



**KENDALL COUNTY BOARD OF HEALTH  
MAY 21, 2024 – BOARD ROOM**

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**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: Dr. Julie Conlin, Lynn Cullick, Jay DeMarco, Jordan Gash, Dr. John Gleason, Dr. Karin Gustafson, Karen Kelly, Bobby Richardson, Gabriella Shanahan, and Brooke Shanley

Members absent: Andrea Mann

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

Guests: None.

**III. APPROVAL OF AGENDA**

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

**IV. APPROVAL OF APRIL 16, 2024 REGULAR MINUTES**

Ms. Shanley moved to approve the April 16, 2024 regular minutes as presented. Mr. Gash seconded the motion. The motion approved unanimously by voice vote.

**V. INTRODUCTION OF GUESTS & VISITORS / PUBLIC COMMENT**

None

**VI. EXECUTIVE DIRECTOR COMMENTS**

Ms. VanGundy thanked Ms. Cullick and Ms. Mann for attending the IPLAN meeting on Wednesday. It was fun to look back and see what has been accomplished. We are at the halfway point for our current IPLAN. We also had two members of the public we had never met attend the meeting, they were impressed with all that we've accomplished.

Ms. VanGundy stated that Mr. Gash gave the invocation at the County Board meeting this morning. He was thanked for his dedication to the community and the health department. Ms. VanGundy also thanked Ms. Shanley for her continued support of the Health Department within her role on the County Board.

Ms. VanGundy shared that we have applied for a new grant focused on Juvenile Justice, aimed at taking efforts to prevent youth from entering the legal system. The grant would require the hiring of a new staff member with a MSW or higher license to be a liaison between the schools, students, and parents.

Ms. VanGundy stated that a paid intern has started with the Environmental Health unit. There is a different affect when the interns are paid. We are able to charge her time to grants. Having interns is part of our Strategic Plan and part of our Workforce Development.

Ms. VanGundy shared that the county audit has been approved as of this morning. Kate from Mack &



Associates will possibly attend the next Finance Meeting.

Ms. VanGundy shared a handout showing a Lone Star Tick collected in DeKalb County and brought to our office for identification by a staff member. It is very rare for a Lone Star Tick to be found in northern Illinois. They can bring lots of diseases, and can transmit disease within 6 hours of attachment. The tick will be sent off for testing.

## **VII. BOARD COMMITTEE & ADVISORY BOARD REPORTS**

### **A. Finance Committee**

Dr. Gleason reviewed the minutes for Finance Committee. Ms. VanGundy reviewed the portion regarding her recent visit to Springfield.

Ms. Shanahan moved to approve April vouchers totaling \$338,321.45. Mr. DeMarco seconded the motion. The motion approved unanimously by roll call vote.

### **B. Approve Finance Committee 05/08/24 Minutes**

Mr. Richardson moved to approve the Finance Committee 05/08/24 Minutes as presented. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote.

## **VIII. NEW BUSINESS**

### **A. Illinois Public Health Workforce Transformation Initiative**

Ms. VanGundy shared about the IPH Workforce Transformation Initiative, which begins with a Capacity and Cost Assessment, leading to a Strategic Agenda, and ends with a Funding Proposal. These steps will aid in supporting requests for increased funding for public health activities. Illinois is using the state of Washington to explain the process, which will be completed by November 24, 2024. The Capacity and Cost Assessment is currently underway, and Ms. Williams is working through ours with all employee information.

### **B. Integrated Referral and Intake System**

Ms. VanGundy explained about IRIS – a referral system that can be used across agencies in an area to aid in timeliness, effectiveness, and efficiency of referring clients to services. A video overviewing IRIS was shared. Kane County currently utilizes this system and has had over 3,500 families referred and 176 partners registered in the system. Kendall is looking into the possibility of utilizing IRIS as well.

Dr. Conlin exited the meeting.

### **C. Personnel Policies**

Ms. VanGundy reviewed changes made to the Personnel Policy. Changes in the language and location of the section regarding English was suggested by the State's Attorney's Office. Ms. Shanely expressed concern over the inclusion of the section.

Mr. Gash moved to approve the Personnel Policy. Ms. Cullick seconded the motion. The motion approved 8 (yes) to 1 (no) by roll call vote.



D. Foodborne Illness Tabletop Exercise

Mr. Curatti presented on a recent tabletop exercise focused on foodborne illness. Both the Community Health unit and the Environmental Health unit worked together to develop and hold the training, which provides an opportunity to revisit procedures and work through a potential event. The two units worked together to identify possible causes of the illness, interview patrons and staff of a facility, and other critical steps needed. It took 7 days (in exercise) to identify the source. Exercising lesser-used procedures allows staff to be prepared when a real world event occurs.

**IX. OLD BUSINESS**

None.

**X. ITEMS FOR BOARD DISCUSSION**

- A. Vaccines For Children Compliance
- B. Newsletter: Spring 2024
- C. Leadership Minutes 04/19/24
- D. Radon Article
- E. Witness Slips: HB4601, SB3301, HB4118, SB3793, HB5353, HB5457

**XI. EXECUTIVE SESSION**

None.

**XII. BOARD MEMBER ANNOUNCEMENTS/UPDATES**

None.

**XIII. ADJOURNMENT**

Ms. Shanahan moved to adjourn the meeting at 7:26 p.m. Ms. Cullick seconded the motion. The motion approved unanimously by voice vote. The next meeting is June 18, 2024 at 6:00 p.m.

Submitted by:

*Arissa W. Hunt*

Arissa Hunt, Executive Assistant

