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**Champaign-Urbana Public Health District**

Board of Health

Monthly Meeting

June 11, 2007

On June 11, 2007, 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 physically present: Ms. Carol Elliott, Mr. Pius Weibel and Ms. Linda Abernathy.

Public participation – none.

The first agenda item was the approval of minutes from the May 14<sup>th</sup> Monthly Meeting, the May 24<sup>th</sup> Special Meeting and the May 30<sup>th</sup> Study Session. Mr. Weibel made a motion to approve the minutes. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Treasurer's Report – Ms. Teresa Sturm, Interim Director of Finance, presented revenues through March 31, 2007. All billings are up to date. Expense related they are four line items with a high percentage variance; building leases, maintenance and utilities, public accounting audit and other insurance and vehicle operations. The unforeseen expenses were testing of the backflow preventors at Kenyon Rd., an increase in audit fees from BKD, a construction insurance policy and repairs to one of the mobile clinic units. The fiscal year 2006 audit is complete. Fiscal year 2007 audit is scheduled to begin on September 11, 2007. Line item transfers will be presented at a future meeting. Mr. Weibel made a motion to approve the Treasurer's Report and place it on file. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Administrator/Board Communications, Announcements - none.

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Kenyon Rd. Update – Mr. David Crow, TC Tatman gave an update on Phase II construction at Kenyon Rd. The project is on budget and slightly ahead of schedule. Phase II has actually been split into two sections for inspection. Phase II-1 contains Infectious Disease, Chronic Disease and the new lobby. It is scheduled for inspection on June 27 and Phase II-2 containing Dental, Maternal & Child Health and the front office is scheduled for inspection on July 18. Ms. Elliott asked for a brief description of any changes that were not part of the original plans. All of the old alarm and phone wiring had to be pulled and replaced as it was not up to current code. The fire alarm system was not usable and was an \$80,000 addition, dental had underground utilities added for \$20,000, existing offices were to be used for Administration but the layout wasn't efficient. The lobby was restructured and a couple of offices and conference rooms were developed for \$24,000. These cost were above the initial estimate but were offset in other areas where savings were obtained. The Emergency Operating Center (EOC) was relocated from the East basement to the Information Technology room that is more centrally located and has the ability of generator backup. Mr. Crow mentioned areas that have money allocated to them; paving of the West parking lot which is not necessary right now saving \$25,000 and enhancing the landscaping could be scaled back by \$10,000. The current generator provides power for basement sump pumps and emergency lighting. Since the computer room has been enlarged this generator is not adequate and it is suggested that a second generator be purchased. Constructing a maintenance building had been requested with an estimate of \$57,000. This building would store the lawnmowers, agency truck and snowplow. There may be the possibility that it could also be utilized for drive-thru flu clinics. This building would be fifteen hundred square feet. Other additions outside of the original plans were adding a dump station for the mobile units in the new garage and new sewer and water lines for certain sections of the building as they were not to capacity. The board requested a detailed list showing where monies were saved and how those savings were allocated in other areas. It was asked to have the Architect look at the basement and sump pumps to help make a determination if another generator is warranted. The original construction contract was intended to use as much of the existing HVAC as possible to minimize cost. The Andover system is functioning and the freight elevator is within the contract to be functioning and up to code.

HVAC Evaluation Estimate – This item was moved up on the agenda to allow Mr. Crow to comment on the status of the HVAC. A bid has been obtained from Davis-Houk, Inc. Mr. Crow stated that the HVAC system was evaluated prior to purchase and he can supply a copy of that report. The HVAC system does fall under the construction agreement and will be functioning when the building is turned over at the end of the project. No action will be taken at this time with regards to the estimate.

Phone/IT Service for Child Advocacy Center – Mr. Lyn Niemann, CUPHD IT Project Supervisor, provided updated information. CUPHD could include telephone service in the lease agreement at a suggested rate of twenty-five dollars per month with

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long distance to be billed as used. Internet service could also be included at a suggested rate of ten dollars per month per terminal. The Child Advocacy Center's (CAC) current telephone system is outdated and they would benefit from shared usage and could retain their current phone numbers. Mr. Niemann will contact CAC with this information to see if they are interested. The current lease draft does not include this and the lease will be revised if they choose this option.

