

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
Personnel & Finance Committee Meeting
Wednesday, June 12, 2024 3:00 p.m.
Benzie Resource Center – Ingemar Johansson Conference Room
6051 Frankfort Hwy.
Benzonia, MI 49616

Chairperson Sauer called the meeting to order at 3:00 pm.

Members Present:

Dr. Barbara Conley – Leelanau County Member at Large
Art Jeannot – Benzie County Board of Commissioners
Gwenne Allgaier – Leelanau County Board of Commissioners
Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners

Staff Present:

Dan Thorell – Health Officer
Michelle Klein - Director of Personal Health

Job Description Review

The job description that was reviewed was the description that Health Department Northwest Michigan had used when hiring a Health Officer. The one change that was suggested was in the General Summary, the first sentence should have added to it is, Division Directors to the list of those the Health Officer works in collaboration with.

Job Duties

The Health Officer job duties outline was reviewed. The one suggestion that was made was to change was “Attend Board of Commissioners meetings at least annually (not quarterly), and as needed.”

Health Officer Hiring Steps

The official termination date of the Health Officer Contract with HDNW is November 24, 2024. If a Health Officer has not been hired by that date, there are two options until one is hired. An Interim Health Officer can be hired or a month-by-month extension of the current Health Officer contract with HDNW could be negotiated.

Dr. Conley is to draft a position posting. Thorell will be sending her a recent sample of a posting from another health department in Michigan. The posting should include the statement “Equal Opportunity Employer” and the pay range that will be determined at the June BOH meeting will be included. Also, the benefit package and description of the work environment will be included. The plan is to post the position after the June BOH meeting. It will be posted on websites such as NACCHO and the BLDHD may pay to boost the posting on their Indeed account. The due date for resumes shall be July 22, 2024. All resumes submitted shall go to Dodie Putney. It is going to be investigated to see if a dedicated email address could be created for resumes to be sent to. Putney will be the main contact for questions in regard to this position. All resumes received will be forwarded to all BOH members and Division Directors.

The initial committee to review resumes shall include Dr. Conley, Sauer and Dr. Kuiper (if he is available) and the Division Directors (Putney, Johnston and Klein). Conley will be drafting a scoring tool to use when reviewing through the resumes. The initial review will classify the resumes as either 1) Advance; 2) Advance with Reservations; or 3) Do Not Advance.

It was discussed that it will be put as an action item on the June 26, 2024 BOH meeting to have the July meeting moved to July 30, 2024. Allgaier arranged the reservation of the Community Room at the Leelanau Government Center for that day. The Personnel and Finance Committee will not meet at its usual time in July. This meeting has been rescheduled for July 30, 2024 at 12p.m. to 2 p.m. to review through the resumes that have been received. The results of this review will be brought to the full BOH at the regular BOH meeting. Details that will be discussed will be how many resumes were received and how many will advance for further review.

Interviews

The process of arranging interviews will begin after the July 30, 2024 BOH meeting. The interviews will be held in August. Jeannot will draft a list of interview questions. If any BOH members or staff would like to include any specific interview questions they shall email them to Jeannot. If a candidate is located a considerable distance from the Benzie-Leelanau area, the interview can be conducted virtually. The interview team will consist of all BOH members and the Division Directors. The interviews are required to be public. The second round of interviews may be set up to include additional staff members and will be held in person. If a candidate is to travel a lengthy distance they may be reimbursed. The reimbursement amount will be added to the June BOH agenda as an action item. It will be investigated if the names of candidates that are to be interviewed are to be made available to the public.

Contract for Hire

A contract will be developed after a candidate is hired.

Gary Sauer, Chair

Michelle Klein, Recording Secretary