



Public Health
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Champaign-Urbana Public Health District

CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT

BOARD OF HEALTH

ANNUAL AND MONTHLY MEETING – April 10, 2023

ANNUAL MEETING

On April 10, 2023, the Board of Health (“Board”) of the Champaign-Urbana Public Health District (“CUPHD”) conducted its annual meeting at CUPHD. Mr. Andy Quarnstrom, Chair, called the Annual Meeting to order at 4:30 PM. Upon roll call, the following Board Members were present: Mr. Andrew Quarnstrom, Chair; Mr. Kyle Patterson, Secretary; and Ms. Danielle Chynoweth.

During the Annual Meeting, the Board conducted its Annual Election for the Offices of Chair, Secretary, and Treasurer. Mr. Quarnstrom motioned that Mr. Patterson serve as Chair for the following year, seconded by Ms. Chynoweth. Upon a roll call vote, Mr. Quarnstrom and Ms. Chynoweth voted aye and Mr. Patterson voted nay. With the majority voting aye, Mr. Patterson was elected. Mr. Quarnstrom then motioned that Ms. Danielle Chynoweth serve as Secretary for the following year, seconded by Mr. Patterson. Upon a roll call vote, all present were in favor, and the motion passed. Ms. Chynoweth motioned that Mr. Ron Fields continue as Treasurer for the following year, seconded by Mr. Patterson. Upon a roll call vote, all present were in favor and Mr. Fields was reappointed.

The Annual Meeting was adjourned at 4:33 PM by Mr. Quarnstrom.

MONTHLY MEETING

On Monday, April 10, 2023, the Board of Health (“Board”) of the Champaign-Urbana Public Health District (“CUPHD”) conducted its monthly meeting in the Main Conference Room at CUPHD, 201 W. Kenyon Road, Champaign, Illinois.

Board Chair Kyle Patterson called the meeting to order at 4:34 PM. Present at roll call were Mr. Kyle Patterson, Chair; Ms. Danielle Chynoweth, Secretary; and Mr. Andy Quarnstrom. Ms. Chynoweth motioned to approve the agenda, which Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve the Board’s meeting minutes from March 27, 2023. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Public Participation – None.

Correspondence – None.

Old Business – None.

New Business - Ms. Lindsey Fish, Senior Manager for Sikich LLP Certified Public Accountants and Advisors, presented the CUPHD Auditor’s Communication to the Board of Directors and Management for the year ended June 30, 2021. Ms. Fish commented that the audit went smoothly with only two minor adjustments necessary. She complimented CUPHD’s Director of Finance, Ms. Amanda Knight, on her preparation for the audit.

Mr. Ron Fields, Board Treasurer, reported on the Board's Financial Statement of February 2023. Cash at the end of February was \$7,812,826. The total fund balance of \$8,370,279 represents 49% of the budgeted expenditures for the year, within the guideline of 25% - 50% of annual expenditures available in cash. CUPHD ended the 8th fiscal month of the year with a surplus of \$1,014,816 versus a budgeted YTD (\$773,122) deficit. The total annual budget is \$17,069,875 with an operating deficit budget of (\$1,213,396).

A financial report for February 2023 from CUPHD's Director of Finance Ms. Knight was available for review.

The CUPHD credit card statement for March 2023 was placed on file after Board review.

Ms. Chynoweth motioned to approve Check Request #6023 for \$510.00 to Board Treasurer Ronald Fields for services in March 2023. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Expense Sheet #4922, for \$67.53, to Julie Pryde, Administrator, for travel to Vaccine Conference in Normal, IL. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Expense Sheet #4923, for \$176.00, to Julie Pryde, Administrator, for mileage to SHIELD Research Symposium. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #5929, for \$346.50, to Meyer Capel, for legal fees in February 2023. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Mr. Quarnstrom motioned to approve Check Request #5934, for 924.00, to Meyer Capel, for legal services in February 2023. Ms. Chynoweth seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Requisition #5937, for \$6,321.40, to ProPac, Inc., for point-of-dispensing carts. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #5960, for \$43,855.57, to C-U at Home, for the Mid Barrier Shelter Program in January 2023. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Mr. Quarnstrom motioned to approve Check Request #5961, for \$ \$40,458.93, to C-U at Home, for the Mid Barrier Shelter Program in February 2023. Ms. Chynoweth seconded the motion. With all present in favor, the motion carried.

Mr. Quarnstrom motioned to approve Check Request #5963, for \$7,430.02, to Cunningham Township, for winter emergency housing in December 2022. Mr. Patterson seconded the motion. Ms. Chynoweth abstained from voting. With all present in favor, the motion carried after a roll call vote.

