cost of at least \$50,000 with a useful life of at least 5 years and is a nonrecurring expense.

CIP ADVISORY COMMITTEE: The CIP Advisory Committee members will be responsible for reviewing the various departmental requests for capital improvement projects. Members are the County Administrator, Finance Director, & Facilities Manager. The prioritized projects will be submitted to the Board of Commissioners for approval. The Finance Director will ensure that the approved Capital Improvement Program is compiled and published each year in conjunction with the development of the County's annual operating budget for the corresponding fiscal year.

POLICY:

- The County will make all capital improvements in accordance with the adopted Capital Improvement Program.
- The County will develop a multi-year capital improvement plan for capital improvements and update it annually.
- The County will approve an annual capital budget as part of the annual general appropriations budget process.
- The County will support a capital program which is designed to maintain assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs.
- The County will identify the estimated costs and potential funding sources for each capital project proposal before it is included in the recommended Capital Improvement Program. The County will determine the least costly financing method for all new projects.

PROCEDURES:

Schedule: Annually, the Finance Director will submit a proposed CIP development schedule which is coordinated with the annual budget calendar to the County Administrator. Based on this calendar, the Finance Director will update the 6-year capital improvement plan and initiate a request to the County departments for submission of updates, revisions and new projects for the Capital Improvement Program.

Capital Project Submission: The Finance Director will utilize the previous year's approved CIP as a base for developing recommended additions, deletions, or changes for incorporation in the updated CIP for the ensuing year. The departments will be required to use the standard format provided to submit new projects or propose revisions to existing projects. All new projects will include a comprehensive estimate of the impact of the new project on the County's annual operating budget; e.g., salaries and benefits, supplies, utilities, fuel, maintenance requirements, etc.

CIP Advisory Committee Review: The CIP Advisory Committee will meet as needed to review all submissions for the proposed CIP and to develop a project priority list. The Advisory Committee will prioritize projects according to their support of established County goals and the published criteria used to evaluate capital projects and their relative priority.

Finance Review: The Finance Director will be responsible for production of debt service schedules, revenue estimates, and fund balance projections as well as overall financial analysis of the proposed program.

Adoption/Public Hearing: The proposed CIP will be considered at a public hearing convened by the Board of Commissioners to accept comments and input from the public on the content of the Plan. The public hearing may be held as part of the annual public hearing on the proposed budget.

Distribution: A copy of the approved CIP document will be published on the County's website.

Implementation: Upon adoption of the annual budget and CIP, projects included within the applicable budget year may be implemented by the appropriate department in compliance with the County's Purchasing Policy.

COMMISSIONERS MEETING AGENDA

September 5, 2018

The purpose of this procedure is to request your assistance in a continuing effort to produce timely agendas and information to the Commissioners at their meetings. The Board's current meeting schedule is the 1st & 3rd Thursdays of each month @ 5:15pm.

If you would like to present information at a Commission meeting or would like the Commissioners to take action on an item, please submit your request with documentation *to the County Administrator at least one week in advance* of the meeting. This will allow time review of the information & creation of the agenda.

Exceptions to this should be rare, such as an emerging issue or item that develops such that deadlines cannot be met. In such cases, exceptions will be made on a case by case basis.

CONTRACT AUTHORIZATION

Legal Basis - This policy governing the procedure to authorize contracts to be used by Belknap County is written in accordance with NH RSA 28:8.

Contracts: In accordance with the Purchasing Procedures, all contracts must be authorized by the County Commissioners with the following exception:

Department Heads may authorize contracts with the County for less than \$10,000 which cover no more than one year.

A copy of every contract must be kept on file in the Finance Department.

Adopted May 19, 2010

CREDIT CARD POLICY

November 2, 2011

Purpose

To establish the Policy and Procedures for the use of County credit cards by department heads and/or their designee. These procedures are intended to accomplish the following:

1. To ensure that the procurement with credit cards is accomplished pursuant to the policy and procedures established by the Board of Commissioners.
2. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
3. To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purposes only.
4. To ensure that the County bears no legal liability from inappropriate use of credit cards.

