



**Minutes of the
BOH Policy Committee Meeting
Wednesday, May 8, 2024 at 4:30 pm
555 North Court Street
Room 221
Rockford, IL 61103**

Members Present: Luci Hoover, Bob McCreath (Ex-Officio), Derrick Kunz (chair); Angie Goral (vice-chair)

Members Absent: Dr. Helland, Johnathan Logemann, Valerie Pobjecky

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

Legal Counsel: ASA Charlotte Hoss (not present)

Derrick Kunz called the policy committee meeting to order at 4:36 pm.

1. **Approval of Agenda** – Derrick entertained a motion to approve the May 8, 2024 Policy Committee meeting agenda which was provided by Luci, seconded by Bob, all were in favor, unanimously approved, motion carries. Ayes (4), Nays (0), Absent (3).
2. **Approval of January 10, 2024 meeting minutes:** Derrick entertained a motion to approve the January 10, 2024 meeting minutes which was provided by Luci, seconded by Bob, all were in favor and the January 10, 2024 Policy Committee meeting minutes were approved. Ayes (4), Nays (0), Absent (3).
3. **Policies for consideration:**
 - a. 007-1204-23 De-escalation Practices: Michael reported that as part of WCHD being a trauma informed agency, the De-escalation policy is intended to keep staff and clients safe by preventing situations from escalating. Michael indicated that WCHD is following the L.E.A.P.S. (listen, empathize, ask, paraphrase and summarize) model and a single page handout will be provided to staff to use as a quick reference guide. Derrick entertained a motion to approve the De-escalation Policy which was provided by Luci, seconded by Angie, all were in favor and the De-escalation practices policy was approved. Ayes (4), Nays (0), Absent (3).
 - b. 1132-1214-23 Client Grievance Procedures: Michael reported that a client grievance procedure is required by many of the grants WCHD has been awarded and the policy implements a standard procedure process. Derrick entertained a motion to approve the Client Grievance procedures Policy which was provided by Luci, seconded by Bob, all were in favor and the policy was approved. Ayes (4), Nays (0), Absent (3).
4. **Executive Session** – None
5. **Additions** – The Policy committee discussed the meeting time and decided to change the meeting start time to 5:00 following the Personnel Committee Meeting which starts at 4:30.
6. **Adjournment** – There being no additional business, Derrick entertained a motion to adjourn the May 8, 2024 Policy Committee Meeting which was given by Luci, seconded by Bob, all were in favor and the meeting adjourned at 4:47 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date