



CASS COUNTY BOARD OF COMMISSIONERS

MEETING OF THE POLICY COMMITTEE

April 11, 2024

2:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
4. **ADDITIONS/DELETIONS TO AGENDA**
5. **APPROVAL OF AGENDA**
6. **OLD BUSINESS**
 - a. Tax Sharing Policy
 - b. Chief Deputy Salaries
 - c. Conflict of Interest Policy
7. **NEW BUSINESS**
 - a. Employee Handbook
 - b. Commissioners Per Diem and Mileage
 - c. Boards and Commissions Per Diem and Mileage
8. **COMMITTEE MEMBER COMMENT**
9. **ADJOURNMENT**



CASS COUNTY BOARD OF COMMISSIONERS

POLICY COMMITTEE

MEETING MINUTES

Thursday, March 14, 2024

1. The meeting was called to order at 2:01 p.m. by Commissioner Roseann Marchetti.
2. Roll call was taken with Commissioner Marchetti, Commissioner Howie, Commissioner Locke, Administrator Newton, Finance Director Rentfrow and HR Director Daly present. Commissioner Lee was absent. Marketing & Communications Manager Neldon was present to take minutes. There were seven visitors.
3. **PUBLIC/COMMITTEE MEMBER COMMENT**
 - a. Public comment was given by Paulette Johnson, Victor Fitz, Monica McMichael and Hope Anderson.
4. Locke moved, Newton seconded, CARRIED, to approve agenda as amended, moving "Tax Sharing Policy" to item A.
5. **OLD BUSINESS**
 - a. Tax Sharing Policy
 1. Equalization Director Tami Stewart asked that a line be added stating that any tax capture or abatement agreement needs to be sent to the Cass County Equalization Department for review.
 2. Treasurer Anderson asked that this agreement be shared with the townships annually as a reminder. The committee agreed to add a line under item 6 stating that the county administrator's office will communicate to county leaders (assessors, city managers, clerks and township supervisors) annually.
 3. Locke moved, Howie seconded, CARRIED, to finalize the tax sharing policy and bring back to the policy committee for a final review in April.
 - b. Chief Deputy Salaries
 1. Howie pointed out that there is a chief deputy who was hired in a lower rate than her predecessor, which violates the proposed policy. She asked that this employee be paid retroactively.
 2. Marchetti suggested removing the entire section relating to "Years of Service."
 3. Newton reiterated that there was no goal to circumvent the elected officials in this decision.
 4. Administration will tweak policy as advised and bring revised policy to April meeting.
 - c. Conflict of Interest Policy
 1. The committee agreed that the policy should apply to department heads as well as elected officials.
 2. County employees should communicate if they reach out to the county attorney so there aren't any duplicative opinions given.
 3. A statement will be added directing questions to the chair of the board of commissioners in the event that the county administrator is unavailable.
 4. Administration will tweak policy as advised and bring revised policy to April meeting.



CASS COUNTY BOARD OF COMMISSIONERS

6. No Committee Member comment was given.
7. Commissioner Lee moved, Commissioner Locke seconded, CARRIED, to adjourn meeting at 3:23 p.m.

DRAFT

TAX SHARING POLICY

- I. **Purpose.** This Policy is intended to establish guidelines under which Cass County will participate in tax sharing agreements with local units of government under existing and future tax capture and tax abatement programs.

It is the intent of the County Board of Commissioners to encourage the promotion of economic development through local and regional collaboration. The County Board of Commissioners' intent is to participate in tax increment financing programs in a manner that is not detrimental to other taxing jurisdictions, but ultimately increases tax base and revenues for every affected taxing jurisdiction.

The County Board of Commissioners encourages local units of government to meet with the County in advance of initiating or amending tax increment financing or tax abatement programs to allow for communication regarding program goals and coordination of program implementation.

- II. **Authority.** The Cass County Board of Commissioners will permit the capture of county property tax revenues, as allowed in various statutes, in any new or amended tax increment financing or tax abatement district contingent upon the approval of a tax sharing agreement with the affected development district and the affected municipality.

- III. **Responsibility.** The County Clerk shall immediately forward any notice of creation or expansion of any tax capture or tax abatement district to the Board of Commissioners, the County Administrator, and the County Treasurer.

The County Administrator shall be responsible for responding to such notice, indicating that Cass County wishes to enter into a possible agreement for capture or abatement of county tax revenues. The County Administrator shall be responsible for evaluating requests for the capture of county property tax revenues as to conformance with this policy and shall recommend approval or disapproval of any such proposed agreement to the Board of Commissioners within the 60-day statutory requirement.

