

POLICIES & PROCEDURES COMMITTEE

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MEMBERS

Nancy Jenkins-Arno, Kevon Martis, Karol "KZ" Bolton

Minutes: Monday, February 6, 2023 – 2:47 p.m.

Present: Commissioners Jenkins-Arno, Martis, and Van Doren

Absent: Commissioner Bolton

Also Present: Kim Murphy and Erin VanDyke

I. Approval of Minutes

Motion by Martis, seconded by Jenkins-Arno, to approve the minutes of the May 2, 2022 meeting. Motion carried.

II. New Business

- A. Review Policies:** A review status of County policies and procedures was submitted. County policies are available <https://www.lenawee.mi.us/639/County-Policies-Guidelines>

Administrator Kim Murphy explained that the Policy & Procedures Committee was formed in 2017 and is charged with the responsibility of reviewing county policies, including the Employee Handbook, and recommend any potential new policies for the full Board of Commissioners consideration.

Process for New Policies: New policies will be introduced to the Policy & Procedures Committee and opened for discussion and recommended changes. The Administrator's Office will make any revisions necessary and bring the final draft back to the Policy & Procedures Committee for consideration. Once all recommendations are agreeable, the Policy & Procedures Committee will then submit a recommendation to the full Board of Commissioners for adoption. New policies should go before the Policy & Procedures a minimum of two times prior to being submitted to the Board of Commissioners for adoption.

Amendments to a Policy: Amendments are presented to the Policy & Procedures Committee prior to being submitted to the Board of Commissioners.

There have been occasions when the implementation of a policy requires expedited adoption and there may be a policy that requires annual adoption by the Board of Commissioners. In these instances, the policy may go directly to the Board of Commissioners for consideration.

The Board of Commissioners has found it to be beneficial to be familiar with County policies and procedures.

B. Depository & Investment Policy: Erin VanDyke explained that the Lenawee County Investment Policy is to be adopted by the Board of Commissioners on an annual basis. This investment policy applies to all financial assets of the County. These assets are accounted for in the various funds of the county and include the general funds, special revenue funds, debt service funds and capital project funds, (unless bond ordinances and resolutions are more restrictive), enterprise funds, internal service funds, trust and agency funds and any new fund established by the County.

She requested that this policy come back to the committee next month; as she noticed a couple of minor changes that were needed.

III. Old Business: There was no old business.

IV. Ready for recommendation: There was nothing submitted for Board recommendation.

V. Other Business: The Committee would like to meet monthly following the Airport Commission.

The Committee would like to review the Accounts Payable and the Automated Clearing House Policies next month.

VI. Public Comment: There was no public comment.

VII. Adjournment

Motion by Martis, seconded by Jenkins-Arno, to adjourn the meeting at 3:34 p.m. Motion carried.

KLM/rdb