

POLICIES AND PROCEDURES COMMITTEE
FEBRUARY 22, 2024
CONFERENCE ROOM 302 – ADMINISTRATION OFFICE
COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446

Chairman Gary Howell called the meeting to order at 12:44 p.m. in the Conference Room 302 in the Administration Office on the Third Floor of the County Complex.

Members Present: Commissioners Gary Howell, Truman Mast, and William Hamilton.

Others: Moses Sanzo, County Administrator/Controller; Jackie Arnold, CFO; and Doreen Clark, Administration Office Manager.

AGENDA

Motion by Hamilton, supported by Mast, to approve the Agenda as presented. Motion carried unanimously.

MINUTES

The minutes from the February 9, 2024 Policies & Procedures Committee meeting were reviewed.

Motion by Mast, supported by Hamilton, to approve the minutes from the February 9, 2024 Policies and Procedures Committee meeting as presented. Motion carried unanimously.

DOCUMENT RETENTION POLICY

Moses Sanzo, County Administrator, provided information regarding the request to address the need for a Document Storage Reduction Plan and adopt a Document Retention Policy in order to begin eliminating the huge volumes of paper documents in several of the various County Buildings, with special emphasis on the former Register of Deeds building. He consulted the County's new Corporation Counsel who recommended that the County be consistent with the State's adopted retention requirements for each department, which are very specific. Discussion followed with goals to get the former Register of Deeds building purged by the fall once the County Departments begin complying with the adopted policy. Then the Board can determine what they wish to do with the Building. Questions and discussion followed.

Motion by Hamilton, supported by Mast, to recommend to the Full Board and pursuant to the recommendation of our Corporation Counsel and the Policies and Procedures Committee, to approve and adopt the Lapeer County Document Retention Policy, as attached, and further, that all County Departments are to begin following the retention disposal schedules as outlined in said document. Motion carried unanimously.

COURT COMPLEX BACK DOOR SECURITY PROTOCOL

Mr. Sanzo reported that he recently met with the Sheriff's Department and the Security Committee to address ongoing security concerns regarding use of the back door by County employees since the end of Covid practices and the need for screenings now that the Courthouse is staffed with Security Officers. He reported on the recommendations of the State Court Administrator's Office for safety of the judges, Prosecutors, as well as the employees and public. This was also a topic of discussion at this month's Department Head Meeting. Mr. Sanzo will update the Committee as a protocol is determined.

ADJOURN

Motion by Hamilton, supported by Mast, to adjourn the meeting. Motion carried unanimously. 12:55 p.m.

Gary Howell, Chairman
Lapeer County Policies and Procedures Committee

Minutes prepared by: Doreen Clark, Office Manager