



Board of Health

Monthly Meeting

January 9, 2006

On January 9, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:00 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair; Ms. Barbara Wysocki, Secretary; and Ms. Linda Abernathy.

Public Participation – Ms. Tricia Hunt, CUPHD employee, recommended an award/recognition for Mr. Garry Bird for his role as Interim Administrator. She also conveyed her interest in having Mr. Bird stay on as Interim during the transition of a new Administrator. Ms. Claudia Lenhoff with the Champaign County Healthcare Consumers congratulated the board on hiring a new Administrator and also a thank you to Mr. Bird for his Interim.

The first agenda item was the approval of minutes from the December 1 Special Meeting, the December 2 Special Meeting, the December 12 Monthly Meeting and the December 20 Special Meeting. Ms. Wysocki made a motion to approve the minutes. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Brunson presented the Treasurer's Report. Ms. Shelley Scott, the new Director of Finance, was introduced. Ms. Scott stated that budgets are over on mileage due to the federal increase in mileage through December. Ms. Elliott commented that the agenc cannot be over on any line item at the end of the fiscal year and this will require board action at the next meeting to correct. Ms. Wysocki made a motion to receive the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Correspondence – Ms. Elliott shared a letter regarding a joint study session to be held on January 18 at 6:00 p.m. at the Illinois Terminal Building. This study session is to include the Champaign Urbana Board of Health, The Champaign County Mental Health Board and the Champaign County Board of Health.

CUPHD Board of Health Monthly Meeting – January 9, 2006
Page 2

Old Business – Ms. Abernathy requested an update on the Nursing Services Manager position. Mr. Bird stated that an offer was made and accepted by Sylvia Link for this position and that she will begin employment with the agency on Friday, January 13, 2006.

New Business – Ms. Elliott thanked Mr. Mark Driscoll and Ms. Susan Maurer whom both served on the interview panel for the Executive Director. Ms. Wysocki made a motion to hire Mr. Vito Palazzolo as Public Health Administrator with a starting date of January 10, 2006, salary of \$91,059 and four weeks of vacation. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

The Board of Health 2006 meeting schedule was proposed as the second Monday of each month as follows: February 6 (exception to the rule), March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 16 (exception to the rule), November 13 and December 11. Study Sessions will be held on the fourth Wednesday of each month. Ms. Wysocki made a motion to approve this meeting schedule. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Bird commented that at the last County Board meeting the board felt that they had been over billed by the amount of \$191,000. He stated that bills must be submitted at board meetings prior to payment. This amount will end up being transferred with a limit of ten percent of funds appropriation per line item. This must be done by fiscal year end. Mr. Bird commented that somewhere along the line, the guidelines of the contract were not met and billings to the County were not being done.

Seeing no further business, Ms Elliott adjourned the meeting at 5:37 p.m.

The next monthly meeting will be held February 6, 2006 at 5:00 p.m. and a Monthly Study Session will be held January 25, 2006 at 9:30 a.m.

Chair

Secretary



Board of Health

Monthly Meeting

February 6, 2006

On February 6, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:01 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair; Ms. Barbara Wysocki, Secretary; and Ms. Linda Abernathy.

Public Participation – Mr. Kip Pope, 815 N. Randolph building owner, spoke with regards to the expansion of the building. He feels that he should not move forward with any plans until a decision has been made with regards to a lease agreement. This decision has been based upon learning that Mr. Palazzolo has toured the County Nursing Home and may be looking at this site as a future home for the District.

The first agenda item was the approval of minutes from the January 9 Monthly Meeting and the January 25 Study Session. Ms. Wysocki made a motion to approve the minutes. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott stated that the agency has received 79% of its budgeted revenue at 75% of the way through the year. Ms. Wysocki made a motion to receive the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Palazzolo asked that the meeting go into closed session regarding personnel issues directly before adjournment. The closed session would become agenda item I and make Adjournment item J. Ms. Abernathy made a motion to add the agenda item "Closed Session". Ms. Wysocki seconded the motion. With all in favor, the motion carried.

Ms. Scott gave a brief update on accounting stating that the audit should be completed by March 24, 2006 and filed with the State Comptroller by March 31, 2006.

CUPHD Board of Health Monthly Meeting – February 6, 2006
Page 2

Correspondence – A copy of the IPLAN that is being worked on was provided to all board members for their review. The board would like Mr. Palazzolo to check into having citizen names and cases with regards to sexual abuse, child abuse or domestic violence in this report.