The County Treasurer shall be responsible for assuring that captured property tax revenues collected in excess of the amounts permitted by any tax capture or tax abatement agreements, subject to Section 6.3(d), are returned to the County on an annual basis.

- IV. **Definitions.** "Tax capture or tax abatement district or plan" means any organization or plan established to capture the tax revenue of another jurisdiction on properties within a defined geographic area, including those authorized under the following statutes:

<u>Tax Capture:</u>		<u>Opt-Out Provisions</u>
Downtown Development Authority	PA 197 of 1975	MCL 125.1653, Sec. 3(3)
Local Development Financing Act (Smartzones)	PA 281 of 1986	MCL 125.2 154, Sec. 4 (3) ⁽¹⁾
Tax Increment Finance Authority Act (TIFA)	PA 450 of 1980	None ⁽²⁾
Historic Neighborhood TIFA Corridor	PA 530 of 2004	MCL 125.2857, Sec. 17(5)
Improvement Authority Act	PA 280 of 2005	MCL 125.2888, Sec. 18 (5)
Brownfield Redevelopment Financing Act	PA 381 of 1996	None
<u>Tax Abatement:</u>		
Industrial Facilities Property Tax Abatement Act	PA 198 of 1974	None
Neighborhood Enterprise Zone Act	PA 147 of 1992	None
Renaissance Zone Act	PA 376 of 1996	None
Personal Property Tax Abatement Act	PA 328 of 1998	None
Obsolete Property Rehabilitation Act	PA 146 of 2000	None
Commercial Rehabilitation Act	PA 210 of 2005	MCL 207.843, Sec. 3(5)

- V. **Application.** This policy applies to all requests for tax capture or tax abatement that permits the County the option to enter into an agreement that specifies the terms of a new or expanded tax capture or tax abatement district. This policy shall also apply to any existing or future tax capture or tax abatement programs in which the County is provided the statutory authority to enter into agreements with a new or expanded tax capture or tax abatement district.

It is understood that County participation in tax increment financing and tax abatement plans is based upon the expectation that economic development benefits and increased tax revenue will eventually be realized by all the participating jurisdictions.

VI. **Policy:**

1. The County will permit the capture of county property tax revenues in a new or amended development district, provided that the County Board of Commissioners approves a tax sharing agreement with the affected development district and the affected municipality.
2. The County will not permit the capture of special millages that have been approved by the electorate for specific purposes.
3. The County will consider the approval of tax sharing agreements for capture or abatement of its general fund operating tax levy under the following conditions:
 - (a) The agreement must be for specifically defined public infrastructure projects which are directly related to economic growth within that district. Economic growth is understood to be the creation, retention, and expansion of jobs and income.
 - (b) Public infrastructure projects must be for specific items of work, each of which is limited to a specific maximum dollar amount. The agreement shall specify the maximum amount of captured property tax revenues and the time over which those revenues may be captured. It shall also specify that any excess collections not used for the purposes specified in section 6.3(d) must be returned to the County Treasurer annually.
 - (c) The affected jurisdiction must allow the capture and expenditure of its property tax revenues for the same period during which the County tax revenues are being captured and expended in the district.
 - (d) If tax revenue is generated faster than anticipated due to growth within the district exceeding *initial* projections, the additional revenue from the captured county millage may be used to decrease or call any bonds or other debt obligations related to the projects approved by the tax sharing agreement in proportion with funds from other taxing jurisdictions.
4. The County Board of Commissioners reserves the right, when authorized by statute, to exempt county taxes from capture or abatement for any reason that it so determines.
5. A copy of any approved tax capture or abatement agreement shall be provided to the County Equalization Director and the County Treasurer for review.
6. An initial rejection by the Board of Commissioners of such a request may be rescinded if and when a tax sharing agreement that meets the conditions of this policy is reached.
7. The County Administrator will share this policy annually with township, city, and village leaders.

Deleted: .

ADOPTED: _____ - M-###-24

SALARIES FOR ELECTED OFFICIALS & CHIEF DEPUTIES

PURPOSE

The purpose of the Salaries for Elected Officials and Chief Deputies Policy is to provide requirements and guidelines provided by the Michigan Legislature.

ELIGIBILITY CRITERIA

The County shall adhere to the requirements of MCL 45.421(1). Which states the annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board before November 1 of each year and shall not be diminished during the term for which the county officer has been elected or appointed, but may be increased by the Board of Commissioners (BOC) during the officer's term of office.

