

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, November 4, 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 at 10:00am.

II. Approval of Minutes

A. Approval of Minutes: October 7, 2024

Motion by Martis, seconded by Bolton, to approve the minutes of October 7, 2024. Motion carried.

III. Old Business

A. Green Initiative Policy

This policy was brought forward at the October Committee meeting, with some recommended changes. Additional changes were received from Comm. Martis that is reflected in the attachments.

Comm. Martis shared an overview of the recommended changes. One of them included changing the name of the policy to "Environmental Policy", instead of Green Initiative. He stated this would remove "political association" and still address the overall goal of the County. In addition, change the phrase "green ethics" to "environmentally friendly practices". Several other sections of the policy were also discussed.

The recommended changes discussed will be edited/added and brought back to the December Committee meeting.

B. Personnel Handbook

HR Director, Bev Ahlers, made revisions to the Personnel Handbook and was brought to committee in October. At that time, it was recommended to include a reference to the Conflict of Interest and Code of Ethics Policies. This has been included and provided to the committee today.

Comm. Jenkins-Arno discussed the recent revisions to the "Equal Employment Opportunity" policy, which states "all characteristics protected by law" should be included in the Personnel Handbook, to stay consistent.

Some other minor revisions to the handbook was recommended; they will be included and come back to committee in December.

C. Federal Awards Administration

The Federal Awards Administration was also brought to committee in October. During that time, there was a request to remove the section headers that are repetitive.

Administrator Murphy spoke with Rehmann, who were the creators of the policy, and they recommended keeping the header in each section, in the event people are not looking at the policy in its entirety.

Minor grammatical changes in the policy were discussed.

Motion by Martis, to move the policy with the recommended changes, to the Board of Commissioners, seconded by Bolton. Motion carried.

IV. New Business

A. Non-Discrimination on Basis of Disability

The following policies are a requirement for CDBG and were last adopted in 2019. Recommended changes are included in the packet, after review by Administration and Corporation Counsel.

It was recommended to include who individuals should request auxiliary aids, or other special services, from.

B. Citizen Participation Plan

A discussion was held regarding the section that states applicants must be notified of other available programs; Jenkins-Arno suggested we remove the portion that states "must". Administrator Murphy recommended keeping this section; It implies that the County has a responsibility to inform grant applicants, about other available programs/opportunities.

C. Economic Opportunities for Section 3

Comm. Jenkins-Arno recommended changes to Section 3 policy; currently it states "low and very low-income persons residing in the State of Michigan". Jenkins-Arno suggested changing that to "those residing in Lenawee County".

D. Grievance Procedure

No further discussion on this policy.

E. Fair Housing Policy

The Fair Housing policy is not a requirement of the CDBG grants but are in a similar category. This policy was last reviewed in 2010.

Comm. Jenkins-Arno suggested changing this to our standard policy format, instead of the resolution format.

The recommended changes will be included in all policies, and brought back to next month's meeting.

V. Other Business

Administrator Murphy informed the committee that almost all the policies have been reviewed during the past 2 years; only 3-4 are outstanding. Murphy also stated the IT policy will be complete in the near future. Due to the length and nature of the policy, additional time is needed for review.

A short discussion was held that this committee may be at the Call of the Chair, in the future.

VI. Public Comment

There was no public comment

VII. Adjournment

Motion by Martis, Second by Bolton to adjourn the meeting at 10:41 AM. Motion carried.