

POLICIES & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

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



MEMBERS

Nancy Jenkins-Arno, Kevon Martis, Karol "KZ" Bolton

MEETING LOCATION

Chambers
301 N. Main Street - Adrian, MI

Agenda: Monday, December 4, 2023 – 10:00 a.m. or
Immediately following 9:00 a.m. - Airport Commission meeting

- I. **Approval of Minutes** – November 6, 2023
- II. **Old Business**
 - A. **Further Review / Recommendation:** Corresponding w/ Legal Counsel
 - B. **Further Review / Recommendation:** Conflict of Interest Policy
- III. **New Business**
 - A. **Policy Introduction:** Enhanced Public Participation Policy
 - B. **Policy Introduction:** Ethics Policy
- IV. **Other Business**
 - A. January 1, 2024 Meeting (holiday)
- V. **Public Comment**
- VI. **Adjournment**

Policies are available: <http://www.lenawee.mi.us/639/County-Policies-Guidelines>



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: Policies & Procedures

Date of meeting: December 4, 2023

FROM: Kim Murphy

Title: Correspondence w/Legal Counsel

DEPT: County Administrator

Description of request	Summary: No further changes were received by the Administrator's Office. Should this policy meet the intent of the Committee, it may be considered ready for recommendation to the Board of Commissioners. Request: To recommend adoption of the Correspondence with Legal Counsel Policy to the Board of Commissioners.
Amount Requested:	N/A
Account Number:	N/A
List Attachments:	Correspondence w/Legal Counsel

Prepared by klm

Upcoming agenda items shall be reported to the Administrator at least ten (10 **days prior** to the meeting. All supporting information shall be submitted to the Administrator's Office no later than seven (7) days prior to the meeting.

LENAWEE COUNTY BOARD OF COMMISSIONERS

301 N. Main St. Courthouse ~ Adrian, MI 49221

(517) 264-4508

www.lenawee.mi.us

CHAIR

James Van Doren

VICE-CHAIR

Dustin Krasny



Dawn Bales

Karol "KZ" Bolton

Terry Collins

Nancy Jenkins-Arno

Kevon Martis

David Stimpson

Ralph Tillotson

POL#2023-00x

CORRESPONDING WITH LEGAL COUNSEL

PURPOSE

It is the policy of the Lenawee County Board of Commissioners to have the governmental business of the County conducted within the bounds of Federal, State, and local law as defined by statute and also as defined by court interpretation of the statute. To this end, it will be necessary, from time to time, to consult with legal counsel regarding specific matters.

ADMINISTRATOR

The County Administrator is generally responsible for implementing the policies set by the Lenawee County Board of Commissioners and ensuring that employees of County government work toward fulfilling the policies. The County Administrator is the communications contact between Lenawee County Departments and the Board of Commissioners; therefore, all appointed and elected officials are expected to keep the County Administrator apprised of legal counsel activities.

ELECTED AND APPOINTED DEPARTMENTS

The authorities between elected and appointed department heads vary and it is imperative that communications between departments, the County Administrator, and the Board of Commissioners remain open, clear, and concise. This policy has been created to provide procedural guidance and defined expectations.

- 1.0 Legal Matters:** There are three avenues for the conduct of the County's governmental legal affairs:
- 1.1 Risk management legal matters** are handled through the County's risk management insurance carrier. Any and all matters requiring assigned legal counsel through our insurance carrier will be immediately forwarded to the Administrator's office.
- 1.2 Personnel matters** such as collective bargaining and labor hearings are handled through a private law firm(s). Costs for legal services are billed at an hourly rate. Because of this and in order to minimize costs, contact with legal counsel is limited to the following County officials:
 - a. County Administrator
 - b. Other County officials as designated from time to time and as described in this policy.

