

POLICIES & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

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

MEETING LOCATION

Chambers
301 N. Main Street - Adrian, MI

Agenda: Monday, March 4, 2024 – 10:00 a.m. or
Immediately following 9:00 a.m. - Airport Commission meeting

PRESENT: Commissioners Van Doren, Bolton, Collins, Jenkins Arno, Martis

ALSO PRESENT: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke

I. **Approval of Minutes** – February 5, 2024

*Motion by Bolton, seconded by Martis, to approve the February 5, 2024 minutes.
Motion carried.*

II. **Old Business**

Further Review / Recommendation: Enhanced Public Participation-

Commissioner Jenkins-Arno directed the committee to the sections in review: 3.0-3.2. Commissioner Van Doren suggested if we receive duplicate entries, it should be to put on the record to state "like submissions" were received, instead of "exact submissions". Comm. Van Doren mentioned the policy could be adopted and revised in the future, if too many "like submissions" become an issue.

Commissioner Martis stated that people have the right to speak and make comments to the board, even if it is in writing. Comm. Martis suggested items be put in the meeting packet, instead of reading aloud.

Deputy Administrator Elliott reported Corporation Counsel has reviewed the policy further, and determined there cannot be a three-minute time limit for speakers. Corporation Counsel's additional edits are listed in red, and he recommends all submitted comments be added to the commissioner's packet.

Commissioner Martis asked, how far in advance should comments be received, to ensure they are in the packet? Currently supporting documents, to be included in packet, should be submitted 7 days in advance. After a discussion was held, the committee concluded that public comments should be submitted 7 days prior and should be stated in the policy.

Comm. Van Doren questioned if public comments should list individual's residency? Deputy Elliott stated the public comment form does require individuals to list residency, when submitting a comment. A discussion was held

that public comments are not limited to only “residents” of Lenawee County. The word “residents” in sections 3.1 and 3.2 will be changed to “public”.

Commissioner Bolton requested to read what the changes will be. Administrator Murphy read.

Motion by Martis, seconded by Bolton, to present the amended policy to the board of commissioners. Motioned carried.

- A. Further Review / Recommendation:** Workplace Violence Prevention- Administrator Murphy shared that this policy will need further review to incorporate the eight unions that are also Lenawee County Employees. Administration will continue to restructure policy and review with Corporation Counsel.

III. New Business

- A. Policy Review:** Tuition Reimbursement- Administrator Murphy is bringing forward the Tuition Reimbursement policy for review. Commissioner Martis asked if this is commonly used and if a Master’s Degree is reimbursable? Administrator Murphy stated it is not commonly used and a Master’s Degree is reimbursable, as long as it applies to a Lenawee County position.

Commissioner Jenkins-Arno questioned what “respective standing committee meeting” means. Administrator Murphy shared this relates to which department the employee, receiving tuition reimbursement, is employed under and the respective committee they report to. i.e., Prosecutor’s office would report at the Criminal Justice Committee.

Commissioner Martis asked if there was an appeal process involved? Commissioner Van Doren mentioned that in the past, if there is a disagreement, it would go in front of the Board of Commissioners. Administrator Murphy agreed. No changes made to policy

Motion by Martis, seconded by Bolton, to move to the Board of Commissioners as acknowledgment of review. Motion carried.

- B. Policy Review:** Federal Awards- Administrator Murphy is presenting this policy, that is not fully ready for review yet. This will be updated in the future by Finance Director Choate. Once that is complete, it will be brought back to this committee for recommendations. Federal Awards will be the last financial policy needing reviewed.

- IV. Other Business** – Administrator Murphy asked the committee what policies they would like to review in the future? Commissioner Jenkins-Arno suggested that if there are policies that can be quickly reviewed, before diving into the lengthier policies. Administrator Murphy will review and bring those forward.

- V. Public Comment** *There was no public comment.*

- VI. Adjournment**

Motion by Martis, seconded by Bolton, to adjourn the meeting at 10:50am. Motion carried.

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