

BLACK HAWK COUNTY BOARD OF HEALTH SPECIAL MEETING
MINUTES

February 15, 2023

The meeting of the Black Hawk County Board of Health was called to order at 7:31 a.m. virtually by Chair, Dr. Wesley Pilkington. Other members present virtually: Vice-Chair, Dr. Disa Cornish, Kingsley Botchway, Dr. Adam Roise, Rosario Garcia Fino, and Attorney, Heather Prendergast. Absent: None. A quorum was met.

Due to the short notice and work schedules of the board members, the meeting was held virtually with the board secretary at 1407 Independence Ave. Rm 420, Waterloo, IA.

Others present in person: Megan Olmstead

Other present virtually: Karen Edwards, Amanda Fesenmeyer, and Patty Heminover.

Unless otherwise noted, all actions were approved unanimously.

I. Approval of Agenda – For Vote

Discussion: No discussion.

Action: Dr. Cornish moved and Mr. Botchway seconded to approve the agenda. Motion carried.

II. Public Comments – No comments.

III. Director Executive Recruiting Brochure - For Vote

Discussion: First review of applicants will start on March 21, 2023, pending approval of this brochure.

Dr. Pilkington stated the spacing is off on the copy he has received. Ms. Fesenmeyer stated that there were issues when sharing the document.

Dr. Cornish stated the brochure has an alignment issue that is causing space issues. BakerTilly will correct the spacing issue.

Mr. Botchway pointed out that the brochure needs to be consistent with the title of the Director, there are spots where it is Public Health Director and other areas it is showing as Health Director. The consensus is to use the Public Health Director and reference the department as Black Hawk County Public Health.

Ms. Fesenmeyer stated that there is a requirement in the brochure about residency in the state of Iowa within 12 months. It is not a requirement to be a resident in Black Hawk County to serve as the Public Health Director.

Ms. Prendergast stated that might be a factor when reviewing candidates. Mr. Botchway stated that proximity language could be added. Ms. Prendergast suggested the following: proximity and location are factors when evaluating applicants.

Ms. Fesenmeyer stated that a relocation package could be included in the brochure. The board decided to keep out the relocation statement.

Dr. Pilkington stated that the hyperlinks do not work on the version that the board received. Ms. Edwards stated the links will work on the final document, and they were working when sent to Human Resources.

Ms. Heminover stated the applications and selection process will be completed by BakerTilly and will be working closely with Black Hawk County Human Resources to create a semifinalist pool of candidates. Ms. Heminover added that a weekly update will be sent out on applicant progress.

Mr. Botchway asked if they could share the job posting. Ms. Edwards stated it will be posted on BakerTilly LinkedIn. BakerTilly will send this to Human Resources, so the board can share. Ms. Edwards added that the link can be shared.

Mr. Botchway asked if BakerTilly will have some sort of matrix that includes names, experience, and check boxes to help organize the candidates during the candidate collection process. Ms. Edwards stated that after the selection process, BakerTilly will provide a matrix that will show how the candidates were selected for semi-finalists.

Mr. Botchway asked if there is a screening tool and if there will be an automated tool to remove applicants that may be missing information. Ms. Heminover said yes, there is a manual screening tool, no automatic removals. If any information is missing, contact would be made with the candidate.

Ms. Fesenmeyer asked if the board can vote on this today. Ms. Prendergast stated that the brochure can be voted on with suggested changes as directed by the board.

Action: Mr. Botchway moved and Dr. Cornish seconded to approve Public Health Director recruiting brochure presented by BakerTilly with the suggested changes (spacing, update all titles of Director to Public Health Director and relocation language) to be completed by BakerTilly and Human Resources. Motion carried.

- IV. Mr. Botchway moved and Dr. Cornish seconded to adjourn the meeting at 8:00am. Motion carried.

Respectfully Submitted,

Megan Olmstead, Secretary

Chair, Dr. Wesley Pilkington