Old Business – Mr. Palazzolo asked the board for more time to look into space options for the agency. He feels that a lease decision on the location at 815 N. Randolph should be put on hold until he has more time to review the other options that have recently been given to him. One of those options being the Nursing Home which would be available in approximately two years and, if chosen for CUPHD to move into, would then affect the length of a lease for Randolph St.

New Business – A proposal to increase the food service permit fees was presented. Category I facilities fees would increase to \$400, Category II facilities would increase to \$300 and Category III would increase to \$150. Ms. Wysocki made a motion to increase these fees effective April 1, 2006. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

IMRF Authorized Agent was discussed at a study session and now needs to be formally approved. Ms. Wysocki made a motion to approve the Authorized Agent. Ms. Abernathy seconded. With all in favor, the motion carried.

Line item transfers were presented by Ms. Scott. There were as follows: Chronic disease \$5,000 from equipment to travel, Infectious Disease \$4,000 from vehicle operation to supplies and \$5,000 from travel to supplies, Community Health Nursing \$15,000 from contractual to supplies, this was due to a budgeting error with regards to the school based clinic, Family Case Management \$30,000 from travel, equipment and supplies

The bank resolution for signature cards is removing Mr. Graham and adding Mr. Palazzolo and Ms. Shelley Scott. Ms. Abernathy made a motion to approve the changes. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

Ms. Abernathy moved for closed session to consider the employment of specific employees, pursuant to section 2(c)(1) of the open meetings act, chapter 5, Illinois Compiled Statutes, paragraph 120/2 (c)(1). Ms. Wysocki seconded the move. A roll call was taken and all members were in favor of a closed session. The board went into closed session at 5:54 p.m. Also present were Mr. Vito Palazzolo and Mr. Fred Grosser.

Ms. Elliott declared the session open at 6:15 p.m. Present at this time were board members Barbara Wysocki and Linda Abernathy along with Vito Palazzolo, Fred Grosser and Staci Bossert.

CUPHD Board of Health Monthly Meeting – February 6, 2006
Page 3

Seeing no further business, Ms Elliott adjourned the meeting at 6:16 p.m.

The next monthly meeting will be held March 13, 2006 at 5:00 p.m. and a Monthly Study Session will be held February 22, 2006 at 9:30 a.m.

Chair

Secretary



Board of Health

Monthly Meeting

March 13, 2006

On March 13, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:00 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair; Ms. Barbara Wysocki, Secretary; and Ms. Linda Abernathy.

Public Participation – none.

The first agenda item was the approval of minutes from the February 6th Monthly Meeting and the February 22nd Study Session. Ms. Abernathy made a motion to approve the minutes. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott stated that the accounting department is getting caught up on their backlog of work. They are posting March's business in March. Expenditures currently are less than expected. CUPHD is expected to come in under budget. It is also expected that the agency will be online with new software as of April 1 for payroll and grants. Ms. Abernathy made a motion to accept the Treasurer's Report and place it on file. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

The CUPHD Employee survey results were presented to the Board. The ACME Committee is moving forward to address the issues.

The Board was asked to review NACCHO and APHA membership information and to respond to Mr. Palazzolo. The question was raised if there were monies in the budget for Board member training. Ms. Elliott requested that an orientation manual for Board members be ordered.

CUPHD Board of Health Monthly Meeting – March 13, 2006

Page 2

Old Business – The lease for 815 was reviewed and approved. The Policy and Procedure cover sheet was approved with noted changes. The upcoming town hall meetings are ready to go. The media plan is ready, flyers and radio messages are done, dates have been set and letters are ready to go out.

New Business – Dr. Peterson gave a methadone clinic update. The 2002 expectation was that CUPHD would move into a new building by 2005, allowing the methadone clinic to utilize the entire space at 217 Broadway. Approval of the clinic has been hindered by politics trying to stop the growth of such clinics. Springfield is oppositional, while the Chicago area is supportive. The methadone clinic at its mature phase will require the entire space at 217 Broadway. Expectations are that this clinic will serve approximately 350 patients and employ four nurses and eight to ten counselors.

In August 2003, a 300-page application was submitted to the State of Illinois Center for Substance Abuse. Final approval must come from the DEA. There is no longer any funding available for this clinic. This necessitates funding of the clinic by patient fees. Under the direction of past Administration, CUPHD is subsidizing the clinic's rent portion. Patient fees would be \$70 per week per client. Champaign-Urbana residents currently go without services or must go to Chicago.

