



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

I. CALL TO ORDER

Ms. Kelly called the meeting to order at 6:02 p.m.

II. ROLL CALL

A quorum was declared by roll call.

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

Members absent: Dr. Julie Conlin, Dr. John Gleason, and Gabriella Shanahan.

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

Guests: None.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MARCH 19, 2024 REGULAR MINUTES

Mr. Gash should only appear in attendance under absent.

Ms. Shanley moved to approve the March 19, 2024 regular minutes as amended. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

V. INTRODUCTION OF GUESTS & VISITORS / PUBLIC COMMENT

Ms. Holch was introduced as the Director of Behavioral Health Services. Board members introduced themselves.

VI. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy shared that last week was a busy week, with both Personnel and Finance meetings. She thanked board members for attending.

Ms. VanGundy stated that we are not moving forward with the Early Childhood grant after this grant period which ends in June. We are a sub-awardee of Chaddock, and have essentially broke even with the funding. One staff left in the fall, and another is moving up in Chaddock. This grant took a lot of the MH Director's time as well.

Ms. VanGundy shared that we were just awarded a respiratory grant. This grant will be for two years. It is intended to cover services with COVID and RSV, but will also be able to cover TB and other respiratory communicable diseases. With the funding, we will be able to hire two temporary Public Health Nurses.

Ms. VanGundy stated that we currently have three positions open. Two are for Behavioral Health Clinicians – both higher and lower licensures. The other one (soon to be two) are for Public Health Nurses. While we have received interest from quality candidates for the nursing position, there is little to no interest in the clinician roles. We are trying to gain insight from existing BHC staff as to what brought them here and keeps them here. Due to having two positions open and one clinician on leave, new mental health clients are being



placed on a waitlist. Interested clients will be contacted once a spot on a caseload opens up. Substance abuse, evaluations, and other services are scheduling as normal.

Ms. VanGundy shared that will be attending a meeting in Springfield for Strengthening the Public Health Workforce. This meeting will be attended by Local, State, and UIC staff to discuss what efforts could be made to better the public health workforce. KCHD will be completing a cost and capacity assessment alongside many other LHDs. Additionally, she will be attending a IAPHA meeting while in Springfield.

Ms. VanGundy stated that through the Workforce Development grant, we will be able to offer paid internships this summer. This will directly support our Strategic Plan objectives. Currently, we anticipate having one intern in EH and one in CD/Admin.

VII. BOARD COMMITTEE & ADVISORY BOARD REPORTS

A. Personnel Committee

Ms. Cullick reviewed the minutes for Personnel Committee. Noted were changes to the handbook and exit interview statistics.

B. Finance Committee

Ms. Kelly reviewed the minutes for Finance Committee. Noted were changes to grants, exit interview statistics, financial reports, and a discussion on retention and recruitment.

Ms. Cullick moved to approve March vouchers totaling \$75,211.03. Ms. Shanley seconded the motion. The motion approved unanimously by roll call vote.

C. Approve Personnel Committee 04/09/24 and Finance Committee 04/10/24 Minutes

Ms. Cullick moved to approve the Personnel Committee 04/09/24 and Finance Committee 04/10/24 Minutes as presented. Dr. Gustafson seconded the motion. The motion approved unanimously by voice vote.

VIII. NEW BUSINESS

A. Mental Health Presentation – Lisa Holch

Ms. Holch explained the structure of the Mental Health Unit as things ebb and flow. The majority of clients served are chronically, persistently mentally ill, their families, working poor, mandated clients, and those with a family member with substance abuse issues. The Intake Coordinator position helps set up new clients for their first appointment, but also is able to see clients to do case management when they do not need as much clinical care. An aftercare group was created to create longer term support from peers. These efforts will assist in creating spots to open up on clinicians' caseloads, allowing for a new mental health client to be removed from the waitlist for every client discharged. Three out of four Support Staff are bilingual in Spanish and can help clients along the process. If a client is looking for services, front staff are able to direct to the correct staff contact for that service. Referrals out of our agency are made when a client's care needs are outside our scope of practice.

A new position has been added of Police Behavioral Health Clinician. This person works with four other municipalities (Plano Police Department, Yorkville Police Department,



Oswego Police Department, and the Kendall County Sheriff's Office) each week providing service referral and support for cases that may have substance abuse or mental health concerns. There are Transitions services, which support seniors and caregivers, and we have found that most caregivers don't know they are caregivers. Another service offered is Outpatient Fitness Restoration, in which a person goes to court and is deemed unfit to stand. Restoration allows for explaining of the situation and making progress towards being mentally fit for court. Staff also work with the State's Attorney's Office to perform forensic interviews with alleged victims of abuse or neglect.

Ms. Holch exited the meeting.

B. Personnel Policy Updates – Review and Approve

Ms. VanGundy explained changes to the Personnel Policy. 2.2D has been changed since it was presented at Personnel Committee. Board members discussed 3.1B and made a change to the language.

3.1B to state: "KCHD values linguistic diversity. In order to ensure proper training and rendering of services, as well as to promote teamwork and collaboration, English is to be utilized as the primary language of communication at KCHD, unless otherwise requested by a client."

Mr. Gash moved to approve the Personnel Policy Updates as amended. Ms. Shanley seconded the motion. The motion approved unanimously by roll call vote.

C. Bylaws – Review and Approve

Ms. VanGundy explained that while no changes are recommended at this time, we still need to review and approve them annually.

Ms. Cullick moved to approve the Bylaws. Dr. Gustafson seconded the motion. The motion approved unanimously by roll call vote.

D. Surveillance Report – Workforce Diversity Report

Ms. VanGundy shared a surveillance report regarding the composition of the Health Department workforce and the community we serve. Overall, staff are an accurate reflection of Kendall County. Since last year, we have lost some representation of black/African American staff due to turnover. Historically, public health careers have a higher percentage of females than males, as reflected in the report.

E. Legislative Advocacy Update – Steve Curatti

Mr. Curatti explained the legislative process in Illinois and what "slipping bills" is. A proposed bill can be "slipped" – which is submitting a Witness Slip stating that the Health Department supports or opposes the Bill being made into Law. No bills are slipped without approval of the Executive Director. Mr. Curatti tracks bills that may potentially be slipped and follows up to see if they were made into law. A report is submitted annually to the Executive Director. Last year, 17 bills were slipped. Of those, 10 bills slipped in support were made into law, and one bill slipped in opposition was made into law.



IX. OLD BUSINESS

None.

X. ITEMS FOR BOARD DISCUSSION

- A. Newspaper Articles: Kendall County emergency food, shelter programs get federal funding
- B. Measles Cases in Illinois Chart
- C. Witness Slips: HB2099, HB4471, HB5353, HB5457

Board members inquired as to why HB2099 was slipped in opposition. Mr. Curatti explained that the bill would allow food trucks to be permitted in one county and operate in other counties without additional permits. It was slipped in opposition due to the challenges that would arise with inspection and ensuring compliance that exists effectively with the current process.

XI. EXECUTIVE SESSION

None.

XII. BOARD MEMBER ANNOUNCEMENTS/UPDATES

Ms. Kelly shared that there were updates to foods covered by WIC. These changes mimic a recommended diet for health and allows for additional variety.

Ms. VanGundy suggested that Board Members remember tonight's process with policy updates when the next Board Evaluation comes around.

XIII. ADJOURNMENT

Mr. Richardson moved to adjourn the meeting at 7:57 p.m. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote. The next meeting is May 21, 2024 at 6:00 p.m.

Submitted by:



Arissa Hunt, Executive Assistant