

# POLICIES & PROCEDURES COMMITTEE

**Martin D. Marshall**  
County Administrator

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## MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch

## MEETING LOCATION

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

**MINUTES: Monday, September 17, 2018 – 10:00 a.m.**

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**PRESENT:** Commissioners Bales and Knoblauch

**ABSENT:** Commissioner Lapham

**ALSO PRESENT:** Martin Marshall, Kim Murphy, and Rebecca Borton

### I. Approval of Minutes

*Motion by Knoblauch, supported by Bales, to approve the minutes of the August 27, 2018 meeting.  
Motion carried.*

### II. Dress & Workspace Code/Standards

Candle warmers/electronic air fresheners were further reviewed. It was determined that any sort of air freshener should be the type that connects directly into the electric outlet and is to be unplugged nightly.

The Committee would like the policy to be updated to include information on candle warmers/air fresheners; and to be brought back next. Upon approval of this policy; it is to be included in the personnel handbook.

### III. Green Initiative Policy

The Green Initiative Policy was reviewed by Marty Marshall. He explained that efforts are made to adhere to the policy when it is both efficient and fiscally responsible.

The Green Initiative Policy will be further reviewed and brought back next month for any additional comments.

### IV. Old Business

**Credit Card Policies:** There were no updates on the Credit Card policies.

**Affirmative Action Plan Policy:** An Affirmative Action plan is obsolete and pertinent information is now included in the proposed Equal Employment Opportunity Policy.

**Equal Employment Opportunity Policy:** Legal counsel has provided a sample EEO Policy. Marty made slight changes to better fit Lenawee County's specific circumstances.

**Information Technology Policy:** The Administrator's Office will check on the status.

**Non-union Personnel Handbook:** Marty Marshall recommended making changes to the format of the personnel handbook, suggesting that some of the sections be pulled from the body of the handbook but referred to in an appendix. These changes will be brought back next month to discuss further.

**Fair Housing Policy:** No further action is required.

**V. New Business**

There was no new business.

**VI. Adjournment**

*Motion by Knoblauch, seconded by Bales, to adjourn the meeting at 10:30 a.m. Motion carried.*

MDM/rdb