Authorization of Acting Administrator to Sign Contracts with IDPH – Two grants were added to the agenda item. They are Tobacco Free and Genetics. The appropriate Coordinators and Mr. Grosser have reviewed the grants listed. Mr. Weibel made a motion to allow the acting Administrator to sign the grants. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Resolution No. 2007-06-01 – Ms. Abernathy made a motion to approve Resolution No. 2007-06-01 Ascertaining Prevailing Rate of Wages. Mr. Weibel seconded the motion. With all in favor, the motion carried.

Interim Director Salary Adjustments – Ms. Pat Robinson, HR Director, asked the board to consider approving a pre-established rate of increase for employees that are functioning in interim positions. Past procedure had been to give the employee an increase of five percent below the minimum starting wage for that position. It was proposed to increase these employees pay by ten percent of their current salary and to make it effective at the date they assumed the interim position. Mr. Weibel made a motion to establish a procedure for any employee placed in an interim position to receive a ten percent salary increase and to be retro active to the date of placement. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

AFLAC Policy for Employees – As mentioned in the last study session, this policy is strictly voluntary and at no cost to the District. Ms. Abernathy made a motion to approve the AFLAC policy with an effective date of August 1, 2007. Mr. Weibel seconded the motion. With all in favor, the motion carried.

SafeKids Coalition Purchase – Mr. Brandon Meline updated the board on the Safe Kids Coalition car seat purchase stating the CUPHD did not receive the General Mills Wellness grant that he was hoping to purchase the car seats from and that the Safe Kids Coalition only received \$4,000 for their grant. Mr. Meline would like to purchase up to \$500 of car seats that could be budgeted from other grants. Safe Kids Coalition has a car seat station that is staffed by CUPHD employees that teach the parents how to properly install the car seats and educate them on use. The board has some concerns on liability if the District purchases car seats and they end up faulty. Mr. Grosser will check into the liability before a decision will be made.

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Mobile Floor Replacement Bid – Two bids were supplied at the last study session to replace the floor in the newest mobile unit. Mr. Weibel made a motion to accept the bid from Custom Flooring in the amount of \$1085.00 to replace the flooring in the bigger mobile unit. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Sperry Van Ness/Ramshaw Real Estates Listing Agreement – Mr. Grosser commented that the current agreement expires on June 30, 2007. He has a form to extend the agreement through December 31, 2007. Mr. Weibel made a motion to extend the listing agreement with Sperry Van Ness to December 31, 2007 and to authorize Ms. Elliott to sign the extension. Ms. Abernathy seconded the motion. With all in favor, the motion carried.

Stocks Furniture Order – There is still a question as to which budget this would be paid from. The board asked Ms. Sturm to follow up with this and report at the next meeting. This item will be deferred to the next board meeting.

Disposal of Excess Furniture and Equipment – A three page list of agencies requested furniture was supplied for the boards review. If approved, this would cover a small portion of the furniture available. Mr. Weibel made a motion to approve the requests of CUAP/C-U Area Project, Rural Champaign County Special Education Cooperative, Champaign Urbana School Foundation, Americorp, Jesus is the Way Prision Ministry and Faith in Action/Senior Programs requests. Ms. Abernathy seconded the motion. With all in favor, the motion carried. When the other agencies on the list submit a detail of their request, it will be submitted for approval. All agencies will pick up the furniture from the Kenyon location.

Elevator Repair – The passenger elevator requires repairs to be brought up to current code. This topic will be reviewed at the next study session.

Child Advocacy Center Space Rental – no new information

Space Rental Policy – no new information.

Christian Health Center Services Space Use – no new information

Credit Card Use Policy – no new information

Champaign County Board of Health Services Update – no new information

FY 07-08 Budget Updates – no new information

Mr. Weibel made a motion to go into closed session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees

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of the Champaign-Urbana Public Health District, pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act and a motion to make a finding 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 vote was taken. With all in favor of a closed session, the motion carried. The board entered into closed session at 6:41 p.m. Also present during the closed session was Mr. Fred Grosser.

Ms. Elliott declared the session open at 7:21 p.m. Present at this time were board members Mr. Pius Weibel and Ms. Linda Abernathy along with Mr. Grosser.

Item J – not needed

There will be a Public Hearing followed by a Special Meeting on June 25, 2007. The next monthly meeting will be held July 9, 2007 at 5:00 p.m. and a monthly study session will be held June 27, 2007 at 9:30 a.m.

Seeing no further business, Ms Elliott adjourned the meeting at 7:22 p.m.

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Chair

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Secretary