



**Minutes of the
BOH Personnel Committee Meeting
Wednesday, January 10, 2024 at 4:30 pm
Winnebago County Health Department
555 North Court Street
Room 221
Rockford, IL 61103**

Members Present: Robert McCreath (Ex-Officio); Patricia Lewis (Vice-Chair); Derrick Kunz; Luci Hoover (Chair)

Members Absent:

WCHD Staff Present: Michael Jarvis Director of Policy, Stephanie Bahling Executive Assistant (recorder)

Luci Hoover called the Personnel Committee meeting to order at 4:30 pm.

1. **Approval of Agenda** – January 10, 2024 – Luci entertained a motion to approve the January 10, 2024 Personnel Committee Meeting Agenda which was provided by Bob McCreath, seconded by Patricia Lewis. All were in favor and the January 10, 2024 Personnel Committee Agenda was approved. Ayes (4), Nays (0), Absent (0)
2. **Personnel Policies:**
 - a. 024-1127-23 Secondary Employment Policy: Michael reported that the policy indicates the process to follow if an employee has secondary employment and has been updated to include how potential conflict of interests are handled which includes review by the state’s attorney’s office for guidance. Luci entertained a motion to approve the Secondary Employment policy, which was provided by Pat Lewis, seconded by Derrick Kunz, all were in favor and the Secondary Employment Policy was approved. Ayes (4), Nays (0), Absent (0).
 - b. 065-0419-16 Cell Phone Policy: Michael indicated that the cell phone policy was due for updating and included changes on terminology. He also reported that the reimbursement amount for each tier is now associated with the consumer price index and language has been added to ensure that phones are kept secure and information is to be kept confidential. The policy also includes language advising users that they are subject to FOIA compliance. Luci entertained a motion to approve the Cell Phone Policy which was provided by Derrick Kunz, seconded by Bob McCreath, all were in favor and the Cell Phone Policy was approved. Ayes (4), Nays (0), Absent (0).
 - c. 036-0621-22 – Care, Responsibility, & Usage of WCHD Equipment and Personal Equipment: Michael indicated that the policy had been updated to combine three similar policies (G8, G9 and G11). The policy indicates that employees are responsible for WCHD issued equipment and indicates the steps to take if equipment is lost or stolen. The policy also informs employees that they are required to take their WCHD issued devices (surface pro) home to ensure they are able to work remotely in the event that the health department closed otherwise they would be required to use benefit time. Luci entertained a motion to approve the Care, Responsibility, & Usage of WCHD and Personal Equipment Policy which was provided by Pat Lewis, seconded by Bob McCreath, all were in favor and the Care, Responsibility, & Usage of WCHD Equipment and Personal Equipment Policy was approved. Ayes (4), Nays (0), Absent (0).
3. **Executive** - NA
4. **Additions** – NA
5. **Adjournment:** Luci entertained a motion to adjourn the meeting, which was provided by Bob McCreath, seconded by Derrick Kunz, all were in favor and the January 10, 2024 Personnel Committee meeting adjourned at 4:36 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date