



LENAWEE COUNTY
MICHIGAN

LENAWEE COUNTY ADMINISTRATOR'S OFFICE
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POLICIES & PROCEDURES COMMITTEE

*John Lapham, Chair, Dawn Bales, Vice Chair
Bob Knoblauch, Member*

MEETING LOCATION

*Committee Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI*

AGENDA: TUESDAY, FEBRUARY 13, 2018

IMMEDIATELY FOLLOWING 10:00 A.M. PERSONNEL/WAYS & MEANS COMMITTEE MEETING

Denotes Action request *

** Addition to the Agenda

- I. APPROVAL OF MINUTES:** January 9, 2018
- II. Old Business**
 - A. March finalization for April adoption**
 - 1. *Contract Authority / Designate Signatory
 - 2. *Fixed Asset Policy
 - B. Further review / discussion**
 - 1. Credit Card Policies (Acceptance/Issuance)
 - 2. Tuition Reimbursement Policy
 - 3. Insurance Settlement Policy
- III. New Business**
 - A. Opening review/discussion**
 - 1. Affirmative Action Plan
 - 2. Equal Employment Policy
 - 3. Photo ID Badge Policy
- IV. UPCOMING POLICY REVIEW**
- V. OTHER BUSINESS**
- VI. ADJOURNMENT**

[MEETING PACKET](#)