PURPOSE: The purpose of this policy is to establish the criteria for the utilization of the Change Order Review Committee (CORC), including membership, utilization thresholds, and authority.

AUTHORITY: The St. Clair County Board of Commissioners. Policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

APPLICATION: This policy/procedure applies to all Employees, Department Heads, Elected Officials and Agencies of the St. Clair County Government.

RESPONSIBILITY: The Department Head and/or the Administrator/Controller shall be responsible for the implementation of this policy.

POLICY:

Membership. Voting Membership shall consist of three (3) Board of Commissioner members as appointed by the Chairperson, as well as one alternate. Non-voting members shall consist of the Administrator/Controller or representative, Department head, Owner’s Representative, Architect and Construction Manager or any other party as deemed necessary. Membership on the CORC can be amended by the Chairperson at a public meeting.

All CORC meetings shall require a quorum of voting members and include the Administrator/Controller or representative.

Any project over $100,000 shall be required to utilize the CORC.

Any project with a total budget over $100,000 shall follow the authorization process outlined below:

5.4.1 The Administrator/Controller shall have the authority to approve/deny any single change order that does not exceed 15% of the total budgeted contingency up to $45,000 for a specific project. The summary of change orders shall be placed on the Regular Board agenda as a consent item.

5.4.2 The CORC shall have the authority to approve/deny any single change order up to the budgeted contingency. The summary of change orders shall be placed on the Regular Board agendas as a consent item.

5.4.3 Once the budgeted contingency for a project is met, the CORC shall make a recommendation to the Board of Commissioners for all further change orders. The Board of Commissioners will make the final determination.

ADMINISTRATIVE PROCEDURES:

6.1 The Administrator/Controller shall be authorized to call the Change Order Review Committee together for any decision that may be controversial or necessary for further discussion.

6.2 The CORC shall be assembled at the earliest possible date to ensure the project is not delayed. The CORC shall be supplied with a detailed copy of the proposed changes orders in advance of the meeting.

6.3 All CORC meetings shall be held in compliance with the requirements of the Open Meetings Act (MCL 15.261, et seq.)
7. **PERIODIC REVIEW:** The Administrator/Controller shall review this policy annually and make recommendations for change to the Board of Commissioners as needed.

**Adopted:** August 15, 2013  
**Amended:** January 16, 2014  
May 18, 2017  
November 21, 2019