- 1.3 **All other legal affairs** not previously identified are handled through a private law firm (referred to as “Corporation Counsel”). Costs for legal services are billed at an hourly rate. Because of this and in order to minimize costs, contact with Corporation Counsel is limited to the following County officials:
 - a. County Administrator
 - b. Other County officials as designated from time to time and as described in this policy.
- 2.0 **Requests for Counsel Regarding Personnel Matters.** Appointed department heads shall refer all requests for legal service assistance to the Administrator.
- 2.1 Elected department heads who act as co-employers with the Board of Commissioners are authorized to contact Counsel to discuss sensitive personnel issues. Such contact shall not exceed two billing hours for a single issue and the County Administrator shall be copied in all communication to and from legal counsel. If additional assistance is needed, the elected department head shall meet with the Administrator about the request. If it is determined that additional time is warranted, the Administrator shall take appropriate action to secure the assistance of legal counsel.
- 3.0 **Requests for Corporation Counsel Advice.** Any county department in need of Corporation Counsel advice shall submit a written request to the Administrator. In that request, the department head should explain the need for retaining the assistance of corporation counsel. The Administrator shall take appropriate action to secure the assistance of Corporation Counsel.

BOARD OF COMMISSIONERS

The Board of Commissioners are the elected representatives of those who live within Lenawee County and whose primary purpose is to set policy for the activities to be conducted by Lenawee County government.

- 1.0 **Written Legal Opinion:** It will inevitably be requested by either an individual commissioner, the commission as a whole, or the County Administrator to provide a written legal opinion on one or more issues. The *general rule* shall be any request for a written legal opinion be made through the Chair of the County Commission and the Administrator. Upon approval, the Administrator will submit the request for a written legal opinion. All Commissioners will be made aware of any request for a written legal opinion.
- 1.1 Corporation Counsel will provide the **written legal opinion** to the entire Board of Commissioners and the County Administrator.
- 1.2 Although all Commissioners may not agree with requesting of a written legal opinion, individuals may have their own reasons for requesting a written legal opinion that should not require the approval of the full Board prior to requesting such an opinion. The same holds true for legal opinions requested by the County Administrator. These are important protocols ensuring everyone is aware of written legal opinions being sought and everyone receives a copy of the written legal opinion at the same time.

- 2.0 **Meetings:** Given the broad responsibility of the Board of Commissioners, there may be times when one or more commissioner requests a meeting with corporation counsel on a given subject. This is permissible as long as there is not a quorum present.
- 2.1 If corporation counsel is requested to provide a written legal opinion as a result of a meeting with one or more county commissioners, corporation counsel will promptly advise the entire County Commission of the request while also notifying the County Administrator.
- 3.0 **Requests for Corporation Counsel Advice.** A commissioner seeking Corporation Counsel advice shall notify the Chair of the Board; in their absence contact the County Administrator.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, , 2023, in the Old County Courthouse, Adrian, Michigan.

James E. Van Doren, Chair

Roxann Holloway, County Clerk



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: Policies & Procedures

Date of meeting: December 4, 2023

FROM: Kim Murphy

Title: Conflict of Interest Disclosure

DEPT: County Administrator

Description of request	Summary: The language submitted by Commissioner Martis has been added (Section 4.0, item d.) regarding the process for the selection by which conflicted members may be permitted to participate in the discussion and vote Should this policy meet the intent of the Committee, it may be considered ready for recommendation to the Board of Commissioners. Request: To recommend adoption of the Conflict of Interest Disclosure to the Board of Commissioners.
Amount Requested:	N/A
Account Number:	N/A
List Attachments:	Conflict of Interest Disclosure

Prepared by klm

Upcoming agenda items shall be reported to the Administrator at least ten (10 **days prior** to the meeting. All supporting information shall be submitted to the Administrator's Office no later than seven (7) days prior to the meeting.

LENAWEE COUNTY BOARD OF COMMISSIONERS

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POL#2023-0xx

CONFLICT OF INTEREST DISCLOSURE POLICY

PURPOSE

Elected officials and county employees must be solely committed to the best interests of the citizenry. This is a foundational principle of effective government. To that end, Lenawee County attempts to avoid situations in which an employee's business or personal interests may unduly influence a decision-making process that involves real or apparent conflicts of interest. Both elected and appointed officials are individually responsible for evaluating their affiliations and interests, and those of their close relatives and professional associates, which relate to their duties to Lenawee County before they review any monetary proposals. For purposes of this policy, reference to "employee" shall refer to both elected and appointed officials. Further, it is in the public interest for employees to report to their immediate supervisor or the County Administrator any conduct on the part of any other employee that appears to be a conflict of interest.

