

BOARD OF HEALTH MEETING MINUTES

September 19, 2016

PRESENT: Donna Bagni (Chair), Gary Fine (Clerk), Gail McSweeney (Member), Lisa Cullity (Health Agent), and others.

At 6:31 pm Chair Bagni opened the meeting and read the following statement: *“Please note that this meeting is being made available to the public through an audio recording, which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will and are being recorded.”*

Bagni announced tonight’s meeting is to develop questions for the candidates to replace the Retiring Board of Health (BoH) Secretary. Bagni expressed concern for the publication of the video of tonight’s meeting prior to the interviews on Wednesday, September 21, 2016 as this meeting will be deciding interview questions for the four candidates. Rob Adams suggested Pembroke Town News commit to not releasing the video prior to Thursday, September 22, 2016. Bagni accepted the proposal.

Bagni stated the meeting tonight was to prepare for interviews of candidates. All four candidates will be attending Wednesday’s meeting for interviews in half hour intervals. Candidates were assigned a number 1 through 4 to identify them.

Bagni referred all present to pages 21-22 of the Massachusetts Recruitment Guidelines Handbook for guidance concerning MA laws.

The board discussed the necessary qualifications for the secretary position as well as the personality qualities that would be important. McSweeney requested copies of the “bible” written by the current Secretary to the BoH listing the tasks involved in the day-to-day operation of the BoH.

The board discussed possible questions from Page 33 of the Massachusetts Recruitment Guidelines Handbook as well as the possibility of generating their own questions.

The board discussed the job description given to the candidates.

Cullity and Bagni explained the importance of customer service and how it was presented to the candidates during the screening process.

Cullity brought up the Do’s and Don’ts list on Page 34 of the Massachusetts Recruitment Guidelines Handbook and stressed all should review the list.

Fine asked if the candidates knew what the BOH did on a daily basis. Bagni and Cullity said 2 had first hand knowledge and two did research on the subject.

Bagni suggested the questions be picked via an email using the “reply all” feature. A tally (scoring) sheet will be made for each candidate with room for comments and rankings of questions.

BOARD OF HEALTH MEETING MINUTES
September 19, 2016
continued

Cullity stated since it was being recorded, to be mindful of the audience and how the candidates are portrayed. Fine questioned privacy concerns of the candidates and how to protect their identities. Prior taped interviews were mentioned such as those for Planning Board and the Fire Chief.

Discussion of whether names could be discussed or not.

The board will make a decision at the September 26, 2016 meeting.

There was discussion of the steps to hire and train the new hire.

Bagni asked for any further discussion and getting none, moved to adjourn at 7:31 p.m.; Fine seconded. All in favor.

Donna Bagni
Chair