

POLICY & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512

[Website](#)



MEMBERS

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

MEETING LOCATION

Chambers

Minutes: Monday, August 4, 2025

I. Call to Order

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

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

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

II. Approval of Minutes

A. Approval of Minutes: June 2, 2025

Motion by Blanco to approve the minutes of June 2, 2025, seconded by Daly. Motion carried.

III. Old Business

No discussion.

IV. New Business

A. Dual Review Policy

Last month, a motion was made to create a policy which states all non-budgeted, non-personnel- related proposals over \$10,000 require them to be presented to two Personnel/Ways & Means Committees before being voted on.

The policy includes information regarding emergency exceptions. If the proposal is a more urgent matter, the board may waive the dual reading policy with a 2/3 vote, granting the exception. The purpose of this policy is to promote transparency and some additional time for the Commissioners to review the provided information.

Motion by Blanco, seconded by Daly to recommend the Dual Review Policy to the Board of Commissioners for adoption. Motion carried.

V. Other Business

A. September 1 Meeting

The next meeting falls on a holiday, discussion was held to reschedule this meeting to September 8th, at 10am.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Blanco, seconded by Daly to adjourn the meeting at 10:08 am. Motion carried.