



**KENDALL COUNTY BOARD OF HEALTH
MARCH 19, 2024 – BOARD ROOM**

I. CALL TO ORDER

Ms. Kelly called the meeting to order at 6:03p.m.

II. ROLL CALL

A quorum was declared by roll call.

Members present: Dr. Julie Conlin, Lynn Cullick, Jay DeMarco, Dr. John Gleason, Dr. Karin Gustafson, Karen Kelly, Andrea Mann, Gabriella Shanahan, and Brooke Shanley (6:12 pm).

Members absent: Jordan Gash and Bobby Richardson.

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

Guests: Abigail Bird, Danielle Seyller, and Jessica Yingling.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF FEBRUARY 20, 2024 REGULAR MINUTES

Mr. DeMarco moved to approve the February 20, 2024 regular minutes as presented. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

V. INTRODUCTION OF GUESTS & VISITORS / PUBLIC COMMENT

Ms. Bird introduced herself as a Lewis University Nursing Student.

Ms. Seyller and Ms. Yingling introduced themselves as representatives from Odd Fellows Little Rock Lodge. The Odd Fellows presented a donation of \$710 from a recent fundraiser focusing on Cardiac Health. The donation will be used for cardiac health outreach.

Ms. Seyller and Ms. Yingling exited the meeting.

VI. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy shared that the budget is overbudget in Mental Health due to attrition and increases in reimbursements for services. Staff completed market analysis research and found that the median salary for licensed clinicians is slightly higher than our current salaries. Due to the increase in reimbursements for services rendered by licensed clinicians, and to aid in retention, salaries for licensed clinician staff will be slightly increased. Six staff will be impacted by the increase.

Ms. Shanley entered the meeting.

VII. BOARD COMMITTEE & ADVISORY BOARD REPORTS

A. Finance Committee



Ms. Shanahan reviewed the minutes for Finance Committee. Noted was a change in Local Health Protection Grant funding – a decrease from \$120,000 to \$80,000 for KCHD and down 5 million across the state.

Ms. Shanley moved to approve February vouchers totaling \$304,031.61. Ms. Shanahan seconded the motion. The motion approved unanimously by roll call vote.

B. Approve Finance Committee 03/13/24 Minutes

Dr. Gleason moved to approve the Finance Committee 03/13/24 Minutes as amended. Mr. DeMarco seconded the motion. The motion approved unanimously by voice vote.

C. Accept Community Action Advisory Board 12/07/23 and Environmental Health Advisory Board 09/12/23 Minutes

Ms. Shanahan moved to approve Community Action Advisory Board 12/07/23 and Environmental Health Advisory Board 09/12/23 Minutes. Ms. Shanley seconded the motion. The motion approved unanimously by voice vote.

VIII. NEW BUSINESS

A. Strategic Plan Update – Review and Approve

Ms. VanGundy and Mr. Curatti reviewed updates to the Strategic Plan. The Roadmap Update for year 2 was added to showcase efforts made in 2023. The Accessibility Plan and Performance Management Plan were also updated.

Ms. Shanahan moved to approve the Strategic Plan Update. Mr. DeMarco seconded the motion. The motion approved unanimously by roll call vote.

B. Personnel Meeting Date & Time and Chair

Board Members discussed changing the date and time of Personnel Meetings. It was determined that meetings would be the second Tuesday of April and October at 8:00 am. Upcoming meeting dates will be 04/09/24 and 10/08/24. Ms. Cullick volunteered to chair the Personnel Committee.

C. Surveillance Report – Reportable Disease Investigations and Immunizations

Ms. VanGundy shared a surveillance report regarding reportable disease investigations. Added were statistics from 2023 – 11 more TB cases and more Communicable Disease cases. Also shared were immunization statistics. Vaccinations for COVID and Flu were reduced, and VFC and adult vaccinations increased.

IX. OLD BUSINESS

None.



X. ITEMS FOR BOARD DISCUSSION

- A. Solid Waste Planning Meeting Flyer

Ms. VanGundy welcomed Board Members to join us as we update the County 5-year Solid Waste Plan.

- B. IPHA Local Health Protection Grant Letter
- C. NIPHC Local Health Protection Grant Letter
- D. Witness Slips: HB5094; HB5599; SB3793

XI. EXECUTIVE SESSION

Ms. Kelly moved to go into Executive Session at 7:21 p.m. the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2 (1) & Open Meetings Act (5 ILCS 120/2) Section 2 C Item (1)” Ms. Cullick seconded the motion. The motion approved unanimously by roll call vote.

Mr. Curatti and Ms. Bird exited the meeting.

Ms. Kelly moved to come out of executive session at 7:26 p.m. Ms. Shanley seconded the motion. The motion approved unanimously by voice vote.

Ms. Kelly moved to approve & retain as closed executive session minutes from 11/21/23. Dr. Conlin seconded the motion. The motion approved unanimously by roll call vote.

Ms. Shanahan moved to approve & release executive session minutes from 09/19/23. Mr. DeMarco seconded the motion. The motion approved unanimously by roll call vote.

Ms. Kelly moved to retain as closed all previously closed minutes. Ms. Cullick seconded the motion. The motion approved unanimously by roll call vote.

Ms. Kelly moved to destroy recordings from 11/16/21. Ms. Shanahan seconded the motion. The motion approved unanimously by roll call vote.

XII. BOARD MEMBER ANNOUNCEMENTS/UPDATES

None.

XIII. ADJOURNMENT

Ms. Cullick moved to adjourn the meeting at 7:29 p.m. Ms. Shanahan seconded the motion. The motion approved unanimously by voice vote. The next meeting is April 16, 2024 at 6:00 p.m.

Submitted by:

Arissa W. Hunt

Arissa Hunt, Executive Assistant
Kendall County Board of Health

