



KENDALL COUNTY BOARD OF HEALTH

APRIL 21, 2026 – BOARD ROOM

I. CALL TO ORDER

Ms. Kelly called the meeting to order at 6:04 PM.

II. ROLL CALL

Members Present: Macey Brooks, Dr. Julie Conlin, Lynn Cullick, Jordan Gash, Karen Kelly, Dr. Jennifer Kurka, Bobby Richardson, & Brooke Shanley.

Members Absent: Jay DeMarco & Dr. John Gleason.

Staff Present: RaeAnn VanGundy, Executive Director/Public Health Administrator; Rachael Hendrickson, Assistant Executive Director; Kristen Orr, Executive Assistant.

Guests: None

*A quorum was declared by roll call.

III. APPROVAL OF AGENDA

The board had no comments.

Ms. Cullick moved to approve the agenda as presented. Mr. Gash seconded the motion. The motion was approved unanimously by voice vote.

IV. APPROVAL OF 2/17/2026 REGULAR MINUTES

The board had no comments.

Dr. Conlin moved to approve the February 17, 2026, regular minutes as presented. Dr. Kurka seconded the motion. The motion was approved unanimously by voice vote.

V. INTRODUCTION OF GUESTS & VISITORS / PUBLIC COMMENT

None.

VI. EXECUTIVE DIRECTOR COMMENTS

Ms. VanGundy reported that Board of Health member Megan Konicek has resigned. Matt Kellogg has been notified, and his assistance has been requested in initiating the process to fill the vacancy.

One weatherization vehicle that was no longer in use has been transferred to the Kankakee Health Department. All ownership and transfer documentation has been completed at the State and County levels.



The County audit was approved with no findings. Mack & Associates will be scheduled to present the audit results at an upcoming Board of Health meeting.

On April 13, 2026, the new department website went live under the direction of Ms. Orr, with support from County IT.

The Behavioral Health Substance Use program has resumed operations, with seven individuals currently receiving services.

A new funding opportunity was pursued through a SAMHSA (Substance Abuse and Mental Health Services Administration) Zero Suicide Grant, along with the Bright Smiles, Bright Minds initiative, which aligns oral and mental health services and provides fluoride treatments to children not enrolled in WIC. A brief conversation was held on whether the funding would support the hiring of additional staff or would current staff take on additional responsibilities. It was clarified that it would be a combination of both.

Two mental health staff members recently traveled to Crete, Illinois, to provide crisis-related mental health support following a request from IPHMAS (Illinois Public Health Mutual Aid System).

At the most recent leadership meeting, staff reviewed organizational staffing capacity and discussed strategies for evaluating and managing workload capacity more effectively.

VII. BOARD COMMITTEE & ADVISORY BOARD REPORTS

A. Finance Committee Meeting

- Approve Vouchers:
 1. February, \$182,996.46
 2. March, \$88,158.38

Ms. Shanley moved to approve the February 2026 vouchers in the amount totaling \$182,996.46.

Ms. Cullick seconded the motion. The motion was approved unanimously by roll call vote.

Ms. Cullick moved to approve the March 2026 vouchers in the amount totaling \$88,158.38. Ms.

Shanley seconded the motion. The motion was approved unanimously by roll call vote.

- Approve Finance Committee Meeting Minutes: 2/11/2026, 3/11/2026, 4/8/2026

Dr. Conlin provided an overview of the Finance Committee meetings.

Ms. Cullick moved to approve the 2/11/2026 Finance Committee Meeting Minutes as presented.

Dr. Conlin seconded the motion. The motion was approved unanimously by voice vote.

Ms. Cullick moved to approve the 3/11/2026 Finance Committee Meeting Minutes as presented. Dr. Conlin seconded the motion. The motion was approved unanimously by



voice vote.

Ms. Cullick moved to approve the 4/08/2026 Finance Committee Meeting Minutes as presented. Dr. Conlin seconded the motion. The motion was approved unanimously by voice vote.

C. Approve Personnel Committee Minutes, 4/14/2026

Ms. Cullick provided an overview of the Personnel Committee Meeting.

Dr. Conlin moved to approve the 4/14/2026 Personnel Committee Meeting Minutes as presented. Mr. Richardson seconded the motion. The motion was approved unanimously by voice vote.

B. Accept Board Minutes:

1. Community Action Advisory Board Minutes, 11/6/2025
2. Community Health Advisory Board Minutes, 1/7/2026
3. Environmental Health Advisory Board Minutes, 1/13/2026

Mr. Gash moved to accept the 11/6/2025 Community Action Advisory Board Meeting Minutes as presented. Dr. Kurka seconded the motion. The motion was approved unanimously by voice vote.

Mr. Gash moved to accept the 1/7/2026 Community Health Advisory Board Meeting Minutes as presented. Dr. Kurka seconded the motion. The motion was approved unanimously by voice vote.

Mr. Gash moved to accept the 1/13/2025 Environmental Health Advisory Board Meeting Minutes as presented. Dr. Kurka seconded the motion. The motion was approved unanimously by voice vote.

VIII. NEW BUSINESS

A. Personnel Policy Updates – Review & Approve

Ms. VanGundy 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.

Ms. Cullick moved to approve the Personnel Policy updates as presented. Dr. Conlin seconded the motion. The motion was approved unanimously by roll call vote.



B. Board of Health By-Laws Update – Review & Approve

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.

Ms. Shanley moved to approve the Board of Health By-Laws updates as presented. Mr. Gash seconded the motion. The motion was approved unanimously by roll call vote.

C. Annual Anti-Harassment Training

This agenda item will be tabled until the next meeting. The 2026 training materials are not yet available.

IX. OLD BUSINESS

None.

X. ITEMS FOR BOARD DISCUSSION

- A. Leadership Minutes, 2/20/2026 & 3/20/2026
- B. Environmental Health Services – Radon Postcards
- C. Community Health Services – Communicable Disease Germ Gazette
- D. Wellness Committee – Did You Know? Flyer
- E. Article: *Kendall County sets community health priorities for next 5 years.*

The board had no comments.

XI. EXECUTIVE SESSION

Mr. Richardson moved to go out of regular session and into executive session at 7:00 p.m. Ms. Cullick seconded the motion. The motion was approved unanimously by roll call vote for the review of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2 (1) & Open Meetings Act (5ILCS 120/2) Section 2 C Item (1) for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Ms. Shanley moved to go out of executive session & into regular session at 7:06 p.m. Mr. Gash seconded the motion. The motion was approved unanimously by voice vote.

Ms. Cullick moved to retain all previously closed minutes. Ms. Shanley seconded the motion. The motion was approved unanimously by roll call vote.



Ms. Cullick moved to approve & release executive session minutes from 9/16/2025. Ms. Shanley seconded the motion. The motion was approved unanimously by roll call vote.

Ms. Cullick moved to destroy recordings from 3/19/2024 and 10/15/2024. Ms. Shanley seconded the motion. The motion was approved unanimously by roll call vote.

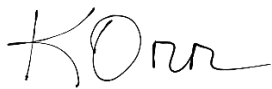
XII. BOARD MEMBER ANNOUNCEMENTS/UPDATES

None.

XIII. ADJOURNMENT

Ms. Cullick moved to adjourn the meeting at 7:08 PM. Dr. Conlin seconded the motion. The motion was approved unanimously by voice vote. The next meeting is May 19, 2026, at 6:00 PM.

Submitted by:



Kristen Orr, Executive Assistant

