



**Minutes of the  
BOH Personnel Committee Meeting  
Wednesday, August 9, 2023 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 (Vice-Chair); Derrick Kunz

**Members Absent:** Luci Hoover (Chair)

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

Patricia Lewis called the Personnel Committee meeting to order at 4:31 pm.

1. **Approval of Agenda** – August 9, 2023 – Pat entertained a motion to approve the August 9, 2023 Personnel Committee Meeting Agenda which was provided by Bob McCreath, seconded by Derrick Kunz. Pat mentioned that the agenda indicated that there were minutes to approve however, the minutes were not included in the packet. She recommended approving an amended agenda that did not include the approval of the minutes. All were in favor and the amended August 9, 2023 Personnel Committee Agenda was approved. Ayes (3), Nays (0), Absent (1)
2. **Personnel Policies:**
  - a. 008-0308-23 Performance Appraisal Policy – Michael reported that the policy was being updated to be in line for the PHAB accreditation process. The language that previously indicated that the performance appraisal was associated with compensation has been removed. Michael indicated that the appraisal forms are standardized. The policy includes what each party (the evaluator and the employee) are required to bring to the performance appraisal meeting. The policy clarifies that the purpose of the performance evaluation is to set goals, identify improvement opportunities as well as training opportunities. New hire performance evaluations are given at 45 and 90 days then annually on the date the employee started in their position. Employees who are promoted into another position will be reviewed annually on the date they started their new position. The policy also includes trauma informed and health equity language. Pat entertained a motion to approve the Performance Appraisal policy, which was provided by Derrick, seconded by Bob McCreath, all were in favor and the Performance Appraisal Policy was approved. Ayes (3), Nays (0), Absent (1).
  - b. 049-0223-23 Employee Recognition Policy: Michael indicated that the employee recognition policy is new and formalizes what qualifies as a recognition and the procedures for internal and external recognition. The policy indicates that multiple recognitions for an employee will be consolidated. Dr. Martell reported that a recognition policy is a requirement for the PHAB accreditation process. Pat entertained a motion to approve the Employee Recognition Policy which was provided by Bob, seconded by Derrick, all were in favor and the Vaccination Policy was approved. Ayes (3), Nays (0), Absent (1).
3. **Executive** - NA
4. **Additions** – NA
5. **Adjournment:** Pat made a motion to adjourn the meeting, which was seconded by Bob McCreath, all were in favor and the August 9, 2023 Personnel Committee meeting adjourned at 4:48 pm.

Approved by the Board of Health

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Winnebago County Board of Health

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Date