

# 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, November 6, 2023 – 10:12 a.m.

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

**Also Present:** Comm. Collins, Kim Murphy, Shannon Elliott, Jen Ambrose, and Rebecca Borton

### I. Approval of Minutes

*Motion by Bolton, seconded by Martis, to approve the minutes of the October 9, 2023 meeting. Motion carried.*

### II. Old Business

**A. Corresponding with Legal Counsel Policy:** The Administrator's Office drafted a proposed policy for county departments to follow regarding contact with legal counsel as well as the Commissioners.

The Committee would like the policy to be brought back next month to allow time to review the draft.

The members also discussed that personnel matters should be submitted to both the Chair and Administrator prior to Department Heads contacting legal counsel on personnel matters.

The Committee requested that a copy of the draft be distributed in Word format.

*Motion by Martis, seconded by Bolton, to bring the draft Corresponding with Legal Counsel Policy back next month. Motion carried.*

### B. Conflict of Interest Policy

Comm. Martis highly recommended that the "draw straws" to reach a majority line be added to the policy if the Rule of Necessity is under consideration.

Comm. Bolton suggested clarification, or definition, of the Rule of Doctrine of Necessity.

The policy will be amended to reflect these items and brought back next month.

**III. New Business:** There was no new business.

**IV. Other Business:**

**Ethics Policy:** Admin. Murphy reached out to Corporation Counsel regarding a potential Code of Ethics Policy and was advised that there is little recourse provided when it pertains to elected officials.

The Committee questioned the purpose of such a policy and decided that it may send a positive message to our residents to have one in place. The Committee requested that some samples be provided next month.

Other Policies: Admin. Murphy advised the Committee that two proposed policies will be presented next month. An Enhanced Public Participation Policy addressing the recording and streaming of meetings by video equipment as well as public participation will be presented. Emergency Management will be submitting a Workplace Violence Policy that creates a threat assessment task force.

Comm. Jenkins-Arno suggested that one current policy be added to the agenda for review next month as well.

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

**VI. Adjournment**

*Motion by Martis, seconded by Bolton, to adjourn the meeting at 10:37 a.m. Motion carried.*

KLM/rdb