

**CASS COUNTY ADMINISTRATOR SEARCH AD HOC COMMITTEE
CASS COUNTY BUILDING
120 N. BROADWAY
BOARD OF COMMISSIONERS ROOM
CASSOPOLIS, MI 49031 MEETING
February 28, 2025**

1. CALL TO ORDER

Judge Bealor called the meeting to order at 3:00 p.m.

2. ROLL CALL

Marketing and Communications Manager Neldon called roll:

MEMBERS PRESENT: Jeremiah Jones, Beth Daly, Roseann Marchetti, Carol Bealor, Jodi Nestich

MEMBERS ABSENT: None

Commissioner Langley, Interim Administrator Rentfrow and one member of the public were also present.

3. PUBLIC COMMENT

None given.

4. ADDITIONS/DELETIONS TO AGENDA

Jones asked to add item 7a: discussion regarding consultant.

Nestich asked to add an item 7e: discussion on class compensation — administrator.

5. APPROVAL OF AGENDA

Jones moved, Marchetti seconded, CARRIED, to approve the agenda as amended.

6. APPROVAL OF MINUTES

a. February 20, 2025 meeting minutes

Marchetti moved, Jones seconded, CARRIED, to approve the minutes as presented.

7. OLD BUSINESS

a. Hiring of administrator search firm

Jones moved, Marchetti seconded, to hire Michigan Leadership Institute. Nestich pointed out that the purchasing policy requires a request for

qualifications.

Jones moved, Marchetti seconded, CARRIED to amend the motion as follows: Because of the immediacy of the search for a county administrator and the necessity to follow county policy, I move to instruct the chair of the ad hoc committee to get a quote from three different administrator search firms to present to the Board of Commissioners for their approval. Seconded by Roseann Marchetti, the motion passed unanimously.

- b. Review and discussion of Draft Hiring Process Plan for submission to the BOC for approval at next regular business meeting

The committee discussed changes to the proposed plan. Jones moved, Marchetti seconded, CARRIED, to share the amended plan with the Board of Commissioners during Thursday's Board of Commissioners meeting.

- c. Review and discussion of Draft Scoring Rubric (part of Draft Hiring Process in 7.a.)

This topic was skipped due to the consideration to hire a search firm.

- d. Review and discussion of Draft RFP for executive search/recruitment services

The committee reviewed the purchasing policy and determined that it was only required to get three quotes, not necessarily go through the RFP process. Chair Bealor to solicit additional quotes.

8. NEW BUSINESS

Daly moved, Nestich seconded, CARRIED, to advertise on LinkedIn, Michigan Association of Counties, Michigan Municipal League, and AAME.

9. COMMITTEE MEMBER COMMENT

None given.

10. ADJOURNMENT

Judge Bealor adjourned the meeting at 4:40 p.m.