In keeping with the statute, the BOC will endeavor to address the salaries of the elected officials and chief deputies at the time it passes its annual budget, with the exception of the year prior to the commencement of a new term of office.

The "term of office" of each chief deputy will be co-terminus with the elected official under which they serve. The BOC may adjust salaries annually as follows:

During a term of office, the BOC shall not decrease the salary of an elected official and chief deputy position, even if the chief deputy is a "new hire" or "inexperienced." Chief deputies serve at the pleasure of their elected officials.

The following non-binding principles apply:

- a) The BOC may elect to increase salary at any time. It is not bound by the November 1 deadline.
- b) The BOC may adopt uniform pay scales for guidance; however, it is not required to follow them. The application of a pay scale shall not result in a decrease in salary from a predecessor in office.
- c) Elected officials and chief deputies are not automatically entitled to cost-of-living adjustments. However, the BOC will endeavor to keep elected official chief deputy salaries competitive and in proportion to employees above and below them on the organizational chart. This may result in regular salary increases. The County recognizes the practical benefit and will endeavor for consistency with future changes in compensation under the policy to be consistent with changes approved for non-union employees' cost of living increases.

The principles set forth in this policy do not apply to non-salary compensation, which remains subject to change as otherwise provided by law.

This policy does not apply to others not specifically identified herein.

QUESTIONS

Questions regarding this policy should be directed to Human Resources.

Deleted: ¶

YEARS OF SERVICE ¶

In February of the year prior to January 1 of the commencement of the term of office, the BOC may increase or decrease the salary of any or all of the elected officials and chief deputies, effective on January 1 of the following year. ¶

In the first year of office, after January 1 but prior to November 1, the BOC may increase the salary of any or all elected officials and chief deputies. The BOC shall not decrease any of their salaries. ¶

In the second year of office, after January 1 but prior to November 1, the BOC may increase the salary of any or all elected officials and chief deputies. The BOC shall not decrease any of their salaries. ¶

In the third year of office, after January 1 but prior to November 1, the BOC may increase the salary of any or all elected officials and chief deputies. The BOC shall not decrease any of their salaries. ¶

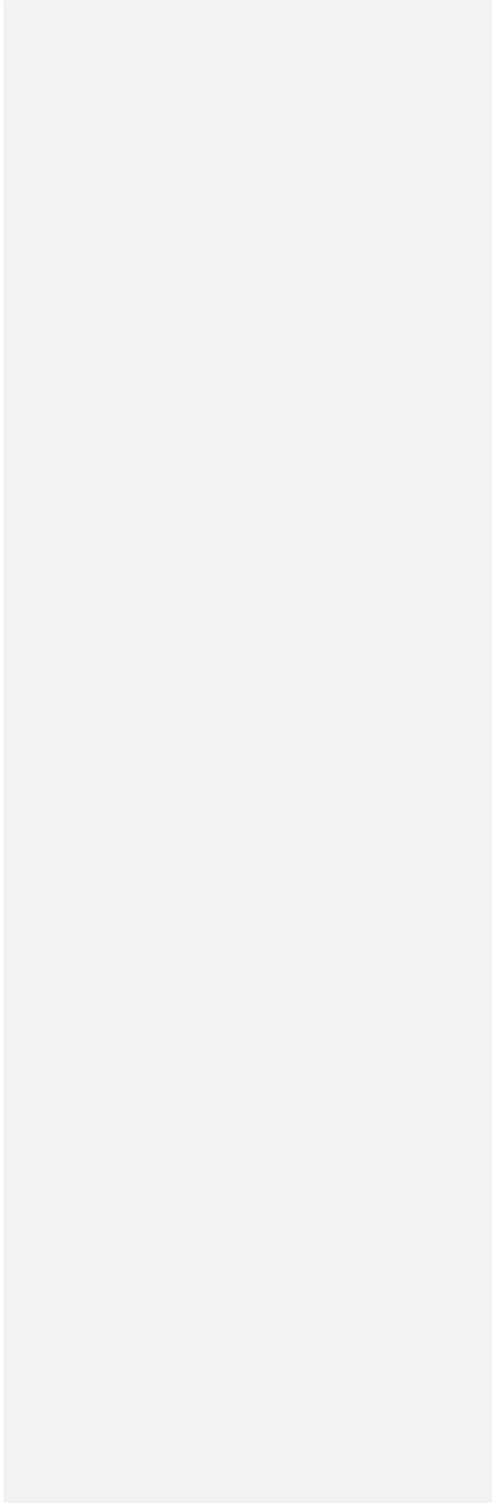
In the fourth year of office, after January 1 but prior to November 1, the BOC may increase or decrease the salary of any or all the elected officials and chief deputies, effective on January 1 of the following year. (This is year 0 for the next term of office.) ¶

