

**DEKALB COUNTY BOARD OF HEALTH
FINANCE COMMITTEE EXECUTIVE SESSION
JULY 25, 2013**

Finance Committee Members Present:

Dennis Diemer, Chair
Tim Duez, DDS
Paul Stoddard

Finance Committee Members Absent:

David Phillips, MD

Staff Present:

Jane Lux, Public Health Administrator
Brenda Courtney, Director of Administrative Services

The Finance Committee entered into Executive Session at 7:00 pm for the purpose of discussing Employment Matters/Personnel under Subsection Number 1 of Section 2 (c) of the Open meetings Act.

EXECUTIVE SESSION DISCUSSION

I. Employment Matters/Personnel

Mrs. Lux presented the July 2013 Proposed Administrative and Leadership Structure and Compensation Plan. The proposal addresses her ongoing goal to strengthen the Administrative and Leadership structure for 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 Divisions: 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 presented 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 to hire Assistant Administrator (currently vacant).
4. Effective January 1, 2014, adjust rate of FCM/WIC Program Coordinator and CD Program Coordinator 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 current structure is \$65,000. The savings compared to the December 2010 structure is \$136,000.

Dennis Diemer, DVM, Chair
Finance Committee