



---

---

**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, March 13, 2018 – 11:23 a.m.**

---

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

**ALSO PRESENT:** Commissioner Tillotson, Craig Tanis, Jenny Escott, Susie Dice, Martin Marshall, Kim Murphy, and Rebecca Borton

**I. Approval of Minutes**

*Motion by Bales, seconded by Knoblauch, to approve the February 13, 2018 minutes. Motion carried.*

**II. Old Business**

- A. Contract Authority / Designate Signatory Policy:** The Committee reviewed the amended Contract Authority / Designate Signatory Policy. This policy is now ready for Board of Commissioners approval.

*Motion by Knoblauch, seconded by Bales, to recommend approval of the Contract Authority / Designate Signatory Policy as amended to the Board of Commissioners at the April meeting. Motion carried.*

- B. Fixed Asset Policy:** The Fixed Asset Policy has been amended to reflect the change in the cost of required fixed assets to be capitalized from \$5,000 to \$10,000. There were no other recommended changes and the policy is now ready for the Board of Commissioners approval.

*Motion by Knoblauch, seconded by Bales, to recommend approval of the Fixed Asset Policy as amended to the Board of Commissioners at the April meeting. Motion carried.*

- C. Credit Card Policies:** Administrator Marshall continues to research available options; this has been a bit more challenging than initially anticipated.

- D. Tuition Reimbursement Policy:** A couple of areas of the Tuition Reimbursement Policy were addressed last month. Further consideration was to be given to the reimbursement for employees pursuing an advanced degree.

Different opinions on offering tuition reimbursement for advanced degrees were expressed. Administrator Marshall reminded the Committee that the department head ultimately approves/denies any reimbursement requests and any reimbursement comes out of that department's budget.

The Committee has requested that language be included in the draft clearly identifying that advanced degree courses may be considered for tuition reimbursement.

An updated draft of the Tuition Reimbursement Policy is to be brought back next month.

- E. Insurance Settlement Policy:** The Insurance Settlement Policy was amended to grant the County Administrator and appropriate legal counsel the authority to negotiate and/or approve settlement and 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.

The Committee has requested that the County Administrator, or designee, and the appropriate legal counsel be added to the draft policy; and the Chairperson, or designee, and the appropriate legal counsel in the case of a lawsuit involving the Administrator's Office.

An updated draft of the Insurance Settlement Policy is to be brought back next month.

### III. New Business

**Affirmative Action Plan:** The Affirmative Action Plan and Equal Employment Policy will be reviewed by legal counsel.

**Photo ID Badge Policy:** There was discussion regarding the Photo ID Badge Policy and the following amendments were requested:

- **Mandatory Use:** Security ID Badges must be worn, face up, **and clearly visible**, at all times while conducting the employees job responsibilities. ~~Photo identifications are to be worn from the neck using a lanyard.~~
- ~~The Policy: A photo ID must be worn at all times, face up, above the waist. The use of name tags without a photo, in lieu of the photo identification, is not permitted.~~
- Photo identification badges must not be altered or defaced in any manner. Do not affix stickers or tags to the photo identification badges. **Lost**, damaged or altered badges must be replaced, and a ~~fee of \$7.50 for~~ replacement **fee** will be charged.
- **Functionality:** Photo IDs are color coded to designate personnel function as follows:
  - ~~Red~~ **Orange** - Commissioners, EM Staff, and Health Officer, **and other designated staff**
  - **Blue Dot – Attorney Secure Pass**

Craig mentioned that a new "Attorney Secure Pass" badge that will available for Attorneys that visit the Judicial Building on a regular basis. This pass will not have a color assigned to it and will have a blue dot in place of the County logo.

#### **IV. Other Business**

**Investment Policy:** As reviewed last month, the County Treasurer is governed by state statute on how funds can and cannot be invested. The Depository & Investment Policy is reviewed and approved on an annual basis and the resolution along with the policy will be submitted to the Board of Commissioners for approval tomorrow.

#### **Policies & Procedures Committee:**

The Committee will review the Computer Equipment policies and the Internet Access Policy next month.

The Committee will begin meeting on the third Monday of the month at 10:00 a.m.

#### **V. Adjournment**

*Motion by Knoblauch, to adjourn the meeting at 12:27 p.m., seconded by Bales. Motion carried.*

*MDM/rdb*