



**Minutes of the
BOH Policy Committee Meeting
Wednesday, February 8, 2023 at 4:30 pm
555 North Court Street
Room 115
Rockford, IL 61103**

Members Physically Present: Luci Hoover, Angie Goral,

Members Absent: Patricia Lewis (Chair), Robert McCreath (Ex-Officio)

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

Luci Hoover called the policy committee meeting to order at 4:42 pm.

1. **Approval of Agenda** – Luci Hoover entertained a motion to approve the February 8, 2023 Policy Committee meeting agenda which Angie provided, Luci seconded. All were in favor, unanimously approved, motion carries.
2. **Policies**
 - a. 010-1017-22 Internship Opportunities Policy: Michael indicated that this policy sets forth procedures to allow internships or practicum opportunities at WCHD. Michael indicated that if a center has a project that they need done they would need to provide the details of the project such as how long it will take, whether it would be grant funded/paid etc. Michael indicated that there would be a master educator agreement in place with the sponsor school. Michael indicated that the candidate would need to complete the internship application (attachment A). Michael indicated that they would need to formally apply with HR for the background and license check. Michael indicated that the internship will be mutually beneficial. Luci inquired if the internship would be a college student or a medical student which Michael indicated that it has been expanded to include practicum. Dr. Martell indicated that WCHD has always some however wanted it formalized across departments. Dr. Martell indicated that the master educator agreement is important to ensure that the school agreed to the internship for their student. Luci inquired if WCDH offers job shadows in which Dr. Martell indicated that would be a practicum and WCHD does offer them adding that the schools would have to work with the parents to get permission. Luci entertained a motion to approve the Internship Opportunities policy which was given by Angie, seconded by Luci. All were in favor, motion carries. Ayes (2), Nays (0), Absent (1). The Internship Opportunities Policy will be advanced to the Board of Health.
 - b. 086-0117-23 Posted Communications Policy: Michael indicated that this policy replaces G5 Bulletin Board policy commenting that they wanted to be broad based on how WCHD communicates with each other internally. He indicated that this has been expanded to include CEMP as well as the steps to follow to post on bulletin board. The request will be reviewed to determine if it is accurate, timely, relative and appropriate. Michael indicated that if a posting is requested just for a center that the center director will approve however if it is a WCHD wide posting it will need to be approved by leadership. Michael indicated that the postings will need to be taken down when appropriate. Michael indicated that it also includes language in regards to unapproved postings can be taken down with notification. Luci inquired about churches and religious posting in which Dr. Martell indicated that she would have concerns with anything that has a lot of discretion. Dr.



Martell added that she would have concerns for fundraiser and donation campaigns as well. In regards to Protocol/procedures for item c “Materials beyond regularly assigned WCHD duties may be considered for posting at the discretion of the leadership team”, after discussion it was decided that the examples items 1-4 would be removed from the policy. Dr. Martell inquired as to item 3 and the purpose of the unapproved postings being re-submitted in which Michael indicated it was intended to provide an opportunity to re-submit. After discussion it was decided to remove item 3 in its entirety.

Dr. Martell informed that team that she has been working with Michael on the signature panels of the policy commenting that the posted communications policy is a core policy which impacts all WCHD employees and should have been presented to the personnel committee along with the internship policy. Dr. Martell indicated that it will take some time to get the policies cleaned up and standardized. Luci entertained a motion to approve recommending the Posted Communications Policy to the Board which was given by Angie, seconded by Luci. All were in favor, motion carries. Ayes (2), Nays (0), Absent (1). The Posted Communications Policy will be advanced to the Board of Health.

- 3. **Agreement - none**
- 4. **Resolution - none**
- 5. **Executive Session – None**
- 6. **Additions – None**
- 7. **Adjournment –** There being no additional business, Luci entertained a motion to adjourn the February 8, 2023 Policy Committee Meeting which was given by Angie, seconded by Luci, all were in favor and the meeting adjourned at 5:04 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date