

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, April 14, 2025

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, Jim Van Doren, Ralph Tillotson
Also Administrator Kim Murphy, Marketing & Communications Jen Ambrose,
Present: Administrative Coordinator Carissa Zubke
Absent: Jim Daly

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

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

II. Approval of Minutes

A. Approval of Minutes: February 3, 2025

Motion by Blanco to approve the minutes of February 3, 2025, seconded by Van Doren. Motion carried.

III. Old Business

No old business.

IV. New Business

A. Personnel Handbook

Administrator Murphy provided an overview of the request. The Lenawee County Personnel Handbook was recently amended and adopted in December 2024. Since then, the Sick Time Leave policy was adopted earlier this year, to comply with the changes made by the State Legislature.

The proposed changes to the personnel handbook include the newly adopted Sick Time policy. Administrator Murphy referenced that the disclaimer on the earned sick time section is included. The disclaimer states policy is subject to change, according to legislation. In addition, the personnel handbook now includes the option for part-time employees to be granted up to 3 days bereavement pay.

B. Airport Driving Policy

Administrator Murphy shared highlights of the request. The driving on airport grounds policy was originally adopted in 2006 and was last amended in 2019. The Airport Manager had the

opportunity to review the attached driving policy, and he did not have any recommended changes.

Motion by Blanco, seconded by Van Doren, to recommend the Airport Driving policy to the Board of Commissioners. Motion carried.

V. Other Business

Administrator Murphy provided a list of County policies and the last date reviewed. The last policy and procedures committee had the opportunity to review almost all the policies over the past two years.

Some of the remaining policies that have not been reviewed include: Vehicle Use, Photo ID, Clean Air Ordinance, IT policy, and Enhanced Public Participation. Murphy shared that before the policy is brought to the committee, they are vetted out as appropriate, i.e. department head and/or corporation counsel.

If the Committee would like to review one of the policies, please bring it forward to the Administrator's office. Administrator Murphy discussed that almost all departments also have internal policies which we do not manage. However, if there is a similar County policy, that would supersede the internal one.

Discussions were held regarding the photo ID policy; Administrator Murphy stated that it is a more complex policy due to some County departments having separate security processes.

VI. Public Comment

No public comment.

VII. Adjournment

Motion by Blanco to adjourn at 10:18am, seconded by Van Doren. Motion carried.