



I. CALL TO ORDER

Dr. Gleason called the meeting to order at 8:03 am.

Members present: Macey Brooks, Dr. Julie Conlin, Jay DeMarco, Dr. John Gleason, Karen Kelly, & Brooke Shanley.

Members absent: None

Staff present: RaeAnn VanGundy, Executive Director/Public Health Administrator; Chris Stafford, 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 thanked Ms. Stafford for her continued work in strengthening her understanding of her role as the department enters grant season and approaches budget season.

Ms. VanGundy noted that, before Katy Williams' resignation, the grants workflow was revised to train Assistant Directors as grant managers—an update reflected in their job descriptions and aligned with PH Wins survey feedback indicating staff interest in learning more about budgeting.

Ms. VanGundy reported that previous DCEO funds were used to purchase Weatherization vehicles and that an unused vehicle was approved by the State for disposal and subsequently donated to Kankakee, with all required State and County documentation completed.

Ms. VanGundy shared two position updates: the salary for the WIC position was increased, and a current clinician received a salary adjustment following completion of LCSW coursework. She also noted that two vacancies remain open—a Nutritionist and a Part-Time Public Health Nurse.

Ms. VanGundy concluded by noting that the department is in the process of applying for a SAMHSA grant.

IV. VOUCHERS – REVIEW & APPROVE

Vouchers for March 2026 were reviewed in the amount of \$88,158.38. The Board had no questions or comments.

Mr. DeMarco moved to send the March 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. Stafford directed the board's attention to the Financial Reports for March 2026.

Notable items in revenues include the following: Line 42530 – Food Permit Fees, in food permit season; Line

42670 – Aging Grants, received a modification.

Notable items in expenditures include the following: Line 51350 – Administration (Salaries), decrease due to resignation; Line 51370 – Behavioral Health (Salaries), decrease due to leave of absence; Line 67810 – Direct Client Assistance, LIHEAP slowing down.

Ms. Stafford 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. Stafford reported that there were no expenditures from the Homeless Pads account during March 2026.

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

VI. FISCAL AUDIT REVIEW REPORTS

No updates.

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.”

Ms. Shanley moved to go into Executive Session at 8:26 AM for the purpose of meetings lawfully closed under the 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”. Ms. Kelly seconded the motion. The motion was approved unanimously by roll call vote.

Dr. Conlin moved to come out of Executive Session at 8:33 AM. Ms. Shanley seconded the motion. The motion was approved by voice vote.


VIII. OTHER/COMMENTS

NONE.

IX. ADJOURNMENT

Dr. Conlin moved to adjourn the meeting at 8:24 AM. Dr. Gleason seconded the motion. The motion was approved unanimously by voice vote. The next meeting is on May 13, 2026, at 8:00 am.

Submitted by:



Kristen Orr
Executive Assistant