¶

The BOC will continue to repeat years 1-4 of this cycle. ¶

Note: This policy may differ for those employees who are members of recognized unions, organizations, associations, or non-union positions with the County. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

DRAFT



CONFLICT OF INTEREST & ETHICAL STANDARDS OF CONDUCT

PURPOSE:

To help Elected and Appointed County Officials avoid action that may result in, or create the appearance of:

1. Using public office for private gain.
2. Giving improper preferential treatment to any person or organization.
3. Impeding government efficiency or economy.
4. A lack of independence or impartiality of action.
5. Making a government decision outside of official channels.
6. Adversely affecting the confidence of the public in the integrity of the County.

POLICY:

1. **Fair and Equal Treatment**

No Elected or Appointed County Official shall request, use, or permit the use of any consideration, treatment, advantage, or favor beyond that which is the general practice to grant or make available to the public at-large. All Elected and Appointed County Officials shall treat all citizens of the County with courtesy, impartiality, fairness, and equality under the law.

2. **Use of Public Property**

No Elected or Appointed County Official shall request, use, or permit the use of any publicly owned or publicly supported property, vehicle, equipment, material, money, labor or service for the personal convenience or the private advantage of themselves or any other person or entity, including his or her employer. This requirement shall not be deemed to prevent any Elected or Appointed County Official from requesting, using or permitting the use of such publicly owned or publicly supplied property, vehicle, equipment, material, labor or service which is made available by general practice to the public at large, or which is provided, as a matter of public policy for the use of the Elected and Appointed County Officials in the conduct of official business, as approved consideration for their services to the County.

3. **Matters Requiring Disclosure of Conflicts of Interest, Actual and Potential**

The following disclosure requirements are established to avoid both actual and potential conflict between the private self-interest and the public interest of Elected and Appointed County Officials:

- a. Self Interest: No Elected or Appointed County Official, either on his or her behalf or on behalf of any other person, shall have an interest in any business transaction with any public body of the County, unless the person shall first make full disclosure of the nature of such interest.
- b. Dual Employment: No Elected or Appointed County Official shall engage in employment with, or render services for, any person or entity which has business transactions with any public body of the County, without first making full disclosure of the nature and extent of the employment or services.
- c. When a conflict of interest is determined to exist following disclosure, an Elected or Appointed Official shall be disqualified from participating in the deliberations and/or voting on the matter.

4. **Prohibited Conduct and Conflicts of Interest**

- a. Divulging confidential information to any person not authorized to obtain such information.
- b. Benefiting financially from confidential information.
- c. Representing his or her individual opinion as that of the County or the Board of Commissioners as a whole.

- d. Misusing County personnel, resources, property, funds, or assets for personal gain or private employment purposes.
- e. Soliciting or accepting a gift or loan of money, goods, services, or other things of value which tend to influence the manner in which the Elected or Appointed County Official performs their official duties.
- f. Engaging in a business transaction which may cause the Elected or Appointed County Official or his or her employer to derive a personal profit or gain or benefit directly or indirectly as a result of their official position.
- g. Engaging in employment or rendering services that are incompatible or in conflict with the discharge of his or her official duties or that tend to impair his or her independence of judgment.
- h. Participating in policy making, the result of which potentially benefits them or their employer.
- i. Participating in contracts, loans, or grants involving a business entity or non-profit in which he or she has a substantial interest unless:
 - i. The contract is awarded pursuant to sealed, and;
 - ii. The Elected or Appointed County Official is not involved directly or indirectly or otherwise refrains from participation in the decision on the award of the contract, and;
 - iii. The Board of Commissioners, after reviewing the circumstances, determines the award of the contract would be in the best interest of the County.

