

POLICY & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Terry Collins, Beth Blanco, Jim Daly
301 N. Main St, Adrian, MI 49221

MEETING LOCATION
Chambers

Minutes: Monday, February 3, 2025

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, Jim Van Doren

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

Absent: Jim Daly

The meeting was called to order by Comm. Collins at 10:00 am.

Comm. Collins appointed Comm. Van Doren as a voting member of the committee.

II. Approval of Minutes

A. Approval of Minutes: December 2, 2024

Motion by Blanco to approve the minutes of December 2, 2024, seconded by Van Doren. Motion carried.

III. Old Business

A. FOIA Policy

Deputy Administrator Elliott reviewed the FOIA policy. This was brought to the committee in December and a few minor changes have been made, which are shown in red on the policy. This is a statutory requirement and reflects public act No. 442 of 1976. This policy has been reviewed by Corporation Counsel.

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

IV. New Business

A. Investment Policy

The Investment policy applies to all financial assets of the County and is presented to the full Board on an annual basis. No changes were made to the policy for 2025.

Motion by Blanco, seconded by Van Doren, to recommend the Investment Policy, as presented to the Board of Commissioners. Motion carried.

B. Earned Sick Time Policy

An amendment was made to the Earned Sick Time Act, 338 of 2018 and is scheduled to go into effect on 2/21/2025. The amendment requires each employee to accrue 1 hour of sick time for every 30 hours worked.

Corporation Counsel has assisted in the creation of this policy. The proposed policy states that no more than 72 hours of sick time should be used per year and all earned sick time would need to be used prior to a leave of absence.

Motion by Van Doren, seconded by Blanco to recommend the Earned sick time policy to the Board of Commissioners. Motion carried.

A discussion was held regarding the included disclaimer, which states the policy is according to Public Act 338 of 2018 and will follow any modifications that may be adopted by the Michigan Legislature.

V. Other Business

A. Policy Tracking

A list of County policies was shared with the Committee. Almost all policies have been reviewed during the last commissioner term in 2023 or 2024 and a few are still under review. Deputy Elliott requested that the committee review the list and bring the policies they would like to review forward next month.

Motion by Vandoren recognizing the review of the policy tracking list, seconded by Blanco. Motion carried.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Blanco to adjourn at 10:08 am, seconded by Van Doren. Motion carried.