



MINUTES

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

October 14, 2020 – 9:00 a.m.

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Meeting Hosted via Webex Event

- MEMBERS PRESENT:** Scott Black – Chair, Mayor Pro Tempore, City of North Las Vegas
Olivia Diaz – Council Member, City of Las Vegas
Marilyn Kirkpatrick – Vice Chair, Commissioner, Clark County
Frank Nemec – At-Large Member, Physician (*joined at 9:55 a.m.*)
Tick Segerblom – Commissioner, Clark County
Dan Stewart – Council Member, City of Henderson
- ABSENT:** None
- LEGAL COUNSEL:** Annette Bradley, General Counsel
- EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, Acting Chief Health Officer (*Absent*)
- STAFF:** Heather Anderson-Fintak, Andria Cordovez Mulet, Andrea Green, Amy Hagan, JoAnn Rupiper, Christopher Saxton, Leo Vega, Karen White

I. CALL TO ORDER

Chair Black called the District Health Officer Succession meeting to order at 9:08 a.m. Andria Cordovez Mulet, Executive Assistant, administered roll call.

- II. **PUBLIC COMMENT:** A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please clearly state your name and address and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Seeing no one, Chair Black closed this portion of the meeting.

III. ADOPTION OF THE OCTOBER 14, 2020 AGENDA (for possible action)

A motion was made by Member Diaz seconded by Member Segerblom and carried unanimously to approve the October 14, 2020 Agenda as amended.

IV. REPORT / DISCUSSION / ACTION

- A. **Approve District Health Officer Succession Committee Meeting Minutes – September 25, 2020;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

A motion was made by Member Diaz seconded by Member Segerblom and carried unanimously to approve the meeting minutes from the September 25, 2020.

Member Kirkpatrick was not at the September 25, 2020 meeting and abstained from voting on the motion.

B. District Health Officer Succession Planning and Recruitment Next Steps

The Committee discussed determining whether three or five candidates should be selected to be presented to the Board of Health. The Committee agreed that a minimum of three and a maximum of five candidates would be selected after all candidates have been heard today. After discussion, the following motion was made:

A motion was made by Member Black seconded by Member Diaz and carried unanimously to approve a range of 3-5 candidates and determine who they are at the end of all 11 candidates being heard today.

The Committee further discussed the scoring method to be used for the candidates. Amy Hagan, Director of Human Resources and Organizational Performance, provided the Committee with four options for ranking the candidates by providing (i) a pass/fail after each candidate, (ii) a pass/fail after the morning session and the afternoon session, (iii) a pass/fail after hearing all 11 candidates, or (iv) the top 1-3 or 1-5 candidates to proceed to the next round. The Committee agreed to wait until all 11 candidates have been heard prior to providing any ranking. The Committee further agreed, as opposed to a 'pass/fail' ranking, to simply name the candidates they wish to proceed to the next round. Ms. Hagan will tabulate each Committee member's scoring to determine the highest scoring candidates. After discussion, the following motion was made:

A motion was made by Member Black seconded by Member Segerblom and carried unanimously for each Committee member to independently listen to all 11 candidates and make notes. After all the 11 candidates have been heard, each Committee member will provide a minimum of 3 and a maximum of 5 candidates that they would like to see move to the next round. Staff will tabulate the scoring to determine the top 3-5 candidates that will be invited to proceed in the recruitment process.

Upon further discussion, the Committee confirmed that the ranking of each candidate would be based on their resume and interview.

i) Execute the first-round interviews for the 11 candidates, with the questions as follows:

The Committee interviewed 6 of the 11 candidates. Each candidate was given approximately 16 minutes to respond to the following 4 questions:

1. How is your background, skill set, management style and experience aligned well to the DHO role and responsibilities? Specifically discuss:
 - Public Health funding/grants
 - Managing competing interests
 - Addiction/Drug Abuse
 - Health Equity
2. Please describe your experience managing the following environments:
 - a. FQHC
 - b. Public Boards
 - c. Union environments
 - d. Legislative Bodies
 - e. Relationship with business and industry
3. Please tell us where you see Public Health, generally, in the future. And, Clark County, specifically.
4. Please tell us why you feel you are the best candidate for this position and why you want to lead the SNHD.

- ii) Discuss and approve next steps and the candidates for the next round of interviews; direct staff accordingly or take other action as deemed necessary (**for possible action**)
- iii) Discuss and Approve Recommendations to the Full Board at the October 22, 2020 Board of Health meeting; direct staff accordingly or take other action as deemed **necessary (for possible action)**

The Committee will discuss and approve the recommendations to the Board of Health after all 11 candidates have been interviewed.

- V. **PUBLIC COMMENT:** A period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. No action may be taken upon a matter raised under this item of this Agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to NRS 241.020. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, clearly state your name and address, and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Seeing no one, Chair Black closed public comment.

XIII. **ADJOURNMENT**

The Chair adjourned the meeting at 11:13 a.m.

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MINUTES

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

October 14, 2020 – 1:00 p.m.

