



**KENDALL COUNTY BOARD OF HEALTH
PERSONNEL COMMITTEE
FEBRUARY 12, 2015 - KCHD BOARD ROOM**

I. CALL TO ORDER

The meeting was called to order at 8:00 a.m. by Ms. Cooper

Members present: Chris Cooper, Jim Jensen, Cathy Kavanaugh and Dr. Justin Kwak arrived at 8:05

Staff present: Dr. Amaal Tokars, Tom Thomas, RaeAnn VanGundy and Becki Rudolph.

II. PUBLIC COMMENT

None

III. EXECUTIVE DIRECTOR COMMENTS/ANNOUNCEMENTS/PERSONNEL UPDATE

- Personnel Policy updates are from the HR review done by Leslie Johnson, State's Attorney office
- Will be discussing the Board's role as IRB (Institutional Review Board)

IV. REVIEW & APPROVE CHANGES TO PERSONNEL POLICIES

- The following changes to personnel policies were distributed in committee packets. Dr. Tokars reviewed. Many of the changes were from the HR review done last year by State's Attorney Office.
 - Chapter 1, Section 1.16 Employee Health & Well Being
 - Chapter 2, Section 2.2I Mandated Reporter Status
 - Chapter 3, Section 3.2C Attendance
 - Chapter 3, Section 3.7 Maternity Accommodations Policy
 - Chapter 3, Section 3.8F Use of Department Equipment & Vehicles
 - Discussion on doing annual driver's license checks on employees who regularly drive department vehicles. The sentence "A driver's license validity check will be conducted annually, initiated by Kendall County Health Department" will be added to policy and brought to the Board for approval.
 - Copies of the Vehicle Use Acknowledgement were distributed for review. This form is recommended by the State's Attorney office to be filled out by any employee who will be using a KCHD vehicle.
 - Copies of the Intern & Volunteer Handbook and Acknowledgement of Receipt of Handbook & Contract Disclaimer were distributed in committee packets. The Intern & Volunteer Handbook was recommended by Ms. Johnson as part of the HR review. The State's Attorney Office has reviewed.

Ms. Kavanaugh moved to approve changes and recommend Board of Health approval to the Personnel Policies with addition to Chapter 3, Section 3.8F, Vehicle Use Acknowledgement and Intern/Volunteer Handbook. Mr. Jensen seconded the motion. The motion was unanimously approved by voice vote.

V. REVIEW & APPROVE UPDATE TO ETHICAL STANDARDS/RIGHTS OF PERSONS SERVED POLICY

Copies of the updated policy were distributed for review. The bullet on research has been updated. Dr. Tokars reviewed.

Ms. Kavanaugh moved to approve changes to Ethical Standards/Rights of Persons Served Policy and recommend Board of Health approval. Mr. Jensen seconded the motion. The motion was unanimously approved by voice vote.

VI. ETHNOGRAPHIC INFORMED COMMUNITY ASSESSMENT – REVIEW & APPROVAL

Dr. Tokars distributed Institutional Review board (IRB) Proposal Protocol and reviewed.

- Staff will be following this protocol
- Any research projects except for surveys will be brought to the Personnel Committee and Board of Health for approval
- There will be an informed Consent if individual data will be tracked

Distributed information on Community Health Assessment – Community Themes and Strengths Assessment that will be done as part of the new Community Health Plan (IPLAN). Ethnographic interviews will be done in the community with individuals whose voice might not normally be heard during the assessment. The information gathered from the interviews will be used to inform the Community Health Status Assessment, Forces of change and inform the Community Health Plan priorities.

- Staff will receive training to do the ethnographic interviews
- will be going out to public places to conduct the interviews – 50 interviews will be done

Mr. Jensen moved to approve and forward to the Board of Health the Ethnographic Informed Community Assessment. Dr. Kwak seconded the motion. The motion was unanimously approved by voice vote.

VII. REVIEW PERSONNEL ANNUAL REPORTS

Copies of the following reports were distributed in committee packets. Ms. Rudolph reviewed.

- Separations & New Hire Reports for 2013
- Review Vacation/Sick/FMLA Use Reports for 2013
- Review EEOC report
- Review Salary Breakdown Report

VIII. OTHER/COMMENTS

IX. EXECUTIVE SESSION

Not needed

X. ADJOURNMENT

Mr. Jensen moved to adjourn the meeting at 9:10 a.m. Ms. Kavanaugh seconded the motion. The motion was unanimously approved by voice vote. The next meeting is Thursday, May 14, 2015 at 8:00 a.m.

Submitted by:



Becki Rudolph
Executive Assistant