



## **Board of Health**

### **Study Session**

**January 25, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, January 25, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:33 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Linda Abernathy. Ms. Barbara Wysocki joined the meeting at 9:39 a.m.

Public Participation – none present.

Signature card paperwork was given to Ms. Elliott and Ms. Wysocki for their signatures. It will be checked into as to whether or not a resolution is required by the bank.

A lease proposal for 815 N. Randolph, Champaign was presented to the board for review. Mr. Fred Grosser has been looking at it. It was asked that the board review it for any changes they might like to see. Mr. Pope expressed that he would prefer the board make a decision with regards to the length of the lease as soon as possible. Mr. Pope shared a new floor plan that had a few changes on it and outlined what those changes were.

Ms. Wysocki shared the proposed floor plan for the Champaign County Nursing Home. It showed CUPHD as an anchor taking the east wing with other organizations throughout the rest of the main floor. Ms. Abernathy recommended that Mr. Palazzolo do a site visit to the nursing home with Riley Glerum and Denny Inman. Ms. Abernathy stated that there is just as much interest in building. She would like Mr. Palazzolo to keep an open mind with regards to options and the best interest of the District. Mr. Palazzolo will call Mr. Inman to schedule a walk-thru and talk with Garry Bird regarding the nursing home. Ms. Elliott stated that the board had previously committed to the expansion at 815 N. Randolph. Mr. Palazzolo will report to the board as soon as possible with his thoughts on the nursing home and Randolph St. lease options.

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IPLAN Extension – The Health District is required by the state to put together an IPLAN as part of its certification. Awais Vaid is working on putting this together for both the County and CUPHD. He has sent a letter asking for an extension and it has been approved. The new process has caused somewhat of a delay but the District will meet the deadline of May 15, 2006 for getting both the County and CUPHD plans submitted.

Ms. Elliott submitted a request for policies regarding board member reimbursement for health district related expenses. The current personnel policy does not mention board members. Mr. Palazzolo will work on creating a policy for reimbursement for expenses over and above the normal board related functions. It will be given to the members for their review and comments and then placed on a monthly meeting agenda for approval. Ms. Wysocki asked about possible conferences that board members should be attending. Mr. Palazzolo will look into a policy for this as well and creating a budget for this. Ms. Elliott will forward to Mr. Palazzolo information regarding this type of policy along with monies allotted and caps.

There was a mishap with regards to posting a meeting notice. A Standard Operating Procedure has been drafted. Any special meetings will be handled via email and telephone notification. A final SOP will be given to all board members upon completion.

Food Service Permit Fees – A study from 2003 was presented showing food service permit fees verses actual costs. The current costs are above the fees that are charged. The theory is to have the county fees and city fees the same. This item will be placed on the February monthly meeting agenda for board action.

The board would like to look at the District holding Town Hall meetings. The public would be invited and be allowed to make comments. Mr. Palazzolo would like to begin these meeting this year and suggests no more than three, as they will require a lot of work putting together. Several items will need to be looked into such as meeting locations within the community, public access television, Directors availability and identifying stakeholders to attend.

The report on the Multi-Board Study Session will be had at another meeting due to time constraints for this meeting.

An RFP for legal counsel was proposed by Ms. Wysocki. The current legal representation has been with the District for approximately sixteen years. Ms. Elliott is concerned about switching legal counsel because of Mr. Grosser's background and knowledge of the District. Mr. Grosser will provide to the board and Mr. Palazzolo, at the February Study Session, what he does for CUPHD. There is a possibility that this topic will be a closed session depending on the content of his report.

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Ms. Wysocki moved for a closed session to consider the employment of specific employees pursuant to section 2©(1) of the open meetings act, chapter 5, Illinois Compiled Statues, paragraph 120/2©(1). Ms. Abernathy 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 11:31 a.m. Also present during the closed session were Mr. Vito Palazzolo and Mr. Fred Grosser.

Ms. Elliott declared the session open at 11:59 p.m. Present at this time were board members Barbara Wysocki and Linda Abernathy along with Vito Palazzolo and Fred Grosser.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 12:03 p.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**February 22, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, February 22, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:33 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy joined the meeting at 9:36 a.m.

