

POLICY AND PROCEDURES COMMITTEE

Meeting opened at 4:00 P.M. January 5, 2011 at Isabella Bank & Trust Board Room.

Present: Dave Hamelund, Bonnie Clark, Sherri Gilbert and Joanne Brown

Absent: Joe Spedowski

Also attending: Bruce Everitt, John Emmons and Joanne Emmons

The committee reviewed Section 2.21 as requested by the Township Board on January 4, 2011 regarding "BOARD MEMBER MEETING CONDUCT" to add notification of non-attendance when a board member is unable to be present at township meetings. Bonnie Clark is preparing the language and this addition to Section 2 will be presented to the township board at the February 1, 2011 meeting.

The committee began Section 5.1 PERSONNEL ADMINISTRATION and worked through the section titled NON-RETALIATION. This portion of Section 5 will be presented at the next regularly scheduled board meeting February 1, 2011.

The next Policy and Procedures meeting is scheduled for January 26, 2011 at 4:00 P.M. at the Isabella Bank & Trust board room. The topic for review will start with Section 5 EMPLOYEE SAFETY.

Meeting adjourned at 6:00 P.M.

Respectfully submitted:

Joanne Brown