

POLICIES & PROCEDURES COMMITTEE

Martin D. Marshall

County Administrator

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COMMITTEE MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch

MEETING LOCATION

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

MINUTES: Monday, July 16, 2018 – 10:00 a.m.

PRESENT: Commissioners Lapham, Bales, and Knoblauch

ALSO PRESENT: Susie Dice, Kim Murphy, and Marty Marshall

I. Approval of Minutes

Motion by Knoblauch, supported by Bales, to approve the minutes of the June 18, 2018 meeting. 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 and workspace policies have been received from several departments.

The Committee reviewed those findings along with an updated draft policy. There were a few changes recommended, however the Committee was comfortable with the draft and asked Administrator Marshall to send it out for further comment. This will be brought back to the next meeting.

- B. Freedom of Information Act (FOIA Policy):** The Freedom of Information Act Policy was reviewed by the Committee. There were a few suggested changes to the titles of certain staff members, but other than that the Committee was comfortable with the policy. This is to be brought back to the next meeting.

- C. Fair Housing Policy:** There were a few questions about the header and when the policy had been previously revoked, but there was little comment since this policy is driven by law.

III. New Business

The Committee agreed to review the Green Initiative Policy at that next meeting.

It was also noted that the next meeting is scheduled during the MAC Conference and therefore it was requested to be rescheduled for either August 13 or August 27.

IV. Adjournment

Motion by Bales, seconded by Knoblauch, to adjourn the meeting at 11:00 a.m. Motion carried.