

**CASS COUNTY ADMINISTRATOR SEARCH AD HOC COMMITTEE
CASS COUNTY BUILDING
120 N. BROADWAY
BOARD OF COMMISSIONERS ROOM
CASSOPOLIS, MI 49031 MEETING
February 20, 2025**

1. CALL TO ORDER

The meeting was called to order by Judge Bealor at 3:01 p.m.

2. ROLL CALL

Judge Bealor called roll:

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

MEMBERS ABSENT: None.

Also present were Clerk/Register Monica McMichael and Sheriff Clint Roach. Marketing and Communications Manager Neldon was present to take minutes.

3. PUBLIC COMMENT

There was no public comment.

4. ADDITIONS/DELETIONS TO AGENDA

Judge Bealor asked to add item A. Recruiter review, and B. Where to direct interested applicants. Marchetti asked to discuss recruiters again under new business. Jones moved, Marchetti seconded, to approve the agenda as amended.

5. APPROVAL OF AGENDA

6. APPROVAL OF MINUTES

a. February 6, 2025 meeting minutes

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

7. OLD BUSINESS

a. - Recruiter review

Judge Bealor shared two emails from interested recruiters.

b. - Where to send interested applicants

Interested applicants should email adminhiring@cassco.org.

c. Job description update (Commissioner Marchetti & HR Director Daly)

The committee discussed recommended changes. Jones moved, Daly second, CARRIED, to post the job description and send the email out to 120NBroadway email grouping after amendments discussed have been made.

d. Marketing materials for use in advertising and recruiting (Marketing & Communications Manager Neldon)

The committee reviewed a job announcement and two-page flyer and provided feedback. Other options for marketing such as LinkedIn, Indeed and government job boards were discussed.

e. Process/Direction Moving Forward

i. Discussion regarding posting

1. Submission requirements (such as completed county application, cover letter, resumé, etc.)

2. Time frame

The position will be open until filled.

3. Point of Contact for receipt of application materials & use of a distribution email so that tracking can occur (such as adminhiring@cassco.org)

Applications and materials will be sent to adminhiring@cassco.org, which will go to Human Resources Director Beth Daly.

4. Where posting will be sent and posted

The posting will initially be posted on the County website and Intranet, and emailed out to 120NBroadway email grouping. The committee agreed advertising on LinkedIn is a good approach as opposed to Indeed.

ii. Additional recruitment tools — short video, etc.

Marketing and Communication Manager Neldon shared a sample video and explained the idea of a video. The committee discussed the importance of representing the County authentically.

- iii. Creation of plan for hiring process for submission to BOC for approval & timing of the same

The committee will meet at 3 p.m. Friday, February 28 to review the proposed hiring process and an RFP for a search firm.

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

8. NEW BUSINESS

a. Recruiter review

Marchetti said she would endorse hiring a search firm considering the staffing levels in the administrator's office. The committee decided to draft an RFP so that proposals could be submitted in the event that the committee decides a firm is needed.

9. COMMITTEE MEMBER COMMENT

None.

10. ADJOURNMENT

The meeting was adjourned at 4:20 p.m.