Scope

The County Administrator, or Finance Director (Administration) as may be appropriate will make all decisions regarding the issuance of individual cards and the establishment of any and all additional controls of their use. The limit on each card shall be no more than \$3000.00.

Policy

1. County credit cards may be used for the following purchases:
 - a. Fuel, Materials, supplies, and equipment. Only if a purchase order cannot be issued. Charges for supplies and equipment shall not exceed \$250 per item without approval from the Administration or their designee.
 - b. When it is not practical or available to use a standard purchase order, such as, internet purchases.
 - c. Travel and/or training expenses, other items specifically authorized by the Administration or their designee.
2. The credit card will not be used for personal purchases of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the County is prohibited.
3. Splitting of charges to avoid the transaction limit set for the credit card is prohibited.
4. Use of the card for meals is limited to travel where at least one overnight stay will occur, or when the meal is for County business purposes only at the convenience of the County. Meals to promote goodwill or to boost morale are not considered at the convenience of the County. There will be no charges allowed for alcohol or entertainment.
5. Department heads are required to authorize payment of the charge on their receipt. This includes charges made by any designated individual.

6. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the credit card.
7. The credit card is not to be used to pay invoices or statements of any kind when a standard purchase order can be utilized.
8. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
9. Any incentive program benefits derived by the use of County credit cards will be the property of the County. The Administration will determine the use of such incentive program benefits.
10. All cardholders should take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
11. Lack of proper documentation or authorizations may result in loss of credit card privileges and/or personal liability.
12. Misuse of a County credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
13. The cardholder will provide all information required by the financial institution issuing the card in order to receive a County credit card, including social security information as required by the Federal Patriot Act.

Procedure

1. Each authorized cardholder must sign an Agreement to Accept County Credit Card prior to issuance of the credit card. Forms will be kept on file in the Finance Department.
2. When using the County credit card, the cardholder should:
 - a. Ensure the goods or services are budgeted and allowable.
 - b. Determine if the intended purchase is within the cardholder's credit card limits.
 - c. Tell the merchant or supplier that the purchase will be made using the credit card issued through Belknap County.
 - d. Inform the merchant that the purchase is tax exempt. The tax-exempt number is 02-6000065. Review the receipt before leaving the store and request a credit if taxes were charged in error.

- e. The cardholder is responsible for managing any returns or exchanges to ensure proper credit is received for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure that proper credit is received.
3. All receipts related to the purchase need to be approved by the department head and forwarded to the Finance Department within (3) three days of the purchase accompanied by a purchase order. If the cardholder does not have receipt or proper documentation to submit, a reconciliation statement that includes a description of the item, date of purchase, merchant's name and an explanation for the missing support documents shall be submitted within (3) three days of the purchase. Frequent instances of missing documentation may result in the cardholder's privileges being revoked.
 4. The Finance Department will reconcile the credit card statement to the receipts forwarded by the departments making purchases. Exceptions will be forwarded to the department involved for resolution. The Finance Department will verify the general ledger code designated for the transactions and will adjust, if necessary
 5. It is the cardholder's responsibility to submit the receipts and other documentation within the time frame stated above. If the information is not submitted in a timely manner, the department that has not submitted the information will be responsible for the interest and/or late charges.
 6. If a credit card is lost or stolen it shall be reported to the Finance Department immediately after discovery.
 7. Upon separation of employment, cardholders shall surrender their county credit card to their department head who will then forward it to the Finance Department on or before their last day of work and prior to issuance of final compensation to the cardholder.

Audits

Random audits will be conducted for both card activity and receipt retention as well as statement review by the Finance Department. The detailed activity is also reviewed annually by the county's independent auditing firm.

Authority

These policies are adopted by the Board of Commissioners as it relates to their management of the County's prudential affairs and their authority over expenditures.

DEPARTMENT HEAD REPORTING PROCEDURE

4/5/2010

In an effort to keep the Commissioners informed on a more regular basis, Department Heads shall update the Board of Commissioners regarding the status of their department.

