



**Minutes of the
BOH Policy Committee Meeting
Wednesday, March 11, 2020 @ 4:40 pm
555 North Court, Room 203, Rockford, IL**

Members Physically Present: Ron Gottschalk (Chair), Robert McCreath and Luci Hoover

Members Absent: Angie Goral, Dr. Patricia Lewis (Vice-Chair)

WCHD Staff Physically Present: Dr. Sandra Martell – Public Health Administrator, Todd Marshall-Director of Environmental Health

The meeting was called to order at approximately 4:35 pm.

1. Approval of Agenda

Ron Gottschalk asked for a motion to set the agenda or amend. Robert McCreath made a motion to set the agenda. Luci Hoover seconded the motion. All members voted aye in favor, motion carried.

2. Environmental Health Codes

a. Food Service Construction Requirements Guide

Todd Marshall referenced the Food Service Construction Requirement Guide handout and provided a brief summary. The WCHD Food Service Construction Requirements Guide was outdated and has now been updated to reflect the 2017 FDA approved food codes. The updated WCHD Food Service Construction Requirements Guide only needs to be approved by the Winnebago County Board of Health and not the Winnebago County Board because there is no code changes involved per the State's Attorney office. A Stakeholder Committee was put together to review and discuss the Food Construction Requirement guide and they have provided much needed input. There were a few updates made which are the definitions, table of contents and formatting. The updated version is much easier to read and is user friendly. The WCHD Food Service Construction Requirement Guide will go through a public comment period before it is recommended for approval by the WCHD Board of Health. A brief discussion was held and it was noted that no vote is needed at this time.

b) Posting of Food Establishment Inspection Scores

Todd Marshall and Dr. Martell provided a brief overview regarding transparency and the posting of inspection scores on the WCHD website. The process is still in the beginning stages which is currently looking at examples from other Health Departments throughout the state and the nation. There will be some branding and formatting reform and a user friendly site to assist food establishments on educating themselves on the process and understanding their inspection reports. Discussions will need to take place with the Stakeholder Food Committee on how best to roll-out the changes to the website. The column with the Inspectors name will be suppressed on the actual violation visual report to minimize possible risks to the Inspectors. WCHD will post the link on Facebook stating the code is out there for review and a comment period.

Rob Gottschalk asked for a motion to approve the Posting of Food Establishment Inspection Scores and discuss at the next Board of Health Meeting for final approval. Luci Hoover made a motion to approve; Robert McCreath seconded the motion. All members voted aye in favor, motion carried.



3. Policy Revision

a. Policy 1122-1319-19 Summer Hours Program

Dr. Martell stated after discussions with staff and Supervisors, they have chosen to move forward with a 4 and 9 hour and ½ day work week. Staff indicated that the four 10 hour days were too long and with these revisions it would be applied across the board.

Rob Gottschalk asked for a motion to approve the Policy 1122-1319-19 Summer Hours Program. Robert McCreath made a motion to approve; Luci Hoover seconded the motion. All members voted aye in favor, motion carried.

b) Employment Policy Change

Dr. Martell stated this item is an addition to agenda item #3 which is to discuss a policy change due to COVID19. Winnebago County in addition with WCHD is looking at some employment policy changes regarding the concept of quarantine and isolation. First part is regarding quarantine which a person exposed to the Coronavirus would be quarantined for 14 days (2 weeks) and would be allowed to work from home if possible. The idea being is that person would not have their accrued benefit time impacted during the two weeks quarantine period. Second part is a person who has the Coronavirus would be isolated through recovery and would be able to return to work once a series of lab tests results are negative. Discussions with Winnebago County has been to give the first 5 days without impacting any of their accrued benefit time and any time needed after that the person would apply for FMLA leave. This is for informational purposes and no action is needed at this time.

4. Executive Session - None

Adjournment:

Ron Gottschalk asked for a motion to adjourn the March 11, 2020 Policy Committee meeting. Robert McCreath made a motion to adjourn; second motion made by Luci Hoover. All members voted aye in favor, motion carried. The meeting was adjourned at approximately 5:43 pm.

Approved by the Policy Committee of the BOH June 16, 2020
DATE

Interim Secretary, Dr. Patricia Lewis
Winnebago County Board of Health