



**Minutes of the
BOH Personnel Committee Meeting
Wednesday, June 14, 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); Patricia Lewis (Vice-Chair)

Members Absent: Derrick Kunz

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** – June 14, 2023 – Luci entertained a motion to approve the June 14, 2023 Personnel Committee Meeting Agenda which was provided by Patricia Lewis, seconded by Bob McCreath, all were in favor and the June 14, 2023 Personnel Committee Agenda was approved. Ayes (3), Nays (0), Absent (1)

2. **Personnel Policies:**
 - a. 074-0602-21 COVID-19 Mitigation Policy: Michael indicated that the policy is being updated for masking recommendations for staff now that the Federal declarations for COVID-19 have ended. The policy has been updated to include a masking matrix. Michael indicated section five item five in the policy has been updated to reflect the information included in the matrix as to when masking will be required based on matrix level. Dr. Martell indicated that staff could wear a mask if they choose to; unvaccinated staff will be required to wear a mask and if a client requests staff to mask staff will wear a mask. Low level will be an individual's choice to mask, medium level will be recommended to mask and high level will be required to mask. Todd indicated that the matrix levels take into consideration hospitalizations, emergency room visits and deaths, which provides data to support decisions to mask. When level's change signage will change and masks will be available for clients when they come into WCHD. Luci entertained a motion to approve the COVID-19 Mitigation policy, which was provided by Patricia Lewis, seconded by Bob McCreath, all were in favor and the COVID-19 Mitigation Policy was approved. Ayes (3), Nays (0), Absent (1).
 - b. 0075-0815-21 Vaccination Policy: Michael indicated that changes to the vaccination policy are similar to the changes with the COVID-19 Mitigation policy. The policy includes an update to the definition of "up-to-date". Changes to the policy mirror the COVID-19 Mitigation policy to be consistent. Dr. Martell indicated that the policy still has the medical and religion exemptions which would require them to wear a mask. Luci entertained a motion to approve the Vaccination Policy which was provided by Pat, seconded by Bob, all were in favor and the Vaccination Policy was approved. Ayes (3), Nays (0), Absent (1).
 - c. 076-0103-22 Classification and Compensation Policy: Michael indicated that definitions in section 4 have been expanded in items J-O for exempt employees, non-exempt employees, regular full-time employee's regular part-time employees, temporary employees and introductory employees. He indicated that the changes were made for classification in terms of benefits eligibility during an employee's introductory period. Luci entertained a motion to approve the Classification and Compensation Policy which was provided by Patricia, seconded by Bob, all were in favor and the Classification and Compensation Policy was approved. Ayes (3), Nays (0), Absent (1).

3. **Executive** - NA



4. **Additions – NA**

5. **Adjournment:** Luci entertained a motion to adjourn. The motion to adjourn was provided by Patricia Lewis, seconded by Bob McCreath and the Personnel Committee meeting adjourned at 3:47 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date