



**I. CALL TO ORDER**

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

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

Members absent: Gabriella Shanahan, 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 next month begins the budget process. The FY2025 budget will be a moving target until August 19<sup>th</sup> – the due date to submit to the county. Even after, we will still find out about grants and other items for amendments. The budget will be reviewed in June and a “final” version for submittal will be reviewed and approved in July.

Ms. VanGundy shared that she went down to Springfield for a hearing with Health and Human Services Committee. They didn’t realize that public health got a 5 million dollar cut, as there were two appropriation lines – one which remained flat and another that was cut completely.

Ms. VanGundy stated that the county is moving forward with a time and attendance program that we will be utilizing. It is good for management – can look at overtime, FMLA reporting, and tracking. Currently, staff only have simple time sheets and badging in and out. Employees will also be able to submit time through Sage Intact for grant breakout purposes.

Ms. VanGundy shared that we will be doing a cost and capacity evaluation for 2023 to see how many hours are put into grants that are underfunded. It will be an undertaking and we have 14 weeks to complete it.

Ms. VanGundy stated that we have applied for a new Mental Health Juvenile Justice grant, but have not yet heard back about it.

**IV. REVIEW & APPROVAL OF VOUCHERS**

Vouchers for April were reviewed.

Mr. DeMarco moved to send vouchers to Board of Health for approval. Dr. Conlin 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 30 – Miscellaneous Income – we received an unexpected check from HFS, a stipend for providing Medicaid services. Line 160 – Inspection Fees, Restaurants – includes annual food permits. Line 190 – Solid Waste Hauler Fees – we applied for a grant for Solid Waste Planning after the budget was submitted and received a check for the same. Line 210 – Non-Community Well Grant – includes new fees for testing services. Line 460 – Rent payment – Paid in full, some rent is

allocated from grants based on square footage, the bond ends in 2032.

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.

**VI. FISCAL AUDIT REVIEW REPORTS**

Ms. Williams stated that the county audit should be complete soon. There were no findings for fiscal for the WIC audit yesterday. The LIHEAP monitoring audit went well, as well as the outpatient fitness restoration audit. There was a program audit for Well and Septic that also went well, but it did not have a fiscal component. There was a safety audit done by our insurance company that had two findings which we already had in place, but must have been missed by the 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. Conlin moved to adjourn the meeting at 8:42 a.m. Dr. Gleason seconded the motion. The motion approved unanimously by voice vote. The next meeting will be June 12, 2024 at 8:00 am.

Submitted by:



Arissa Hunt  
Executive Assistant