



I. CALL TO ORDER

Ms. Shanahan called the meeting to order at 8:04 a.m.

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

Staff present: RaeAnn VanGundy and Katy Williams.

Visitors: Cate Moulton, Mack and Associates

II. PUBLIC COMMENT

None.

III. COUNTY AUDIT PRESENTATION

Cate Moulton, Senior Accountant from Mack and Associates presented the Kendall County Final Audit report for FY2023 in relation to the Health Department funds. Ms. Moulton stated, “we conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. She went on to say there were no findings or deficiencies in relation to the Health Department. We host a strong fund balance, healthy cash reserve and identified no concerns. There are no deficiencies identified within our internal controls. There was a recommendation for clearer communication between KCHD and the Treasurer’s Office when it comes to timing of journal entries related to grant reimbursements. Cate stated that this is a common recommendation based on the timing of different grants and state reimbursements. This year KCHD did not have a major program audited by Mack as they reviewed HIDTA and ARPA funds.

IV EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy shared that the 708 Mental Health Levy application is due next week. The presentation will be on August 21, 2024. The Health Department does plan to ask for an increase to cover as addition police social work position, as the current position is at capacity and referral calls are back-logged 2-3 weeks.

Ms. VanGundy explained that the budget will show an increase in the salary line due to the increased need for a Fiscal Project Specialist position. The Health Department now has 51 grants and is under tight scrutiny by funders to show evidence for each reimbursement. This is very time-consuming, and we can’t afford to miss deadlines for grant reporting. This will be a full-time permanent position.

Ms. VanGundy stated that Katy has been working on the County FY2025 budget requests. We have also heard from other departments, facilities and IT on what we are forecasting for FY25. We look forward to a presentation in August on our budget.

V. REVIEW & APPROVAL OF VOUCHERS

Vouchers for June were reviewed. There were no questions.

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

VI. REVIEW & APPROVAL OF FY2025 BUDGET

Ms. Williams shared the second draft version of the FY2025 Budget. It is due to the county before the August Board of Health Meeting.

No notable changes for Revenues since the last review in June. IDPH still has many outstanding grant applications, so we are not aware of the allocations currently. CSBG allocation was just announced and will be reflected in the August budget review.

Notable changes for Expenditures include: Line 500 – All Unit Salaries – increased, due to new Fiscal Project Specialist position, and MHJJ grant position. Line 660 – Employee Health Benefits – increased based on salary increase.

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

VII. REVIEW FINANCIAL REPORTS

Ms. Williams distributed copies of the 06/30/2024 Financial Report. Notable items include: Line 10 – Property Tax – 2nd installment amount received. Line 400-440 – Salaries – low due to attrition. Line 590 – Advertising – is over budget due to advertising for open position on Indeed and other platforms.

The Public Health Emergency Fund balance was reviewed. The Emergency Fund has a balance over a 6-month reserve, accruals are still being made. Once completed it is forecasted to be on target for a 6-month reserve.

The Homeless (PADS) Account was reviewed – no funds have been utilized since the beginning of the fiscal year. It is only used in an emergency when there is no other funding available.

VIII. FISCAL AUDIT REVIEW REPORTS

Ms. Williams stated that DCEO came in May. The audit had no fiscal findings. Ms. Kelly asked what would happen if there were findings. It was stated that we would complete a corrective action plan and it would be monitored for effectiveness to resolve the concern. If it was not satisfactory, we would be placed on “Conditional Status” which means we are meeting monthly for reviews of concerns.

IX. 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.

X. OTHER/COMMENTS

None.

XI. ADJOURNMENT

Dr. Conlin moved to adjourn the meeting at 8:48 a.m. Mr. DeMarco seconded the motion. The motion approved unanimously by voice vote. The next meeting will be August 14, 2024 at 8:00 am.

Submitted by:



RaeAnn VanGundy
Executive Director