



# COUNTY COUNCIL OF HARFORD COUNTY, MARYLAND

## Health Officer Search Committee

### Minutes

July 26, 2022 – 1:00 p.m.

Open Meeting

#### 1. CALL TO ORDER

- a. Council President Vincenti called the meeting to order and indicated that the meeting was open to the public. No one from the public attended the meeting. Committee members in attendance were: Council President Patrick Vincenti, Dr. Russell Moy, Paul Lawder, Mary Nasuta, Councilman Andre Johnson, Councilman Robert Wagner and Tiffany Stephens.

#### 2. APPROVAL OF MINUTES

- a. Council President Vincenti asked for a motion to approve the minutes from the July 6, 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. NEW BUSINESS

- a. Approval of Job Listings
  - i. Council President Vincenti asked Mrs. Stephens to review the revised job postings she provided to the committee prior to today's meeting. She explained that there were questions from committee members at the last meeting regarding the educational and background experience which she found out were predetermined by the Maryland Department of Health for the job posting. No changes to those can be made from Harford County Human Resources. Ms. Stephens also discussed that the jobs will be posted through Harford County Government on their webpage, along with the Maryland Department of Health's website.
- b. Council President Vincenti asked Ms. Nasuta to introduce herself to the committee members present and provide some background on her involvement with the previous search for a Health Officer in Harford County.
- c. Discussion among committee members occurred regarding the length of time to post the job applications. Council President Vincenti reviewed the meeting schedule of the Harford County Council, noting that they do not sit for Legislative Sessions in the month of November 2022 due to the election. Dr. Moy stated that the search for Health Officers for other counties in the State of Maryland has been a slow process.
- d. Council President Vincenti asked Ms. Stephens how soon her office could post the job application. She stated that they were prepared to post as soon as tomorrow (July 27, 2022) and that there wasn't a maximum number of days that a job could be posted for.
- e. Ms. Stephens further discussed the application process and explained to the group how the dissemination of applications for the committee to review had been completed in the past. She stated that she will send all applicants, regardless of qualifications to Samantha Harris to distribute to the committee for review.
- f. Ms. Nasuta asked if Human Resources could list the job posting as "open until filled". Ms. Stephens confirmed that the job posting could be listed as such.
- g. Councilman Johnson asked for clarification on the open and close date for the job postings. This prompted discussion among the committee members regarding when to close the job postings and how many applications should be received before review takes place. Council President Vincenti suggested that the committee should have the job posting run for a few weeks to determine what



type of response they receive. The committee came to a consensus that they would like to have as many quality applicants as possible to interview before closing the job posting.

- h. Council President Vincenti called for a motion to approve of posting the application as “open until filled”. Councilman Johnson made the motion and Councilman Wagner provided the second. The committee voted to approve of the motion to list until filled.
- i. Council President Vincenti reviewed the prior applicant review process with committee members. Ms. Stephens asked about a committee member who had mentioned posting the job listings in other places. Ms. Harris stated that she could distribute the job posting link to all committee members to share amongst their networks and would advise Ms. Stephens of any additional sites to post the listing on received from committee members.
- j. Discussion was held between Council President Vincenti and Ms. Stephens regarding Harford County Government Human Resources (HR) role in screening applications. Ms. Stephens reviewed the process from the previous search, stating that HR provided only the pre-screening of applicants, but sent all applications regardless of qualifications to the committee to review.
- k. Ms. Harris reviewed the process for collecting all applications from HR and distributed them to the committee members in binders to review.
- l. Council President Vincenti called for final comments on the job postings discussion. Mr. Paul Lawder added another suggestion for a place to list the job within his network.

4. **CLOSING REMARKS AND ADJOURNMENT**

- a. With no additional discussion, Council President Vincenti called for a motion to adjourn the meeting. Councilman Wagner made the motion and Councilman Johnson provided the second. The committee members voted to adjourn the meeting at 1:13PM.

  
Approved \_\_\_\_\_ Date 8/24/22