- Each Department Head should appear before the Board on a quarterly basis, at a regularly scheduled Commissioner's meeting.
- These meetings will be scheduled by the County Administrator and included on the meeting agenda.
- Please prepare a written report, to guide and focus the meeting.

Please plan to keep these meetings brief and on the topic so that the agenda is not disrupted.

DEPARTMENTAL POLICY ISSUANCE

April 03, 2015

Overview: Belknap County Department Heads are charged to provide a variety of services which require the implementation and regular revision of departmental policies and procedures.

Purpose: The purpose of this policy is to set forth the guidelines under which County Department Heads may issue department policies and procedures without requesting formal approval of County Commissioners.

Reference: NH RSA Chapter 28; Section 4-2 of the Belknap County Personnel Policy Manual; other NH RSA's as applicable, including Chapter 30.

Responsibility: It shall be the responsibility of all county department heads to comply with the purpose of this policy and exercise sound judgment with regard to issuance of departmental policies and operating procedures. Each Department Head shall be knowledgeable of the specific requirements pertinent to their operation. Department Heads and supervisory personnel shall be accountable for issuance, implementation, adherence, monitoring, training, and review.

Though some provisions of this policy only apply to non-elected County Department Heads, elected officials are strongly encouraged to comply even where they have statutory authority to do otherwise.

Procedures: Each separate and identifiable department of Belknap County may develop and implement as necessary, such procedures and rules pertaining to unique operational requirements of their departments. Such procedures and rules shall not conflict with County-wide policies and procedures. All newly adopted policies shall be forwarded to the County Administrator. Should any conflicts arise, policies adopted by the County Commissioners shall prevail.

The Commissioners reserve the right to review and question any policy at any time and to seek clarification. Commissioners will hold Department Heads and County Administrator accountable for the issuance of departmental policies.

All departmental policies shall be maintained electronically.

DISPOSITION OF PROPERTY PROCEDURES

Legal Basis - This policy governing purchasing procedure to be used by Belknap County is written in accordance with NH RSA 28:8-a.

Surplus Property - When property is determined to be surplus to the needs of the County, it shall be disposed of. Any property with a value in excess of \$300 shall be subject to a public sale.

GUIDELINES FOR DISCIPLINARY PROCESS

1. **JUST CAUSE** – *Generally* disciplinary actions shall only be taken for just cause as defined below (also review applicable bargaining contract and/or County Rules and RSA 28:10-a):
 - a. Was the employee adequately warned of the consequences of his/her conduct? The warning may be given verbally (must be clear and documentable) or in writing in the form of written rules.
 - b. Was the County's rule or order reasonable related to efficient and safe operations? This should be self-explanatory; management has the right to issue reasonable rules related to our operations.
 - c. Did we investigate before administering discipline? Always conduct an investigation; seek the assistance of the individuals trained to do so e.g. Human Resources and trained supervisors.
 - d. Was the investigation fair and objective? This is critical; we must prepare and act promptly upon knowledge of the incident and be thorough and as objective (detached) as possible.
 - e. Did the investigation produce substantial evidence or proof of guilt? Generally the standard is "clear and convincing" which means that it is substantially more likely than not that the allegation(s) is true. This is a lesser requirement than "beyond a reasonable doubt" which requires the Trier of fact be all but certain of the allegation; however it is a stricter requirement than proof by "preponderance of evidence" which merely requires the allegations are more likely true than not;
 - f. Did we apply our rules, orders & penalties evenly and without discrimination? If enforcement is lax then generally we cannot "crack down" without prior notice
 - g. Was the penalty reasonably related to the seriousness of the offense given the Employee's prior record? Consider if the misconduct exposed a safety problem or created workflow disruptions and if the punishment is reasonable consistent with the individual's record, length of service, overall performance. Avoid using previous offenses to determine culpability for the offense under investigation; rather use it only to determine the severity of the discipline.
2. **PROGRESSIVE DISCIPLINE** – Discipline will normally follow a progressive process to give the employee the opportunity to correct their inappropriate behavior. Although management has the right to skip steps based on the severity of the offense, generally progressive discipline includes the following steps:
 - a. **Verbal/Oral Reprimand** – Recorded clearly as Verbal or Oral reprimand by the supervisor and placed in the employee's Personnel File with an acknowledgement of receipt from the employee.
 - b. **Written Reprimand** – Normally outlines the nature of the offense and states future disciplinary consequences.
 - c. **Suspension without Pay** – Disciplinary leave without pay depending on the seriousness of the offense. **(NOTE: Exempt employees shall not be subject to disciplinary suspensions of less than a full workweek.);**
 - d. **Termination** – The employee is discharged based on the seriousness of the offense or for not correcting behavior previously identified in the progressive process. **Refer to RSA 28:10-a for any suspension or termination.**

