

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, December 2, 2024

I. Call to Order

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

Also Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Human

Present: Resource Director Bev Ahlers, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke

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

Comm. Jenkins-Arno appointed Comm. Van Doren as a voting member of the committee.

Comm. Bolton arrived shortly after call to order.

II. Approval of Minutes

A. Approval of Minutes: November 4, 2024

Motion by Martis, seconded by Van Doren, to approve the minutes of November 4, 2024. Motion carried.

III. Old Business

A. Environmental Policy (*Green Initiative Policy*)

The Green Initiative Policy was presented to the committee a few months ago; the proposed changes have been included.

Motion by Martis, seconded by Van Doren to recommend policy, as presented, to the Board of Commissioners. Motion carried.

B. Personnel Handbook

The Personnel Handbook has thoroughly been reviewed by the HR Director and has been brought to committee in the past few months.

Some additional grammatical changes were discussed. There was a question regarding the 20% tip; Administrator Murphy clarified that the 20% tip is based on the allowable meal amount, or less.

Discussion continued that the policy does clarify who the "employer" is, being the County.

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

C. Non-Discrimination on Basis of Disability

This policy is 1 of 4 required for the CDBG grants and was brought to committee last month. Recommended changes from November have been added.

Comm. Bolton referenced the abbreviation, UGLG, and would like to see that spelled out in the policy.

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

D. Citizen Participation Plan

This policy was brought to committee last month; there were no recommended changes.

Comm. Bolton recommended including the abbreviation for CDBG and spelling out MEDC on page 53, for the 1st reference.

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

E. Economic Opportunities for Section 3

Recommended changes from the prior committee review have been included in red.

Motion by Martis, seconded by Bolton to recommend policy to the Board of Commissioners. Motion carried.

F. Grievance Procedure

This policy was presented to the committee and there were no recommended changes.

Motion by Martis, seconded by Bolton to recommend policy to the Board of Commissioners. Motion carried.

G. Fair Housing Policy

The recommended changes from November have been made, as attached.

Motion by Martis, seconded by Bolton to recommend policy to the Board of Commissioners. Motion carried.

IV. New Business

A. FOIA

This policy was last reviewed in 2018 and is set by Public Act 442 of 1976. Deputy Administrator Elliott shared this policy is a statutory requirement. It is currently being reviewed by Corporation Counsel and is being presented today as a review.

The State of Michigan may make some revisions to FOIA, based on recent law changes.

*Comm. Martis discussed concerns about the high dollar amounts in the FOIA requests and legality. He suggested that requests over \$5,000 or \$10,000, to inform the Board of Commissioners. Administrator Murphy stated that would be a decision for the Board of Commissioners. If this is decided, **all** County Department and FOIA coordinators would need to be made aware of this change.*

Comm. Bolton discussed the charged hourly rate of \$48.90 (6 times the State Minimum) and recommended adding (or), due to the State minimum changing. Administrator Murphy will get feedback from Corporation Counsel on this.

Discussion was also held regarding the cost of providing paper copies. It currently states "will not exceed \$.10 per sheet of paper". Recently, during a review of another County policy, it was determined that printing double-sided can actually be costlier, as the vendor charges per side printed. Comm. Bolton would like to know if the requests should be printed single sided and charged accordingly? Administrator Murphy will look into this further to determine if this is statutory.

Further discussion was held regarding the time frame to respond to a FOIA request. Deputy Elliott shared that there is a requirement to confirm the request has been received within 5 days and our new software sends an automatic confirmation email to sender. A 10-day extension to fulfill the request is available.

This policy will come forward with further feedback from Corporation Counsel, at a future committee.

V. Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Martis, seconded by Bolton, to adjourn the meeting at 10:34 AM. Motion carried.

