



**Minutes of the
BOH Policy Committee Meeting
Wednesday, June 14, 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 called the policy committee meeting to order at 4:28 pm.

1. **Approval of Agenda** – Pat entertained a motion to approve the June 14, 2023 Policy Committee meeting agenda which Bob provided, Luci seconded, all were in favor, unanimously approved, motion carries.
2. **Policies:**
 - a. 023-0524-22 – Jury & Witness Duty Leave Policy: Michael indicated that changes were made to detail what the employee’s responsibility are in regards to notifying their supervisor of jury duty to ensure coverage. WCHD will not attempt to have an employee excused from jury duty however under certain circumstances may request to have an employee’s jury duty postponed. The policy includes directives when an employee has been dismissed from jury duty. After discussion it was determined that if an employee is dismissed with two or more hours remaining in the workday, the employee is to return to work. Out of county employees may complete their day working remotely or using benefit time. The policy also indicates that paid time off for jury duty would be limited to 160 hours/four weeks. In the event that jury duty exceeds 160 hours/4 week’s an employee would no longer accrue benefits. Discussion included concern limiting paid time off considering Federal jury duty may exceed 160 hours, which potentially could cause undue hardship on the employee. Dr. Martell indicated that she wanted to further discuss the policy with the SAO and it was decided that advancing the policy would be postponed.
 - b. 1108-0607-16 – Expenditure and Contract Approval Procedures Policy: Michael indicated that purchase orders are required for routine expenditures. The policy indicates the procedures for major expenditures and the requirements for requests over \$3,000.00. Expedited protocol and procedures have been added and include process for approval between board meetings. Dr. Martell indicated that the policy follows the process that has been in place it is now included in the policy. Pat entertained a motion to approve the Expenditure and Contract Policy which was provided by Luci, seconded by Bob, all were in favor and the policy was approved. Ayes (4), Nays, (0), Absent (1).
 - c. 1127-0426-22 HIPAA Policy: Michael indicated that the policy provides guidance to staff to effectively operate within HIPAA regulations. The policy includes definitions, requirements, clients rights, use and disclosure of protected health information, security standards and breach notification standards. The policy provides employees guidance based on HIPAA scenarios. The policy includes ways WCHD maintains confidentiality and addresses complaints from clients who claim their rights have been violated. The policy includes information on how clients can access their information and request changes to their information. Pat inquired if this was a new policy. Dr. Martell indicated that it is not a new policy commenting that the old policy was in sections throughout a binder and Charlotte worked through pulling the policy together. Dr.



Martell indicated that WCHD has been required to submit a HIPAA policy during the audit process. Pat commented that that the policy is vast, complex and comprehensive. 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 June 14, 2023 Policy Committee Meeting which was given by Bob, seconded by Luci, all were in favor and the meeting adjourned at 4:52 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date