



COUNTY COUNCIL OF HARFORD COUNTY, MARYLAND

Health Officer Search Committee Minutes

July 6, 2022 – 10:04 a.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. Mr. Vincenti gave the committee an overview of the authority from the State and Harford County Code that grants the power to appoint a Health Officer to the Council acting as the Board of Health. He briefed the members on the prior appointments and timelines of other health officers over the past few years and noted that he had participated in the last two searches. Additionally, he stated that the annual budget of the Harford County Health Department is approximately \$20,000,000 in which the County funds \$4,000,000. Mr. Vincenti thanked staff from the Council for organizing the committee meeting and all committee members for their participation in the process.

2. **INTRODUCTION OF MEMBERS**

- a. Patrick Vincenti, Council President (Chairman)
- b. Andre Johnson, Councilman for District A
- c. Rob Wagner, Councilman for District E
- d. Charlie Kearney, Council Attorney
- e. Paul Lawder, County Executive Designee, Director, Inspections, Licenses & Permits
- f. Tiffany Stephens, Director, Department of Human Resources
- g. Dr. Russell Moy, Harford County Health Department Consultant
- h. Dr. Katherine Feldman, Chief Public Health Scientist under Dr. Jinlene Chan.
- i. Bari Klein, Executive Director of Healthy Harford
- j. Vicki Jones, President, NAACP
- k. Mary Nasuta, Supervisor of Health Services for Harford County Public Schools

3. **DISCUSSION OF PROCEDURAL INFORMATION**

- a. Council Attorney, Charles Kearney, informed the group that they are subject to the Open Meetings Act of the State of Maryland. He explained the process for holding meetings, publishing minutes and the public's right to observe when the committee is in Open Session.

4. **DISCUSSION OF APPLICATION AND SELECTION PROCESS**

- a. Tiffany Stephens reviewed the 2020 job postings for both medical doctor and non-medical doctor that Harford County Government and the State of Maryland used in the last Health Officer search. She detailed the role that Human Resources would have in the advertising and hiring process, beginning with the job posting, collecting applicant information and assisting with other human resource related tasks.
- b. The job posting will run through the NEOGov program for HCG which will post the job listing on several hiring websites and wherever the committee suggests. She stated the committee will need to approve the job postings prior to it being listed, as well as an open and close date for applications.
- c. Council President Vincenti clarified that the last search included postings for both medical doctors and non-medical doctors with two separate job listings. He asked Dr. Moy to verify that either the Health Officer or Deputy Health Officer had to hold a medical doctorate degree.
- d. Council President discussed some of the qualifications that would be beneficial to have in a Health Officer, including administrative experience. Mrs. Stephens asked the committee whether they would be posting for both a non-medical and medical doctor for this search. Discussion took place

among several committee members, and it was determined by general consent that they would post both non-medical doctor and medical doctor job listings.

5. NEW BUSINESS

- a. Council President Vincenti asked Mrs. Stephens her thoughts for a hiring and processing timeline. Discussion occurred among several committee members that the timeline of would depend on the number of applicants. Mr. Kearney noted that due to the election taking place in November 2022, the Council does not sit for legislative session in the month of November.
- b. Bari Klein asked if the group was looking to consider a primary residence requirement of applicants to live in Harford County. Discussion occurred among committee members and it was determined that it would be beneficial for a candidate to have residency in Harford County, but not a requirement. Everyone was asked to forward any edits to the job listing to Ms. Harris no later than 4:00PM on Friday, July 8, 2022.
- c. Councilman Wagner suggested that one edit to the posting for a medical doctor should read that their license should be "in good standing".
- d. Mrs. Stephens and Dr. Feldman discussed HCG and MDH working collaboratively on the job postings and both noted that the salary requirements were determined by the State of Maryland and will be updated to reflect the current amounts.
- e. Council President Vincenti stated that the committee will schedule another meeting in approximately two weeks to continue the process. Ms. Harris will coordinate with committee members to schedule.

6. CLOSING REMARKS AND ADJOURNMENT

- a. Council President Vincenti thanked the committee for their participation and the meeting adjourned at 10:50AM.



John Vincenti

Approved



7/26/22

Date