

**Minutes of the Special Session Subcommittee Meeting
Platte County Board of Health Center Trustees
June 8, 2021**

Call to Order: Hill called the meeting to order at 6:34PM.

Trustees Present: Jackson, Hill, Wright, Kingsley present in person.
Willmarth attended virtually via GoToMeeting.

Staff Present: Vernon

Others Present: Jen Snider, Attorney

Agenda Additions: None

CRITERIA FOR BOARD OF TRUSTEES TO USE IN SELECTION OF NEW PUBLIC HEALTH DIRECTOR:

The Board of Trustees discussed the criteria they would like to use in selecting the new Public Health Director due to the retirement of the current Health Director, Mary Jo Vernon.

Decisions made were as follows:

- Salary: Offer salary range of \$100,000 - \$125,000
- Education: Master's degree is ideal, but would consider someone with a Bachelor's degree with five years of experience.,
- Experience: Five years' experience in Management, Public Health, Social Work, Public Administration, Clinical experience desired.
- Certificates/Licensure: Must possess a valid Driver's License and reliable transportation. Must possess a current, valid professional license, if applicable, having not been revoked or rescinded.
- Other Requirements: Language skills – must be able to write and communicate clearly.

- Timeline moving forward:
July 1, 2021 - Post open Director's Position with application deadline of July 31, 2021.

August 5, 6, 9, 10 – Application review meetings at 6:30PM to be posted, subject to cancellation. These meetings will be closed session meetings pursuant to RSMo 610.021 (1) (3)

September 15, 2021 - Candidate to be selected

November 1, 2021 – Candidate to begin employment with PCHD for orientation with current Director.

- The Subcommittee will review a list of interview questions at a later time.
- Vernon was asked to add the Director position as an agenda item to the monthly PCHD Board meetings until further notice or someone is hired.

After discussion, Kingsley made the motion, seconded by Jackson, to adjourn the meeting. Roll call vote: Willmarth – yes, Wright – yes, Hill – yes, Kingsley – yes, Jackson – yes. Motion passed by unanimous vote.

ADJOURNMENT: Hill adjourned the meeting at 7:52PM.


Secretary – Paula Willmarth

6-16-21
Date