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**ADMINISTRATOR'S OFFICE**  
301 N. Main Street ~ Adrian, MI 49221

**Martin D. Marshall, County Administrator**  
Telephone: (517) 264-4508 ~ Fax: (517) 264-4512

**POLICIES & PROCEDURES COMMITTEE**  
*John Lapham, Chair, Dawn Bales, Vice Chair*  
*Bob Knoblauch, Member*

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

## **MINUTES**

**Tuesday, June 18, 2018 – 10:03 a.m.**

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

**ALSO PRESENT:** Martin Marshall, Susie Dice, and Rebecca Borton

### **I. Approval of Minutes**

*Motion by Knoblauch, seconded by Bales, to approve the May 21, 2018 minutes.*  
*Motion carried.*

### **II. Old Business**

There were no updates on the Credit Card Policies, Affirmative Action Plan, Equal Employment Opportunity Policy, or Information Technology Policy.

**A. Non-union Personnel Handbook (Dress Code/Workspace):** Dress code policies have been received from several departments.

The Committee would like to have a draft prepared to include minimum standards for both a dress code and workspace environment expectations.

The County has many positions that have different apparel requirements. The Committee would like to include a section in the personnel handbook to address minimum expectations of employees projecting a professional image while representing Lenawee County.

### **III. New Business**

**A. Flag Etiquette Policy:** Lenawee County follows the Boy Scouts of America publication #33188A YOUR FLAG.

**B. Freedom of Information Act (FOIA) Policy:** The FOIA Policy will be brought back next month when the FOIA Coordinator will be in attendance.

**C. Fair Housing Policy:** Marty reviewed a few points of interest and will further review state and federal policies; any recommendations will be brought back.

- D. Upcoming policy reviews:** Further consideration will be given to a dress code and work environment standards, and the Committee will continue to review the Freedom of Information Act (FOIA) Policy and the Fair Housing Policy.

**IV. Other Business:** There was no other business.

**V. Adjournment**

*Motion by Bales, to adjourn the meeting at 10:53 a.m., seconded by Knoblauch. Motion carried.*

*MDM/rdb*