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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting
June 12, 2023**

On June 12, 2023, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Road, Champaign, IL. Mr. Kyle Patterson called the meeting to order at 4:30 PM. Upon roll call, the following board members were found to be present: Mr. Kyle Patterson, Chair, Ms. Danielle Chynoweth, Secretary, and Mr. Andy Quarnstrom.

Mr. Andy Quarnstrom made a motion to approve the agenda. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the minutes from the May 8, 2023 Monthly Meeting. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Public Participation – None

Correspondence – Ms. Julie Pryde announced the passing of Ms. Joan Lathrap, CUPHD employee from 1976 until her retirement in 2000.

Old Business – None

New Business – Mr. Ron Fields, Treasurer, reported for April 2023. Cash on hand for the end of April was just over \$7M with a fund balance of \$8.5M representing 50% of expenditures for the year. The 10th fiscal month ended with a surplus of \$1,193,000 versus a budgeted year-to-date deficit of \$1M. The total annual budget is \$17,069,875. Total revenue was \$12.4M which was \$970,000 underbudget largely due to grants and contracts, and expenditures were \$11.2M which was \$3.1M underbudget due to personnel and benefits. Nothing additional was presented under the Director of Finance report.

The monthly credit card statement was presented for review.

Mr. Andy Quarnstrom made a motion to ratify expense sheet item #5140 for \$114.63 to Julie Pryde, Administrator, for mileage to IAPHA meeting in Springfield, IL. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to ratify expense sheet item #5210 for \$2,405.35 to Julie Pryde, Administrator, for expenses at NNPHI (National Network of Public Health

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Institutes) Conference in Washington, DC. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve check request #6452 to Ron Fields, Board Treasurer, for \$625.00 for services in May 2023. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to ratify check request #6127 to Cunningham Township for \$10,915.99 for winter emergency housing in March 2023. Mr. Kyle Patterson seconded the motion and Ms. Danielle Chynoweth recused herself. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #6420 to Tyler Technologies for \$21,569.16 for the annual fee of Environmental Health Data Management System from July 1, 2023 through June 30, 2024. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #6421 to Clifton Larson Allen for \$13,650.00 for compensation consulting services (\$13,000.00) and technology and client support fee (\$650.00). Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to ratify check request #6375 to Ruth Wyman, Board Attorney, for \$125.00 for legal services from May 2, 2023 through May 14, 2023. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to ratify check request #6318 to Meyer Capel for \$693.00 for legal services in April 2023. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve requisition #6434 to Romine Commercial Painting for \$38,850.00 for painting CUPHD exterior. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve requisition #6446 to A&A Concrete for \$18,253.20 for PCC sidewalk, six inches with curb on one side. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #6465 to Lori Egizio for \$7,504.00 for Motivational Interviewing presentation, conducted three days on site. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #6458 to Champaign County GIS Consortium for \$6,077.00 for the Annual PDC Agreement from July 1, 2023 through June 30, 2024. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

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Mr. Andy Quarnstrom made a motion to approve check request #6455 to C-U at Home for \$49,066.50 for the Mid Barrier Shelter program. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #6493 to the Immigration Project for \$7,500.00, in connection with the Activating Relationships in Illinois for the Systemic Equity grant, from June 12, 2023 through January 31, 2024. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve check request #6495 to the Champaign County Economic Development Corporation for \$9,375.00, in connection with the Activating Relationships in Illinois for Systemic Equity grant, from June 12, 2023 through January 31, 2024. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the agreement between CUPHD's GREAT Start program and Tanya Blackshear, Consultant, of Champaign, Illinois from July 1, 2023 to June 30, 2024 for support to program administrator and staff at an hourly rate of \$150.00 for 15 hours of services monthly. This includes professional development training and prep, client support, community support, and/or group sessions for up to \$27,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the of renewal of the subscription to Baby TALK Inc. Data Platform, an evidence-informed entity using aggregate data collected from affiliate programs to document impact and to inform curriculum development, from July 1, 2023 through June 30, 2024, for a total of \$2,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the First Amendment of the Interagency Agreement with LaSalle County Health Department for the National Initiative to Address COVID-19 Health Disparities Among Populations at High Risk and Underserved, including Racial and Ethnic Minority Populations and Rural Communities Federal Grant. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the First Amendment of the Interagency agreement with Kankakee County Health Department for the National Initiative to Address COVID-19 Health Disparities Among Populations at High Risk and Underserved, including Racial and Ethnic Minority Populations and Rural Communities Federal Grant. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the Amendment to the Subscription Schedule with Infsoft Group LLC, dba Circa, for the addition of Advancing Belonging and Inclusion in the amount of \$1,105.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the bid from Arrow Glass of Urbana, IL for the replacement of low energy insulated glass in the amount of \$18,105.38 for part 1 and \$1,216.54 for part 2. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

