

**Minutes of the
BOH Personnel Committee Meeting
Tuesday, November 18, 2025 at 5:30 pm
Winnebago County Health Department
555 North Court Street
Room 115
Rockford, IL 61103**

Members Present: Dr. Allen Williams (Ex-Officio); Derrick Kunz (Chair), Lori Thompson, Penelope Lechtenberg

Members Absent:

WCHD Staff Present: Dr. Sandra Martell Public Health Administrator, Stephanie Bahling Executive Assistant (recorder)

Legal Counsel: ASA Lafakeria Reuter

Derick Kunz called the Personnel Committee meeting to order at 5:30 pm.

Derrick acknowledged that a quorum had been established and advised that Penelope Lechtenberg would participate via phone conference. Derrick motioned for approval which was provided by Lori Thompson, all were in favor and Penelope Lechtenberg joined the meeting via phone conference.

1. **Approval of Agenda – November 18, 2025** – Derrick entertained a motion to approve the November 18, 2025 Personnel Committee Meeting Agenda which was provided by Penelope Lechtenberg, seconded by Lori Thompson. All were in favor and the November 18, 2025 Personnel Committee Meeting Agenda was approved. Ayes (3), Nays (0), Absent (0)
2. **Renewal of Executive Employment Agreement for Public Health Administrator:** Derrick reported that the red line executive employment agreement was included in the meeting packet. He indicated that the proposed agreement reflects changes from a three (3) year term to a four (4) year term; an annual salary of \$187,728, a change from \$170,000 from the previous agreement; four (4) weeks of vacation rather than three (3) weeks from the previous agreement. ASA Reuter indicated that suggested changes were made to the language in regards to attorney fees being the responsibility of each party rather than the “non-prevailing party” in the event of litigation between the parties in connection with the agreement. ASA Reuter also indicated that language was added to the agreement reflecting that governing law would be in accordance with laws of the State of Illinois with jurisdiction of state and federal courts located within the County of Winnebago.

Closed Session – Convene into Closed Session: Derrick Kunz indicated that closed session was needed and motioned to go into closed session pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), to discuss the personnel matter. A roll call vote will be taken, please respond aye or nay. Ayes were received by Derrick Kunz, Lori Thompson, Penelope Lechtenberg and Dr. Williams and the meeting convened in closed session 5:44.

Closed Session – Adjourn Closed Session

Derrick Kunz entertained a motion to adjourn closed session pursuant to the Illinois Open Meetings Act, 5 ILCS 120/2(c)(1), A roll call vote will be taken, please respond aye or nay. Ayes were received by Derrick Kunz, Lori Thompson, Penelope Lechtenberg and Dr. Williams and the meeting adjourned closed session at 6:17 with no action taken.

The board reconvened in open session: Derrick Kunz reiterated that no action was taken in closed session and entertained a motion to layover the executive employment agreement for public health administrator until the next meeting. Lori Thompson provided the first motion, Penelope Lechtenberg seconded, all were in favor and the agreement was laid over. Ayes (3), Nays (0), Absent (0).



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3. **Winnebago County 2026 Holiday Schedule:** Derrick Kunz entertained a motion to adopt Winnebago Counties thirteen designated holidays which was provided by Lori Thompson, seconded by Penelope Lichtenberg, all were in favor and the designated 13 holidays for 2026 were approved. Ayes (3), Nays (0), Absent (0).
4. **Additions** – none
5. **Adjournment:** Derrick made a motion to adjourn and the November 18, 2025 Personnel Committee meeting adjourned at 6:19 pm.