

MCDONOUGH COUNTY HEALTH DEPARTMENT
BOARD OF DIRECTORS

HANDBOOK REVISION COMMITTEE

MEETING MINUTES

Thursday, October 26, 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 6:31 p.m.

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

Guests Present: Chris Adams, and Andrea Ratermann.

The committee reviewed the October 18, 2023, committee meeting minutes.

Dr. Kelso made a motion to approve the October 18, 2023, meeting minutes; motion seconded by Dr. Minter. Motion carried.

Updates provided include the following:

Stefanie indicated that there is no audible front door alarm. **The committee suggested that the Board consider a front door alarm for safety reasons.**

Stefanie indicated that the “clinic alarm” be changed to Medical Emergency.

Stacey Alexander indicated that paper checks are still an option; suggested that we review the wording in the County Handbook regarding paper checks. Committee suggested that the Board should be informed of the “first three days of pay withheld” from employees’ initial pay.

Becky indicated that she did some “fact-checking” with the Sheriff regarding a comment made at the October 26, 2023, meeting about holiday compensation time (overtime). The Sheriff indicated that employees under the collective bargaining agreement who work on four holidays (New Year’s Day, Labor Day, Thanksgiving, and Christmas) get paid for the holiday plus they earn half time (1 ½ time). Page 53 of the MCHD Employee Handbook indicates that employees who work on holidays get compensated with compensation time of “1:2.0 hours” or triple time. Dr. Minter initially questioned triple time. Becky suggested that the Board be aware of the compensation time accrual.

Stefanie indicated the following corrections need to be made in Section 502 on pages 44 and 46: leave “Systems Administrator”.

The committee began discussing pages 56-77 of the MCHD Employee Handbook with the following revisions suggested:

Page 56, paragraph 1, reworded to read “To ensure orderly operations and provide the best possible environment, employees are expected to follow rules of conduct that will protect the interests and safety of everyone.”

Page 56, bullet 2; change to “Falsification of records (ex. Timesheet)

Page 56, bullets 4, 5, 6, and 12; Omit “in the workplace”

Page 56, bullet 10; change to “Smoking on the premises,”

Page 57, paragraph 1, sentence 1; Omit “a wide range of”

Page 57, paragraph 2, sentence 1; change to read “Employees may independently overcome such personal problems, and the effect on job performance will be negligible.”

Page 57, paragraph 2, sentence 2: change “other” to “some”, and change “will” to “can”

Page 57, paragraph 3; change to read “In other cases, however, the efforts of the employee or the supervisor may not resolve the employee's problem; and unsatisfactory performance may consistently or intermittently persist over a period of time. Problems may be handled on an individual basis.”

Page 57, paragraph 4; change “desire of the Administrator” to “goal of the McDonough County Health Department”

Page 57, paragraph 5; Add “recreational marijuana” after “alcohol”; delete “in the workplace”

Page 58, paragraph 3; change “raise” to “discuss”

Page 58, paragraph 4; Omit “all of”

Page 58, paragraph 5; Check the accuracy of the Acts mentioned.

Page 58, paragraph 6, sentence 2; Omit “male or female”

Page 59, bullet 4; Omit “intercourse or actual” and Omit “coerced”

Page 59, paragraph 5, sentence 3; change “women” to “woman”

Page 59, paragraph 9, sentence 3; change “an employee” to “anyone”

Page 59, paragraph 10, sentence 1; Omit “individual” and “in the workplace”

Page 59, paragraph 10, sentence 2; Omit “individual” and “his or her”

Page 60, paragraph 1, sentence 3; Change “discharge” to “termination”

Page 60, paragraph 3, sentence 1; Change to read “Each supervisor is responsible for maintaining a sexual-harassment free workplace”

Page 60, paragraph 8; Omit “herself/himself”

Page 61, paragraph 2; sentence 1; Change to read “The process for making a sexual harassment complaint falls into three stages:”

Page 61, paragraph 2, item 1; Omit “her/his” and “in a note or a memo”

Page 61, under US EEOC; Change the Chicago phone number to “(312) 872-9744 or (312) 872-9777” and the TTY phone number to “(800) 669-6820”

Page 62, paragraph 1, sentence 1; Change “end” to “objective”

Page 62, paragraph 2, sentence 1; Change to read “To maintain a safe and productive work environment, employees are expected to be ...”

Page 62, paragraph 2, sentence 3; Change “should” to “must” and reorder “supervisor in advance as soon as possible”

Page 62, paragraph 3; Add visitors, “and the community.”