Questions were raised regarding seed money for facility renovations and three-month salary support for nursing. Costs have been incurred in the past by CUPHD; these costs are estimated at \$300,000.

The contract between Midwest Neoped Assoc., Ltd. And CUPHD was discussed. Ms. Abernathy asked for clarification regarding Provena's role with this physician. The majority of his time will be with the STD clinics, not well baby. This contract will be put on a future Study Session agenda.

The Vision and Hearing cost sharing plan fee change was presented and discussed. Mr. Palazzolo proposed that the fee be decreased from \$7.00 per screening to \$3.50 per screening. CUPHD lost clients to the State because their fee was lower. Ms. Wysocki made a motion to decrease the fee to \$3.50 per screening effective April 1, 2006. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Fiscal Year 2007 Proposed Budget – The proposed budget is \$8,634,471. Work is being done to adjust salaries for appropriate divisions. There is an anticipated 16% increase for healthcare insurance costs. IMRF and unemployment increased as of January 2006. There is a personal property tax website (www.il.tax.com) which shows how much revenue the district can expect to receive. Ms. Wysocki made a motion to accept the Fiscal Year 2007 Proposed Budget. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

CUPHD Board of Health Monthly Meeting – March 13, 2006
Page 3

Mr. Palazzolo asked for the Board's thoughts on divisional reorganization and his authority to proceed without the Board's approval. The Board informed Mr. Palazzolo that his position as Administrator holds such authority. Mr. Palazzolo will notify the Board of any and all divisional changes made at CUPHD.

MsWysocki moved for closed session to discuss investment of funds pursuant to section 2(c)(7) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2 (c)(7). Ms. Abernathy seconded the move. A roll call was taken and all members were in favor of a closed session. The board went into closed session at 6:55 p.m. Also present were Mr. Vito Palazzolo and Mr. Fred Grosser.

Ms. Elliott declared the session open at 7:19 p.m. Present at this time were board members Barbara Wysocki and Linda Abernathy along with Vito Palazzolo, Fred Grosser and Staci Bossert.

Seeing no further business, Ms Elliott adjourned the meeting at 7:19 p.m.

The next monthly meeting will be held April 17, 2006 at 5:00 p.m. and a Monthly Study Session will be held March 29, 2006 at 9:30 a.m.

Chair

Secretary



Board of Health

Monthly Meeting

April 17, 2006

On April 17, 2006, the Board of Health of the Champaign-Urbana Public Health District held a public hearing regarding the proposed budget and appropriation ordinance at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:00 p.m. There was no public participation. Ms. Elliott adjourned the public hearing at 5:00 p.m.

Ms. Carol Elliott, Chair called the annual meeting to order at 5:00 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, Ms. Barbara Wysocki, Secretary and Ms. Linda Abernathy. Ms. Wysocki made a motion to nominate Ms. Elliott for another term as Chairperson. Ms. Abernathy seconded the nomination. With all in favor, the motion carried. Ms. Abernathy made a motion to nominate Ms. Wysocki for Secretary. Ms. Elliott seconded the motion. With all in favor, the motion carried. Ms. Abernathy made a motion to nominate Mr. Bob Brunson for Treasurer. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

Fiscal Year 2007 Budget – Ms. Wysocki questioned the status of the balance owed to the law firm Seyfarth & Shaw. Mr. Grosser stated that the last hearing was completed in January and the final statement should be in April 2006. This budget has approximately \$80,000 to pay the remaining balance to this law firm. Ms. Abernathy made a motion to approve the Fiscal Year 2007 budget. Ms. Wysocki seconded the move. With all in favor, the motion carried.

With no further business, Ms. Elliott adjourned the meeting at 5:05 p.m.

Ms. Carol Elliott, Chair, called the monthly meeting to order at 5:05 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, Ms. Barbara Wysocki, Secretary and Ms. Linda Abernathy.

Public Participation – none.

CUPHD Board of Health Monthly Meeting – April 17, 2006

Page 2

Ms. Carol Elliott took a moment to recognize the loss of Mr. Bill Mueller, Champaign County Health Care Consumers. He was dedicated to Public Health and his absence will be felt.

The first agenda item was the approval of minutes from the March 13th Monthly Meeting and the March 29th Study Session. Ms. Elliott pointed out a correction to the March 13th Monthly Meeting minutes and one on the March 29th Study Session minutes. Ms. Wysocki made a motion to approve the minutes with the noted corrections. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott commented that she anticipates doing line item transfers next month. She has a tentative draft of the Fiscal Year 2005 audit. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Correspondence – none.

