

**BOONE COUNTY BOARD OF HEALTH
SEARCH COMMITTEE
Meeting Minutes
May 6, 2010**

Members Present: Dr. Kent Hess, Joseph Frost, DVM, Allen Sisson, Gary Turner

Staff Present: Ray Empereur, Administrative Consultant

Dr. Hess called the meeting to order at 12:40 p.m.

A motion to approve the agenda was made by Allen Sisson, seconded by Gary Turner. The motion carried.

The Board of Health went into closed session AT 12:50 P.M. to discuss the resumes received for the BCHD Administrator position.

Mr. Empereur noted that the Policy Manual calls for one or two Health Department employees to be present to assist the Committee, and that Acting Administrator, Bill Hatfield has recommended that Lisa Gonzalez fill that role. Dr. Hess called today's meeting without staff present to discuss the strategy for conducting the search process. In future meetings, Sandy Romanek will be asked to sit in to assume clerical responsibilities as called for in the Policy Manual, since the Committee does not wish that a senior manager participate on the Committee.

Mr. Empereur presented Committee members with binders containing the resumes of 24 candidates who made application between March 30 and April 30, 2010. He has reviewed the resumes in detail and has found that 5 candidates appear to meet the key selection criteria, being that they have at least a bachelor's degree and two years of administrative experience in public health. A sixth candidate may be close to meeting this standard, and will be held in reserve, pending review of the others. All of the potential candidates reside in northern Illinois.

The Committee, to preserve anonymity will identify these as Candidates A through E. Mr. Empereur was asked to obtain approval from the Candidates A through E to first submit their credentials to the Illinois Department of Public Health to pre-qualify them, and to inquire of the candidates whether they require anonymity during the selection process.

Once we determine eligibility per IDPH, interviews will be scheduled. These will take place off campus, at a neutral location in Belvidere.

Mr. Empereur will report his findings to the Committee at the next meeting, to be held on Thursday, May 27, 2010 at 12:30 p.m. Lunch will again be provided to the Committee.

The committee returned to open session at 1:50 p.m.

With no other business to come before the committee, a motion to adjourn was made by Dr. Frost and seconded by Allen Sisson. The motion carried.

Submitted through Gary Turner,
Raymond Empereur