



**Public Health**  
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**Champaign-Urbana Public Health District**

**BOARD OF HEALTH**  
**Monthly Meeting**  
**October 16, 2023**

On October 16, 2023, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Road, Champaign, IL. This meeting was rescheduled from October 9, 2023. Mr. Kyle Patterson called the meeting to order at 4:31 p.m. Upon roll call, the following board members were found to be present: Mr. Kyle Patterson, Chair, Ms. Danielle Chynoweth, Secretary, and Mr. Andy Quarnstrom.

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

Ms. Danielle Chynoweth made a motion to approve the minutes from the September 11, 2023 Monthly Meeting and September 21, 2023 Special Meeting. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Public Participation – None

Correspondence – None

Old Business – None

New Business – Mr. Ron Fields, Treasurer, reported for month ending August 2023. Cash on hand was \$8,838,858 with a fund balance of \$9,131,517 representing 50% of budgeted expenditures for the year. CUPHD ended the second month of the fiscal year with a surplus of \$120,906 versus a budgeted YTD of (\$502,220). Total annual budget is \$18,438,173 with an operating deficit budget of (\$2,785,197). Total revenues were \$2,374,182 which is \$220,028 under YTD budget. Expenditures were \$2,253,276 which is \$843,151 under budget for the fiscal year YTD.

Mr. Andy Quarnstrom made a motion to approve check request #7393 to Ron Fields, Board Treasurer, in the amount of \$639.60 for September 2023 services. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #7287 to Ruth Wyman, Board Attorney, in the amount of \$50.00 for legal services 8/15/23 to 9/14/23. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

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Mr. Andy Quarnstrom made a motion to approve the 2024 Holiday Schedule. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the 2024 Board of Health Meeting Schedule. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the 2023 Kenyon Road Sidewalk Project Contract and Notice to Proceed. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Storm Water Pollution Prevention Plan. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Check Request #7468 payable to Roto-Rooter for sewer line excavation in the amount of \$7,413.11. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Employee Assistance Program Agreement between Carle and CUPHD beginning October 1, 2023 in the total amount of \$4,515.00. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Merrill Landscape Agreement for Snow and Ice Management from November 14, 2023 thru March 31, 2024. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #7486 payable to Schomburg & Schomburg Construction General Contractors, Inc. for the CUPHD concrete project and engineered drawing for permit approval in the amount of \$5,500.00. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Service Agreement with Allied Holdings Group, LLC for medical waste services for a total monthly minimum charge of \$280.00. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign a grant agreement between CUPHD and NACCHO for the modification of Agreement for Strengthening COVID-19 Prevention and Mitigation Strategies among Refugee, Immigrant, and Migrant (RIM) Communities in the amount of \$140,000.00 for the contract period of June 1, 2023 – May 31, 2024. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Julie Pryde provided an update on the procurement policy noting she sent a draft procurement and purchasing policy for review by the Board and legal. This will provide a month for updates prior to the November meeting for approval. Several CUPHD staff assisted in reviewing the City of Urbana and Champaign County's policies. A scoring sheet will be developed where the Board can review and approve or deny the purchase. Ms. Chynoweth followed up with several questions regarding process and staff involved. Ms. Pryde stated that the documents and contracts will be housed in the Finance department with dedicated staff involved in all of the process. Ms. Chynoweth would like the documents strengthened noting the priorities.

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A Study Session will be scheduled for further discussion.

Ms. Danielle Chynoweth made a motion to go into Closed Session to discuss pending litigation affecting CUPHD pursuant to Section 2(c)(11) of the Open Meetings Act, 5 ILCS 120/2(c)(11). Mr. Andy Quarnstrom seconded the motion. Upon a roll call vote, the Board went into Closed Session at 4:56 p.m.

The Board of Health returned to open session at 5:22 p.m. Upon a roll call vote, the following Board members were found to be present: Mr. Kyle Patterson, Chair, Ms. Danielle Chynoweth, Secretary, and Mr. Andy Quarnstrom. Additional attendees included: Ms. Julie Pryde, CUPHD Administrator, Ms. Amy Roberts, CUPHD, and Ms. Ruth Wyman, Board Attorney.

Ms. Danielle Chynoweth made a motion to approve Requisition #7324 payable to Straight Up Solar for Ameren electrical upgrades and additional capacity in the amount of \$25,290.00. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #7412 payable to Straight Up Solar for solar panels (payment at mobilization) in the amount of \$202,029.80. Mr. Andy Quarnstrom seconded the motion. Ms. Chynoweth noted that concerns were raised about this project but the District is governed by the Public Health Act and is not required to obtain bids; however, the Board would like a more structured process and competitive bidding. With all in favor, the motion carried.

The next Study Session will be rescheduled from October 26, 2023 to November 2, 2023 at 4:30 p.m. The next Monthly Meeting will be held November 13, 2023 at 4:30 p.m.

With no further business to be discussed, the meeting was adjourned at 5:27 p.m.

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Chair

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Secretary