



CASS COUNTY BOARD OF COMMISSIONERS

POLICY COMMITTEE MEETING MINUTES

Thursday, February 8, 2024

1. The meeting was called to order at 2:06 p.m. by Administrator Newton.
2. Roll call was taken with Commissioner Lee, Commissioner Howie, Commissioner Locke, Administrator Newton, Finance Director Rentfrow and HR Director Daly present. Commissioner Marchetti was absent. Marketing & Communications Manager Neldon was present to take minutes. There were four visitors.
3. **PUBLIC/COMMITTEE MEMBER COMMENT**
 - a. Daly gave an update on the Employee Handbook. Daly met with Judge Bealor, Sarah Mathews and Dacia Kirkland to discuss approach to the handbook update. A software system was purchased to assist with this process, and another meeting is scheduled for March. Daly hopes to have a draft completed by April, then set up meetings with those who would like to provide input.
4. **ORGANIZATIONAL BUSINESS**
 - a. The committee agreed Commissioner Marchetti would continue as chair.
 - b. Meetings will continue to be held the second Thursday of each month at 2 p.m.
5. Locke moved, Lee seconded, CARRIED, to approve agenda as presented.
6. **OLD BUSINESS**
 - a. Travel Reimbursement Policy
 1. The committee agreed mileage should be counted starting from the starting point (either home or work) closest to the final destination).
 2. Sheriff Behnke reminded the committee that county vehicles are usually available to borrow for travel purposes. The committee agreed to encourage travelers to use a county vehicle when available, and to carpool whenever more than one person is traveling to the same place.
 3. Exceptions to the policy must be approved by supervisor, and should be outlined on the form provided.
 4. The committee agreed to move the policy forward to the Committee of the Whole.
7. **POLICIES**
 - a. **Chief Deputy Salaries**
 1. Administrator Newton shared an article from MAC and a sample policy from Grand Traverse County. He said he liked that the policy encouraged review of salaries at a consistent time each year. Others agreed.
 2. Finance Director Rentfrow questioned whether this policy should start at the salary committee. Commissioner Locke said this policy would provide a guideline to the salary committee for when to review.
 3. Commissioner Lee liked the policy, said there was no need to reinvent the wheel, encouraged the policy to move forward to Committee of the Whole. Committee agreed. The policy will move forward to COW.



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2. Tax Sharing Policy

1. Treasurer Anderson gave an overview of how tax sharing works, and said she is not sure all local units know they are supposed to communicate any tax sharing agreements with the County.
2. Administrator Newton pointed out that the current resolution does not include the Equalization Director, and asked if resolutions like this should be revised into more formal policies.
3. Commissioner Howie asked that Anderson present to the board of commissioners about tax sharing so all understand how the process works.
4. Commissioner Lee asked that Treasurer Anderson review the current resolution and sample policies provided, and provide any recommendations before the next meeting of the policy committee.

3. Conflict of Interest Policy

1. BOC Chair Jones requested at the January workshop that the BOC develop a Conflict of Interest Policy. The committee reviewed sample policies from other municipalities, and discussed whether the policy would be geared toward all elected officials, appointed officials, anyone elected or appointed.
 2. Finance Director Rentfrow said a policy outlining conflict of interest is needed for auditing purposes. Previously, any conflicts of interest were communicated by word of mouth. Having a written form outlining any conflicts would provide formal document to share in the event of conflict of interest.
 3. The committee agreed that any elected officials, department heads and individuals appointed to boards and commissions would be asked to fill out the form.
 4. Commissioner Howie asked how conflict of interest policy would apply to businesses like Market Van Buren, on which commissioners are appointed to serve on their board. The committee discussed whether commissioners appointed to serve on boards like these are asked to represent that business, or the board of commissioners and the county's best interests. Administrator Newton pointed out that the County could work with Market Van Buren to require that the BOC select the appointments to their board, rather than Market Van Buren selecting its appointments.
 5. Admin will work to draft a policy based on feedback.
8. No Committee Member comment was given.
9. Commissioner Lee moved, Commissioner Locke seconded, CARRIED, to adjourn meeting at 3:23 p.m.