



NO QUORUM

Minutes of the
BOH Personnel Committee Meeting
Monday, March 8, 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, Derrick Kunz

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

There was not a quorum present however the committee discussed the policies below.

1. **Approval of Agenda – No quorum**

2. **Personnel Policies:**

- a. 085-0117-23: Vehicle Policy: Michael reported that the vehicle policy has been expanded to cover how to access a county fleet vehicle indicating that an Illinois driver's license and insurance is required to drive a county car. Hand held devices are not permitted to be used however if the vehicle has integrated navigation system it can be used. The policy indicates what constitutes safe driving of a county vehicle. Employees cannot be under the influence of any substance while driving a county vehicle. The vehicle is to be used for county business only and the employee must follow safe driving practices. Michael indicated that when employees who use their personal vehicles for restaurant and housing inspections break down the policy now has a caveat that indicates they have two hours to get their vehicle fixed to resume working. If they cannot get their vehicle fixed they may work in the office or use benefit time. Pat indicated that the policy refers to knowing the county vehicle policy and inquired if WCHD is repeating a lot of their policy. Michael indicated that the section on "operation of a county vehicle" is very close to the county policy. Michael indicated that he had the WCHD safety committee review the policy in which they provided feedback for when an employee breaks down in their personal car. Luci inquired if that happens often in which Michael indicated that he had no knowledge of it as his staff does not have those types of responsibility.
- b. 1124-1109-19: Employee Time & Attendance Policy: Michael indicated that this policy lists the protocols how work hours are tracked and recorded. Michael indicated that the policy includes a list of definitions including what constitutes a call in, hours worked, leaving work early, missed punches, no call/no show, normal business hours, what qualifies as being tardy. Michael indicated that time clock plus is able to be accessed by a cell phone and where employees are when they clock in and out which is addressed in letter A under protocol & Procedures. Employees who start in the field need to be at the field location when they clock in not clock in somewhere else and then go to the location. The same goes for clocking out, the employee needs to be at the field location when they clock out. Pat indicated that a lot of the policy looked familiar in which Michael indicated yes item A under protocol/procedures was expanded the most. Michael indicated that it was being abused and if it continues the employee is subject to disciplinary action adding that occurrences are still counted in a rolling 12 month calendar. Michael indicated that if WCHD has a weather related closure or delayed start it does not count as an occurrence.



The policy covers alternate work options. Michael reported that 3 no call/no show is considered job abandonment. Pat indicated that when the employees work remotely they should clock in where they are working remotely in which Michael agreed. Luci inquired if they are working remotely from home do they still need to clock out for lunch in which Michael responded that they do if they are an hourly non-exempt employee.

c. 067-1205-22: Vacation Policy: Policy was pulled from the agenda.

- 3. **Executive** - NA
- 4. **Additions** – NA
- 5. **Adjournment:** No quorum

Approved by the Board of Health

Winnebago County Board of Health

Date