



**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

**Tuesday, February 17, 2015 at 7:00 PM**

Jo Daviess County Health Department Conference Room

1. Call to Order:

Steve Rutz, Chairperson, called the meeting to order at 7:04 PM.

2. Roll Call :

Present: Bill Bingham, Elizabeth Blair, Jim Lander, Ron Lubcke, Jim Vormezeele and Steve Rutz

Absent: Greg Stauder

Others Present: Evelyn Folks

3. Review and approval of the minutes from the February 5, 2015 meeting.

Bill Bingham motioned to approve the minutes, as presented. Second by Ron Lubcke. All in favor, motion passed.

All members present received a packet containing the applications for the Public Health Administrator position that were prepared at the County Administrator's Office. Steve reminded the Committee that all information in the packet was confidential and that at the end of the process, all packets, with original contents, will be returned to County Administrator's Office for disposal. Greg Stauder will be notified that his packet is ready to be picked up at the County Administrator's Office.

4. Citizens' Comments: None

5. Unfinished Business:

**A. Discussion and possible action on final interview questions**

At the last meeting, Bill Bingham agreed to do some rewording on the draft interview questions. He presented copies to all of the members with the changes. All 15 questions were reviewed individually. Bill also drafted a scoring sheet to be used along with the questions. Steve Rutz, Chairperson, thanked Bill for the time and effort he had in the project. Scoring of the applicant responses to the questions will be only a part of the interview process.

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

The goal for the next meeting (February 25, 2015 at 6 PM) will be that all members have reviewed and given a number ranking for each applicant/application. The rankings will be 1 through 14, with 1 being the most qualified. Each member should be prepared to discuss their ranking of applications.

6. New Business: None

7. Citizen Comments: None

8. Committee Member Concerns:

Bill Bingham remarked on the fact that only 3 (three) of the applicants actually followed the request for materials.

9. Closed Session:

**A. Personnel section 2(c)1**

*"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."*

Topics of discussion: Review of applications for Public Health Administrator position

No Closed Session was required since the Committee members had just received the application packets. This will be moved to the next meeting.

10. Possible action as a result of closed session: None

11. Next Meeting Date: February 25, 2015 at 6:00 PM

At this time, an updated publishing expense report was reviewed.

Steve advised the members that the revised interview questions would be sent to the State Attorney's Office for John Hay and Dan Gilbert to review.

12. Adjourn:

With no other business to discuss, Bill Bingham motioned to adjourn, second by Jim Vormezele. All in favor, motion passed.

Steve Rutz, Chairperson, adjourned the meeting at 8:14 PM.