



**Minutes of the  
BOH Policy Committee Meeting  
Wednesday, October 11, 2023 at 4:30 pm  
555 North Court Street  
Room 221  
Rockford, IL 61103**

**Members Physically Present:** Luci Hoover, Angie Goral, Bob McCreath (Ex-Officio), Patricia Lewis (Chair)

**Members Absent:** Derrick Kunz

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

**Legal Counsel:** ASA Charlotte LeClercq

Patricia Lewis established that there is a quorum and called the policy committee meeting to order at 4:28 pm.

1. **Approval of Agenda** – Patricia entertained a motion to approve the October 11, 2023 Policy Committee meeting agenda which Luci provided, Bob seconded, all were in favor, unanimously approved, motion carries. Ayes (4), Nays (0), Absent (1).
2. **Policies:**
  - a. 1130-0208-23 – Communication Procedures – Emergency Operations: Michael reported that the communications procedure policy that had previously been presented outlined standard operating procedures for day to day operations. Michael indicated that for PHAB reaccreditation they require what the procedures are under a declared emergency scenario. Michael indicated that this policy builds off the standard operations policy however includes detail on how WCHD would coordinate a joint information system activated with the County and incident command structure. Michael reiterated that the intent was to separate the standard day to day operating procedures from the operating procedures for an emergency response. Dr. Martell indicated that the communication procedures emergency operations policy is an annex from the emergency operations plan that is currently being worked on. Dr. Martell indicated communication fails at every event and the first thing noted in the after-action reports is failed communications. Pat entertained a motion to approve the policy, which was provided by Luci, seconded by Bob, all were in favor and the policy was approved. Ayes (4), Nays (0), Absent (1).
3. **Agreement - none**
4. **Resolution - none**
5. **Executive Session** – None
6. **Additions** – None
7. **Adjournment** – There being no additional business, Pat entertained a motion to adjourn the October 11, 2023 Policy Committee Meeting which was given by Luci, seconded by Angie, all were in favor and the meeting adjourned at 4:47 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date