

**DEKALB COUNTY BOARD OF HEALTH  
PERSONNEL COMMITTEE MEETING  
EXECUTIVE MINUTES**

**May 22, 2018**

**5:00 p.m.**

**Personnel Committee Members Present:**

Celeste Latham, MS, Chair  
Derryl Block, PhD  
Lizy Garcia

**Staff Members Present:**

Lisa Gonzalez, Public Health Administrator

The Personnel Committee meeting of May 22, 2018, was called to order at 5:00 p.m. by Celeste Latham, Chair.

**I. Executive Session - Employment Matters**

At 5:02 p.m., Lizy Garcia moved, seconded by Dr. Block, to enter into Executive Session for the purpose of discussing Employment Matters, under Subsection number 1 of Section 2 (c) of the Open Meeting Act.

**Discussion:**

**a. Personnel and Job Classifications**

**i. Administrative Consultant**

Mrs. Gonzalez provided a summary of time and activity for Administrative Consultant position for the period of July 1, 2017 through April 30, 2018.

Mrs. Gonzalez summarized the needs moving forward for the position.

Mrs. Gonzalez recommend that the Administrative Consultant remain in active status in a limited as-needed capacity.

**ii. Administrative Assistant**

Mrs. Gonzalez provided a historical timeline for the current Administrative Assistant position.

Mrs. Gonzalez presented the proposed new job classification and related job description.

Mrs. Gonzalez provided a recommendation to the Committee to adjust the job title and salary classification to more closely reflect the current position.

**iii. Licensed Environmental Health Practitioner**

Mrs. Gonzalez provided a summary of the salary history and updated the Committee regarding market factors for the LEHP certification.

Mrs. Gonzalez provided a recommendation to the Committee to adjust the salary for the employee in accordance with the current salary range for the Licensed Environmental Health Practitioner (LEHP) classification and market trends for the LEHP Certification.

**b. Annual Performance Review for the Public Health Administrator**

Mrs. Gonzalez distributed her summary of accomplishments for 2017-2018, and Goals for 2018-2019. She discussed these with the committee.

Mrs. Gonzalez left the meeting during Committee discussion of the performance of Mrs. Gonzalez.

Mrs. Gonzalez returned and the committee shared feedback regarding performance.

The committee will give a report to the full Board at the May 22, 2018 meeting.

At 6:00 pm, Dr. Block moved to enter back into open session, seconded by Lizy Garcia. Motion carried.

Lizy Garcia moved, seconded by Dr. Block to recommend to the full Board of Health the authorization of the continuation of the Administrative Consultant in a limited part-time temporary status up to 150 hours per year.

Dr. Block moved, seconded by Dr. Lizy Garcia to recommend to the full Board of Health the change of the current Administrative Assistant classification to Administrative Support and Marketing Manager with the salary range and job description as presented and to reclassify the current Administrative Assistant to new classification and range, with rate at beginning of range.

Dr. Block moved, seconded by Dr. Lizy Garcia to recommend to the full Board of Health the approval the proposed salary adjustment for the Licensed Environmental Health Practitioner as discussed.

**II. Adjournment**

On a motion by Lizy Garcia, seconded by Dr. Block, the Personnel Committee adjourned at 6:02 p.m. Motion carried.

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Celeste Latham, Chair  
Personnel Committee  
DeKalb County Board of Health  
May 22, 2018