Old Business – The final IPLAN document was presented to the Board for approval. This IPLAN focuses more on community input rather than the health department. It will be submitted to the State for both the CU Board and the County Board. Once both Boards have approved it, the Public Health Administrator will send a letter to the State. The State will acknowledge receipt of the IPLAN via letter and it will take approximately six months to approve the IPLAN. The IPLAN outlines the top ten priorities and CUPHD is already beginning to address those issues through a strategic plan. Ms. Wysocki made a motion to approve the IPLAN. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Town Hall Meetings Update – Mr. Palazzolo thanked all three board members for attending the first town hall meeting. The next meeting is April 18th in Rantoul.

New Business – The Pledge Agreement form is required in the event that agency balances are higher than what is insured by the FDIC. This form needs to be updated since key roles within the agency have been changed. Ms. Wysocki made a motion to approve the new Pledge Agreement. Ms. Abernathy seconded the move. With all in favor, the motion carried.

Policy Approval & Process - This was submitted at the last Study Session. Ms. Wysocki made a motion to approve the Policy Approval & Process. Ms. Abernathy seconded the move. With all in favor, the motion carried.

Due to scheduling conflicts, the next monthly meeting was changed from May 8 to May 15, 2006 at 5:00 p.m and a Monthly Study Session will be held April 26, 2006 at 9:30 a.m.

CUPHD Board of Health Monthly Meeting – March 13, 2006
Page 3

Seeing no further business, Ms Elliott adjourned the meeting at 5:56 p.m.

Chair

Secretary



Board of Health

Monthly Meeting

May 15, 2006

On May 15, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:03 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair; Ms. Barbara Wysocki, Secretary; and Ms. Linda Abernathy.

Public participation – none.

The first agenda item was the approval of minutes from the April 17th Monthly Meeting and the April 26th Study Session. Ms. Wysocki made a motion to approve the minutes. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott commented that she believes there is more money to be collected from the Medicaid match. Most divisions have a positive cash flow balance. The fiscal year 2005 is continued due to unforeseen circumstances and the fiscal year 2006 is scheduled to begin June 1st, 2006. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Correspondence – none.

Town Hall Meetings Update – The last town hall meeting was held on May 4th, 2006. It is believed that the best attendance was in Urbana. The data is being compiled and will be given to the board upon completion.

Costs Incurred by 815 Expansion - Mr. Kip Pope had previously submitted an invoice for costs that were incurred for the proposed expansion at the 815 N. Randolph building. The board approved the expansion on the evening of December 12, 2005, therefore Champaign-Urbana Public Health District will pay for fees incurred beginning on December 13th, 2005. Ms. Barbara Wysocki made a motion to approve the payment

CUPHD Board of Health Monthly Meeting – May 15, 2006
Page 2

of \$5,525.75 to Mr. Kip Pope for the costs incurred. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

New Business – Line item transfers were presented for expenditures that are over one hundred percent. Most moves were due to higher Workers' Compensation rates that were not budgeted due to an increase in January. Ms. Abernathy made a motion to approve line item transfers T2006-03-01 through T2006-03-07. Ms Barbara Wysocki seconded the motion. With all in favor, the motion carried.

The next monthly will be held June 12, 2006 at 5:00 p.m and a Monthly Study Session will be held May 31, 2006 at 9:30 a.m.

Ms. Wysocki moved for a closed session to consider the purchase or lease of real property for the use of the Champaign-Urbana Public Health District pursuant to Section 2(c)(5) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2(c)(5). Ms. Abernathy seconded the move. A roll call was taken and all board members were in favor of a closed session. A short recess was taken at 5:29 p.m. The board went into closed session at 5:31 p.m. Also present during the closed session were Mr. Vito Palazzolo, Mr. Fred Grosser and Ms. Staci Ohlsson.

Ms. Elliott declared the session open at 6:20 p.m. Present at this time were board members Ms. Barbara Wysocki and Ms. Linda Abernathy along with Mr. Vito Palazzolo, Mr. Fred Grosser and Ms. Staci Ohlsson.

Seeing no further business, Ms Elliott adjourned the meeting at 6:21 p.m.

Chair

Secretary



Board of Health

Monthly Meeting

June 12, 2006

On June 12, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:02 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair and Ms. Barbara Wysocki, Secretary. Ms. Linda Abernathy was absent.

