

# POLICIES AND PROCEDURES COMMITTEE

**SEPTEMBER 15, 2023**

*CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX  
255 CLAY STREET, LAPEER, MI 48446*

Chairman Gary Howell called the meeting to order at approximately 11:30 a.m. in the Conference Room 302 in the Administration Office.

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

Others: Moses Sanzo, County Administrator/Controller; Jackie Arnold, CFO; Doreen Clark, Office Manager; and Stephanie King, Animal Control Officer.

## **MINUTES**

The minutes from the May 19, 2023 Policies & Procedures Committee meeting were reviewed.

**Motion by Mast, supported by Hamilton, to approve the minutes from the May 19, 2023 Policies and Procedures Committee meeting as presented. Motion carried unanimously.**

## **ANIMAL CONTROL**

Stephanie King, Animal Control Officer, was present to provide information regarding the proposed new fee schedule for cremation services that can be offered now with the new incinerator has been purchased and installed, especially since it is much more efficient than the very old previous incinerator. They are proposing fees for group cremations, as well as private cremations, which will include a basic wooden urn. Prices will depend on type of pet and weight. The proposed fee scheduled was reviewed. Lengthy questions and discussion followed.

**Motion by Hamilton, supported by Mast, to recommend to the Full Board, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the new Fee Schedule for Cremation Services at Lapeer County Animal Control for both group and private cremations, as attached, effective October 1, 2023. Motion carried unanimously.**

## **FINANCE DEPARTMENT**

Jackie Arnold, CFO, reviewed the additional revisions to the Lapeer County Financial Goals, Policies and Practices, which includes new sections in order to meet federal compliance requirements, as recommended by the auditors. These include Section 11, Federal Grant Procurement Policy; Section 12, Federal Grant Management Policy; and Section 13, Federal Grant Compensation Policy, as well as a new Vendor Selection Form that County Departments will need to use when selecting vendors for purchases. Questions and discussion followed.

**Motion by Hamilton, supported by Mast, to recommend to the Full Board, pursuant to the recommendation of the Policies and Procedures Committee, to approve and adopt the amendments to the Lapeer County Financial Goals, Policies and Practices, which includes the following new sections in order to meet federal compliance requirements: Section 11, Federal Grant Procurement Policy; Section 12, Federal Grant Management Policy; and Section 13, Federal Grant Compensation Policy, as well as the Vendor Selection Form, as attached; and further, that the Administration/Finance Office place the revised policy on the County's shared drive. Motion carried unanimously**

### **SOCIAL MEDIA POLICY**

Moses Sanzo, County Administrator/Controller, reported that he is currently working with the Prosecuting Attorney on a draft Social Media Policy. Brief questions and discussion followed.

**Motion by Hamilton, supported by Mast, to refer the draft Social Media Policy to the next Policies and Procedures Committee Meeting. Motion carried unanimously.**

### **TRAINING REGISTRATION/OVERNIGHT TRAVEL POLICY**

Mr. Sanzo distributed and reviewed the revised Training Registration/Overnight Travel Policy with all the changes noted in red. The policy needed to be updated post pandemic and to reflect updated meal and mileage reimbursement rates, as well as some language clarifications. The Committee reviewed the changes, questions and discussion followed. If approved, these rates would be effective October 1, 2023.

**Motion by Hamilton, supported by Mast, to recommend to the Full Board, pursuant to the recommendation of the Policies and Procedures Committee, to adopt the revised Training Registration/Overnight Travel Policy to reflect updated meal and mileage reimbursement rates, as well as other language clarifications, as attached, effective October 1, 2023; and further, that the Administration/Finance Office place the revised policy on the County's shared drive. Motion carried unanimously.**

### **ANIMAL CONTROL ORDINANCE**

It was noted that the draft Animal Control Ordinance still needs to be reviewed. The Committee asked Ms. Clark to email them both the current ordinance and the draft revised ordinance so they could review both side by side. It was a consensus of the Committee to begin review of the Animal Control Ordinance at the next Policies and Procedures Committee Meeting.

### **NEXT MEETING**

It was a consensus of the Committee to schedule the next Policies & Procedures Committee meeting on Thursday, October 19, 2023 at 9:00 a.m. Agenda items will include the draft Social Media Policy and the draft Animal Control Ordinance.

**ADJOURN**

Chairman Howell adjourned the meeting. 12:58 p.m.

Gary Howell, Chairman  
Lapeer County Policies and Procedures Committee

Minutes prepared by: Doreen Clark, Office Manager