



## COUNTY COUNCIL OF HARFORD COUNTY, MARYLAND

### Health Officer Search Committee Minutes

September 7, 2022 – 10:00 a.m.

Open Meeting

#### 1. **CALL TO ORDER**

- a. Council President Vincenti called the meeting to order at 10:02AM. Committee members in attendance were Council President Patrick Vincenti, Councilman Robert Wagner, Councilman Andre Johnson, Dr. Russell Moy, Paul Lawder, Mary Nasuta, Bari Klein, Vicki Jones, Tiffany Stephens and Charles Kearney, Council Attorney. Linda Williams from the public was also in attendance.

#### 2. **APPROVAL OF MINUTES**

- a. Council President Vincenti asked for a motion to approve the minutes from the August 24, 2022, meeting of the Health Officer Search Committee. Councilman Wagner made the motion and Councilman Johnson provided a second. All committee members in attendance approved of the minutes as presented.

#### 3. **MOTION TO MOVE INTO CLOSED SESSION**

- a. Council President Vincenti read the Statement of Reason for closing a portion of the meeting of the Harford County Health Officer Search Committee which is incorporated in these minutes.

He asked for a motion to move the committee into Closed Session. Linda Williams, a member of the public attending the Open Session, objected, and asked to address the committee.

Ms. Williams (3609 Duxbury Court Jarrettsville, MD) provided comments to the committee on her past experience working with the Harford County Health Department and Health Officers. She stated that she wanted the committee to consider applicants who are not bureaucratic or just medical professionals and expressed her concerns for filling the position. Council President asked for her to state her full name and address for the record.

Councilman Wagner asked Ms. Williams to state to the group her affiliation with Harford County and she introduced herself as the Executive Direction of ACR, Addictions Connections Resource.

At the conclusion of Ms. William's comments, Council President Vincenti asked for a motion to bring the committee into Closed Session. Councilman Wagner made the motion and Councilman Johnson provided the second.

Council Attorney, Charles Kearney, conducted a roll call vote and all 9 of the committee members voted to close the session. The search committee went into Closed Session at 10:09AM and convened in the Council Conference Room located on the second floor of the Council Building.

The committee discussed all qualified applicants. Each committee member produced their individual range of each candidate. After discussion, the committee unanimously determined to offer the top six (6) candidates the opportunity to interview for the position. The committee agreed to close the meeting and go into open session at 10:59AM.

#### 4. **CLOSED SESSION**

- a. The search committee went into Closed Session at 10:08AM in the 2<sup>nd</sup> Floor County Council Conference Room with Tiffany Stephens present as the Director of Human Resources. The committee discussed interview questions and voted on which candidates they would offer interviews to.
- b. The committee ended their closed session at 10:59AM.



5. **RECONVENE INTO OPEN SESSION**

a. The committee reconvened into Open Session in the Council Chambers at 11:04AM.

6. **NEW BUSINESS**

a. Discussion of interview schedule, number of applicants and items pertaining to the interview process.

i. The committee discussed it will interview six applicants for the Health Officer position. Council President Vincenti stated that Mrs. Stephens would coordinate with Ms. Harris to arrange the schedule of interviews for the committee members and applicants.

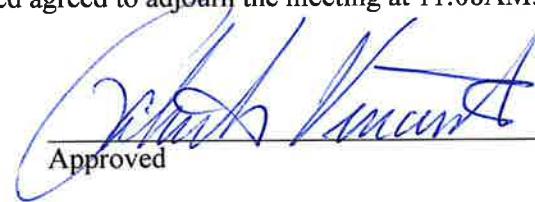
b. Council President Vincenti asked if anyone had any other questions that they would like to include in the interview process. Mr. Lawder asked if members come up with other questions to be considered if they could be emailed to Ms. Harris. Council President Vincenti said that would be okay.

c. Ms. Jones asked if she could forward Ms. Harris a list of applicants that were not part of the six to be interviewed, to Ms. Harris for the record. Council President Vincenti said that this would be acceptable to keep those names in mind for future interviews if necessary.

d. Mr. Kearney asked Council President Vincenti what interview format the committee had agreed upon for the six candidates. Council President Vincenti stated that the interviews would be completed in a hybrid format. Local candidates would have the option to meet with the committee in person or virtually. If a second interview is to be conducted, that candidate must meet in person with the committee in the Council Chambers.

7. **ADJOURNMENT**

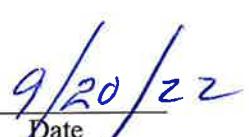
a. Council President Vincenti made closing comments and called for a motion to adjourn the meeting. Councilman Wagner made the motion and Councilman Johnson provided the second. All committee members presented agreed to adjourn the meeting at 11:08AM.



Mark Vincenti

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Approved



9/20/22

Date

## **PROCEDURE TO CLOSE THE MEETING**

I propose the Committee go into closed session since this is a personnel matter. It would be inappropriate to review the applications and any letters of recommendation in public pursuant to Sections 3-305 (b)(1) and (b)(13) of the General Provisions Article and also Sections 4-310 and 311 of the General Provisions Article for the reason that public discussion of applicants names and employment information could discourage individuals from applying for the position and the General Provisions Article Sections 4-310 and 311 require the shielding of employment applications and letter of recommendation. Public discussion and disclosure of proposed interview questions could impair the integrity and validity of the interviews by allowing the applicant to rehearse and tailor their responses which will distort the interview results.

**Request a motion to go into closed session. After the second, you need a roll call vote on the motion to adjourn to closed session.**

After the vote, assuming it is affirmative, **read** the following statement:

“Copies of the written statement of the reasons for closing this meeting will be made available to anyone who wants one now.

The Committee **Plans** to return to open session following the completion of the closed session in order to discuss the interview schedule, the number of applicants to interview, and any other matter which may arise during the closed session but would be inappropriate to discuss in a closed session.

And now the Health Officer Search Committee will go into closed session under sections §3-305 (b), 4-310 and 4-311 of the General Provisions Article.

Patrick S. Vincenti

Chair

Harford County Health Officer Search Committee