

**DEKALB COUNTY BOARD OF HEALTH**  
**MINUTES OF EXECUTIVE SESSION**  
**July 26, 2022**

**BOARD OF HEALTH MEMBERS PRESENT**

Derryl Block, RN, PhD, President  
Rukisha Crawford  
Lorraine Daly  
Carlos Dominguez, DVM  
Erik Englehart, MD, Vice President  
Patricia Faivre  
Jill Olson  
Anita Zurbrugg

**STAFF MEMBERS PRESENT**

Lisa Gonzalez, MPH, *Public Health Administrator*  
Erin Frye, MPH, *Administrative Support and Marketing Manager*

**DISCUSSION**

1. Collective Bargaining Update
2. Employment Matters
  - a. Non-union Salary Increases
  - b. Personnel
  - c. Annual Performance Review of the Public Health Administrator

The Board of Health entered into Executive Session at 6:43 PM for the purpose of discussing the Collective Bargaining Update and Employment Matters – Personnel, under Subsection Number 21 of Section 2 (c) of the Open Meetings Act.

Mrs. Gonzalez provided an overview of results from the Collective Bargaining Agreement (CBA) for AFCSME employees, a five-year contract from January 1<sup>st</sup>, 2022 through December 31<sup>st</sup>, 2026. She shared six negotiation meetings were held from April through mid-July with the new CBA ratified by AFSCME employees on July 20<sup>th</sup>, 2022 pending Board of Health approval. Mrs. Gonzalez explained final approval of the CBA requires a motion by the Board of Health.

Mrs. Gonzalez explained the changes to the CBA for 2022-2026. She shared employees will be eligible to use their earned vacation and sick time after completion of three (3) consecutive months of employment whereas previously employees could not use accruals until after successful completion of a 6-month probationary period. Mrs. Gonzalez shared if the County Administrator declares all county worksites temporarily closed for weather or emergency reasons, there will be no loss of pay and no benefit time deductions for the affected employees whereas previously employees used accrual time in the event of County-wide closures. She explained the on-call stipend for Animal Control staff was raised from \$110.00 per week to \$150.00 per week. Mrs. Gonzalez shared Lincoln's birthday, a floating holiday, (2/12) and the half-day on Good Friday were removed as paid Holidays and replaced by a full day for Juneteenth (6/19) and a half-day to create a full day for Christmas Eve.

Mrs. Gonzalez shared effective 1/1/2024, employees who return to work following an approved FMLA leave due to the birth or adoption of a child and remain actively employed in good standing for a minimum of ninety (90) days after expiration of the FMLA leave will be credited with an additional three (3) paid sick

days to help offset the amount of sick time used by the employee during their otherwise unpaid FMLA leave. She explained this is a new benefit offered by the Health Department during this CBA period.

Mrs. Gonzalez explained field employees who choose to use their personal cellular telephones for business will be reimbursed Thirty-Five Dollars (\$35.00) per month, previously \$30.00 per month. She also shared employees who are regularly scheduled to work in the field (employees who work in the field at least 75% of their work time) less than .60 FTE, but at least .20 FTE, will be reimbursed up to Twenty Dollars (\$20.00) per month for business use of their personal cellular telephone, previously \$15 per month.

Mrs. Gonzalez shared annual salary increases for the 2022-2026 CBA period, noting classification salary ranges will increase the same percent as the base salary increase. She shared effective 1/1/2022 there will be a 2% increase and raises effective 1/1/2022 will be paid on a retroactive basis to those employees who are actively employed on the date of ratification of this agreement by authorized representatives of both Parties (and to those employees who were employed in good standing on July 12, 2022 but retired prior to the date of ratification of this agreement). Mrs. Gonzalez shared effective 1/1/2023 there will be a 2.25% increase, effective 1/1/2024 there will be a 2.5% increase, effective 1/1/2025 there will be a 2.75% increase, and effective 1/1/2026 there will be a 3.0% increase.

Moving to Employment Matters, Mrs. Gonzalez shared the Board will need to determine how they would like to address annual pay increases for non-union employees. She noted in previous bargaining cycles, the Board of Health elected to approve non-union salary increase at the same annual rates as those approved in the Collective Bargaining Agreement. She explained the motion at the Board level historically covered the entire duration of the contract (i.e. 5 years).

Ms. Daly asked if there has been turnover in administrative or management positions and if turnover should impact the annual pay increases for non-union employees. Mrs. Gonzalez explained, while there was some turnover in administrative positions, the bulk of the turnover occurred in AFSCME union positions. She shared historically, annual pay increases for union and non-union employees have remained the same to ensure equity across all positions in the Health Department.

Mrs. Gonzalez shared previously, the Board of Health approved an increase in hours for the Communicable Disease and Immunizations Coordinator from 37.5-hours to 40.0-hours through July 31, 2022. She explained the temporary adjustment in full-time hours was due to additional hours required to respond to the COVID-19 Pandemic. Mrs. Gonzalez shared her administrative recommendation, due to the continued workload associated with the COVID-19 response activities and the current vacancy in the Director position, is to extend the adjustment in full time hours for the identified exempt employee for the period of August 1, 2022 through November 30, 2022.

