



**Public Health**  
Prevent. Promote. Protect.

## JO DAVIESS COUNTY HEALTH DEPARTMENT

9483 US RT. 20 WEST • P. O. BOX 318 • GALENA, ILLINOIS 61036 • (815) 777-0263

[healthadmin@jodaviess.org](mailto:healthadmin@jodaviess.org) or [publichealth@jodaviess.org](mailto:publichealth@jodaviess.org)

### JO DAVIESS COUNTY HEALTH DEPARTMENT

### PUBLIC HEALTH ADMINISTRATOR SEARCH COMMITTEE

**Thursday, February 5, 2015 at 6:00 PM**

Jo Daviess County Health Department Conference Room

1. Call to Order: Steve Rutz, Chairperson, called the meeting to order at 7:00 PM.
2. Roll Call: Establishment of a quorum  
**Present:** Steve Rutz, Chair, Jim Lander, Vice-Chair, Bill Bingham, Ron Lubcke, Greg Stauder and Jim Vormezeele  
**Absent:** Liz Blair.  
Others Present: Evelyn Folks
3. Review and approval of the minutes from the January 12, 2015 meeting –  
Ron Lubcke motioned to approve the minutes, as presented. Second by Jim Lander.  
All in favor, motion passed.
4. Citizen's Comments: None
5. Unfinished Business:
  - a. **Review and discussion of Position Opening posting**  
Steve Rutz, Chairperson, reported that applications for the Public Health Administrator Position are being received at the County Administrator's Office.

**b. Review and discussion of location and costs of postings**

Evelyn Folks, PH Office Manager, reported that the position opening advertisement has been placed with the Illinois Public Health Association, Illinois Association of Public Health Administrators, Illinois Department of Public Health at no charge since the Health Department is a dues paying member of the organizations. Advertising was also placed with Regional Help Wanted, INC, that covers the area between Des Moines, IA to West Chicago, IL, the Telegraph Herald, including the internet and Super Jobs Sunday Paper, The Galena Gazette and The Flash. The paid advertising costs for the previous 4 places is \$1,441.80. To comply with the Jo Daviess County Health Department Affirmative Action Policy, colleges and universities in WI, IA and IL, along with various other establishments must be notified of EOE (Equal Opportunity Employment). The same 3 State Employment/Job Security Divisions also received notices. Forty county health departments in IA and WI also received the notice to post. Other postings (at no charge) went to all health departments in the region, IDPH Regional Health Office and even hospitals around the state. The posting is also on the Jo Daviess County website. The estimate of the advertising costs for the position will be in the area of \$1,800-\$2,000.

6. New Business:

**a. Discussion and possible action on interview questions**

Steve Rutz and Bill Bingham reviewed the criteria for interview questions. Discussion was targeted to the ability of the panel to expand on information on the application and resume'. Questions should be open-ended, not yes or no answers.

Members took a few minutes to review the draft list of questions and then went through them one-by-one, determining if the question was duplicated elsewhere in the list. After much discussion the list was reviewed and revised, then narrowed to a manageable number. A revised list will be compiled and sent to each member for review.

**b. Discussion and possible action on the interview process**

The deadline for application submittal to the County Administrator's office is Monday, February 16. Copies of applications are expected to be ready for Search Committee members on February 17 at 7 PM, at the next meeting.

**c. Discussion and possible action on a meeting date to review applications**

**If the application packets** are available to the Committee members on Tuesday, February 17, the next meeting date chosen by the members is Wednesday, February 25 at 6 PM. Discussion and review of applications will take place then. Possible selection of candidates to interview will be on the agenda. The target for interview dates will be the week of March 23.

**7. Citizen Comments – None**

**8. Board Member Concerns –**

**9. Next Meeting Date – February 17, 2015 at 7 PM**

**10. Adjourn**

With no other business to discuss, Bill Bingham motioned to adjourn, second by Ron Lubcke. All in favor, motion passed. Steve Rutz adjourned the meeting at 8:30 PM.