- 1.0 Scope:** This policy shall apply to all departments, administrative units, and elected officials of the Lenawee County Government.
- 2.0 Conflict of Interest Definition:** A conflict of interest shall include, but is not limited to, any matter in which:
 - a.** An employee has a direct pecuniary interest in the matter or the outcome of the matter. Such an interest results in an incompatibility between the employee's private interests and the employee's fiduciary duties to the public and shall not be permitted. "Pecuniary interest" for purposes of this policy means that an employee has a reasonable likelihood or expectation of direct appreciable and immediate financial gain or loss. An employee does not have a direct pecuniary interest in the matter or the outcome of the matter if the interest is *so remote or insignificant* that it could not reasonably be regarded as likely to influence any decision of a member; or
 - b.** A person in the employee's immediate family has a direct pecuniary interest in the matter or the outcome of the matter. Such an interest results in an incompatibility between the employee's private interests and the employee's fiduciary duties to the public and shall not be permitted. "Immediate family" means an employee's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents-in-law, or any individual living in the employee's household.
- 2.1** Specific situations include but are not limited to, the following: An employee may not participate in the review or award of a contract or transaction in which any of the following has an interest:
 - a.** The employee or the employee's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents-in-law, or any individual living in the employee's household.;

- b. Any organization (including a parent or subsidiary) in which the employee or the employee's spouse, parent, child, or partner serves as an officer, director, trustee, partner, or is otherwise similarly associated;
- c. Any organization (including a parent or subsidiary) in which the employee or the employee's spouse, parent, child, or partner is negotiating for or has an arrangement concerning prospective employment or other similar association; or
- d. Any organization (including a parent or subsidiary) in which the employee or the employee's spouse, parent, child, or partner has an interest with respect to any pending contract or transaction competing under the same program as any other application to be reviewed by the committee.

3.0 Failure to Disclose: Any conflict or potential conflict of interest must be disclosed to the County. Failure to do so will result in discipline, up to and including termination of non-elected employees.

4.0 Recusal from Voting and Deliberation: Any voting employee having a conflict of interest shall disclose the conflict and request to abstain from ~~the~~ conversation and ~~vote voting~~ on the item of conflict.

- a. The employee shall not attempt to exert his or her influence with respect to the matter, either at or outside the meeting.
- b. Any member who recuses themselves from a vote due to a conflict of interest would not be considered a "voting member" for purposes of a quorum on the matter that they recused themselves from. Simply stated, the employee's presence at the meeting shall not be counted in determining the presence of a quorum for the vote on the matter presenting the conflict of interest.
- c. ~~In the event that a majority of the Board members present and constituting a quorum declare that they have a conflict of interest which would otherwise prevent them from deliberating toward or rendering a decision on a matter before them, then the Rule of Doctrine of Necessity shall apply allowing the otherwise conflicted Board members to deliberate toward and render a decision on such a matter.~~
- d. In the event a majority of members are disqualified by reason of a conflict of interest and a quorum does not otherwise exist for the purpose of transacting the business of the board, commission or committee, then a non-conflicted member shall administer the selection of one or more conflicted members to participate in a matter, but only to the extent necessary to achieve a quorum. Selection of conflicted members shall occur at a public meeting by having the conflicted members draw straws of various lengths to ensure the selection of conflicted members is random. Conflicted members permitted to participate in the discussion and vote on any matter in which the member has a conflict shall be the conflicted members who draw the shortest to the longest straws, in that order. Conflicted members who are not necessary to achieve a quorum shall not participate in the discussion or vote on the matter in which they are conflicted.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, _____, 2023, in the Old County Courthouse, Adrian, Michigan.

James E Van Doren, Chair

Roxann Holloway, County Clerk

Conflict of Interest Disclosure Policy Acknowledgement Form

I have read and understand the definition of conflict of interest.

I have evaluated my affiliations and interests, and those of my close relatives and professional associates, as relating to my duties to Lenawee County.

I hereby certify that, based on the information provided to me,

- ☐ **I do not have a conflict** of interest with any current contracts or pending transactions
or
- ☐ **I have identified and listed below any potential conflict of interest**

I understand that should a situation involving a real or apparent conflict of interest arise, I will complete a Conflict of Interest Disclosure Form and submit it to the County Administrator.

