

BOONE COUNTY BOARD OF HEALTH
August 24, 2016
Approved Search Committee Minutes
Closed Session
Boone County Department of Public Health

Members Present: Jim Cox, Dr. O'Malley, Dr. Lendman, Liz Fiorenza and Jeff Marrs

Staff Present: Cindy Frank

Guests: candidates for the administrator position.

The search committee went into closed session at 4:37 p.m. to conduct the face-to-face interviews and to discuss the compensation for this position. Cindy was asked to bring the first candidate in for the interview. The search committee thanked the first candidate for making the time to interview the administrator position. This interview was conducted until 5:10 p.m. with all members of the search committee asking the candidate a variety of questions. The first candidate thanked the committee for allowing her to interview for this position.

The second candidate was introduced to the search committee, and they thanked her for her time. The interview was conducted and all the committee members asked questions of the candidate. The process going forward was explained to the candidate, and they confirmed that the candidate would be notified on Monday, August 29, 2016, after the board meeting. The second candidate thanked the committee for allowing her to interview for the position.

After the interview, there was an open discussion and evaluation of the candidate based on their response. The search committee discussed the qualities of both candidates and while both candidates had extensive experience, they decided on recommending the first candidate to the full board at the meeting scheduled for August 29, 2016. At that time, they will also make recommendations concerning the salary offer for this position. The job offer made by the full board will be contingent on final approval by IDPH. This approval process may take a few weeks, if that is the case, the board will designate an interim administrator, and the salary would need to be confirmed by the board. Notification letters will be mailed to all but the final candidates this week.

Cindy will write a letter detailing the offer being recommended for the board approval. The offer for the starting salary will be of \$82,000 with an increase in 90 days to \$85,000. The offer also includes 4 weeks of vacation. There was also a discussion concerning future methods that could be used to evaluate the administrator position which would be more of a merit based system.

A motion was made by Jeff Marrs and seconded by Liz Fiorenza to return to open session. Motion carried.

The Board returned to open session at 6:05 p.m.

Submitted through Jeff Marrs
Cynthia Frank