



County Administrator

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M E M O

TO: County Commissioners
FROM: Robert W. Wilson
DATE: October 12, 2021
SUBJECT: Appoint Election Administrator Interview Committee

It is unusual for the Commission to be involved in the hiring of a non-department head employee. However, during the Finance Director hiring process there were discussions about the Board potentially appointing an interview committee for the Elections Administrator position.

I recommend this action for several reasons. Cass County Finance Director Brandy Madrigga is new on the job and has not previously managed elections. A strong pool of applicants have applied for the position and identifying the top candidate will require an understanding and experience with the election process.

Commission action is requested on October 18th to appoint members of the Election Administrator Interview Committee. The intent is to interview finalists between October 20th and October 22nd, and make a recommendation and offer of employment following the final interview. Because this is not a Department Head position, commission appointment is not necessary. Members of the committee will provide a follow-up briefing to the Board at the November 1st Commission meeting.

Meetings of the Election Administrator Interview Committee will be noticed and open to the public.

My recommendation is that the Commission consider appointing the following individuals to the Election Administrator Interview Committee: two Commissioners; Brandy Madrigga, Finance Director; Robert Wilson, Administrator; and Cindy Stoick, Human Resource Director.

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SUGGESTED MOTION: Move to appoint Commissioner _____, Commissioner _____ ; Brandy Madrigga, Finance Director; Robert Wilson, Administrator; and Cindy Stoick, Human Resource Director to the Election Administrator Interview Committee.

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