3. **PAST PRACTICE** – The County will be held accountable for our past practices we have established even if they violate a written rule or standard. Enforcement of a rule is up to us as management. Therefore, when we overlook enforcement, non-enforcement becomes the new standard in our workplace.
Note: A past practice can be changed and then the new standard enforced with proper notification and giving Employees opportunity to conform to the new standard.
4. **EQUAL TREATMENT** – It is critical that management impose disciplinary action consistently and objectively for similar offenses.
5. **WEINGARTEN RIGHTS** – During a disciplinary investigation a Union Employee has the right to a Union Representative; Non Union Employees may have a right to an employee representative of their choice under the following conditions:
 - a. The Employee reasonably believes that the interview may result in disciplinary action.
 - b. The Employee must request such representation.
 - c. The exercise of such rights cannot unreasonably interfere with the needs of the employer.
6. **GARRITY RIGHTS** – During an investigation of an offense that could result in criminal proceedings the following administrative rights apply:
 - a. Advise the Employee that answers to questions will not be used against them in criminal proceedings.
 - b. Order the Employee to truthfully answer questions under threat of disciplinary action that will result in termination.
 - c. Ask questions that are specifically, directly and narrowly related to the Employee's duties. (Use standard Garrity Rights form obtained from Human Resources).

Note: Other departmental rules/guidelines, legal or contractual rights may apply. Always review the contract and consult with Human Resources where any disciplinary action equal to or greater than suspension may apply.

7. **Pre-deprivation (Loudermill) HEARING/CONFERENCE** – Prior to suspension or recommending termination the Employee has the right to be heard as an initial check against a mistaken decision. The following steps shall be taken:
 - a. Advise the Employee of the charges and allegations.
 - b. Give the Employee an opportunity to be heard (present their side of the story).
 - c. Provide written notice of disciplinary action to be taken/recommended and when.
8. **DECISION** - The Board of Commissioners shall meet to consider a recommendation of discharge or termination.
 - a. Employee shall receive written notice of the date, time & location of the meeting and notice of the fact that they have the right to be present and to be heard by the Board regarding the recommendation.
 - b. Employee shall receive a written copy of the Departmental recommendation.
 - c. The meeting will be held in non-public session unless the employee requests that it be open to the public.
 - d. The Department Head and Employee will each have an opportunity to present information.

- e. The Board will deliberate and make a decision about the recommendation in non-public session.
 - f. The employee shall be notified of the decision in accordance with RSA 28:10-a.
9. **APPEAL** – The employee has a right to appeal the Board’s decision pursuant to RSA 28:10-a.
- a. An employee may file a written request for hearing to consider whether the disciplinary action was for good cause, before the Personnel Committee.
 - b. The Personnel Committee is comprised of the Chairman, Vice Chairman, and Clerk of the Delegation.
10. **FURTHER** – Consult RSA 541 for procedures regarding rehearing or appeal of the Personnel Committee’s decision.

HEARING PROCEDURE FOR DISCIPLINARY RECOMMENDATIONS TO BOARD OF COMMISSIONERS

The purpose of this procedure is to allow the Board of Commissioners to hear all pertinent information to make a decision regarding a Departmental request to impose discipline.

