



# 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, December 4, 2014 at 6:00 PM**

Jo Daviess County Health Department Conference Room

1. Call to Order: Steve Rutz, Chairperson, called the meeting to order at 6:03 PM.
2. Roll Call: Establishment of a quorum

**Present:** Steve Rutz, Jim Lander, Bill Bingham, Ron Lubcke, Greg Stauder and Jim Vormezele **Absent:** Liz Blair

At this time, Steve Rutz, Chairperson, made note of a change on the agenda. #5h should be changed from Health Department Director to Public Health Department Administrator.

3. Citizen's Comments: None
4. Unfinished Business: None
5. New Business:
  - a. **Discussion and possible action on Public Health Administrator position description** – The Public Health Administrator's Job Description position was updated by Carlson-Dettmann and approved by the Jo Daviess County Board of Health on October 1, 2014. Bill Bingham questioned the changes. Duties and functions that were part of the position were not in the prior written description. No action will be taken on this item until the next meeting when all committee members have had the opportunity to review the information.
  - b. **Discussion and possible action on salary range – experience and accomplishments** – After the updated and revised Job Description was completed, the pay grade was changed from Grade 16 to Grade 17. According to the Amended Pay Grade Structure Schedule, which has been approved by both the County Board and Board of Health, a Grade 17 position would start at Step 1 or \$28.48 per hour at 2,080 hours per year or an annual salary of \$59,238.40. Depending upon

qualifications, credentials, experience and accomplishments, the Step range might possibly be increased. No other action taken.

- c. **Discussion and possible action on submittal of job applications** – Committee members discussed the pros and cons of both paper and electronic application submittal. The majority of members chose electronic submission that would be sent directly to the County Administrator’s Office. That office would then send batches of the applications by email to the Search Committee members. The applicant information would be protected by limited access to anyone other than authorized personnel. The consensus was that that once the application deadline has been reached and all submissions are reviewed, the Committee will meet and narrow the field and make the first cut of applicants. Letters will then be sent to those persons. A discussion also took place on possible ways to have the County Administrator’s Office redact names and personal information from the applications possibly assigning a number or letter to each packet of information. This would ensure no bias. Steve Rutz, Chairperson, will speak with the County Administrator’s Office and IT Coordinator to see if this could be done effectively. After the first round of cuts, a ranking will be made by each member and discussions will continue. Bill Bingham motioned to have all applications for the position submitted online and names redacted, if possible, before packets are sent to each member via email. This process would be coordinated through the County Administrator’s Office, possibly password protected. Second by Greg Stauder. Voice vote taken and all were in favor. Motion passed.
- d. **Discussion and possible action of requirements of cover letter, resume, 2 letters of support on letterhead, 2 references with phone numbers and the job application** – The Committee members agreed that each applicant will submit a cover letter, which would highlight writing skills, a resume, past employment and the Health Department application, which is required by the Illinois Department of Public Health. References will be requested at a later date along with permission to contact. Ron Lubcke motioned to require all of the above listed material, along with the Health Department application, second by Jim Lander. Voice vote taken and all were in favor. Motion passed.
- e. **Discussion and possible action on application deadline** – The tentative deadline was suggested as February 1, 2015. Discussion centered on allowing enough time to place the advertisement of the position, time to review applications, interview process and possible hire and start date. A list will be compiled of possible places to place position opening advertisement and will be available at the next meeting. This has been tabled until the next meeting in order to give Committee members enough time to review.
- f. **Discussion and possible action of other information that may be required** – This topic was covered in item 5d. No action needed.

- g. **Discussion and possible action of sending application material to County Administrator's Office-electronically or paper** – This topic was covered in item 5d. No action needed.
  - h. **Discussion and possible action on timeline of Public Health Health Department Administrator search** - This topic was also discussed in item 5d. If applications are due on February 1, time will be needed to read, discuss and narrow the list, possibly 2-3 weeks. This will be tabled until the next meeting. No action needed.
  - i. **Discussion and possible action on expected date of hire** - This will be tabled until the next meeting. No action needed.
  - j. **Discussion and possible action on advertising for position** – This was discussed in 5e. At the next meeting, the advertising list will be reviewed, along with the decision of who will be writing and placing the position opening advertisement. No action needed.
  - k. **Discussion and possible action on responsibility of cost for advertising** – The Health Department will be responsible for any costs for placing position opening advertisement. No action needed.
  - l. **Discussion and possible action on support staff for Search Committee** – Evelyn Folks, Public Health Office Manager, will assist Steve Rutz, Chairperson with meeting prep, agenda and minutes. The County Administrator and IT Coordinator will also be asked for assistance.
6. **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** – The next meeting of the Committee will be Tuesday, December 16, 2014 from 6-8 PM in the Health Department Conference Room. Motion made by Jim Lander, second by Ron Lubcke. All in favor, motion passed.

Steve Rutz asked all members present to think about developing 10 (ten) open-ended questions for the interview process. Members should also be prepared for discussions on topics not acted upon tonight. He thanked everyone for their thoughtful questions and comments.

10. With no other business to discuss, Jim Lander motioned to adjourn the meeting, second by Ron Lubcke. All in favor. The meeting adjourned at 7:37 PM.