



**KENDALL COUNTY BOARD OF HEALTH  
JANUARY 16, 2024 – BOARD ROOM**

---

---

**I. CALL TO ORDER**

Ms. Kelly called the meeting to order at 6:00 p.m.

**II. ROLL CALL**

A quorum was declared by roll call.

Members present: Dr. Julie Conlin, Lynn Cullick, Jordan Gash, Dr. Karin Gustafson, Karen Kelly, Andrea Mann, Bobby Richardson, and Brooke Shanley.

Members absent: Jay DeMarco, Dr. John Gleason, and Gabriella Shanahan.

Staff present: RaeAnn VanGundy, Executive Director/Public Health Administrator; Arissa Hunt, Executive Assistant; Steve Curatti, Assistant Executive Director.

Guests: None.

**III. APPROVAL OF AGENDA**

Mr. Gash moved to approve the agenda as presented. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

**IV. APPROVAL OF NOVEMBER 21, 2023 REGULAR MINUTES**

Ms. Shanley moved to approve the November 21, 2023 regular minutes as presented. Dr. Gustafson seconded the motion. The motion approved unanimously by voice vote.

**V. INTRODUCTION OF GUESTS & VISITORS / PUBLIC COMMENT**

Board members and staff introduced themselves to new Board of Health member, Bobby Richardson, Kendall County Undersheriff.

**VI. EXECUTIVE DIRECTOR COMMENTS**

Ms. VanGundy shared that the Governor's State of the State Address will occur on February 11. We have been hearing that it will be a fiscal cutback year in 2025 with a tight budget, as temporary funding through AARPA and COVID grants are ending.

Ms. VanGundy stated that staff have kicked off audit season and have met with the County Auditor. It is looking like it should be a smooth audit.

Ms. VanGundy shared that the Police Social Worker position created by the additional 708 funding has been posted. There are several good candidates currently.

Ms. VanGundy explained that she will have a small procedure done and will be on FMLA for a few weeks beginning the 24<sup>th</sup>. In her absence, Mr. Curatti will be in charge.

Ms. VanGundy shared a list of professional development opportunities she has taken in the past year.



## VII. BOARD COMMITTEE & ADVISORY BOARD REPORTS

### A. Finance Committee

Dr. Conlin reviewed the minutes for Finance Committee.

Ms. Shanley moved to approve November vouchers totaling \$191,587.59 and December vouchers totaling \$499,562.23. Dr. Conlin seconded the motion. The motion approved unanimously by roll call vote.

### B. Approve Finance Committee 01/10/24 Minutes

Minutes should be amended to reflect that Ms. Shanahan opened the meeting.

Ms. Cullick moved to approve the Finance Committee 11/08/23 Minutes as amended. Ms. Shanley seconded the motion. The motion approved unanimously by voice vote.

## VIII. NEW BUSINESS

### A. Personnel Policy Updates – Approve

Ms. VanGundy explained changes made to the Personnel Policy. Changes included including the County's policy for disability, leave time, and language to align with the Illinois Paid Leave Act.

Mr. Gash moved to approve the Personnel Policy. Ms. Cullick seconded the motion. The motion approved unanimously by roll call vote.

### B. Fiscal Policy – Approve

Ms. VanGundy explained that the Fiscal Policy and the Fiscal Procedures have been combined together for transparency and to make it easier for auditors to review. There were travel policy updates which included a flat fee given rather than collecting itemized receipts. It was identified that the phrase “in Yorkville” can be removed.

Ms. Cullick moved to approve the Fiscal Policy as amended. Dr. Gustafson seconded the motion. The motion approved unanimously by roll call vote.

### C. Behavioral Health Fee Schedule – Approve

Ms. VanGundy explained the changes to the Fee Schedule, which would become effective on February 1<sup>st</sup>.

Dr. Conlin moved to approve the Behavioral Health Fee Schedule. Ms. Shanley seconded the motion. The motion approved unanimously by roll call vote.

D. Advisory Board Appointment – Approve

Ms. VanGundy shared the bio for Katie Bivins, to be appointed to the Community Action Advisory Board. She will be replacing Kathy Braden who has stepped down and is also from Caring Hands.

Ms. Shanley moved to approve the Behavioral Health Fee Schedule. Dr. Gustafson seconded the motion. The motion approved unanimously by voice vote.

E. BOH Self Evaluation

Board members determined that they would meet as one group to do the evaluation. Ms. VanGundy distributed three handouts to aid Board Members in their evaluation. Board Members shared personal ratings, discussed, and compiled results.

**IX. OLD BUSINESS**

None.

**X. ITEMS FOR BOARD DISCUSSION**

- A. Newspaper Article(s): Volunteers sought for Kendall Grundy Community Action Advisory Board; Funds available for those in need to help pay energy bills; Kendall County Health Department lists food safety tips for the holiday season

Board members inquired as to how the health department is advertising for diverse advisory board members.

- B. IDPH News Release: E-Cigarette Use in Indoor Public Places to Be Banned in Illinois, Starting January 1, 2024

**XI. EXECUTIVE SESSION**

None.

**XII. BOARD MEMBER ANNOUNCEMENTS/UPDATES**

None.

**XIII. ADJOURNMENT**

Dr. Conlin moved to adjourn the meeting at 8:08 p.m. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote. The next meeting is February 20, 2024 at 6:00 p.m.

Submitted by:

*Arissa W. Hunt*

Arissa Hunt, Executive Assistant

