



Public Health
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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Study Session
September 24, 2008**

On September 24, 2008, the Board of Health of the Champaign-Urbana Public Health District held a Study Session at 201 W. Kenyon, Champaign, IL. Ms. Carol Elliott called the meeting to order at 10:20 AM. 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.

Old Business was addressed first. Mr. Scott Davis of Davis Electric Inc. was present with Attorney, Jim Green, and Mr. Paul Tatman of TC Tatman Construction. This item will be placed on the next Monthly Meeting agenda.

There was no new information regarding Cook County Case# 00CH9800 – Mary Lewis v. Lead Industry Association.

Under New Business, Mr. Jim Roberts, Director of Environmental Health, requested to charge the same fees as the County for private sewage services. This would become effective immediately. This item will be placed on the next Monthly Meeting agenda.

In July 2008, the Illinois Department of Public Health wrote an amendment to the Food Service Sanitation Rules and Regulations. Mr. Jim Roberts addressed the Board regarding the adoption of the amendment. This item will be placed on the next Monthly Meeting agenda.

Mr. Lyn Niemann is currently obtaining estimates to replace doors on the loading dock to allow for access to the freight elevator. The single doors need to be expanded to double doors. Carter Construction gave an estimate just over \$14,000 and TC Tatman Construction gave an estimate between \$5,000 and \$6,000. This item will be placed on the next Monthly Meeting agenda.

Quality Plumbing will be providing an estimate for HVAC maintenance and repairs. This item will be placed on the next Monthly Meeting agenda.

There was no new information regarding an agreement between CUPHD and the University of Illinois for a Health Research Center.

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There was no new information on the GIS service contract with the UIUC Veterinary Medicine program.

Ms. Andrea Wallace is obtaining additional quotes for postage meters. This item will be placed on the next Monthly Meeting agenda.

Ms. Patricia Robinson addressed the Board regarding clarification on secondary employment for employees working in retail establishments where food is available. Environmental Health employees are not allowed to work in the food industry due to a conflict of interest. Secondary employment is currently reviewed on a case-by-case basis. Ms. Robinson and Attorney, Fred Grosser, will develop a new proposal.

The draft contract between CUPHD and the Champaign County Board of Health has been sent to the CUPHD Board of Health and Ms. Julie Pryde. All language issues have been resolved. The contract will be placed on the September 30, 2008 County Board of Health meeting agenda. The contract would be effective December 1, 2008.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 11:08 AM.

Immediately following, the Board of Health of the Champaign-Urbana Public Health District held a Special Meeting at 201 W. Kenyon, Champaign, IL. Ms. Carol Elliott called the meeting to order at 11:08 AM. 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.

Ms. Andrea Wallace presented the Auditor's Report for April 1, 2007 to March 31, 2008. CUPHD received an unqualified review with no exceptions which is the top rating. At the end of March 2008, cash on hand was slightly over \$2.2M, \$759,000 of which remained from the bond issuance. A portion of those funds will be used to cover the cost of the sidewalk. Ms. Wallace will put together a proposal for usage of the additional remaining funds to cover items such as additional building needs and payment on the building mortgage.

The summary by fund of the FY08 Audit included total revenue of \$9.96M, total expenditures of \$12.6M, and of those expenditures, \$2.3M was in capital outlay. The net change and fund balance was a deficit of \$2.02M and the year-end fund balance was \$3.1M. Federal awards consisted of \$3.4M, 35% of the total revenue was from the WIC program.

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Two (2) letters were received from the audit. The first letter was addressed to the Board noting several additional deficiencies in addition to the segregation of duties and the second letter was a corrective action plan. The Treasurer's Report will be posted and made available to the public.

Mr. Pius Weibel made a motion to place the FY08 Audit Report on file. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Jim Roberts addressed the Board regarding the United Capital Funding Corporation verification notice and invoice from Garrison Enterprises for the Digital Health Department system. The invoice is for July 1, 2008 to June 30, 2009. No contract was located by either CUPHD or Garrison Enterprises; however, the company proposal and purchase order were signed by previous administration. Attorney, Fred Grosser, will review all documentation prior to the Board authorizing a payment. Ms. Carol Elliott will contact the company to explain the delay in payment.

The next monthly meeting will be held October 13, 2008 at 5:00 PM and the next study session will be held October 29, 2008 at 9:30 AM.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 11:29 AM.

Chair

Secretary