

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, October 7, 2024

I. Call to Order

Present: Commissioners: Nancy Jenkins-Arno, Kevon Martis, James Van Doren, Karol Bolton, Terry Collins

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Finance Director Dan Zimolzak

The meeting was called to order by Comm. Jenkins- Arno.

II. Approval of Minutes

A. Approval of Minutes: September 9, 2024

Motion by Martis, seconded by Bolton, to approve the minutes of September 9, 2024. Motion carried.

III. Old Business

A. POL2024-014-Equal Employment Opportunity

This policy was approved by the full Board of Commissioners a few months ago. After approval, public comment was received regarding the specific discriminatory language. After working with corporation counsel, the language was changed to reflect "w/o regard to any protected characteristics protected by law". In addition, sections (a) and (c) have changed to reflect this too.

Discussion took place, and it was determined in section (a), "except where the characteristic is a bona fide occupational qualification", should remain.

Motion by Martis to move the EEO policy to the Board of Commissioners, with the included amendment discussed today, seconded by Bolton. Motion carried.

IV. New Business

A. Green Initiative Policy

This policy was last reviewed in 2022 and feedback was provided by Printing & Purchasing, IT, Building & Grounds; revision is included in the packet.

Comm. Martis discussed the history of this policy stemming from the national green initiative push in 2006-2008, and it was a recommendation to be adopted by the AG advisory and larger groups. He would like for the committee to review it and bring it back next month.

Administrator Murphy informed the committee that while County departments are purchasing items, green initiatives are being considered. However, the expense of items is also looked at when using taxpayer dollars.

Comm. Bolton inquired if current contracts have the requirements to utilize/look at green initiatives when entering into them with the County. Murphy shared that the contract type would be the factor; for example, in the new build at MSC, there are environmental factors that are included, such as efficient water and energy use. Other contracts the County entered into may not involve energy efficiency.

*The revised policy removed the requirement to print double-sided; the printing and purchasing department suggested not making this a requirement; most files are shared electronically, and the maintenance contracts are billed per side.
It was concluded to keep the language, and adding "where applicable".*

The committee will review this policy and bring it back next month.

B. Personnel Handbook

Administrator Murphy shared that the Human Resources Director reviewed the Personnel handbook, along with corporation counsel. The recommendations are included.

Comm. Martis suggested making a mention or reference to the Ethics Policy or Conflict of Interest Policy the Board approved earlier this year.

Comm. Jenkins-Arno referenced the changes made today to the Equal Employment Opportunity policy, which should be included.

The committee will review and come back next month.

C. Federal Awards Administration

The Federal Awards policy was created by the previous Financial Auditors, Rehmann. The current Finance Department and Rehmann reviewed the policy, and it was determined no changes were necessary.

Administrator Murphy shared that the finance team has created a "grant" checklist for the County Department heads. The checklist instructs those who are applying for grants, the steps to take and people to contact, in an orderly process. This will be distributed to County Department Heads via local gov.u, soon.

Comm. Bolton inquired if the sections repeating the statement "The requirements for equipment are contained in the Uniform Guidance, program legislation, Federal awarding

agency regulations, and the terms and conditions of the award", should be listed as a header, instead. Administrator Murphy suggests keeping it for those who are only glancing at a particular section, instead of in totality. Murphy will review with Rehamnn and the Finance Director to discuss.

Other suggestions included

- *Moving the section stating "a copy of the agreement will be provided to the Admin Office", further up in the policy, to section" Notification of Acceptance.*
- *For record keeping "these will be sent to the Finance Director within "a reasonable time". Recommended to change verbiage to "within the auditing timeframe.*
- *Under Board Policies: change any acronyms, to spell out what the policy name is.*
- *Compliance section, sentence needing additional language: "Accounts payable disbursements will not be processed for payment by....until necessary approval has been obtained"; remove "by" from sentence.*

Edits and feedback will come from the Administrators' office at the next meeting.

D. Credit Card Acceptance

*Administrator Murphy reported the last revision to the policy was done in 2022 and the attached revision is included. The prior policy is also included.
The County Treasurer assisted with updating this policy, to reflect the current processes.*

It was discussed the third party not only processes the credit card payments, but provides the software. The County does have a surcharge for payments received via credit card.

Motion by Bolton to move the policy to the Board of Commissioners for approval, seconded by Martis. Motion carried.

V. Other Business

No discussion.

VI. Public Comment

There was no public comment

VII. Adjournment

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