

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, October 6, 2025

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, James Daly

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

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

II. Approval of Minutes

A. Approval of Minutes: September 8, 2025

Motion by Daly to approve the minutes of September 8, 2025, seconded by Blanco .

Motion carried.

III. Old Business

A. IT Policy

Last month, proposed changes to the IT Policy were presented to the Board. Changes include: the removal of the social media policy, changes to the Wireless Plan section, a new section to address technology disposal, and other minor changes.

The recommendation is to approve the changes and recommend adoption of the amended IT policy, as presented to the Board of Commissioners.

It was requested to add "in conjunction with the IT Department" in the Wireless Plan section. Due to the ever-changing technology, Department Heads may need guidance in selecting the best fit, by the IT department.

Motion by Blanco to recommend accepting the amended IT policy to the Board of Commissioners, and add "In Conjunction with the IT Department" to the Wireless Plan section, seconded by Daly. Motion carried.

IV. New Business

No discussion.

V. Other Business

Elliott discussed that there will be an additional policy regarding the process for employee job related certifications, next month.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Daly to adjourn the meeting at 10:05am, seconded by Blanco. Motion carried.