

MCDONOUGH COUNTY HEALTH DEPARTMENT  
BOARD OF DIRECTORS

HANDBOOK REVISION COMMITTEE

MEETING MINUTES

Wednesday, October 18, 2023, at 6:30 p.m.

McDonough County Health Department  
505 East Jackson Street  
Macomb, IL 61455

The meeting was called to order by Dr. Minter, Chair, at 6:35 p.m.

Committee Members Present: Dr. Minter, Stefanie Johnson, Dr. Kelso, and Becky Mahr.

Committee Members Absent: Dr. Doll

Guests Present: Joby Miller, Robin Neve, Niki Duffy, Nicole Driver, Chris Adams, and Andrea Ratermann.

The committee reviewed the October 4, 2023, committee meeting minutes with the following corrections:

Stefanie provided an updated copy of the organizational chart, the Employee of the Year Procedures, and the Employee of the Year Nomination/Voting Form.

Page 12, 103 Equal Employment Opportunity and Affirmative Action; Remove “and Affirmative Action” from the heading.

Page 30, Delete bulleted item “Legal Insurance available by subscription”.

Page 33, After further review, no change is needed.

Page 37, paragraph 2, Change (820 IL CS 305/) to (820 ILCS 305/1)

Page 41, It is still unclear if paper checks are issued; Stefanie will follow-up with Stacey Alexander.

Dr. Kelso made a motion to approve the October 4, 2023, meeting minutes with the above changes; motion seconded by Dr. Minter. Motion carried.

Public Comment – Dr. Minter read the Public Comment Rules adopted by the Board of Health at the October 11, 2023, Board of Health Meeting. The adopted ruled are also posted on the department website.

No Public Comment

The committee began discussing handbook revisions on pages 43-55.

Page 43, Change paragraph 1 under Safe Public Health Practices to read: “The McDonough County Health Department provides a safe and healthy working environment for all employees. Employees are expected to carry out duties in the safest possible manner. The McDonough County Health Department will provide protective equipment for workers who may be in contact with blood, body fluids, or tissues.”

Page 43, Change paragraph 2 to read: Safety-Related Responsibilities of Division Directors  
Monitor the working conditions and practices of all division employees under their direction.  
Insure ...  
Recommend ...

Page 43, Change paragraph 3 to read: Safety-Related Responsibilities of Employees  
Report ...  
Obey all safety rules and follow ...  
Avoid ...  
Observe ...  
Report ...

Page 43, paragraph 5, Change “reserves” to “has”

Page 44, Move paragraph 2 to the Inspection and Monitoring section.

Page 44, paragraph 3, Change sentence 3 to read “Employees are advised to cautiously use voicemail and all electronic communications. Employees must realize, for example, electronic communications may be copied, saved, and read by anyone; and deleted material may be retrieved.

Page 44, paragraph 4, sentence 5, Change “Systems Administrator (Health Department Administrator) or his/her designee” to read “Administrator or a designee.

Page 44, paragraph 4, sentence 5, Omit “Systems”

Page 45, paragraph 1, sentence 2, Omit

Page 45, paragraph 1, sentence 3, Change to read “Employees are responsible for using the Internet in an effective, ethical, and lawful manner.”

Page 45, paragraph 2, sentence 3, Delete “or the networks of other users”.

Page 45, paragraph 4, sentence 1, Omit “that he/she places or” and change “sends” to “sent”.

Page 45, Update Notice of Confidentiality statement; updated statement provided by Stefanie with one typographical error corrected (change “an” to “as” in the last sentence).

Page 46, paragraph 1, Change to read “All software and downloads installed on McDonough County Health Department computers must be authorized by the Administrator. To prevent computer viruses from being transmitted through the system, no unauthorized download of any software or use of unauthorized media is permitted. Any unlicensed software/download or personal software/download may be deleted without notice by the Administrator.”

Page 46, paragraph 2, Change “staff is” to “employees are”.

Page 46, paragraph 2, sentence 7, Change “staff, volunteers, interns, or visitors” to “individuals.”

Page 46, paragraph 2, sentence 8, Change “will be” to “are”

Page 46, paragraph 5, sentence 1, Change “All staff” to “Employees”

Page 46, paragraph 5, sentence 2, Change “referred” to “directed”; Omit “System”.

Page 46, paragraph 5, sentence 3, Omit

Page 47, paragraph 1, sentence 1, Change “healthful” to “healthy”; Omit sentence 3 and sentence 4.

Page 47, paragraph 2, Change “7:00” to “7:30” and change “6:00” to “5:00”.

