



**Minutes of the
BOH Policy Committee Meeting
Wednesday, January 11, 2023 at 4:30 pm
555 North Court Street
Room 115
Rockford, IL 61103**

Members Physically Present: Patricia Lewis (Chair), Luci Hoover, Angie Goral, Robert McCreath (Ex-Officio)

Members Absent:

WCHD Staff Present: Dr. Sandra Martell – Public Health Administrator, Michael Jarvis, Policy Director, Todd Marshal – Environmental Health Director, Stephanie Bahling (recorder)

Patricia Lewis called the policy committee meeting to order at 4:30 pm.

1. **Approval of Agenda** – Patricia Lewis entertained a motion to set the January 11, 2023 BOH Policy Committee meeting agenda. Luci Hoover made first motion; Bob McCreath made the second motion. All were in favor, unanimously approved, motion carries.
2. **Policies**
 - a. 1111-0526-17 Record Retention Policy: Michael indicated that the record retention policy implements a standardized way to store documents to be in compliance with HIPAA, grant funding compliance as well as the state/local records commission. Michael indicated that a standardized form has been put in place for requesting records to be stored as well as standardized labeling the box for destruction that indicates when it is eligible for destruction. Patricia Lewis inquired as to what has changed from the last update in which Michael indicated that they implemented a standardized approach to the process on how records are stored and labeled. Angie reflected on the fire at the courthouse and inquired if the records are being stored in a fireproof location in which Michael indicated that they are stored in a non-fireproof location. Patricia entertained a motion to approve recommending the Record Retention policy to the Board which was given by Luci Hoover, seconded by Bob McCreath. All were in favor, motion carries. Ayes (4), Nays (0), Absent (1). The Record Retention Policy will be advanced to the Board of Health.
 - b. 1129-0825-22 Trauma-Informed Care Policy Michael indicated that the policy is being put in place as part of the effort of becoming a trauma informed community. The policy is intended to assist clients that may experience trauma that our staff comes in to contact with as well as for the staff who may experience secondary trauma. He explained that it could be a hoarding situation or an abuse situation that staff observes and the policy provides information on how to handle and ensure that they client receives the services they need. Michael reported that trauma informed language has been placed in job descriptions, interview paperwork and evaluations as well. Todd Marshall indicated that the policy makers implemented the trauma informed based on national standards based on 6 key principles. Dr. Martell added that that agencies adopted trauma informed which includes maternal and child health, violence, mental health and work place trauma informed. Angie indicated that it should be shared with all departments to adopt. Dr. Martell added that the County Board signed off on the proclamation to become trauma informed in 2019. Patricia entertained a



motion to approve recommending the Trauma-informed Care Policy to the Board which was given by Angie Goral, seconded by Bob McCreath. All were in favor, motion carries. Ayes (4), Nays (0), Absent (1). The Trauma-Informed Care Policy will be advanced to the Board of Health.

- c. 087-0609-22 Conference, Educational Assistance, and Professional Membership Reimbursement Policy: Michael indicated the policy is for employees who wish to further their education there is a process in place to seek reimbursement when applicable, appropriate and financially feasible. Michael indicated that the employee would initially pay (unless approved otherwise) and then request to be reimbursed for conferences, schooling or training. Michael indicated that it would also include employees in undergrad as well as employees seeking their master's degree covering tuition and books. Bob inquired if it was a certain percentage of the expense in which Dr. Martell indicated that for undergrad it covers \$120 per course hour for up to a maximum of 12 course hours per calendar year. Bob inquired if that was 100% in which Dr. Martell replied that it was. She added for the Master Degree it covers 50% per credit hour not to exceed \$201 per credit hour. Angie inquired if they would have any obligation to stay with the health department in which Michael indicated that they would be required to remain employed for 2 years adding in the event the employee leaves during that time they will reimburse the health department on a prorated bases. Patricia inquired if the Health Department is eligible for loan forgiveness in which Dr. Martell indicated aht they are which is handled through HR. Patricia entertained a motion to approve recommending the Conference, Educational Assistance, and Professional Membership Reimbursement Policy to the Board which was given by Bob McCreath, seconded by Luci Hoover. All were in favor, motion carries. Ayes (4), Nays (0), Absent (1). The Conference, Educational Assistance, and Professional Membership Reimbursement Policy will be advanced to the Board of Health.

3. Agreement

- a. 6786 Yale Bridge amended agreement: Todd Marshall indicated that Prosser Management owns the property at 6786 Yale Bridge Road which is a wedding/event venue. Todd reported that initially the property was intended to be for seasonal events on weekends during the summer however learned that they were holding year round events. Todd indicated that there was concern that the septic system was not able to handle the usage. In November 2021 WCHD entered into an agreement with Prosser Management to hire a third party plumber (Area Mechanical) to monthly monitor and document the usage for one year. Todd reported that the monthly monitoring reflected that the usage was 900 gallons/per day which is below the 1200 gallons/day that the system was designed for. Todd indicated that everything is in compliance therefore WCHD wants to provide Prosser Management with a letter that indicates that they met the terms of the agreement, that they are compliant and are no longer under the agreement. Patricia entertained a motion to approve recommending that the Board approve sending the letter to Prosser Management which was provided by Angie Goral, seconded by Bob McCreath. All were in favor, motion carries. Ayes (4), Nays (0), Absent (1). The approval of the letter to Prosser Management will be advanced to the Board of Health.

4. Resolution

- a. Farmers Market Resolution – Egg Permit: Dr. Martell indicated that WCHD has a permit system and the Eggs fall under the farmers market which is a \$170 permit because of the risk factor that was identified. Dr. Martell indicated that state legislature has established limits on permits adding that WCHD is fine with the limits with the exception of an “eggs only” permit which cannot exceed \$75. Dr. Martell indicated that they are requesting a reduction to the fee for the “egg only” permit to \$75.00 adding that there is only one vendor that



falls under the “egg only” permit in Winnebago County. Patricia indicated that she would entertain a motion to approve the implementation of a new farmer’s market egg only permit for \$75 which was given by Luci Hoover, seconded by Bob McCreath. All were in favor, motion carries. Ayes (4), Nays (0), Absent (1). The \$75.00 egg only permit will be advanced to the board.

- 5. **Executive Session** – None
- 6. **Additions** – None
- 7. **Adjournment** – There being no additional business, Patricia Lewis entertained a motion to adjourn the January 11, 2023 Policy Committee Meeting which was given by Bob McCreath, seconded by Luci Hoover, all were in favor and the meeting adjourned at 5:15 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date