Public Participation – none present.

Under New Business, a drafted policy and procedure cover sheet was given to the board for their review. It was asked that they review for any changes and this item will be placed on the next board meeting agenda for approval.

Policy approval by the board was then discussed. Mr. Palazzolo wanted clarification from the board on how they would like to be given and then approve new policies. It was decided that policies will be given for review at Study Sessions and, if appropriate, placed on the next monthly meeting agenda for approval.

Legal Counsel Report will be given during the closed session.

Mr. Palazzolo gave an update regarding the town hall meetings. A committee has been developed and has met. It was decided that Public Health would host four town hall meetings, one in Champaign, one in Urbana, one in Rantoul and one at the south end of town. These meetings will begin in April. Ms. Abernathy suggested that there be a person present to collect names and phone numbers of citizens that have questions that cannot be responded to at these meetings, thus allowing someone to contact them regarding their comments.

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Space Options was next on the agenda. Mr. Palazzolo asked the board to allow him more time to review other options. He also asked for a clearer directive from the board with regards to lease lengths verses other buildings. He conveyed that with regards to the Randolph location, Public Health might stay as they are and renew for two years or sign a 5, 7 or 10-year lease with varied rates dependent on the length chosen. The leases are coming due for both the Randolph and the Broadway locations. Mr. Palazzolo suggests that Public Health renew a two-year lease at Randolph. Broadway has one year left on its lease and Mr. Palazzolo would like to find one building that would accommodate both the Broadway & Randolph locations, as well as, some of the Administration staff from Neil St. This would give the District two main locations until a decision for a permanent building has been made. Questions were raised regarding the opening of the methadone clinic. Mr. Grosser relayed that the Medical Director for this clinic will be Dr. John Peterson. Mr. Palazzolo will check with accounting to see if the agency incurs any fees regarding this clinic. Mr. Palazzolo will send a letter to Mr. Pope, Randolph building owner, by the end of business on February 28, 2006 with regards to the lease. This subject will be placed on the next monthly meeting agenda allowing the board to ratify the lease. Mrs. Pope asked about being reimbursed for expenses already incurred by them for the expansion at Randolph, which has now been cancelled. They will direct these expenses to Mr. Palazzolo and he will in turn relay the costs to the board.

Ms. Wysocki moved for a closed session to consider the employment of specific employees pursuant to section 2©(1) of the open meetings act, chapter 5, Illinois Compiled Statues, paragraph 120/2©(1). Ms. Abernathy 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 11:03 a.m. Also present during the closed session were Mr. Vito Palazzolo and Mr. Fred Grosser.

Ms. Elliott declared the session open at 12:59 p.m. Present at this time were board members Barbara Wysocki and Linda Abernathy along with Vito Palazzolo, Fred Grosser and Staci Bossert.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 12:59 p.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**March 29, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, March 29, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:37 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy joined the meeting at 9:38 a.m.

Public Participation – none present.

Ms. Elliott expressed her condolences for Mr. Bill Mueller, Champaign County Health Care Consumers, who passed away over the weekend.

Mr. Palazzolo asked Ms. Pryde to give further background to the board regarding Dr. Joher's relationship with CUPHD. Dr. Joher is here on a work VISA and needs to work in a clinic setting. CUPHD has contracted with Provena for Dr. Joher's services. His salary is paid 100% by Provena and he will be working at the STD's clinics for a two-year period. Questions were raised regarding well baby visits. Ms. Pryde commented that it was her belief that we were only doing well babies until Frances Nelson had their new building and was able to take control of these visits.

Ms. Dawn Garrero, citizen, gave her thoughts with regards to well baby visits and locations for services.

Customer Service Survey – A client survey will be implemented the week of April 3- 7. Staff will survey every client that comes through the door at each location. This survey will allow us to look at things that are important to our clients (i.e.: vending machines, pay phone, agency hours, etc.).

