

POLICIES & PROCEDURES COMMITTEE

Martin D. Marshall
County Administrator

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MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch

MEETING LOCATION

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

MINUTES: Monday, August 27, 2018 – 10:00 a.m.

PRESENT: Commissioners Lapham, Bales, and Knoblauch

ABSENT: Commissioner Bales

ALSO PRESENT: Martin Marshall, Joshua Tirey, Rebecca Adams, Heidi Ross, Jodee Hartman, Sue Pelham, Callie Pigg-Scroggins, Shonnie Brinkman, Bell Bible, Paula Martin, Darlene Winchel, and Rebecca Borton

I. Approval of Minutes

Motion by Knoblauch, supported by Lapham, to approve the minutes of the July 16, 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 was presented with an updated draft of the Dress code, workspace, and personal conduct policy.

There was discussion regarding the number of allowable plants and personal items in the workplace, there was also discussion regarding union / non-union requirements and policy enforcements, as well as, a few other minor concerns.

Guests were assured that the policy is intended to present to the public and co-workers a clean, professional and respectful image and attitude. All county employees are representatives of county government as a whole and should, at all times, present a positive image.

The Committee would like clarification on the use of candle warmers office areas.

- B. Freedom of Information Act (FOIA Policy):** The recommended changes to the Freedom of Information Act Policy have been made and were presented to the Committee. Assistant County Administrator was changed to Deputy County Administrator, and County Environmental Health Director was changed to County Environmental Health Administrator.

Motion by Knoblauch, supported by Lapham, to recommend approval of the amended FOIA Policy. Motion carried.

- C. **Fair Housing Policy:** The header has been updated to reflect dates of amendment. There were no changes in the body of the policy; therefore it does not require an amendment be approved by the board.

III. New Business

Green Initiative Policy: The Green Initiative Policy was reviewed and found to be in order.

Next month: The Committee will open review of the Hiring Freeze Policy, Vehicle Use Policy, Airport Driving Policy, and Record Retention Policy next month.

IV. Adjournment

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

MDM/rdb