



**Minutes of the
BOH Personnel Committee Meeting
Wednesday, January 14, 2026 at 5:30 pm
Winnebago County Health Department
555 North Court Street
Room 115
Rockford, IL 61103**

Members Present: Derrick Kunz (Chair), Lori Thompson

Members Absent: Penelope Lechtenberg

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

Legal Counsel: ASA Lafakeria Reuter

Derrick Kunz acknowledged that a quorum had been established and called the Personnel Committee meeting to order at 4:31 pm.

1. **Approval of Agenda – January 20, 2026** – Derrick entertained a motion to approve the January 20, 2026 Personnel Committee Meeting Agenda which was provided by Lori Thompson, seconded by Derrick Kunz. All were in favor and the January 20, 2026 Personnel Committee Meeting Agenda was approved. Ayes (2), Nays (0), Absent (1)
2. **Approval of Minutes: November 18, 2025:** Derrick Kunz entertained a motion to approve the November 18, 2025 meeting minutes which was provided by Lori Thompson, seconded by Derrick Kunz. All were in favor and the November, 18, 2025 meeting minutes were approved.
3. **Personnel policies for consideration**
 - a. **042-0910-25 Progressive Discipline Policy:** Michael Jarvis reported that the progressive discipline policy had not been updated for over ten years. He indicated that changes were made to the timeframe of corrective actions, including coaching sessions for improvement and follow-up as well as steps for escalating disciplinary action if position standards are not met. Derrick Kunz entertained a motion to approve the Progressive Discipline Policy which was provided by Lori Thompson, seconded by Derrick Kunz. All were in favor and the Progressive Discipline Policy was approved. Ayes (2), Nays (0), Absent (1).
4. **Renewal of Executive Employment Agreement for Public Health Administrator:**

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 and the meeting convened in closed session 4:54.

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 and Lori Thompson and the meeting adjourned closed session at 5:14 with no action taken.

The board reconvened in open session: Derrick Kunz reiterated that no action was taken in closed session and discussion for the renewal of the executive employment agreement for the public health administrator would continue at next month’s meeting.
5. **Executive Session** - none
6. **Additions** – none
7. **Adjournment:** Derrick made a motion to adjourn and the January 14, 2026 Personnel Committee meeting, Lori Thompson seconded and the meeting adjourned at 5:15 pm.