

**Committee of County Officers Designated  
To Fill a Board of Supervisors Vacancy**

Cedar Rapids, Linn County, Iowa  
Wednesday, April 13, 2016 2:42 p.m.

The Committee met in the informal boardroom at the Jean Oxley Linn County Public Service Center. Present: Recorder Joan McCalmant (Chair); Auditor Joel Miller, Treasurer Sharon Gonzalez. Committee members voting "AYE" unless otherwise noted.

McCalmant called the meeting to order at 2:42 p.m.

Motion by Miller, seconded by Gonzalez, to approve the minutes of the meeting of April 6, 2016.

The Committee reviewed the sets of questions developed by both Gonzalez and Miller. Miller distributed copies of his questions to the Committee. Linn County Human Resources Director Lisa Powell advised the Committee that, based upon her experience, she recommends 10 questions and that each interview be completed in approximately 45-50 minutes. She also reported to the Committee that as of noon today 17 applications have been received. Of them, 6 of the applicants are residents of the second district, 8 of them are Linn County residents not residing in the second district, and 3 of them are not Linn County residents. Both Gonzalez and Miller suggested interviewing the candidates residing in the second district first. Miller noted that after interviewing that group of candidates the Committee can decide whether or not it needs to conduct any further interviews. Jarvis reminded the committee that it had already made a decision to give preference to candidates who currently reside in the second district. Miller commented that he would like the applicants to provide 2 or more of the documents required by the elections office to prove residency, which should show issuance on or before 2/26/16; i.e., Iowa driver's license, residential lease, property tax statement, utility bill, bank statement, paycheck or government check/document.

The Committee proceeded to review the lists of possible questions with a goal of finalizing to a list of 10. McCalmant suggested that Gonzalez and Miller each choose 5 questions from their respective lists. A final list of 10 questions, plus two extra questions to be used if time allows, was agreed upon, a copy of which is attached to and made a part of these minutes. Powell agreed to put the questions in a final form which would include a 1-5 scoring system for each question. Jarvis advised that the Committee should not bind itself to a numbers scoring system as a group, and Powell noted that the scoring system that will be included with the final questions should be used as a tool to keep the candidates straight and for further discussion among Committee members. Powell agreed to post the questions on the website. Miller noted that Committee members might need to pose follow-up questions for further clarification; Powell cautioned the Committee against asking illegal questions, such as any having to do with marital status, children, religion, etc.

Motion by Miller, seconded by Gonzalez, to utilize the questions the Committee had just agreed to for the interviews, with the caveat that follow-up questions may be asked if further information is needed.

Motion by Miller, seconded by Gonzalez, to schedule interviews every hour on the hour, with each interview lasting 45-50 minutes.

Motion by Miller, seconded by Gonzalez, to initially interview applicants who are residents of the second district, continue with interviews of applicants who are not residents of the second district but who reside in Linn County, and not to interview any candidates who are not current residents of Linn County.

Motion by Miller, seconded by Gonzalez, to utilize the residency criteria used by the elections office to establish second district residency.

The Committee discussed what type of residency documents should be required if the interviews proceed to non-residents of the second district. Jarvis advised that those applicants be asked for their plan to meet the requirement of residing in the district within 10 days of the appointment. The applicants would need to convince the Committee that they have a feasible plan and, if one of them were appointed, he/she would need to prove residency by the time of the swearing-in.

The Committee discussed whether the April 19 meeting for the purpose of reviewing applications was still necessary; it was agreed that interviews could begin on that day rather than on April 20.

Motion by Gonzalez, seconded by Miller, to schedule at least four interviews with second district residents for April 19, 2016, beginning at 1:00 p.m., and continue with interviews of the remaining second district residents on April 20, 2016, beginning at 2:00 p.m.

Powell verified that the Human Resources Department would schedule the interviews and request that the candidates bring with them 2 of the following documents to prove residency: Iowa driver's license, residential lease, property tax statement, utility bill, bank statement, paycheck or government check/document. Powell suggested that applicants who had not yet been interviewed not be allowed to sit in on other applicants' interviews; however, it was agreed that since it will be a public meeting they cannot be barred from attending. Powell distributed to the members of the Committee the applications received thus far from residents of the second district.

During public comment, Dick Hogan, 3862 Trailridge Rd. SE, Cedar Rapids, asked if the names of those applicants could be announced and also reiterated his opposition to anyone currently on the primary ballot for the Supervisor position being interviewed. McCalmant provided the names of the second district applicants – Ron Olson; Bronica Wilson; Brian Tvedt; Jerome W. McGrane; Eugene Kopecky; Rick Nusbaum – and noted that Mr. Walker, the other announced candidate, had not applied.

The meeting adjourned at 3:25 p.m.

# BOARD OF SUPERVISOR POSITION

## INTERVIEW QUESTIONS

Scoring (Interviewer circle one rating for each response.)

- 1 2 3 4 5    1.    What is your general concept of county government and what is your understanding of the primary responsibilities of a county supervisor? What do you know about Linn County government specifically?
  
- 1 2 3 4 5    2.    Explain your understanding of the role of county supervisor in relation to other elected officials and department heads.
  
- 1 2 3 4 5    3.    What do you see as the most important issue facing Linn County at this time and how do you think the Board of Supervisors can have a positive impact on those issues?
  
- 1 2 3 4 5    4.    How familiar are you with the issues faced by rural Linn County residents and residents of the other small communities within Linn County?
  
- 1 2 3 4 5    5.    When approached by a concerned citizen concerning a county issue, how would you handle the situation? How have you handled situations in the past where a group of people with diverse opinions were able to come to a consensus or resolution?
  
- 1 2 3 4 5    6.    How does your past work experience, education and civic involvement relate to being a Supervisor?
  
- 1 2 3 4 5    7.    Are you a member of any outside organizations? Please explain your involvement. Do you sit on the Board of Directors of any non-County organizations? If yes, does your organization sell or buy services from the County, or receive any funding from the County?
  
- 1 2 3 4 5    8.    Explain your personal involvement in and history with the District 2 community. When did you become a resident of District 2 and why did you choose to reside in there?
  
- 1 2 3 4 5    9.    What do you see as the major challenges of District 2 and how would you begin to solve them? What would be your top priority for your term if appointed?
  
- 1 2 3 4 5    10.    Why do you want to be a Linn County Supervisor for approximately 6 months? Tell us what makes you the best qualified candidate for the appointment?
  
- 1 2 3 4 5    11.\*    Describe the government collaboration between the Board of Supervisors and the City of Cedar Rapids. How are they currently collaborating and where should they be collaborating?
  
- 1 2 3 4 5    12.\*    You will be paid to work at least 40 hours per week for the County. What will you be doing during the hours you are not in Board meetings?

\_\_\_\_\_ TOTAL SCORE            \*Extra questions if time allows