



Public Health
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JO DAVIESS COUNTY HEALTH DEPARTMENT

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JO DAVIESS COUNTY HEALTH DEPARTMENT

PUBLIC HEALTH ADMINISTRATOR SEARCH COMMITTEE

Thursday, March 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 6:02 PM.

2. Roll Call : Present: Greg Stauder, Elizabeth Blair, Jim Lander, Ron Lubcke, Jim

Vormezeele and Steve Rutz

Absent: Bill Bingham

Others Present: Evelyn Folks

3. Review and approval of the minutes from the February 17, 2015 meeting.

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

All members present received a packet containing more applicant information from the County Administrator's Office. Due to some technical difficulties, all information was reprinted to assure that all individual information was complete.

4. Citizens' Comments: None

5. Unfinished Business:

A. Discussion and possible action on interview process.

No action at this time.

6. New Business:

A. Discussion and possible action on allowing applicants additional time to submit Jo Daviess County Health Department application for employment.

All members present received a packet containing more applicant information from the County Administrator's Office. Due to some technical difficulties, all information was reprinted to assure that all individual information was complete.

Only 5 of all PH Administrator applicants (18) submitted the requested documents that were listed in the position opening advertisement. In all fairness, only the 5 complete applications will be accepted. Jim Lander motioned to send letters of thanks to all of the non-selected candidates that did not meet the minimum qualifications, second by Jim Vormezele. All in favor, motion passed.

7. Citizen Comments: None

8. Committee Member Concerns: None

9. Closed Session:

Jim Lander motioned to move to Closed Session at 6:15 PM, reading the Statement of Closed Session below, second by Ron Lubcke. Voice roll call was taken, all in favor. Motion passed. Evelyn Folks, Recording Secretary, will also be at the 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

At 7:26 PM, Jim Lander motioned to leave Closed Session and return to the regular session, second by Ron Lubcke. Voice roll call was taken, all in favor. Motion passed. At 7:27 PM, the Committee reconvened the Search Committee Meeting.

10. Possible action as a result of closed session:

Jim Lander motioned to send letters of thanks to all of the non-selected candidates that did not meet the minimum qualifications, second by Jim Vormezele. All in favor, motion passed.

Ron Lubcke motioned that letters be sent to the 5 remaining candidates to give them an opportunity to clarify how they meet the minimum qualifications for education and public health experience. Second by Liz Blair. All in favor, motion passed.

The letters will be mailed on Saturday, March 7, 2015, along with the IDPH Administrative Code, Title 77, Chapter I, Subchapter h, Part 600, Section 600.310 and a self-addressed, stamped envelope. Information must be received back at the County Administrator's Office at the Jo Daviess County Courthouse by the end of business on Wednesday, March 18, 2015.

11. Next Meeting Date:

No meeting date will be scheduled at this time. Once the 5 potential candidates have returned their information, Steve will contact the Search Committee members to give them the updated material. Tentative interview dates will be Wednesday, March 25, 2015 in the morning and Thursday, March 26, 2015 in the afternoon

12. Adjourn

With no other business to discuss, Ron Lubcke motioned to adjourn, second by Jim Lander. All in agreement, motion passed.

Steve Rutz, Chairperson, adjourned the meeting at 7:45 PM.