5. Disclosure

Whenever a disclosure is required by this policy, it shall be made and filed in writing or electronically with the County Administration Office on the form attached as Attachment A, Conflict of Interest and Potential Conflict of Interest Disclosure Statement. Each Elected and Appointed Official will be required to sign the Conflict of Interest and Potential Conflict of Interest Disclosure Statement upon assuming office, as well as annually. A copy of the Conflict of Interest and Potential Conflict of Interest Disclosure Statement shall be sent to all Elected and Appointed County Officials no less than annually. In all cases, disclosures shall include:

- a. The identity of all persons involved in the interest. This includes family members, organizations in which Elected and Appointed County Officials or family members are officers, directors, or either directly or indirectly, stockholders or partners, and trusts and estates in which Elected and Appointed Officials or family members have a beneficial interest, or for which they act in a fiduciary capacity. Family members include spouses, parents, brothers, sisters, children, nieces, nephews, spouses of brothers, sisters, and children, and spouses' parents, brothers, and sisters.
- b. The source and amount of income or benefit, directly or indirectly derived from the interest that may be considered as resulting from employment, investment, or gift. The person required to file a disclosure statement in accordance with the provisions of this policy must verify, in writing, under penalty of perjury, the information in the statement is true and complete as far they know.
- c. If it is determined that a conflict exists, the affected Elected or Appointed County Official shall disclose the conflict on the record at an Open Meeting, shall recuse himself or herself from participating in the discussion and vote relating to the issue, and shall leave the room while the discussion and vote take place.

6. Duties of the County Attorney

The County Attorney shall examine all disclosure statements filed pursuant to this policy and report to the County Administrator any concerns or irregularities that may, in the judgement of the County Attorney, require further review. Acceptance of a Disclosure Statement by the County Attorney shall not constitute approval of the statement.

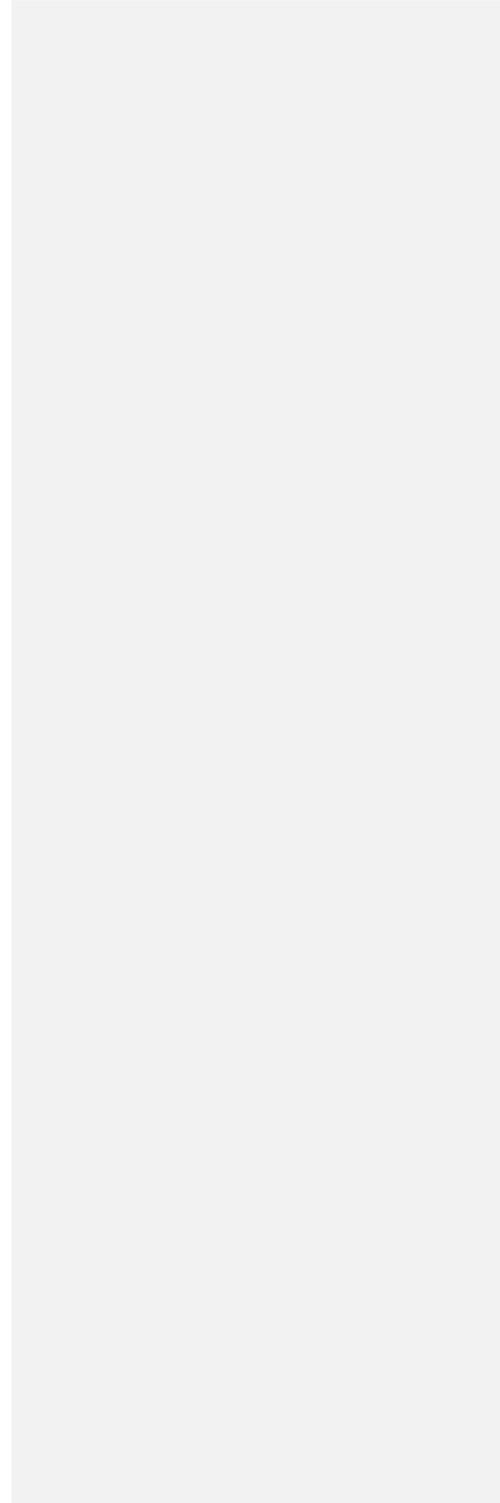
7. Request for Opinion from County Attorney

Any Elected or Appointed County Official may request that the County Attorney provide an advisory privileged legal opinion addressed to the entire Board of Commissioners interpreting the effect or application of this Policy generally, on conflicts or potential conflicts, disclosed or undisclosed, or on questions directly relating to the propriety of their conduct or the conduct or possible conflicts of another Elected or Appointed County Official in a particular situation. Those requesting an opinion from the County Attorney are asked to communicate this request to the County Administrator in order to avoid duplicative opinions and legal fees.

