



## MINUTES

**SOUTHERN NEVADA DISTRICT BOARD OF HEALTH  
CHIEF HEALTH OFFICER SUCCESSION  
COMMITTEE MEETING  
330 S Valley View Blvd  
Las Vegas, Nevada 89106  
Administrative Conference Room #1**

**Thursday, November 1, 2012 – 2:00 P.M.**

Chair Tim Jones called the meeting of the Chief Health Officer Succession Committee to order at 2:07 p.m. Annette L. Bradley, Esq., Legal Counsel, confirmed the meeting had been noticed in accordance with Nevada's Open Meeting Law and that a quorum was present.

**Committee Members Present:**

Tim Jones	Chair, At-Large Member, Regulated Business / Industry
Bob Beers	Councilmember, City of Las Vegas
Frank Nemec, MD	At-Large Member, Physician
Mary Beth Scow	Commissioner, Clark County
Susan Crowley	At-Large Member, Environmental Specialist
Rod Woodbury (Via phone)	Councilmember, City of Boulder City

**Committee Members Not Present:**

Anita Wood	Councilmember, City of North Las Vegas
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**Other Board Members Present:** (None)

**Legal Counsel:** Annette L. Bradley, Esq.

**Staff:**

Bob Gunnoe	Human Resources Administrator
Jakki Wells	Recording Secretary

**Public Attendance:** (None)

## **II. PUBLIC COMMENT**

Public comment is a period devoted to comments by the general public on items listed on the Agenda. All comments are limited to five (5) minutes. Chair Jones asked if anyone wished to address the committee pertaining to items listed on the Agenda. Seeing no one, the Chair closed this Public Comment portion of the meeting.

## **III. ADOPTION OF THE NOVEMBER 1, 2012 AGENDA**

Chair Jones called for a motion to adopt the agenda for the November 1, 2012 meeting as presented.

*A motion was made by Member Nemeč to adopt the November 1, 2012 Southern Nevada District Board of Health Chief Health Officer Succession Committee meeting agenda; seconded by Member Beers and carried unanimously.*

#### **IV. REPORT / DISCUSSION / ACTION**

##### **A. Approve CHO Succession Committee Meeting Minutes – October 4, 2012**

*A motion was made by Member Nemeč to adopt the October 4, 2012 Southern Nevada District Board of Health Chief Health Officer Succession Committee meeting minutes; seconded by Member Crowley and carried unanimously.*

##### **B. Receive Committee Member's report and Discuss Dr. Middaugh's Interest in Continuing as Interim Chief Health Officer Appointment Beyond August 13, 2013 if needed**

Chair Jones stated that as discussed at the October 25 BOH meeting, Dr. Middaugh will be moving on into other endeavors and does not intend to be part of the Health District after August 2013.

*A motion was made by Member Beers to accept this report; seconded by Member Crowley and carried unanimously.*

##### **C. Review and Discuss the CHO Recruitment Announcement**

Bob Gunnoe reported that he has not received any feedback, questions, comments or suggestions from the committee members in regard to modifying the language in the current form of the position description. Chair Jones stated that one of the primary points of discussion will be engaging a contractor vs. in-house recruitment. Member Crowley stated that in the past, the District has always had a physician, licensed in the State of Nevada, as Chief Health Officer and asked if that aspect was a necessity. Annette Bradley advised that by statute, the Chief Health Officer must be licensed to practice medicine or osteopathy medicine in the state of Nevada.

The Chair indicated that there are some models in other local health districts where the Chief Health Officer may be a physician or may be an administrative expert. Member Beers stated that to his knowledge, the issue of whether or not the Chief Health Officer must be a licensed physician will be a topic of discussion at the legislative session. Member Crowley suggested that perhaps there is a need for a licensed physician as Chief Health Officer with ultimate responsibility and the need for someone to work side-by-side with the Chief Health Officer that is, not necessarily a doctor, but an administrative manager experienced in running a large facility.

Annette Bradley reminded the committee that currently, the District is recruiting for a Director of Administration, and if the committee is thinking of putting someone in an administrative capacity, the Director of Administration classification may need to be reviewed. Chair Jones suggested that the committee look at the recruitment for the Director of Administration in addition to the other District recruitments so that the Board may have an understanding of the quality and specifications of the Director of Administration and the other positions may overlap. Annette Bradley affirmed that the current position of Director of Administration is not a true assistant to the Chief Health Officer. This position has duties over Finance, IT and general administrative matters, but is not deemed to be an assistant to the Chief Health Officer.

Member Nemeč advocates continuing the model of the Chief Health Officer in the lead role as the primary mission of the Health District is not administrative, but the public health interest of

the community. Member Nemec hopes that the legislature continues to mandate a licensed M.D. or D.O. as Chief Health Officer.

Member Beers stated that if the whole board wanted to take a position of advocacy to the next legislature it should be discussed at the Board meeting. As for purposes of recruiting a Chief Health Officer, there is a legal requirement that the Chief Health Officer must be a licensed physician. Member Beers questioned the extent of disclosure that should be discussed with potential candidates in regard to where the legislature is heading. Member Nemec stated that recruitment for the Chief Health Officer should proceed based on the criteria that have already been set by the legislative predecessors.

