



**Minutes of the
BOH Personnel Committee Meeting
Wednesday, May 10, 2023 at 3:30 pm
Winnebago County Health Department
555 North Court Street
Room 221
Rockford, IL 61103**

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

Members Absent: Patricia Lewis (Vice-Chair)

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 3:30 pm.

1. **Approval of Agenda** – May 10, 2023 – Luci entertained a motion to approve the May 10, 2023 Personnel Committee Meeting Agenda which was provided by Bob McCreath, seconded by Derrick Kunz, all were in favor and the May 10th Personnel Committee Agenda was approved.
2. **Personnel Policies:**
 - a. 046-0708-22 EAP Policy: Michael indicated that the previous EAP (employee assistance program) is part of the PHAB reaccreditation process that policies need to be reviewed timely. Michael indicated that the previous policy directed employees to contact human resources. The policy has been expanded to include who the EAP provider is for the county including their contact information. The policy indicates who is eligible to participate and that services are available 24 hours a day. The policy also includes the steps they take for counseling the individuals who contact the EAP provider. Michael indicated that the policy includes the services available through EAP that had not previously been listed in the policy. Michael indicated that additional services were added in section 4B-1, letter M Personal/professional stress or “burn out” and letter n vicarious trauma. Michael indicated that they were identified from the CBATO staff assessment. Michael indicated the policy lists the referrals which are self-referral, referral of concern and referral for cause. Michael indicated that the referral for cause could be for an event that is impacting an employees work performance or in their best interest. The policy also includes confidentiality that EAP information is not share without disclosure from the employee. If it is referral for cause limited information is provided to the referring party. Michael indicated that the subject matter shared with the EAP counseling stays with EAP counseling. Bob inquired as to what change from the previous policy. Michael indicated that the previous policy directed employees to HR. He indicated that the provider information has been added which includes how to contact them. Michael indicated that an employee is able to contact EAP without notifying a supervisor or without HR’s approval. The policy includes the services that are available and what EAP can assist with as well as information about the referrals and the confidentiality which had not been mentioned in the previous policy. Luci entertained a motion to recommend the EAP policy to the board of health which was provided by Derrick, seconded by Bob, all were in favor and the EAP policy will be advanced to the board of health.
 - b. 030-0606-22 Employee Health Screening Policy: Michael indicated that this policy is also part of the PHAB reaccreditation efforts. The policy includes the steps for an employee to get their pre-employment health screening which includes testing for fitness capacity, drug screening for substance use. The policy also includes immunity testing and immunizations are tested. Michael indicated that the policy also includes that the pre-



employment physical takes place at the Wellness Center. The policy also includes the procedures for employees who develop symptoms at work that they will be referred to the wellness center or their primary healthcare provider. Michael indicated that this is also the procedure for employees who have a work related injury or accident. Michael indicated that health screening information will remain confidential. Luci entertained a motion to advance the Employee Health Screening Policy to the board of health which was provided by Bob, seconded by Derrick all were in favor and the Employee Health Screening policy will be advanced to the board of health.

- c. 028-0526-22: Immediate Family Member Employment Policy: Michael indicated that the policy had initially been presented to the committee and revisions were requested. Michael indicated that section 5 A3 had previously indicated that potential employees could not be related to anyone from the BOH or the county board. Michael read from the policy which indicated “In order to avoid the appearance that political connections or influence play any part in employment decision, WCHD shall not employ individuals based solely upon requests from elected or appointed officials. The employment of individuals at WCHD shall be based upon qualifications in accordance with the job posting, recruitment and hiring policy. “ Luci entertained a motion to advance the Immediate Family Member Employment policy to the board of health, which was provided by Derrick, seconded by Bob, all were in favor and the Immediate Family Member Employment 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 Derrick and the Personnel Committee meeting adjourned at 3:39 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date