

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, June 1, 2026

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, James Daly, James Van Doren
Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, IT Director Ben Ricker, Deputy IT Micah Hassenzahl

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

II. Approval of Minutes

A. Approval of Minutes: May 4, 2026

Motion by Daly, seconded by Collins to approve the minutes of May 4, 2026. Motion carried.

III. Old Business

No discussion.

IV. New Business

A. **Request:** AI Policy

Administrator Murphy reviewed the proposed policy #2026-04, Acceptable Use of A.I. Applications. This is a new policy to Lenawee County and addresses the use of Artificial Intelligence.

The Statement of Policy sections include: Use of AI, Confidential Data, and Evaluation of AI services.

Murphy discussed that AI may be used in the workplace. However, it should never be replaced by human input and review. Additionally, it should not, nor will not, ever be used in any personnel-related matters. No personal identifiable information should ever be entered into AI technology.

If an employee is interested in using AI, they should notify their department head prior to use. No confidential data or material should be entered into AI. Once data is entered, it is processed and stored by the provider with no guarantee of who has access to that information. Confidential data should not be entered to ensure the safety of Lenawee County.

It was also noted that prior to using a new AI tool, the program should be vetted by the Lenawee County IT Department for verification.

This policy applies to all elected officials, judges, and all department heads are responsible for ensuring employees are following proper guidelines. Any misuse of AI is subject to AI removal and possible disciplinary actions. This policy is also applicable to Lenawee County contractors.

The proposed AI policy will be sent to all Lenawee County employees, signed, and placed in their personnel file.

Commissioners suggested a list of recommended AI applications; IT is currently in the process of creating a list. Discussion continued that County employees and department heads should remain in contact regarding the use of AI in the workplace.

Motion by Collins to recommend the AI Policy #2026-04 to the Board of Commissioners for adoption, seconded by Daly. Motion carried.

A request was made that, due to the complex nature of the policy, to send it to all County Commissioners ahead of time, allowing time for review.

V. Other Business

No comment.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Collins, seconded by Daly to adjourn at 10:20am. Motion carried.