



**Minutes of the  
BOH Personnel Committee Meeting  
Monday, January 9, 2023 at 6:00 pm  
Winnebago County Health Department  
555 North Court Street  
Room 115  
Rockford, IL 61103**

**Members Present:** Luci Hoover (Chair) Patricia Lewis (Vice-Chair), Robert McCreath (Ex-Officio)

**Members Absent:** Dr. John Halversen

**WCHD Staff Physically Present:** Dr. Sandra Martell – Public Health Administrator, Michael Jarvis Director of Policy, Stephanie Bahling Executive Assistant (recorder)

The meeting was called to order at 6:00 pm by Chair Luci Hoover.

1. **Approval of Agenda** – Luci Hoover entertained a motion to approve the January 9, 2023 BOH Personnel Committee meeting agenda. Bob McCreath made first motion and Patricia Lewis seconded the motion. Unanimously approved, motion carries.
2. **Personnel Policies:**
  - a. 079-0502-22: Sick Leave/Personal Leave Policy: Michael informed the committee that the sick leave/personal leave policy had been revised and the sick time to personal time conversion was removed from the policy. Michael indicated that employees could request to convert sick time to personal time within a specific timeframe. Michael indicated that only a few employees request the conversion and removing it from the policy keeps it cleaner. Dr. Martell indicated that it doesn't equitably treat all the employees commenting that employees who work remotely would not use sick time. Michael added that instead of taking sick time employees would use vacation time instead so they would be able to convert the sick time to personal. Dr. Martell added that the remote work changed the dynamic and due to the other issues it was decided to remove the conversion from the policy. Dr. Martell added that unused sick time attributes to time served for IMRF at retirement which provides a better benefit. Patricia Lewis made a motion to recommend the Sick Leave/Personal Leave Policy to the Board, Bob McCreath seconded, all were in favor and the motion carries. Ayes (3), Nays (0), Absent (1). The Sick Leave/Personal Leave Policy will be advanced to the Board of Health.
  - b. 038-0627-22: Mandated Reporter Policy: Michael indicated that this policy was due for an update. He indicated that Winnebago County Health Department staff work with vulnerable populations and are mandated to report suspicion of child abuse to DCSF. The policy was updated to include the information on the website, DCFS hotline and provides the training information all changes to bring the policy current. Luci asked about elder abuse in which Dr. Martell indicated that is covered under the nursing license. Patricia Lewis made a motion to recommend the Mandated Reporter Policy to the Board, Bob McCreath seconded, all were in favor and the motion carries. Ayes (3), Nays (0), Absent (1). The Mandated Reporter Policy will be advanced to the Board of Health.
  - c. 006-0601-22: Equal Employment Opportunity Policy: Michael indicated that the EEO policy was also due for updating. He indicated that the definitions were expanded and included input from Lafa and the legal team in regards to age, sexual orientation or race. He indicated that everyone has an opportunity to be employed regardless of their background and having all applicants screened in a consistent manner and interviewed by a panel. Dr. Martell indicated that in the past job postings were only posted through the Winnebago County Human Resource website. She indicated that WCHD is not required to post only on the county site



indicating that the pool of candidates would be minimal. Dr. Martell clarified that the position postings are posted on both Indeed and the County Site. Dr. Martell informed the committee that when supervisors are going to advance candidates they direct them to the county site to complete the application and the attestation about criminal records and background check etc. Luci inquired if under sexual orientation if non-binary was included in which Michael indicated that it was and reviewed by Lafa. Patricia Lewis made a motion to recommend the Equal Employment Opportunity policy to the Board, both Luci and Bob seconded, all were in favor. Ayes (3), Nays (0), Absent (1). The Equal Employment Opportunity Policy will be advanced to the Board of Health.

- 3. **Executive - None**
- 4. **Additions – None**
- 5. **Adjournment:** Luci Hoover entertained a motion to adjourn which Patricia Lewis provided, Bob McCreath seconded, all were in favor and the meeting adjourned at 6:18 pm.

Approved by the Board of Health

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 Winnebago County Board of Health

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 Date