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Broadway Building – Mr. Palazzolo gave an update on the possibility of occupying the building next to the 217 N. Broadway building that we currently rent. The owners want a ten-year lease but gave several options. One of those options would be a purchase option at the term of the lease. Mr. Alex Ruggeri has recently presented other options to Mr. Palazzolo. Mr. Palazzolo will have a meeting with him next week to discuss those options further.

Health Promotion Division – Ms. Diana Yates enlightened the board about this new division. Currently each division is doing their own health education. This new division will coordinate all education aspects of the agency. Ms. Yates has been named the Director of Health Promotion and will be taking three Health Educator staff from another division and one Administration staff person under her direction. This division will be implemented by July 1, 2006.

Access to Healthcare – Ms. Yates conveyed that part of Public Health’s role is to identify the health issues in the community that are most pressing. That issue is overwhelmingly access to healthcare. Ms. Yates will be working with United Way and providers to help identify how many people need access and what the barriers are.

A Town Hall Committee update was given by Ms. Elliott. The first meeting will be April 6 at Lincoln Square Village. All meetings will be held from 6:30 – 8:30 p.m. The meeting will give an explanation of services, as well as, explain the differences between the Champaign Urbana Public Health District and the Champaign County Health Department.

Space Options – The nursing home option was discussed. Mr. Palazzolo will attend the County’s April meeting to keep up to date on the progression/availability of this property.

Policy Approval Process – A draft of the process was presented to the board. It will be placed on the April meeting agenda for approval.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:49 p.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**April 26, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, April 26, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:32 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy joined the meeting at 9:42 a.m.

Public Participation – none present.

Mr. Palazzolo asked to add additional agenda items and move the town hall committee update up on the agenda.

Ms. Susan Maurer, Champaign County Board of Health, asked the CU Board members to attend a joint Board member training on June 24 and a study session following. Mr. Palazzolo suggested that the CU Board have at least two members attend the study session portion or rescheduled for a time and date that would allow at least two to attend. Ms. Abernathy suggested that Mr. Grosser attend the study session as well.

Town Hall meetings – Ms. Susan Maurer commented that the County Board of Health voted to remove an informational sheet created by Champaign County Health Care Consumers (CCHCC) from the packets being distributed at the meetings. The County Board would like the CU Board of Health to consider removing this sheet as well. She stated that the history given on this sheet is accurate but the timeline information given has caused negative responses. The document will be removed from future town hall meeting packets but may be given out by CCHCC.

Christian Health Center – A proposal was given to the Board that would allow Christian Health Center to use space at Champaign-Urbana Public Health District thus allowing them to expand their services. Some discussion was had pertaining to the Christian aspect being utilized in a Public Health setting. Directive was given to Mr. Palazzolo to look into this option further.

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Dental Program Changes – Mr. Palazzolo conveyed that the school based dental clinic will be going to full-time, five days a week and will have one day a week for adults. This clinic will see Urbana residents only. The Neil St. CUPHD location will serve Champaign residents and will begin seeing adults two days per week. Mr. Larry Rogers will become the Dental Director and some other staff changes will be coming to help distribute the workload. The hope is to implement these changes for June 1, 2006.

Salary Range Process – It was unclear as to how the salary range process is maintained. It was conveyed that the Board approves the amount of the percentage given each year. Administration approves how the percentage is implemented to staff. It was also noted that the minimum salary range must comply with the living wage.

HR Director – Ms. Sherry McNattin has been hired as the new HR Director. She will begin with CUPHD on May 16, 2006.

Costs Incurred by 815 Expansion – A statement for costs incurred by Mr. Pope was submitted for review. Some items were questioned. The board requested copies of old minutes so that they may review what directives were given and to what extent they were given to Mr. Pope.

The next Town Hall meeting is April 27<sup>th</sup>. Rantoul had a small turnout but interested participants.

Correspondence – Mr. Palazzolo updated the Board on the pending contract changes from the Champaign County Board of Health. Mr. Grosser commented that he feels that the County's consultant report has inaccuracies but that the drafted contract changes are a good effort. Most of the changes are operational. Mr. Palazzolo and Mr. Grosser will review any changes and update the board as the need arises.

