



**KENDALL COUNTY BOARD OF HEALTH
PERSONNEL COMMITTEE
APRIL 9, 2024 - KCHD BOARD ROOM**

I. CALL TO ORDER

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

II. ROLL CALL

A quorum was declared by roll call.

Members present: Jordan Gash, Karin Gustafson, Karen Kelly, Ann Mann, Bobby Richardson, and Lynn Cullick (8:33a).

Members absent: None

Staff present: RaeAnn VanGundy, Steve Curatti, Lorena Corral, and Arissa Hunt.

Guests: None.

III. PUBLIC COMMENT

None.

IV. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy stated that there are three positions currently open – two clinicians and one nurse. While lots of applications have come in for the nurse position, very few have come in for the clinician roles. The Mental Health director is doing focus groups with current staff trying to get insight.

Ms. VanGundy shared that KCHD utilized the Kendall County Inspector General in a disciplinary case of an employee. After an internal investigation, staff requested assistance from the Inspector General to ensure an unbiased review of findings. In the end, the employee separated via resignation.

Ms. VanGundy stated that a client of a Community Action grant filed an appeal. Appeals will happen if a client is denied a service or kicked off a program. Staff met with the client regarding the appeal and explained the reasoning for the removal from the program. The client left with a better understanding, but does have the option to appeal to the state.

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 and staff contacted the Sheriff's Office quickly.

Ms. Cullick entered the meeting.

V. PERSONNEL POLICY UPDATE AND REVIEW – SEND TO BOARD OF HEALTH FOR APPROVAL

Ms. VanGundy walked through changes in the Personnel Policy and explained them. Board Members recommended changes to the language within the Background and Reference Checks section (2.2 D).

Mr. Gash moved to send the Personnel Policy to Board of Health for approval as amended. Dr. Gustafson seconded the motion. The motion approved unanimously by voice vote.



VI. BYLAWS UPDATE AND REVIEW – SEND TO BOARD OF HEALTH FOR APPROVAL

Ms. VanGundy explained that no changes are currently recommended for the Bylaws.

Mr. Richardson moved to send the Bylaws to Board of Health for approval. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

VII. DIVERSITY REPORT

Ms. VanGundy shared an updated diversity report. Staff are still fairly reflective of the community we serve. As has been historically similar in the public health field, there are significantly more females than males on staff.

VIII. 2023 EXIT INTERVIEW DATA

Ms. Corral explained the process for exit interviews for staff. Ms. Corral offers voluntary exit interviews and all separating employees in 2023 accepted the opportunity.

Ms. VanGundy shared a document of statistics from the exit interviews conducted in 2023. There were 9 separations in 2023, which comes to 17% of staff. The top cited reasons for separation were Career Advancement (6/9), Compensation (4/9), Working Conditions (2/9), and Type of Work (2/9). The survey covered working environment, supervisor, and compensation questions. Morale was overall neutral, advancement was overall dissatisfied, workload was overall neutral, and salary was overall dissatisfied.

IX. NEOGOV LEARNING MANAGEMENT SYSTEM

Ms. VanGundy shared that the county has a new training platform, NeoGov. A course list was shared with board members. Staff will be periodically and annually assigned courses from NeoGov on a variety of topics.

X. 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.

XI. OTHER COMMENTS

None.

XII. ADJOURNMENT

Mr. Richardson moved to adjourn the meeting at 9:31 a.m. Dr. Gustafson seconded the motion. The motion was unanimously approved by voice vote. The next meeting is Tuesday, October 8, 2024 at 8:00 a.m.

Submitted by:



Arissa Hunt
Executive Assistant

