

**DEKALB COUNTY BOARD OF HEALTH
MINUTES OF EXECUTIVE SESSION
November 24, 2015**

BOARD OF HEALTH MEMBERS PRESENT

Karen Hagen, RN, MS – President
Christina Jones, RN, MS – Vice President
Celeste Latham – Secretary
Maria Caudillo
Tim Duez, DDS
Roger Faivre
Ronald Feldmann, MD
Keith Foster, JD
LeAnn Gruber, DVM
Mayuri Morker, MD

BOARD OF HEALTH MEMBERS ABSENT

Ruth Anne Tobias

STAFF MEMBERS PRESENT

Jane Lux, Public Health Administrator

DISCUSSION

1. Employment Matters

The Board of Health entered into Executive Session at 7:46 pm for the purpose of discussing Employment Matters under Subsection Number 1 of Section 2 (c) of the Open Meetings Act.

Mrs. Lux discussed her plan to retire in June 2016, and she stated that a letter to the Board of Health would be forthcoming. She shared that she will be employed at the Health Department for thirty-five (35) years in 2016 and she has appreciated and enjoyed her career and the important work of the Health Department. She will have a proposal for the Board of Health to consider regarding her continued temporary part-time employment after retirement to assist with the leadership transition.

Mrs. Lux presented her recommendation to hire an Administrative Assistant to position the agency for success during and after the leadership transition. She presented the proposed Job Classification and salary range and rationale for funding the position with documented savings.

Mrs. Lux discussed the process for recruitment and hiring of the new Public Health Administrator. According to the Board of Health Bylaws, the Personnel Committee serves as the Search Committee. An additional time commitment is required, including five to six meetings in a three month timeframe, starting at the beginning of January. She asked Board of Health members to contact her or Chris Jones, 2016 Board President, if they are willing and interested in serving on the Personnel/Search Committee. She will contact the committee with specifics after the holidays.

Celeste Latham, Secretary
DeKalb County Board of Health
Executive Session Minutes
November 24, 2015