Health Officer Search Committee
AGENDA
August 14, 2020 – 1:00 p.m.
Webex Meeting

1. Call to Order:

2. Introduction of Members:
   a. Each committee member will introduce themselves and provide a little background information.

3. Discuss Selection Process:
   a. Comment on number of applications.
   b. Application process.
      i. Managed by Harford County Department of Human Resources.
      ii. Separate salary scales for Medical Doctors and non-Medical Doctors.
      iii. Requirement that either Health Officer or Deputy must be a Medical Doctor.

4. Distribution of Applications: All committee members received applications in advance because of volume of applications and the time required to review each.

5. Interview Pool.
   a. As a result of the large number of applicants it was suggested that committee members narrow the applicant pool by eliminating those that provide incomplete applications i.e. without resume or other pertinent information.
   b. It was also suggested that it may be helpful to consider a scoring scale to rank top 15-20 applicants.

6. Notification Process: The first meeting is an open meeting and was announced on the Council Website.

7. Selection of Future Meeting Dates:
   a. The second meeting is scheduled for _____in the Harford County Council Chambers. This meeting will begin as an open meeting to comply with the Open Meetings Act and then be closed for personnel matters. The Chairman believes it will require three additional meetings in late September and October to complete the interview process. Each candidate will have forty-five minutes to answer questions.

8. Future Interview Meeting Process: Each meeting will begin with an open meeting stating the purpose of the meeting. Following the requirements of the State Open Meeting Act the committee will go into closed sessions permitted for personnel matters. If necessary, the committee can go back to an open session for new business or adjourn.

9. Short Presentation by Human Resources