



**Public Health**  
Prevent. Promote. Protect.

---

**Champaign-Urbana Public Health District**

**Board of Health**

**Study Session**

**March 28, 2007**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, March 28, 2007, at the district's satellite office at 815 North Randolph Street., Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:36 a.m. Upon roll call the following board members were found to be physically present: Ms. Carol Elliott and Mr. Pius Weibel. Ms. Linda Abernathy physically joined the meeting at 9:38 a.m.

Public Participation – none.

Ms. Elliott relayed a request to add an agenda item under new business; Child Advocacy Center and Mr. Palazzolo requested to add fiscal year change under new business as well. Those items were added.

Child Advocacy Center – Mr. Palazzolo introduced Michael Williams, Executive Director Child Advocacy Center and Julia Reitz, Board Chair Child Advocacy Center and stated that the Center is looking for a new facility and has expressed interest in the possibility of leasing space at the Districts' new building. Mr. Williams shared that they had considered space at the old Champaign County Nursing Home but that it would be too costly to renovate and that they need to vacate their current space by August 1, 2007. He gave a history of the Center and services offered. Mr. Williams stated that some things they are looking for would be a separate entrance, adequate parking and a safe building that could be inaccessible by the public. The board expressed concerns regarding the proximity of the proposed location for the Center and the STD clinic area. Mr. Palazzolo drew a picture of the Kenyon facility to propose ways to keep the areas separated. Ms. Elliott questioned on how to determine a lease, more specifically, how

## **CUPHD Board of Health Study Session – March 28, 2007**

### **Page 2**

much a tenant would pay per square foot and whether or not utilities, insurance, janitorial and Information Technology (IT) would be included in the lease cost. Mr. Palazzolo stated that this is in the preliminary phase but that the Child Advocacy Center currently pays \$15,000.00 per year and proposed that the District would charge the same rental amount. The space that the Center is considering with the District is 2,250 square feet. Telephones, IT and remodeling would be at the cost of the tenant. Utilities and janitorial could be negotiated to be included in the lease amount. Ms. Abernathy asked about pricing per square foot and what the space would be worth. Mr. Weibel suggested that the District's IT staff set up the infrastructure for the building. Mr. Palazzolo had asked Ms. Scott, Director of Finance, to look into fair market rental cost for the area and she stated that \$10.00 per square foot is fair market value and that there would be a cost of \$1,080.00 a year for utilities for the space. The County board had said that they would be willing to work on the August 1, 2007 date for a move but the Center would like to have this date as their goal for a new location. Mr. Palazzolo commented that he would put together a financial sheet of general associated cost, what the District cost would be and what requirements the Center would like the board to review. The board members were in agreement that they would be interested in lease options for the Child Advocacy Center and Ms. Elliott requested creating a policy for leasing in the future.

April Study Session Date Change – Mr. Palazzolo asked the board to consider cancelling or changing the April 25, 2007 study session due to another commitment that week. The board agreed to cancel the April study session.

Board Development – Mr. Palazzolo asked the board to consider a board development day with the possibility of a guest speaker. This would provide an opportunity to go over the board's strategic plan, discuss the meaning of a board of health, and discuss the board's overall goals and what processes the board would like to look at (example: a policy book). The board members will look at future weekday dates that might work.

Fiscal Year Change – Ms. Scott asked the board to consider moving the District's fiscal year to match that of the State which is July 1<sup>st</sup> through June 30<sup>th</sup>. She further stated that the majority of the Districts' funding comes from Illinois Department of Public Health and requires a lot of mid-year reconciliations to comply with their fiscal year, which is an audit in itself. A fair amount of work would be required in-house to change the date tables and a three month period of time would have to be audited. Ms. Scott also stated that the three month period would remain regardless and that she would like to get past it to end up with better historical data. Ms. Elliott commented that the District may have to have a budget in place through April and that there may be a possibility of doing a fifteen month budget that would automatically expire on June 30<sup>th</sup>. Mr. Grosser will look into any limitations or issues associated with moving the fiscal year and it will be placed on the April monthly meeting agenda. Ms. Elliott stated that April

**CUPHD Board of Health Study Session – March 28, 2007**  
**Page 3**

will be the annual meeting, by statute, to elect officers and asked Mr. Grosser to look into the requirements of adopting a budget at such meeting

Correspondence – none.

Mr. Weibel made a motion to go into closed session to discuss the evaluation 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 motion. A roll call was taken and all members were found to be in favor of a closed session. The board entered into closed session at 10:58 a.m. Also present during the closed session was Mr. Fred Grosser.

Ms. Elliott declared the session open at 11:21 a.m. Present at this time were board members Ms. Linda Abernathy and Mr. Pius Weibel along with Mr. Grosser.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:22 a.m.

---

Chair

---

Secretary