



Macon County  
Public Health

**MACON COUNTY BOARD OF HEALTH  
MINUTES  
9/13/2018**

**Members** Nathan Brenner, Dentist and Chair; Melissa Bell, Pharmacist and Vice-Chair; Jeff Todd, Veterinarian; James Tate, County Commissioner; Julie Farrow, Physician; Teresa Murray, General Public; Mitchell Bishop, Engineer; Gena Futral, General Public.

**Members Absent** James Tate, Gena Futral

**Staff Present** Jim Bruckner, Tammy Keezer, Diane Keener, Jaclyn Mathis, Kelly Pla

**Guests** Chester Jones, county attorney; Derek Roland, county manager

**Media** Mr. Ryan Hanchett, The Franklin Press

**Public Comment** None

**Call to Order** Meeting was called to order at 6:24 by Dr. Nathan Brenner

**Approve Agenda** Ms. Murray made a motion to accept the agenda as written; Dr. Jeff Todd seconded the motion. The motion passed unanimously.

**Welcome/Intro./Departures/Recognition:** None

**Closed Session:** None

**Presentations:** None

**Approve Minutes of Previous Meeting:** N/A

**Old Business:** None

**New Business**

A. Jim Bruckner announced his retirement. His last day for the County will be September 27, 2018 and his official retirement date will be October 1, 2018. This meeting was called in order for the Board to lay out the process for appointing an interim director and hiring a permanent director.

Chester Jones began informing the Board members of the need for a health director and Jim Bruckner handed out copies of the General Statute outlining the role of the Board of Health in the hiring/appointment process, a copy of the current health director job description, draft copy of the posting for the interim and permanent positions and a list of places to post the position. Mr. Jones informed the Board that they are required to consult with the Board of County

Commissioners, but the ultimate decision for hiring a health director lies solely with the Board of Health. The process is a long one and the state must approve the educational credentials of the prospective appointee, so Mr. Jones recommended that the Board appoint an interim director. Mr. Jones informed the Board that the process is the same, and the same requirements needed to be met when appointing an interim director as for a permanent director. Mr. Jones's advice to the Board was to have an interim director in place by October 1st because there are certain duties that, by law, can only be carried out by a legally appointed health director.

Mr. Jones informed the Board that the County Commissioners have a meeting planned for September 25 and could address communications from the Board then. If the county does not hire a regular health director within sixty days, the state can appoint one themselves at the expense of the county, so it is in the best interest of the Board to begin looking for a director as soon as possible. Dr. Todd commented on the difficulties of hiring qualified staff and, in this case, a qualified health director.

Mr. Bruckner then gave a rundown of some of the things involved with being a health director. Macon County Public Health has thirty plus budgets and works on five different fiscal years based on where the money comes from – county, state, and federal, plus regional and local grants, so the position requires someone that knows business and finance. We are also doing integrated care, employee health, tele-psychiatry, and half of what we live on in this department is revenues that we generate. You also need to be looking for someone who understands the big picture. Neither position has been posted yet, but you need to be asking applicants to submit a resume and cover letter as well as a statement of their experience from applicants who have been a health director here in NC. For those who have not been a health director in NC and for out of state applicants, remember, not all states function as we do, so you need these applicants to include a copy of their college transcripts as well as their degreed discipline. The posting for the interim director needs to be the same as the posting for the permanent director. All applicants need to apply through NCWorks, and we have qualified staff here who can review the application of the perspective candidate before sending it to the state for approval. There is likely going to be a minimum of three months before you have a permanent director in place. The Board needs to determine the make-up of the interview team; however, to be fair to applicants and the process the same group of Board members needs to be doing the interviewing.

Mr. Bishop asked if it would be a good idea for Mr. Bruckner to give the Board questions for them to ask in the interview, Mr. Jones said it was a good idea, as selecting a director is the most important job of the Board. Mr. Bruckner offered to develop draft questions and a scoring sheet the Board can use as a hiring tool.

Dr. Brenner asked for volunteers to create an ad hoc committee for the interviewing. He said he would like to have four Board members and that Commissioner Tate should be one of them. Dr. Brenner, Mr. Bishop, and Mrs. Murray said they would be able to do it. Mr. Bruckner said interviews and times can be scheduled through Diane Keener, HR Coordinator or Kelly Pla. Administrative Assistant to the Health Director. The interview team members' agreed to meet Monday September 24, 2018 to review and discuss applications and to make a presentation to the full Board on September 25, 2018 of their selection. After the meeting on September 25, 2018 the Board will notify the Board of County Commissioners that same night of their selection for interim director. Mr. Jones suggested the Board put at least two names forward to the Board of County Commissioners.

Mr. Bruckner reviewed the proposed application process and materials requested from applicants and asked the Board to approve the proposed job postings, Mr. Bishop made a motion to approve the drafts interim/permanent health director job posting as written; Ms. Murray seconded the motion. The motion passed unanimously.

**Board Training and Information:** None

**Announcements:** None

**Next Meeting Date** 9/25/2018

**Adjourn** Ms. Bell made a motion to adjourn the meeting; Mr. Bishop seconded the motion. Motion passed unanimously. The meeting was adjourned at 7:07.