



**Minutes of the  
BOH Personnel Committee Meeting  
Wednesday, June 9, 2021 at 3:30 pm  
Zoom Platform**

**Members Physically Present:** Luci Hoover (Chair), Robert McCreath (Vice-Chair), Dr. Patricia Lewis, Ron Gottschalk.

**Members Absent:** Dr. Allen Williams (Ex-Officio).

**WCHD Staff Physically Present:** Dr. Sandra Martell – Public Health Administrator, Christina Washington – Recorder.

Luci Hoover (Chair) called the June 9, 2021 meeting to order at 3:39pm.

1. **Approval of Agenda** – Luci Hoover entertained a motion to set the June 9, 2021 BOH Personnel Committee meeting agenda. Ron Gottschalk made first motion; Dr. Patricia Lewis made second motion. Unanimously approved, motion carries.
2. **COVID-19 Mitigations for Individuals Working for WCHD**  
Dr. Martell provided an over view of COVID-19 Mitigations for Individuals Working for WCHD. The EEOC came out with a ruling the last week of May that indicated employers could (1) ask employees their vaccination status and (2) you could mandate vaccinations if it was under Emergency Use Authorization (EUA) and that employers had the right to set policy. The Leadership Team has discussed and felt it was time to put a formal policy forward. COVID-19 Mitigations for Individuals Working for WCHD is on the June 9, 2021 BOH Policy Committee agenda to discuss further. No action needed.
3. **Public Health Administrator Review**  
Luci Hoover provided a brief overview of the process for previous review of the Public Health Administrator position. Public Health Administrator job description and evaluation form will be provided to the Board of Health members after the June 15, 2021 Board of Health meeting. Board of Health members are asked to provide comments that are related to weaknesses and strengths in terms of the job performance expectations. Evaluation forms are to be submitted to Luci Hoover by June 30, 2021.
4. **Additions – None**
5. **Executive Session - None**

**Adjournment:** There being not addition business, Chair Luci Hoover asked for a motion to adjourn the June 9, 2021 Personnel Committee Meeting. Ron Gottschalk made a motion to approve adjournment; second motion made by Robert McCreath. The meeting was adjourned at 4:09pm.

Approved by the Board of Health

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

6/15/2021  
Date