



**I. CALL TO ORDER**

Ms. Kelly called the meeting to order at 8:03 a.m.

Members present: Dr. Julie Conlin, Jay DeMarco, Karen Kelly, Dr. John Gleason, and Brooke Shanley.

Members absent: Gabriella Shanahan.

Staff present: RaeAnn VanGundy, Arissa Hunt, Katy Williams.

Visitors: None.

**II. PUBLIC COMMENT**

None.

**III. EXECUTIVE DIRECTOR COMMENTS**

Ms. VanGundy shared that a donation was received yesterday. The family of Charles Gerot, a previous Community Action Advisory Board member and Grundy County resident, donated \$2,000. This donation will be put towards scholarships.

Ms. VanGundy stated that the Health Department is looking at purchasing an accounting software upgrade. Currently, MIP is used, however Sage Intact is a cloud based upgrade that would make many process more efficient. Some benefits would include electronic forms for all employees (time sheets, etc.), integration of the inventory system, coordination with Amplifund, automatically created journal entries, etc. This upgrade has the potential to save significant staff time. The cost for implementation would be between \$70,000 - \$80,000 and the annual subscription would cost \$30,000 - \$38,000. Currently, the annual subscription fee for MIP is \$3,000.

Ms. VanGundy shared that there has been a resignation in Mental Health. They are hoping to put an offer out to a candidate for the Police Social Worker position. A new Behavioral Health Clinician will be starting in a couple weeks. However, we hear in exit interviews that our salaries are below market value. The plan is to complete another salary survey and may bump up salaries again to try to get closer to market value.

**IV. REVIEW & APPROVAL OF VOUCHERS**

Vouchers for January were reviewed.

Dr. Gleason moved to send vouchers to Board of Health for approval. Ms. Shanley seconded the motion. The motion approved unanimously by roll call vote.

**V. ACCOUNTS RECEIVABLE REVIEW**

Ms. Williams explained that there was \$821 in bad debt for 2021. This is only 0.3% of revenues received, which is well under the best practice limit of 5%. None of the clients are currently active clients and all future years of bad debt have low balances. This total is under the threshold for approval by BOH, but bad debt will be reviewed annually even if below the approval threshold.

**VI. REVIEW FINANCIAL REPORTS**

Ms. Williams distributed copies of the 01/31/2024 Financial Report. Notable items include: Line 50 – State Grant Health Protection – includes prepayment for 5 years of the Workforce Development grant. Line 480 – Health Benefits

– annual payment for HSA contributions. Line 530 – Contractual Services – includes \$57,000 electronic health record annual fee.

The Public Health Emergency Fund balance was reviewed. The Emergency Fund has a balance over a 6 month reserve, mostly because of the \$350,000 prepayment for the 5 year Workforce Development grant.

The Homeless Prevention account has had no activity. Staff have been able to identify other sources of funding to support clients in need, including Homeless Prevention funding and funding through community partners.

## **VII. FISCAL AUDIT REVIEW REPORTS**

Ms. Williams stated that the county audit has been going well so far. There are also three monitorings coming up in the next couple of months – LIHEAP, Homeless Prevention, and Weatherization.

Ms. Williams stated that we received a letter from the CSBG audit which stated that conference travel was deemed unallowable. The Community Action association and CAPLAW disagreed with this finding and will be sending a letter to address it with CSBG.

## **VIII. EXECUTIVE SESSION – OPEN MEETINGS ACT (5 ILCS 120/2) SECTION 2 C ITEM (1) “THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY”**

None.

## **IX. OTHER/COMMENTS**

Ms. VanGundy stated that there is a chance that the March Finance meeting will need to be cancelled.

## **X. ADJOURNMENT**

Dr. Conlin moved to adjourn the meeting at 8:44 a.m. Mr. DeMarco seconded the motion. The motion approved unanimously by voice vote. The next meeting will be March 13, 2024 at 8:00 am.

Submitted by:



Arissa Hunt  
Executive Assistant