

Park District of Ottawa County
Board of Park Commissioners
Resolution 2022-06
Credit Card Policy

Whereas, the Park District is authorized by Ohio Revised Code 1545.072, board shall adopt a written policy before first holding a credit card account.

Now Therefore Be It Resolved, that

1. The credit card policy will be reviewed and approved by Park District legal counsel prior to acquiring credit card.
2. Upon legal counsel approval the Executive Director may acquire credit card for Park District use.
3. The Park District Compliance Officer will secure credit card and follow reporting process. Until further notice, a board member will be annually selected to serve as the Compliance Officer.
4. This resolution was presented and acted upon at an open/public meeting of this Board held on April 5th, 2022 in conformance with all applicable laws and statutes.

Commissioner Michael Shadoan moved for the adoption of this resolution and Commissioner Angela LeForce offered a second to the motion.

A vote held on the question of this motion resulted in 5 votes in favor of passage and 0 votes opposed, as indicated below:

Judy Indorf via zoom
Judy Indorf

yes

Jack Madison
Jack Madison

yes

Gary Kohli
Gary Kohli

yes

Angela LeForce
Angela LeForce

yes

Mike Shadoan
Mike Shadoan

yes

Attest: I hereby affirm that this is a true and accurate record of proceedings of this Board at an open/public meeting held in conformance with all applicable laws and statutes on April 5th, 2022.

Jannah Wilson
Jannah Wilson, Director/Secretary

4/5/22
Date

Use of Park District of Ottawa County Credit Cards (in accordance with §1545.072):

The Compliance Officer of Park District of Ottawa County shall maintain custody and control of all credit cards issued in the name of Park District of Ottawa County in a secure location, until such time that a pre-approved purchase is authorized in accordance with the terms and conditions specified in this Policy. The Compliance Officer shall review at least quarterly with the Board of Park Commissioners to: (i) review the number of cards, accounts issued; (ii) review the card expiration dates; and (iii) review the account limits and balances. The Compliance Officer shall issue a written report of his/her quarterly reviews and report the same to the full Board at its next regularly scheduled meeting.

The maximum credit limit for any given credit card issued in the name of the Park District of Ottawa County shall be set accordingly to the Bylaws of the Park District of Ottawa County. Currently said limit is set at \$10,000, but is subject to change per Board approval by amendment to the applicable provisions of the Bylaws.

When utilizing a credit card issued in the name of Park District of Ottawa County, for a pre-approved transaction, the individual utilizing the card must sign out the card on a credit card utilization log maintained by the Compliance Officer. The log will depict the name of the individual, the card being utilized and the time and date which the card is "signed out" to the authorized individual. Upon completion of the approved transaction, the individual will "sign-in" the card utilized using the same credit card utilization log. Upon returning the credit card to the Compliance Officer, the individual whom utilized the credit card shall provide all written receipts and other presentation instruments associated with the authorized transaction which was completed while the credit card was in the individual's possession and control.

The Compliance Officer shall annually file a report detailing all rewards received based on the use of Park District of Ottawa County credit card accounts. All rewards shall ensure and be utilized for the benefit of the Park District of Ottawa County and shall not benefit any individual.

If a credit card is lost or stolen while signed out by the authorized individual, the individual shall immediately notify the Executive Director, both in writing and verbally and the appropriate actions shall be taken to have the card in question cancelled and a new card reissued. Any transaction, which is not expressly authorized in advance, both in subject matter and amount will be considered a misuse of the Park District credit card.

Misuse of Park District of Ottawa County credit cards is a violation of Park District of Ottawa County policies and state law. Pursuant to the Ohio Revised Code, an employee may be found personally liable to the Park District of Ottawa County for unauthorized use of park credit cards and shall be subject to termination and/or corrective action as deemed appropriate by the Park District of Ottawa County.

Emergency Purchase:

If an emergency has occurred that exceeds designated spending limits in the absence of the Executive Director, an alternate staff member has the authority to purchase exceeding designated spending limits. However, the Executive Director must be contacted and informed of the nature of the emergency and the actions taken as soon as possible. Staff members dealing with an emergency involving Park District of Ottawa County property should make the minimum expenditure necessary to stabilize the situation. *It is the responsibility of the staff member to contact the credit card company to ensure the availability of funds, and to forward all purchasing documents to the Executive Director as soon as possible.*

Conflict of Interest:

Any employee engaged in the purchasing function that has assumed, or is about to assume, a financial or other outside business relationship that might involve a conflict of interest, must immediately notify the Executive Director of the circumstances involved. This information shall be reviewed by the Executive Director to determine whether a conflict of interest is present, and if so, what course of action to take.

Park District of Ottawa County Purchasing Authority List

Staff Position/Daily Purchasing Limit

Jannah Wilson

From: Ottawa County Prosecutor <prosecutor@co.ottawa.oh.us>
Sent: Tuesday, March 29, 2022 2:52 PM
To: Jannah Wilson
Subject: Re: Credit Card Policy Park District

Looks great. Reviewed and approved.

Thanks,

James VanEerten
Prosecuting Attorney

Ottawa County Prosecutor's Office
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Port Clinton, Ohio 43452
(419) 734-6845
Fax (419) 734-3862
prosecutor@co.ottawa.oh.us

On Tue, Mar 29, 2022 at 1:28 PM Jannah Wilson <jwilson@ottawacountyparksoh.org> wrote:

Hello James,

I am working on a Credit Card Policy for the Park District. According to Ohio Revised Code we are required to have one. <https://codes.ohio.gov/ohio-revised-code/section-1545.072>

Since I am the only employee for the Park District one of the board members will serve as the compliance officer. We are working to adjust our bylaws in order to reflect this.

I have attached both the resolution and the policy for your review. Please let me know if there is anything we should adjust.

Thank you -