

POLICIES & PROCEDURES COMMITTEE



301 N. Main St. Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us

MEMBERS

Dawn Bales, Nancy Jenkins-Arno, James Goetz

Minutes: Monday, February 7, 2022 – 2:20 p.m.

Present: Commissioners Bales, Jenkins-Arno, and Goetz

Other Commissioners: Commissioner Krasny

Also Present: Kim Murphy and Martin Marshall

I. Approval of Minutes

Motion by Jenkins-Arno, seconded by Goetz, to approve the minutes of the December 6, 2021 meeting. Motion carried.

II. Policy Review

- A. Parking Regulation:** The parking lot regulations pertain only to various COUNTY owned parking lots; designating employee and visitor areas.
- B. Record Retention:** Lenawee County Departments are to follow the Records Management Manual for Local Governments prepared by the State of Michigan. www.michigan.gov/recordsmanagement
- C. Vehicle Use Policy:** The objective of this County Motor Vehicle Usage Policy is to establish uniform administrative regulations which standardize the procedures and reporting requirements utilized by departments and employees in the use of both County-owned and privately-owned vehicles in the conduct of official County business.

III. New/Old Business: Next month the Green Initiative Policy and the Emergency Guidelines will be reviewed.

IV. Ready for Recommendation:

Investment Policy: The Investment Policy is reviewed and adopted annually. This policy has been reviewed by the Treasurer and there are no changes.

Motion by Jenkins-Arno, seconded by Goetz, to recommend adoption of the Investment Policy. Motion carried.

Credit Card Policy: The Credit Card *Issuance* Policy was inadvertently placed on the agenda. The Credit Card *Acceptance* Policy was found to be out dated and a new version has been drafted and submitted for your review.

This policy will be on the agenda for consideration next month. If you have any further comments, they should be submitted to the Administrator's Office prior to February 28th.

V. Other Business: There was no other business.

VI. Public Comment: There was no public comment.

VII. Adjournment

Motion by Goetz, seconded by Jenkins-Arno, to adjourn the meeting at 2:35 p.m. Motion carried.

KLM/rdb