

**Boone County Board of Health  
Search Committee**

**Agenda**

**December 10, 2007  
12:00 p.m. noon**

- I. Call to order
- II. Closed session for the purposes of discussing personnel issues – development of interview questions and screening materials for Health Department Administrator
- III. Approval of recruitment plan: job description, advertising, timelines and general processes.
- IV. Adjourn

**BOONE COUNTY BOARD OF HEALTH  
SEARCH COMMITTEE MEETING MINUTES  
DECEMBER 10, 2007  
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

**Members Present:** Dr. Kent Hess, Allen Sisson, and Deborah Loos,

**Staff Present:** Douglas Beardsley, Lisa Gonzalez, and Sandy Romanek.

**Guests Present:** None

The meeting was called to order by Dr. Hess.

The Search Committee met at noon on December 10, 2007 to establish the criteria to be used in their search for a Health Department Administrator. Douglas Beardsley presented the committee with drafts versions of documents that could be used for the interview process. Doug also had recommendations on the best places to advertise for this position, which included: IPHA, NAACHO, and local Health Departments. Allen Sisson will review these documents with Darla Jacobson, the HR Consultant. Committee members should review the interview questions and be prepared to finalize phone and in-person questions at the next meeting.

Lisa Gonzalez, Sandy Romanek and Deb Jeanmaire will organize the applications to submit to the committee. All applications for this position are due by January 25, 2008.

The next committee meeting is scheduled for January 30, 2008 at 4:00 p.m.

Submitted through Deborah Loos.  
Sandy Romanek