



**Minutes of the
BOH Personnel Committee Meeting
Wednesday, May 8, 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; Derrick Kunz; Luci Hoover (Chair)

Members Absent: Johnathan Logemann (Vice-Chair); Valerie Pobjecky

WCHD Staff 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 3:32 pm.

1. **Approval of Agenda – May 8, 2024** – Luci entertained a motion to approve the May 8, 2024 Personnel Committee Meeting Agenda which was provided by Patricia Lewis, seconded by Derrick Kunz. All were in favor and the May 8, 2024 Personnel Committee Meeting Agenda was approved. Ayes (4), Nays (0), Absent (2)
2. **Personnel Policies:**
 - a. 022-0524-22 Bereavement Leave Policy: Michael reported that the policy was updated to comply with the state family bereavement leave act which expands taking three days for bereavement to up to ten days if they have been employed for one year. The policy also addresses timelines in the event that an employee has more than one death in the family within a year. Luci entertained a motion to approve the Bereavement Leave policy, which was provided by Pat Lewis, seconded by Derrick Kunz, all were in favor and the Bereavement Leave Policy was approved. Ayes (4), Nays (0), Absent (0).
 - b. 079-0502-22 Sick Leave Policy: Michael indicated that the sick leave policy had previously been combined with the personal leave and has been separated based on the paid leave for all workers legislation that was implemented at the beginning of the year. The updated policy now includes an accrual rate for part-time and seasonal employees based on state statute. Luci entertained a motion to approve the Sick Leave Policy which was provided by Derrick Kunz, seconded by Bob McCreath, all were in favor and the Sick Leave Policy was approved. Ayes (4), Nays (0), Absent (0).
 - c. 088-0430-24 – Personal Leave Policy: Michael indicated that the personal leave policy was implemented for part-time employee accruals based on their FTE (full-time equivalent). Luci entertained a motion to approve the Personal Leave Policy which was provided by Pat Lewis, seconded by Derrick Kunz, all were in favor and the Personal Leave Policy was approved. Ayes (4), Nays (0), Absent (0).
 - d. 033-0607-22 Observed Holidays Policy: Michael indicated that there are no new holidays added to the policy. The policy was updated to reflect part-time employees will receive holiday pay prorated based on their FTE. Seasonal workers do not receive holiday. Luci entertained a motion to approve the Observed Holidays Policy which was provided by Derrick Kunz, seconded by Patricia Lewis, all were in favor and the Observed Holidays Policy was approved. Ayes (4), Nays (0), Absent (2).
3. **Executive - NA**
4. **Additions** – The Personnel Committee discussed the meeting times and decided to change the meeting start time to 4:30 followed by the Policy Committee meeting at 5:00.
5. **Adjournment:** Patricia made a motion to adjourn and the May 8, 2024 Personnel Committee meeting adjourned at 3:40 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date