

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, November 3, 2025

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, James Daly, James Van Doren
Also Present: Administrator Kim Murphy, 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: October 6, 2025

Motion by Blanco, to approve the minutes of October 6, 2025 seconded by Daly. Motion carried.

III. Old Business

No discussion.

IV. New Business

A. Certifications Policy

County Administrator Kim Murphy provided an overview of the proposed Required Certifications Policy, which addresses the process for job-related certifications. The policy is not for continuing education, only certifications. Initial preparatory materials, courses, and initial test would be covered by the County as their employer, along with (1) retest. Any additional re-testing would be the employees' responsibility; in this case, additional discussions between the employee and department head would be warranted. Administrator Murphy discussed the proposed policy with Department Heads, including elected officials.

Funding for this would come from the individual department's education account. Associated mileage reimbursement would be included in this policy, as well.

Motion by Blanco to recommend, seconded by Daly to recommend adoption to the Board of Commissioners. Motion carried.

V. Other Business

A. Policy Status Overview

A list of County policies and last reviewed date was shared. Over the past couple of years, almost all County-wide policies have been reviewed. It was discussed that the Clean Air Ordinance is not the responsibility of the Policy & Procedures Committee due to the various other requirements of an ordinance.

Two policies are left to be reviewed by the committee.

Discussion opened up regarding making this committee at the "call of the chair".

Additionally, it was recommended to set a standard timeframe for all policies to be reviewed again, to ensure they stay current. Comm. Van Doren recommended the committee meet after an election year, which is currently every 4 years in Michigan.

Administrator Murphy reported that the 2 existing policies will be reviewed over the next couple of months and come forward early next year.

Motion by Blanco to change the Policy & Procedures Committee meetings to "at the call of the chair", seconded by Daly. Motion carried.

VI. Public Comment

Discussion opened up regarding our Tuition Reimbursement Policy and the required employment/payback process, post graduation. The tuition reimbursement policy states there is a 5-year post-graduation employment requirement with the County, to avoid the payback of tuition expenses.

Discussion continued regarding the funding to send individuals to the Police Academy, which is generally grant funding.

VII. Adjournment

Motion by Blanco to adjourn at 10:33am, seconded by Daly. Motion carried.