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. The board went into closed session at 11:27 a.m. Also present during the closed session were Mr. Vito Palazzolo, Mr. Fred Grosser and Ms. Staci Bossert.

Ms. Elliott declared the session open at 11:55 a.m. Present at this time were board members Barbara Wysocki and Linda Abernathy along with Vito Palazzolo, Fred Grosser and Staci Bossert.

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With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:58 p.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**May 31, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, May 31, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:35 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy was absent.

Public Participation – none present.

Two agenda items were added under New Business: Non-Smoking Ordinance and New Investment Policy. Mr. Palazzolo asked if Item D could be discussed before Item C. There were no objections.

Building Update – Mr. Riley Glerum commented on the property located at 201 Kenyon Rd. The current estimate of the District's space needs is 35,000 square feet. Fieldwork has begun to assess the building. Mr. Glerum anticipates having an idea of the renovation costs by July 15, 2006.

Town Hall meetings – The final statistics were given to the board for their review. Ms. Elliott, the committee chair, will schedule a final follow-up committee meeting.

The first item of New Business was changed to reflect New Investment Policy. Mr. Bob Ballsrud from Main Street Bank spoke on the new policy. Mr. Ballsrud looked at the District's current account structures to see if they could be placed into interest bearing accounts. There will be three accounts: payroll, operating and long-term. The operating and long-term could be interest bearing.

Champaign County Vision Cooperative – The District is looking at a new eyeglass program that will serve children and adults on Medicaid. It would be modeled

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after McLean County Health Department's program. It is estimated that the equipment will cost \$5,000 and that the District may be able to get funds or equipment donated. Adults would receive one pair of eyeglasses per year and children up to two pair per year. The District will look into acquiring an Optometrist to do exams. Dixon Correctional Center would make the glasses from the prescriptions. Since space is an issue, this program could not begin until the District acquires a new building. Mr. Palazzolo was directed to continue looking into this eyeglass program.

Travel Vaccine Costs – The District's travel program is utilized by many different citizens, primarily those traveling overseas. In some areas, the fee that CUPHD charges is under the actual cost of the vaccine. It is suggested that the board review the costs given and consider increasing some of the fees at a future board meeting.

HR Director – The position was offered and accepted but the candidate decided to remain with her current employer. The interview panel had decided that they did not feel as strongly about a second person and therefore it was decided to run another ad for the HR Director and begin interviews again.

Nursing Services Manager – The current employee no longer desires to be full-time. After talking with the Leadership team, it was agreed that this position is needed on a full-time basis. The District had received four candidates and held interviews last week. One person has been offered the position and the District is awaiting her reply.

Champaign County Board of Health – Mr. Palazzolo wanted the CU Board of Health to be up to date on talks with the County Board of Health with regards to the budget. There have been substantial differences noted from the past and the present. Past Administration had not billed the County for staff salaries, building space and utilities, etc. The County was under the belief that monies being received by CUPHD for the WIC program were County money and they were utilizing that money as revenue. Current services being provided are 1.4 million dollars and the County has approximately \$710,000. Mr. Palazzolo commented that the board should be prepared, in the future, to give direction with regard to County services.

Venue and Support Staff – Effective June 1, 2006, the County will have their own Administrative support staff and all County Board of Health meetings will be held at Brookens Center.

Smoking Ordinance – Mr. Palazzolo commented that the District has been put in under the enforcement component of this ordinance. He conveyed that he was not included in talks about this and is concerned at how this would affect the District. The City of Champaign is forming an educational and an enforcement committee. Question

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was raised as to whether or not an unfounded mandate could be forced upon Public Health.

IPLAN – A bound, finished copy of the IPLAN was given to the board. It was decided that this copy would be kept at the District’s main office.

Ms. Wysocki moved for a closed session to discuss the employment and compensation of the Public Health Administrator pursuant to Section 2 (c)(1) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2 (c)(1). 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 11:44 a.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 12:02 p.m. Present at this time was board member Barbara Wysocki along with Vito Palazzolo, Fred Grosser and Staci Ohlsson.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 12:03 p.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**July 25, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Tuesday, July 25, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:31 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy was absent.

