

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

December 7, 2023

The Cass County Board of Commissioners met in regular session on Thursday, December 7, 2023, in Commission Chambers.

Chair Jeremiah Jones called the meeting to order at 5:00 p.m. Commissioner Lawrence provided the Invocation. Commissioner Howie led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Ryan Laylin, James Lawrence, Joyce Locke, Jeremiah Jones, Mary Howie, Samuel Barrera, Roseann Marchetti and RJ Lee.

COMMISSIONERS ABSENT: None.

PUBLIC COMMENT

None.

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Lee added a presentation from Pat Boyle.

Commissioner Howie requested that motion M-206-23 be removed from the Consent Agenda and placed under Unfinished Business.

APPROVAL OF THE AGENDA

Commissioner Lee moved, seconded by Commissioner Marchetti, to approve the December 7, 2023, Cass County Board of Commissioner's Agenda as amended. Motion carried by voice vote.

RECOGNITIONS

Administrator Matt Newton recognized the Cass County IT Department for their work in supporting all departments within the county but also for taking on 166 additional users in outside users. Administrator Newton also commended the IT Department for their exceptional work during the ransomware attack at the Road Commission. Chair Jones presented IT Department Director Jodi Nestich with the county challenge coins for each employee in the department.

PRESENTATIONS

The Presentation from Pat Boyle would take place when he returned to the meeting.

CONSENT AGENDA

Vice-Chair Laylin moved, seconded by Commissioner Lee, that the following items be voted on at one time by roll call vote and be considered as a consent agenda by the Board of Commissioners:

(M-185-23) Motion to approve the claims dated October 28, 2023 through November 30, 2023.

(M-186-23) Motion to approve November 2, 2023 Board of Commissioner Regular Meeting Minutes.

(M-187-23) Motion to approve November 16, 2023 Board of Commissioner Special Meeting Minutes.

(M-188-23) Motion to reappoint Sandra Asmus to the Cass District Library Board for a term expiring 12/31/2026.

(M-189-23) Motion to reappoint Don Delong to the Southwest Michigan Planning Commission for a term expiring 12/31/2025.

(M-190-23) Motion to reappoint Linda Preston to the Southwest Michigan Planning Commission for a term expiring 12/31/2025.

(M-191-23) Motion to reappoint John Harsh to the Board of Public Works for a term expiring 12/31/2026.

(M-192-23) Motion to reappoint Kent Clark to the Road Commission for a term expiring 12/31/2029.

(M-193-23) Motion to appoint Victor Fitz to the Opioid Settlement Advisory Committee.

(M-194-23) Motion to appoint James Wierman to the Opioid Settlement Advisory Committee.

(M-195-23) Motion to appoint Richard Palmisano to the Solid Waste Planning Committee for a term expiring 12/31/2025.

(M-196-23) Motion to appoint James Plukas as the DOC Representative of the Community Corrections Advisory Board for a term expiring 09/30/2027.

(M-197-23) Motion to approve the 2024 Holiday Schedule.

(M-198-23) Motion to approve the Remonumentation Grant Contract Revision.

(M-199-23) Motion to approve the 2024 Remonumentation Grant in the amount of \$44,599.00.

(M-200-23) Motion to approve the FOC Program Services Coordinator Position.

(M-201-23) Motion to approve the Child Support Secretary Position and Return Victim Rights Coordinator to Full-Time.

(R-202-23) Resolution to Authorize Step Level Retention Increases

A RESOLUTION TO REAUTHORIZE STEP LEVEL RETENTION INCREASES

WHEREAS, R-229-22 resolved that “the County Administrator is authorized to make ‘full use’ of the compensation schedule when a Department Head or Elected Official determines it is necessary and in the County’s interest to attract and maintain an acceptable level of talent. Additionally, in every instance of such use, the County Administrator will notify the Board of Commissioners by providing a copy of the County Employee Status Change Form together with a Memorandum explaining the necessity;

WHEREAS, the reasons given for adoption of R-229-22 were: (1) a number of recent cases have resulted in no qualified applicants for county positions either internally from county service or external from the community, or the applicants have been unwilling to accept midpoint range in the grade and step; and (2) economic conditions across the region continue to contribute to labor shortages forecasted to continue through 2023;

WHEREAS, R-115-23 authorized step level retention increases through December 31, 2023;

