

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

Beth Blanco, Terry Collins, Jim Daly

MEETING LOCATION

Chambers
301 N. Main St.
Adrian, MI 49221

Minutes: Monday, February 2, 2026

I. Call to Order

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

Also Deputy Administrator Shannon Elliott, Marketing & Communications Jen

Present: Ambrose, Administrative Coordinator Carissa Zubke

Absent: James Daly

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

Comm. Blanco appointed Comm. Van Doren as a voting member of the committee.

II. Approval of Minutes

A. Approval of Minutes: November 3, 2025

Motion by Collins to approve the minutes of November 3, 2025, seconded by Van Doren. Motion carried.

III. Old Business

No discussion.

IV. New Business

A. Dual Review Policy

Deputy Administrator Elliott reviewed the amendment to the Dual Review policy. This policy was passed by the Board of Commissioners in August 2025 and went into effect on January 1, 2026.

The policy has been amended to include an exception for expenses that are fully grant funded.

Motion by Collins to recommend amended Dual Review policy to the Board of Commissioners, seconded by Van Doren. Motion carried.

B. Annual Investment Policy

Each year, the Investment Policy is brought to the Board of Commissioners for approval. The 2026 Investment Policy has been reviewed by the County Treasurer and there are no recommended changes.

Motion by Collins, seconded by Van Doren to recommend the Investment Policy to the Board of Commissioners. Motion carried.

Comm. Van Doren opened discussion regarding the section which discusses the treasurer establishing written procedures and internal controls. Deputy Administrator Elliott discussed that by passing this policy, the Board of Commissioners is therefore authorizing the Treasurer to make any necessary changes and execute such things, in accordance with this policy.

V. Other Business

No comment.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Van Doren to adjourn the meeting at 10:06am, seconded by Collins. Motion carried.