Public Participation – none present.

Mr. Palazzolo asked if Item D Possible County Service Changes could be discussed before Item D, Personnel. There were no objections.

Building Update – Mr. Riley Glerum, Mr. Scott Wachter and Mr. Jim Gleason gave a presentation on the property located at 201 Kenyon Rd. The current estimate of the District's space needs is 41,000 square feet. There would be a total of 308 parking spaces of which the majority is already paved. The current systems have been well maintained and there was no evidence of leaks from the roof or basement areas. The estimated remodel cost comes to \$3.1 million. This building allows for plenty of storage, future revenue options and would be able to accommodate future staff and program growth.

Nursing services Manager – Ms. Jamie Perry was introduced. She comes to the District with many years of experience.

Possible County Service Changes – A Home Health Services program hand-out was given showing the current County caseload and the monthly cost for this service. The current average monthly cost for the County caseload is \$1,735.65. Mr. Palazzolo wanted to make sure the board is aware of what this program involves.

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HR Director – The position was offered and accepted by Ms. Deb Montgomery. She will begin employment with the District on August 14, 2006.

Illinois Property Tax Code – No action is needed on this subject. Ms. Elliott stated that the Township Assessors' office would approach this issue if needed.

Employee Travel Policy – A draft of an employee travel policy was given to the board for review. This item will be placed on the August agenda for approval.

Contractual Agreements – Mr. Palazzolo asked for direction from the board with regards to contractual agreements with professional employees. Mr. Grosser commented that historically, the board has not entered into any contractual agreements. The generalization is that these agreements have no benefit to the District and only place restrictions on the District. Mr. Grosser also stated that it would be important to classify what levels are considered professional staff. The main topic for this discussion was retaining a Dentist.

Champaign County Christian Health Center – Mr. Grosser has requested additional documentation from the Health Center prior to consideration of a final agreement.

Correspondence – Ms. Elliott commented on the School Based Health Center grant that is being provided by Cunningham Township City of Urbana funding pool. This item will be placed on the August agenda for approval.

CCBOH Possible County Service Changes – Mr. Palazzolo wanted the CU Board of Health to be aware that the Champaign County Board of Health budget subcommittee meets this afternoon and the home health services program will be discussed.

CCBOH Deficit – Mr. Palazzolo commented that there will be a deficit with regards to the Champaign County Board of Health's budget. He asked the CU board to consider funding the County's four core services and allow the County to use their tax dollars for other services that they see fit while they work through their budgeting issues.

A brief recess was taken.

Ms. Wysocki moved for a closed session to discuss the employment and compensation of the Public Health Administrator pursuant to Section 2 (c)(1) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2 (c)(1). 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 12: 07 a.m. Also present during the closed session were Mr. Vito Palazzolo and Mr. Fred Grosser.

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Ms. Elliott declared the session open at 12:35 p.m. Present at this time was board member Barbara Wysocki along with Vito Palazzolo and Fred Grosser.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 12:36 p.m.

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Chair

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Secretary



Board of Health

Special Meeting

August 14, 2006

On August 14, 2006, the Board of Health of the Champaign-Urbana Public Health District held a special meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 4:01 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 – none present.

Ms. Wysocki moved for closed session to consider the performance and employment of the Public Health Administrator, pursuant to section 2(c)(1) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2(c)(1). Ms. Abernathy seconded the move. A roll call was taken and all board members were in favor of a closed session. Also present were Mr. Vito Palazzolo, Mr. Fred Grosser and Ms. Staci Ohlsson. The board went into closed session at 4:02 p.m.

Ms. Elliott declared the session open at 5:07p.m. Also present at this time were board members Barbara Wysocki and Linda Abernathy along with Vito Palazzolo, Fred Grosser and Staci Ohlsson.

With no further business, Ms. Elliott adjourned the meeting at 5:08p.m.

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Chair

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Secretary



Board of Health

Special Meeting

September 8, 2006

On September 8, 2006, the Board of Health of the Champaign-Urbana Public Health District held a special meeting at the district satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the meeting to order at 10:33 a.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 present.