Signature:

Printed Name:

Title:

Date:

Conflict of Interest Disclosure Form
Request to Abstain
(Board of Commissioners)

I have identified and am submitting the following potential conflict of interest

Motion/Resolution abstaining from: _____

Reason for Request: _____

Name of Committee Meeting: _____

Date of Meeting: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

PA 196 of 1973; 15.342a MCL 15.301 to 15.310 and 15.321 to 15.330



POL#2023-00x

ENHANCED PUBLIC PARTICIPATION POLICY

PURPOSE

The Lenawee County Board of Commissioners encourages the civil participation of its residents and encourages our community to get involved and engage with their local government. To that end, there are many ways for community members to stay informed and offer input in the decision-making process including County meetings and work sessions.

This policy reflects the Board of Commissioners' commitment to transparent and accessible decision-making processes, with the introduction of live streaming and recording of public meeting sessions.

OBJECTIVE

To improve public accessibility to decision-making processes, live streaming and publishing the video recordings of meetings on the County's website will provide more flexible and convenient access to a wider cross-section of Lenawee County residents by allowing the public to watch meetings 'in real time' without the need to attend in person.

This provides the community greater access to viewing the Board of Commissioner debates and decisions and eliminates geographic and time barriers, which may prevent the public from attending meetings in person, thereby resulting in greater community awareness and accountability of the decision-making processes.

SCOPE

This policy applies to committee, regular, and special meetings of the Board of Commissioners and members of the public, both as members of the audience and as contributors to said meetings held in Chambers held in the Board Room.

The policy does not extend to any closed-session meetings in accordance with the Michigan Open Meetings Act.

PROCEDURES

1.0 Meetings to be streamed live and recorded

- 1.1** Committee, regular, and special board meetings held in Chambers will be streamed live and made available to the public via an accessible link posted on the County's website at www.lenawee.mi.us.
- 1.2** Recordings will be uploaded to the County's website within 2 (two) business days of the recording date.
- 1.3** There may be situations where, due to technical difficulties, a live stream may not be available. While every effort will be made to ensure the live streaming and website are up and running smoothly, the County takes no responsibility for and cannot be held liable for the live streaming or the County website being temporarily unavailable due to technical issues beyond its control.

1.4 Technical issues may include but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of third-party media platforms (e.g. YouTube), or power outages.

1.5 Closed sessions shall not be streamed or recorded.

2.0 Access to Recording

2.1 Committee, regular, and special board meetings held in Chambers that are streamed live and will later be archived for a period of time as software and space allow. The meeting minutes are the official record and we can not guarantee access to the video recordings indefinitely. They will be available to be viewed by the public free of charge from a link on the County's website at www.lenawee.mi.us.

3.0 Public Participation

3.1 The Board welcomes residents to express their ideas or concerns about issues affecting Lenawee County government during the meeting agenda under the agenda item "public comment" if they are in person. Speakers will fill out the request form prior to the start of the meeting and will be called to the podium by the Chair. Speakers are requested to clearly state their name and address, with comments being limited to three minutes. The chair shall remind speakers to speak clearly into the microphone, to address officials at the front of the room rather than audience members behind them, and to speak only when at the podium.

3.2 Residents unable to attend the meeting in person may fill out a [public comment online](#), which will be read by the Chair. All submissions must be received by close of business the day prior to the meeting.

3.3 The format for public comment at public meetings does not provide an opportunity for dialogue with elected officials, or provide for a question-and-answer period. Therefore, the public is encouraged to engage with their elected officials in additional ways to express their ideas or concerns. Contact information for each commissioner is listed on the County website at www.lenawee.mi.us.

3.4 In support of and respect for an open, fair, and informed decision-making process, the Lenawee County Board of Commissioners recognizes that civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision-making; and uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process, therefore:

- a. All residents may participate in the public process.
- b. Speakers will conduct themselves in a civil and respectful manner at all times.
- c. Speakers will refrain from using obscene language
- d. Speakers will refrain from making comments of a personal nature regarding others
- e. Name-calling, shouting, yelling, or screaming is forbidden.
- f. Public attendees (audience) will refrain from commenting, shouting, booing, clapping, stomping feet, or other inappropriate and/or disruptive behavior. Brief clapping is permissible at the end of a speaker's comments.
- g. Public attendees (audience) should refrain from private conversations during meetings.
- h. Public attendees (audience) should come and go as necessary from Chambers in the least disruptive manner as possible.
- i. Disregard of these rules will be met with the following consequences:

1. The Chair will identify out loud the out-of-compliance behavior and request for the behavior to stop.
 2. If the behavior continues, the offending individual or party will be escorted out of the building by the officer on duty.
- j. All other municipal or state laws and enforcements will apply.

