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MEMORANDUM

TO: License & Health Committee
FROM: Bob Leischow, Health Commissioner
DATE: October 10, 2019
SUBJECT: Approval to fill vacancy

I am requesting approval to fill the Deputy Director position with Ashley Palen. This position has been vacant since May 2019. On October 2, 2019 two internal candidates were interviewed for the position. Based on feedback from the interview panel, Ashley is recommended.

Ashley has been working as a Public Health Specialist within the Department. Criteria that make Ashley qualified for the Director level position includes:

- Possession of a Masters degree in Health Administration;
- Approximately 8 years of experience working in Public Health at the municipal level;
- Significant quality improvement and performance management-focused interaction with current Community Health Services and Environmental Health Services staff;
- Familiarity with the scope of programs/services provided through both Community Health and Environmental Health;
- Strong organizing and facilitation skills;
- Familiarity with and understanding of Public Health 3.0 and what it means to the Department;
- Leadership experience on local, regional, and state level public health initiatives (e.g., Public Health Accreditation, Child Safety, Public health emergency preparedness);
- Demonstrated experience with planning, implementation and evaluation;
- Familiarity with change management and opportunity to utilize a model-driven method to effect change;
- Ability to take on tasks/projects that involve multi-disciplinary teams;
- Grant/contract management experience.