Public participation – Mr. Dennis Roberts, citizen of Urbana and City Council member, spoke regarding the smoking ordinance and the hope that the inspection staff of CUPHD will evaluate and establish clean air quality of establishments to see if they comply with the smoking ordinance.

Ms. Kathleen Gary with the C-U Smoke Free Alliance urged the Board of Health to continue to support the Smoking Ordinance for not only education but also enforcement.

The first agenda item was the approval of minutes from the May 15th Monthly Meeting and the May 31st Study Session. Ms. Elliott made a motion to approve the minutes. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott commented that the fiscal year 2006 audit has been postponed until the third week of August after the State reports are available. The fiscal year 2005 audit has been filed with Mark Sheldon's office on June 12, 2006 and in the newspaper on June 7, 2006. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Elliott seconded the motion. With all in favor, the motion carried.

Correspondence – none.

Statement of Investment Policy and Program - It was asked that this item be placed on the July agenda as some board members have not had ample time to review the

CUPHD Board of Health Monthly Meeting – June 12, 2006
Page 2

document.

Smoking Ordinance – Mr. Palazzolo commented that he supports the smoking ordinance but is concerned that there was no collaboration prior to approval of the ordinance and how the enforcement issue will be followed through. Mr. Grosser spoke regarding the District's responsibilities with regards to the ordinance. There is an issue with the effective date of the Urbana and Champaign ordinance. The Public Health Act provides that public health ordinances shall be administered by the Medical Health Officer or Administrator. Illinois Municipal Code provides that municipalities enforce their own ordinances. Mr. Grosser suggests the District receive complaints and forward copies to the City. The police department is the only ones with the authority to follow-up with complaints. Ms. Elliott conveyed that the District wants to be active and shared that the previous Administrator never shared conversations with the board with regards to enforcement. The District will function as an administrative function only at this time and a procedure will be written and given to staff upon completion. A complaint form will be developed and a copy will be supplied to the appropriate police department when a complaint is received.

New Business – Ms. Wysocki made a motion to accept and place on file the fiscal year 2005 Treasurer's Report and Audit. Ms. Elliott seconded the motion. With all in favor, the motion carried.

Resolution, Ascertaining Prevailing Rate of Wages – Ms. Wysocki made a motion to approve resolution 2006-06-01. Ms. Elliott seconded the motion. With all in favor, the motion carried.

FY 2007 Salary Percentage Increase and Implementation Date – The Consumer Price Index is used to stay consistent. Mr. Palazzolo asked the board for approval on 3.5% increase and give an implementation date. The bottom and top of the salary ranges will be increased by this percentage. All employees are to be at no less than the minimum in each salary range. Ms. Elliott made a motion to approve the salary increase of 3.5% retro to April 1, 2006. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

The next monthly will be held July 10, 2006 at 5:00 p.m. and a Monthly Study Session will be held July 26, 2006 at 9:30 a.m.

Ms. Wysocki moved for a closed session to consider the purchase or lease of real property for the use of the Champaign-Urbana Public Health District pursuant to Section 2(c)(5) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2(c)(5). Ms. Elliott seconded the move. A roll call was taken and all board members were in favor of a closed session. The board went into closed session at 6:09 p.m. Also

CUPHD Board of Health Monthly Meeting – June 12, 2006
Page 3

present during the closed session were Mr. Vito Palazzolo, Mr. Fred Grosser and Ms. Staci Ohlsson.

Ms. Elliott declared the session open at 6:24 p.m. Present at this time was board member Ms. Barbara Wysocki along with Mr. Vito Palazzolo, Mr. Fred Grosser and Ms. Staci Ohlsson.

Seeing no further business, Ms Elliott adjourned the meeting at 6:25 p.m.

Chair

Secretary



Board of Health

Monthly Meeting

August 14, 2006

On August 14, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:09 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, Ms. Barbara Wysocki, Secretary and Ms. Linda Abernathy.

Public participation – none

The first agenda item was the approval of minutes from the July 10th Monthly Meeting and the July 26th Study Session. Ms. Wysocki made a motion to approve the minutes. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott commented that billings are up-to-date. Overall, twenty-eight percent of budgeted revenues have been received at twenty-five percent of the way through the year. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Correspondence – none.

HR Director - Ms. Deb Montgomery was introduced; she comes to the District with twenty years experience in Human Resources.

Public Health Administrator Employment Agreement – Ms. Abernathy made a motion to approve the Public Health Administrator Employment Agreement. Ms. Wysocki seconded the move. With all in favor, the motion carried.

