

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, June 5, 2023 – 2:07 p.m.

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

Also Present: Kim Murphy and Shannon Elliott

I. Approval of Minutes

Motion by Commissioner Bolton, seconded by Commissioner Martis, to approve the minutes of the May 1, 2023 meeting. Motion carried.

II. Old Business:

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. Minor amendments were made.

Motion by Commissioner Bolton, seconded by Commissioner Martis, to move the Accounts Payable Policy to the full Board of Commissioners for approval. Motion carried.

B. Travel Reimbursement Policy Review: The Travel Reimbursement Policy was created to set standards for employees while acting on behalf of the County in a working capacity, for meal, mileage, and lodging reimbursement.

Motion by Commissioner Bolton, seconded by Commissioner Martis, to waive the 30-day wait period prior to sending to the full Board of Commission for approval. Motion carried.

Motion by Commissioner Martis, seconded by Commissioner Bolton, to move the Travel Reimbursement Policy to the full Board of Commissioners for approval with amendments. Motion carried.

C. 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 \$50,000.

Motion by Commissioner Bolton, seconded by Commissioner Martis, to waive the 30-day wait period prior to sending to the full Board of Commission for approval and move the Bidding Policy with amendments to the Full Board of Commissioners for approval. Motion carried.

- D. 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.

Motion by Commissioner Martis, seconded by Commissioner Bolton, to move the Bond & Annexation Policy to the full Board of Commissioners for approval with amendments. Motion carried.

- E. 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.

- F. 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.

Changes or requests for clarification were proposed to the Cash Handling and Conflict of Interest policies. The committee will review changes and clarifications at the next scheduled meeting.

III. New Business

A. Policy Review Credit Card Policy

Motion by Commissioner Bolton, seconded by Commissioner Martis, to waive the 30-day wait period prior to sending to the full Board of Commission for approval. Motion carried.

Motion by Commissioner Bolton, seconded by Commissioner Martis, to move the Credit Card Policy to the full Board of Commissioners for approval with amendments. Motion carried.

B. Policy Review Insurance Settlement

Changes or requests for clarification were proposed to the Insurance Settlement Policy. The committee will review changes and clarifications at the next scheduled meeting.

IV. Other Business

Next Meeting: The July 3, 2023 meeting is cancelled. The Policy and Procedures Committee meeting will resume the 1st Monday of August at the Old County Courthouse in Chambers at 10:00 am.

V. Public Comment: There was no public comment.

VI. Adjournment

Motion by Bolton, seconded by Maris, to adjourn the meeting at 3:23 p.m. Motion carried.

KLM/sce