

# 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, October 4, 2021 – 3:00 p.m.

---

**Present:** Commissioners Bales and Goetz

**Absent:** Commissioner Jenkins-Arno

**Also Present:** Kim Murphy

### I. Approval of Minutes

*Motion by Goetz, seconded by Bales, to approve the minutes of the August 30, 2021 meeting. Motion carried.*

### II. Policy Review

- A. Contracts, Designate Signatory Policy:** Adopted in 2007, last amended in 2018. The Board of Commissioners has budgetary control over County funds and exercises the legislative power of appropriation. Thus, elected officials, other County officials and employees are not authorized by statute to enter into contracts on behalf of the County. However, the County Board of Commissioners could specifically authorize officials to sign certain contracts within established guidelines when not otherwise prohibited by statute. This could be on a case by case basis through formal Board actions, or by a contracting purchasing policy setting forth Board approved procedures for such arrangements.
- B. Credit Card Acceptance Policy:** Established in 1997; last amended in 2005. Outlines departmental credit card acceptance.
- C. Credit Card Issuance Policy:** Adopted in 2019, the policy outlines the Credit Card Issuance program. No County funds may be encumbered, and no payment will be approved, on credit cards outside of the corporate account.
- D. Federal Awards Administration Policy:** Adopted in 2016. Lenawee County does not have a centralized grants department; therefore, it is the responsibility of each department obtaining a grant to care for and be familiar with all grant documents and requirements. If a grant is Federal, the department should immediately notify the Finance Coordinator for inclusion in the County's Single Audit.
- E. Fixed Assets Policy:** Adopted in 2006, last amended in 2018 addresses how fixed assets are identified, handled, and recorded.

**F. Insurance Settlement Policy:** Adopted in 2011 and last amended in 2018. The commission authorized the County Administrator, or designee, and the appropriate legal counsel to approve negotiations or a settlement if they are unanimous in their decision to represent the County in a lawsuit being handled by an insurance company, and the exposure of the county is limited to the deductible under the insurance policy.

**III. New/Old Business:** There was no new or old business to discuss.

**IV. Ready for Recommendation:** There was nothing for further recommendation at this time.

**V. Other Business:** The next meeting will be November 1, 2021.

**VI. Public Comment:** There was no public comment.

**VII. Adjournment**

*Motion by Goetz, seconded by Bales, to adjourn the meeting at 3:20 p.m. Motion carried.*

KLM/rdb