4.0 Notice to Public

- 4.1 As a visitor in the meeting, your presence may be recorded. By attending the public meeting, it is understood that your consent is given if your name/voice/image/content is broadcast.

5.0 Disclaimers

- 5.1 All meetings of the Lenawee County Board of Commissioners shall be conducted consistent with all applicable laws pertaining to meetings of a public body and County policy.
- 5.2 In all likelihood, individuals in attendance at a public meeting in Chambers in the Old Courthouse Building at 301 N. Main in Adrian, MI, will be subject to audio/visual streaming and/or recording, and such will be broadcast to a broader audience. An individual's attendance at such meetings constitutes their consent for the County to broadcast their name/voice/image/content.
- 5.3 The opinions or statements made during the meeting are those of the individuals and not necessarily the opinions or statements of the County. The County does not necessarily endorse or support the views, opinions, standards, or information contained in the live streaming/recording of the Board meetings.
- 5.4 The County does not accept any responsibility for the oral comments made during meetings that are inaccurate, incorrect, or defamatory and does not warrant nor represent that the material or statements made during the streamed meetings are complete, reliable, accurate, or free from error. The County does not accept any responsibility or liability for any loss, damage, cost, or expense you might incur as a result of viewing, using, or relying on information or statements provided in the live streaming/recording of County meetings.

RELATED POLICIES AND STATUTORY OBLIGATIONS

Board Rules and Regulations
Michigan Open Meetings Act

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, , 2023, in the Old County Courthouse, Adrian, Michigan.

James E. Van Doren, Chair

Roxann Holloway, County Clerk



LENAWEE COUNTY
MICHIGAN

Action Request Form

To: Policies & Procedures

Date of meeting: December 4, 2023

FROM: Kim Murphy

Title: DRAFT – Code of Ethics Policy

DEPT: County Administrator

Description of
request

Summary: Attached is a draft of the Code of Ethics Policy that the Policy and Procedures Committee requested be prepared.

I am still working on fine-tuning the language and would also like to add a few definitions and the Public Act language to this policy. It has not yet been forwarded to Attorney Gillooly for his review. However, I wanted you to see the basic document I am preparing, I am interested in any comments, guidance, or suggestions you may have.

Once a draft has been finalized, I will forward it to Attorney Gillooly for his review and comment.

Request: No action is necessary at this time. I am interested in your comments and suggestions of this proposed policy.

Amount Requested: n/a

Account Number: n/a

List Attachments: Draft Code of Ethics Policy

Prepared by klm



POL#2023-00x

CODE OF ETHICS POLICY

PURPOSE

As County employees, we hold positions of public trust and we all share a mutual commitment to ethics in the workplace. These *Standards of Conduct* are founded on basic principles of ethical behavior. We dedicate ourselves to upholding the highest standards of conduct in the performance of our duties by adhering to the following:

- 1.0 Workplace Conduct:** The County is committed to the principle of treating each employee with respect and dignity. County employees in turn are expected to treat their customers, clients, and colleagues with respect, dignity, and professionalism. It is important for employees to share knowledge and information and support one another in order to be successful, individually and as a team.
- 1.1 Equal Opportunity:** The County is committed to ensuring equal opportunity in all aspects of County operations. It is the policy of the County to comply with federal, state, and local laws affecting equal opportunity. Employment actions taken by County managers and supervisors shall be on the basis of job-related qualifications and merit without regard to race, religion, color, national origin, ancestry, physical or mental disability, marital status, gender, sexual orientation, age, or veteran status.
- 1.2 Discrimination and Harassment:** The County is committed to a work environment free from unlawful discrimination and harassment, including sexual, racial, religious, age, disability, or any other form of discrimination or harassment. Unlawful sexual harassment in the workplace is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - c. such conduct is unwelcome or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 1.2.1** If County employees become aware of any form of discrimination or harassment occurring in the workplace, they must report it immediately to their manager, supervisor, or Department Head. All credible reported incidents must be investigated promptly, and management must take appropriate action, which may include removal from County service. Employees may contact the Human Resources Director or the County Administrator to report violations of workplace conduct if they feel uncomfortable making a report with their respective department.
- 1.3 Drug and Alcohol Use:** The County is committed to maintaining a safe, healthy, and productive work environment. It is the responsibility of all County employees to perform their public services

