



Cass County Board of Commissioners

COMMITTEE OF THE WHOLE

CASS COUNTY BOARD OF COMMISSIONERS

Board of Commissioner Chambers

120 North Broadway, Cassopolis

May 16, 2019

5:30 P.M.

CALL TO ORDER – *Vice Chairperson Commissioner Marchetti*

ROLL CALL

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

1. Review of Consent Agenda Items

**2. M-96-19 – A motion to approve the May 2, 2019 Committee of the Whole meeting minutes –
*Commissioner***

PUBLIC COMMENT

ADJOURNMENT

Mission Statement

Cass County government exists to deliver fair, efficient, accessible and high quality services dedicated to the public good.

"This institution is an equal opportunity provider and employer"

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

May 2, 2019

Vice Chair Roseann Marchetti called the meeting to order at 5:30 p.m.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Dixie Ann File, Mike Grice, E. Clark Cobb, Roseann Marchetti,
Robert Benjamin and Skip Dyes.

COMMISSIONERS ABSENT: Terry Ausra

STAFF PRESENT: Clerk/Register Monica McMichael.

APPROVAL OF THE AGENDA

Commissioner File moved, seconded by Commissioner Dyes, to approve the Committee of the Whole Agenda for May 2, 2019. Motion carried by voice vote.

PRESENTATION

Alan Panter of Yeo & Yeo and Interim Finance Director Becky Moore presented the FY2018 Audit.

Chair Benjamin requested that Administrator Jeff Carmen rectify two of the audit findings (1. Update all Job Descriptions and 2. Update the County's Grant Administration Policy Manual) before the end of the current Fiscal Year. He also asked Commissioners Dyes and Grice to request the Chair of Board of Woodlands attend the second Committee of the Whole Meeting in the month of June in order to discuss the fact that the Woodlands report being submitted late caused the County not to file the audit timely (the third audit finding).

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion – Meeting Dates: Chair Benjamin stated he requested the board to consider moving the meeting date from May 16, 2019 to May 23, 2019 as he would be out of town for the May 16, 2019 Meeting. After discussion, the board chose to maintain the May 16, 2019 COW/BOC Meeting Dates.

Discussion – Administrator's Office Realignment: Chair Benjamin stated that Interim Administrator Carmen provided all board members with written communication regarding the Administrator's Office Realignment. In response to the memo, Chair Benjamin asked board members to approve the following motions at the May 2, 2019 Regular Board Meeting:

- A motion to remove the Deputy County Administrator title and duties from the Finance Director Job Description.
- A motion to appoint Accounting Consultants, PC to perform the duties of the Finance Director at a rate of \$150 per hour to a maximum of \$72,000 a year.
- A motion to create the position of Executive Assistant Human Resources at a Pay Grade 5.
- A motion for the County Administrator to hire an Executive Assistant Human Resources using the full salary range.
- A motion to allow the County Administrator to contract with Tara Myer for payroll and benefit services at a rate of \$50 per hour to a maximum of 25 hours per month for a period not to exceed five months.

Chair Benjamin moved, seconded by Commissioner Dyes, to place all motions regarding the realignment of the Administrator's Office under New Business of the May 2, 2019 Regular Board Meeting Agenda. Motion carried by voice vote.

Discussion/Motion – Administrator Position: Chair Benjamin stated that the Interim County Administrator completed a County Job Application, agreed on a salary and passed a background check completed by the County Sheriff's Office. A motion to approve hiring Jeff Carmen as County Administrator per the contract would appear on the May 2, 2019 Regular Board Meeting Agenda under New Business.

M-83-19: Commissioner Grice moved, seconded by Commissioner Benjamin, to approve the minutes from the April 18, 2019 Committee of the Whole. Motion carried by voice vote.

ADJOURNMENT

Commissioner Marchetti adjourned the meeting at 6:04 p.m.

Approved: _____
Date

Robert Benjamin, Chair

Monica McMichael, Clerk/Register