

**Edgar County Board of Health
Personnel Committee - minutes from the adjourned meeting held
July 21, 2021
7:30 a.m.**

Present: Personnel Committee Members: Ollie Smith, John McNary, Kathy Lientz

Others: Janet Mason, Administrator ECPHD

Mason opened the meeting stating that she wanted to discuss her role at ECPHD. She said she would like to start thinking about taking on less responsibilities at the Health Department in order to have more time with her family who live far away. She said she is not looking at leaving the Health Department right now, but she would like the board to consider promoting Monica Dunn, Assistant Administrator, to the position of Administrator in the near future, and she (Mason) would like to stay on as the Chief Financial Officer and Assistant Administrator.

Mason said she and Monica make a great team and that would continue, but the titles would essentially just trade between them: Dunn would be Administrator and Mason would be Assistant Administrator and also stay on as the Fiscal Manager. Mason said she would train Dunn for the Administrator's position until the time came to make the change official.

Personnel Committee members agreed to meet with Dunn and discuss the possible changes. McNary asked Mason to submit a possible time-line for when Dunn would be ready to take on the role of Administrator. Mason said she would work on a time-line.

Seeing no further business for the Personnel Committee, the meeting was adjourned

Ollie Smith, President, Edgar County Board of Health

Date: _____