

POLICIES & PROCEDURES COMMITTEE

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MEMBERS

Dawn Bales, Nancy Jenkins-Arno, James Goetz

Minutes: Monday, November 1, 2021 – 2:10 p.m.

Present: Commissioners Bales, Jenkins-Arno, and Goetz

Also Present: Kim Murphy and Martin Marshall

I. Approval of Minutes

Motion by Goetz, seconded by Jenkins-Arno, to approve the minutes of the October 4, 2021 meeting. Motion carried.

II. Policy Review

- A. Tuition Reimbursement:** Adopted in 2007 and last amended in 2018. The Lenawee County Tuition Reimbursement Program is designed to encourage and assist employees in furthering their educational qualifications and professional development in subjects and fields which are directly related to the County's operations, activities and objectives, and which will improve their job performance by providing reimbursement for a portion of their educational expense.

This policy outlines the eligibility requirements, reimbursement procedures, and limitations.

CDBG Policies: The Citizen Participation Plan, Economic Opportunities for Section 3, Grievance Procedures, and Non-Discrimination based on Handicap policies were created with the Michigan Economic Development Corporation's required language and adopted in 2019 to comply with the MEDC's requirements.

- B. Citizen Participation Plan:** Lenawee County, as a Local Unit of Government recipient of Community Development Block Grant funding has developed and adopted this Citizen Participation Plan to be in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended.

- C. Economic Opportunities for Section 3:** Section 3 of the Housing and Urban Development Act of 1968, as amended, ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance for housing and community development programs be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low- and very low income persons¹.

D. Grievance Procedure: This Grievance Procedure is established to meet the requirements of Section 504. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the County of Lenawee. The County's Personnel Policy governs employment-related complaints of disability discrimination.

E. Non-Discrimination Based on Handicap: Lenawee County does not discriminate on the basis of disability in its hiring or employment practices. This UGLG will not ask a job applicant about the existence, nature, or severity of a disability.

Lenawee County will provide appropriate auxiliary aids and services, including qualified sign language interpreters, assistive listening devices, and alternate formats, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden.

F. Info Technology and Security: Adopted in 2020. This policy establishes best practices and provide guidance for Lenawee County employees to follow in an effort to better secure our network infrastructure and IT assets. Standards and related processes and procedures will be developed and maintained to ensure compliance with these policies.

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 December 6, 2021.

VI. Public Comment: There was no public comment.

VII. Adjournment

Motion by Jenkins-Arno, seconded by Goetz, to adjourn the meeting at 2:40 p.m. Motion carried.

KLM/rdb