safely, effectively, and efficiently, without being adversely affected or impaired in any way by the use or presence of alcohol or drugs. The County provides assistance through employee assistance programs, on a confidential basis, for a County employee seeking help for drug or alcohol-related concerns.

2.0 Safe Work Environment: The health and safety of County employees is and will always be a top priority at the County. Employees are expected to adhere to health and safety rules, develop and demonstrate safe work habits, follow all Departmental safety procedures and use all required personal safety protective equipment. The County's Work Safe/Stay Healthy program was developed to provide guidelines and support in this endeavor.

2.1 The County is also committed to providing a work environment free from violence and the threats of violence. It is the policy of the County that a "zero tolerance" standard shall apply to violent behavior, implied or actual, and to threats of violent behavior, from any person, that is directed at other employees or the public at a County facility or in connection with County business. In conformance with this County policy, no County employee shall engage in violent conduct or make threats of violence, implied or actual, at a County workplace or during the course and scope of performing County duties.

2.2 All threats of violence shall be taken seriously and shall not be dismissed as harmless joking. Employees who witness instances or occasions of any employee or former employee making threats or engaging in acts of violence must report such matter immediately to their managers or supervisors (or if an emergency, report the emergency in accordance with the County's emergency procedures).

3.0 Fraud, Waste, and Abuse: The County is committed to protecting against all improprieties in public programs and services. Integrity in the administration of County programs and services must exist to ensure the public's trust. It is critical that the County take whatever action is necessary to prevent and deter fraud and abuse which demonstrates a commitment to protecting the public interest in essential public programs and services.

3.1 Waste and abuse can also be considered "Improper Government Activity", which means any activity, conduct, or act by a County department, officer, elected official, or employee relating to the performance of official County functions, duties, or responsibilities, and involves: (1) gross mismanagement, (2) a significant waste of funds, (3) an abuse of authority, or (4) a substantial and specific danger to public health and safety.

3.2 There shall be "zero tolerance" for fraud committed by County employees or contractors in the administration of County programs and provisions of County services. Fraud is the intentional (1) perversion of truth for the purpose of inducing another in reliance upon the falsehood to part with something valuable or to surrender a legal right, or (2) false representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that the person shall act upon it to his/her injury.

4.0 Improper Gifts and Gratuities: The County is committed to ensuring that all County services and operations performed by County employees are provided honestly and fairly. It is improper to accept or give the appearance of accepting any gratuity in the form of compensation, preferential treatment,

entertainment, service or promise of future benefits in exchange for providing special favors, privileges, benefits or services that otherwise would not have been provided.

4.1 Additionally, when on official County travel, County employees are not authorized to accept the payment of their travel expenses from persons/companies doing or seeking to do business with the County, unless waived by the Chief Administrative Officer, when it is determined to be in the best interest of the County to do so.

5.0 Conflict of Interest: County employees should avoid becoming involved in activities that improperly influence their actions or job functions. This includes taking outside employment or engaging in activities where the employee's judgment could be impaired in performing his or her duties for the County. Reporting these and other potential conflicts having to do with relatives working in the same department or relationships with clients or vendors must be disclosed so they do not compromise the employee's objectivity, accountability, or judgment.

5.1 Outside Employment: Outside employment may be approved if it is determined not to conflict or to be incompatible with your County position. Each request is individually reviewed by the supervisor or Department Head. If it is a Department Head requesting outside employment, the formal request should be submitted to the County Administrator for review and approval.