Member Crowley suggested that the experiences of the potential Chief Health Officer and Director of Administrator should be looked at together to ensure that they were a good match.

Member Nemec suggested that the sub-committee make a recommendation to the Health District about the direction in which it should be headed.

Member Jones noted for the record to Member Woodbury that Member Scow had joined the meeting.

Member Jones proposed that unless someone has a specific adjustment that consideration be given to a motion to accept the draft Chief Health Officer Recruitment announcement, pending the need to determine the recruitment entity.

*Member Beers moved, with the exception of the recruitment entity, to accept the proposed Chief Health Officer Recruitment announcement as the recruiting brochure to use; seconded by Member Crowley and carried unanimously.*

**D. Review and Discuss Public Health Agency Management Models; and/or take other action deemed appropriate**

Chair Jones stated that this issue was discussed at the BOH meeting and his opinion is that it is a full board matter of discussion.

Member Beers asked if the district had lobbyist representation and Bob Gunnoe stated that we do have lobbyists and Jennifer Sizemore, PIO, works on legislative issues with them.

Bob Gunnoe reported contacting a number of large public health agencies similar in size to the population that the District serves to determine whether or not they had a medical person or an administrator at the top tier. This research indicated that there is a mixture and in some cases the top decision-maker is not a licensed physician and/or is not required to be.

Member Nemec moved that this committee recommend to the Board that a medical person, licensed or unlicensed M.D. or D.O. be the Chief Health Officer with the Administrator subordinate to the person with that vision adding that mandating licensure may restrict the ability to recruit, although it is a current requirement. Annette Bradley acknowledged that the District maintains a classification specification for an Assistant Chief Health Officer and if the committee were contemplating a CHO, an assistant and an Administrator, the foundation for that structure is already in place. Discussion ensued regarding Nevada state licensure and/or the ability to acquire that licensure, the 2013 legislature, statutes and lobbyist representation, the statute requirement of ten years of management experience in an administrative position in a local, state or national public health department program, organization or agency requirement. Dr. Nemec reported that Nevada has a unique three year post-graduate training requirement in

order to get a M.D. license not required by other states that would impact the eligibility of applicants from other states who have risen in the ranks of public health and have significant experience. Dr. Nemec withdrew the motion.

Member Nemec stated that he has heard other Commissioners state that there should be no lay people on the District Board, meaning doctors and nurses, only elected, which he finds preposterous.

Chair Jones asked Member Scow, as agenda manager, to have Jennifer Sizemore bring to the committee, current legislative updates as the avenue for discussion with the full board.

**E. Identify, Discuss and Approve the next steps in the CHO Recruitment Process; and/or take other action deemed appropriate**

The Chair reported that the committee was at the point of discussing whether to continue the recruitment as in-house effort or consider a third-party contractor. Bob Gunnoe stated that there has been discussion as to if it were possible for the current HR staff to do the recruitment or contract a professional recruiting firm. It remains Mr. Gunnoe's position that either will work, however it is not a typical recruitment challenge or responsibility for HR to do a nation-wide recruitment for a position of this level. The disadvantage of doing this recruitment in-house would be the extensive already established networks of marketing and contacts for different public organizations around the country that most search firms already have. It could be done in-house, but Mr. Gunnoe does not feel that it would be as effective. Mr. Gunnoe added that for a position of this magnitude, the due diligence may suggest that it be turned over to a national search firm.

Member Crowley stated that in the last 20 years, the Chief Health Officer has been promoted from within and the Board already had experience with them. Chair Jones stated that a national search was done when Dr. Sands was hired and it happened that he was the selected candidate and he assumes that there is an internal candidate this time that would be considered as an applicant. Member Nemec moved that it be recommended to the Board to hire a national search firm to recruit the Chief Health Officer.

*Member Nemec recommended CPS of California as the recruitment firm but, to also bring the other three firms to the table; seconded by Member Beers and carried unanimously.*

Member Scow inquired as to the cost range for the four firms. Bob Gunnoe stated that the range was approximately from \$22,000 to \$75,000, as the fee is a percentage of the wage.

The Chair advised that a couple of the firms indicated that they believed the base salary offered by the District for this position was lower than the industry and would not attract a reasonable candidate; therefore they did not want to participate.

The Chair stated that if the committee received agreement from the board at the 11/27/12 BOH meeting, the next day HR can begin to negotiate with the search firm.

**V. PUBLIC COMMENT**

Public comment is a period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. Chair Jones asked if anyone wished to address the committee. Hearing no one, he closed the Public Comment portion of the meeting.

**VI. ADJOURNMENT**

*There being no further business to come before the Committee, a motion to adjourn was made by Member Nemeč; seconded by Member Crowley. Chair Jones adjourned the meeting at 3:09 p.m.*

Respectfully Submitted,

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Timothy Jones, Chair

/jrw

DRAFT