

The Committee met on 5/17/16 at 9:00 a.m. in the Story County Administration Building. Auditor Lucy Martin, Recorder Stacie Herridge, and Treasurer Renee Twedt participating as statutory members of the vacancy committee pursuant to *Code of Iowa* §69.14A. (all audio of meetings storycountyiowa.gov)

**ORGANIZATION OF THE COMMITTEE** – Twedt moved, Herridge seconded to elect Lucy Martin as chairperson. Roll call vote. (MCU) Martin thanked everyone for coming, provided background information about previous vacancies, and made remarks about Paul Toot.

**ADOPTION OF AGENDA**: Martin noted the committee will reverse the order of items #7 and #8. Herridge moved, Twedt seconded the approval of the agenda as modified. Roll call vote. (MCU)

**PRESENTATION OF HYPOTHETICAL TIMELINES AND ESTIMATED COSTS FOR BOTH APPOINTMENT AND SPECIAL ELECTION** – Lucy Martin, Auditor, reported on Iowa Code sections, appointment; possible dates for public meetings are between May 31<sup>st</sup> – June 14, must occur no later than June 14 (40 days of after vacancy), citizens may petition within 14 days of appointment to hold a special election and 3,222 signatures needed. The appointee serves until the next pending election on November 8<sup>th</sup>, General Election ballots as Board of Supervisors “To Fill a Vacancy”, the November 8<sup>th</sup> winner is elected for the residue to the term, this seat will be up for election in the 2018 cycle. Martin reported the publication cost for public meetings, overtime for the clerk and estimated under \$300.00. Special Election; blackout dates due to the Primary Election the earliest practicable date is Tuesday, July 12, a candidate filing deadline would be Friday, June 17 and the Canvass would be July 19, new Supervisor would be sworn in that day. The seat will go on July 12 Special Election ballot as Board of Supervisors “To Fill a Vacancy”, the winner would go on July 12 is elected for the residue of the term, and the seat will be up for election in the 2018 cycle. Martin reported on using vote centers; lower the 43 precincts an estimated @ \$30,000.00. Martin reported on candidates nominated; Partisan, political parties must nominate candidates by reconvening the county convention and candidates file a convention certificate and an affidavit of candidacy. A Non-partisan; a candidate’s file a nomination petition with 250 signatures from eligible electors and an affidavit of candidacy. The non-party political organizations (NPPOs) may nominate candidates by either nominating convention or by circulating nomination petitions for the candidate which specify the NPPO.

**RECEIVE PUBLIC COMMENTS**: Martin opened the public hearing at 9:10 a.m. Martin read an email she received from Monty Woodward of Nevada recommended an appointment. Twedt received two emails: Ted Tedesco for his recommendation for appointment, and Jim Cooper recommends an appointment. Martin stated hearing none further, closed at 9:11 a.m.

**CHOICE OF OPTION (APPOINTMENT OR SPECIAL ELECTION)**: Martin reported on budgets vs. elections, background information on passed processes for vacancies and appointments and no petition for special election. Twedt recommends an appointment. Herridge stated the appointment process is the process we should go with. Martin stated more people will join in the General Election and people will have a say at that point in time. Twedt moved, Herridge seconded to appoint a person. Roll call vote. (MCU)

**ADDITIONAL ACTION AS NECESSITATED BY CHOSEN OPTION**: Martin reported on the process; cover letter, resume, letter of recommendation, public presentation, and she has 7 questions to ask for appointees. Twedt concurred and added a time for questions. Martin stated a rigorous selection process would be helpful. Herridge added a background check thru the Sheriff’s Office, maybe to use Story County’s Neogov, and to use an office for drop office. Herridge clarified about the presentations. Twedt stated to speak for at least 5 minutes to 8 minutes. Discussion took place. Martin clarified the procedure; sequester applicants, background check, the number of candidates will determine the time for their presentation, a written response and if necessary a verbal Q&A session. Twedt asked about questions. Martin stated they should decide what the questions should be. Twedt moved, Herridge seconded the applicants have a cover letter, resume, letter of recommendation, presentation at a public meeting, a background check. Herridge asked Alissa Wignall on the background check process. Alissa Wignall, Human Resource Director, asked when they would like to do the background check, ours are post offer and when narrowed down, choose whom to do; HR or Sheriff’s Office and a signed release from the candidate. Twedt stated narrow down to 3 to 5. Wignall stated yes. Martin stated an amended motion to add the background information. Roll call vote. (MCU). Martin asked about questions; each read their questions. Twedt stated to compile all questions and to add to the website. Martin concurred to do a press release and add to the website, and all information to continue to be received by the Recorder and all inquiries are public record and available upon request. Martin clarified to decide on questions. Herridge stated yes and then set deadlines. Discussion took place. Martin and Twedt stated all 10 questions. All concurred and that any extra questions can be asked during presentation. Twedt moved, Herridge seconded to add these 10 questions and to make part of the press release and application process. Roll call vote. (MCU).

**SETTING DATE(S) ASSOCIATED WITH CHOSEN OPTION**: For the Appointment: Martin stated June 14 for appointment (the 40 days); Martin reported on past appointments, publication dates and work the application dates around publication dates, May 31 thru June 14 due to notice of publication. Discussion took place. Martin clarified; due date for applicants on May 27th, and build that into the notice of intent, 2 meetings on the 31st of May at 5:30 p.m. and if necessary June 8th at 5:30 p.m. and both meetings at the Public Meeting Room at the Administration Building, Nevada. Herridge moved, Twedt seconded the approval of dates as May 31st at 5:30 p.m. and if necessary June 8th at 5:30 pm. Roll call vote. (MCU) Discussion of application deadline due dates. Herridge moved, Martin seconded the application deadline due on May 26th by 5:00 p.m. to the Records Office. Roll call vote. (MCU) Herridge asked who will be making the contact for presentations scheduling. Martin stated presentations will be made on the May 31st and the order to be drawn by lots, other applicants in the conference room. Herridge clarified. Twedt stated the applicants to be prepared to speak, and if necessary to return on June 8th with a 5-7 time limit for a presentation. Twedt stated Martin will post a press release, add questions and all dates to be included, and asked for any public comments. Martin stated no public comments. Twedt clarified anything missing. Martin re-capped; on the Counties website, the date of publication for notice for the intent to appoint will be in the paper on the Thursday, May 26th, the next meeting is

**scheduled for Tuesday, May 31st at 5:30 p.m. in the Public Meeting room, and if necessary a second meeting on Wednesday, June 8th @ 5:30 p.m. in the Public Meeting room.**

**Herridge moved, Twedt seconded to adjourn at 9:46 a.m. Roll call vote. (MCU)**