

**SPECIAL MEETING OF CASS COUNTY BOARD OF COMMISSIONERS
JANUARY 23, 2017**

1. MEETING CALLED TO ORDER

Chairman Chad M. Peterson called a special meeting to order at 1:02 PM to review job applications to determine a slate of candidates to interview for the Cass County Administrator position. All members were present as follows: Vern Bennett, Rick Steen, Arland H. Rasmussen, Mary Scherling, and Chad M. Peterson. Also present were Interim County Administrator Darrell Vanyo via conference call and Human Resources (HR) Director Cindy Stoick.

2. COUNTY ADMINISTRATOR POSITION, Applications reviewed; seven candidates to take written exam

Commissioners were provided with copies of the job applications for the Cass County Administrator position prior to today's meeting. The board discussed their top candidates and eight applicants were chosen for further review:

- Jason Benson, Cass County Engineer, West Fargo, ND
- Casey Bradley, Stutsman County Auditor, Jamestown, ND
- Curtis Cannon, City of Rosemead Interim Assistant City Manager, San Dimas, CA
- Christopher McDonnell, City of Whitewater Assistant City Manager, Hartland, WI
- Albert Roder, City of Independence City Manager, Independence, IA
- Steve Sprague, Fargo City Auditor, Fargo ND
- Scott Wagner, Wagner Window Cleaning, Fargo ND
- Robert Wilson, Minnehaha County Asst. Commission Administrative Officer, Sioux Falls, SD

MOTION, passed

Mr. Steen moved and Mr. Rasmussen seconded to eliminate Albert Roder from the slate of candidates. Discussion: There was discussion on a few of the candidates with job experience in smaller towns. Mrs. Scherling said if the reason to remove Mr. Roder from consideration is due to this issue, there are other candidates who fall into the same category. Mr. Peterson said his concern with this candidate relates to his job history. The motion carried with Mr. Steen, Mr. Rasmussen and Mr. Peterson voting "Yes"; and Mrs. Scherling and Mr. Bennett voting "No".

Commissioners discussed the next step in the process and decided to provide a written behavioral-based exam to the remaining seven candidates.

MOTION, passed

Mr. Steen moved and Mr. Rasmussen seconded to direct the HR Director to gather additional information and send out the written exam to the seven remaining candidates. On roll call vote, the motion carried unanimously.

3. NEXT MEETING

A special meeting will be held Monday, January 30th at 1:00 PM to narrow down the list of candidates. Mrs. Stoick will send the written exam to candidates, who will be given 48 hours to complete and return to her. Commissioners preferred all of the exams to be completed by Friday, January 27th in order to review them prior to the next meeting.

4. ADJOURNMENT

MOTION, passed

On motion by Mr. Steen, seconded by Mrs. Scherling and all in favor, the meeting was adjourned at 2:26 PM.

ATTEST:

APPROVED:

Michael Montplaisir – Auditor
Cass County, North Dakota

Chad M. Peterson, Chairman
Cass County Board of Commissioners