8. Policy Enforcement

Following the issuance of an opinion pursuant to section 7, any request seeking enforcement of this Policy shall be presented to the Board of Commissioners. The Board of Commissioners shall have the authority to render a final decision, including but not limited to censure of the Official found to be in violation of this policy.

DRAFT



Proposed Scope of Employee Handbook project

- Project Goal: provide transparency and clarity to Elected Officials, Administration (including HR), the union, and all other employees regarding policies in place impacting the terms of employment (for example, there is a County Handbook, Courts/Clerk Handbook, county resolutions, Sheriff policies, Prosecutor policies—this creates confusion for both supervisors and the employees and opens us all up to potential liability because if we have policies, they need to be uniformly enforced in a legal and non-discriminatory way)
- Shift of project: The project was initially started with Beth Daly and Carol Bealor as co-chairs of a sub-committee tasked with collaboratively creating a draft handbook—after several planning meetings and extensive review of the scope of this project including review of SHRM handbook samples and existing known policies, and considering the “cost” of having this done in house and then review and input by Karl for legal compliance, it became clear that retaining Karl on the front end of this project and getting a legally compliant handbook from him and then seeking input internally from Elected Officials and Administration would be most effective in terms of actual costs, labor costs, and time away from other duties for members of the sub-committee because of the sheer size and complexity of this project (in light of the cost estimate provided by Karl)
- Action Plan:
 - Retain Karl to provide brand new, compliant Employee Handbook with Federal and MI laws for public sector municipal & Courts’ employers that can cover all employees (County, Sheriff, Prosecutor, Treasurer, Clerk, Courts) that Karl will create in collaboration with Admin/Courts handbook team (Carol, Sarah, Beth, and Dacia) and then allow for review and input by Elected Officials and County Administration team with final review by Karl to ensure legal compliance

- Karl to define statutory duties for each elected official and BOC as preliminary matter in handbook, to provide clarity for all, and how those statutory duties intersect with employment practices and human resources oversight of the employee employment relationship, including addressing issues pertaining to elected offices that are separate branches of government (Courts).

- Elected Officials & the County Administrator (for departments under the administrator's control) will provide all existing policies (written and verbal) to the Admin/Courts handbook team with the Elected Officials & County Administrator categorizing/identifying:
 - Mandatory policies that will need to remain in place, with no flexibility to change (for example, the Courts are required to follow the "[Chief Judge Rule](#)" and "[Model Code of Conduct](#)" so even if the draft handbook has a generic "code of conduct", the Court employees would be directed to an Appendix which would contain the Courts' "Model Code of Conduct")
 - Mandatory policies that may need to remain in place with flexibility as to exact wording of the policy (and may result in modification or elimination of existing County/Office policy altogether)
 - Non-mandatory policies that need to remain in place, with no flexibility to change
 - Non-mandatory policies that may need to remain in place with flexibility as to exact wording of the policy and may result in modification or elimination of existing County/Office policy altogether

- The Admin/Courts handbook team will compare what is provided by the Elected Officials/Administrator with the handbook created by Karl to identify overlap and/or conflicts and work to resolve the same with the Elected Officials/Administrator. It is important for the success of this project and to ensure legal compliance that all individual Office practices (even if not written) are disclosed in order to have Karl "vet" the same. The goal of the new Employee Handbook is to be inclusive

across all offices under the County Employer Tax ID (except for areas specifically negotiated through collective bargaining agreements or mandated by state statute, Chief Judge Rule, MCOLES, etc.) and those exceptions will be noted. Examples of items that should be included are:

- alternate work schedules (such as special Summer Hours), COMP time not recorded within Time Sheets, internal office dress code including specific requirements such as specific color limitations, limitations on clothing styles, etc., Personal appearance codes (that may include length or color of hair, disallowance of facial hair, tattoos, piercings, etc
- These types of practices could make us vulnerable to a claim of discrimination both in terms of the actual policy or with regard to enforcement of the policy and put the County at risk for costs incurred in legal defense of union grievances, litigation, or other legal action.

Commissioner Per Diem and Mileage

I. POLICY

- A. **STATEMENT OF POLICY:** The Cass County Board of Commissioners sets forth the following Per Diem and Mileage Policy for the purpose of providing specific parameters and uniformity as to the availability of obtaining mileage and set per diem fee for a commissioner's attendance at various meetings, events, and other relevant activities, as well as providing a collective understanding as to the authority and proper process for submitting mileage and charging a per diem fee to the County.

