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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting
September 11, 2007**

On September 11, 2007, the Board of Health of the Champaign-Urbana Public Health District held a Monthly Meeting at 201 W. Kenyon, Champaign, IL. The meeting was rescheduled from the original date of September 10, 2007. Ms. Carol Elliott called the meeting to order at 5:04 PM. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, Mr. Pius Weibel, Secretary, and Ms. Linda Abernathy.

Public Participation – None.

Mr. Pius Weibel made a motion to approve meeting minutes from August 13, 2007 Monthly Meeting and August 29, 2007 Study Session. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

The Treasurer's Report, given by Teresa Sturm, was a revision of the July 2007 report. The first six pages show cash balances with July showing an increase due to the new grant year. Expenditures that have peaked include health and life insurance due to rising health insurance costs and maintenance and utilities when previously covering all three buildings. Other insurance is for one year covering the professional construction work. Items currently under Space Needs, such as new furniture and IT equipment, are covered under the equipment budget.

An audit will take place on November 12, 2007 by BKD and is to be complete by December 31, 2007.

The Finance Department is hiring an Account Technician I to fill their current needs.

Mr. Pius Weibel made a motion to accept the Treasurer's Report. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Julie A. Pryde received a thank-you letter from the Illinois Department of Public Health regarding Dr. Huang's participation at the Illinois State Fair in the dental "Step Up" program.

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Julie A. Pryde also received a letter from the University of Illinois' Department of Human and Community Development and they would like to work with us in regards to having interns at the District.

Dr. Whitehill, from the UIUC School of Medicine, met with Epidemiologist, Awais Vaid, and toured the new facility and would like to offer the services of eight physicians, an optometrist, and residents to assist the Public Health District with school and sports physicals, screenings, and education.

As discussed in the previous Study Session, it was asked that Julie A. Pryde have restrictions lifted regarding adjusting employee compensation. Mr. Pius Weibel made the motion to approve Julie A. Pryde to make administrative decisions regarding employee compensation. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Upon becoming Interim Administrator, Julie A. Pryde asked that the Board not increase her salary due to the fact that funds were still being paid to the current Administrator. The practice of the Board has been to increase an Interim's salary upon the day of appointment. Ms. Linda Abernathy made the motion to approve Julie A. Pryde's salary increase of 10% retroactive to May 4, 2007. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

It is standard practice to have the Administrator act as the Authorized Agent for IMRF. Mr. Pius Weibel made the motion for Julie A. Pryde to become the Authorized Agent for IMRF. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Teresa Sturm, Director of Finance, presented policy and procedures for internal control of all employees handling cash. Ms. Linda Abernathy made a motion to approve the Cash Handling Policy and Procedures and the adoption of Policy 9200-15.1. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

CMS (Central Management Services) has submitted an APF to the District wanting to lease space for the Child Support Enforcement, a division of Public Aid. They are interested in leasing 15,000 s.f. but would not be able to pay for any remodeling costs up front. They would like an all-inclusive package for costs that would include rent, remodeling costs, maintenance, janitorial services, utilities, and parking. This item will be added to the next Study Session for more discussion.

Julie A. Pryde will invite Peter Tracy to the next Study Session to discuss available space for lease.

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Julie A. Pryde spoke with the District's Dental Program Coordinator, Alicia Ekhoft, regarding the expansion of services for students in the County but CUPHD is unable to do so at this time due to the number of children currently being seen from Champaign-Urbana. For the month of August, the Champaign office saw 141 new students and 71 new students at the Urbana School-Based Health Center for dental services. Ms. Pryde is not recommending that the District apply for an expansion grant due to the increased number of students. There is a possibility of receiving a grant in November that would allow for a new dental team to be added to provide additional services for Champaign-Urbana students.

Julie A. Pryde asked permission to sign seven (7) pending contracts. Mr. Pius Weible made a motion to allow the Administrator to sign a Supplemental Outreach Grant for the Illinois Breast and Cervical Cancer Program (IBCCP) in the amount of \$6,000; an Amendment to the Local Health Protection Grant for CUPHD, an increase of \$52,631.57; an Amendment to the Local Health Protection Grant for Champaign County, an increase of \$52,631.57; CodeRed Services Agreement and Emergency Notification System for emergency preparedness costing \$5,000; a Bioterrorism Preparedness Grant for CUPHD in the amount of \$26,420; a Bioterrorism Preparedness Grant for Champaign County in the amount \$15,350; and an Internship Placement Agreement between CUPHD and UIUC Department of Human and Community Development. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Business Credit Cards and Usage Policies will be placed on the next Study Session for further discussion.

Mr. Pius Weibel made a motion to go into closed session to discuss pending litigation pursuant to Section 2(C)(11) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Section 120/2(C)(11). Closed and open session concerning pending litigation. Ms. Linda Abernathy seconded the motion. Upon a roll call vote, the motion carried unanimously. At 6:31 PM, the board went into closed session.

Ms. Carol Elliott declared the session open at 6:47 PM. Present at this time were board members Ms. Carol Elliott, Mr. Pius Weibel, and Ms. Linda Abernathy.

Mr. Pius Weibel made a motion to authorize Attorney Fred Grosser to participate in a joint response on behalf of the CUPHD in the case of "The Town of Champaign Township v. The County of Champaign, Illinois, et al.," No. 07-MR-145. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

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Mr. Pius Weibel made a motion to approve the appeal of unemployment benefits awarded to Ms. Shelley Scott to the Board of Review and request to have the telephone hearing transcribed and a copy of the documents be provided to CUPHD. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

The closed session for probable or imminent litigation was not needed.

The next study session will be held on September 26, 2007 at 9:30 AM and the next monthly board meeting will be held on October 15, 2007 at 5:00 PM.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 6:49 PM.

Chair

Secretary