



**I. CALL TO ORDER**

Dr. Gleason called the meeting to order at 8:01 am.

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

**Members absent:** Macey Brooks & Brooke Shanley

**Staff present:** RaeAnn VanGundy, Executive Director/Public Health Administrator; Katy Williams, Director of Finance; and Kristen Orr, Executive Assistant.

**Guests:** None

\*A quorum was declared by roll call.

**II. INTRODUCTION OF VISITORS & PUBLIC COMMENT**

NONE

**III. EXECUTIVE DIRECTOR COMMENTS**

Ms. VanGundy reported that the Finance Director position has been filled, with the new hire scheduled to begin on February 18, 2026, followed by three weeks of training with Ms. Williams.

Ms. VanGundy noted that budget season is underway, and finalizing 2025 items remains in progress.

Ms. VanGundy also shared that the grant season has not yet begun, aside from one grant that will allow KCHD to provide mentorship to other local health departments on food standards.

**IV. VOUCHERS – REVIEW & APPROVE**

The Board had no questions or comments.

Mr. DeMarco moved to send the January 2026 vouchers to the Board of Health for approval. Dr. Conlin seconded the motion. The motion was approved unanimously by roll call vote.

**V. FINANCIAL REPORTS**

Ms. Williams directed the board's attention to the Financial Reports through January 2026.

Notable items in revenues include the following: Line 42530 – Food Permit Fees, in food permit season; Line 42590 – Adult Immunizations, TB testing at IVVC; Line 42670 – Aging Grants, negative due to being in accrual process.

Notable items in expenditures include the following: Line 61450 – Fringe Benefits, January one-time HSA deposit; Line 61250 – Contractual Services, foothold payment; Line 63540 – Telecommunication, move to T-Mobile from Verizon.

Ms. Williams reported that the FY2026 Public Health Emergency Fund maintains approximately eight months' worth of operational reserves, providing a stable financial buffer for potential public health contingencies.

Ms. Williams reported that there were no expenditures from the Homeless Pads account during January 2026.

Ms. VanGundy noted that street outreach has resulted in three out of 4 unsheltered individuals receiving services. A brief discussion was held on which unit conducts street outreach. It was clarified that Will-Grundy Medical Clinic is responsible for street outreach in Kendall County.

Mr. DeMarco moved to send the January Financial Reports to the Board of Health for approval. Dr. Conlin seconded the motion. The motion was approved unanimously by voice vote.

## **VI. FISCAL AUDIT REVIEW REPORTS**

Ms. Williams noted that while no fiscal audit reports are available at this time, a monitoring audit for LIHEAP will be conducted next week.

## **VII. COUNTY AUDIT REPORT**

Ms. Williams reported that Mack & Associates has submitted their final request and will conclude their work at the end of February, with the County Audit expected to be completed soon. Dr. Gleason asked about the resolution of last year's communication issue, and Ms. Williams confirmed that the Health Department will now be included in all email correspondence sent to the County Treasurer's Office for the fiscal audit.

## **VIII. 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.

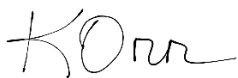
## **IX. OTHER/COMMENTS**

NONE.

## **X. ADJOURNMENT**

Dr. Conlin moved to adjourn the meeting at 8:26 am. Mr. DeMarco seconded the motion. The motion was approved unanimously by voice vote. The next meeting is on March 11, 2026, at 8:00 am.

Submitted by:



Kristen Orr  
Executive Assistant