

**CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE**

October 17, 2024

Vice-Chair Sam Barrera called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, October 17, 2024. Commissioner Lawrence offered the Invocation. Commissioner Marchetti led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: Ryan Laylin and Samuel Barrera.

ADDITIONS/DELETIONS TO THE AGENDA

Chair Jones added a presentation by Veterans Director Karee Krause to take place after approval of the minutes.

APPROVAL OF THE AGENDA

Commissioner Lee moved, seconded by Commissioner Marchetti, to approve the October 17, 2024, Committee of the Whole Meeting Agenda. Motion carried by voice vote.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Commissioner Lee moved, seconded by Commissioner Locke, to approve the September 19, 2024, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

PRESENTATION

Veteran's Services Officer Karee Krause revealed plaques for each service branch as well as P.O.W.'s that will be displayed outside of the Veterans Affairs Office.

FINANCE REPORT

The Finance Report was in the packet.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. 2025 Elected Official Salary

Administrator Newton informed commissioners that the Salary Committee recommended a 3% cost of living increase for the 2025 Elected Official Salaries. If approved, the increase would require a Fund Balance Allocation of \$13,371.21.

Commissioner Marchetti moved, seconded by Commissioner Howie, to move item 1. to the next board meeting. Motion carried by voice vote.

2. Undersheriff Step-Level Hiring

Administrator Newton shared that the Salary Committee recommended that the board grant the Administrator authority to approve step-level hiring up to step 6 for the Undersheriff position with the recommendation of the Sheriff and in conjunction with supporting qualifications and experience. Hiring the Undersheriff at a step level 4 or above would provide wages greater than the Captain. It would also provide increased flexibility to attract a qualified candidate.

Commissioner Lee moved, seconded by Commissioner Marchetti, to move item 2 to the next regular board meeting. Motion carried by voice vote.

3. 2025 Non-Union Cost of Living Adjustment

Administrator Newton explained that the Salary Committee recommended that non-union employees receive a 3% cost-of-living wage adjustment. The increase was included in the FY 25 Budget.

Commissioner Marchetti moved, seconded by Commissioner Howie, to move this item to the next regular board meeting agenda. Motion carried by voice vote.

4. 2025 Holiday Schedule

Administrator Newton provided the proposed 2025 Holiday Schedule as follows:

New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025

Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Eve	Wednesday, December 31, 2025

Commissioner Lawrence moved, seconded by Commissioner Lee, to move item 4 to the next regular board meeting agenda. Motion carried by voice vote.

5. Deputy Medical Examiner Appointment

Administrator Newton informed board members that WMED hired board certified forensic pathologist Thomas Koster, D.O. He requested the board approve Dr. Koster as a Deputy Medical Examiner in order to provide services to the County as required under State Law.

Commissioner Marchetti moved, seconded by Commissioner Lee, to move the item 5 to the next regular board meeting agenda. Motion carried by voice vote.

6. Furniture and Facility Enhancement Policy

Administrator Newton asked commissioners to approve a Furniture and Facility Enhancement Policy. The policy would provide guidelines and procedures for painting walls, mounting artwork and moving furniture in the Cass County Historic Courthouse/Administration Building.

Commissioner Lee moved, seconded by Commissioner Locke, to move item 6 to the next regular board meeting. Motion carried by voice vote.

7. FY 2025 Child & Parent Legal Representative (CPLR) Grant Budget

Judge Bealor informed the board that the courts received a \$62,500 grant to aid in the legal representation of children and parents in neglect/abuse cases.

Commissioner Lee moved, seconded by Commissioner Marchetti, to place item 7 on the next regular board meeting agenda. Motion carried by voice vote.

8. Problem-Solving Court Budget for FY 2025

Judge Bealor apprised commissioners that the courts received \$536,855 in state grants in order to operate problem-solving courts without the use of county funds. The grants (SCAO & Federal) will allow the county to continue Adult Treatment Court/Sobriety Court, Family Treatment Court, Mental Health Court, and the Swift and Sure Sanctions Probation Program.

Commissioner Lawrence moved, seconded by Commissioner Lee, to move item 8 to the next regular board meeting agenda. Motion carried by voice vote.

PUBLIC COMMENT

Public comment occurred.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioner Howie shared a comment.

ADJOURNMENT

Chair Jones adjourned the meeting at 5:33 p.m

Approved: _____
Date

Sam Barrera, Vice-Chair

Monica McMichael, Clerk/Register