WHEREAS, in order to maintain the high quality of service needed to properly deliver services to Cass County’s citizens; retain existing employees given job opportunities in the current economic climate; and in recognition of the value of institutional and subject matter expertise acquired by existing employees as well as increased position demands and cross training required to high quality services to Cass County’s citizens;

WHEREAS, there are labor agreements in effect for a portion of Cass County’s workforce and those labor agreements are controlling with respect to the wages paid, including step increases and how step increases are managed; and

WHEREAS, a portion of Cass County’s workforce is not subject to labor agreements and are identified as non-union employees.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that through December 31, 2024, the County Administrator is authorized to approve step level retention increases of up to three steps within a position’s compensation pay grade schedule for non-union employees (employees not subject to a labor agreement) when a Department Head or Elected Official submits a written request to the County Administrator detailing why such action is necessary, including budgetary impact, and in the County’s interest to retain and maintain an acceptable level of institutional and subject matter expertise. The County Administrator shall provide a written decision in response to the request to the Department Head or Elected Official as well as a copy of that written decision to the Board of Commissioners. If the County Administrator approves the requested step increase, a copy of the completed County Employee

Status Change form, once completed, shall be provided to the Board of Commissioners. If the County Administrator denies the step increase, the Department Head or Elected Official may seek relief from that decision by bringing the matter before the Board of Commissioners.

(M-203-23) Motion to approve Quote from Tek84 for Jail Body Scanner in the amount of \$159,000.00 offset by \$50,000.00 grant.

(M-204-23) Motion to approve Quote from Security Automation Systems for Jail Control System Renovation Project in the amount of \$373,200.00.

(M-205-23) Motion to set Organizational Meeting to January 4, 2024 at 5:00 p.m.

(R-207-23) Resolution Approving 2024 Annual Salaries of County Elected Officials

A RESOLUTION APPROVING THE 2024 ANNUAL SALARIES OF COUNTY ELECTED OFFICIALS

WHEREAS, the Ad-Hoc Salary Committee is comprised of Chair Jones, Commissioner Barrera, Commissioner Howie, and Commissioner Lee; and

WHEREAS, the Committee is charged with the responsibility of recommending the 2024 annual salaries for the Elected Officials serving Cass County; and

WHEREAS, the Committee recommends the 2024 annual salaries of the Cass County elected officials as set forth below:

Elected Official	Current Salary	2024 Salary
Prosecutor	\$122,257.00	\$125,924.71
Sheriff	\$102,397.00	\$105,468.91
Clerk/Register	\$81,754.00	\$84,206.62
Treasurer	\$80,048.00	\$82,449.44
Drain Commissioner	\$67,153.00	\$69,167.59

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that the above schedule of proposed 2024 salaries, as recommended by the Committee, is hereby approved.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Lawrence, Locke, Jones, Howie, Barrera, Marchetti and Lee.

No (1): Vice-Chair Laylin.

The Consent Agenda carried by roll call vote.

COUNTY PARTNERS

None.

ELECTED OFFICIALS

Judge Bealor, Drain Commissioner Jeff VanBelle, Treasurer Hope Anderson, Clerk/Register Monica McMichael, Prosecutor Victor Fitz and Sheriff Behnke shared updates.

PRESENTATION

Pat Boyle, Soil Erosion and Sedimentation Officer for the Cass County Conservation District, addressed the board regarding funding deficiencies and legal requirements.

UNFINISHED BUSINESS

M-206-23

Commissioner Howie moved, seconded by Commissioner Lawrence, to add the revised BOC Rules of Procedure to the next BOC Workshop to be discussed line by line. Discussion followed.

Commissioner Howie withdrew her motion.

Vice-Chair Laylin moved, seconded by Commissioner Lee, to adopt the revised BOC Rules of Procedure. Discussion followed. Motion carried by voice vote.

NEW BUSINESS

Discussion – Road Deputies & Detectives Compensation:

Administration Newton informed board members that the CCSO Road Deputies and Detectives Union rejected the offer from the Board of Commissioners. Board members stated they wished to discuss next steps at a BOC Workshop. Vice-Chair Laylin asked all board members to communicate their availability to Administrator Newton.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Marchetti, Lee, Barrera, Locke and Lawrence shared comments or announcements.

ADJOURNMENT

Vice-Chair Laylin moved, seconded by Commissioner Lee, to adjourn. The meeting adjourned at 5:46 p.m.

Approved: _____
Date

Monica McMichael, Clerk/Register