

POLICIES & PROCEDURES COMMITTEE

Kimberly L Murphy
County Administrator

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MEMBERS

Dawn Bales, Nancy Jenkins-Arno, James Goetz

MEETING LOCATION

Airport Committee Room
2667 Cadmus Rd
Adrian, MI 49221

Agenda: Monday, May 2, 2022 – Immediately follows 1:30 pm Airport Commission

- I. **Approval of Minutes** – March 7, 2022
- II. **New Business**
 - A. Review Policies
<http://www.lenawee.mi.us/639/County-Policies-Guidelines>
- III. **Old Business**
- IV. **Ready for recommendation**
- V. **Other Business**
- VI. **Public Comment**
- VII. **Adjournment**

Policies Procedures

April, 2022

Reviewed	FINANCIAL POLICIES	Reviewed	Original Adoption	LAST Amended	Notes
8/21	Accounts Payable	Dec, 2017	Jan-13	Jun-18	POL#2021-002
8/21	Automated Clearing House (ACH)	Dec, 2017	Jun-03	Sep-17	
8/21	Bidding Policy	Dec, 2017	Jul-00	Jun-17	
8/21	Bond and Annexations	Dec, 2017	Sep-99		
4/21	Cash Handling Policy	Mar, 2021	Apr-21		POL#2021-003
10/21	Contracts: Authority/Designate Signatory	Apr, 2018	Sep-07	Apr-18	POL#2018-004
	Credit Card Policies				
10/21	Acceptance Policy		Dec-97	Jul-05	
3/22	Issuance Policy		Jul-05	Nov-16	POL#2022-002
10/21	Federal Awards Administration	Jan, 2018	Dec-16		
10/21	Fixed Assets	Apr, 2018	Mar-06	Apr-18	POL#2018-005
10/21	Insurance Settlement	May, 2018	Apr-11	May-18	POL#2018-007
	Investment	Mar, 2018	Feb-03	Annually	POL#2022-001
11/21	Tuition Reimbursement	May, 2018	Sep-07	May-18	POL#2018-006
Reviewed	PERSONNEL POLICIES	Reviewed	Original Adoption	LAST Amended	Notes
	Personnel Handbook			Apr-19	POL#2019-010
	Anti-Harassment	Feb, 2018	Feb-02	Feb-18	POL#2018-002
	Equal Employment Opportunity Resolution		Sep-76	Nov-18	POL#2018-012
	Photo ID Badges	June, 2018	Apr-14	Jun-18	POL#2018-009
Reviewed	INFORMATION TECHNOLOGY	Reviewed	Original Adoption	LAST Amended	Notes
11/21	IT & Security Policies (inclusive)			Apr-19	POL#2020-003
Reviewed	GENERAL/OTHER POLICIES	Reviewed	Original Adoption	LAST Amended	Notes
	Airport Driving Policy	Mar-19	May-06	Mar-19	POL#2019-008
11/21	CDBG-Citizen Participation Plan		Feb-19		2019-003
11/21	CDBG-Economic Opportunities for Section 3		Feb-19		2019-004
11/21	CDBG-Grievance Procedure		Feb-19		2019-005
11/21	CDBG-Non-Discrimination based on handicap		Feb-19		2019-002
12/21	Fair Housing Policy		Aug-88	Nov-10	To be reviewed by legal counsel
12/21	Flag Etiquette Policy	June, 2018	Oct-86		
12/21	Freedom of Information Act (FOIA) Policy	Sept, 2018	Mar-10	Sep-18	POL#2018-011
3/22	Green Initiative Policy	Mar-19	Mar-88	Mar-19	POL#2019-009
12/21	Hiring Freeze Policy	Mar-19	Jan-89	Mar-19	POL#2019-006
n/a	Human Services Building – Building Use		Nov-89		Removed from Policy book 8/2019
2/22	Parking Lot Policy	Aug, 2018	Mar-88	Mar-19	POL#2019-007
2/22	Record Retention				to be reviewed in the near future 8/19
2/22	Vehicle Use Policy		Mar-88	Aug-	POL#2019-013