

POLICY & PROCEDURES COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Terry Collins, Beth Blanco, Jim Daly

MEETING LOCATION

Chambers 301 N. Main St, Adrian, MI 49221

Minutes: Monday, September 8, 2025

I. Call to Order

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

Also Administrator Kim Murphy, Administrative Coordinator Carissa Zubke, Ben Ricker,

Present: Micah Hassenzahl

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

II. Approval of Minutes

A. Approval of Minutes: August 4, 2025

Motion by Blanco, to approve the minutes of August 4, 2025, seconded by Daly. Motion carried.

III. Old Business

No Discussion.

IV. New Business

A. IT Policy

Administrator Murphy reviewed the proposed changes to the IT policy. The IT policy was last amended in 2020.

Recently the Social Media section was removed from the IT policy. Now the County has a Marketing/Communications Coordinator who manages the County's social media and is no longer managed by the IT department. The Social Media Policy is now a stand-alone policy and was passed by the Board of Commissioners in July 2025.

Other proposed changes are to the Websites and Web Content Section, Wireless Access Policy Section, Wireless Plans Section, and Technology Disposal sections.

Administrator Murphy and IT Director Ben Ricker further discussed the Wireless Access section, which currently states that secure wireless is only for County-managed devices to connect to the internal network. Alternatively, Lenawee IT works to maintain a non-internal secure wireless network that can be utilized for devices that are not County-managed. Ricker explained that the verbiage was reworded to remove the confusion regarding public access. The county features public access that prohibits full access to county internal networks.

The Technology Disposal section is a new addition to address how county devices are

handled after they are no longer needed.

This policy will be brought back next month for additional recommendations and possible recommendation for adoption.

V. Other Business

Administrator Murphy proposed creating a new policy that addresses the reimbursement for Lenawee County employee certifications that pertain to their position. Similar to our tuition reimbursement policy, Murphy would like to set a policy which addresses the process for certification payment and payment for any re-testing.

It would be proposed for the County to pay for the initial testing and one re-test; any additional re-testing would be at the expense of the employee.

Discussion was held to also include that if the certification is a requirement of the job description at the county and the employee did not pass the certification exam, one should report to the department head for further discussion.

Comm. Collins requested to have the Administrator's office draft a policy addressing these things and bring it forward next month.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Blanco to adjourn the meeting at 10:18am, seconded by Daly. Motion carried.