

**RESOLUTION AUTHORIZING THE ISSUANCE OF COUNTY CREDIT CARDS TO THE ASHTABULA COUNTY HEALTH DEPARTMENT, AS OUTLINED IN THE ASHTABULA COUNTY CREDIT CARD USAGE POLICY, SECTION 8.10 OF THE ASHTABULA COUNTY PERSONNEL MANUAL AND IN ACCORDANCE WITH THE ASHTABULA COUNTY HEALTH DEPARTMENT CREDIT CARD POLICY**

WHEREAS, in accordance with Ohio Revised Code Section 301.27, on August 2, 2016 by Resolution 2016-204 the Ashtabula County Board of Commissioners established a Credit Card Usage policy, such policy being amended by Resolution Number 2017-246 on August 30, 2017 and by Resolution No. 2024-197 on April 9, 2024; and

WHEREAS, in accordance with ORC 3709.42, the Ashtabula County Health Department has adopted their own credit card policy, which is incorporated herein this resolution; and

WHEREAS, because the Health Department is using Ashtabula County Credit Cards, they are subject to Ashtabula County's Credit Card Policy along with their own policy, with whichever provision(s) being more restrictive being followed; and

WHEREAS, this Board of Commissioners would agree to authorize the issuance and usage of Ashtabula County Credit Cards to the Ashtabula County Health Department, as follows:

**Ashtabula County Health Department - Credit Limit \$20,000.00**

Authorized Users: **Jay Becker, Allie Maraffi and Nicole Stewart;** now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Ashtabula County Health Department is hereby authorized to be issued county credit cards for use by the persons listed above in compliance with the Ashtabula County Credit Card Usage Policy and the Ashtabula County Health Department's policy, following whichever provision(s) are more restrictive.

BE IT FURTHER RESOLVED, that the Ashtabula County Health Department policy is outlined below:

Section 1.9

**ASHTABULA COUNTY HEALTH DEPARTMENT CREDIT CARD POLICY**

The Ashtabula County Board of Health authorize the use of Ashtabula County Health Department issued credit cards maintained by the Administrator and Administrative Assistant to be used only for the following work-related expenses:

- A. Gasoline and oil expenses only for Ashtabula County Health Department owned vehicle.
- B. Motor vehicle repair and maintenance expense for Ashtabula County Health Department owned vehicle.
- C. Making reservations for lodging expenses.
- D. Other expenses that will not accept a check from the Ashtabula County Auditor's Office as a form of payment.

Ashtabula County Health Department credit cards maintained by the Administrator and Administrative Assistant may only be used for work-related expenses, as listed above with an annual limit of \$20,000 (unless approved for a higher amount by the Ashtabula County Board of Health).

No Ashtabula County Health Department credit card may be issued without approval of the Ashtabula County Board of Health authorizing its issuance.

Credit card receipt documentation to support invoices of the work-related expenses, as listed above will be processed and submitted to Ashtabula County Board of Health for review and approval of payment prior to submitting to Ashtabula

County Auditor's Office for processing. The Ashtabula County Board of Health requires all other standards to be adhered to as stated in the Ashtabula County Board of Commissioners Credit Card Usage Policy.

Approved: April 5, 2017

Revised: May 8, 2024

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2024-299**

**June 11, 2024**

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**Upon the motion of Casey R. Kozlowski, seconded by J.P. Ducro IV.**

**VOTE:**

**Kathryn L. Whittington  
J.P. Ducro IV  
Casey R. Kozlowski**

**Absent  
Aye  
Aye**

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio