

POLICIES & PROCEDURES COMMITTEE



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MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch



Minutes: Monday, June 1, 2020 – 2:12 p.m.

Present: Commissioners Lapham, Bales, and Knoblauch

Also Present: Martin Marshall, Kim Murphy, Rebecca Borton, and Matt Turgeon

I. Approval of Minutes

Motion by Knoblauch, seconded by Bales, to approve the minutes of the October 7, 2019 meeting. Motion carried.

II. Ready for recommendation

The Accounts Payable Guidelines have been updated. Marty reviewed changes to the Asset Purchase Orders and the Credit Card sections.

Motion by Bales, seconded by Knoblauch, to recommend the Accounts Payable Policy & Procedures to the Personnel/Ways & Means Committee. Motion carried.

III. Initial/Further Review

There was nothing for further review at this time.

IV. Other Business

Next Committee Meeting: The next meeting is set for August 3rd.

Future policy amendments considerations may include upcoming labor agreements and their relation to the personnel handbook, video meetings, and remote access.

V. Adjournment

Motion by Bales, seconded by Knoblauch, to adjourn the meeting at 2:29 p.m. Motion carried.

MDM/rdb