

POLICY & PROCEDURES COMMITTEE

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, May 6, 2024

I. Call to Order

Present: Commissioners: Nancy Jenkins-Arno, James Van Doren, Karen Bolton

Also Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing &

Present: Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, David
Loop American Legion Post 97

Absent: Kevon Martis

Comm. Martis was unable to attend today, Comm. Jenkins-Arno appointed Comm. Van Doren as a voting member of the committee.

II. Approval of Minutes

A. Approval of Minutes: April 1, 2024

Motion by Bolton to approve the minutes of April 1, 2024, seconded by VanDoren. Motion carried.

III. Old Business

Comm. Van Doren discussed a prior conversation regarding SLACK software, and if there is still access to County meeting information? Deputy Elliott reported that previous research had been done, and it was discovered any information was not retrievable.

A. Flag Etiquette Policy

Veteran Dave Loop was a guest at the committee, and he wanted to share his experience with overall Flag Etiquette. He has had the opportunity to work with elementary schools in Lenawee County, to educate 1st graders about the history and overall etiquette in a way they can understand.

The prior version of the County's Flag Etiquette reflected the Boy Scouts code from 1986, therefore the policy is under revision. The revised Flag Etiquette Policy includes reference to the U.S. Flag code. Comm. Van Doren would like verbiage to be included, that it is the County's intention to respect Chapter 1 of the National U.S. Code. Comm. Bolton would like to see a summary of the sections that relate to the County, such as time for display and/or specifically sections 6, 7, e, f, k, & m.

After further discussions, it was discussed Comm. Bolton will review the US Flag Code and recommend the sections applicable to the County offices. A revised policy will come to next

month's meeting.

B. Workplace Violence Prevention Policy

The Workplace Violence Prevention Policy originated from the Lenawee County Health Department. Deputy Elliott made several revisions, along with the Corporation Council to the Workplace Violence Prevention Policy. Comm. Jenkins-Arno pointed to section 1.0, (A) Reporting Violence, asking if County employees have a clear understanding of who their direct supervisor is? Administrator Murphy informed the committee that employees are aware of who they report to and if employees are not comfortable going to their direct, they can go to the next in line. Comm. VanDoren informed he has found this to be true while working with various department heads in the past.

Section 3.0, item (e) was discussed, regarding possession of a weapon on County property. The Corporation Council recommended the sentence "while on company business", be changed to "while on County business".

Comm. VanDoren opened discussion, regarding the Open Carry laws that are put in place.

Comm. VanDoren would like to ask if the Corporation Council can include a reference to concealed carry permits, including a parking lot clause. He states there are two different types of gun carry licenses, and one requires additional training.

Discussion were held to look at what is done at other counties and the state and/or federal level. Deputy Elliott reported that counties she discussed this with do not have a policy set in place regarding this criteria. However, the Corporation Council does not recommend weapons be allowed due to liability purposes. Also, Murphy shared that this includes all forms of weapons, not just firearms.

Policy will come forward again next month after further discussions with Corporation Council.

IV. New Business

A. Travel Reimbursement Policy

Administrator Murphy reported the only changes to this policy are under the "Hotel" section, points 3 & 4. The revision provides details and expectations regarding the payment for hotel stay during a conference. Certain conditions may allow for an overnight stay prior to the start of a meeting. Other exceptions may be approved by the department head and county administrator.

Motion by Van Doren to move the Travel Reimbursement policy to the Board of Commissioners, Seconded by Bolton. Motion carried.

B. Parking Lot Policy

Administrator Murphy shared this policy is still with the Sheriff, and will come forward at a future meeting.

C. Hiring Freeze Policy

This policy was originally introduced in 1989. Included in the packet is the original and revised versions of this policy.

Murphy shared the main purpose of this policy is for departments to verify the positions that are available when hiring. Departments should go through the proper approval process, in order to verify the position is budgeted. The changes made were to items #3 & #4, with the revision stating "all other requests for reclassification or new positions will be considered on an annual basis as part of the budget process".

Comm. VanDoren suggests eliminating the policy altogether.

Administrator Murphy shared the past few years, the department heads understand that new employee positions should only be discussed during the budget planning season. However, she understands there may be situations where a hiring exception may be needed. Those situations would require approval from the full Board of Commissioners. Administrator Murphy would be okay with eliminating this policy, if the committee decides too.

Motion by VanDoren to remove the hiring freeze policy, seconded by Bolton. Motion Carried.

D. Personnel Handbook

Administrator Murphy included the current Personnel Handbook for the committee. Corporation Council Duff and Human Resources will be reviewing the current policy and give recommendations/direction. Revisions will come to this committee in the future.

E. Federal Awards Policy

This policy is under review by the Finance Department. Revisions will come forward in the future.

V. Other Business

No further discussions.

VI. Public Comment

No public comment.

VII. Adjournment

Motion by Bolton, seconded by VanDoren to adjourn the meeting at 10:49am. Motion carried.