Champaign County Christian Health Center – Mr. Grosser is still in the process of acquiring the necessary information needed to move ahead.

CUPHD Board of Health Monthly Meeting – August 14, 2006
Page 2

School Based Health Center Grant – This grant is under the City of Urbana and the Cunningham Township Social Service Program and has been awarded to CUPHD for the purpose of medical and dental supplies and educational materials.

Employee Travel Policy – A draft copy of this policy was given at the last Study Session. Ms. Wysocki mad a motion to approve the Employee Travel Policy. Ms Abernathy seconded the motion. Ms. Wysocki amended the original motion to include an effective date of September 1, 2006 for the Employee Travel Policy. Ms. Abernathy seconded. With all in favor, the motion carried.

Purchase of 201 Kenyon Rd. – Mr. Palazzolo asked the board to consider purchasing the building for \$2.2 million and subject to approval of the contract language by Mr. Palazzolo and Mr. Grosser. Ms. Wysocki made a motion to approve the purchase of the building at the price of \$2.2 million subject to approval of contract language by Mr. Palazzolo and Mr. Grosser. Ms. Abernathy seconded the move. With all in favor, the motion carried.

County Board of Health – Mr. Palazzolo commented that things are going well regarding budget talks. The County may put some monies into the home health services program.

Ms. Elliott commented on the new Stock 2 For Flu program. There will be a press conference held on Monday, September 11, 2006.

Ms. Wysocki mentioned that Mr. Palazzolo and she attended a Texas A & M emergency preparedness training during the first week of August.

The next monthly meeting will be held September 11, 2006 at 5:00 p.m. and a Monthly Study Session will be held August 30, 2006 at 9:30 a.m.

Seeing no further business, Ms Elliott adjourned the meeting at 5:47 p.m.

Chair

Secretary



Board of Health

Monthly Meeting

September 11, 2006

On September 11, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:01 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, and Ms. Barbara Wysocki, Secretary. Ms. Linda Abernathy joined the meeting at 5:06 p.m.

Public participation – none

The first agenda item was the approval of minutes from the August 14th Monthly Meeting and the August 14th Special Meeting. Ms. Wysocki made a motion to approve the minutes. Ms. Elliott seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott commented that billings are up-to-date. Overall, thirty-four percent of budgeted revenues have been received at thirty-three percent of the way through the year. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Correspondence – The District held an all staff meeting regarding emergency preparedness on August 27th. The purpose of this meeting was to review, with staff, what Public Health's role would be in an emergency. In addition, an Anthrax drill was held at the Mattis Post Office.

Line Item Transfers – It was noted that the effective date on the transfers was wrong and needed to be changed to reflect a date of September 11, 2006. Ms. Wysocki made a motion to change the effective date to September 11, 2006 and to accept the line item transfers numbered 2007-01, 2007-02 and 2007-03. Ms. Abernathy seconded the move. With all in favor, the motion carried.

CUPHD Board of Health Monthly Meeting – September 11, 2006
Page 2

Building Finance – There has been an update with regards to financing the new building. The District cannot borrow money from a bank for the purpose of a mortgage. Mr. Palazzolo has had meetings with banking professionals regarding financing this project. CUPHD will offer a bond with a maximum amount of \$5.2 million.

Remodeling Costs for Kenyon Rd. – Mr. Palazzolo spoke briefly that the estimated costs for remodeling the 41,000 square feet would be \$2.5 million dollars.

Administrator One Year Department Plan – Mr. Palazzolo gave the board a copy of his short-term and long-term goals for the District.

Smoking Ordinance, City of Champaign – Mr. Palazzolo commented that the District has had meeting with the City of Champaign regarding what Public Health’s role will be when the City’s ordinance goes into effect. A handout was given outlining what Public Health currently does for Urbana and what it will do for Champaign.

Purchase Contract – Mr. Grosser is keeping in touch with the selling attorney. Some wording changes have already been made and it is possible that the Purchase Contract could be ready for signature before the October board meeting.

County Board of Health – Mr. Palazzolo commented that the contract renewal is coming due and that further discussion will need to be had a Study Session. The current contract requires a twelve month written notice if the District does not wish to renew.

The next monthly meeting will be held October 16, 2006 at 5:00 p.m. and a Monthly Study Session was moved from September 27, 2006 at 9:30 a.m. to September 28, 2006 at 9:30 a.m.

Seeing no further business, Ms Elliott adjourned the meeting at 5:54 p.m.