Page 62, paragraph 4; sentence 3; Change to read “This is particularly true of employees who come in contact with clients and visitors.”

Page 62, paragraph 5, sentence 2; Change “he/she” to “you”

Page 62, paragraph 6, “Acceptable”; Omit “hosiery and” and “Hosiery is required with skirts, dresses, jumpers which are knee length or shorter. Dresses and skirts which are mid-calf or longer do not require hosiery.”

Page 63 – Becky questioned Thursdays – Dress down day. **Ask the Board.**

Page 63, Footwear 2.; Change “Huaraches” to “Close-toed shoes”; “okay” to “acceptable”; “thongs” to “slides”; Omit “skinny strap”

Page 63, Break Room, bullet 2; Change to read “Any food left on the break room table is free for anyone’s consumption.”

Page 63, Break Room, bullet 3, sentence 2; Change to read “Employees are responsible for cleaning up after themselves.”

Page 63, Break Room, bullet 4; **Ask the Board.**

Page 64; Omit Vending machine.

Page 64, Board Room, sentence 1; Omit “front or”; Omit sentence 3; Change sentence 4 to read “Users of the Board Room are responsible for reserving the room, setting up the room, and returning the room to its original configuration.”

Page 64, paragraph 3, sentence 1; Change “at the front of” to “in the”

Page 64, paragraph 6, **Ask the Board about room rental fee.**

Page 64, paragraph 6, sentence 6; Change to read “No employee may rent/use the facilities for personal events/parties.”

Page 65, bullet 2; Change “Shower room” to “Environmental Health Shower/Storage Area:”
Sentence 2; Change to read “The room houses an emergency shower stall along with bioterrorism grant supplies.”

Page 65, bullet 4; Change “back of the EH staff offices” to “central cubical area.”

Page 65, Interview Room, sentence 2; Change to read “This room is used for meeting privately with clients.”

Page 65, Workstation/Offices, sentence 4; Change to read “Candles and wax warmers are permitted as long as they do not have an open flame or an irritating/overpowering scent.”;
sentence 5 Omit “such as radios, phone radio, cds”

Page 65, paragraph 4, sentence 2; Change “reception area” to “lobby” and omit “of office staff.”

Page 65, paragraph 8; Change to read “Personal use of McDonough County Health Department equipment (computers, printers, tables, chairs, etc.) is not permitted. Department equipment may only be taken off of the property for health department business purposes.”

Page 66, paragraph 1, sentence 2; Change to read “Required police reports are the responsibility of the employee.”

Page 66, paragraph 2, sentence 1 and 2; Change to read “Any injury while on duty, no matter how minor, must be reported in writing to the Administrator as soon as possible. An incident report can be obtained in the Business Office and must be completed with the date, time, location where the injury occurred, description of how the injury occurred, type of injury, and any medical assistance that was provided.”

Page 66, paragraph 3; Becky will check on the accuracy of the information.

Page 66, paragraph 4, sentence 3; Omit

Page 66, paragraph 6, sentence 1; Omit

Page 66, paragraph 6, sentence 2; Change to read “The Health Department or its representative may inspect desks, workstations, personal property, persons entering and leaving the premises, packages, or other belongings on its premises.”

Page 66, paragraph 7, sentence 1; Omit “The Administrator recognizes that”

Page 67, paragraph 2, sentence 1, 711 Progressive Discipline; Omit

Page 67, paragraph 3, sentence 1; Omit

Page 67, paragraph 3, sentence 2; Change “problem” to “situation”

Page 68, paragraph 1; personal copies: **Ask the Board**. Contradicts page 65 “Personal Use of Department Equipment.”

Page 68, 803 Recycling; Change to “Shredding”

Page 68, 803 Recycling, paragraph 1 and bullets 2 and 3; Omit

Page 68, 803 Recycling, bullet 3; Change to a paragraph which reads “All paper that contains confidential information must be shredded prior to disposal. A shredding machine is located next to the middle copier. Volume shredding can be placed in the large bin marked “Confidential” near the south door.”

Page 68, 804 Mail, sentence 1; Omit “by the post man”; add “...post office on Thursdays only.”

Page 68-69, 804 Mail, sentence 2; Change to read “A basket for outgoing mail is located at the reception desk.” Sentence 3 change to read “All mail must be addressed and coded according to program.” Sentence 4 change to read “The receptionist will accept outgoing mail, apply postage and place the mail in the outgoing basket for pick up.” Sentence 5; Omit.

