

***Dubuque County Board of Health Special Meeting
Minutes of February 9, 2022***

Sandra Larson called the February 9, 2022, Dubuque County Board of Health Special Meeting to order at 6:30p.m. via ZOOM.

Roll Call:

Members Present: Tom Bechen, Sandra Larson, Hendrik Schultz, Amy Crow Sunleaf, Jessica Smith, Marsha Horwitz, Adam Hoffman

Members Absent:

Others Present: Samantha Kloft, Dubuque County Health Department; Benjamin Fischer; TH; Ann McDonough, Dubuque County Supervisors; Harley Pothoff, Dubuque County Supervisors; Jay Wickam, Dubuque County Supervisors; Mary Rose Corrigan, City of Dubuque Health Services; Dawn Sherman, Dubuque County Human Resources

Additional Notes:

1. Roll Call

2. Public Comments

Ann McDonough – Comments on the job description being presented to the BOH. The description currently does not include anything about strategic planning. She also suggests considering a consultant to assist with the hiring process. Additionally she urges the BOH to include community partners in the interview/hiring process.

3. Approval of Agenda

Tom Bechen suggested adding a discussion item about advertising and promoting the Executive Director job description.

Tom Bechen made the motion to approve the Agenda for January 19, 2022, with the proposed additions. Jessica Smith seconded the motion. 7 Aye, motion carried.

4. Action Items

a. Approval of Job Description for Executive Director

The BOH was provided the Executive Director job description prior to the meeting through the Agenda Packet. Samantha Kloft shares her screen to display the description.

Tom Bechen suggests adding a strategic planning piece to the description under General Definition of Work.

Hendrik Schultz suggests that the qualifications should not state 3 years of experience, but rather experience in general.

Tom Bechen made the motion to approve the two changes suggested above. Hendrik Schultz seconded the motion. 7 Aye, motion carried.

Amy Crow Sunleaf made the motion to add Hillcrest Family Services and Mental Health and Disability Services to the list of community organizations to work with. Hendrik Schultz seconded the motion. 7 Aye, motion carried.

Adam Hoffman made the motion to make minor changes related to spelling out acronyms within the description. Hendrik Schultz seconded the motion. 7 Aye, motion carried.

b. Approval of Salary for Executive Director

Amy Crow Sunleaf suggests adding more information about the benefits package to encourage applicants.

Tom Bechen made the motion to approve the listed salary and add more information about the benefits package to go along with the salary details. Amy Crow Sunleaf seconded the motion. 7 Aye, motion carried.

Tom Bechen comments that this salary could potentially increase over time based on changes in responsibilities.

Hendrik Schultz made the motion to approve the job description and salary as modified tonight. Jessica Smith seconded the motion. 7 Aye, motion carried.

Dawn Sherman will assist with making all changes to the proposed job description.

5. Discussion

a. Interview Process

Sandra Larson shares what she learned about the interview process from Johnson County Public Health. Amy Crow Sunleaf suggests including as many BOH members in the process as possible. Adam Hoffman adds that community partners should be included as well, in a tiering system.

Dawn Sherman shares background information on what past county interview processes have looked like. She also supports the idea of using a tiering system that includes community partners.

b. Advertising and Promotion

Dawn Sherman shares that the cost of hiring a consultant for the hiring process would cost approximately \$20,000 - \$30,000.

Amy Crow Sunleaf suggests a consultant would provide expertise and value to the BOH.

Tom Bechen wonders if a candidate is found through the BOH posting, would the BOH still be required to pay the consultant. Dawn Sherman replies yes.

Jessica Smith wonders where the funding comes from for this. She also suggests posting the job description prior to contracting with a consultant to gauge how many applicants the BOH may first receive. She prefers the idea of going both avenues at the same time. Marsha Horwitz agrees.

Supervisor Ann McDonough comments to share her support for hiring a consultant for this work. She also adds her feelings that the BOS will continue to support the efforts of the BOH, including the financial cost of hiring a consultant.

Amy Crow Sunleaf made the motion to hire a consultant to assist in the hiring process for the Executive Director position. Tom Bechen seconded the motion. 5 Aye, motion carried.

Adam Hoffman and Hendrik Schultz have left the meeting at this time.

6. BOS Liaison Comments

Supervisor Ann McDonough shares her gratitude for the work of Samantha Kloft, the Health Department, and the BOH. She stresses that the Department is not in a moment of weakness, but strength and she is excited for future conversation about the growth of the department moving forward.

7. Public Comment

None

8. Next Meeting Date/Time – February 16, 2022, at 6:00pm.

9. Adjournment

Jessica Smith made the motion to adjourn at 8:00pm. Amy Crow Sunleaf seconded the motion. 5 Aye, motion carried.