



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*

MINUTES: TUESDAY, JANUARY 9, 2018 – 10:30 A.M.

PRESENT: Commissioners Lapham and Knoblauch

Absent: Commissioner Bales

ALSO PRESENT: Martin Marshall, Kim Murphy, Erica Raymond, and Rebecca Borton

I. Approval of Minutes

The December draft minutes have been changed to include the policies that were reviewed last month and found to be in order.

*Motion by Lapham, seconded by Knoblauch, to approve the December 12, 2017 minutes.
Motion carried.*

II. Old Business

Accounts Payable Policy: The Committee reviewed the amended Accounts Payable Policy.

Motion by Knoblauch, seconded by Lapham, to recommend approval of the Accounts Payable Policy as amended. Motion carried.

III. New Business

Harassment Policy: The County Harassment Policy was reviewed. A request has been received by the Administrator to amend the policy to reflect the State Court Administrator's recommendations. A comparison between the county's current policy and the recommendations was reviewed.

The Anti-Harassment Policy will be distributed to members of the Committee and brought back next month for finalization.

Contracts Authority/Designate Signatory: This policy simply identifies the Board of Commissioners as the authority for binding the County; and the Board of Commissioners may designate someone to act on their behalf.

The Committee would like to have the last sentence become the third paragraph and that the font in bold print.

The recommended changes will be brought back for finalization next month.

Credit Card Policies (Acceptance & Issuance): There was discussion regarding the current acceptance and issuance policies, what credit cards are currently being used, different options offered by financial institutes, and the county's credit limit.

The Committee would like more information on services offered by different financial institutions to determine if the use of a single institution by the county would streamline the system and possibly benefit from a credit card reward program.

The Committee would also like a better understanding of the benefits of store specific credit cards (*i.e. Lowe's, Walmart*).

Federal Awards Administration Policy: The Federal Awards Policy was recommended by the County Auditors and adopted in 2016. It states how the County is to administer any federal awards.

The Federal Awards Administration Policy was found to be in order and no further actions recommended at this time.

IV. Other Business

- A. The Anti-Harassment Policy and the Contracts Authority/Designate Signatory Policy will be brought back next month for finalization.
- B. The Credit Card Policies are to remain on the agenda for further discussion.
- C. The Committee will review the following policies for discussion next month:
 - Fixed Assets Policy
 - Insurance Settlement Policy
 - Investment Policy
 - Tuition Reimbursement
- D. A copy of the Personnel Policies section will be printed and available at the February meeting. Marty commented on the date of adoption of the Affirmative Action Plan and the Equal Employment Opportunity policies; federal requirements should be reviewed for any updates.

V. Adjournment

Motion by Lapham to adjourn the meeting at 11:30 a.m., seconded by Knoblauch. Motion carried.