



GRAND RAPIDS PUBLIC UTILITIES COMMISSION AGENDA ITEM

AGENDA DATE: August 27, 2025

AGENDA ITEM: Consider a motion to adopt Resolution Number 08-27-25-07 approving the Fraud Prevention Policy.

PREPARED BY: Jean Lane, Business Services Manager

BACKGROUND:

The Fraud Prevention Policy was developed to establish procedures that safeguard Grand Rapids Public Utilities Commission (GRPUC) from fraudulent payments or transfers to employees, vendors, and contractors. Protecting public funds remains a high priority for GRPUC.

The policy applies to all GRPU departments and employees with responsibility over disbursement transactions. It outlines processes designed to reduce the risk of fraud, including vendor payment approvals, annual vendor file reviews, ACH blocks and filters, positive pay requirements, payroll change verification, and other internal controls. These safeguards address the increasing risks posed by advances in technology and fraudulent schemes, such as vendor impersonation and social engineering tactics.

The policy also emphasizes limiting publicly shared payment details in commission materials and requires secure handling of sensitive employee and vendor information. Responsibility for reviewing and maintaining this policy rests with the GRPU Finance Department.

This policy was reviewed at the August 13, 2025, Work Session.

RECOMMENDATION:

Consider a motion to adopt Resolution Number 08-27-25-07 approving the Fraud Prevention Policy.