

AMENDED AGENDA—Wednesday, October 5, 2022

SUGGESTED MOTION: Move to amend the order of the agenda with the addition of item g. Approve acting pay for Finance Office employee and h. Authorize solicitation of socks for the 2022 Golden Drive Homeless Kids Sock Drive to the consent agenda.

CONSENT AGENDA

g. Approve acting pay for Finance Office employee

h. Authorize solicitation of socks for the 2022 Golden Drive Homeless Kids Sock Drive to the consent agenda



Finance Office

Telephone: 701-241-5600

Fax: 701-241-5728

SMB-FIN@casscountynd.gov

September 30, 2022

Board of County Commissioners
Cass County Government
211 9th Street South
Fargo ND 58103

Re: Acting Pay Request – Finance Office

Dear Commissioners:

As prescribed in county policy 405, the Finance Office is requesting authorization to appoint Craig Steingaard to the position of Election Coordinator in an acting capacity until a formal recruitment effort can be completed subsequent to the upcoming general election.

Craig Steingaard is currently a Property Clerk within the Finance Office at pay grade of B21, Step 4; the appointed acting position of Election Coordinator is graded at C41, Step 1.

County Policy 405 Acting Pay

If you are temporarily assigned for non-training purposes to a classification with a higher pay range for more than four (4) consecutive normal work weeks, you will be paid at the entry or minimum level of the higher classification, or 5% above current salary, whichever is greater. All such requests must have the approval of the Commission.

Sincerely,

Brandy Madrigga
Cass County Finance Director

SUGGESTED MOTION:

Move to approve acting pay for Craig Steingaard, commencing at pay grade C41 Step 1 effective Monday October 3, 2022.



www.casscountynd.gov

Office of the Sheriff

Jesse Jahner, Sheriff

October 3, 2022

Cass County Commission
Cass County Courthouse
Fargo, ND 58103

Re: Fifth Annual Golden Drive Homeless Kids Sock Drive

Dear Commissioners:

As outlined in the Employee Handbook Policy 610, Solicitation and Bulletin Boards, we are requesting your approval to collect socks for the 2022 Golden Drive Homeless Kids Sock Drive. Golden Drive Homeless Kids, a 501c3 non-profit organization whose mission is to raise awareness of the homeless crisis faced by children within our community.

The drive will run for the month of October through November 4th. Socks are collected and the Golden Drive Homeless Kids distributes the donations to families in need throughout the community.

Thank you for your consideration in this matter.

Sincerely,

Jesse Jahner
Sheriff
Cass County Sheriff's Office

SUGGESTED MOTION:

Move to approve the solicitation of socks for the 2022 Golden Drive Homeless Kids Sock Drive.

Cass County Sheriff
Law Enforcement Center
1612 23rd Avenue North
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5806

Cass County Sheriff
Courthouse
211 9th Street South
P.O. Box 488
Fargo, North Dakota 58107-0488
Phone: 701-241-5800
Fax: 701-241-5805

Cass County Jail
450 34th Street South
Fargo, North Dakota 58103
Phone: 701-271-2900
Fax: 701-271-2967