



MINUTES

SOUTHERN NEVADA DISTRICT BOARD OF HEALTH CHIEF HEALTH OFFICER SUCCESSION COMMITTEE MEETING

625 Shadow Lane
Las Vegas, Nevada 89106
Administrative Conference Room #1
Wednesday, November 15, 2006 – 3:00 P.M.

Chair Fairchild called the meeting of the Chief Health Officer Succession Committee to order at 3:00 p.m. She noted that she had been provided with the Affidavits of Posting and Mailing of Agenda meeting notices, as required by Nevada's Open Meeting Law. The Affidavits will be incorporated into the Official Minutes.

Committee Members

Present:

Donna Fairchild	Chair, Council Member, Mesquite
Jim Christensen, MD	Physician, Member-at-Large
Susan Crowley	Environmental Specialist, Member-at-Large
Joe Hardy, MD	Physician, Member-at-Large
Tim Jones	Regulated Business/Industry, Member-at-Large
Debra Toney, RN	Registered Nurse, Member-at-Large Alternate

Absent:

Tom Collins	Commissioner, Clark County
Gary Reese	Councilman, Las Vegas

Legal Counsel:

Stephen R. Minagil

Other SNHD Board of Health Attendees:

Jimmy Vigilante	Alternate At-Large Member, Regulated Business/Industry
Lonnie Empey	Alternate At-Large Member, Environmental Specialist

Staff: Angus MacEachern; Ann Markle; MaryEllen Harrell; Jennifer Sizemore; Glenn Savage; Mike Walsh; Mary Hahn; Forrest Hasselbauer; Shelli Clark

Public attendance:

Annette Wells	Review Journal
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II. DISCUSSION

A. Review Applicant(s) for Chief Health Officer position

Chair Fairchild began by stating that all committee members had received a package with five applications, as well as a new application that arrived today. All members also received a Memorandum identifying each applicant by number to maintain confidentiality. She asked if any members had questions, comments or feelings regarding the applicants.

Member Jones asked for clarification on what the purpose of the meeting was: selecting a candidate or weaning the applicant pool. Chair Fairchild said that either option was available, including selecting applicants for interview, all the while maintaining confidentiality.

Member Jones wanted to learn what successes that applicants have in operating a program working with staff, collaboration with public entities on accomplishing the goals of a health program. All applicants had great experience in their areas of work.

Chair Fairchild said that not only are they looking to fill the Chief Health Officer position, but the approved Assistant Health Officer position. If an internal candidate moves forward, there could be a third position available within the next six to twelve months. If interviews are held and candidates are ranked, there is a good pool from which to select persons to fill the positions.

Member Crowley asked for clarification on the applicants' willingness to be considered for both the Assistant and Chief Health Officer positions. Angus MacEachern, Human Resources Administrator, said that all applicants who originally applied for the Assistant position were contacted and consented to be considered for the Chief position. Additional applications were received solely for the Chief position.

Member Hardy also expressed concern that the applications do not demonstrate experience in working with others – they are more centered on personal accomplishments. He said that interaction, such a letter or interview, would be worthwhile to learn more about the candidates. The committee agreed that the applications demonstrate the qualifications; however a face-to-face interview is warranted to see if they are true to their word.

Member Christensen said that the applications demonstrate supervisory experience; however none of the applicants have experience in operating large programs or supervising large numbers of people. Face-to-face interviews are necessary, as well as feedback from the community. This position is a highly networked position, and need to have public visibility, and be a spokesperson and a champion for the citizens of Clark County. He suggested narrowing the applicant field before setting up face-to-face interviews. Member Crowley said that it's going to be very difficult to see how someone can interact and function within our needs unless they have already done it.

Member Hardy said that the applicants need to be willing to come as number 1 and as number 2. If they are willing to come as number 1 or 2, then we have the ability to say we like what we see and go through an initial interview process, then narrow down that field. At that point, will the applicants be willing to give up confidentiality.

Chair Fairchild suggested narrowing the applicant field for possible interviews in January. Member Crowley said that candidates #2, 3 and 4 had the necessary experience, though two of them did not have Nevada licensure. She said candidate #6 did not have the necessary experience in public health. Though one candidate stood out among the rest, Member Crowley felt that the committee needs to be prudent and open their field of vision and look at other applicants.

III. PUBLIC PARTICIPATION

Chair Fairchild asked if any members of the public wished to be heard. There was no response.

Chair Fairchild closed public participation.

