

**CASS COUNTY ADMINISTRATOR SEARCH AD HOC COMMITTEE
CASS COUNTY BUILDING
120 N. BROADWAY
BOARD OF COMMISSIONERS ROOM
CASSOPOLIS, MI 49031 MEETING
February 6, 2025**

1. CALL TO ORDER

2. ROLL CALL

Communications Manager Neldon called roll:

MEMBERS PRESENT: Jennifer Rentfrow, Jeremiah Jones, Beth Daly, Roseann Marchetti, Carol Bealor

MEMBERS ABSENT: None

Also present were Prosecutor Fitz, Chief Assistant Prosecutor Mary Foster, Commissioner Jim Lawrence, Commissioner Tom Langley and one member of the public.

3. ORGANIZATIONAL BUSINESS

a. Election of Chair

Jones moved, Rentfrow seconded, CARRIED, to nominate Judge Bealor as chair and Commissioner Marchetti as Vice Chair.

b. Election of Vice Chair

4. PUBLIC COMMENT

There was no public comment.

5. ADDITIONS/DELETIONS TO AGENDA

Rentfrow asked to add an item to discuss her role on the committee.

6. APPROVAL OF AGENDA

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

7. OLD BUSINESS

8. NEW BUSINESS

a. Interim Administrator Rentfrow's role on committee

Bealor moved, Jones seconded, to accept Rentfrow's resignation from the committee. Four in favor, one against.

b. Set Meeting Schedule

Bealor moved, Jones seconded, CARRIED, to schedule meetings the first and third Thursday at 3 p.m. and revisit the schedule as needed in the future.

c. Review Current Job Description

Bealor moved, Jones seconded, CARRIED, to have HR Director Daly and Commissioner Marchetti bring a draft job description to the next meeting.

d. Process/Direction Moving Forward

i. Post Job Opening

A job posting will be posted once the committee reviews the recommended job description at a later date.

ii. Use of Recruiting Service/County-led Process

Bealor moved, Jones seconded, CARRIED, to start with a county-led process and revisit the topic of a recruiter as needed later.

iii. Length of Time to Collect Applications

Bealor would like to track applicants using a specific email address. Marchetti said a notebook was kept last time tracking all applicants. Currently all applications from the website go to the Human Resources Director and County Administrator. The committee could create a separate application online specifically for administrator search so that applications only go to the Human Resources Director so the Interim Administrator does not receive applications in case she decides to apply.

9. COMMITTEE MEMBER COMMENT

None.

10. ADJOURNMENT

Jones moved, Bealor seconded to adjourn the meeting at 3:51 p.m.