Mr. Quarnstrom motioned to approve Check Request #5964, for \$9,627.15, to Cunningham Township, for winter emergency housing in January 2023. Mr. Patterson seconded the motion. Ms. Chynoweth abstained from voting. With a majority present in favor, the motion carried after a roll call vote.

Mr. Quarnstrom motioned to approve Check Request #5965, for \$11,031.09, to Cunningham Township, for winter emergency housing in February 2023. Mr. Patterson seconded the motion. Ms. Chynoweth abstained from voting. With a majority present in favor, the motion carried after a roll call vote.

Mr. Quarnstrom motioned to approve Check Request #6011, for \$5,724.00, to Zobrio, for the Financial Edge NXT Client Care Agreement from July 1, 2023 through June 30, 2024. Mr. Patterson seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6020, for \$30,000.00, to Surface 51, for the 2023 PrEP Digital Campaign. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check request #6038 for \$1,679.25, to the New American Welcome Center at the University YMCA, for the 2023 ARISE program (initial payment). Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check request #6046 for \$17,550.00, to C.S. Construction Group, for flooring, paint, and building of wall at the Rantoul Community Center. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

Mr. Quarnstrom motioned to approve Check Request #6050 for \$6,455.00, to Dean's Graphics, for signage and way-finding improvements in the Immigrant Cooperative Space. Ms. Chynoweth seconded the motion. With all present in favor, the motion carried.

Ms. Makiya Thomas, CUPHD's new Diversity, Equity, and Inclusion Specialist, introduced herself to the Board. Ms. Thomas, who has a B.A. and M.A. from Eastern Illinois University and a military background, is accompanying Ms. Pryde to meetings and events as she develops her program.

Mr. Andy Quarnstrom motioned to approve a new job description for Administrative Assistant III. Ms. Chynoweth seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a travel request for Tajal Patel of TAS to attend the 2023 North American Refugee Health Conference in Calgary, Alberta, Canada from July 21 through July 23, 2023, for a total cost of \$2,925.00. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Mr. Quarnstrom motioned to approve a bid from C.S. Construction of Rantoul, IL, for flooring, paint, and building of wall at the Rantoul Community Center for \$17,550.00. Ms. Chynoweth seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve amendments to interagency agreements between CUPHD and the following Immigrant Cooperative agencies to amend maximum compensation amounts from \$17,500 to \$18,619.50, used to support coalition member travel to WIN Week 2023 - Springing toward Long Term Change:

- Immigrant Services of Champaign-Urbana (Interagency Agreement 20180049J-#1).
- The Refugee Center (Interagency Agreement 20180049J-#4).

Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve renewal of a rental agreement between CUPHD and Vermilion County for \$200.00 per month, to be paid every quarter, for one 9 x 12-foot office in the Vermilion County Board of Health building at 200 South College Street, Danville, IL 61832, from April 1, 2023, through March 31, 2024. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Carle Health Care, Inc. dba Carle Physician Group of Urbana, IL, for a maximum reimbursement of \$15,000.00 for medical services for clients provided from April 1, 2023, through March 31, 2024. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Carle Richland Memorial Hospital, for a maximum reimbursement of \$10,000.00 for laboratory services for clients provided from April 1, 2023, through March 31, 2024. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Hoopston Community Memorial Hospital of Hoopston, IL, for a maximum reimbursement of \$5,000.00 for laboratory services for clients provided from April 1, 2023, through March 31, 2024. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Carle Foundation Hospital, for a maximum reimbursement of \$100,000.00 for laboratory services for clients provided from April 1, 2023, through March 31, 2024. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve an Engagement Letter from Menard Consulting, Inc. of Addison, IL, for actuarial consulting services to fulfill financial reporting requirements. The fee schedule is \$2,800.00 for FY 2022; \$300.00 in FY 2023; \$2,800.00 in FY 2024; and \$300.00 in FY 2025. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve renewal of a Master License Software Agreement with Sikich, LLP of Naperville, IL, for financial reporting requirements for leases effective March 31, 2023, for \$2,500.00. Mr. Quarnstrom seconded. With all present in favor, the motion carried.

Mr. Sean Treat, CUPHD Accountant II, presented a report on Quarterly Investments by CUPHD for Director Amanda Knight, who was attending a conference.

Mr. Quarnstrom motioned to approve combining individual Board-approved Personnel Policies into a Personnel Policy Handbook. Ms. Chynoweth seconded. With all present in favor, the motion carried.

There were no pending grant contracts for the Administrator's signature this month.

The Board's next study session is scheduled on Thursday, April 27, 2023, at 10:30 AM at CUPHD.

The next monthly Board meeting is scheduled on Monday, May 8, 2023, at 4:30 PM at CUPHD.

