



Champaign-Urbana Public Health District

**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT
BOARD OF HEALTH**

MEETING MINUTES - MAY 8, 2023

On Monday, May 8, 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 4:31 PM. Present at roll call were Mr. Kyle Patterson, Chair, and Ms. Danielle Chynoweth, Secretary. Mr. Andy Quarnstrom was not present. Ms. Chynoweth motioned to approve the agenda, which Mr. Patterson seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve the Board’s meeting minutes from April 10, 2023. Mr. Patterson seconded the motion. With all present in favor, the motion carried.

Mr. Ron Fields, Board Treasurer, reported on the Board’s Financial Statement of March 2023. Cash as of March 31st was \$7,605,693. The ninth month of the fiscal year ended with a surplus of \$1,002,706 versus a budgeted YTD of (\$887,009). The total annual budget is \$17,069,875 with an operating deficit budget of (\$1,213,396). Total revenues are \$11,218,483 which is \$931,052 under YTD budget. Property tax receipts are over YTD budget by \$26,352. Grants and Contracts revenues are under YTD budget by (\$884,003). Fee for Services revenues are under YTD budget by (\$131,980). Expenditures are \$10,215,777 which is \$2,820,766 under budget for the YTD fiscal year.

A report for March 2023 from CUPHD’s Director of Finance, Ms. Amanda Knight, was available for review.

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

Ms. Chynoweth motioned to approve ratification of Expense Sheet #4984 for \$160.00 to Julie Pryde, Administrator, for parking at the IL SHIELD Symposium (Chicago). Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6243 to Ron Fields, Board Treasurer, for \$585.00 for services in April 2023. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6110 to Ruth Wyman, Board Attorney, for \$500.00 for legal services from March 23, 2023, through April 16, 2023. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6088 to American Environmental Corporation for \$6,195.00 for services between January 1, 2023, and March 31, 2023, related to the development of the community-wide COVID-19 after action and improvement plan report. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6106 to Meyer Capel for \$115.00 for legal services in March 2023. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6107 to Meyer Capel for \$154.00 for legal services in March 2023. Mr. Patterson seconded, and with all present in favor, the motion carried.

Mr. Patterson advised that approval of Check Request #6127 to Cunningham Township for \$10,915.99 for winter emergency housing in March 2023 be moved to the June 12, 2023, monthly CUPHD BOH meeting since Ms. Chynoweth needed to recuse herself from voting.

Ms. Chynoweth motioned to approve Check Request #6132 to Sikich for \$6,500.00 for Progress Billing, FY21 Audit. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Check Request #6242 to Questica Ltd. for \$5,500.00 for PowerPlan Annual Maintenance and Hosting from July 1, 2023, through June 30, 2024. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve the Designation of the Budget Document as the FY24 Tentative Budget and Appropriation Ordinance 2023-06-01. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve replacement of medium duty steel doors and frame at south entrance of CUPHD for \$5,780.00 by Bacon & Van Buskirk (BVB) Glass Company of Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve replacement of medium duty door and frame at the Refugee Center/UIUC for \$7,230.00 by Bacon & Van Buskirk (BVB) Glass Company of Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve painting of the CUPHD exterior for \$38,850.00 by RCP Romine Commercial Painting of Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a bid for painting the CUPHD Maintenance Supervisor's office for \$1,985.00 by RCP Romine Commercial Painting of Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a bid for painting the CUPHD Breakroom storage room for \$1,390.00 by RCP Romine Commercial Painting of Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a lease renewal from August 1, 2023, through July 31, 2024, between CUPHD and Immigrant Services of Champaign Urbana (ISCU), for \$250.00 per month, for Suite 4A and Suite 4B at 201 W. Kenyon Road, Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a lease renewal from August 1, 2023, through July 31, 2024, between CUPHD and East Central Illinois Refugee Mutual Assistance Center (ECIRMAC), for \$1,150.00 per month, for Suite 4D at 201 W Kenyon Road, Champaign, Illinois (this is an addendum for the lease agreement dated May 10, 2021). Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a lease renewal from August 1, 2023, through July 31, 2024, between CUPHD and Avicenna Community Health Center, for \$750.00 per month, for Suite 4E at 201 W. Kenyon Road, Champaign, IL (this is an addendum to the lease agreement dated July 11, 2022). Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a lease renewal from August 1, 2023, through July 31, 2024, between CUPHD and the County of Champaign for \$1,922.85 per month plus \$237.23 per month for utilities and \$58.00 per month for common maintenance services, from July 1, 2023, through June 30, 2024, for Suite 1 at 201 W. Kenyon Road in Champaign, IL. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve an agreement for Student Placement between the Board of Trustees of Illinois State University on behalf of its Department of Family and Consumer Sciences and the Champaign-Urbana Public Health District. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a proposal from A&A Concrete, LLC for sidewalk construction from CUPHD's East Entrance to the North Parking Lot for \$18,253.20. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a media quote from Surface51 of Champaign, IL for \$2,500.00 to develop a Well Woman Visits digital ad campaign to increase awareness in Champaign County of the benefits of annual health check-ups for adult women. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve the 2022 Annual Report for Champaign-Urbana Public Health District. Mr. Patterson seconded, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a Mural Commission Agreement with Jose Vazquez, artist, for an outdoor mural on CUPHD property for a total of \$12,000.00 to be completed by June 30, 2023. Mr. Patterson seconded, and with all present in favor, the motion carried.

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

The next Study Session of the CUPHD Board of Health is scheduled for Thursday, June 1, 2023, at 10:30 AM, at CUPHD.

The next monthly meeting of the CUPHD Board of Health will be held on Monday, June 12, 2023, at 4:30 PM, at CUPHD.

With no further business to conduct, Ms. Chynoweth motioned to adjourn, seconded by Mr. Patterson. With all present in favor, Mr. Patterson adjourned the meeting at 4:50 PM.

			
_____ Kyle Patterson, Chair	_____ Date	_____ Danielle Chynoweth, Secretary	_____ Date