

1 229-102019

2 **RESOLUTION: Create Per Diem Report and Approval Process**

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5 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

6 **WHEREAS**, Winnebago County currently has no standard procedure established for turning in per diem
7 reports; and

8 **WHEREAS**, the current system is confusing and inefficient; and

9 **WHEREAS**, your undersigned Committee is recommending a new procedure be established that would
10 eliminate sending paper copies to multiple locations (see attached Per Diem Report Process and Approvals); and

11 **WHEREAS**, this new procedure will prevent delayed payments or lost per diem reports; and

12 **WHEREAS**, having defined rules and procedures will ensure accountability; and

13 **WHEREAS**, streamlining the per diem process will save time and resources.

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16 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it hereby
17 authorizes the new procedure for submitting Per Diem Reports outlined in the attached Per Diem Report Process
18 and Approvals, which is made a part of this Resolution and incorporated herein by reference.

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21 **BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that the new per diem
22 procedure will take effect following the April 2020 Winnebago County Board of Supervisors Orientation Meeting.

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Respectfully submitted by:

INFORMATION SYSTEMS COMMITTEE

25 Committee Vote: **4-0**

26 Vote Required for Passage: **Majority of Those Present**

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Approved by the Winnebago County Executive this ____ day of _____, 2019.

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Mark L Harris
Winnebago County Executive

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