
Chapter: **Corporate Compliance**
Title: **ADOPTION OF MACOMB COUNTY ETHICS ORDINANCE**

Prior Approval Date: N/A
Current Approval Date: 3/15/13

Approved by: _____


Executive Director

03/15/13
Date

I. Abstract

This policy establishes the incorporation of the Macomb County Board of Commissioners' approved Ethics Ordinance into the Macomb County Community Mental Health (MCCMH) MCO Policy Manual.

II. Application

This policy shall apply to all directly-operated programs of the MCCMH Board.

III. Policy

It is the policy of the MCCMH Board to incorporate the Ethics Ordinance adopted by the Macomb County Board of Commissioners on December 20, 2011 into the MCCMH MCO Policy Manual and to ensure that all MCCMH staff are provided with an individual copy of said Ethics Ordinance.

IV. Definitions

A. None

V. Standards

- A. Each newly hired MCCMH staff member shall receive a copy of the Macomb County Ethics Ordinance at the mandatory MCCMH Human Resources Orientation.
- B. Each MCCMH staff member shall be expected to read and adhere to the adopted Macomb County Ethics Ordinance.
- C. Each MCCMH staff member shall complete and sign the County of Macomb Personal Disclosure Form for submission to the Macomb County Department of Human Resources.

- D. MCCMH staff shall not engage in any behavior which is in conflict with the provisions of the Code of Ethics of the County of Macomb.

VI. Procedures

- A. None.

VII. References / Legal Authority

- A. Macomb County Personnel Policies, adopted October 15, 2009
- B. Macomb County Code of Ethics, adopted December 20, 2011

VIII. Exhibits

- A. Macomb County Code of Ethics Ordinance, adopted December 20, 2011
- B. County of Macomb Personal Disclosure Form.

**COUNTY OF MACOMB
ENROLLED ORDINANCE
NO. 2011- 10**

INTRODUCED BY COMMISSIONER(S) DiMARIA, SUPPORTED BY COMMISSIONER(S) SAUGER.

AN ORDINANCE TO ESTABLISH A STANDARD OF ETHICS FOR ALL PUBLIC SERVANTS OF MACOMB COUNTY PURSUANT TO SECTION 2.2 OF THE HOME RULE CHARTER OF MACOMB COUNTY, MICHIGAN

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CHARTER COUNTY OF MACOMB:

SECTION 1. PURPOSE AND DEFINITIONS.

Sec. 1.1. Purpose. The residents and those conducting business in or with Macomb County are entitled to fair, ethical and accountable government. County officials, employees, and appointees hold positions of public trust and their actions must remain above suspicion. The purpose of this ordinance is to set forth standards of conduct for elected officials, employees, and appointees of Macomb County.

This ordinance applies to all Macomb County Public Servants unless otherwise provided by state or federal law.

Pursuant to Section 2.2 of the Home Rule Charter of Macomb County, an ethics ordinance shall be adopted governing all Public Servants. Therefore, the rules, requirements, and standards of conduct contained herein are expected of all Public Servants.

Sec. 1.2. General Standards of Conduct. Public Servants of the County shall observe the highest standards of ethical conduct and are obligated to:

- A. Comply with all laws and policies of County government;
- B. Be independent, impartial, and fair in their judgment and actions;
- C. Use their public office for the public good, not for personal gain;
- D. Conduct public business openly, as provided by law, in an atmosphere of respect and civility; and
- E. Cooperate fully with any request of the Ethics Board for information or assistance, subject to law.

Sec. 1.3. Definitions.

- A. Appointee means a person appointed to a compensated or uncompensated position in County government that is not subject to a collective bargaining agreement, who is not elected to or holding office or holding an office that is subject to an election and whose appointment is subject to the approval of the Board of Commissioners or who is exempt from such approval under the Charter.
- B. Charter means the Home Rule Charter of Macomb County that took effect on January 1, 2011, as it may from time-to-time be amended.
- C. Commission means the County Board of Commissioner created by the Charter.
- D. Commissioner means a member of the Commission.
- E. Confidential Information means information obtained by a Public Servant by reason of his or her position that is not available to members of the public pursuant to the Michigan Freedom of Information Act or other applicable laws, regulations, or procedures.
- F. Conflict of Interest means one or more of the following situations:
 - 1. A decision to be made by the Public Servant or the body on which the Public Servant serves, or in the case of a County Commissioner or the County Executive, a decision to be made by any County body or Public servant, that could result in private gain for the Public Servant or a member of the Public Servant's family.
 - 2. A decision to be made by the Public Servant or the County body on which the Public Servant serves could result in private gain for (a) anyone the Public Servant represents in any professional capacity, (b) an entity for which the Public Servant serves as an officer, director, or, for a limited liability company or partnership, as a member, unless the interest is held in a manner so that the Public Servant does not directly control the number of shares, portion of the ownership interest, or its value, or (c) an entity in which the Public Servant either owns more than 10% of the total stock or other ownership interest in the entity, or has an interest totaling \$50,000 or more in value.
- G. County-Wide Elected Official means the person holding the office of County Executive, Public Works Commissioner, Clerk/Register of Deeds, Treasurer, Prosecuting Attorney, or Sheriff.
- H. Department Head means the administrative head of any department, office, board, commission or other administrative unit of County government regardless of the title of the position.
- I. Employee means a person employed in a position of County government whether on a full-time or part-time basis.

- J. Executive or County Executive means the person holding the office of County Executive as provided in the Charter or that person's designee(s).
- K. Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, travel, lodging, and honoraria for speaking engagements.
- L. Immediate Family means a person's spouse and the person's children and step-children, by blood or adoption, or anyone over the age of eighteen (18) who resides with that person.
- M. Intra-governmental gift means, for the purpose of this ordinance, any gift given to a Public Servant from another Public Servant of Macomb County.
- N. Personal gain means any direct financial benefit that is different than any financial benefit members of the general public or a significant group of the general public would gain in similar circumstances.
- O. Prohibited Source means anyone doing business with, who is regulated by, who is seeking business from, or seeking any action from the County or any officer, office, agency or body of the County.
- P. Public Servant means an employee, county-wide elected official, commissioner, or appointee.
- Q. Relative means people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of an individual's spouse and the individual's fiancé or fiancée

SECTION 2. CONFLICTS OF INTEREST

In order to ensure independence and impartiality, Public Servants shall not use their position to influence or otherwise affect government decisions or actions in which they possess a personal interest which may present an apparent or real conflict of interest.

- A. A Public Servant shall not represent his or her personal opinion as that of the county.
- B. A Public Servant shall not engage in a business transaction in which the Public Servant and his or her relative may profit from his or her official position or authority or benefit financially from confidential information which the Public Servant has obtained or may obtain by reason of that position or authority.

- C. A Public Servant shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, issuance of permits or certificates or other regulation or supervision, which involves Macomb County and an entity in which the Public Servant and his or her relative has a financial or personal interest.
- D. This ordinance shall not in any manner vary or change the requirements of Contracts of Public Servants with Public Entities Act, 1968 PA 317, MCL 15.321 to 15.330, which governs the solicitation by and participation in government contracts by officers and employees of the County and preempts all local regulation of such conduct.

SECTION 3. STANDARDS OF CONDUCT

Sec. 3.1. Gifts and Gratuities

Except as permitted by this ordinance, no Public Servant of Macomb County shall intentionally solicit or accept any gift from any prohibited source, including intra-governmental gifts, or which is otherwise prohibited by law or ordinance.

