

Health Director Hiring Committee

**Montague Public Safety Complex – Community Room
180 Turnpike Road, Turners Falls, MA 01376**

Also Available via Zoom

Tuesday, October 25, 2022

Members Present (with affiliation): Christopher Boutwell (Selectboard), Bill Ketchen (Building Inspector), Nick Licata (Resident), Michael Nelson and Dylan 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: Christopher Boutwell by Zoom

Michael Nelson brought meeting to order at 4:32pm.

1. Review and Approve Minutes of October 11, 2022.

There was an amendment by Nick Licata to change his affiliation to resident.

Motion to accept the minutes of October 11, 2022 with amendment. Motioned by John Zellmann, 2nd by Cheryl Volpe. **Motion passed. 7-0**

Christopher Boutwell (Selectboard) - aye, Bill Ketchen (Building Inspector) - aye, Nick Licata (Resident) - aye, Michael Nelson (Board of Health) - aye, Anne Stuart (Health Clerk) - aye, Cheryl Volpe (Public Health Nurse) - aye, John Zellmann (Emergency Management Director) - aye.

2. Update/Review of Position Advertising.

Ms. Stuart gave a review of the Health Director Advertisement locations. We were able to post on the Town of Montague sites -2, Job Sites/Media – 4, Professional Associations – 3 with a possible 4th site pending.

Ms. Stuart did report that applications have started to come in for the position.

3. Preliminary Screening and Interview Planning.

Mr. Ellis gave an overview that on previous search committees that a rating system, along with the ability for each committee member to ask a question works well. It was suggested using a sorting method to narrow the field for candidates helps in the decision-making process.

Mr. Ellis suggested that time slots of 50 minutes to an hour are reasonable for a first-round interview. If necessary, we could bring candidates back for a second-round. Mr. Nelson and others feel a second interview would be needed.

Review and discussions surrounded the type of questions and how many should be given in the first interview. Mr. Nelson and Ms. Stuart both highlighted the importance of the scenario questions to gain insight from the candidate on how real-life board of health situations would be handled. Nick Licata echoed using the scenario questions and suggested a couple in the first-round interview process; especially if it turns out there is not a second-round.

Mr. Zellmann added that knowledge of codes and interpersonal and management skills would be important and something that would be gained from a second-round interview.

Mr. Nelson stated that during the last Health Director hiring process that we gave the scenario questions a few days before the second interview for the candidates to have time to fill out and discuss them during the interview. It was also noted that if a candidate does not know how to handle a situation but knows the direction and resources to bring in to gain results it is considered just as relevant and important.

Mr. Zellmann suggested having the candidates write up a fictional report as part of the interview process. He also suggested to add something regarding how involved they were in the COVID-19 pandemic and their involvement in community response.

Mr. Nelson would like to see what a candidate's experience, and certifications are regarding food service and how they would solve a food establishment issue.

Ms. Volpe noted that it would be good to bring in a question as it relates to interactions with other departments; scenario question #1 was suggested along with knowledge on OML which is scenario question #9.

Mr. Licata suggested scenario question #1 and #4 and the ability to show how a situation would be overseen.

Mr. Ellis, Mr. Nelson, Ms. Stuart, and Mr. Zellmann all echoed the skill set to be firm, empathetic and the ability to meet residents where they are to work for compliance in all situations.

An understanding and experience with technology and online permitting along with Title 5 would be seen as a plus. Ms. Stuart stated that electronic permitting in the Health Department is about 90% through Citizen Serve.

Most of the committee felt a second-round interview would have merit.

Ms. Stuart and/or Mr. Ellis will edit the questions for the next meeting.

4. Interview Schedule.

Ms. Stuart stated that the deadline for applications is November 3, 2022 by noon.

The next meeting scheduled for November 7, 2022 at 4:30 which will be time to review the candidates.

Once the standout applicants have been chosen, Ms. Stuart or Ms. Bogusz will contact them and let them know to bring in supporting documents and their licensure in the field for interviews.

It was discussed that online interviewing could be done, if necessary, but the preference would be for in person.

Interviews to be set up on November 16th and November 17th with 3 slots on each day as follows:

4:00 PM-5:15 PM

5:30 PM-6:45 PM

7:00 PM -8:15 PM

Ms. Bogusz would call them to schedule an interview and remind them to bring the backup documentation including licenses or certifications to the interview.

Motion to adjourn at 5:17 PM. Motioned by Michael Nelson, 2nd by Nicholas Licata Zellmann. **Motion passed. 7-0.**

Christopher Boutwell (Selectboard) - aye, Bill Ketchen (Building Inspector) - aye, Nick Licata (Resident) - aye, Michael Nelson (Board of Health) - aye, Anne Stuart (Health Clerk) - aye, Cheryl Volpe (Public Health Nurse) - aye, John Zellmann (Emergency Management Director) - aye.

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