



**Discussion Notes of the  
BOH Personnel Committee Meeting – No Quorum  
Wednesday, July 10, 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 (Vice-Chair)

**Members Absent:** Valerie Pobjecky; Luci Hoover (Chair)

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

Patricia Lewis indicated that a quorum had not been established and the meeting would be considered a discussion.

1. **Approval of Agenda – July 10, 2024 – No Quorum**
2. **Approval of May 8, 2024 meeting minutes – No Quorum, the May 8, 2024 meeting minutes will be presented for approval during the July 16, 2024 BOH meeting.**
3. **Personnel Policies:**
  - a. **050-0605-24 Orientation Program Policy:** During the discussion Michael indicated that the orientation policy has been updated to align with PHAB reaccreditation requirements including specific ICS (Incident Command Systems) trainings for emergency preparedness. Michael reported that in the past some human resource responsibilities were conducted within the Winnebago County Health Department however changes have been made and certain responsibilities were shifted to the Winnebago County Human Resources Department. Michael indicated that the orientation policy has been updated to outline what responsibilities are covered by the health department and what are covered by Winnebago County Human Resources Department. The updated policy highlights the health departments mission, vision and values as well as provides information outlined in an orientation timeline. During the discussion it was determined that although a quorum had not been established for the personnel committee meeting, members present agreed that the orientation policy should be presented for approval during the Board of Health Meeting on July 16, 2024.
4. **Executive - NA**
5. **Additions – NA**
6. **Adjournment:** With a quorum not being established, an adjournment of the meeting was not necessary.

Approved by the Board of Health

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Winnebago County Board of Health

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Date