- A. This prohibition shall not apply to:
 - 1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - 2. Complimentary copies of trade publications, books, reports, pamphlets, calendars, periodicals or other informational materials.
 - 3. A gift received from a Public Servant's relative or immediate family member, provided that the relative or immediate family member is not acting as a third party's intermediary or an agent in an attempt to circumvent the article.
 - 4. Acceptance of unsolicited advertising of promotional material and other items of nominal intrinsic value.
 - 5. Food or refreshments not exceeding Seventy-Five (\$ 75.00) Dollars per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
 - 6. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Public Servant), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

7. Admission or registration fee, travel expenses, entertainment, lodging, meals or refreshments that are furnished to the Public Servant: (i) by the sponsor(s) of an event, appearance or ceremony which is related to official County business in connection with such an event, appearance or ceremony and to which one or more of the public are invited; or (ii) in connection with teaching, a speaking engagement or the provision of assistance to an organization or another governmental entity as long as the County does not compensate the public servant for admission or registration fees, travel expenses, entertainment, meals or refreshments for the same activity; and are customarily provided to others in similar circumstances
 8. Anything for which the Public Servant pays fair market value.
 9. Any contribution that is lawfully made under the Campaign Finance Laws of the State of Michigan.
 10. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Public Servants.
- B. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.
- C. A Public Servant does not violate this Section if he or she promptly takes reasonable action to return the gift.

Sec. 3.2. Personal Disclosure for Public Servants

Public Servants shall file a personal disclosure statement.

- A. The personal disclosure statement shall disclose the existence of the following financial interest in or the receipt of gifts by the Public Servant and the Public Servant's immediate family in any company, business, or entity that has contracted with Macomb County or which has sought licensure or approvals from Macomb County in the two calendar years prior to the filing of the statement:

1. Any interest as a partner, member, employee or contractor in or for a co-partnership or other unincorporated association;
 2. Any interest as a beneficiary or trustee in a trust;
 3. Any interest as a director, officer, employee or contractor in or for a corporation, limited liability company, partnership, sole proprietorship, or other business entity; and
 4. Legal or beneficial ownership of 10 % or more of the total outstanding stock of a corporation, limited liability company, partnership, sole proprietorship, or other business entity;
- B. Public servants specified under this section shall file personal disclosure statements by March 31, 2012. Newly hired or appointed Public Servants shall file within 30 days of date of hire or appointment. Public servants would not be required to file an additional personal disclosure statement unless the substance of the document were to change, in which case they shall file an amended personal disclosure statement.
- C. The County Executive shall develop a Personal Disclosure Form, notify all affected Public Servants, collect the forms from Public Servants, and otherwise implement this section. The County Clerk shall post the submitted Personal Disclosure forms on the County's website. The Personal Disclosure form may be submitted electronically.
- D. The County shall amend its standard contract form to include language which provides that County contracts shall be voidable or rescindable at the discretion of the County Executive at any time if a Public Servant has an interest in such contract and fails to disclose such interest. Such contract shall be voided or rescinded if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant in relation to the contract. A fine shall be assessed to the contractor in the event of a violation of this section of the Charter. If applicable, the actions of the contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- E. If a person required to file a Personal Disclosure form discovers that the person neglected to disclose some required information, the person shall file an amended form within 10 days of the discovery or notification.

Sec. 3.3. Personal Disclosure for Vendors

All potential and existing County vendors shall be required to file a vendor disclosure statement in the manner specified by the County Executive. At a minimum, the vendor disclosure statement shall include (a) the employment of a relative of a Public Servant of the County, (b) any interest of a Public Servant of the County as a director, officer, partner, beneficiary, trustee member, employee or contractor in the entity, (c) legal or beneficial ownership by a Public

Servant of the County of 10 % or more of the total outstanding stock of a corporation, limited liability company, partnership, sole proprietorship, or other business entity, and (d) any instances in the last five calendar years of failure to perform or otherwise deliver on the terms of a contract or agreement with the County or any other public entity, including any suspensions or debarments.

Sec. 3.4. Incompatible Employment

A Public Servant shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the official or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

- A. Subject to state law, for one (1) year after employment with Macomb County, a Public Servant shall not lobby or appear before the County Commission or any County office, department, agency, board, commission or body or receive compensation for any services in connection with any matter in which he or she was directly concerned, personally participated, actively considered or acquired knowledge while working for the county.
- B. Subject to state law, for a period of one (1) year after employment with the county, a Public Servant shall not accept employment with any person or company that did business with the county during the former Public Servant's tenure if that Public Servant was in any way involved in the award or management of that contract or the employment would require the sharing of confidential information.
- C. Macomb County elected officials are prohibited from employment with Macomb County government for a period of one year after leaving elected office.