Some discussion was had regarding the employment contract for James Wahl, D.D.S. Ms. Wysocki made a motion to approve the employment agreement with Dr. Wahl effective Monday, September 11, 2006 extending through September 10, 2008 and authorizing Carol Elliott as the board Chair to sign the agreement and Vito Palazzolo as the secondary signature on the agreement. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

With no further business, Ms. Elliott adjourned the meeting at 10:54a.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**September 28, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Thursday, September 28, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:30 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy was absent.

Public Participation – none present.

Building – Mr. David Crow and Mr. Paul Tatman, TC Tatman General Contractors, and Mr. Guy Hampel, Hampel Architects, gave a presentation on the building located at 201 Kenyon Road. Mr. Alex Ruggieri, Sperry Van Ness Ramshaw Real Estate, was also available for any questions. They discussed their version of the floor plans and were available for any questions the board may have. Some questions were raised and addressed by board members regarding the amount of “green space” in the plan, for the parking lot and around the building. Some of the original green space has been taken out due to being barriers for snow plowing, etc. There are still plans for green areas around the building and there are city requirements for minimum landscaping. There will be ample lighting in the parking lot and sufficient and safe walkways for persons arriving by MTD buses. Mr. Tatman indicated that he thought the MTD would arrange for the route to drop off persons at the front door. As for the HVAC, new duct work will be needed, the ceilings and light fixtures will be redone and there are existing ports for telephone and internet drops. The District would have space available for emergency management for extended lengths of time. The projected cost of remodeling is \$2,758,184; there is a 5-10% variance of the cost, which does not include aesthetics, cosmetics, window treatments, etc. Upon board approval, a building permit will take about a month and the project could begin in November. Mr. Tatman was asked if he had other projects that would result in the District having to wait until those were finished to begin on the District's new building. Mr. Tatman indicated that his other projects would be complete in time to start on the District's building in November. Some discussion was had regarding bidding on the project versus the “Design & Build”

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approach. Mr. Grosser had already researched and informed the board members that there are no legal requirements to bid the project out. If the board decided to bid the project out, there would be additional costs and the time line to occupy the building would be delayed by at least three months. It is anticipated that the building would be ready for the District to fully occupy by May or June of 2007.

Finance – Mr. Eric Volkmann, Edgar County Bank and Trust explained to the board how the bond process would work for financing the new building project and what each organization’s role would be. An explanation was provided on why the financing has to be done through debt certificates, the options for financing and a recommendation by Mr. Volkmann for a 20 year fixed rate.

Correspondence – none.

New Business – none.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:35 a.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**November 13, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Monday, November 13, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 3:03 p.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Linda Abernathy. Ms. Barbara Wysocki was absent.

Public Participation – none present.

Unredeemed Check Policy – Mr. Palazzolo commented that this Policy is advantageous for dealings with the various vendors that the Agency does business with. Mr. Grosser asked that the board consider changing the fee from \$20 to \$25 and adding the wording “plus any attorney fees, costs and expenses as provided by applicable statute”.

Capitalization Threshold Policy – This Policy is required by the Governmental Accounting Standards Board. The thought was that the board may have adopted something previously but it could not be located. This policy can replace any existing policy that there may be.

Personal Phone Call Policy – Mr. Palazzolo asked for consideration on approving this Policy as cell phones are becoming an issue during the working day. Some questions were raised with regards to long distance calls and if the District is charged for each call. The District will look into what they are charged for long distance.

Holiday Schedule - Mr. Palazzolo asked the board to consider giving the District New Years Eve off as Holiday and revising the Personnel Policy regarding Christmas Eve from one-half day off to a full day off. He stated that a lot of staff take the time off and productivity is low. Conversation was had suggesting the District also be given one “floating” Holiday and allow the Administrator the capability to determine how many staff from each division could be off.

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Neil Street Building (Sale/Lease) – Since the District has purchased a new building, Mr. Palazzolo asked if the Neil St. location could be placed on the market for sale. The belief is that it could take six to nine months for the building to sell. Ms. Elliott inquired if the District would be required to get bids from realtors and Mr. Grosser does not believe so.