Page 69, Special mailing; Change to read “Special mailings (overnight, return receipt requested, certified, etc.) are delivered to the post office or an authorized UPS/FedEx pick up center.”

Page 69, Personal mail; Change to read “Employees may include personally stamped outgoing mail in the reception area mail basket for morning pick up.”

Page 69, 805 Disposal of Records; Move to 803

Page 69, 806 Collections, Flower Fund, sentence 1; Omit “staff”; sentence 2 Change “staff members” to “employees” and omit “for get-well and sympathy.”

Page 69, 806 Collections, Cards/Gifts; Change to read “Occasionally, cards are routed to employees to voluntarily sign. Also, requests for a voluntary contribution toward a gift are routed.” **Ask the Board**. This contradicts a document kept in the Business Office outlining parties.

Page 69 and 70, 807 Medical Assistance Fund; Omit

Page 71, paragraph 2, bulleted list; Omit bullets 2, 3, and 4.

Page 71, paragraph 2, bullets 1, 5, and 6 become a paragraph as follows:

A fifth line, (309) 837-2187, is available for outgoing calls. However, the phone number is not to be given to the general public. Employees in all divisions must provide backup phone reception when needed.

Telephone features and operating instructions are provided in the online phone manual.

A list of four-digit department extensions is located at each workstation.

Page 71 and 72, Personal calls/faxes; Omit

Page 72, paragraph 3; **Ask the Board.** Who is required to carry a cell phone for department business?

Page 72, Monthly newsletter; Omit

Page 72, Routing information; Omit sentence 3

Page 73, Telephone; Omit

Page 73, Steerable satellite dish; Omit

Page 73, Computer network, sentence 4; Omit “Network Administrator”

Page 73, Computer network, sentence 5 and 6; Change to read “The use of stand-alone color printers must be coordinated with the respective divisions.”

Page 74, Cornerstone system, Change “staff” to “employees” and change “Family” to “Community”

Page 74, bullet 3, Change “Network” to “Systems” and add “and/or Administrator.”

Page 74, IDPH Web Portal; Omit last sentence.

Page 74, Networked Printers; Change to read “High performance laser jet printers/copiers are available for department business to employees with a networked computer. Default settings on computers should be set based on location to minimize foot traffic and congestion.”

Page 74, Audiovisual equipment; Change to read “Audiovisual equipment is available for educational and training purposes.”

Page 75, paragraph 1, sentence 1 and 2; Change to read "The McDonough County Health Department has a janitor who is supervised by the Business Office Manager.”

Page 75, 812 Marquee; Change to read “The McDonough County Health Department marquee is used to promote various health department programs and services. Use of the sign is coordinated by the Outreach Committee.”

Page 75, 813 Displays; Change to read “The display areas of the lobby and break room are overseen by the Outreach Committee. This includes posters, notices, magazines, pamphlets, and the display window. Any requests for display materials are to be coordinated through the Outreach Committee. Displays within divisions are overseen by the respective divisions.”

Page 75, 814 Committees and Events; Change “Health Education” to “Outreach”; “The Outreach Committee is chaired by the Public Information Officer. The committee consists of employees designated by the chair and approved by the respective division director.

Page 75, PEP Committee; Change “Monthly” to “Quarterly” **Ask the Board** about providing/budgeting money for “a light activity/refreshment.” Change sentence 4 to read “PEP teams are designated by the Administrator in December for the following year.”

Page 75, Special Events Committee; **Ask the Board**

Page 75, CHEAR; Omit

Page 76, Christmas Party; Omit “The Board of Health will provide a gift for staff.” **Ask the Board**

Page 76; Omit Annual Employee Appreciation Meal, Annual Volunteer Reception, Other internal committees/activities, and Wellness.

Page 76, Annual Staff Retreat; Change to “Employee Retreat”; Add “periodically” after “held”

A question was asked about a drug testing policy.

The next Handbook Revision Committee meeting is scheduled for Wednesday, November 1, 2023, at 6:30 p.m.

Motion to adjourn by Becky Mahr; seconded by Andrea Ratterman. Motion carried. Meeting adjourned at 9:42 p.m.

Respectfully submitted,

Becky Mahr

Page 18; No. 3 should be No. 1 as it originally was; No. 1 should be No. 2 as it originally was; No. 2 which was originally No. 3 should be omitted

Page 18; Update “Elder Abuse” phone number to (309) 277-0167