Mrs. Gonzalez shared the organizational chart for the Health Department. She explained in the center of the chart is the Director of Health Promotion, Emergency Preparedness, and Community Health & Prevention. She shared historically the position was two positions; the Director of Health Promotion and Emergency Preparedness and the Director of Community Health and Prevention. She explained in 2015, the position of Director of Health Promotion and Emergency Preparedness was open and the Director of Community Health and Prevention at the time elected to take on the responsibilities of both Director positions with an adjustment of salary, accordingly.

Mrs. Gonzalez explained she anticipates difficulty in finding a nurse manager willing to fill the expansive role of Director of Health Promotion, Emergency Preparedness, and Community Health & Prevention. Mrs. Gonzalez shared her administrative recommendation is to recruit two Director-level positions (a Director of Community Health and Prevention and a Director of Health Promotion and Emergency Preparedness) and to eliminate one coordinator-level position (the Health Promotion and Emergency Preparedness Coordinator).

Mrs. Gonzalez explained the fiscal implications of her administrative recommendation. She shared depending on insurance choice, the change will not be likely to cause a significant difference in cost to the Health Department. Mrs. Gonzalez reiterated her administrative recommendation.

Ms. Crawford asked for clarification on the difference in pay between the two Director positions. Mrs. Gonzalez explained the difference is due to market conditions and additional requirements for the position of Director of Community Health and Prevention.

Mrs. Faivre asked Mrs. Gonzalez her opinion on the hiring process for the Director of Community Health and Prevention position. Mrs. Gonzalez shared she anticipates recruitment for the position may be difficult due to fewer candidates compared to previous years. She suggested it will take some time and expects negotiation on salary to occur.

Dr. Block asked for clarification on removing the coordinator-level position. Mrs. Gonzalez shared the coordinator-level position will be eliminated with the intent of moving the individual currently in the position into the Director of Health Promotion and Emergency Preparedness position.

Mrs. Gonzalez shared the Job Classification Summary for the Health Promotion Associate position. She explained the position supports health promotion, outreach, screening and enrollment support efforts at DeKalb County Health Department. She shared the position also coordinates and provides early childhood and school aged hearing and vision screenings. Mrs. Gonzalez shared the requirements for the position are an Associate's Degree and certification for Healthcare Navigator and Vision and Hearing Technician. She shared the current salary range for Health Promotion Associate is \$15.62 (Beginning of Range), \$17.18 (Maximum Hire) and \$23.73 (Top of Range). She explained the Health Promotion Associate job classification is comparable in scope and responsibility to the Public Health Associate job classification but with additional education and certification requirements.

Mrs. Gonzalez shared her administrative recommendation to create equity across positions with similar scope and responsibilities. She proposed the salary range for the Health Promotion Associate job classification be adjusted to \$17.64 (Beginning of Range), \$19.40 (Maximum Hire), \$26.84 (Top of Range) to mirror that of the existing Public Health Associate position. Mrs. Gonzalez proposed to adjust the salary for the current Health Promotion Associate from \$16.30 to \$18.40 per hour effective August 1, 2022.

Dr. Block shared the Board will move to the annual performance review of the Public Health Administrator (PHA). She shared Mrs. Gonzalez and Mrs. Frye leave until requested to return. Dr. Block shared two processes occurred for the annual performance review of the PHA; the PHA Self-Evaluation and an anonymous survey of leadership staff. She shared in 62 out of 64 responses, the PHA was rated excellent or very good or above by leadership staff.

Dr. Block explained the PHA self-evaluation showed three areas in which the PHA partially met or did not meet her goals. Dr. Block shared Mrs. Gonzalez was able to clarify to the Personnel Committee why those goals were not fully met. Dr. Block shared the Personnel Committee asked the PHA why the Collective Bargaining Agreement was only partially met, asked about the Board of Health involvement in next steps of development of strategic planning, and asked about her plans for the continued development of training for the Board of Health members.

Mrs. Faivre asked Dr. Block if the Personnel Committee was satisfied with the PHAs' continuing education during this reporting period. Dr. Block shared a lot of the continuing education the PHA did was informal and based on need due to turnover in leadership positions. Dr. Block shared the PHA did some formal continuing education on human resource management and will be trained in QuickBooks moving forward.

Ms. Zurbrugg asked to what degree the Personnel Committee determined the PHAs' feelings about their position. Dr. Block responded that would be a good question for the Board to ask the Mrs. Gonzalez upon her return.

Dr. Block suggested to give the non-union employees the same raises as the union employees. A consensus was reached to adhere to the recommendation.

Mrs. Gonzalez returned and Dr. Block relayed the Board is pleased with the structure and content of her self-evaluation, goal attainment, and leadership of the Health Department. Board Members inquired if Mrs. Gonzalez feels she is getting the support she needs and if there are issues the Board should be addressing. Mrs. Gonzalez replied, overall, she feels she has the support of the Board of Health and feels comfortable asking for support, when needed. She explained due to challenges in the County at a fiscal level, there will be a need for advocacy from Board of Health members to secure and sustain funding for the Health Department moving forward.

Board members inquired if Mrs. Gonzalez is content with her position at this time. Mrs. Gonzalez replied the last few years were the most challenging of her career and she has some significant concerns about financials moving forward but she is content, happy to do the work, and committed to the County. She shared she looks forward to what is to come and is thankful for the Board and the support they given.

On a motion by Ms. Zurbrugg, seconded by Ms. Crawford, the move into Open Session was approved. Motion carried.



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Lizy Garcia, Secretary  
DeKalb County Board of Health  
Executive Session Minutes  
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