

**PLANNING MEETING OF CASS COUNTY BOARD OF COMMISSIONERS  
NOVEMBER 15, 2021**

**1. MEETING CALLED TO ORDER**

Commissioners met for an informal planning meeting at 5:28 PM on Monday, November 15, 2021. Present was Commissioners: Mary Scherling, Chad M. Peterson, and Duane Breitling in person; and Rick Steen and Jim Kapitan via Microsoft Teams.

**2. CHAIR AND VICE CHAIR**

Commissioners discussed the chair and vice chair positions. The names of the nominees will be submitted for Board approval at their next meeting on December 6, 2021.

The Board agreed to forward the nomination of Commissioner Steen as the Cass County Commission Chairman for the term of December 6, 2021, through December 5, 2022. The board agreed to forward the nomination of Commissioner Peterson as the Cass County Commission Vice Chairman for the term December 6, 2021, through December 5, 2022.

***MOTION, passed***

**Mrs. Scherling moved and Mr. Breitling seconded to nominate Commissioner Steen as Chair for the term of December 6, 2021, through December 5, 2022 and Commissioner Peterson as Vice Chair for the term of December 6, 2021, through December 5, 2022. Motion carried.**

**3. PORTFOLIOS, COMMITTEE APPOINTMENTS, AND MEETING DATES**

The board will take formal action at their next meeting on December 6, 2021 regarding portfolios, committee/board appointments, and meeting dates for 2022.

Commissioners discuss portfolio assignments for the upcoming year. Mr. Steen was assigned Administrative Services "A"; Mr. Peterson—Administrative Services "B", Mr. Breitling—Human Services; Mr. Kapitan—Public Safety Services; and Mrs. Scherling—Planning and Operation Services. There was discussion about other board and committee assignments, including outside agency representation.

The Board discussed their regularly scheduled meetings for 2022. The Board decided to change the first meeting in October to Wednesday, October 5, 2022 as there is a North Dakota Association of Counties Conference in Bismarck Commissioners and staff will be attending. There was also discussion about the rotational meeting schedule to have four Sheriff Rotational meetings on February 22, May 16, August 15, and November 21. Mr. Steen suggested that since there are only two members of the Commission on the Cass Human Service Zone Board effective January 1, 2022, the Cass Human Service Zone Board make their own decisions when to meet, not the commission. All Cass Human Service Zone Board meetings will be removed from the Commission Rotational meeting schedule.

**4. ADJOURNMENT**

There being no further business, the chair declared the meeting adjourned at 5:56 PM.

ATTEST:



Brandy Madrigga, County Finance Director  
Cass County, North Dakota

APPROVED:



Chad M. Peterson, Chairman  
Cass County Board of Commissioners