



**DRAFT**

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**POLICIES & PROCEDURES COMMITTEE**

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

**MEETING LOCATION**

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

**MINUTES: TUESDAY, FEBRUARY 13, 2018 – 10:56 A.M.**

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**PRESENT:** Commissioners Lapham, Bales, and Knoblauch

**ALSO PRESENT:** Marilyn Woods, Bev Kampmueller, Erica Raymond, Kim Murphy, and Rebecca Borton

**I. Approval of Minutes**

*Motion by Knoblauch, seconded by Bales, to approve the January 9, 2018 minutes. Motion carried.*

**II. Old Business**

**Anti-Harassment Policy:** The Committee reviewed the amended Anti-Harassment Policy. This policy is to be signed by all current, as well as future, employees and placed in their personnel file.

*Motion by Knoblauch, seconded by Lapham, to recommend approval of the Anti-Harassment Policy as amended to the Board of Commissioners (February meeting). Motion carried.*

**Contract Authority / Designate Signatory Policy:** The Committee reviewed the recommended amendments to the policy. There were no other recommendations made and the policy will be brought back next month for final review.

**Credit Card Policies:** Administrator Marshall is collecting information from various institutes.

**III. New Business**

**Fixed Assets Policy:** The Fixed Asset Policy was reviewed. The County Finance Coordinator, Erica Raymond, has reviewed the policy and suggested that the cost of fixed assets required to be capitalized be changed from \$5,000 to \$10,000.

The Fixed Assets Policy will be amended to reflect the recommendation and brought back next month.

**Insurance Settlement Policy:** The Insurance Settlement Policy was reviewed; the County's deductible is \$75,000. The policy currently authorizes the Chair, County

Prosecutor, County Administrator, and department head to approve any negotiation or settlement.

Kim Murphy reviewed a recent case where negotiations were being conducted in the Detroit area and those involved were expected to have the authority to negotiate and approve settlement. This is when having the approval of too many people proved to be disadvantageous.

She reported that the Administrator's Office is recommending that the policy grant the County Administrator and appropriate legal counsel the authority to negotiate and/or approve settlement. In the event the County Administrator's office is involved in the lawsuit, then the Chairman of the Board and appropriate legal counsel shall have the authority to negotiate and/or approve settlement.

This policy will have the recommended changes made and brought back next month for further review.

**Investment Policy:** The County Treasurer is governed by state statute on how funds can and cannot be invested. This policy is to be reviewed and approved on an annual basis. It was clarified that on the last page under **Minimum Bank Standards**; "Our ratio is \_\_\_\_\_ %" is intended to be completed by banking institutions.

This policy was found to be in order and will be sent to the Board of Commissioners in March for their annual approval.

**Tuition Reimbursement Policy:** There were a couple of areas within the Tuition Reimbursement specifically addressed. Under Reimbursement Limitations, reimbursements are limited to two courses each session, up to 4 courses annually. The Committee agreed that the number of courses should not be limited.

The second area discussed was reimbursement for employees pursuing an advanced degree.

The Tuition Reimbursement Policy is to have the first line of the second paragraph under Reimbursement Limitations section to be stricken. The policy is to remain on the agenda for further consideration.

#### IV. Other Business

- A. Policies ready for March adoption:
  - Investment Policy
  
- B. Policies ready for March finalization and April adoption:
  - Contracts Authority/Designate Signatory Policy
  - Fixed Asset Policy

**C.** Policies for further review/discussion:

- Credit Card Policies
- Tuition Reimbursement Policy
- Insurance Settlement Policy

**D.** Policies to review next:

- Affirmative Action Plan
- Equal Employment Opportunity
- Photo ID Badge Policy

**V. Adjournment**

*Motion by Knoblauch to adjourn the meeting at 11:36 a.m., seconded by Bales. Motion carried.*

*MDM/rdb*