



I. CALL TO ORDER

Dr. Gleason called the meeting to order at 8:04 am.

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

Members absent: Macey Brooks

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

Guests: Cate Moulton, Mack & Associates

*A quorum was declared by roll call.

II. INTRODUCTION OF VISITORS & PUBLIC COMMENT

Ms. VanGundy introduced Cate Moulton of Mack & Associates, who will share a review of the FY2025 audit.

III. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy shared that the health department is scheduled for an Illinois Department of Commerce & Economic Opportunity (DCEO) fiscal audit from June 2–4.

Ms. VanGundy noted that a first look at the FY27 Budget will be presented at the June Finance Committee meeting, with the full budget proposal due to the County later in the summer.

Ms. VanGundy highlighted that grant season is nearly complete, and the health department has applied for three new grants: the Zero Suicide grant through SAMHSA, the Bright Minds, Bright Smiles grant supporting an oral and mental health collaboration and funding an additional Community Health Worker, and a United Way grant to supplement EBRP, accompanied by a planned United Way tour of the department. The respiratory grant will conclude on June 30, and amendments have been submitted for both the Tobacco Grant and AgeGuide to increase funding. In response to Ms. Kelly’s question, Ms. VanGundy clarified that the United Way tour is not solely tied to the grant application but was already planned as part of engagement with their new Executive Director and partnership development.

Ms. VanGundy also shared that the Assistant Fiscal Director posting will be released soon.

IV. MACK & ASSOCIATES PRESENTATION – REVIEW OF FY2025 FISCAL AUDIT

Ms. Moulton reported that the fiscal audit covering the period ending November 30, 2025, available on the County website or from Jill Ferko in the Treasurer’s Office, resulted in an unqualified opinion, the highest level of assurance. She noted there were no findings, deficiencies, or concerns related to the Health Department, highlighting a strong fund balance, healthy cash reserves, and no issues within internal controls. The only recommendation was to maintain a conscientious focus on monitoring and reviewing grant spending, as this remains an inherent risk area. She also emphasized that the department’s use of SAGE Intacct for grant oversight has been effective and continues to support strong financial management.

Ms. VanGundy thanked Ms. Moulton for her audit review presentation, and Ms. Moulton exited the meeting.

Ms. Kelly asked what steps the Health Department would take if an audit resulted in findings. Ms. VanGundy explained that the department would implement a corrective action plan, and Mack & Associates would verify at the next audit that the issue had been fully resolved.

V. VOUCHERS – REVIEW & APPROVE

Dr. Gleason directed the committee's attention to the April 2026 vouchers. Ms. Kelly asked whether the Sage Intacct charge was a recurring payment or a single annual fee, and Ms. VanGundy clarified that it is a one-time annual cost for the program.

Dr. Conlin moved to send the April 2026 vouchers to the Board of Health for approval. Mr. DeMarco 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 April 2026.

Notable items in revenues include the following: Line 42530 – Food Permits, will see an increase in the upcoming festival season; Line 42510 – BH Counseling fees, an increase due to clinician licensing; Line 42750 – Community Action Grants, negative balance due to awaiting reimbursement.

Notable items in expenditures include the following: Line 67810 – Direct Client Assistance, LIHEAP to be billed through DCEO for fund reimbursement.

Ms. Stafford reported that the FY2026 Public Health Emergency Fund currently holds approximately six and a half months of operational reserves, providing a stable financial buffer for potential public health needs. She noted that reserves will return to prior levels once reimbursements are received for Direct Client Assistance and the outstanding March and April billing.

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

Ms. Kelly moved to send the April Financial Reports to the Board of Health for approval. Mr. DeMarco seconded the motion. The motion was approved unanimously by voice vote.

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.”

None.

VIII. OTHER/COMMENTS

The board shared their availability for the next Finance Committee meeting to support scheduling and ensure quorum.

IX. ADJOURNMENT

Dr. Conlin moved to adjourn the meeting at 8:42 AM. Mr. DeMarco seconded the motion. The motion was approved unanimously by voice vote. The next meeting is on June 10, 2026, at 8:00 am.

Submitted by:

A handwritten signature in black ink that reads "K Orr". The letters are cursive and connected.

Kristen Orr
Executive Assistant