

McDonough County Health Board of Health
Handbook Revision Committee

Wednesday, September 27, 2023, at 6:30 p.m.
McDonough County Health Department
505 East Jackson Street
Macomb, IL 61455

Committee members present: Gwynne Worthington, Chair, Dr. Richard Minter, Dr. Kari Jo Kelso, Becky Mahr (all committee members brought handbooks they have been working on for corrections)

MCHD Staff Representative: Stefanie Johnson and Kerri Allen Administrator, taking minutes

Committee meeting called to order at 6:33 p.m. by Gwynne Worthington, Committee Chair

No public comments noted. 6 individuals in attendance.

We want to establish McDonough County Health Department's Employee Handbook timeline.

Wednesday evening when discussed works best for the committee.

Discussion was had on various dates that can work best for timeline. Revisions need to be available for the employees 15 days ahead for their comments (employee handbook section 101, page 11 second paragraph).

November 28 would be 15 days before the December 13th, Board of Health meeting.

The intent of the discussion was to present suggestions to date at the November 8 Board of Health meeting. However, until board decides they are going to make a change to the policy. All proposed changes shall be given to employees. Meeting dates discussed on October 4 committee meeting, October 11 Board of Health update of proposed changes up to that point, October 18, committee meeting, October 25, committee meeting, then November 8th Board of Health for consideration, give to employees, and December meeting for approval. Discussion was had for end of the calendar year or end of the county fiscal year. Gwynne says as long as it's done by the end of the year. What the employees have is still what they have until this is handbook is passed. Committee discussed and agreed to meet next week October 4th at 6:30. Gwynne stated "we will tentatively hope to have everything ready for a Board of Health vote on December 13 Board Meeting."

Reviewing for tonight the first three sections of the handbook.

Gwynne had a question on page 7 regarding updating the addresses of other county entities, and should be that specific with addresses, etc. Becky stated it should be that specific and corrected some grammar and spelling mistakes.

Becky stated such as page 5, when it says Health Department it should say McDonough County Health Department throughout the document, this could be done using the search and replace feature. Also, if noted anywhere it's the Board of Directors, it shall be called the Board of Health, it's in the Bylaws, also easily search for and replaced. Dr. Minter recommended having a preface such as other legal documents at the beginning stating anytime it says this, "this" is equal to its meaning, such as employee or

employer. Becky says words may be searched and replaced and is easy to do it. Dr. Minter says that's fine.

On page 6, Becky had a discussion with the other committee members on replacements for punctuations, capitalization, word replacements, or elimination of words.

On page 8, Gwynne asked about a breakdown of the structure of the department. Stefanie says it's outdated; she showed the committee the current organizational chart and the group agrees it needs to be replaced.

On page 9, Stefanie says a lot is different, our mission statement, vision and values have all changed. All are available on our website. Stefanie read each area out loud to the Committee members. Stefanie mentioned these were written 6 or 7 years ago, so they are older. Kerri mentioned two years ago we updated our IPLAN and Strategic Plan with staff and the Board and staff both voted to keep them the same. Dr. Minter said again if there was a preface page, repetition of words would not need to be in the handbook 74,000 times. If it says Department people would know it means McDonough County Health Department it may be easier. Gwynne states is everyone fine with what they currently have, Stefanie reviewed the rest and they agreed they were fine with going with the same.

Page 10, acknowledgement page had small changes made in wording.

Page 11, The Board of Health has adopted these personnel policies and procedures after considering input from staff during a 15-day comment period, upon recommendation of its Administrator. Striking the statement, these policies and procedures are supported by the Board. Dr. Minter states the Board will vote, so it doesn't need to be in there. More discussion was discussed regarding misspellings, changes of wording and punctuation.

More discussion of search and replacement of words and use of acronyms.

Page 12, discussions on word replacements for paragraph one. Also, equal employment opportunity and affirmative action questions came about on these areas, with **Stefanie and Becky going to ask Kathy and Stacey at the Courthouse what this area entails for more specific details and clarification.**

Page 13, discussions on punctuation and removal of words. And will have to make an appendix for McDonough County Ethics Ordinance.

