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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting
February 9, 2015**

On February 9, 2015, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Rd., Champaign, Illinois. Mr. Andy Quarnstrom called the meeting to order at 4:30 PM. Upon roll call, the following board members were found to be present: Mr. Andy Quarnstrom, Chair, Ms. Michelle Mayol, Secretary, and Ms. Patti Petrie.

Public Participation – None

Ms. Michelle Mayol made a motion to approve meeting minutes from the January 12, 2015 Monthly Meeting. Ms. Patti Petrie seconded the motion. With all in favor, the motion carried.

Mr. Arnold Blair presented the Treasurer's Report. Mr. Blair stated that revenue is behind; however, expenditures are under budget. Revenue shortage is due to the timing of Medicaid payments.

Correspondence – Mr. Brandon Meline addressed the Board regarding Medicaid and a lack of access to care. CUPHD may look at hiring a Nurse Practitioner to work in the Maternal and Child Health division to help fill the gap in community services.

Mr. Andy Quarnstrom received a letter from CUMTD regarding the evaluation of a permanent stop at CUPHD.

Ms. Julie Pryde stated there have not been any Ebola cases in Illinois and that flu cases are declining.

Ms. Michelle Mayol made a motion to approve revised Policy 9200-01.06 Internal Control for Payment Issued to Persons Appointed by the Board of Health. Ms. Patti Petrie seconded the motion. With all in favor, the motion carried.

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Ms. Hope Wheeler from CliftonLarsonAllen presented the financial audit for year ended June 30, 2014. The independent auditor's report found the financial statements to present fairly. Revenue was at \$12.3M and expenditures were at \$12.9M. Findings included: lack of timely financial reporting, lack of segregation of duties, lack of timely preparation and review of reconciliations, and controls over disbursements. Three finding from the previous year have been corrected.

Ms. Michelle Mayol made a motion to approve the invoice from CliftonLarsonAllen for audit services in the amount of \$6,000. Ms. Patsi Petrie seconded the motion. With all in favor, the motion carried.

Mr. Jim Roberts presented an ordinance amending enforcement provisions that removes specifications from the ordinance for health permit applications to allow streamlining the process. Ms. Michelle Mayol made a motion to approve Ordinance 2015-02-01 amending enforcement provisions. Ms. Patsi Petrie seconded the motion. Upon a roll call vote, the motion carried unanimously.

Mr. Roberts presented an ordinance amending an ordinance providing for uniform regulation of licenses and health permits to food establishments and retail food stores. It provides that all money owed to CUPHD including fines assessed is required to be paid before issuance of the permit. Ms. Michelle Mayol made a motion to approve Ordinance 2015-02-02. Ms. Patsi Petrie seconded the motion. Upon a roll call vote, the motion carried unanimously.

Mr. Jim Roberts also presented an ordinance amending the Champaign-Urbana Food Service Ordinance. It removes obsolete reference to federal and state regulations and updates references to IDPH Food Service Sanitation Code. Ms. Michelle Mayol made a motion to approve Ordinance 2015-02-03. Ms. Patsi Petrie seconded the motion. Upon a roll call vote, the motion carried unanimously.

A discussion was held regarding the appointment of a Medical Director. It was determined that additional research prior to making an appointment was needed including information on appropriate compensation and duties. In addition, Mr. Quarnstrom would like written documentation for position appointments. Ms. Michelle Mayol made a motion to defer the appointment of Dr. Anne Robin as Medical Director until the March 9, 2015 meeting. Ms. Patsi Petrie seconded the motion. With all in favor, the motion carried.

It was determined by the Board that it would be beneficial to begin holding study sessions as done in the past. Mr. Andy Quarnstrom made a motion to hold study sessions the last Wednesday of the month at 10:30 AM beginning in March. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

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Ms. Pattsy Petrie requested past information in regards to compensation paid to the Attorney and Treasurer. CUPHD will provide financial information for the past three years. Ms. Michelle Mayol made a motion to approve the January payments to the Board of Health appointees. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the advertising contract with CUMTD in the amount of \$1,000. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the Tobacco Compliance Assistant job description. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to ratify the advertising agreement with La Prensa Media in the amount of \$8,936. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the IPLAN. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve a check request payable to IDPH Division of Vital Records DCFS/COLD in the amount of \$5,440 for the death certificate surcharge for January 2015. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

The process and procedure for contracting services of an Attorney, Treasurer and Medical Director for CUPHD and the Board of Health was previously discussed.

Ms. Michelle Mayol made a motion to approve the proposal for site/civil engineering services for the pavement improvement project – phase 2 in the amount of \$250,000. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the Care Coordination Service Agreement with Carle Foundation Hospital. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the following subcontracts and agreements for the Chair to sign: amendment to the subcontract to Sisters and Brothers Helping Each Other; amendment to In-Person Counselor contract; and amendment to HIV Prevention Lead Agency contract. Ms. Pattsy Petrie seconded the motion. With all in favor, the motion carried.

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Ms. Patsi Petrie made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign the following pending grant contract: CUPHD and CUPHD for an amendment to HIV Prevention grant (lead agency to CUPHD – extends contract until June 2015) in the amount of \$58,600. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign the following pending grant contract: CUPHD and IPHA for an amendment to In-Person Assistance grant (ACA) in the amount of \$6,628. Ms. Patsi Petrie seconded the motion. With all in favor, the motion carried.

The next monthly meeting will be held March 9, 2015 at 4:30 PM.

With no further business to be discussed, Ms. Patsi Petrie made a motion to adjourn the monthly meeting at 6:01 PM. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Chair

Secretary