



COUNTY COUNCIL OF HARFORD COUNTY, MARYLAND

Health Officer Search Committee

Minutes

August 14, 2020 – 1:00 p.m.

Open Meeting

Harford County Council Chambers

Approved

1. **Call to Order:** Council President Vincenti called the virtual meeting to order and indicated that the meeting was open to the public. No one from the public attended the meeting.
2. **Introduction of Members:**
 - a. Patrick Vincenti, Council President (Chairman)
 - b. Mary Nasuta, Supervisor of Health Services for Harford County Public Schools
 - c. Stephanie Garrity, State Department of Health, former Cecil County Health Officer
 - d. Bari Klein, Harford County Health Care Provider Community
 - e. Billy Boniface, County Executive Designee
 - f. Joe Woods, Councilman for District B
 - g. Andre Johnson, Councilman for District A
 - h. Tiffany Stephens, Deputy Director, Department of Human Resources
 - i. Jacqueline Minaya, Human Resources Generalist, Department of Human Resources
 - j. Charlie Kearney, Council Attorney
3. **Discuss Selection Process:**
 - a. Comment on number of applications: Medical Doctor Applications – 5 qualified, 6 non-qualified. Non-Medical Doctor Applications – 26 qualified, 67 non-qualified.
 - b. Application process.
 - i. Managed by Harford County Department of Human Resources.
 1. Human Resources posted the position on NEOGOV
 - ii. Separate salary scales for Medical Doctors and non-Medical Doctors.
 - iii. Requirement that either Health Officer or Deputy must be a Medical Doctor.
4. **Distribution of Applications:**
 - a. All committee members received applications in advance because of volume of applications and the time required to review each.
5. **Interview Pool:**
 - a. As a result of the large number of applicants, it was suggested that committee members narrow the applicant pool by eliminating those that provide incomplete applications, i.e., without resume or other pertinent information.
 - b. It was also suggested that it may be helpful to consider a scoring scale to rank top 15-20 applicants.
6. **Notification Process:** The first meeting is an open meeting and was announced on the Council Web Site.
7. **Selection of Future Meeting Dates:**
 - a. The second meeting is scheduled for Monday, August 24, 2020 at 1:00 p.m. Samantha Harris will email the committee with the date and Webex information. This meeting will begin as an open meeting to comply with the Open Meetings Act and then be closed for personnel matters.
 - b. The Chairman believes it may require additional meetings to complete the interview process. These dates will be determined at a future meeting.

8. Future Interview Meeting Process

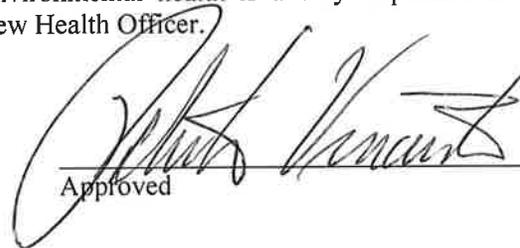
- a. Each meeting will begin with an open meeting stating the purpose of the meeting. Following the requirements of the State Open Meeting Act the committee will go into closed sessions permitted for personnel matters. If necessary, the committee can go back to an open session for new business or adjournment.

9. Interview Questions:

- a. A list of questions from the 2017 Health Officer search is provided as a reference for review. Please email Samantha Harris with suggested questions.

10. Comments:

- a. Pat Vincenti asked the committee to consider in-person interviews of candidates.
- b. Andre Johnson asked if there is a deadline to hire a new Health Officer. Patrick Vincenti replied that there is no deadline since Marcy Austin will be the Acting Health Officer effective September 1, 2020.
- c. Pat Vincenti discussed the importance of environmental health in the role of Health Officer. Billy Boniface remarked that environmental health is a very important component that should be considered when hiring a new Health Officer.


Approved _____ Date 8/24/20