Sec 3.5. Nepotism

It is the policy of Macomb County not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital status.

- A. Notwithstanding this policy, the County will consider a member of an employee's immediate family for employment if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:
 - 1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
 - 2. Create an actual conflict of interest or the appearance of a conflict of interest.
- B. The Department Head shall have the authority and responsibility for determining if such a potential for adverse impact does or does not exist.

- C. When a Department Head has made a determination that such adverse impact does not exist, the determination shall be reviewed by the Human Resources Director prior to any employment decision being made. The Department Head shall submit a Nepotism Review Request form developed by the Human Resources Department to the Human Resources Director. Only Department Heads or their designee may sign the request form. The Human Resources Director will review the request form and concur (with or without restrictions) or not concur with the decision of the Department Head. If the Human Resources Director determines that an adverse impact would in fact occur, the Department Head, County Executive and the Board of Ethics shall be notified in writing.
 - D. These criteria will also be considered when assigning, transferring, or promoting an employee.
 - E. Employees who marry or become members of the same household may continue employment as long as there is not:
 - 1. A direct or indirect supervisor/subordinate relationship between the employees; or
 - 2. An actual conflict of interest or the appearance of a conflict of interest.
- Should one of the above situations occur, the County would attempt to find a suitable position within the County of Macomb to which one of the affected employees may transfer. Exceptions may be made by the County Executive in cases where there is an intermediate level of supervision between the division head or supervisor and the related employee. If accommodations of this nature are not feasible, the employees will first be permitted to determine which of them will resign. If no agreement between the employees can be reached, the County will decide which of the employees will be terminated.
- F. This Section shall in no way disqualify such relatives or their spouses who are bona fide appointed officers or employees of the County at the time of the election or appointment of an officer to elective County office.

Sec. 3.6. Inappropriate Use of County Time and Property for Political Activity

- A. Public servants are prohibited from engaging in political campaign activities using County property or engaging in such activity during time in which they are performing official duties.
- B. Public servants are prohibited from soliciting appointees and employees to work on political campaign activities using County property or during working hours on their behalf or on the behalf of another.
- C. Public servants are prohibited from soliciting campaign contributions from County department heads and employees under their supervision, coordination, direction, or control.

- D. County-wide elected officials and Commissioners are prohibited from soliciting campaign contributions from appointees, department heads and employees.

Sec. 3.7. Confidential Information

- A. A Public Servant shall not divulge to any unauthorized person confidential information acquired in the course of service to the county in advance of the time prescribed for its authorized release to the public.
- B. A Public Servant shall not knowingly disclose to any unauthorized person information provided, obtained or discussed in closed or executive sessions of the Board of Commissioners in advance of the time prescribed for its authorized release to the public.
- C. A Public Servant shall not benefit financially from confidential information acquired in the course of holding office or employment or knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

Sec. 3.8. Use of Public Assets for Private Purposes

- A. A Public Servant shall use personnel resources, property and funds under the official or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit. All county vehicles shall be used in accordance with the County Vehicle policy.

SECTION 4. SANCTIONS, REMEDIES, AND INTERPRETATION.

- A. Sanctions shall not be construed to diminish or impair the rights of a Public Servant under any collective bargaining agreement, nor the County's obligation to comply with such collective bargaining agreements.
- B. State and federal statutes, including those cited in this ordinance and including, without limitation, those found at MCL 750.505 (misconduct in office), MCL 750.478 (neglect of duty), and MCL 15.321 *et seq.* (contracts of public servants with public entities), may address conduct described in this ordinance or impose requirements on Public Servants or candidates. Nothing in this ordinance is intended to affect the applicability of, to replace or to modify any such requirements or the penalties for their violations.
- C. A violation of this ordinance shall be a municipal civil infraction that may be punished by a fine of up to \$500.00. Because the Public Servants subject to this ordinance all serve the County, because any candidate addressed by this ordinance would be a candidate for County office, and because any vendor addressed by this ordinance would be contracting with the County, and because the County seat is in Mt. Clemens, to the extent not otherwise prohibited by law any violation of this ordinance shall be deemed to have occurred in Mount Clemens. In addition, the District Court shall have

jurisdiction to order other appropriate remedies and compliance as provided by applicable state law.

