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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Annual Meeting
April 14, 2008**

On April 14, 2008, the Board of Health of the Champaign-Urbana Public Health District held an Annual Meeting at 201 W. Kenyon, Champaign, IL. Ms. Carol Elliott called the meeting to order at 5:06 PM. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, and Mr. Pius Weibel, Secretary. Ms. Linda Abernathy was absent.

Mr. Pius Weibel made a motion to nominate Ms. Carol Elliott as Chair and close the nominations. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried. Ms. Carol Elliott made a motion to nominate Mr. Pius Weibel as Secretary and close the nominations. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Carol Elliot received a job description from Robert Brunson defining duties of the Treasurer which include receiving checks from accounts payable, reviewing checks and check registers, providing memos when checks are accounted for and delivering back to accounts payable, and reviewing all supporting documentation. Mr. Pius Weibel made a motion to nominate Robert Brunson as Treasurer. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 5:09 PM.

On March 10, 2008, the Board of Health of the Champaign-Urbana Public Health District held a Monthly Meeting at 201 W. Kenyon, Champaign, IL. Ms. Carol Elliott called the meeting to order at 5:09 PM. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, and Mr. Pius Weibel, Secretary. Ms. Linda Abernathy was absent.

Public Participation – None.

Mr. Pius Weibel made a motion to approve meeting minutes from the March 10, 2008 Monthly Meeting and March 27, 2008 Study Session. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Treasurer's Report – The FY09 budget is in progress.

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Ms. Julie A. Pryde received a thank-you letter from the Champaign County Health Care Consumers for participation in their recent Medicaid workshop. Ms. Pryde announced that the Spring 2008 edition of the *Viewpoint* from the Illinois Public Health Association has been mailed and the 10th Annual Illinois Leadership Conference will be held June 11, 2008 at the Hawthorn Suites in Champaign. Ms. Carol Elliott received a letter at the Cunningham Township from Deb Busey regarding the distribution of the Public Health Levy.

A Proposal for Professional Engineering Services for Kenyon Road dated February 27, 2008 was addressed by the Board. Mr. Pius Weibel made a motion to accept the Proposal for Professional Engineering Services for Kenyon Road with Berns, Clancy & Associates and for the Chair to sign the contract pending approval by the City of Champaign and the Mass Transit District. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Nikki Hillier addressed the Board regarding an increase in the Freedom from Smoking Clinics. The class will now cost \$20 as opposed to \$10 due to an increase in the length of each session and number of sessions. In addition, the American Lung Association will no longer allow entities to photocopy their materials. The workbook and CD must be purchased at \$20 per participant and upon completion of the class, \$10 will be refunded to the participant. Mr. Pius Weibel made a motion to approve the increase in price for the Freedom from Smoking Clinics. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Andrea Wallace addressed the Board requesting an increase in client fees to match Medicaid fees for reimbursement purposes. Mr. Pius Weibel made a motion to increase CUPHD fees to match Medicaid rates and for CUPHD fees to automatically adjust thereafter, effective April 21, 2008. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Andrea Wallace addressed the Board regarding a new credit card agreement due to a merger between Busey Bank and Main Street Bank. Mr. Pius Weibel made a motion to approve signing a new contract pending Attorney, Fred Grosser's review. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Andrea Wallace requested approval to receive new signature cards adding her to all CUPHD bank accounts. CUPHD currently maintains three (3) accounts with Busey Bank and one (1) account with Central Illinois Bank. Mr. Pius Weibel made a motion to approve new signature cards. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

The FY07 Audit has been completed and CUPHD is waiting on the final report. From the initial findings, there are only minor changes to be made.

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Attorney, Fred Grosser, reviewed the cost-share agreement between CUPHD and the City of Champaign Public Works Department. Mr. Pius Weibel made a motion to approve the agreement between CUPHD and the City of Champaign for the CUPHD sidewalk project and for the Chair and Secretary to sign the contract. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Julie A. Pryde sent Davis Electric an invoice for shelving units previously owned by CUPHD in the amount of \$16,800. The units consist of twenty-eight (28) uprights and eighty-four (84) cross pieces. Mr. Pius Weibel made a motion to approve the sale of the shelving units to Davis Electric in the amount of \$16,800. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

A purchase order was presented to the Board for one (1) year of janitorial supplies in the amount of \$11,251. No action was necessary.

The approval of the sewer repair proposal will be held over until scoping services have been performed. Once complete, the report will then go to Fraenhoffer and Associates, P.C. for review.

A previous discussion was held regarding CUPHD's Epidemiologist's Visa expiration. The extension fee will be \$1,820 and paid to the Department of Immigration. Mr. Pius Weibel made a motion to approve the one-time payment for a 3-year extension of the H-1B Visa for CUPHD's Epidemiologist. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

A list of job classifications needing approval had been previously presented to the Board. Positions requiring approval include Account Technician I and Account Technician II for 35-hour work weeks and Human Resources Generalist, IT Helpdesk Technician, IT Web Designer, Maintenance Technician Supervisor, and Network Administrator/IT Project Specialist for 40-hour work weeks. Mr. Pius Weibel made a motion to approve the said job classifications effective from the creation date. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Previous discussions have been held regarding a program reorganization resulting in the possible elimination of a position. It was determined that the Board did not need to approve this reorganization.

Ms. Julie A. Pryde asked permission to sign eight (8) pending contracts. Mr. Pius Weibel made a motion to approve the Acting Administrator, Julie A. Pryde, to sign the following contracts between: CUPHD and IL Region 6 HIV Prevention for IL Region 6 Prevention contracts with CHIC, McLean County Health Department, CUPHD, Sisters and Brothers Helping Each Other, Working for Togetherness, McLean County AIDS Task Force, and Aunt Martha's Youth

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Services in various amounts; CUPHD and East Central IL HIV Care Consortium for East Central IL HIV Care Consortium Subcontractors Kevin Elliott, Helen McDonald, and the Greater Community AIDS Project in various amounts; CUPHD and IDPH Office of Minority Health for two (2) one-time events: Black Church Week of Prayer for the Healing of AIDS and “Unnatural Causes” in the amount of \$2,500; CUPHD and IDPH for West Nile Virus in the amount of \$12,575.67; CUPHD for Champaign County Public Health Department and IDPH for West Nile Virus in the amount of \$9,439.04; CUPHD and IDPH for the STD Youth Project in the amount of \$10,000; CUPHD and United Way for a facility use agreement that will allow the Champaign County Volunteer Registration Center, operated by the United Way, to use CUPHD’s Kenyon Road facility during a community emergency at no cost; and CUPHD and IDPH for Amendment #2 to IBCCP Grant #86180078 for an increase of \$10,000 from \$527,790 to \$537,790.

Ms. Julie A. Pryde discussed space leasing options for the Champaign-Urbana Area Project (CUAP). One option is to move CUPHD’s Environmental Health division to the top floor of the east wing utilizing the basement as the Emergency Operation Center. Code requirements need to be reviewed for Environmental Health’s current area prior to leasing the space. The current market rate for commercial space rental is \$8.00 - \$13.00 per square foot. CUPHD would also need detailed information from CUAP in regards to their program information and services. This item will be placed on the next Study Session agenda.

The next study session will be rescheduled for May 2, 2008 at 9:30 AM and the next monthly board meeting will be held on May 12, 2008 at 5:00 PM.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 6:08 PM.

Chair

Secretary