



LENAWEE COUNTY
MICHIGAN

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, April 16, 2018 – 10:00 a.m.

PRESENT: Commissioners Bales, Lapham, and Knoblauch

ALSO PRESENT: Matt Richardson, Eric Miller, Susie Dice, Martin Marshall, Kim Murphy, and Rebecca Borton

Commissioner Bales chaired today's meeting.

I. Approval of Minutes

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

II. Old Business

A. Policies Under second or final review

- 1. Tuition Reimbursement Policy:** Language has been included to clearly identify that advanced degree courses may be considered for tuition reimbursement. The changes are reflected in the second paragraph under *Coursework Eligibility*; and limitations were stricken from the second paragraph under *Reimbursement Limitations*, as well as, the first paragraph under *Reimbursement Not Allowed*.

*Motion by Knoblauch, seconded by Lapham, to recommend approval of the Tuition Reimbursement Policy as amended to the Board of Commissioners at the May meeting.
Motion carried.*

- 2. Insurance Settlement Policy:** The policy has been amended to designate those that have the authority to negotiate on behalf of the County in an insurance suit.

*Motion by Lapham, seconded by Knoblauch, to recommend approval of the Insurance Settlement Policy as amended to the Board of Commissioners at the May meeting.
Motion carried.*

- 3. Photo ID Badge Policy:** The Policy has been amended to reflect recommended changes to
 - the way badges *must* be worn
 - by removing a set replacement fee
 - and the color identification

There was discussion regarding the orange badge; there are persons not listed in these capacities that have an orange badge.

The following need to be included in the policy:

- Orange - Commissioners, EM / EOC Staff, and Health Officer, **and other designated staff**
- **Blue Dot – Attorney Secure Pass**
- Information on the Attorney Secure Pass is pending

B. Policies under further review / discussion:

- 1. Affirmative Action Plan & Equal Employment Opportunity Policy:** The Affirmative Action Plan and Equal Employment Policy are to be reviewed by legal counsel.
- 2. Credit Card Policies:** No additional information is available at this time.

III. New Business

- A. Information Technology & Security Policy:** Matt submitted a draft Information Technology policy. He noted that the IT sections in the Personnel Handbook are very outdated and this proposed policy will include aspects of all policies relating to information technology throughout the departments.

There was discussion regarding removing it from the Personnel Handbook.

This is a preliminary draft and will be coming back to the committee for further discussion.

IV. Other Business

- A. Non Union Personnel Handbook:** Marty Marshall distributed a copy of the Personnel Handbook with several changes. The Personnel Handbook is to be reviewed by committee members and brought back next month for further discussion.
- B. Accounts Payable Policy:** There were some questions that came up regarding meal reimbursements on the Accounts Payable Policy. These will be reviewed and a proposed updated policy will be brought back to the Committee for consideration at the next meeting. The Committee was also asked to consider showing some type of index or other identifier to show what is included in the AP Policy.

The Committee will continue to review policies that have been brought before the committee; no other policies were identified to be reviewed at this time.

V. Adjournment

*Motion by Lapham, to adjourn the meeting at 10:46 a.m., seconded by Knoblauch.
Motion carried.*