



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

---

**Champaign-Urbana Public Health District**

**Board of Health**

**Study Session**

**May 30, 2007**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, May 30, 2007, at the district's satellite office at 815 North Randolph Street., Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:55 a.m. Upon roll call the following board members were found to be physically present: Ms. Carol Elliott, Chair, Mr. Pius Weibel, Secretary and Ms. Linda Abernathy.

Public Participation – none.

Announcements – Ms. Elliott stated that there will be a Public Hearing regarding the Fiscal Year 2007-2008 tentative budget and a Special Meeting held on June 25, 2007 at 5:00 p.m.

Contracts with IDPH for Tanning Facilities and WOW STD – A contract and an amendment were supplied for review. It was asked if the board would like to review and approve all contracts, grants and amendments before they are signed. After discussion, all contracts, grants and amendments should be presented to the board for approval.

HVAC Evaluation – Two of the air conditioning units are currently not working at the Kenyon Road location. An estimate was provided for repairs. Mr. Grosser will review the original Contractor agreement to determine if any of this was outlined as being covered. The board would like two more estimates to be obtained and would like to be sure that maintenance and repairs are built into the budget.

## **CUPHD Board of Health Study Session – May 30, 2007**

### **Page 2**

Stocks Furniture Order – Mr. Grosser commented that monies for furniture and equipment were included in the initial building project. Questions were raised as to which fiscal year budget this would be paid from. Ms. Pryde will check with the Interim Finance Director regarding which budget furniture would be paid from and this item will be placed on the next monthly meeting agenda.

Disposal, Distribution, Sale of excess furniture and equipment at Kenyon Rd. – An email draft regarding disposing of the old furniture was supplied for board review. This email will be sent to local government and not for profit agencies letting them know what is available. Any interested parties will be asked to supply a list of what they would like and those lists will be brought to the board for approval. Ms. Julie Pryde and Mr. Brandon Meline will field all requests.

Mobile Unit Floor Replacement – Two estimates were supplied to replace the flooring in the vision mobile unit. Second estimate does not list the specifics of the floor and installation could not be done anything before July. The first estimate list the specific floor and install could be done right away. This will be placed on the next monthly meeting agenda for approval. The board also requested that a presentation be given at a future study session to share the mobile programs and how they are progressing.

Elevator Repair – There are a couple of issues with the elevators at Kenyon Rd. The freight elevator needs some repair to be brought up to code and the passenger elevator is not A.D.A. approved. One estimate is for repairs to bring both up to code requirements and another is a proposal for regular maintenance. The passenger elevator requires the installation of a telephone and two door screens. The freight elevator is believed to need an oil and grease type of maintenance contract. There is no immediate urgency to repair the elevators at this time. Ms. Pryde will look at the budget to see if there are maintenance and repair line items.

Christian Health Center Services Space Usage – Ms. Pryde has asked the Christian Health Center if they would like space at the Kenyon Rd. facility and if so, what requirements they would have for space. The current agreement with them specifies the use of space at the Neil St. location and a new agreement would need to be obtained or an amendment to the original done before they could acquire space at Kenyon Rd.

CAC Space Rental – There are some questions regarding the leasing of space for the Child Advocacy Center. Those questions are regarding Information & Technology and telephone maintenance and usage. Mr. Grosser and Ms. Pryde are looking into this and anticipate coming to an agreement in the near future.

## **CUPHD Board of Health Study Session – May 30, 2007**

### **Page 3**

Space Rental for Miscellaneous Agencies – The board will need to establish policies before leasing any space to another agency. Ms. Elliott will work on a draft policy for partnerships.

Miscellaneous Building/Construction Issues – It was conveyed that a pole barn was planned and it was asked if this was part of the original project. The board asked that Ms. Pryde ask the contractor to put this project on hold for now. Ms. Pryde will work on having the contractor and any involved parties attend a meeting to give an update on the Kenyon Rd. remodel and answer any questions the board may have.

SafeKids Grant – This grant is housed in the division of Maternal and Child Health management. Typically car seats are purchased with SafeKids Coalition funds and they are currently in a fiscal situation awaiting grants to come through and may need to stop purchasing car seats until it is resolved. Mr. Meline asked if local tax dollars allocated to his division could be used to purchase car seats to keep the program going during this period. A question was raised regarding the District's liability if a car seat happened to be faulty. It was also noted that if the grants were not awarded to the SafeKids Coalition, this purchase would become an expenditure for the District as the Coalition would not have the funding to reimburse the District for the purchase of the car seats. Mr. Meline was asked to look into the liability issue and this item will be placed on the next monthly meeting agenda.

CUPHD Board Endorsements – The District is frequently asked to endorse things. Ms. Pryde asked if the board wants or needs to approve all endorsements. There were some concerns regarding the line between endorsing and lobbying. The board asked Mr. Grosser to look into this potential conflict.

Credit Card Usage Policy – A question was raised as to whether or not credit cards are necessary. Past practice was that employees used Purchase Orders or paid out of their own money and submitted a request for reimbursement. Credit cards are primarily used to register for conferences, hotel reservations and some supply purchases online. It was suggested that all credit cards be removed except for one for the purpose of fueling District owned vehicles. Ms. Pryde was asked to collect, from staff, all District credit cards following today's meeting. It was also noted that the current Purchase Order form states that the Administrator needs to approve any purchase over \$1,000. The board asked Ms. Pryde to change the form to reflect that any purchase over \$250 requires approval of the Administrator.

AFLAC Policy for Employees – Ms. Robinson presented an AFLAC voluntary insurance program for employee enhancement. The insurance would cover life insurance, hospital protection and cancer insurance. It would cover hotel stays and actual monies paid for various expenses that the District's other insurance plan does not cover. This program would be a minimal cost to Administration by the means of paperwork for

**CUPHD Board of Health Study Session – May 30, 2007**  
**Page 4**

Human Resource files and payroll deduction. The board asked Mr. Grosser to check if there would be any conflicts with offering this to employees.

Champaign County Board of Health Services – The County Board of Health has asked that Ms. Julie Pryde and Ms. Teresa Sturm participate in upcoming budget meetings. They would like guidance regarding their budget and someone to answer questions about programs and cost. The board would like Ms. Pryde and Ms. Sturm to provide information and attend the County Board of Health budget meetings in June.

FY 07-08 budget discussions – Due to time constraints, this topic deferred to the June study session. Ms. Elliott commented regarding Carle property tax refund of which the taxing District should be escrowing the amount of the refund in the event that the money needs to repay the monies to Carle at a future date.

Item F – The board had no new information and did not need to address the topic at this time.

Item G – Mr. Grosser stated that there is no litigation pending at this time, therefore no discussion needed.

Mr. Weibel made a motion to find that litigation is probable or imminent, to go into closed session to discuss probable or imminent litigation pursuant to Section 2(c)(11) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Section 120/2(c)(11), and to record the basis for the finding in the minutes of the closed session. Ms. Abernathy seconded the motion. A roll call was taken and all members were in favor of a closed session. The board entered into closed session at 11:46 a.m. Also present during the closed session was Ms. Julie Pryde and Mr. Fred Grosser.

Ms. Elliott declared the session open at 12:35 p.m. Present at this time were board members Ms. Linda Abernathy and Mr. Pius Weibel along with Ms. Pryde, Acting Administrator and Mr. Grosser.

The next monthly meeting will be held June 11, 2007 at 5:00 p.m. at the 815 N. Randolph St location and a public hearing regarding the proposed budget and special meeting will be held on June 25, 2007 at 5:00 p.m. at the same location.

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

---

Chair

---

Secretary