MINUTES

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

September 17, 2020 – 3:30 p.m.
Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Meeting Hosted via Webex Event

MEMBERS PRESENT:	Scott Black – Chair, Mayor Pro Tempore, City of North Las Vegas Olivia Diaz – Council Member, City of Las Vegas Tick Segerblom – Commissioner, Clark County Dan Stewart – Council Member, City of Henderson
REGRETS:	Marilyn Kirkpatrick – Vice Chair, Commissioner, Clark County Frank Nemec – At-Large Member, Physician
ALSO PRESENT: (In Audience)	Bobbette Bond – At-Large Member, Regulated Industry Victoria Harding
LEGAL COUNSEL:	Annette Bradley, General Counsel
EXECUTIVE SECRETARY:	Fermin Leguen, MD, MPH, Acting Chief Health Officer *(Absent)*
STAFF:	Heather Anderson-Fintak, Andria Cordovez Mulet, Andrea Green, Amy Hagan, JoAnn Rupiper, Christopher Saxton, Karen White, Karla Shoup, Leo Vega

I. CALL TO ORDER

Chair Black called the District Health Officer Succession meeting to order at 3:34 p.m. Andria Cordovez Mulet, 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 SEPTEMBER 17, 2020 AGENDA *(for possible action)*

A motion was made by Member Stewart seconded by Member Diaz and carried unanimously to approve the September 17, 2020 Agenda as presented.

IV. REPORT / DISCUSSION / ACTION

A. Approve District Health Officer Succession Committee Meeting Minutes – August 26, 2020; direct staff accordingly or take other action as deemed necessary ***(for possible action)***

A motion was made by Member Segerblom seconded by Member Diaz and carried unanimously to approve the meeting minutes from the August 26, 2020.

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

i) Receive candidate executive summaries from Korn Ferry
ii) Receive resumes of the 5 executive summary candidates presented at the last meeting and all internal candidates from Korn Ferry
iii) Discuss Town Hall Listening Session take-aways
iv) Discuss interviewing next steps
v) Discuss and Approve Recommendation to the Full Board at the September 24, 2020Board of Health meeting; direct staff accordingly or take other action as deemed necessary ***(for possible action)***

Michelle Lee, from Korn Ferry, provided the Committee with a brief review of the steps in the selection process.

Member Stewart requested clarification on the deliverable for this meeting. Annette Bradley confirmed that the Committee will identify the candidates that will be recommended to the full Board of Health that will be invited to attend a first-round interview. The Committee agreed that they wished to wait until hearing presentations on all the candidates prior to determining the number of candidates for the first-round interviews.

Michelle Lee and Pamela Wu presented executive summaries of four internal and seven external candidates.

After discussion, the Committee decided to invite all 11 candidates for the first-round interviews.

A motion was made by Member Black seconded by Member Segerblom and carried unanimously to:

1) *Hold first-round interviews for all 11 candidates presented by Korn Ferry;*
2) *Schedule first-round interviews over a period of two days, with each interview to be 15-20 minutes, held either electronically or in-person, with a random selection of internal and external candidates per day;*
3) *Ask each candidate 4-6 questions, with each Committee member asking one unique question;*
4) *Allocate each candidate 60 seconds at the end of the interview for a final statement; and*
5) *Following the first-round interviews, select 3-5 candidates to be presented to the Board of Health for final interviews.*

The Committee further discussed the logistics of the publication of the interview questions in advance of the first-round interviews. The Committee agreed to meet in advance of the first-round interviews to finalize the interview questions and that the interview questions would be included in the agenda in advance of the first-round interviews.

A motion was made by Member Black and seconded by Member Segerblom and carried unanimously to hold a District Health Officer Succession Committee meeting within the next 7-10 days to finalize the interview questions and hold first-round interviews over a two day period, with all three meetings to be held in advance of the October 22, 2020 Board of Health meeting.

Ms. Hagan requested that any questions from the Committee member be submitted to her for discussion at the next Committee meeting.

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.

Seeing no one further, Chair Black closed public comment.

XIII. ADJOURNMENT

The Chair adjourned the meeting at 5:21 p.m.

Fermin Leguen, MD, MPH,
Acting Chief Health Officer/Executive Secretary

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