



**Tracy J. Peters**  
**Human Resource Director**  
**Assistant County Administrator**

Telephone: 701-241-5736

**MEMO**

TO: County Commission

FROM: Tracy Peters, HR Director / Assistant County Administrator

Date: April 16, 2025

Subject: Consent Agenda Item for April 21, 2025 Commission Meeting: Emergency Management Change of Duties and Salary Adjustment

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On April 1, 2025, Emergency Management Coordinator Jim Prochniak retired. We are in the process of advertising and filling his position.

To ensure the department head's duties are carried out during the interim and pursuant to Cass County Policy 405 (Acting Pay), I am recommending Assistant Emergency Manager Amanda Johnson assume the role of the Emergency Management Coordinator until a new Emergency Management Coordinator is appointed.

Pursuant to County Policy, Ms. Johnson would be placed in the Emergency Management Coordinator paygrade at a step that would result in at least a 5% increase in her current pay. Ms. Johnson would maintain that step and grade until a new Emergency Management Coordinator is appointed, at which time she would move back to the grade and step she would be had she not filled the coordinator role.

**SUGGESTED MOTION:** AUTHORIZE GRADE AND STEP CHANGES PER THIS MEMO EFFECTIVE APRIL 2, 2025.