

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF EXECUTIVE SESSION
July 30, 2013**

BOARD OF HEALTH MEMBERS PRESENT

Paul Stoddard – President
Todd Latham – Vice President
Dennis Diemer, DVM
Tim Duez, DDS
Roger Faivre
Ronald Feldmann, MD
Karen Hagen, RN, MS
Christina Jones, RN, MS
Andria Mitchell

BOARD OF HEALTH MEMBERS ABSENT

Regina Harris
David Phillips, MD -- Secretary

STAFF MEMBERS PRESENT

Jane Lux, Public Health Administrator

DISCUSSION

1. Employment Matters/Personnel

The Board of Health entered into Executive Session at 8:07 pm for the purpose of discussing Employment Matters/Personnel under Subsection Number 1, of Section 2 (c) of the Open Meetings Act.

Mrs. Lux presented the July 2013 Proposed Administrative and Leadership Structure and plan. The proposal addressed her ongoing goal to strengthen the Administrative and Leadership structure for the long-term sustainability of the Health Department.

The proposed structure reduces senior level positions under the Public Health Administrator from six to five to four from December of 2010 by combining programs and responsibilities. The proposed structure has three Division: Administration (includes Health Promotion programs), Health Protection (includes Environmental Health and Emergency Preparedness) and Community Health and Prevention (formerly Personal Health Services, and includes the In-Person Counselor Program). All positions incorporate additional work responsibilities.

Mrs. Lux proposed compensation considerations for optimal functioning under the proposed structure as follows:

1. Effective August 1, 2013, salary adjustment of 10 percent above base rate for Greg Maurice to assume position of Director of Health Protection permanently, consistent with historical precedence for promotions.

2. Effective August 1, 2013, salary adjustment of 2.02 percent above base rate for Brenda Courtney for additional work responsibilities.
3. Authorization for starting annual salary up to \$92,000, and accelerated earned vacation time to be negotiated, if necessary, to hire Assistant Administrator (currently vacant position).
4. Effective January 1, 2014, adjust rate of FCM/WIC Program Coordinator (Kay Chase) and CD Program Coordinator (Lorna Schmidt) positions 7 cents and 27 cents respectively as parity adjustments.
5. Effective January 1, 2014, change status of Licensed Environmental Health Practitioner In-Training position from part-time to full-time.
6. Effective January 1, 2014, change authorized bi-weekly hours from 75.00 to 80.00 hours, and apply rate of pay to 80.00 hours for the five senior level positions of Public Health Administrator, Director of Administrative Services, Assistant Administrator, Director of Community Health and Prevention and Director of Health Protection.

Mrs. Lux noted the total cost savings of the proposed structure compared to the 2010 structure is \$136,000.

David Phillips, MD, Secretary
DeKalb County Board of Health
Executive Session Minutes
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