II. AUTHORITY

A. LEGAL AUTHORITY:

1. Public Act 156 of 1851 [MCL 46.11 et seq.] provides that the Cass County Board of Commissioners may prescribe and fix the salaries and compensations of employees of the County.

B. BUDGET

1. The Cass County annual budget shall recognize costs for per diems and mileage for currently elected Commissioners in allowable circumstances consistent with the policy.

III. PER DIEM DEFINED

- A. A per diem is the amount of money set forth for attendance at a single meeting at a rate adopted by the Board of Commissioners that is allowed to a current elected Cass County Commissioner for attendance at certain meetings and is consistent with this policy to recognize, in part, the value of a Commissioner's time, use of personal resources and participation in the community and Southwest region of Michigan in various ways that provides additional information, supporting and assisting an elected Commissioner and the whole of the Cass County Board of Commissioners in their policy making and budget oversight functions.

IV. MILEAGE DEFINED

- A. The current Internal Revenue Service standard mileage rates shall be applied and paid to the current elected Commissioners for all business miles driven and allowable pursuant to this policy to recognize, in part, the wear and tear on a Commissioner's vehicle, personal insurance maintained, gasoline and other relevant costs.

V. PER DIEM AND MILEAGE APPLICATION

Resolution R-188-22 was approved on 10/6/2022. The resolution increased the base salary for Commissioners and thus eliminated the payments of Per Diems for attending meetings and paying mileage for in-county travel. Commissioners shall not be paid any per diem payments or mileage for travel within Cass County for attending meetings. Commissioners shall only be eligible to receive mileage for travel outside of Cass County for conducting county related business. The restructuring of wages, per diem and mileage went into effect on January 1, 2023.

~~A. REGULAR BOARD MEETINGS~~

- ~~1. An elected Cass County Commissioner shall receive mileage but not receive a per diem for attendance at the twice monthly regular Board of Commissioners meetings.~~

~~B. SPECIAL MEETINGS AND WORKSHOPS~~

- ~~1. An elected Cass County Commissioner shall receive mileage but not a per diem for attendance at up to and including two Special Meetings in a single calendar year.~~
- ~~2. An elected Cass County Commissioner shall receive mileage but not a per diem for attendance at up to and including two Workshops [generally a half or whole day devoted to one or more topics] in a single calendar year.~~

3. In the event that more than two of any of the above specific meeting types are called during a single calendar year, a commissioner attending three or more of a specific type listed in 1 and 2 above will be paid a per diem for each such meeting, over two, attended.

~~C. APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES~~

1. For attendance at any meeting of a Board, Committee, Commission, Council, or other agency meeting to which an elected Commissioner is currently appointed by the Cass County Board of Commissioners, the Commissioner shall receive a per diem and mileage for attendance.
2. A Commissioner who otherwise attends an agency meeting or meetings that the Chair of the Board of Commissioners has specifically recognized and approved as a "Special Project" worthy of a per diem, may receive a per diem and mileage for attendance at each such meeting.
3. EXCEPTION TO APPOINTMENTS WHERE MILEAGE IS ALLOWED: Anytime a current Cass County Commissioner chooses to attend a meeting in Cass County as a representative of a Township, Village, City, or a constituent of Cass County they shall receive mileage reimbursement for attendance at same.
4. No Double Dipping. An elected Commissioner cannot accept two per diem payments for attendance at a single meeting. Generally, where an agency pays a per diem to an elected Commissioner for attendance at that agency's meeting, the Commissioner may not also charge Cass County for a per diem for such attendance at such meeting.
 - a. Where the per diem provided by the agency to an elected Commissioner is under the County approved amount, the elected Commissioner may charge the County the difference between the amount received from the agency and the amount allowable from the County.
 - b. Where the mileage provided by the agency to an elected Commissioner is under the County approved amount, the elected Commissioner may charge the County the difference between the amount received from the agency and the amount allowable from the County.
5. Commissioner appointments to boards, commissions, and committees will be reviewed by the Per Diem & Mileage Workgroup and forwarded to the Chair for verification and approval.

~~D. COMMISSIONER INVITATIONS~~

~~1. GOVERNMENTAL AND POLITICAL MEETINGS~~

- a. A currently elected Cass County Commissioner shall not receive a per diem but shall receive mileage for attendance at any Township, Village or City meeting(s) of that governmental entity's elected officials' governance body, unless specifically provided otherwise in this policy.
- b. A currently elected Cass County Commissioner shall not receive a per diem or mileage for attendance at any political party meetings.

