

**DEKALB COUNTY BOARD OF HEALTH  
MINUTES OF EXECUTIVE SESSION  
DATE: March 25, 2014**

**BOARD OF HEALTH MEMBERS PRESENT**

Paul Stoddard – President  
Karen Hagen, RN, MS – Vice President  
Christina Jones, RN, MS – Secretary  
Tim Duez, DDS  
Roger Faivre  
LeAnn Gruber, DVM  
Regina Harris, JD  
Celeste Latham  
Mayuri Morker, MD

**BOARD OF HEALTH MEMBERS ABSENT**

Ronald Feldmann, MD  
Andria Mitchell

**STAFF MEMBERS PRESENT**

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

The Board of Health entered into Executive Session at 8:07 pm for the purpose of discussing Business Matters—Community Outreach Building Lease of Space, under Subsection Number 6, Bi-Annual Review of Executive Session Minutes under Subsection Number 21 and Employment Matters under Subsection Number 1, all of Section 2 (c) of the Open Meetings Act.

**DISCUSSION**

1. Business Matters—Community Outreach Building Lease of Space

Mrs. Lux discussed progress in discussions with the Community Mental Health Board (CMHB) in meetings on February 24, 2014 and March 12, 2014. With agreement of Mrs. Lux, Gary Hanson entered into a temporary Lease Agreement between the County Public Building Commission and the CMHB in order to provide for the immediate space needs of Adventure Works, a CMHB funded agency. The Agreement, for April through June 2014, is contingent upon a permanent Lease Agreement July 1, 2014.

Mrs. Lux discussed the letter presented to the CMHB at the March 12 meeting, with a counterproposal of \$18 per square foot as price term, with other terms and conditions to be negotiated. The CMHB approved the price term in a letter presented on March 24, 2014. Mrs. Lux will work with the State's Attorney's office on a Lease Agreement. The CMHB will work on securing a commitment from four of their funded agencies that are interested in subleasing the space. The agencies are Adventure Works with seven employees, Elder Care Services with fourteen employees, Children's Home and Aid Society with five employees and Hope Haven with two employees.

In addition, Mrs. Lux and Mr. Hanson had a follow up meeting with Andrew Buffenbarger regarding the DeKalb County Rehab and Nursing Center's (DCRNC) interest in additional space. He plans to present the concept to the DCRNC Board.

## 2. Bi-Annual Review of Executive Session Minutes

The Board discussed the recommendations of Mrs. Lux regarding releasing of six (6) Executive Session meeting minutes, and reviewed the rationale for these to remain closed. The Board then discussed three (3) audio verbatim recordings that could be destroyed, as it has been at least eighteen (18) months, and there are written minutes that have been approved.

## 3. Employment Matters

Mrs. Lux recommended a three (3) percent parity salary adjustment, effective April 6, 2014, for the four Nurse Program Coordinators in the Community Health and Prevention Division. The cost for 2014 would be \$5,992.

The rationale included that these are Exempt and salaried positions that do not receive additional compensation in pay or compensatory time for additional hours worked in accordance with the new Management policy. In addition, this is a parity adjustment, appropriate to the roles and responsibilities.

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Christina Jones, RN, MS, Secretary  
DeKalb County Board of Health  
Executive Session Minutes  
March 25, 2014