

MINUTES
ORANGE COUNTY BOARD OF HEALTH
March 16, 2011

ORANGE COUNTY HEALTH DEPARTMENT MISSION STATEMENT: *To enhance the quality of life, promote the health, and preserve the environment for all people in the Orange County community.*

THE ORANGE COUNTY BOARD OF HEALTH MET ON March 16, 2011 in the Richard E. Whitted Conference Room in Hillsborough, NC.

BOARD OF HEALTH MEMBERS PRESENT: Anissa Vines, Chair; Tony Whitaker, Vice Chair; Steve Yuhasz, Commissioner Representative; Christopher Cooke; Chris Harlan; Carol Haggerty; Michael Wood

BOARD OF HEALTH MEMBERS ABSENT: Susan Elmore; Matthew Kelm; Michael Wood; Carol Haggerty

STAFF PRESENT: Rosemary Summers, Health Director; Lisa Smith, Administrative Assistant;

GUESTS PRESENT: Orange County Human Resource Staff: Michael McGinnis; Jewel Wray

I. Approval of March 16, 2011 Agenda

Motion to approve the Agenda of March 16, 2011 as made by Chris Harlan, seconded by Steve Yuhasz, and carried without dissent.

II. Welcome and Introductions

Anissa Vines, Chair, called the meeting to order at 7:00 p.m.

III. Recruitment Process for Health Director

Chair Vines provided an outline of the recruitment and hiring process that was discussed in a meeting with the County Manager Frank Clifton; Human Resource staff Michael McGinnis and Jewel Wray.

The board agreed on the following:

- The Board should decide on the minimum qualifications and other requirements necessary for advertisement;
- The position should be advertised for a minimum of 6 weeks;
- Initial screening of applications will be done by the Human Resource Department based on the minimum qualifications;
- The initial review of the applications forwarded by Human Resources should be done by an appointed Board of Health Committee, with the committee recommending four to five candidates for the first round of interviews
- The first round of interviews would be conducted using three interview panels in a single day with the Board selecting two to three finalists
- The Chair and Vice-Chair of the Board with assistance from Human Resources would then conduct reference checks;
- Final interviews would be scheduled by Human Resources and conducted by the whole Board and/or a presentation by each finalist. The Board would then select the preferred candidate, determine a salary offer and will request the Board of County Commissioners

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to approve the salary. Human Resources would then make the offer to the selected candidate and negotiate the details and report the final negotiations to the Board of Health.

The county has agreed to pay for the recruitment and interviewing process.

There was some discussion on the job vacancy notice that Health Director Rosemary Summers will work on and circulate for the next meeting. It was decided with lengthy discussion that the requirements should be a doctorate in public health, medicine, or a related field and 3-5 years of progressive experience in a public health setting. Must be a resident of Orange County or relocate to Orange County within a specified time. The minimum requirements that were decided after discussion were a medical doctorate or a masters in public health administration with at least 1 years of employment experience in health programs or health service, or a masters degree in public health discipline other than public health administration and at least 3 years of experience in health programs or health services or a masters degree in public administration and at least 2 years of experience in health programs or health services or a masters degree in a field related to public health and at least 3 years of experience in health programs or health services.

Rosemary Summers pointed out that the requirements listed by statute are minimum requirements and that the Board could establish higher employment levels. The current job description for the director calls for 5-7 years of experience.

The Board discussed characteristics of an ideal candidate as:

- Should have a demonstrated commitment to innovation in public health;
- Demonstrated collaboration and communication skills in a highly competitive health care market
- Demonstrated success in the public and policy area; and
- Have the ability to respond to and manage uncertainties.

There was discussion on the job description of the health director, the board felt the current description is very lengthy and should be updated without so much length. Dr. Summers is tasked with a new draft and Board members were encouraged to contribute to revisions.

IV. Interim Health Director Process Discussion

The interim position should be for a 3-6 month period while the recruitment of a permanent Health Director is being conducted. The interim position does not need to be advertised if you have candidates already selected. The Board can work out salary details and working hours out with them. The Board agreed there should be a 1-2 week overlap with the Interim and the current Health Director. The Interim should be provided with an orientation packet and a tour of all facilities during that time.

The Board continued with a discussion in the closed session on how to proceed with determining an Interim Health Director.

Available for review during the closed session were resumes from candidates prescreened by the current health director and the Board Chair and Vice-Chair.

V. Closed Session (ref. NCGS 143-318.11(a)(6)) to consider the qualifications, competence, performance, fitness, conditions of appointment, of an individual public officer or employee or

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prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Motion to move into closed session was made by Steve Yuhasz, seconded by Chris Harlan, and carried without dissent

VI. Adjournment

Motion to move into open session and adjourn the meeting at was made by Steve Yuhasz, seconded by Chris Harlan, and carried without dissent

The next Board of Health Meeting will be held March 23, 2011 at the Southern Human Services Center Chapel Hill, NC at 7:00 p.m.

Respectfully submitted,

**Rosemary L. Summers, MPH, DrPH
Health Director
Secretary to the Board**