

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, May 1, 2023 – 1:30 p.m.

Present: Commissioners Jenkins-Arno, Martis, and Bolton

Others: Commissioner Tillotson

Also Present: Kim Murphy, Francine Zysk, Jennifer Ambrose, Frank Baker, Mary Weeber, Roger Johnson, and John Tuckerman

I. Approval of Minutes

Motion by Commissioner Martis, seconded by Commissioner Bolton, to approve the minutes of the April 3, 2023 meeting. Motion carried.

II. Presentation: Sustainability Planning – Frank Baker

Mr. Baker reminded the Committee that the Board of Commissioners adopted an Energy Efficiency and Renewable Energy resolution in September 2022.

The Resolution is an important step in a continuous process of improvement in protecting our environment and health. The next step would be to create an effective sustainability plan.

Public comment was received from Roger Johnson and John Tuckerman. Discussion about sustainability planning occurred.

Chair Jenkins-Arno thanked Mr. Baker for coming and for his presentation.

III. 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. The Committee reviewed additional changes to the policy and received clarification on accounts payable procedures.

The Committee would like the Travel Reimbursement Policy section to be a separate county policy and referenced in the Accounts Payable Policy.

B. 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. The Committee reviewed the proposed change from \$20,000 to \$100,000.

The Committee proposed the amount to be reduced to \$50,000.

C. 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. Changes to this policy are still being researched.

D. 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. The Committee reviewed the recommended changes to the policy discussed in previous months and received clarification on financial software and procedures.

E. 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.

The Committee suggested several changes to the policy; Commissioner Martis has language he would like added and is drafting a new version of the policy to be discussed at next month’s meeting.

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

IV. Other Business

Next Meeting: The Committee would like to review the Accounts Payable, Bidding, Bond and Annexations, Cash Handling, and Conflict of Interest Policies next month, as well as two additional policies of the Administrator’s choosing.

V. Public Comment: There was no public comment.

VI. Adjournment

Motion by Martis, seconded by Bolton, to adjourn the meeting at 3:57 p.m. Motion carried.

KLM/JLA