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Mr. Andy Quarnstrom made a motion to approve the Interagency Agreements between CUPHD and the following agencies for the FY24 Activating Relationships in Illinois for Systemic Equity (ARISE) program from June 12, 2023 through January 31, 2024:

- Immigration Project for a maximum amount of \$10,000.00; and
- Champaign County Economic Development Corporation for a maximum amount of \$12,500.00.

Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the consideration of bids for engineering services including site surveys and production of design, construction documents, and bid documents for CUPHD's Kenyon Road Sidewalk Extension project (500 lineal feet of sidewalk). Two proposals were presented:

- Proposal from Berns, Clancy and Associates of Urbana, IL for professional engineering services to begin immediately after acceptance for an estimated total of \$25,924.00; and
- Proposal from Fehr Graham for professional engineering services to begin within 30 days of acceptance for an estimated total of \$9,000.00.

Mr. Andy Quarnstrom seconded the motion. Mr. Rob Davies noted that the proposal from Berns, Clancy was all encompassing as compared to the proposal from Fehr Graham which only includes planning services. Mr. Quarnstrom made a motion to move forward with the proposal from Berns, Clancy and Associates. Ms. Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the contract with Crexendo VIP Cloud Communications Company for communications services over a 60-month period for \$1,883.65 per month with a \$26,768.00 one-time activation fee. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the invoice from Clifton Larson Allen in the amount of \$13,650.00 for compensation consulting services including an analysis of exempt/non-exempt employment status and market value of newly created positions. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the Digital Data License agreement with Champaign County GIS Consortium for July 1, 2023 to June 30, 2025 in the amount of \$6,077.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the Memorandum of Understanding with the Douglas County Health Department to provide regional support for the Illinois Tobacco-Free Communities FY24 grant from June 12, 2023 through July 31, 2024. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the office furniture quote from Stocks Office Furniture of Champaign, IL for new waiting room/lounge furniture for the Immigrant Cooperative space for a total of \$8,295.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the consideration of bids to replace cubicles for MCH's GREAT Start Room with grant funding from the Illinois State Board of Education (ISBE). Two proposals were presented:

- Bid from Stocks Office Furniture of Champaign, IL for \$39,838.26 (sales tax not included); and
- Bid from Arnolds Office Furniture of Pennsylvania for \$26,555.00 (sales tax not included).

Mr. Andy Quarnstrom seconded the motion. Mr. Brandon Meline noted that both bids consisted of similar furniture options. Mr. Quarnstrom made a motion to move forward with the proposal from Arnolds Office Furniture of Pennsylvania for \$26,555.00. Ms. Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the purchase of 2023-2024 mobile advertising campaign with Smile Politely for \$6,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made an omnibus motion to approve updates to personnel policies including: Bereavement Leave Policy, Family and Medical Leave Policy, and Victims' Economic Security and Safety Act (VESSA). Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the following pending grant contract for the Administrator to sign: City of Urbana Youth Services grant program funding agreement for C-U Farm to School program from July 1, 2023 through June 30, 2024 for up to \$37,385.00. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

The next Study Session will be June 29, 2023 at 10:30 AM and the next Monthly Meeting, scheduled for July 10, 2023, will be moved to July 17, 2023 at 9:00 AM and will include a Public Hearing and Adoption of the FY24 Budget.

With no further business to be discussed, Mr. Kyle Patterson adjourned the Monthly Meeting at 5:04 PM.

Chair

Secretary