Page 47, paragraph 3, Change heading to “Division” Coverage and paragraph to read “Division directors are required to ensure that their divisions are covered by at least one (1) employee at all times between 7:30 a.m. and 5:00 p.m. Employees should coordinate lunch breaks to ensure continuous coverage during the lunch period (11:00 a.m. to 1:00 p.m.).”

Page 47, paragraph 4, Change “45” to “30”.

Page 47, paragraph 6, sentence 1, Change “37” to “36”; Omit sentence 2.

Page 47, paragraph 7, sentence 1, Change “is” to “can be”.

Page 48, paragraph 2, Change heading to “Weather-Related Closure”. Sentence 1 Change “the movement of traffic” to “travel”.

Page 48, 505 Snow Days – Board of Health to consider “Weather Closing and Work Procedure” provided by Stefanie Johnson; written 2/1/2022 by KJA.

Page 49, Mileage Reimbursement Rate, Change to “Reimbursement for all official travel of the McDonough County Health Department will be paid at the established mileage rate set by the State of Illinois’ mileage reimbursement rate for the use of personal vehicles (<https://cms.illinois.gov>).

Page 49, paragraph 4, Change “Incident” to “Incidental”.

Page 49, paragraph 7, sentence 1, Change “Only” to “Up to”; omit sentence 2.

Page 50, paragraph 1, Item 1, Change “Work Sheet” to “Timesheet”; Item 3 Change to “Daily timesheets must be supported by receipts for all expenses.”

Page 50, paragraph 2, Change heading to “Personal Vehicle Use/Insurance”; Change sentence 1 to read “Employees who are required to use a personal vehicle for McDonough County Health Department business must comply with all laws. Employees must possess and provide proof of a valid Illinois driver's license and valid vehicle insurance with liability coverage. Employees are responsible for providing and maintaining that valid copies of their Illinois driver’s license and a vehicle insurance policy/card with their name on the policy/card are on file in the MCHD Business Office prior to any required business travel.”

Page 50 – Board of Health should consider whether employees should be required to show proof of medical coverage as part of their vehicle insurance coverage.

Page 50, Section 508 Motor Vehicles, Change to “Parking”; Omit Item 3.

Page 50, Office Hours, Change to “7:30 a.m. and 5:00 p.m.”; Sentence 2 Change to “Employees are issued appropriate keys.”

Page 51, paragraph 2, Evening Meetings, Omit sentence 1; Change “staff” to “employees”.

Page 51, paragraph 8, Change to read “Flood lights on the exterior of the building are set on a timer. Additional pole lights on the south side of the building are on a light sensor. Please report problems with the lighting system to the Business Office Manager.”

Page 52, paragraph 1, Change “at the Business Manager’s office.” to “from the Business Office Manager.”

Page 52, paragraph 2, sentence 1, Omit “that”.

Page 52, paragraph 2, sentence 4, Change to read “This is County policy.”

Page 52, paragraph 3, bullet 1, Change to read “Time off during the first 30 calendar days will be charged first to accrued sick days and then to compensation time, vacation days, and personal days.”

Page 52, paragraph 3, bullet 4, Change “being paid by the Department” to “is in pay status.”

Page 52, paragraph 3, bullet 6, Need clarification from Gretchen DeJaynes; Gretchen is out of the office until November 9.

Page 53, paragraph 2, sentence 1, Change “and applying” to “which applies”.

Page 53, paragraph 3, Ask Board of Health about accruing comp time.

Page 53, paragraph 4, sentence 2, Change to “Discretionary hours without director approval are not considered compensation time; therefore, compensation time will not be accrued.”

Page 53, paragraph 5, sentence 1, Change “overtime” to “time”. Ask the Board of Health about accruing comp time, maximum comp time, payout for comp time at the end of each fiscal year, etc.

Page 54, “Leave without pay may be approved in the following instances;” Change bullet 1 to read “extended personal reasons”.

Page 54, paragraph 3, bullet 1, Change to read “the leave is limited to 30 calendar days up to six consecutive months or at the discretion of the Administrator;”.

Page 54, paragraph 3, bullet 3, Change “annual” to “vacation”.

Page 55, paragraph 4, Change “will” to “must”.

Page 55, paragraph 5, Change to read “Pursuant to Illinois School Visitation Rights Act (820 ILCS 147/1),”

The next meeting was scheduled for Thursday, October 26, 2023, at 6:30 p.m.

Motion to adjourn the meeting by Becky Mahr; seconded by Dr. Kelso. Motion carried.  
Meeting adjourned at 9:31 p.m.

Respectfully submitted,

Becky Mahr