



## MINUTES

### SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DISTRICT HEALTH OFFICER SUCCESSION COMMITTEE MEETING

June 17, 2020 – 2:00 P.M.

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107  
Meeting Hosted Via Webex Event

**BOARD:** Scott Black – Chair, Mayor Pro Tempore, City of North Las Vegas  
Marilyn Kirkpatrick – Vice Chair, Commissioner, Clark County  
**(Present)** Frank Nemec – At-Large Member, Physician  
Tick Segerblom – Commissioner, Clark County  
Dan Stewart – Council Member, City of Henderson (*joined 2:10 p.m.*)

**(Absent):** Olivia Diaz – Council Member, City of Las Vegas

**ALSO PRESENT:** None  
**(In Audience)**

**LEGAL COUNSEL:** Annette Bradley, General Counsel

**EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, Acting Chief Health Officer (*Absent*)

**STAFF:** Michelle Cintron, Andrea Green, Amy Hagan, Michael Johnson, Alfred McGugin, Christopher Saxton, Jennifer Sizemore

#### I. CALL TO ORDER

Chair Black called the District Health Officer Succession meeting to order at 2:08 p.m. Michelle Cintron, Executive Assistant, administered roll call.

II. **PUBLIC COMMENT:** A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please clearly state your name and address and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Seeing no one, Chair Black closed this portion of the meeting.

#### III. ADOPTION OF THE MAY 21, 2020 AGENDA (for possible action)

*A motion was made by Member Segerblom seconded by Member Nemec and carried unanimously to approve the May 21, 2020 Agenda as presented.*

#### IV. REPORT / DISCUSSION / ACTION

A. **Approve District Health Officer Succession Committee Meeting Minutes – May 21, 2020;** direct staff accordingly or take other action as deemed necessary (***for possible action***)

*A motion was made by Member Nemec seconded by Member Segerblom and carried unanimously to accept the summary from the May 21, 2020 meeting.*

**B. District Health Officer Succession Planning and Recruitment Next Steps - Review/Discuss/Approve**; direct staff accordingly or take other action as deemed necessary **(for possible action)**

i) DHO Job Description ([Attachment 1](#))

There was discussion regarding the District Health Officer (DHO) job description and Member Segerblom inquired whether there had been any modifications to it. It was noted the core duties remain the same for the DHO, and the position could be filled by a physician or non-physician. Member Kirkpatrick remarked a physician would best serve in this capacity. Chair Black added if the individual is a physician with a public health background and an understanding of operating a Federally Qualified Health Center (FQHC), along with a medical and financial background, then this person could ideally be the main spokesperson for the Health District. Additionally, they could also be the medical spokesperson for the clinical division; however, the DHO could also decide to share the responsibility with the Chief Medical Officer in response to the pandemic and other medical issues.

Dr. Nemec noted the separation of the Chief Medical Officer (CMO) and DHO positions broadens the pool of applicants, which allows for stronger administrative experience for the DHO and the duties of medical oversight to the CMO. Member Stewart concurred, adding the management skills are vital with the ability to interface with the union and employees one on one.

Member Kirkpatrick noted the description only states communication, and her recommendation is it includes working with the union in collective bargaining. This should be added to essential responsibilities and duties.

*A motion was made by Member Stewart seconded by Member Segerblom and carried unanimously to accept the District Health Officer job description with the identified modification to add language regarding ability to negotiate and collaborative working relationship with the collective bargaining unit.*

ii) Recruitment and Interviewing next steps, including ([Attachment 2](#)):

- Townhall Meetings, Possible Dates
- Stakeholder Calls

([Attachment 3](#))

iii) Subsequent Meeting, Possible Dates

Michelle Lee and Pamela Wu, Korn Ferry, presented the next steps of the recruitment and interviewing process. It was reported the feedback received by them for the DHO position included a leader with strong communication skills, to serve as a spokesperson and advocate for public health in the community, as well as building the internal culture and infrastructure of the District. Union experience and an understanding of the FQHC will be valuable. There was a mixed opinion about the leader being a physician or not, which would determine the necessity of a CMO. It was also noted knowledge and familiarity of Nevada would be beneficial.

Dr. Nemec expressed concern about the licensing requirement for the DHO when the CMO would already be licensed. Therefore, the license requirement would need to be omitted from both the job description and brochure. Ms. Lee commented a leader who is a physician by background has often given up their medical license, so the more senior leaders do not have active licenses.

Member Segerblom inquired about comparable compensation. Chair Black requested information about comparative salaries for a similar position to be provided to Korn Ferry for recruitment discussions. In addition, a low and high compensation range are to be determined and shared with Korn Ferry.

Regarding the town hall meetings, Ms. Lee remarked having one at the front end is beneficial in gathering feedback from the community at large. This could be followed by a subsequent town hall

at the back end with the final candidates. Senior leaders are on the front lines of the pandemic, so she recommended the first-round interviews be conducted by video. Once the finalists are selected, then Korn Ferry would initiate the assessment tool. The results would be shared with the committee and then final interviews would be scheduled.

Ms. Hagan recommended leading with an initial town hall meeting combined with input into the District's strategic planning as this would create a unique opportunity. The second town hall would provide a mechanism for a community type interview with the final candidates, and she suggested doing both.

- iv) Recommendation to the Full Board at the May 28, 2020 Board of Health Meeting; direct staff accordingly or take other action as deemed necessary **(for possible action)**

*A motion was made by Member Stewart seconded by Member Nemec and carried unanimously to bring the following recommendations to the Full Board at the May 28, 2020 Board of Health Meeting:*

- 1) Modify the DHO job description to include union communication;*
- 2) Conduct two town hall meetings to be held at the front end and back end of the recruitment process;*
- 3) Update the brochure with changes regarding licensing; and*
- 4) Determine pay scale range through comparative salary analysis*

- V. **PUBLIC COMMENT:** 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. No action may be taken upon a matter raised under this item of this Agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to NRS 241.020. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, clearly state your name and address, and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Victoria Harding, SNHD and SEIU, talked about the brochure as an employee. She noted it looks nice and makes people want to come to Las Vegas. However, as an employee she expressed pride in working at the District and to not see pictures of staff and their reality, didn't align with transparency nor does it resemble her place of employment.

Chair Black expressed it would be a good idea to update the brochure and showcase employees or some of the facilities, as well as a snapshot about the caliber of employees working at the District.

Seeing no one further, Chair Black closed public comment.

### XIII. **ADJOURNMENT**

The Vice Chair adjourned the meeting at 3:20 p.m.

Fermin Leguen, MD, MPH,

Acting Chief Health Officer/Executive Secretary

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