

**DEKALB COUNTY BOARD OF HEALTH
PERSONNEL COMMITTEE MEETING
MINUTES
January 7, 2016
Noon**

Personnel Committee Members Present:

Celeste Latham, Chair
Ronald Feldmann, MD
Christina Jones, RN, MS, President
Marilyn Stromborg, RN, EdD, JD

Staff Members Present:

Jane Lux, Public Health Administrator

The Personnel Committee meeting of January 7, 2016, was called to order at 11:59 AM by Celeste Latham, Chair.

I. State Statute and Administrative Code/Public Health Administrator Minimum Requirements

Mrs. Lux reviewed the Board of Health's responsibility, according to the Illinois Statute, to appoint the Public Health Administrator, and the corresponding Administrative Code that specifies the minimum requirements.

II. Review of Class Specification/Job Description

Mrs. Lux presented the Class Specification/Job Description that is reviewed and updated annually as needed.

III. Position Posting and advertising

The committee reviewed and discussed the Position Posting and revisions, as well as media outlets and specifications for advertising.

IV. Time line and Meeting Dates

The committee discussed the process, time line and meeting schedule, including dates for interviews of top applicants chosen.

Celeste Latham, Chair
Personnel Committee
DeKalb County Board of Health
January 7, 2016