

## Conference Board Meeting Minutes

Courthouse Supervisors Office  
405 Jefferson St. – Bedford, IA 50833  
September 19, 2022 – 5:00PM

1. Chairman, Pam Wilmarth called the Meeting to order at 5:03pm – the following were present: Pam Wilmarth, Doug Horton, Paul Maynes, Jack Spencer, Charles Ambrose, Coleen Larimer, Melissa Douglas, Randy Kernan, Matt Churchill, Bethan Murphy, Paige Beason. Ron Fitzgerald (via telephone)

Melissa Douglas motioned, and Matt Churchill seconded. Motion carried with all in favor.

2. Chairman Wilmarth requested a motion to approve the previous minutes and clarification made to this agenda correcting the words Auditor Clerk to Assessor Clerk.

Melissa Douglas motioned, and Randy Kernan seconded. Motion carried with all in favor.

3. There were no Public Comments

4. Motion was made by Doug Horton to close session and Matt Churchill seconded. Motion carried with all in favor. Wilmarth closed session at 5:05pm for discussion regarding a Candidate for hire for the Taylor County Assessor – Session closed via Iowa Code 21.5.i. Board came out of closed session at 5:35pm.

4. Discussion was held with the rejoined group regarding the approval of hiring Bethany Murphy as the Assessor Clerk.

Doug Horton asked Paul Maynes, Chairman of the Examining Board, to speak on the process of searching and selecting a candidate. Paul Maynes stated that the Examining Board in place for appointing a new Assessor consisted of himself, Garland Fickess and Jim McAlpin. The (3) worked with the State Examining Board and the Iowa Department of Revenue to find the best qualified candidate for the Taylor County Assessor. They first mailed 150 letters to potential employees statewide and received NO response. They then ran newspaper ads in Clarinda, Creston, Mt. Ayr, Lenox and Bedford for (2) consecutive weeks and received (5) applications. Of the (5) applications, only (1) had the experience that they felt the position warranted and with this information an interview process was deemed not necessary. The Examining Board selected Bethany Murphy based on her qualifications and experience.

Pam Wilmarth asked for a motion to approve Bethany Murphy as the Assessor Clerk. Melissa Douglas motioned, and Charles Ambrose seconded. Motion carried with all in favor.

- Chairman Wilmarth asked for a motion approving a lateral transfer for Auditor Murphy to the Assessor Clerk position with (1) weeks' vacation to be placed in her vacation bank to start earning at her current rate of 4 weeks, with no additional compensation following the required testing and licensing for the Assessor role. There are (2) steps required for the County Assessor Position – School then Test.

Melissa Douglas motioned to approve lateral transfer, vacation, compensation and testing, Charles Ambrose seconded. Motion carried with all in favor.

- Chairman Wilmarth asked for a motion to approve to continue the additional compensation for Auditor Murphy now serving as Assessor at \$ 2500.00 per month for August, September, October and ½ of November for her remainder of time in the Auditor's Office.

Melissa Douglas motioned, and Charles Ambrose seconded. Motion carried with all in favor.

- Chairman Wilmarth asked for an update on the Assessor's Office from Bethany Murphy. Acting Assessor Murphy advised that Vanguard was coming in for Training for the Assessor's Office on Tuesday, September 20, 2022. Bethany also stated that she was placing highest priority on getting the daily work caught up. Bethany advised that the new clerk, Paige Beason was learning the basics and currently familiarizing herself with the daily work and office practices. Bethany asked the board to approve her the use of funds in place, at her discretion to assist in running the Assessor's office. The office needs to work quickly on getting sales and splits completed and general daily operations caught up.

Doug Horton motioned to allow the Assessor's office to use funds in place for updates and bringing the office current, Charles Ambrose seconded. Motion carried with all in favor.

There was some discussion regarding a request for a commercial appraisal for a business in Lenox. The County Attorney sees a need for this. Auditor Murphy advised approximate cost would be around \$ 8500.00. After much discussion, Charles Ambrose suggested that the County rely on Vanguard as it is what we pay them to do. Paul Maynes commented that the \$ 8500.00 is a fair estimate in his opinion and not out of line for what they will need to do.

Motion was made by Charles Ambrose to not hire an outsourced appraisal service, Randy Kernen seconded. The motion carried with all in favor.

- Chairman Wilmarth asked for a motion to adjourn.

Motion was made by Charles Ambrose to adjourn the meeting, Matt Churchill seconded. The motion carried with all in favor.



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Pam Wilmarth, Chairman



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Paige Beason, Assessor Clerk