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JO DAVIESS COUNTY HEALTH DEPARTMENT

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

healthadmin@jodaviess.org or publichealth@jodaviess.org

JO DAVIESS COUNTY HEALTH DEPARTMENT

PUBLIC HEALTH ADMINISTRATOR SEARCH COMMITTEE

Monday, January 12, 2015 at 5:00 PM

Jo Daviess County Health Department Conference Room

1. Call to Order: Steve Rutz, Chairperson, called the meeting to order at 4:58 PM.
2. Roll Call: Establishment of a quorum
Present: Steve Rutz, Chair, Jim Lander, Vice-Chair, Bill Bingham, Ron Lubcke, Greg Stauder, Jim Vormezeele and Liz Blair.
Others Present: Evelyn Folks
3. Review and approval of the minutes from the December 16, 2014 meeting –
Bill Bingham motioned to approve the minutes, as presented. Second by Ron Lubcke. All in favor, motion passed.
4. Citizen's Comments: None
5. Unfinished Business: None
6. New Business:

a. Discussion of the characteristics the successful candidate should have.

Steve Rutz, Committee Chairperson, suggested that the members review their lists of characteristics that the potential candidate should have. A round table discussion revealed the choices of the members: experience, awareness of health issues, nationally and locally, how to implement change, listen to advice and knowledge or ideas of existing rules and regulations.

The second round listed ability to work independently, staff development, knowledge of expectations, history of accomplishments and interactions with boards of authority.

b. Discussion and possible action on interview questions

A packet of all submitted potential interview questions was reviewed. Steve Rutz suggested that everyone take a few minutes and choose 15 interview questions that the individual members thought would best reveal the attributes needed for the position. A tally was taken of all questions chosen. The Committee liked open-ended questions. A summary of the chosen questions will be compiled and sent to all members to review. The goal is to have a balanced number of questions in several areas of competency. This will be reviewed again at the next meeting.

c. Discussion and possible action on the interview process

Steve informed the Committee members that the position opening advertisement has not been placed yet. Revisions are being made to the application. When the application is complete, members will be notified that the ad has been placed. Members all agreed that a 3 week timeline (application placement to application due date) would be ample.

At 6:05 PM, Bill Bingham left the meeting.

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

A date for reviewing applications will be set at a later time.

Closed Session – All Jo Daviess County Health Department Administrator Search Committee Meeting Minutes will be open until discussion on individual candidates begin.

7. Citizen Comments – None

8. Board Member Concerns – None

9. Next Meeting Date – Jim Lander motioned that the next meeting of the Committee be on Tuesday, February 3, 2015 at 6 PM in the Health Department Conference Room. Second by Liz Blair. All in favor, motion passed.

Steve Rutz, Committee Chair, asked all members to compile their own list of interview questions from the list that will be sent to them before weeks end and be ready to move forward with the information at the next meeting.

With no other business to discuss, Ron Lubcke motioned to adjourn. Second by Jim Lander. All in favor, motion passed. Steve Rutz adjourned the meeting at 6:15 PM.