



CASS COUNTY

ADMINISTRATOR AD HOC COMMITTEE

Thursday, April 17, 2025 at 9:00 AM
Cass County Building
120 N. Broadway
Board of Commissioners Room
Cassopolis, MI 49031

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. ADDITIONS/DELETIONS TO AGENDA

5. APPROVAL OF AGENDA

6. APPROVAL OF MINUTES

- a. March 14, 2025 Administrator Ad Hoc Committee Minutes

7. OLD BUSINESS

- a. Recruitment/Hiring Process for open County Administrator position
 - i. Discussion regarding role of consultant in recruitment/hiring process (nature and scope of consultant's work).
 - ii. Discussion regarding sufficiency of Applicant Pool
 - iii. If Applicant Pool is determined sufficient, determination of which Applicants meet minimum qualifications and who submitted complete application materials
 - 1. Closed session to review candidates meeting minimum qualifications who have requested confidentiality as allowed by the Open Meetings Act 267 of 1976, section 15.268(1)(f)
 - 2. Open session to review remaining candidates meeting minimum qualifications
 - 3. Discussion regarding whether we have applicants we are ready to recommend should receive a 1st interview by the full board of commissioners at an open meeting
 - a. If we are recommending scheduling of 1st interviews,
 - i. Discussion regarding 1st interview and 2nd interviews
 - i. In person or remote or both
 - ii. Dates
 - iii. Format & length of interviews



CASS COUNTY ADMINISTRATOR AD HOC COMMITTEE

- iv. Format and details regarding Meet and Greet conducted prior to 2nd interview
 - v. Review of sample question topics
 - vi. Discussion regarding travel reimbursement for either 1st or 2nd interviews
- iv. If Applicant Pool is determined insufficient, discussion of next steps to obtain a sufficient Applicant Pool
 - v. Additional Consultant recommendations and/or input

8. NEW BUSINESS

- a. Discussion of next steps by Consultant
- b. Committee's decisions and recommendations to the BOC, if any, as a result of today's meeting

9. COMMITTEE MEMBER COMMENT

10. ADJOURNMENT