- 1 Before the opening of proceedings, the Chairman, or designee, will determine from the employee whether the employee desires that the hearing be held in open or non-public session. If a non-public session is elected by the employee, the Commissioners will enter into non-public session. The employer and its witnesses and employee and his representative and witnesses may be present during the course of the hearing.
- 2 The County Administrator, or the Department Head will present all evidence relating to the incident(s) to the Commissioners. This shall include the testimony of all witnesses and the presentation of any and all documents and disciplinary records of the employee. The Commissioners may ask questions regarding any of the information presented.
- 3 After the completion of the presentation of the manager's evidence as outlined above, the employee, or his representative shall present all evidence relating to the incident(s) to the Commissioners. This shall include the testimony of all witnesses and the presentation of any and all evidence and refutation of documents and disciplinary records of the employee. The Commissioners may ask questions regarding any of the information presented.
- 4 The Board will ask both sides if they have anything further to add.
- 5 Following the presentation of all evidence and argument the Commissioners will enter into non-public session for the purpose of making a decision regarding the Departmental recommendation.
- 6 The Commissioner's decision shall be communicated in accordance with RSA 28:10-a, to the Department Head and employee within a reasonable time. The employee shall also be advised of his right to appeal the decision of the Commissioners to the Belknap County Delegation Personnel Committee pursuant to RSA 28:10-a, III.

JOB REQUISITION PROCEDURE

(Request to Fill Vacancy)

EFFECTIVE: 5/1/2010

PURPOSE: To set forth guidelines for processing a Request to Fill Vacancy.

PROCEDURE:

1. Whenever a vacancy exists in a position in any department, the department head shall notify the Human Resources Director of said vacancy using the Request to Fill Vacancy form (available on the Intranet under County Forms). The department head should review the following and be prepared to explain the following information if so requested:

- A) The reason for requesting to fill the position now rather than leaving it open including:
 - The potential impact on the work program/project/service for which the position exists.
 - The impact resulting from leaving the position vacant on the mission, goals and objectives of the department, departmental business plan; County Commissioner directives, Budget Goals; and
 - Any applicable legal or contractual requirements involved.

Note: Consider issues such as skills and competencies lost, short and long term impacts on workload distribution, productivity, succession planning, customer service, morale, costs, revenue, efficiency, quality, customer/employee safety, and other forces impacting your need to fill the position. Consider process changes that could be made, including the application of technology, to replace some of the functions performed by the position or using temporary/contract employees, outsourcing & shared services.

2. The Potential for Business Process Re-engineering should be considered. How would you use this position vacancy alone or perhaps in combination with others within your department for more efficiently providing services?
3. Other long-term options – Identify how you could use other means of filling the position such as part-time employees, job sharing, and outsourcing on a temporary or permanent basis.
4. Short term options - (delayed hiring). Explain how you would continue the services normally provided by this position if it were to be held open during the upcoming fiscal year budget deliberations.
5. Processing this information:

The form should then be submitted to the Human Resources Director (as an attachment via email). The director will review it, asks questions of the requesting department and consult with

the County Administrator if applicable and set forth recommendations and comments and indicate his/her approval or disapproval.

The form, so completed, will be retained in an electronic file. Notification of approval/disapproval will be provided to the initiating department.

MILEAGE REIMBURSEMENT RATE POLICY

January 14, 2009

It is the policy of the Belknap County Commissioners to reimburse approved travel expenses at the same rate as the Internal Revenue Service. This shall mean the approved IRS rate in effect on January 1st of each year will be the County's rate for the calendar year.

If the IRS should make additional rate changes during the year, the Commissioner's approval will be required to make any midyear changes.

PROCEDURES FOR FEDERAL AND STATE GRANT APPLICATION, ACCEPTANCE AND ADMINISTRATION

APPROVED: March 11, 2009

PURPOSE:

The County recognizes that grant funding provides significant resources to enhance the County's ability to provide services and activities not otherwise available. The County will seek grant funding for activities and programs that are determined by the Commissioners to further core County functions or that provide for activities which are in the best interests of our citizens.

