

**Franklin County Examining Board
Minutes
November 5, 2012**

Present: Ron Dunt, Pat Sackville
Absent: Dick Heimer

Meeting was convened at 10:30 AM. Ron explained the role of the Examining board in the hiring process for a new assessor, according to Iowa Code 441.6.

A unanimous ballot was cast for the following officers: Ron Dunt, chair; Dick Heimer, vice-chair; Pat Sackville, secretary. Carried.

A list of eligible candidates was presented by Ron Dunt. They have been certified by the state. The hiring process is limited to these individuals. A letter will be sent to those in North Central Iowa only. Ron Dunt will draft the letter. After the letter is sent, the examining board will meet again to do an initial screening and determine if they want to interview any candidates. It is not necessary to advertise the position. The Conference Board will then do the hiring after the Examining Board's recommendation. The Conference Board is made up of the Franklin County Supervisors, the Mayor's from each Franklin County town and one board member from each school district.

Estimated Timeline:

Mail letter by November 9

Allow candidates until November 21, 2012 to respond.

Examining board will meet again the week of November 26th to review applicants.

The secretary will forward these minutes to Ron Dunt. Minutes will be put on Franklin County website

Ron Dunt made a motion to adjourn at 10:52 AM

Pat Sackville

Secretary