

MCDONOUGH COUNTY HEALTH DEPARTMENT
BOARD OF DIRECTORS

HANDBOOK REVISION COMMITTEE

MEETING MINUTES

Wednesday, October 4, 2023, at 6:30 p.m.

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

The meeting was called to order by Gwynne Worthington, Chair, at 6:34 p.m.

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

Guests Present: Joby Miller, Kerri Allen, Robin Neve, Chris Adams, Jennifer Plate, Lynnette Cale, Rodney Plate, Anaiah Payne, Andrea Ratermann.

The committee reviewed the September 27, 2023, committee meeting minutes with the following corrections:

Page 1, Paragraph 9: Strike Sentence 1; Replace with “The intent of the discussion was to present suggestions to date at the November 8, 2023, Board of Health meeting.

Page 2, Paragraph 2: Sentence 1 should read “On page 8, Gwynne asked about a breakdown of the structure of the department.” Sentence 2 should read “Stefanie said that it is outdated; she showed the committee the current organizational chart, and the group agrees it needs to be replaced.”

Page 3, Paragraph 1: Sentence 1 should read “Becky questioned why we make staff have a physical exam; Dr. Minter and Gwynne stated because of preexisting conditions.”

Page 3, Paragraph 9: Omit the word “to” in the next to last sentence (changes in accordance).

Page 3, Paragraph 11: Sentence 4 should read “Dr. Minter recommends possibly a 3-month, 6-month, and annual evaluation for the first year of employment.”

Page 4, Paragraph 3: Should read “pages 30-42.”

Dr. Minter made a motion to approve the September 27, 2023, meeting minutes with the above changes; motion seconded by Dr. Kelso. Motion carried.

Review Public Comment Rules (Tentative based on locating record of established rules on file) – No record of established rules was found. Gwynne announced that since no rules for public comment could be found, therefore public comments would take place at the beginning of the meeting as is typically done at BOH meetings. Everyone who signed in would be allowed five minutes to speak.

Public Comment (Based on past practice) was heard from the following individuals:

Joby Miller
Robin Neve
Jennifer Plate
Lynnette Cale
Rodney Plate
Anaiah Payne
Andrea Ratermann

Public Comment ended at 7:21 p.m.

The committee began with the following updates/corrections from the September 27, 2023, handbook revisions:

Page 9: Correct “honest” to “honesty” under Values.

Page 10: Paragraph 3 should read “and that the McDonough County Health Department Board of Health has specifically ...” This makes page 5 and page 10 consistent.

Stefanie reported that the established “affirmative action program” appears in the County Handbook, but no written program is on file. Gwynne will check with Stacey Alexander.

Page 15: Add a section for “Other vaccines as they become available.” in response to including a COVID vaccine.

On page 18, Stefanie indicated that No. 1 should stay as No. 1 and No. 2 should remain as No. 2; No. 3 should be omitted making 6 items in the list.

Also on page 18, the telephone number for Elder Abuse is (309) 277-0167; the telephone number for Disabled Adult Abuse is (800) 368-1463.

On page 19, “regular’ should be left to identify an employee per Stacey Alexander’s explanation.

On page 22, the Business Office Manager is responsible for executing an employee background check. Therefore, the section will be changed to reflect this.

The committee moved on to the review of pages 30-42.

Page 30: Paragraph 1, in Sentence 1 strike the word “wide.”

Page 30: Paragraph 2 should read “Contract Employees,” not Employee.

Page 30: Paragraph 4, Sentence 2: Change “but many” to “and some.”

Page 30: Gwynne will ask Stacey Alexander about the meaning of “Legal Insurance available by subscription.”

Page 31: Paragraph 1, Sentence 2: add “the” before “McDonough County Health Department.”

The committee discussed the difference between the County and MCHD vacation accrual. Stefanie had a document titled “McDonough County Health Department Employee Information Handbook,” dated 1/93. There is an introductory cover letter from the Board of Health President at that time, Dave Maguire, showing that the vacation accrual for the MCHD was as it is today. Becky passed out a spreadsheet showing the differences in Employee Benefits for County employees, MCHD employees, and Elms employees. Dr. Minter indicated that the Board of Health should be informed of the differences at the next BOH meeting.

Page 31: Bullet 2: Change “annual” to “vacation.” Change “operation” to “operational.” Change “work load” to “workload.”

Page 31: Bullet 4: Change “division director/supervisor” to “division director or supervisor.”