The following policy shall apply to any department or agency of Belknap County regarding the application for, acceptance, and administration of grant funds from any federal or state grant program. The purpose of this procedure is to ensure that all grants are appropriate and directly related to programs supported by the Belknap County Commissioners. Further, it is to ensure that all grant programs are administered in accordance with all requirements and guidelines specified in the particular grant, as well as County policy, and that all County departments and agencies are accountable for proper grant documentation, administration, and activities.

PROCEDURE:

1. *Application For Grant Funding*

- a. It is the policy of the County that all grant programs, regardless of the source, are subject to the approval of the Belknap County Commissioners. Any County department wishing to apply for grant funds of any kind shall submit the grant proposal to the Commissioners along with any supporting documentation.
 - i. The proposal should include an accounting of all expected startup costs, indirect costs, and reimbursable costs.
 - ii. The proposal will list any unreimbursed costs that will be incurred following the expiration of the grant.
- b. The department/agency head or his/her designee may be requested to appear before the Commissioners to present the grant application, answer questions, and provide any and all information requested.
- c. All grants applied for under the County taxpayer identification number are to be coordinated through the County Finance Department. The Finance Department will retain financial reporting responsibility and accountability.

2. *Acceptance of Grant Funds*

- a. Upon acceptance by the Commissioners, grant funds shall be deposited as designated by the County Treasurer.

- b. All expenditures related to the grant shall be accounted for as determined by the Finance Department.
- c. Under no circumstances will a department, agency, or employee of the County accept grant funding as a sub-recipient of the county without the express approval of the County Commissioners.

3. *Administration of Grant Funds*

- a. The department head will designate a manager/point of contact for the grant program. Some federal grant programs (most notably those from the U.S. Department of Justice) require both a programmatic point of contact and an alternative contact. The Assistant Finance Officer shall be designated as Financial Point of Contact for all grants under the County's taxpayer identification number. The grant administrator is responsible to ensure that appropriate passwords and access are obtained for grant programs requiring online reporting.
- b. The Department Head/Grant manager shall be responsible for the timely completion and submission of all progress reports as required by the granting authority during the life of the program, to include final closeout requirements.
- c. The Finance Department shall be provided with printed copies of all grant reports filed, along with related documents (purchase orders, invoices, etc.), whether submitted electronically or printed.
- d. The Department Head shall be responsible for verifying the County's compliance with all practices and policies regarding non-discrimination, employment practices, and any related federal laws or regulations cited in the grant.
- e. The department head shall ensure that the grant manager notify both the department head and the Finance Department of any unusual events or notable activities occurring during the life of the program.
- f. The County Administrator shall conduct periodic on-site review of the sub-recipient grant programs to ensure that all grant requirements are complied with. The Administrator will ensure that all grant activities are reported and reviewed annually by the County's independent auditors.
- g. The County Administrator will report any deficiencies in grant programs to the department head immediately and will ensure that corrective action is taken where necessary.
- h. Any fixed assets purchased with grant funds are to be clearly identified in the County's fixed asset inventory. If purchased with federal grant funds, the inventory will require a complete description of the property, serial number or other identification number, source of funding, who holds the title, the acquisition

date, and the cost and percentage of federal participation in the cost of the property, the location of the property, the condition and use, and any ultimate disposition including the disposition date and sale price of the property.

- i. Depending on the nature of the asset and grant requirements, a depreciation schedule for the property may also be required.
 - j. Capital items or equipment purchased with grant funds shall be subject to competitive bidding or government pricing programs.
4. Provisions for sub-grantees or sub-contractors:
- a. Services provided with grant funds by private consultants or sub-contractors will also be subject to thorough vetting and competitive bidding.
 - b. All sub-grantees and sub-contractors shall be required to submit written proof of bond and certificate of insurance prior to the issuance of any sub-grant or sub-contract.

5. *Records Retention*

The Department Head shall be responsible for maintaining all applications, reports, and related documents for 3 years after the expiration of the grant.