IV. DISCUSSION / ACTION

A. Next Steps for Chief Health Officer Succession Committee

Member Christensen addressed the difficulty in getting licensure in the state of Nevada. He feels that current licensure is a big plus. The Board evaluates progressive education, applications being filled out correctly, criminal background checks, fingerprints, verifying both professional and post-graduate education, and every working day in that person's career. If someone with licensure problems is hired, that could create potential problems. The question was raised if waivers exist in licensing for chief positions versus practicing physicians. Licensing in Nevada can take up to nine months.

Member Hardy said that hiring an assistant who may not have full qualifications at present could lead to eventual hiring with full qualifications as chief at a later time. If something were to happen, an interim could be named until the licensing process is complete. Mr. MacEachern said that there is a provision for an administrative license for someone not actually practicing medicine.

Member Jones felt it best not to create an adversarial or competitive situation for a person to come into an interview setting. The board would like to see what someone will bring to the position, but not in an atmosphere of seeking to beat out an internal candidate. Member Crowley said that applicants must stand on their own qualifications. Also, applicants should have already contacted the medical board to learn licensing requirements in Nevada.

Member Christensen said that the applicants need to come to Nevada. This will give them the opportunity to see the area.

Members agreed that applicants #2, #3 and #4 were strong candidates. Chair Fairchild was impressed with applicant #5 and the knowledge and background the candidate possesses.

Chair Fairchild asked for concurrence that applicants #1 and #6 did not suit the needs of the District at present.

Member Hardy said that overseeing the budget is important, not just the number of people supervised. Applicants have run individual programs, but have not overseen multiple programs. Member Crowley said that supervisory experience is key; the successful applicant will not supervise the entire agency. The candidate need to be the public face, interact with people well, be able to understand the organization and what the folks that are working for them are doing. The person needs to have the right personality to fulfill the position. Member Christensen said that the individual will interact with the legislature, regulated industry and citizens, and handling tough public health problems. Leadership will be required to get the community out of certain circumstances.

Mr. MacEachern said that interviews can be scheduled within two to three weeks, which would be early-mid December. Chair Fairchild suggested interviewing either December 14th or 15th. From those interviews, a recommendation to the Board could occur in January.

Member Jones asked for clarification on current available positions. Chair Fairchild said that the Chief Health Officer is open once Dr. Kwalick retires in March; the Assistant Health Officer position is currently open. There is a potential for a third open position incumbent upon how these two positions are filled. Mr. MacEachern said that staff would alert candidates what positions are available when scheduling interviews.

The committee agreed that December 14 and 15 would be convenient days to interview, for a period of sixty to ninety minutes. Member Christensen asked who should be involved in the interview process. Chair Fairchild said that she would like to see the division heads as well as Dr. Kwalick involved in the interview process. Those who work directly with the Chief Health Officer should have input in the process. Mr. MacEachern said that his staff could provide information about the process, including questions, tour of the facility and licensing requirements.

Member Hardy asked for a grid to prioritize and score applicants in relation to requirements, experience and what the committee feels important, while remaining purely objective in the process. Member Hardy verified that the following must occur:

1. applicants should contact medical board before coming to interview
2. submit letters of recommendation in regard to leadership style from a supervisor
3. have a tour of facility by staff
4. have interaction with family/spouse

Discussion ensued about involvement of family and spouse in the interview process. Though the applicant's spouse should be involved, it is incumbent upon the applicant to discuss the situation with his/her spouse. If the applicant cannot speak effectively with his/her family, then he/she probably wouldn't do a good job for the District. Once we are down to the final two candidates, perhaps significant family members could be invited to the process.

B. Recommendations to the Board of Health

Chair Fairchild said that the recommendation to the Board of Health on November 16th will be to invite applicants #2, 3, 4 and 5 to interview on December 14th or 15th. More specific details will follow once we learn that applicants are available. Human Resources will develop pertinent questions and a grid to track qualifications. Staff should be involved in the process. Chair Fairchild asked to know as soon as possible when interviews are scheduled. The committee agreed that interviews could occur outside of regular business hours if necessary.

Member Hardy motioned to recommend the above to the general board. The motion was seconded by Member Crowley and passed unanimously.

Applicant packets were asked to be returned to Mr. MacEachern.

V. ADJOURNMENT

There being no further business to come before the Chair Fairchild called for a motion to adjourn the meeting. Member Christensen moved to adjourn; the motion was seconded by Member Crowley. The meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Donna Fairchild, Chair

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