Page 31: Holidays: Bullet 2: Omit “(i.e. employee’s/child/spouse birthday, anniversary etc.);”

Page 32: Sick Leave Benefit, Paragraph 1: Change first sentence to read “The McDonough County Health Department provides paid sick leave benefits to all eligible employees for periods of temporary absence due to employee illness, injury, or medical appointment and for periods of temporary absence due to and illness, injury, or medical appointment of an employee’s spouse, parent, or child.”

Page 32: Paragraph 2, Sentence 2: Omit

Page 32: Paragraph 4: Reword – See suggestion below.

Employees who are unable to report to work due to illness or injury should notify their supervisor of their absence as soon as possible:

1. The night before their absence.
2. By 7 a.m. the day of their absence.
3. Within 15 minutes of their scheduled start time.

All employees will be notified of a co-worker’s absence.

Employees must notify their supervisor of their absence on each additional day. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician’s statement

must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested by the division director or Administrator for other sick leave absences as well and may be required as a condition of receiving sick leave benefits.

When an employee absence occurs or is anticipated for more than five (5) consecutive workdays, the McDonough County Board Administrator must be notified for the proper paperwork to be completed (Section 601 of the McDonough County Handbook) including IMRF Disability Claim forms. Before returning from sick leave absence of 30 calendar days or more, an employee must provide a physician's verification stating that the employee may safely return to work. Any extended absence must be reported to the McDonough County Board Administrator and to the IMRF Agent/McDonough County Deputy Clerk so that proper procedures are followed. This is necessary to comply with the law and County policy. The County policy has been established to help minimize cost during and extended absence. Questions should be directed to the McDonough County Clerk.

Page 33: Paragraph 2, Sentence 1: Should read "at the time of the absence."

Page 33: 305 Personal Leave with Pay: Inform the Board of Health that MCHD is the only County office which offers Personal Leave with Pay. Change "annual" to "vacation."

Page 33: 306 Bereavement Leave: Inform the Board of Health of the differences in days of paid bereavement leave. Paragraph 3: Should read "use three (3) days of accrued sick leave."

Page 34: 307 Jury Duty, Paragraph 2: Should read "Jury duty pay ..."; Omit last sentence.

Page 34: 307 Jury Duty, Paragraph 3, Sentence 2: Omit "Of course,".

Page 36: Bullet 8: Should read "Monetary reimbursement for required books and fees shall be made upon completion of the term. Tuition will be reimbursed at the institution's standard undergraduate rate where the course is taken, not to exceed the current Western Illinois University rate per credit hour. All institution-issued receipts for proof of payment must be submitted for approval.

Page 36: Bullet 9, Sentence 2: Should read "If the cost of the course tuition, required books, and fees exceeds a grant and/or scholarship, the additional cost may be eligible for reimbursement by the McDonough County Health Department. All institution-issued receipts for proof of payment must be submitted for consideration.

Page 37: Change "Workmen's" to "Workers". Change "Chapter 487, Section 138, 1 through 138.28" to "(820 ILCS 305/1)."

Page 37: Liability Insurance: Change "staff members" to "employees".

Page 38: Omit CHEAR section.

Page 39: Update EOY: Stefanie provided program procedures.

Add PEP? Dr. Minter suggested setting aside an amount from the general fund to cover annual expenses.

Page 40: The Board of Health needs to review the salary schedule.

Page 40: Merit Increases: The Board of Health should be aware that the County does not give Merit Increases.

Page 41: Hourly Rate Computation: Discussion on changing “overtime hours” to “compensation time hours”. Gwynne will check with Stacey Alexander.

Page 41: Pay Days: Gwynne will check with Stacey Alexander regarding check distribution and pay withheld.

Page 41: Daily Time Sheet Requirements: Change “overtime” to “compensation time”.

Page 41: Pay Deductions, Sentence 1: Should read “The law requires that certain deductions be made from every employee’s compensation.”

Page 42: 405 Sign Out Board should be changed to “Sign Out Protocol”. Sentence 1 should read “For purposes of security, employees that travel as part of a job requirement should electronically sign out of the office and sign back in when they return.”

The next meeting of the MCHD Employee Handbook Revision Committee will be held on October 18, 2023, at 6:30 p.m. in the MCHD Board Room. The committee will review pages 43-55 of the handbook.

Motion to adjourn by Dr. Kelso; motion seconded by Dr. Minter. Motion carried.

Meeting adjourned at 9:28 p.m.