

# POLICIES & PROCEDURES COMMITTEE

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## MEMBERS

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

## MEETING LOCATION

2667 Cadmus Rd - Adrian, MI

**Minutes:** Monday, April 3, 2023 – 1:30 p.m.

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**Present:** Commissioners Jenkins-Arno, Martis, Bolton, Van Doren, and Collins

**Also Present:** Kim Murphy, Shannon Elliott and Eric Rogers

### I. Approval of Minutes

*Motion by Martis, seconded by Bolton, to approve the minutes of the March 6, 2023 meeting. Motion carried.*

**II. Old Business:** A review status of County policies and procedures was available.

**A. Accounts Payable Policy Review:** The Accounts Payable Policy was created to set anti-fraud procedures as required by standard account practices. It is reviewed by the finance team on a regular basis. A draft with amendments to the amount allowable for lunches increased to \$25, the amount allowable for dinner increased to \$40, and a tip reimburse up to 20% as a tip for meal.

Changes were proposed to the existing policy. Committee will review changes at next month's meeting.

### III. New Business

**A. Bidding Policy Review:** The bidding policy requires competitive bids to be solicited for all contracts in which the total County obligation is anticipated to be over \$20,000.

**B. Bond & Annexations Policy Review:** The policy outlines procedures and authorizations required for "full faith in credit" bonds, as well as, the procedures to follow regarding village/township annexations.

**C. Cash Handling Policy Review:** This policy governs the handling of county cash. All moneys which come into the hands of any County Officer or employee are public moneys and steps shall be taken to ensure its safekeeping.

Changes or requests for clarification were proposed to the above existing policies. Committee will review changes and clarifications at next month's meeting.

**D. Contracts Policy Review:** The power to authorize agreements binding the County rests with the Board of Commissioners unless some other statutory provision exists. Elected Officials, County Officials, and employees are not authorized by statute to enter into contracts on behalf of the County without formal Board of Commissioners authorization.

#### **IV. Other Business**

**Conflict of Interest Policy:** At the request of the Board of Commissioners, the Administrator has drafted a conflict of Interest Disclosure Policy.

The purpose of the policy is to avoid situations in which an employee's business or personal interests may unduly influence a decision-making process; which may result in situations involving real or apparent conflicts of interest.

**Next Meeting:** The Committee would like to review the Accounts Payable Policy, Bidding Policy, Bond and Annexations Policy, Cash Handling Policy and Contracts: Authority / Designate Signatory Policy next month.

Commissioner Jenkins-Arno made contact with Mr. Baker and he will be attending the May meeting to present Sustainable Strategic Planning.

**V. Public Comment:** There was no public comment.

#### **VI. Adjournment**

*Motion by Martis, seconded by Bolton, to adjourn the meeting at 3:37 p.m. Motion carried.*

KLM/sce