- D. In addition to any other penalty, a Public Servant who violates this ordinance may be subject to appropriate personnel actions.
- E. This ordinance repeals, supersedes and replaces all County policies or parts of County policies dealing with its subject matter.

SECTION 5. BOARD OF ETHICS

Section 2.4 of the Home Rule Charter of Macomb County establishes a Board of Ethics. The Board is charged with the enforcement of the ethics provisions of the Charter, this ordinance, and the law. For the purposes of this section, "Board" refers to the Board of Ethics.

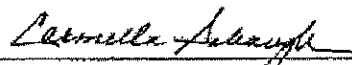
Sec. 5.1. Open Meetings Act

- A. All meetings of the Board are subject to the Open Meetings Act, MCL 15.261, *et seq.* The Board may hold closed sessions when authorized by law.
- B. Public notice of the Board's meetings shall be provided for in accordance with the provisions of the Open Meetings Act.

Date: December 20, 2011



Kathy D. Vosburg, Board Chair



Carmella Sabaugh, County Clerk

Adopted: December 20, 2011

Notice Published: December 21, 2011

COUNTY OF MACOMB
PERSONAL DISCLOSURE FORM

GENERAL INFORMATION:

First Name: _____ M.I. _____

Last Name: _____

Department: _____

PURPOSE:

Macomb County's Ethics Ordinance requires that every Public Servant of Macomb County file a Personal Disclosure Form. In order to comply with the requirements of the Ethics Ordinance, please answer each of the following questions

- (1) *Do you or a member of your immediate family* have an interest as a partner, member, employee or contractor in or for a co-partnership or other unincorporated association in a company, business or entity that has contracted with Macomb County or which has sought licensures or approvals from Macomb County in the two calendar years prior to filing of this statement?*

YES _____ NO _____

If yes, please explain: _____

- (2) *Do you or any member of your immediate family* have an interest as a beneficiary or trustee in a trust in a company, business or entity that has contracted with Macomb County or which has sought licensures or approvals from Macomb County in the two calendar years prior to filing of this statement?*

YES _____ NO _____

If yes, please explain: _____

- (3) *Do you or any member of your immediate family* have any interest as a director, officer, employee or contractor in or for a corporation, limited liability company, partnership, sole proprietorship, or other business entity that has contracted with*

Macomb County or which has sought licensures or approvals from Macomb County in the two calendar years prior to filing of this statement?

YES _____ NO _____

If yes, please explain: _____

(4) *Do you or a member of your immediate family* have a legal or beneficial ownership of 10% or more of the total outstanding stock of a corporation, limited liability company, partnership, sole proprietorship, or other business entity that has contracted with Macomb County or which has sought licensures or approvals from Macomb County in the two calendar years prior to filing of this statement?*

YES _____ NO _____

If yes, please explain: _____

(5) *Did you or a member of your immediate family* receive any gifts** from a company, business or entity that has contracted with Macomb County or which has sought licensures or approvals from Macomb County in the two calendar years prior to filing of this statement.?*

YES _____ NO _____

If yes, please explain: _____

Note: If you discover that you neglected to disclose some required information, you are required to all file an amended form within 10 days of the discovery or notification.

I CERTIFY THAT THE INFORMATION ON THIS FORM, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS TRUE, CORRECT AND ACCURATE. I UNDERSTAND THAT I MAY BE SUBJECT TO DISCIPLINE AND/OR OTHER SANCTIONS AS SET FORTH IN THE ETHICS ORDINANCE IF I HAVE OMITTED OR FALSIFIED INFORMATION.

Signature

Date

* Immediate family as defined in the Ethics Ordinance means a person's spouse and the person's children and stepchildren by blood or adoption or anyone over the age of 18 who resides with that person.

** Gifts as defined in the Ethics Ordinance means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, travel, lodging, and honoraria for speaking engagements.