Truth in Taxation Resolution – It was discovered that the largest division in the District and Illinois Municipal Retirement Fund had not been accounted for in the past. These amounts will appear from this point forward.

Champaign County Christian Health Center – This lease agreement would allow the Health Center to use CUPHD space at 710 N. Neil St. every Tuesday from 4:30 to 9:30 p.m. The District is still awaiting a copy of the Health Center’s certificate of insurance. The agreement would not be signed until the certificate is received.

Champaign County Deficit/Contract Renewal – Mr. Palazzolo commented that the current contract will be up in 2008 and would like to know what direction the board would like to take. The Champaign County Public Health Department has a deficit. CUPHD is currently subsidizing approximately \$600,000 to \$750,000. Mr. Palazzolo would like to renegotiate the contract. Mr. Grosser stated that the contract is not self-renewing and that the County has requested a twelve month written notice to terminate the contract. It is the belief that the District does not have the authority to spend Champaign-Urbana tax dollars on County programs. Discussion was had that the Champaign Urbana Board of Health Chair will send a letter to the Champaign County Board of Health President stating that CUPHD will no longer provide services that the County cannot fund.

Correspondence – none.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 4:36 p.m.

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Chair

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Secretary



## **Board of Health**

### **Study Session**

**November 29, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, November 29, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:33 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy was absent.

Public Participation – none present.

Smoke Free Illinois Resolution – Ms. Nikki Hillier, CUPHD Health Educator, asked the board to support and consider signing this Resolution. Currently eighty-two Health Departments in Illinois have signed this same Resolution.

IMRF Retirement Incentive Window Program – Mr. Palazzolo asked the board to consider allowing CUPHD to offer an early retirement opportunity to employees that are currently eligible. Ms. Shelley Scott introduced Ms. Jean Parson with Illinois Municipal Retirement Fund. Legislation allows for employers to offer an early retirement incentive to its employees. The employer must offer a twelve-month window and it is open to anyone that has twenty years of service or who is age fifty. The employee would pay 4.5% of their highest salary and may purchase up to five years of service. The employers cost would be funding the additional value of the years purchased. Employer rates are currently on a two-year lag. Currently, there are five employees that are eligible to retire through this program and none of them would be able to retire yet without it. The District could not open another window until the current liability is paid off. The employer has the right to set an employee's retirement date under this window. Upon retirement, an employee that is not married or who has been married less than one year will receive a refund of .75 percent. Employees have options to pay for the additional years of service that they purchase.

Mr. Palazzolo asked Ms. Elliott and Mr. Grosser if an item under New Business, Salary Study, could be added to the agenda. There were no objections.

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Salary Study – Mr. Palazzolo commented that the District is finding issues with regards to salaries and he has asked Ms. Pat Robinson, HR Director, to look into having an outside third party doing a comprehensive salary study. Some positions are hiring in at a higher rate than staff that have been here for a few years. Ms. Robinson discussed the process the District would like to undergo. CUPHD currently has fifty-seven job classifications. RSM McGladry has given the district a proposal not to exceed \$12,000 for this study. Being that some job descriptions are exclusive to Public Health, Ms. Robinson will attempt to survey ten public sector agencies for thirty-one of those classifications and will provide those participating with the results.

Dress Code Policy – A Policy has been developed and is needed to give staff the knowledge of management’s expectations. Some discussion was had regarding dress limitations. Mr. Palazzolo commented that this has been in progress for several months and staff has had input via a dress code committee.

Due to time constraints, Ms. Elliott commented that the following agenda items would be discussed at a later date: District Vehicle Usage and Safety Policy, Public Health Logo, Investment Policy and National Incident Management System (NIMS) Designation.

2007 Board of Health Meeting Schedule – A list of dates for 2007 was reviewed. As in the past, monthly meetings will be held at 5:30 p.m. on the second Monday of each month and study sessions will be held at 9:30 a.m. on the last Wednesday of each month.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:37 p.m.

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Chair

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Secretary