

WEDNESDAY, February 14, 2018

PRESENT: Comm. Stimpson, Bales, Bolton, Collins, Driskill, Knoblauch, Lapham, Tillotson, and Wittenbach

ABSENT: None

Also Present: Burke Castleberry, Marilyn Woods, Kim Murphy, Dave Maxwell, Steve Currie, Orlando Todd, Martha Hall, Susie Dice, Shannon Gilkison, Desiree Maholmes, Kasee Johnson, Monica Hunt, Lynne Punnett, Terry Etter, Ian Wendt (WLEN), David Panian (The Telegram), Bishop Benard, Jen Ambrose, Martin Marshall, and Roxann Holloway,

The meeting was opened with an invocation and the Pledge of Allegiance.

Comm. Collins moved to approve the minutes from the January 10, 2018, meeting, Comm. Tillotson seconded, Motion CARRIED.

Comm. Knoblauch moved to approve the minutes from the January 25, 2018, meeting, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Tillotson moved to accept the agenda as presented, Comm. Knoblauch seconded, Motion CARRIED.

Communications were read.

Madison Township Clerk, Terry Etter, addressed the board with concerns regarding the request for an additional employee at the South Central Sewer System and the burden of cost it would put on the township and its taxpayers. Discussion followed.

Comm. Bolton requested that this item be removed from the Consent Agenda.

Comm. Driskill moved to approve the following consent agenda, as amended, Comm. Bales seconded, Motion CARRIED by a Unanimous Roll Call Vote.

Consent Agenda:

APPROVAL OF COMMITTEE ACTIONS

Rules & Appointments (02/13/18)

Land Bank Authority: Lynne Punnett, Housing Rep 12/20

Personnel/Ways & Means (02/13/18)

Prosecuting Attorney Request: The Prosecuting Attorney has submitted a request for a new Assistant Prosecuting Attorney I position. This position will be assigned to District Court Arraignments, the Economic Crimes Unit, and to Adrian/Clinton municipality cases. *Motion by*

Bolton, seconded by Collins, to approve the Assistant Prosecuting Attorney I personnel request as presented. Motion carried.

Transfer of Funds to Land Bank Authority: The Lenawee County Land Bank acquires property from the County Treasurer to provide expanded opportunity to repurpose such properties and return them to productive use. The properties at 125 and 127 W Maumee in the city of Adrian have been in the land bank for many years. The properties are deteriorated beyond feasible repair and the Land Bank has retained a project manager and obtained quotes to raze the buildings. However, the Land Bank does not have funding to pay the cost of demolition. The Land Bank has awarded contracts for the demolition project and if they are not terminated by the 23rd of February, the projects will move forward. There was discussion regarding the condition of the buildings; and investigation of alternative options has been exhausted. *Motion by Stimpson, supported by Lapham, to recommend approving the transfer of \$300,000 from Delinquent Tax to the Land Bank Authority for the purpose of demolitions. Discussion. Motion carried.*

Vehicle Fleet Management Referral (Physical Resources Committee): A proposal from Enterprise for the management of vehicles was reviewed. The Sheriff would like to initiate his 2018 vehicle purchases through the program while the Drain Commissioner will be obtaining three vehicles. There are other programs offered by Enterprise that may be considered in the future. The importance of keeping business local was discussed. *Motion by Collins, supported by Driskill, to recommend approving the Enterprise Fleet Management Plan and authorize the Administrator to sign the contract and any lease documents as vehicles are ordered on behalf of the County. Motion carried.*

Motion CARRIED by a Unanimous Roll Call Vote.

Steve Currie, Executive Director of the Michigan Association of Counties, presented updates from the association.

Orlando Todd, from the Michigan Department of Health and Human Services, presented the Lenawee County Health Department with a Certificate of Accreditation Award for their outstanding performance.

Dave Maxwell presented an update from One Lenawee.

Comm. Wittenbach reported from the Information Technology/Equalization Committee.

Comm. Driskill reported from the Human Services Committee.

Comm. Bolton reported from the Rules & Appointments Committee.

Comm. Collins reported from the Criminal Justice Committee.

Comm. Knoblauch reported from the Physical Resources Committee.

Comm. Tillotson reported from the Personnel/Ways & Means Committee.

Comm. Tillotson moved to refer the Drain Commission request for a new Utility Operator position to cover the Central Lenawee Plant back to next month's Personnel/Ways & Means Committee Meeting Agenda, to be held on March 13, 2018, for further review, Comm. Bolton seconded, Motion CARRIED.

Comm. Tillotson reported from the Accounts Payable Committee.

January 18, 2018-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,533,772.65 with general fund's portion being \$401,784.44, Comm. Bolton seconded. Motion CARRIED.

