



Public Health
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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting
November 13, 2023**

On November 13, 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 4:33 p.m. Upon roll call, the following board members were found to be present: Mr. Kyle Patterson, Chair, and Ms. Danielle Chynoweth, Secretary. Mr. Andy Quarnstrom was absent.

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

Ms. Danielle Chynoweth made a motion to approve the minutes from the October 16, 2023, Monthly Meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Public Participation – None

Correspondence – None

Old Business – Ms. Julie Pryde, CUPHD Administrator, provided a draft of the purchasing ordinance and policy for discussion and review of changes. Ms. Chynoweth noted the components to be included should be setting goals, an outreach process and a procurement process.

New Business – Mr. Ron Fields, Treasurer, reported for the month ending September 30th that cash on hand was \$9,735,941. The total fund balance was just over \$9.1M representing 49% of the budgeted expenditures for the year. The 3rd month of the fiscal year ended with a surplus of \$116,202. The total annual budget is \$18,438,173 with an operating deficit budget of (\$2,785,197). Total revenues are \$3,438,828 which is \$485,847 under YTD budget largely due to the Grants and Contracts revenues being under YTD budget by (\$438,034). Expenditures are \$3,322,627 which is almost \$1.4M under budget for the YTD fiscal year, mainly due to personnel (\$270,572) and benefits (\$532,975).

Ms. Danielle Chynoweth made a motion to approve check request #7598 payable to Ron Fields, Board Treasurer, in the amount of \$719.40 for October 2023 services. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve check request #7530 payable to Ruth Wyman, Board Attorney, in the amount of \$225.00 for legal services 9/15/23 to 10/14/23. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

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Ms. Danielle Chynoweth made a motion to approve the revised Dress Code Policy 9500-5.2. This policy will apply to non-unit staff. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Paid Time Off (PTO) & Paid Leave for All Workers (PLAWA) Policy 9500-2.5. This policy will also apply to non-unit staff. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised quote from Merrill Services, Inc. for snow and ice removal; increase due to additional sidewalk maintenance. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to ratify Check Request #7531 payable to Carbon Solutions for Illinois SHINES Renewable Energy Credits Program in the amount of \$14,975.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to ratify Check Request #7543 payable to Matthews Specialty Vehicles for the final payment on the mobile medical unit in the amount of \$86,996.50. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to ratify Requisition #7550 payable to McKesson for COVID vaccines in the amount of \$17,145.60. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Software as a Service Agreement between CUPHD and Tyler Technologies, Inc. and payment in the amount of \$144,000.00 for the initial fee and the 3-year contract with a yearly fee of \$43,640.00. Mr. Kyle Patterson 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 grant agreements between CUPHD and IDPH for the Comprehensive Health Protection Grant – FY 2024 in the amount of \$ 515,837.50 for the contract period of July 1, 2023 – June 30, 2024, and CUPHD and IDPH for Strengthening Illinois Public Health Administration in the amount of \$ 350,000.00 for the contract period of July 1, 2023 – November 30, 2027. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The next Study Session will be November 30, 2023, at 10:30 a.m. and the next Monthly Meeting will be December 11, 2023, at 4:30 p.m.

With no further business to be discussed, Mr. Kyle Patterson adjourned the meeting at 5:14 p.m.

Chair

Secretary