



CASS COUNTY ADMINISTRATOR SEARCH AD HOC COMMITTEE

**Thursday, February 20, 2025 at 3:00 PM
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. February 6, 2025 meeting minutes
- 7. OLD BUSINESS**
 - a. Job description update (Commissioner Marchetti & HR Director Daly)
 - b. Marketing materials for use in advertising and recruiting (Marketing & Communications Manager Neldon)
 - c. Process/Direction Moving Forward
 - i. Discussion regarding posting
 1. Submission requirements (such as completed county application, cover letter, resumé, etc.)
 2. Time frame
 3. Point of Contact for receipt of application materials & use of a distribution email so that tracking can occur (such as adminhiring@cassco.org)
 4. Where posting will be sent and posted
 - ii. Additional recruitment tools — short video, etc.
 - iii. Creation of plan for hiring process for submission to BOC for approval & timing of the

same

1. Target interview time period
2. How many interviews there will be
3. Interview process
- iv. Other process-related issues

8. NEW BUSINESS

9. COMMITTEE MEMBER COMMENT

10. ADJOURNMENT