Chair

Secretary



Board of Health

Monthly Meeting

October 16, 2006

On October 16, 2006, the Board of Health of the Champaign Urbana Public Health District held a public hearing regarding the issuance of general obligation (limited tax) debt certificates to finance the acquisition, construction and remodeling of a building for the Champaign Urbana Public Health District at the district satellite office at 815 N. Randolph, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:01 p.m.

Public Participation: Mr. Jim Roberts, CUPHD employee of 25 years, commented that the new building would be great for staff and clients and serve the agency well. Dr. Jim Wahl, CUPHD Dentist, commended the board on their decision. Ms. Julie Pryde, CUPHD employee of 11 years, expressed her appreciation for a new building.

With no further business, Ms. Elliott adjourned the public hearing at 5:04 p.m.

On October 16, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:04 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, and Ms. Barbara Wysocki, Secretary. Ms. Linda Abernathy was absent.

Public participation – none

The first agenda item was the approval of minutes from the September 8th Special Meeting, the September 11th Monthly Meeting and the September 28th Study Session. Ms. Wysocki made a motion to approve the minutes. Ms. Elliott seconded the motion. With all in favor, the motion carried.

Ms. Shelley Scott presented the Treasurer's Report. Ms. Scott commented that billings are up-to-date. Overall, forty-one percent of budgeted revenues have been

CUPHD Board of Health Monthly Meeting – October 16, 2006

Page 2

received at forty-one percent of the way through the year. The Division of Health Promotion may be moved back under the Division of Chronic Disease for the remainder of this fiscal year. The finance division will be hiring a billing specialist to maintain all of the agency's dental billing. Mr. Palazzolo introduced Dr. James Wahl and explained that the District would benefit from this new billing specialist position. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Elliott seconded the motion. With all in favor, the motion carried.

Correspondence – Mr. Palazzolo read a written correspondence from CUPHD staff. MS. Elliott and Ms. Wysocki were presented an appreciation award by Mr. Palazzolo for the purchase of the new building. Ms. Elliott commented that she attended the Illinois Association of Boards of Health meeting in Bloomington. This Association meets about three times a year and several counties were represented. A copy of the by-laws was given to the other board members.

Fee Schedule – Ms. Pryde spoke to the board specifically about flu vaccination fees. The concern is that CUPHD does not want the medical community to feel that we are competing as our fees are lower. Mr. Palazzolo asks that the District charge \$25 which is what the other community partners are charging. Ms. Scott asks for the availability to round fees to the nearest dollar, which would alleviate the need to carry coins to offsite clinics. The District will be holding a drive-up vaccination clinic next week to test mass immunization for emergency preparedness. Ms. Wysocki made a motion to increase the flu vaccine from \$18.70 to \$25 and the availability to round other fees up or down to the nearest dollar effective October 17, 2006. Ms. Elliott seconded the motion. With all in favor, the motion carried.

Ordinance 2006-01 – Ms. Wysocki made a motion to approve Ordinance 2006-01 which authorizes the issuance of general obligation (limited tax) debt certificates, Series 2006, to finance facilities for the Champaign Urbana Public Health District in Champaign County, Illinois and providing the details of such certificates and related matters. A roll call was taken. With all in favor, the motion carried.

Contractor Agreement for Remodeling – Mr. Grosser commented that there will be no effective date until the closing of the purchase of the building takes place. Ms. Wysocki asked if Mr. Grosser had reviewed this contractor agreement. Mr. Grosser said that it was not written by the contractor and that it is very equal to both parties. Ms. Elliott made a motion to approve the draft of the contract for construction for the Health District building at 201 Kenyon Rd. between Champaign Urbana Public Health and Hampel Architects with the effective date contingent upon the closing date. Ms. Elliott amended her motion to include the contractor, T.C.T. Construction, Inc. for the project at 201 Kenyon Rd. and authorize herself and the Secretary to sign each agreement. A roll call was taken. With all in favor the motion carried.

CUPHD Board of Health Monthly Meeting – October 16, 2006
Page 3

County Board of Health – Mr. Palazzolo asked that this topic be placed on a future Study Session. Discussion will need to be had regarding the contract and the budget deficit.

The next monthly meeting will be held November 13, 2006 at 5:00 p.m. and a Monthly Study Session was moved from October 25, 2006 at 9:30 a.m. to November 13, 2006 at 3:00 p.m.

Seeing no further business, Ms Elliott adjourned the meeting at 5:44 p.m.