February 1, 2018-

Comm. Tillotson moved to approve total vouchers for payment in the amount \$1,690,534.02 with general fund's portion being \$213,797.19, Comm. Wittenbach seconded. Motion CARRIED.

Comm. Lapham reported from the Policies & Procedures Committee.

Comm. Lapham moved to approve the following Anti-Harassment Policy, as amended, Comm. Bolton seconded,



Lenawee County Anti-Harassment Policy

Date of Adoption: February 13, 2002

Amended: February 14, 2018

Policy #2018-02

Statement Prohibiting Harassment

As it is the right of every employee to work in a non-hostile environment, it is the policy of Lenawee County that its employees shall be free from harassment of any kind. Violations of this policy shall subject the violator to discipline up to and including termination of employment

To create a work environment that is non-hostile sexual and/or other discriminatory harassment will not be condoned or permitted.

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or rejection of such conduct by an individual is used as a basis for employment decisions, or such unwelcome sexual conduct interferes with an individual's job performance or creates a hostile or offensive working environment. Sexual harassment is also a violation of union contracts.

Sexual harassment includes: unwanted sexual advances; offers of employment or other benefits in exchange for sexual favors; making, threatening reprisals or retaliation after a negative response to sexual advances/sexually suggestive behavior; visual conduct that includes leering, sexual gestures, a display of sexually suggestive objects or pictures, cartoons or posters; verbal conduct such as making or using derogatory comments based on sex or sexual comments, sexual epithets, slurs or jokes, verbal sexual advances or propositions; verbal abuse of a sexual nature, verbal commentaries or descriptions about an individual's body, sexually degrading words used to describe an individual's body, sexually degrading words used to describe an individual; suggestive/obscene letters, notes or invitations; physical touching, exposure of body parts, or other behavior of a sexual nature.

Other non-sexual forms of harassment are also prohibited. Other discriminatory harassment includes, but is not limited to; use of actions, words, jokes, comments, physical actions, epithets, slurs, use of cartoons, pictures, posters or other derogatory conduct toward an individual or group based upon sex, race, color, national origin, age, religion, disability, height, weight, marital status, familial status, or other legally protected characteristic. This conduct must also be severe or pervasive enough to create a hostile environment.

Each employee is responsible for reporting cases of harassment. Any employee who believes he or she is being harassed or has witnessed harassment of another employee shall report such harassment immediately, in writing, to his or her supervisor, the appropriate administrator, or elected official. Forms for filing a report are available online at www.lenawee.mi.us and from the Human Resources office.

Any supervisor or manager who becomes aware of sexual or other discriminatory harassment must immediately advise their department head, appropriate administrator, or elected official so such conduct can be investigated in a timely and confidential manner. All complaints received will be properly investigated. Any employee who has followed the complaint procedure as outlined and requires additional assistance can contact the Human Resources office or the County Administrator for guidance.

Any complaints or reports may be made without fear of reprisal or retaliation. Lenawee County will not tolerate retaliation against anyone who reports harassment or provides information related to such complaints. To that end, reports of harassment will be treated confidentially. Reports will only be shared to the extent required by law or by the necessity of conducting a thorough and effective investigation.

If you have questions about this Policy and/or sexual or other discriminatory harassment, please contact the County Administrator's Office, 264-4508. The County Administrator's Office serves as the County's Equal Employment Opportunity (EEOC) Office.

It is the objective of this policy to protect employees from harassment and abuse. This is not a tool for resolving personality disputes between coworkers. Allegations made by an employee with reckless disregard for the truth may subject the employee to disciplinary action.

If you need immediate protection and/or intervention, your department head or county administrator may take immediate appropriate action based on the circumstances.

I have read and understood the preceding anti-harassment policy.

Signature of Employee

Date

Motion Carried.

Comm. Driskill reported from the Road Commission.

Comm. Wittenbach reported from the Department of Human Services.

Comm. Bolton reported from the Department on Aging.

Comm. Knoblauch reported from the Solid Waste Committee.

Comm. Bolton reported from Michigan Works.

Comm. Knoblauch reported from MTA.

Comm. Knoblauch reported from the Veterans Affairs Committee.

Comm. Collins reported from the Emergency 9-1-1 District Board.

Comm. Wittenbach reported from the Health Board.

Comm. Wittenbach reported from MAC- General Government.

Comm. Driskill commended Comm. Wittenbach for the great job he does organizing and running the County-wide Wrestling Meet.

Comm. Driskill announced that he has decided not to run for county commissioner for the upcoming term.

Comm. Bolton moved to adjourn at 2:40 P.M., Comm. Wittenbach seconded. Motion CARRIED.

Roxann Holloway, Clerk

David Stimpson, Chair

Draft