**Section 1925.240 Executive Secretary**

a) The Executive Secretary of the State Board shall be named by the Director of the Department of Public Health (State Agency), with concurrence of the State Board. The Executive Secretary shall be a person qualified in health care facility planning and in administration.

b) The Executive Secretary shall be the chief executive officer of the State Board, responsible to the Chairman and, through the Chairman, responsible to the State Board for the execution of its policies and procedures. The working title of this position and office shall be Executive Secretary, Office of the Illinois Health Facilities Planning Board.

c) The Executive Secretary shall be employed and paid by the State Agency in accordance with the provisions of the Illinois Personnel Code, and be responsible to carry out the duties assigned to the State Agency by the Act.

d) The Executive Secretary shall, on behalf of the State Board, have responsibility and commensurate authority to perform duties, including but not limited to, the following:

1) provide staff and administrative services for the State Board; report periodically to the State Board on staffing, budgetary, and administrative resources and needs.

2) recommend to the State Board its policies and procedures for implementing the provisions and purposes of the Illinois Health Facilities Planning Act.

3) execute and administer the program in accordance with State Board policies, procedures and directives.

4) plan, with the Chairman, all meetings of the State Board and prepare the tentative agenda for State Board approval.

5) maintain all records, files, and reports required by the State Board.

6) as the agent of the State Board, and in the manner it prescribes, prepare all contracts and agreements to which the State Board is a party. The Chairman of the State Board shall cosign with the Director of the Department of Public Health all contracts and agreements.

7) represent the State Board whenever necessary; write and issue letters and other communications on its behalf.

8) perform other duties as directed by the State Board, or by its Chairman.

(Source: Amended at 24 Ill. Reg. 5671, effective March 14, 2000)