

POLICIES & PROCEDURES COMMITTEE



301 N. Main St. Adrian, MI 49221

p: 517-264-4508 | f: 517-264-4512

lenawee.mi.us

MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch

MEETING LOCATION

Chamber Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI 49221

MINUTES: Monday, April 15, 2019 – 10:00 a.m.

Present: Commissioners Lapham and Bales

Absent: Commissioner Knoblauch

Also Present: Susie Dice, Martin Marshall, Kim Murphy, Rebecca Borton, Commissioners Wittenbach and Tillotson joined later in the meeting.

I. Approval of Minutes

Motion by Bales, supported by Lapham, to approve the minutes of the March 18, 2019 meeting. Motion carried.

II. Ready for recommendation

A. Motor Vehicle Use Policy: The draft Motor Vehicle Use Policy was presented for consideration. There was discussion regarding smoking in county-owned vehicles as well as privately own vehicles when a second person is in the vehicle. Although this is addressed in the Smoke-Free Worksite Ordinance, the committee would like to have it included in the policy and brought back next month.

There was also discussion regarding driving record checks and on page 4, an authorization form is mentioned. Marty advises that although it is permissible for an employer to obtain a driving record without a consent form, a draft form will be prepared and attached.

It is noted that the it is the responsibility of the Department Head to periodically furnish driving record check. The word "periodically" may need to be defined.

The word "bailee" was discussed. A bailee refers to someone who borrows a vehicle and should remain in the policy.

B. Sewage Disposal Program: Kim explained that the Sewage Disposal Policy is actually a policy that allows a variance to the requirements of the sewage disposal program; which falls under the supervision of the Health Department. The Board of Commissioners endorsement was included in the policy as a source of reference, this section may be removed from the County's Policies & Guidelines.

Motion by Bales, seconded by Lapham, to remove the Sewage Disposal Program section from the County's listed policies and procedures. Motion carried.

III. Further Review

- A. Condition Red Guidelines:** Marty advises that the Homeland Security Advisory System (HSAS) was replaced in 2011 with the National Terrorism Advisory System (NTAS). He reviewed the updated procedures and suggested that the condition red guidelines memo be removed from policies and procedures book.

Motion by Bales, seconded by Lapham, to recommend removal of the Condition Red Guidelines from County's listed policies and procedures and that the Administrator's office will request Emergency Management to forward advisories and alerts for distribution. Motion carried.

IV. Initial Review

- A. Credit Card Policy:** Marty submitted a credit card resolution and a new credit card issuance policy. He advises that this policy will facilitate efficient and effective financial operations to safeguard County funds. While the use of credit cards make certain transactions more efficient, it is necessary to provide effective controls to ensure that cards are used appropriately and that expenditure of funds are subject to review and approval. This policy provides for the issuance, use, and oversight of credit cards for official County business. The Treasurer's Office along with the Administrator's Office will review the credit cards issued and total debt limit of the County on an annual basis.

There are a few store card that may continue in use as there are benefits specific to those cards in their store.

A draft of the Credit Card Policy will be brought back next month for consideration.

V. On-Hold

- A. Human Services Building Regulations:** The Human Services Building Usage guidelines are to be reviewed at HSB Department Head meeting tomorrow.
- B. Credit Card Acceptance Policy:** There was nothing new to report.

VI. New Business

- A. Other New Business:** Marty shared a status report of the county policies. With only a few remaining policies he suggested the committee discuss a continuation process at the next meeting. The May meeting is set for the 20th at 10:00 a.m.

VII. Adjournment

Motion by Bales, seconded by Lapham, to adjourn the meeting at 10:50 a.m. Motion carried.