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Meeting Hosted via Webex Event

- MEMBERS PRESENT:** Scott Black – Chair, Mayor Pro Tempore, City of North Las Vegas
Olivia Diaz – Council Member, City of Las Vegas
Marilyn Kirkpatrick – Vice Chair, Commissioner, Clark County
Frank Nemec – At-Large Member, Physician
Tick Segerblom – Commissioner, Clark County
Dan Stewart – Council Member, City of Henderson
- ABSENT:** None
- LEGAL COUNSEL:** Annette Bradley, General Counsel
- EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, Acting Chief Health Officer (*Absent*)
- STAFF:** Heather Anderson-Fintak, Andria Cordovez Mulet, Andrea Green, Amy Hagan, JoAnn Rupiper, Christopher Saxton, Leo Vega, Karen White

I. CALL TO ORDER

Chair Black called the District Health Officer Succession meeting to order at 1:01 p.m. Andria Cordovez Mulet, Executive Assistant, administered roll call.

- II. **PUBLIC COMMENT:** A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please clearly state your name and address and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Seeing no one, Chair Black closed this portion of the meeting.

III. ADOPTION OF THE OCTOBER 14, 2020 AGENDA (for possible action)

A motion was made by Member Kirkpatrick seconded by Member Diaz and carried unanimously to approve the October 14, 2020 Agenda as amended.

IV. REPORT / DISCUSSION / ACTION

A. District Health Officer Succession Planning and Recruitment Next Steps

- i) Execute the first-round interviews for the 11 candidates, with the questions as follows:
1. How is your background, skill set, management style and experience aligned well to the DHO role and responsibilities? Specifically discuss:
 - Public Health funding/grants

- Managing competing interests
 - Addiction/Drug Abuse
 - Health Equity
2. Please describe your experience managing the following environments:
 - a. FQHC
 - b. Public Boards
 - c. Union environments
 - d. Legislative Bodies
 - e. Relationship with business and industry
 3. Please tell us where you see Public Health, generally, in the future. And, Clark County, specifically.
 4. Please tell us why you feel you are the best candidate for this position and why you want to lead the SNHD.

- ii) Discuss and approve next steps and the candidates for the next round of interviews; direct staff accordingly or take other action as deemed necessary **(for possible action)**

The Committee members reviewed their notes independently. Following a break, each Committee member provided the names of their top three to five candidates. The top five candidates were: Dr. Fermin Leguen, Dr. Michael Johnson, Charlene Williams-Gungil, Dr. Cassius Lockett and Dr. David Rose. As it was a tie for the fourth place, the Committee discussed proceeding with the top three or five candidates. After discussion, the following motion was made:

A motion was made by Member Segerblom and seconded by Member Stewart and carried unanimously to proceed to the next round of interviews with the top five candidates.

- iii) Discuss and Approve Recommendations to the Full Board at the October 22, 2020 Board of Health meeting; direct staff accordingly or take other action as deemed **necessary (for possible action)**

The Committee discussed the logistics for the next round of interviews with the full Board of Health. The Committee agreed that the interviews would be held in-person with travel expenses and 1-night accommodations, either the night before or after, to be reimbursed for the three out-of-town candidates. The Committee agreed that each in-person interview would be up to two hours, with the out-of-town candidates on one day and the local candidates another day, or vice versa. The Committee agreed not to proceed with the second town hall. The Committee agreed that the interview include an in-basket exercise that include scenarios based on a political situation, an escalated employee situation, a situation similar to 1 October, and two scenarios chosen by staff. The Committee also agreed that the candidates should be provided with an opportunity to ask questions of the Board of Health members. The Chair reminded members of the need for flexibility in scheduling the in-person interviews.

After discussion, the following motion was made:

A motion was made by Member Diaz and seconded by Member Kirkpatrick and carried unanimously to interview the top five candidates as the full Board of Health, over a 2-day period, as follows:

- a) *The three out-of-town candidates on one day and the two local candidates another day, or vice versa;*
- b) *Travel expense and 1-night accommodations, either the night before or after, to be reimbursed for the three out-of-town candidates;*
- c) *Each interview will be no more than two hours, consisting of 1.5 hours of questions, not to be published in advance, from the Board of Health members, 15 minutes for an in-basket exercise where the topics and situations will be determined by staff, and 15 minutes for the candidates to ask questions of the Board of Health members;*

- d) *To be held within the next four weeks, depending on scheduling and availability;*
- e) *Not to proceed with the second town hall; and*
- f) *At the conclusion of the five in-person interviews, select two final candidates.*

The Committee requested that a letter be sent to all candidates thanking them for their time in participating in the recruitment process.

- V. **PUBLIC COMMENT:** A period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. No action may be taken upon a matter raised under this item of this Agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to NRS 241.020. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, clearly state your name and address, and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Seeing no one, Chair Black closed public comment.

XIII. **ADJOURNMENT**

The Chair adjourned the meeting at 3:08 p.m.

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