PUBLIC INFORMATION POLICY

Adopted 1/8/2015

Effective retroactively to 11/1/2014, the Commissioners policy regarding photocopy costs shall be as follows:

In accordance with RSA 91-A, public records and correspondence will be made available for public inspection. If not immediately accessible, a written request for said information will be taken from the petitioner and compliance with said request will be accommodated in accordance with the provisions of RSA 91-A:4.

Said records will be open for public inspection and the copying of any such record within those files, when such records are available. The fee set forth for the copying of any public information other than that exempted under the provisions of RSA 91-A:5 will be \$1.00 for the first page of each document, minutes of meetings, correspondence, etc. and .25 for each successive page thereof.

PURCHASING PROCEDURES

Legal Basis - This policy governing purchasing procedure to be used by Belknap County is written in accordance with NH RSA 28:8.

Centralized Purchasing:

- A. Whenever practical, purchases should be made by the County Purchasing Agent.
- B. Requisitions should be completed through the accounting software or by email. Please provide enough detail and/or specifications such that the Purchasing Agent will know exactly what you are looking for.
- C. In some instances, specific vendors will be approved & authorized for certain items or categories of items (i.e. office supplies). The Purchasing Agent will notify all departments so that they may order directly from the vendor and the correct county account will be utilized.

Purchase Order Guidelines:

- A. Purchases less than \$5000 shall be authorized by Department Head prior to purchase (see individual departmental policy)
- B. Purchases of \$5000 or more will require signature of Finance Officer to verify budget status and to plan cash flow. (copy for Finance Dpt.)
- C. Purchases of equipment or materials in the amount of \$5000 or more will require a formal competitive bid process prior to issuance of a purchase order.

All Purchases:

- | | |
|-----------------|------------------------------------------------------------------------|
| \$0 - \$4,999 | authorization by Department Head |
| \$1,000 or more | 3 informal quotes required & attached to invoice submitted for payment |

For Equipment or Materials:

- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|
| \$5,000 or more | formal competitive purchasing process required for equipment or materials, purchase order signed by Finance Director, copy to Finance |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|

For Services:

- | | |
|------------------|----------------------------------------------------------------------------------------------------------|
| \$10,000 or more | competitive proposal or qualification process required for professional services, signed purchase order. |
|------------------|----------------------------------------------------------------------------------------------------------|

In some instances, exceptions may be made. The Commissioners, by unanimous vote may waive the competitive purchasing process. Purchases made in accordance with State bid prices should be noted on the purchase order. It should also be noted if there are not three vendors available for a particular purchase. This policy is not intended to restrict the Department Manager's ability to choose the most appropriate vendor. If any of these procedures are waived by the Board of Commissioners, written notification shall be forwarded to the Finance Department.

Competitive Purchasing - All purchases of equipment or materials in excess of five thousand dollars (\$5000) and all services in excess of ten thousand dollars (\$10000), except as otherwise herein provided, shall be by a formal, competitive process.

- A. Such open market purchase shall, wherever possible, be based on at least three (3) bids, and then shall be awarded in the best interests of the County.
- B. In purchases involving professional services such as auditors, engineers, physicians, lawyers, architects, or similar professions, requests for proposals or qualifications might be solicited.
- C. The County may require whatever security deemed necessary with any sealed proposal.
- D. All bids, after they are received and tabulated, shall be made a matter of record and shall be open for public inspection.
- E. All requests for proposals shall specifically reserve the right to reject any and all bids.

SEVERE WINTER WEATHER POLICY

3/7/18

Except in very rare circumstances, County offices will not close. This applies to business and administrative offices; the Nursing Home, Jail, and Dispatch Center must remain open. That said, you may use your discretion as to whether it is appropriate for you to drive to work. If supervisor approval has been given and any necessary arrangements made for coverage, then you may use your vacation time or other earned time and stay home. There are some instances in which people may be equipped to work at home and this is permissible **with supervisor approval**. The County does not have snow days built into its budget or benefits plan.

If County offices are closed you will be notified by your Supervisor and you will be paid for your scheduled hours on that day. **These hours will not count toward the calculation of overtime hours.**