Page 14, 107 Conflict of interest section discussed. Becky proposes adding the Administrator should have to inform the Board of Health of other employment notifications. Kerri states, actually this is covered in the Administrator contract. Other discussions on punctuation and misspellings, and run-on sentences throughout the page.

Section 108, Residency was discussed of being an Illinois resident to be an employee. Kerri stated they have received applications from applicants from areas as Burlington, IA. Becky feels it matters they are from Illinois, because of receiving tax payer money. Discussions had on employees maybe being hired from out of state, however maybe moving after. No specific changes were agreed on by the Committee.

Section 109, Medical & Immunization Requirements for Personnel for employees were discussed with the \$30 exam fee. Dr. Minter stated, will that amount cover it? He thinks if it's the employer's responsibility to cover the fee if the employer is requesting the examination to be done. Discussion

about increasing the reimbursement fee, possibly having a certain doctor to perform the exams, etc. Becky questioned why we make staff have a physical exam; Dr. Minter and Gwynne stated because of preexisting conditions. Dr. Minter thinks a certain amount for reimbursement needs to be discussed, he feels \$75 dollars would be sufficient. Becky wonders if it's legal to have an exam with this kind of job. Dr. Minter states teachers have to have physicals, it's a common practice for infectious disease. Becky wonders if other county departments require physicals, such as The Elms. Dr. Minter states, maybe other departments aren't dealing with other individuals compromising their health. **This is being tabled for more information.**

Vaccinations were discussed, Dr. Minter thinks COVID 19 should be added, however not mandated. Also, discussed the current mandated influenza annual vaccine policy in place with a medical contraindicated waiver. **With a statement added to the handbook more specific to the current procedure in place.** More discussion on punctuation.

Discussion of positive reaction to Tuberculosis skin test and who pays for the X-ray. Kerri stated the employee should have insurance to cover them.

Page 16, Discussion on punctuation and placement of words.

Page 17, Employee Contact with the Board and Public, discussion of punctuation, word changes, or replacement.

Page 18, Section 115 Mandated Reporting, it was discussed to move some numbers around, such as an employee would discuss a concern with the supervisor before contacting the authorities. The board agreed on changes. Discussion regarding adding or changing of words and checking on correct names and phone numbers for reporting. Discussion of staff calls and voicemails pick up in regards to HIPAA.

Page 19, Section 201 Employment Categories, Correction for 37 hours to 36 hours of work per week in this section. Removal of extra words not needed was recommended.

Page 20, Section 202, Replacement or correction of words recommended, changes in punctuation, and capitalization.

Page 21-22, Section 203 and 204, Addition or changes of wording recommended in both sections. Becky's corrections noted in her handbook and sited. Discussion was held on FOIA and how the board can get information from personnel records. Questions regarding client confidentiality and the Freedom of Information Act and what the board approved policies are and can an appendix be made. **Make recommended changes in accordance with the Freedom of Information Act. Stefanie will check with the criminal background check process of information.**

Page 23, Section 207 and 208 Spelling corrections and wording made. **Becky to check with Stacey regarding benefit information. Stefanie to check with Kathy.** Also, there was discussion on probationary period.

Page 24, Section 209 Performance Evaluation discussion with correction of wording made and information on processes conducted. The handbook states anniversary dates; however, they have been being conducted in November for staff after the three month and/or six month probationary period. Verbal warnings and disciplinary processes discussed. Dr. Minter recommends possibly a 3-month, 6-

month, and annual evaluation for the first year of employment. **Further discussion for clarification of procedure going forward.**

Page 25-28, Section 210 Discussion on clarification of performance procedures. Changes made to wording and punctuation.

Page 29- Section 211, Combine Rules of Engagement with page 56 Section 701 Employee Conduct and Work Rules.

Becky wanted to know if pages 30-42 could be reviewed on October 4th at 6:30 p.m.

Meeting adjourned at 9:13 p.m.