

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, July 7, 2025

I. Call to Order

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

Also Administrator Kim Murphy, Marketing & Communications Jen Ambrose,

Present: Administrative Coordinator Carissa Zubke, Finance Director Dan Zimolzak, Brian Vish (WLEN)

Absent: James 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 due to Comm. Daly being absent.

II. Approval of Minutes

A. Approval of Minutes: June 2, 2025

Motion by Blanco to approve the minutes from June 2, 2025, seconded by Van Doren. Motion carried.

III. Old Business

A. Social Media Policy

Motion by Van Doren to recommend adopting the Social Media Policy to the Board of Commissioners, seconded by Blanco. Motion carried.

Administrator Murphy provided a recap of the various changes to the proposed policy. The social media policy was originally included within the IT policy. Overall, this policy has become very large and as technology evolves, it may be helpful to section out some policies. The Social Media Policy is intended for Lenawee County employees that have a need to utilize social media in their department. The policy states that if a department would like to have a social media account, they should request approval from the employee's department head. After being approved, the department head should contact the County's Marketing and Communications Coordinator.

Murphy discussed the legal considerations included in the policy, to avoid liability for the employee and the County.

Social Media utilized on behalf of the County are subject to FOIA.

The County uses an Archive system. Therefore, a request to remove posts from social media

should be submitted to the Marketing & Communications coordinator.

If an employee would like to use the Lenawee County logo, they should request a correct copy of the logo from the Marketing & Communications Coordinator; no changes to the logo should be made.

Personal social media accounts may include the employee's place of employment. However, an employee may not speak "for" the County.

IV. New Business

Comm. Van Doren would like a new policy to be created stating all expenditure requests being submitted outside the budget process should include two (2) reads, before being voted on. The commissioner understands there may be emergency situations where having 2 reads is not always possible.

Commissioner Van Doren stated it would be beneficial for the commissioners to hear the request/information for the proposal before voting on it. However, having this policy in place would be a new standard and not have a need to postpone matters.

Comm. Collins agreed that when expenditures are included, having time to process and consider the proposal could be beneficial before voting.

Administrator Murphy stated that in general, the County Departments are very good at planning for expenditures during the budget process. In addition, the Administrator has authority to approve purchases of up to \$10,000. Those approved purchases are reviewed by the Accounts Payable Committee.

The question was asked if this policy would be for both personnel and non-personnel requests? Further, Murphy explained that the departments are getting used to bringing all personnel requests during the budget planning season.

Comm. Van Doren stated that if the requests for personnel matters are currently working, to continue keeping that in place. He recommends this policy being for expenditure requests over \$10,000.

Motion by Van Doren requesting the Administrator's office create a policy for all non-personnel requests over \$10,000 includes 2 reads to the Personnel/Ways & Means committee, seconded by Blanco. Motion carried.

V. Other Business

No discussion.

VI. Public Comment

No discussion.

VII. Adjournment

Motion by Blanco to adjourn at 10:19am, seconded by Van Doren. Motion carried.

