



**KENDALL COUNTY BOARD OF HEALTH
PERSONNEL COMMITTEE
APRIL 14, 2026 - KCHD BOARD ROOM**

I. CALL TO ORDER

Ms. Cullick called the meeting to order at 8:02 a.m.

II. ROLL CALL

Members present: Lynn Cullick, Jordan Gash, Karen Kelly, Dr. Jennifer Kurka, & Bobby Richardson

Members absent: Megan Konicek

Staff present: RaeAnn VanGundy, Executive Director/Public Health Administrator; Rachael Hendrickson, Assistant Executive Director; Renithea Donson, Human Resources Coordinator; and Kristen Orr, Executive Assistant.

Guests: None.

*A quorum was declared by roll call.

III. PUBLIC COMMENT

None.

IV. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy reported that two positions remain open—Nutritionist and Public Health Nurse. A second-round interview is being arranged for the Nutritionist role, and a recent increase in applications has strengthened the candidate pool for the Public Health Nurse position. She also noted that the WIC Specialist vacancy has been filled, with the new hire scheduled to begin on Monday, April 20th.

V. PERSONNEL POLICY UPDATE – REVIEW & SEND TO BOARD OF HEALTH FOR APPROVAL

Ms. Donson reviewed updates and additions to the Personnel Policy aimed at aligning with best practices and/or updated law for the following items: Section 2.2 – Employment Process, Section 3.2 – Hours of Work, Section 3.3 – Safety, Section 3.14 – Social Media Policy, Section 4.1 – Wage and Salary, Section 4.4 – Performance Evaluations, Section 6.4 – Bereavement Leave, Section 6.10 – Military Leave of Absence, Section 6.12 – Victims’ Economic Security & Safety Act, Section 6.14 – Nursing Mother, Section 6.15 – Blood & Organ Donor Leave of Absence, Section 7.2 – Discipline, and Section 7.6 – Unlawful Discrimination, Harassment, & Sexual Misconduct.

Mr. Richardson moved to send the Personnel Policy to the Board of Health for approval with amendments as presented. Mr. Gash seconded the motion. The motion was approved unanimously by voice vote.

VI. BOARD OF HEALTH BY-LAWS UPDATE – REVIEW & SEND TO BOARD OF HEALTH FOR APPROVAL

Ms. VanGundy reviewed the update to the Board of Health By-Laws to align with an updated law for the following item: Article VII – Meetings, Section 4 – Holiday/Election Day.

Mr. Richardson moved to send the Board of Health By-Laws to the Board of Health for approval as presented. Ms. Kelly seconded the motion. The motion was approved unanimously by voice vote.



VII. 2025 INCIDENT ANALYSIS – REVIEW

Ms. Hendrickson reported that she conducts an annual review of all staff and client incident reports to assess response effectiveness and identify any patterns. In 2025, four incidents occurred—two involving staff and two involving clients—with no trends observed. She added that an ICRMT representative will provide staff training on proper body mechanics related to lifting in order to proactively reduce workplace risk in the near future.

VIII. 2026 WORKFORCE DIVERSITY REPORT - REVIEW

Ms. Donson reported that the 2026 Workforce Diversity Report shows countywide gender representation remains evenly split at 50% male and 50% female, while KCHD’s workforce is 14% male and 85% female. She noted that, regarding race and ethnicity, KCHD’s workforce closely reflects countywide demographics.

X. 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.


XI. OTHER COMMENTS

A brief discussion was held regarding whether board members had received the email to complete the Statement of Economic Interest form. Members indicated they had not received it, and Ms. Orr will follow up with the county for clarification.

XII. ADJOURNMENT

Mr. Gash moved to adjourn the meeting at 8:57 a.m. Ms. Kelly seconded the motion. The motion was unanimously approved by voice vote. The next meeting is Tuesday, October 13, 2026, at 8:00 a.m.

Submitted by:



Kristen Orr
Executive Assistant

