

Health Director Hiring Committee

Montague Town Hall – Annex Conference Room

1 Avenue A, Turners Falls, MA 01376

Also Available via Zoom

Tuesday, October 11, 2022

Members Present (with affiliation): Christopher Boutwell (Selectboard), Bill Ketchen (Building Inspector), Nick Licata (Resident), Michael Nelson (Board of Health), Anne Stuart (Health Clerk), Cheryl Volpe (Public Health Nurse), John Zellmann (Emergency Management Director). Also in attendance, Steve Ellis (Town Administrator), serving as facilitator.

Participants: John Zellmann by Zoom until 4:41 PM and then he joined other meeting participants in person at the meeting.

Meeting brought to order at 4:30pm. Town Administrator Steve Ellis agreed to facilitate the meeting until a chair is appointed and assist thereafter as requested.

1. Welcome and swearing in of members.

Town Clerk Deb Bourbeau appeared and swore the committee members into their roles.

2. Review of Committee Charge.

Mr. Ellis reviewed the panel's charge in this hiring process. The committee is to manage and implement advertising and screening, forwarding potential finalist candidates for the role of Health Director to the Monague Board of Health and then to the Selectboard for the assignment of wages. Christopher Boutwell abstained

Mr. Ellis emphasized that once we start looking at resumes, it is a very private process and confidentiality is required of all members. Executive session will be used as appropriate to protect applicant confidentiality.

3. Committee Organization/Election of Chair.

Michael Nelson was nominated by Nicholas Licata to be committee chair, 2nd by Cheryl Volpe. Motion passed, 6-0, with Mr. Nelson abstaining.

Christopher Boutwell was nominated by Nicolas Licata to be committee vice chair, 2nd by Cheryl Volpe. Motion passed, 6-0, with Mr. Boutwell abstaining.

Mr. Nelson began to actively chair the meeting.

4. Review of Position Description/ Requirements.

Mr. Nelson noted that the Montague Board of Health made a few changes to the job description prior to this meeting. A copy of the description as currently revised is attached to the meeting minutes. Notably, and a point of discussion, was a change under Education and Experience from "shall" to "should" have a bachelor's degree in Public Health. This is intended to broaden the applicant pool and avoid discouraging potentially strong candidates whose educational experience does not perfectly align with that credential. Discussion was had relative to the addition under Additional Requirements of the Registered Sanitarian credential, and consideration of the

requirement that the candidate be eligible to apply for and achieve the listed credentials within a year of employment.

Discussion was also had regarding additions under Knowledge, Skills and Abilities to better ensure awareness of the principals of health equity and understanding of how policies and systems can favor or disfavor particular populations, grant acquisition, and the preference for someone who is bilingual.

Mr. Ellis also noted that the BOH may want to consider the impact of the just-beginning 5-year DPH Shared Services grant, which is expected to provide inspectional support and nursing services. This program is expected to include two 5-year renewals. The availability of these boots on the ground services may give the committee more flexibility as they consider the skills and credentials of the next Director.

5. Review of Hiring Process/Logistics.

Position Advertising: Discussion of the above items of what should or should not be included in the advertisement. General feedback received for edits to the proposed job position which is a benefitted non-union position with a one-year appointment by the Montague Board of Health. It was emphatically noted that applicants are aware that this is mostly a field position and strong knowledge of housing, food establishments, septic and nuisances are priorities. We are most likely to have a start date in the new year. Michael Nelson, as Chair will make the final decision on the job advertisement language.

Reviewed a list of possible advertising venues, including both print and electronic opportunities. Members prioritized online resources – including MassLive (which includes social media and diversity-focused advertising venues), Diversity.Com, MassHire and Mass Municipal Association, and the Montague Reporter for print media. Anne Stuart will work with Wendy Bogusz on the postings, which will have a due date for applications of November 3rd at noon. Anne Stuart and Cheryl Volpe noted specific professional and academic advertising venues and will follow through on those.

Full discussion of items related to the hiring process, including interview format, questions and schedule were deferred until the next meeting.

6. Next Meeting Date and Agenda.

October 25, 2022 @ 4:30 PM to be held at the Montague Safety Complex Community Room. The focus will be on development of screening/interviewing format, schedule, and protocols.

Motion to adjourn at 5:32 PM. Motioned by Nicholas Licata, 2nd by John Zellmann. Motion passed. 7-0.

Respectfully submitted by: Anne Stuart – Health Clerk Montague Board of Health