5.2 Incompatible Activities: County officers and employees are prohibited from engaging in any outside employment or activity that is incompatible with the duties of their County office/position. Prohibited activities include:

- a. Any activity that involves the use for private gain or advantage of County time or facilities, including outside employment which results in receipt of frequent telephone calls or visitors by the employee while on duty at their County employment.
- b. Any activity that involves the use for private gain or advantage of the badge, uniform, prestige, or influence of the individual's County employment.
- c. Any activity which involves the receipt by the employee of money or other consideration from private parties for the performance of acts that the employee is expected to render in the regular course of duty as a County employee.
- d. Any activity that is in conflict with the duties and responsibilities of the employee's department.
- e. Any payment, offer, promise, or authorization to pay money or to give anything else of value (commonly referred to as a "bribe" or "kickback"), either directly or through a third party, intended to influence any act or decision of an official or employee of any governmental agency or its subdivision, including officials or employees of any foreign government or agency with which the County does business.

6.0 Confidential Information: The County is committed to protecting the integrity, security, and confidentiality of County data and information. The County has developed data classification guidelines to assist in determining the security, protection, and handling protocol for different types of County data and information. The County guidelines extend to all data formats and mediums. For example, there are guidelines for verbal communication, paper documents, electronic information, the physical location and storage of data, and data on mobile devices. In the performance of regular duties and assignments, authorized users must be familiar with and observe the policies and procedures governing County data and information.

7.0 Use of County Property: County-owned property such as vehicles, telephones, fax or copy machines, and any other tangible assets are only to be used for official County business. Employees are trusted to

use County assets safely and properly. Abuse or misuse of County assets may be cause for disciplinary action.

- 8.0 County Information Systems:** Protecting County information systems and the data and information contained in them from unauthorized access, disclosure, damage, modification, or misuse is essential. Based on best business practices, the County has established policies and procedures to protect County information systems and County telecommunication systems and to guide the acceptable use of County data and information created, accessed, or stored via County information systems or through County internet service. In the performance of regular duties and assignments, authorized users must be familiar with and observe these policies and procedures.
- 9.0 Financial Stewardship:** The County is committed to the proper expenditure of County funds and the proper use of County assets and property. All employees are required to comply with all applicable federal, state, and local laws, rules and regulations, and must act promptly to report and correct problems if discrepancies are discovered.
- 10.0 Reporting Violations:** Employees shall immediately report issues, problems, concerns, or violations of this policy, including any possible fraud by departments, programs, contractors, vendors, volunteers, or County employees.
- 10.1** The County takes reports of violations seriously and works to resolve any potential issues as quickly as possible. There are several resources to assist employees. If you have questions or concerns, talk to a supervisor, manager, or Human Resources contact. If you believe your concerns are not being properly addressed, or if you would like further guidance, you may call the County Administrator at 264-4513.
- 10.2** When considering reporting a violation, employees should ask themselves:
- a. What is the action that I perceive violates standards as outlined in the Code of Ethics?
 - b. What is the action that I perceive violates any known law, rule, regulation, or policy and procedure?
 - c. What opportunity has been given to my supervisor or manager to make them aware of and to address the issue (if appropriate)?
- 11.0 Protections Against Retaliation:** No disciplinary action or retaliation shall be taken against any employee for reporting in good faith a perceived issue, problem, concern or violation. Additionally, no reprisal shall be taken against any County officer or employee who participates as a witness during the course of an investigation.

GENERAL PRINCIPLES

The six *General Principles* listed below are intended to guide and assist County employees in adhering to the expected *Code of Ethics* and to help all of us do the right thing.

- 1.0** Treat members of the public and fellow employees respectfully, fairly, and honestly at all times.
- 2.0** Perform your duties in compliance with all federal, state and local laws, and avoid any involvement in illegal, unethical or improper conduct.

- 3.0 Conduct your official County duties in conformance with the County's policies and procedures, and in accordance with the highest standards of ethical and legal conduct.
- 4.0 Ensure that County funds and property are used with extreme care, guided by prudent judgment and good business practices.
- 5.0 Create a work environment that promotes open and honest communications, and encourages raising ethical concerns without fear of retribution or retaliation.
- 6.0 Assume responsibility for knowing, understanding, and having a practical working knowledge of the laws and regulations applicable to your job.

APPLICABILITY

The *Code of Ethics* will apply to all employees, both appointed and elected. It will also apply to all appointed boards, commissions, and authorities affiliated with the County of Lenawee.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, , 2023, in the Old County Courthouse, Adrian, Michigan.

James E. Van Doren, Chair

Roxann Holloway, County Clerk