

Palm Beach County Advisory Committee on Behavioral Health, Substance Use and Co-occurring Disorders Nominating Committee / Interview Questionnaire



Read through the questionnaire prior to meeting with the potential member so you are familiar with the questions and conversation which will be taking place during the interview. In the blank spaces, please indicate your observations, questions the interviewee may have asked, and finally where appropriate, rate each person's response to the question/conversation on a scale of 1 to 5, with 5 being high and 3 being average. Include the prospective members' name, date of interview and your name at the end of the document.

Introduction (Alternating between committee members)

- Introduce yourself and other advisory committee participants
- Thank the person for meeting with the nominating committee and that you are glad that he or she is considering becoming a member of the advisory committee.
- Outline advisory committee: Comprised of nine at-large members and nine ex-officio members who are individuals with both lived and learned (professional experience) who represent a diverse cross-section of the community. The committee evaluates mechanisms for behavioral health and substance use disorder services and make through an annual plan opioid settlement and other recommendations to improve the quality, long-term recovery outcomes, and coordination of these services.
- Explain your connection with the advisory committee, how long you have been a committee member, and why you believe it is beneficial to be a member.

Central Part of the Interview

1. Ask the prospective member how they found out about the advisory committee and what their understanding of what the responsibilities of the advisory committee are. (1 - 5 ____)
2. Has the prospective member worked in a large formal process or worked with other community organizations and/or boards such as the advisory committee before? If so, determine the level of participation and whether or not there has been any leadership involvement. (1 - 5 ____)

3. Is the prospective member currently employed? Is the prospective employee currently a full or part-time employee of an agency that receives County or managing entity funding?
(1 - 5 _____)
4. Enter into a conversation about the prospective members' desire to become an advisory committee member? (i.e. Please describe why you want to be a committee member. Listen to determine what the motivation is. Is the motivation driven by personal concerns and determination to be a participant, or is it driven by peer pressure or employer pressure to participate?) (1 - 5 _____)
5. Explain to the prospective member the importance of participation on the full committee and sub-committees, both prior to and after appointment to the advisory committee. Determine if the prospective member are available to attend full committee meetings on the second Thursday of even number months at 2:00 PM and a minimum of one subcommittee meeting on the third Wednesday and Thursday of odd numbered months in the afternoon.
(1 - 5 _____)
6. Ask the prospective member what questions he or she has about the advisory committee and are they still interested in becoming a member. (i.e. participation requirements) (1 - 5 _____)
7. Any additional follow up questions. (No score)

Applicant: _____

Interviewed by: _____ Date: _____

Comments:_____