Chair

Secretary



Board of Health

Monthly Meeting

November 13, 2006

On November 13, 2006, the Board of Health of the Champaign-Urbana Public Health District held a monthly meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 5:00 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, Ms. Barbara Wysocki, Secretary and Ms. Linda Abernathy.

Public participation – Ms. Katie Coombs, Champaign County Health Care Consumers, made a request urging the board to take action in reference to a document from Ted Bailey regarding suggested possible conflict with County Board of Health members Dr. John Peterson and Dr. Tom O'Rourke.

The first agenda item was the approval of minutes from the October 16th Monthly Meeting. Ms. Wysocki made a motion to approve the minutes. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Vito Palazzolo presented the Treasurer's Report. Mr. Palazzolo commented that billings are up-to-date. Overall, fifty-two percent of budgeted revenues have been received at fifty percent of the way through the year. Ms. Wysocki made a motion to accept the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Correspondence – Ms. Abernathy was presented an appreciation award by Mr. Palazzolo for the purchase of the new building.

Holiday Schedule – Mr. Palazzolo asked the board to consider adding to the Districts' Holidays the following days: Christmas Eve, New Year's Eve and a floating holiday. The Personnel Policy will be amended to add these Holidays. Ms. Abernathy made a motion to add the days listed above and make them effective immediately. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

CUPHD Board of Health Monthly Meeting – November 13, 2006

Page 2

Personal Phone Call Policy – Some questions were raised at the Study Session regarding long distance calls and the District will look into those at a later date. Mr. Palazzolo asked the board to adopt this Policy. Ms. Abernathy made a motion to adopt the Personal Phone Call Policy 9500-00.0. Ms. Wysocki seconded the motion. With all in favor, the motion carried.

Unredeemed Check Policy – Mr. Palazzolo asked the board to approve the Unredeemed Check Policy with the following changes of raising the service charge from \$20 to \$25 and adding “plus attorney fees, costs and expenses as provided by applicable statute”. Ms. Wysocki made a motion to adopt the Unredeemed Check Policy. Ms. Wysocki amended the motion to change the dollar amount from \$20 to \$25 and add “plus attorney fees, costs and expenses as applicable by the statute. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Capitalization Threshold Policy – Mr. Palazzolo asked the board to approve this policy which is required through the General Accounting Standards Board. The only change to this Policy will be that GASB is spelled out. Ms. Wysocki made a motion to approve the Capitalization Threshold Policy 9200-08.01. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Truth in Taxation Resolution – Mr. Palazzolo asked the board to pass the resolution for our tax levy. Ms. Elliott commented that one change had been made to the second page, number 5. The dates were changed to read “between November 27, 2006 and December 4, 2006.” Ms. Wysocki made a motion to approve Resolution 2006-12-01. Ms. Abernathy seconded the motion. A roll call was taken. With all in favor, the motion carried.

Champaign County Christian Health Center – Mr. Palazzolo asked the board to consider entering into a lease agreement with Champaign County Christian Health Center with a rental fee of \$1.00 per month. Ms. Wycoki made a motion to approve the lease agreement and authorize the Board Chair to sign the agreement with an effective date as of the date a Certificate of Insurance is provided to the District. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Neil Street Building (Sale/Lease) - Mr. Palazzolo asked the board to consider placing the Neil St. building up for sale and authorizing the Administrator along with the District attorneys help to enter into a contract with a realtor. It is estimated that it could take up to one year to sell. Mr. Palazzolo will look into negotiating a percentage rate for selling. Ms. Wysocki made a motion to place 710 N. Neil St. up for sale and authorizing the Administrator to enter in to a contract with a realtor. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

CUPHD Board of Health Monthly Meeting – November 13, 2006

Page 3

County Board of Health Deficit/Contract Renewal – Mr. Palazzolo asked that the board allow the Board Chair to write a letter to the County Board President stating that CUPHD cannot use Champaign-Urbana tax dollars to subsidize County programs. Any programs that the County could not fund would need to be discontinued. Ms. Elliott commented that this would be effective as of December 1, 2006. Ms. Abernathy made a motion allowing the CUBOH Chair to write a letter to the CCBOH President stating that any services that cannot be paid for by the County will be discontinued as of December 1, 2006. Ms. Wycoki seconded the motion. With all in favor, the motion carried.

The next monthly meeting will be held December 11, 2006 at 5:00 p.m. and a Monthly Study Session will be held November 29, 2006 at 9:30 a.m.

Seeing no further business, Ms Elliott adjourned the meeting at 5:34 p.m.

Chair

Secretary