~~2. LUNCHEONS, DEDICATIONS, CELEBRATIONS, AND DINNERS~~

- a. A currently elected Commissioner who attends by choice a dinner, breakfast, luncheon, dedication, celebration, "opening", ribbon cutting, and/or other such function, having received an invitation, shall not receive a per diem but shall receive mileage for their attendance.

~~3. ATTENDANCE AT TRAININGS, CONFERENCES, AND SEMINARS~~

- a. A currently elected Commissioner who is properly registered and attends a training, conference, or seminar for which the county of Cass pays a registration fee for his / her attendance shall not receive a per diem but shall receive mileage.
- b. A currently elected Commissioner who is properly registered and attends a training, conference, or seminar for which there is no registration fee that must be paid by Cass County for his / her attendance shall receive a per diem. For example: A currently elected Commissioner who attends

a free MAC conference or meeting shall receive a per diem and mileage if he / she is registered and attends.

4. OTHER

- ~~a. An elected Cass County Commissioner shall receive mileage but not a per diem for a meeting to which a request to attend had been made by the County Administrator, Chair, or Vice Chair.~~
- ~~b. A commissioner acting in their official capacity as a committee member shall receive mileage but not a per diem for any meetings related to carrying out the business of said committee.~~
- ~~c. Any meeting, event or other activity not recognized within this policy otherwise attended by the choice of a currently elected Commissioner, such Commissioner shall not receive a per diem or mileage except as otherwise allowed under this policy.~~

VI. PROCESS FOR SUBMITTING PER DIEM AND MILEAGE REQUESTS

A. REQUESTS FOR PAYMENT SUBMITTED QUARTERLY

1. All requests for payment of ~~per diems and~~ mileage shall be submitted on a quarterly basis on forms provided through the Per Diem & Mileage Workgroup: October 1st, January 1st, April 1st, and July 1st.
2. At a minimum, the information to be submitted for each ~~per diem and~~ mileage shall include:
 - a. The date of the meeting
 - b. Name of agency / event and board / group
 - c. Location
 - d. Mileage incurred
- ~~3. All requests for quarterly payments of per diems and/or mileage traveled outside of Cass County will be submitted to the Per Diem & Mileage Workgroup on or before the fifteenth day of the month in which it is due.~~
- ~~4. Requests for quarterly payments of per diems and/or mileage approved by the Per Diem & Mileage Workgroup shall be forwarded to the Chair or Vice-Chair for approval and submission for payment.~~
5. All requests for quarterly payment of ~~per diems and/or~~ mileage shall be paid timely.

VII. POLICY

A. EFFECTIVE DATE

1. This Per Diem and Mileage Policy shall be effective on the date approved by the Cass County Board of Commissioners.

ADOPTED: 06/15/2017

AMENDED: 09/06/2018

AMENDED: 04/21/2022

AMENDED: _____

Boards & Commissions Per Diem and Mileage

Members of all boards, commissions, and authorities appointed by the Board of Commissioners shall be compensated for their attendance at meetings in accordance with the following policy:

I. Board, Commission, and Authority Members Other Than County Commissioners

- a. Members of all boards, commissions, and authorities subject to appointment by the Board of Commissioners, other than members of the Board of Commissioners, shall be entitled to the approved per diem in accordance with an approved per diem schedule, and, in all cases, shall be entitled to mileage to and from any meeting at the standard rate mileage rate set by the Internal Revenue Service.
- b. For the purposes of this Policy, a meeting is limited to any regular or special meeting as defined in the by-laws or a meeting called by the chairman of the board, commission, or authority at the regular location of the board, commission, or authority.
- c. Per diem shall be equivalent to the currently approved rate adopted by the Board of Commissioners ~~Commissioner Per Diem and Mileage Policy~~ annually as contained in the fiscal year budget.

II. Exclusion from Compensation, Employees, Other County Officials

- a. County officials, other than members of the Board of Commissioners, and County employees who serve on a board, commission, or authority established by the Board of Commissioners are entitled to mileage and necessary expenses for attending the meetings of the board, commission, or authority. However, no per diem shall be allowed for such attendance unless required by law or approved by the Board of Commissioners.

III. Application of Policy

- a. To receive per diem and/or mileage, the chair of each applicable board, commission, or authority shall submit an attendance sheet to the County Administration Office following each applicable meeting that indicates which members were present and eligible to receive said per diem and/or mileage.
- b. This policy is not intended to affect in any way the compensation of members of the Board of Commissioners.

ADOPTED: 05/19/2022

AMENDED: _____