



**Minutes of the
BOH Personnel Committee Meeting
Wednesday, January 12, 2022 at 3:30 pm
Zoom Platform**

Members Physically Present: Luci Hoover (Chair), Ron Gottschalk (Vice-Chair), Dr. Patricia Lewis, Robert McCreath (Ex-Officio). Dr. John Halversen joined at 3:40p.m.

Members Absent: Jennifer Muraski.

WCHD Staff Physically Present: Dr. Sandra Martell – Public Health Administrator, Charlotte LeClercq – Public Health Policy Director, Christina Washington – Recorder.

Luci Hoover (Chair) called the January 12, 2022 meeting to order at 3:32pm.

1. **Approval of Agenda** – Luci Hoover entertained a motion to set the January 12, 2022 BOH Personnel Committee meeting agenda. Ron Gottschalk made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.

2. **Policies**

a. **Classification and Compensation Policy**

Dr. Sandra Martell provided the following overview; Winnebago County Health Department (WCHD) has had challenges retaining employees in critical positions including Environmental Health Inspectors/Practitioners, Public Health Nurses, and Health Educators. To promote retention of employees, a revised longevity/years of service schedule be implemented that ensures employees at 5 years of service have reached the mid-point of the salary schedule and at 10 years have reached/exceeded the maximum. To accommodate the minimum wage increases, beginning January 1, 2022, and continuing every January 1 through January 1, 2025, salary grades will be adjusted through the addition of the difference, if any, between the minimum wage and the Grade 10 starting wage to all salary grades and steps within salary grades to prevent pay (wage/salary) compression. These adjustment amounts will vary depending on any COLA made in the prior year and will go into effect January 1st of the calendar year. Any adopted COLA will be made effective July 1st of the calendar year. Charlotte LeClercq indicated that there is two sections; the first section sets up the classification plan for the employees. It does provide that the Personnel Committee will review these on an annual basis. The second part is the compensation plan that works in conjunction with the classification plan that will be reviewed annually by the Finance Committee to see if any adjustments need to be made. There is a provision that increases does depend on the WCHD budget. Ron Gottschalk made a motion to recommend approval of the Classification and Compensation Policy to the Board of Health, seconded by Luci Hoover. Unanimously approved. Motion carries.

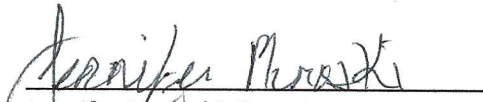
3. **Additions** – None

4. **Executive Session** - None



Adjournment: There being not addition business, Chair Luci Hoover asked for a motion to adjourn the January 12, 2022 Personnel Committee Meeting. Ron Gottschalk made a motion to approve adjournment; second motion made by Dr. Patricia Lewis. The meeting adjourned at 3:56pm.

Approved by the Board of Health



Jennifer Muraski, Secretary
Winnebago County Board of Health



Date