



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.



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

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