

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, October 9, 2023 – 1:30 p.m.

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

Also Present: Kim Murphy, Shannon Elliott, Jen Ambrose, and Rebecca Borton

Comm. Jenkins-Arno noted that the agenda had the wrong date on it.

I. Approval of Minutes

Motion by Bolton, seconded by Martis, to approve the minutes of the September 11, 2023 meeting. Motion carried.

II. Old Business

- A. BOC Rules & Regulations:** The original language with proposed changes #2 was reviewed and a couple of changes were recommended including clarifying "written legal opinion" under legal opinions, and communications should be included under the MEETINGS section.

The Policy & Procedures Committee was charged with reviewing an addendum to the Board of Commissioners Rules and Regulations regarding Legal Counsel protocol. The Committee reviewed the draft policy last month and determined that the intent of this particular amendment addresses the protocol between the Board of Commissioners and Corporation Counsel, while a *Communication with Legal Counsel policy* would best serve county departments. This will be further discussed under the Corresponding with Legal Counsel Policy.

B. Conflict of Interest Policy

Comm. Van Doren would like more information on an ethics policy as well.

Motion by Martis, seconded by Bolton, to postpone further review of the Conflict of Interest Policy to the next meeting. Motion carried.

III. New Business

Corresponding with Legal Counsel Policy: The Policy & Procedures Committee was presented with a draft policy for the county departments to follow regarding contact with legal counsel was necessary. This proposed policy is for internal controls and budgetary considerations and does not impact the addendum to the Board of Commissioners Rules and Regulations as it relates to corresponding with legal counsel.

There was further discussion regarding the amendment to the Rules and Regulations as well as a County Policy. The Committee would like the two items to be combined forming one policy rather than an addendum to the Rules and Regulations for Commissioners and a separate policy for department heads.

The Administrator's Office will draft a proposed policy that includes both sections for the Committee's review next month.

IV. Other Business: There was no other business.

V. Public Comment: There was no public comment.

VI. Adjournment

Motion by Martis, seconded by Bolton, to adjourn the meeting at 2:20 p.m. Motion carried.

KLM/sce