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, August 5, 2024

I. Call to Order

Present:	*Commissioners: Nancy Jenkins-Arno, Kevon Martis, James Van Doren, Karol Bolton*
Also Present:	*Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Administrative Coordinator Carissa Zubke, Finance Director Dan Zimolsak*

The meeting was called to order by Commissioner Jenkins- Arno at 10:00 am

II. Approval of Minutes

A. Approval of Minutes: June 3, 2024

Motion by Martis, seconded by Bolton, to approve the minutes of June 3, 2024. Motion carried.

III. Old Business

There is no old business to discuss at this time. Previously discussed policies are still under review and will come forward soon.

IV. New Business

A. REQUEST: Contracts: Authority/Designate Signatory

The Contracts/Designate Signatory Policy was last reviewed in 2018. Murphy would like to update the policy to include language that allows the Elected Officials or the County Administrator to sign grant agreements that are renewals of agreements previously approved by the Board of Commissioners. This has been the practice for many years. Therefore, updating the language will provide the clarity that is needed.
One of the reasons this practice was started is that often the renewal agreements have a short turnaround period for signatures. It requires going to the appropriate online portal to review and sign said agreement. Given the County has well over 100 grants that are renewed on an annual basis, this practice was previously deemed the most effective and efficient.

Murphy further stated the various department grants are reported within the annual county budget review, which does come before the full board.

Also, if the County enters into a new obligation, whether revenue or expenditure, it is required to go to the Board of Commissioners.

The committee suggested having a tracking system for departmental grants; the Administrator stated our finance department has implemented this process over the past few years. A copy of the finalized grant agreements is kept on file with the administrators' office.
Administrator Murphy stated if there is a grant renewal with significant changes to the contract, they would come before the Board of Commissioners for approval.
In addition, other department agreements, outside of grants, are brought to the applicable committee for recommendation/approval.
The Federal Grant policy and State Grant policy are being worked on and will be presented to this committee when completed.

Comm. Martis suggested including language such as: "For renewable grants that do not undergo any significant changes, there will be appropriate staff to sign renewable contracts/grants".

Comm. Bolton suggests including the contracts portion of the policy to state that elected officials, etc, are not allowed to enter into "new" contracts on behalf of the county; they must be reviewed by the administrator and voted on at a regular meeting of the board of commissioners.
Bolton would also like to add to the last paragraph: "established and/or reoccurring identical renewal of contracts".
Comm. Martis suggests making it clear that this policy is for the renewal of grants, including that if a grant remains the same, it would not need to go to the full board of commissioners.

This policy will be revised and brought back to the next meeting.

B. REQUEST: Anti Harassment Policy

Administrator Murphy informed the committee that this policy was last reviewed in 2018.
The enclosed revision was reviewed and edited by Corporation Counsel. The request is to approve the attached Anti-Harassment Policy and move it to the Board of Commissioners.
Comm. Bolton suggested further defining "discriminatory harassment" in the policy. Also, add a heading for "how to report" so employees can easily locate it within the policy.

This policy will come back with recommended changes.

C. REQUEST: Equal Employment Opportunity Policy

The Equal Employment Opportunity Policy was last reviewed in 2018, originally in 1979. This policy was edited and reviewed by Corporation Counsel and the edited version is included in the packet.
The request is to move the revised policy to the Board of Commissioners.
Discussion was held regarding the mention of an "arrest record" and how this correlates with the sensitive portions of the County government.
Comm. Martis discussed the section of the policy that states "except where the characteristic

is a bona fide occupational qualification", which would allow for discretion to be used when hiring for those sensitive County positions.
The committee also discussed that there is a difference between an arrest record and a conviction record.

Motion by Martis to recommend approval of the EEOP to the Board of Commissioners, as presented, seconded by Bolton. Motion carried.

D. Review Policy List

Within the packet is a list of policies the current committee has reviewed, is pending, or needs to be reviewed. Administrator Murphy stated many of the policies are under review by various department heads before being brought to the committee and some are lengthy, requiring additional time to review.

V. Other Business

A. September meeting

The next meeting falls on a holiday. It was discussed to reschedule the 9/2/24 meeting to the following Monday on 9/9/24.

VI. Public Comment

No discussion.

VII. Adjournment

Motion by Martis, Second by Bolton to adjourn the meeting at 10:38 AM. Motion carried.