



**Minutes of the
BOH Personnel Committee Meeting
Monday, April 12, 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); Derrick Kunz

Members Absent:

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

Luci Hoover called the Personnel Committee meeting to order at 3:31 pm.

1. **Approval of Agenda** – April 12, 2023 – Luci entertained a motion to approve the April 12, 2023 Personnel Committee Meeting Agenda which was provided by Bob McCreath, seconded by Derrick Kunz, all were in favor and the April 12th Personnel Committee Agenda was approved.
2. **Personnel Policies:**
 - a. 028-0526-22 Employment of Immediate Family Members Policy: Michael indicated that the policy was older and due for revision. The policy indicates that no employee will supervise a family member. The policy indicates WCHD will hire the most qualified candidate however does not discriminate against hiring relatives. The policy indicates what qualifies as a family member as well as individuals living in the same household. Michael indicated that language in the WCHD policy came from Winnebago County policy. The policy indicated that individuals in a personal relationship with elected members of the county board will not be hired by the WCHD and includes how to report being in an inappropriate relationship. After discussion about relationship scenarios and the county board it was determined that guidance from the Winnebago County State’s Attorney’s office was necessary. Luci tabled the policy and no action was taken.
 - b. 067-1205-22 Vacation Policy: Michael indicated that the accrual rate and vacation accrual cap has not been changed in the policy. Michael indicated that the policy clarifies that although vacation accrues from an employee’s first day they are not to take vacation during their first six months of employment unless previously agreed. The policy indicates how many employees can be off at the same time within a center to ensure coverage needs. Michael indicated that the policy has been changed from being able to submit vacation request from a year in advance to six months. Derrick inquired if the allowance for 10 days has been reviewed commenting that 10 days for the first seven years doesn’t seem like a lot of time. Michael indicated that the policy is based from the county policy and is addition to the regular 13 holidays that are observed throughout the year. Luci entertained a motion to advance the vacation policy to the board of health which was provided by Pat, seconded by Bob, all were in favor and the vacation policy will be advanced to the board of health.
 - c. 068-1109-16: Pay Practices Policy: Michael indicated that the policy follows the Winnebago County Pay periods and indicates what the WCHD standard hours of operation are. Michael indicates that employees are encouraged to use direct deposit and the policy indicates where to access paystubs located in the employee self-service portal. The policy indicates steps an employee would take in the event that a paycheck is lost which is to have Finance cancel and reissue a check. The pay practices policy indicates that benefits accrue based on information put into the timekeeping system. The policy also indicates that WCHD complies with state and federal employee deductions as well as mandated garnishments. Luci inquired if there is a limit on the number of garnishments an employee could have coming out of their check in which



Michael responded that he was not sure. Luci entertained a motion to advance the pay practices policy to the board of health, which was provided by Pat, seconded by Derrick, all were in favor and the pay practices policy will be advanced to the board of health.

3. **Executive** - NA
4. **Additions** – NA
5. **Adjournment:** Luci entertained a motion to adjourn. The motion to adjourn was provided by Bob McCreath, seconded by Pat and the Personnel Committee meeting adjourned at 3:45 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date