



I. CALL TO ORDER

Ms. Shanahan called the meeting to order at 8:01 a.m.

Members present: Dr. Julie Conlin, Jay DeMarco, Dr. John Gleason, Karen Kelly, and Gabriella Shanahan.

Members absent: Brooke Shanley.

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

Visitors: None.

II. PUBLIC COMMENT

None.

III. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy stated that the Caregiver Connections Grant will not be renewed after June 30th. This grant funded two Infant/Early Childhood Mental Health Consultants – one who resigned last year and one who will be moving up in Chaddock now.

Ms. VanGundy shared that KCHD has been awarded a new grant focused on Respiratory Health from IDPH. While details are not solidified, the grant may cover expense in TB, measles, and communicable disease. It is a brand new grant which will last for two years.

Ms. VanGundy shared that staff identified a client who falsified a document for the Homeless Prevention program and attempted to cash a check made out to the landlord. The bank denied the transaction, staff contacted the Sheriff's Office quickly, and charges have been brought against her.

Ms. VanGundy shared data on exit interviews that were presented at Personnel Committee yesterday. In 2023, there were 9 separations - a 17% turnover rate. Career advancement and compensation were the highest concerns. An employee opinion survey will be sent out to staff in the next few months.

IV. REVIEW & APPROVAL OF VOUCHERS

Vouchers for March were reviewed.

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

V. REVIEW FINANCIAL REPORTS

Ms. Williams distributed copies of the 03/31/2024 Financial Report. Notable items include: Line 20 – Interest Income – increased due to the county not depositing interest for an account. Line 70 – Behavioral Counsel Fees – received \$30,000 in March. Line 130 – Caregiver Connections – line item will be going away after June. Line 160 – Inspection Fees, Restaurants – permits due in March, late fees are added in April. Line 270 – TB Services – a payment needs to be transferred to FY2023. Line 420 – Salaries, MH – below 33% budget. Line 590 – Advertising – increased due to increased use of Indeed to post open positions. Line 690 – Capital Expenditures – purchased equipment for Weatherization, grant funded.

The Public Health Emergency Fund balance was reviewed. The Emergency Fund has a balance over a 6 month

reserve, mostly because of the 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.

VI. FISCAL AUDIT REVIEW REPORTS

Ms. Williams stated that the county audit is wrapping up. The LIHEAP Monitoring audit was pushed to April. The Weatherization audit had no fiscal components. Also, the Local Health Protection Grant audit had no fiscal components.

VII. OUTLOOK ON RETENTION

Ms. Williams discussed ideas to aid in the retention of staff. One idea is an organizational redesign, as the organizational chart is very horizontal with little room for advancement. Another idea is to offer paid internships, which could be paid through the Workforce Development grant. Higher increases in FY2025 could also be an option. Tiered raises or longevity pay could incentivize staff continuing employment at KCHD. Cost of Living Adjustments (COLA) may also be considered – COLA for 2023 was 3.2% and the annual raise was 3%. DCEO completed a salary survey for Weatherization staff and KCHD is currently below the average for Wx Coordinators and Inspectors.

VII. 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.

VIII. OTHER/COMMENTS

None.

IX. ADJOURNMENT

Dr. Gleason moved to adjourn the meeting at 8:55 a.m. Dr. Conlin seconded the motion. The motion approved unanimously by voice vote. The next meeting will be May 8, 2024 at 8:00 am.

Submitted by:



Arissa Hunt
Executive Assistant