

# POLICY & PROCEDURES

**Kimberly L. Murphy**  
County Administrator

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## MEMBERS

Nancy Jenkins-Arno, Kevon Martis, Karol "KZ" Bolton  
301 N. Main St, Adrian, MI 49221

**MEETING LOCATION**  
Chambers

**Minutes:** Monday, April 1, 2024

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## I. Call to Order

**Present:** Commissioners Jenkins-Arno, Martis, Bolton, VanDoren, Collins

**Also Present:** Administrator Kim Murphy, Marketing & Communications Coordinator Jen Ambrose, Administrative Coordinator Carissa Zubke

## II. Approval of Minutes

A. Approval of Minutes: March 4, 2024

*Motion by Martis, seconded by Bolton, to approve the Minutes of March 4, 2024. Motion carried.*

## III. Old Business

A. Workplace Violence Prevention Policy

*Administrator Murphy reported the policy is being converted to County format and to include those departments that are a union. The Administration office will work with Corporate Counsel and a revised draft of the Workplace Violence Prevention Plan is expected to come before the committee next month.*

B. Federal Awards Policy

*This policy will be reviewed by the contracted Finance Director in the future, after annual audit season.*

## IV. New Business

A. Record Retention

*Administration Murphy reported the Record Retention policy was outdated and included information from 2010. The administration office updated the Record Retention Policy to include the 2023 Records Management Manual, revised by the State of Michigan.*

*Commissioner Martis asked how the County's social media activity falls under records retention? Marketing Coordinator Ambrose shared that currently, social media screenshots and records are being manually saved. There has been some research on software that will automatically save social media files and Ambrose hopes for that to be in the 2025*

*budget. Commissioner Martis recalls an older system, SLACK and wonders if that information is still accessible, as it is considered public record. Ambrose recalls the "free" version was used at the County and is unsure if that data is still available.*

*A discussion was held regarding the implementation of the FOIA software. Administrator Murphy shared the software has been obtained, and Deputy Administrator Elliott is working on implementing it. A few commissioners wondered if the FOIA software is enabled to pull requested information from employee computers? Administrator Murphy reported that is not an option. The FOIA information will still manually have to be pulled, and it will then be uploaded/organized in the software. The software will assist in mitigating duplicate requests and better tracking.*

*Motion by Bolton, seconded by Martis, to move the Record Retention Policy to the Board of Commissioners. Motion carried.*

#### **B. Flag Etiquette**

*Administrator Murphy stated during a review of shorter policies, it was discovered the Flag Etiquette Policy reflected information from the Boy Scouts in 1986. Commissioner Jenkins-Arno shared she would like that policy to reflect the U.S. Code and remove some of the areas that are not applicable to County offices. Currently, the Buildings & Ground Superintendent and his staff are in charge of the daily care of flags. The administrator reported that Superintendent Mehan is very knowledgeable about the policies regarding the flag, including proper disposal/replacement, if necessary. Any direction for half-staff, goes directly to the administrator and Buildings & Grounds.*

*After discussion by the committee, it was decided the Flag Etiquette Policy could be similar to the Records Retention policy, with links included to the U.S. Flag code websites. That way, if changes are made to the U.S. Flag code, they will automatically update.*

*A revised Flag Etiquette Policy will be brought back next month for approval.*

#### **V. Other Business**

*Commissioner Bolton asked if the policies under review of this committee are employee policies or county wide policies? Administrator Murphy stated many of the policies being reviewed are County Policies, however, if there is any review of an employee related policy, it is distributed to all county employees via LocalGov.U. Administrator also shared any individual departmental policy are not items this committee will review.*

#### **VI. Public Comment**

*There was no public comment.*

#### **VII. Adjournment**

*Motion by Martis, seconded by Bolton, to adjourn the meeting at 10:31am. Motion carried.*

