



**Minutes of the
BOH Policy Committee Meeting
Wednesday, July 10, 2024 at 5:00 pm
555 North Court Street
Room 221
Rockford, IL 61103**

Members Present: Bob McCreath, Dr. Helland, Derrick Kunz (chair); Angie Goral (vice-chair), Jonathan Logemann

Members Absent: Luci Hoover, Valerie Pobjecky

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

Legal Counsel: ASA Charlotte Hoss (not present)

Derrick Kunz called the policy committee meeting to order at 5:20 pm.

1. **Approval of Agenda** – Derrick entertained a motion to approve the July 10, 2024 Policy Committee meeting agenda which was provided by Dr. Helland, seconded by Jonathan Logemann, all were in favor, unanimously approved, motion carries. Ayes (5), Nays (0), Absent (2).
2. **Approval of June 12, 2024 meeting minutes:** Derrick entertained a motion to approve the June 12, 2024 policy committee meeting minutes which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and the June 12, 2024 Policy Committee meeting minutes were approved. Ayes (5), Nays (0), Absent (2).
3. **Policies for consideration:**
 - a. 1100-0407-15: Communication Services for Non-English-speaking Clients – In order to serve clients that are non-English speaking and/or have Limited English Proficiency when a WCHD bilingual staff member is not available, WCHD will use contractual services (Cyracom) via telephone, internet or other electronic means to provide interpretations for clients. Derrick entertained a motion to approve the Communication Services for Non-English-speaking client’s policy which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and the policy was approved. Ayes (5), Nays (0), Absent (2).
 - b. 1101-0421-15: Communication Services for Hearing/Vision Impaired Clients – In order to serve clients that are hearing and/or visually impaired, WCHD will use contractual services (Center for Sight & Hearing Impaired) to provide interpretations for clients. Derrick entertained a motion to approve the Communication Services for Hearing/Vision Impaired Clients policy which was provided by Angie Goral, seconded by Dr. Helland, all were in favor and the policy was approved. Ayes (5), Nays (0), Absent (2).
 - c. 1133-0510-24: Information Security – The policy was updated for PHAB reaccreditation requirements for information security, network security and HIPAA compliance. The policy aligns information security protocols of the Winnebago County Health Department with Winnebago County’s Department of Information Technology standing operating procedures and policies. Derrick entertained a motion to approve the Information Security policy which was provided by Dr. Helland, seconded by Angie Goral, all were in favor and the policy was approved. Ayes (5), Nays (0), Absent (2).
4. **Variance**
 - a. **R201-046430** – The variance request has been withdrawn as the resident is moving forward with connecting to the Village of Rockton water source.
5. **Executive Session** – None
6. **Additions** – None



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7. **Adjournment** – There being no additional business, Derrick entertained a motion to adjourn the July 10, 2024 Policy Committee Meeting which was given by Dr. Helland, seconded by Angie Goral, all were in favor and the meeting adjourned at 5:24 pm.

Approved by the Board of Health

Winnebago County Board of Health

Date