



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
December 11, 2023

On December 11, 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 4:35 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 November 2, 2023, Study Session and the November 13, 2023, Monthly Meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Public Participation – Sarah, from Mahomet, addressed the Board regarding concerns of the number of patients at Carle’s emergency room on November 7th causing extended wait times for patients and the need to be rerouted to another facility.

Jorge, CUPHD Nutritionist, addressed the Board regarding retention, opportunity for growth and maternity leave.

Ruby Carpenter, CUPHD employee, addressed the Board requesting the retention bonus. Ms. Pryde, Administrator, addressed the Board and audience stating that the grant was written for all staff but due to current negotiations for a collective bargaining agreement that CUPHD needed a signed MOU to be able to provide the bonus to unit staff.

Ms. Danielle Chynoweth made a motion to move item #9, Approval of Retention Incentive Policy 9500-2.11, to follow correspondence. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Jennifer, CUPHD Nurse Practitioner, addressed the Board regarding goals of the collective bargaining agreement noting equity, fairness, higher pay and parental leave.

Toneka, CUPHD Intake Specialist, addressed the Board regarding equal and higher pay.

Rami Wilson, CUPHD Environmental Health Specialist, address the Board regarding the request for parental leave.

Correspondence – None

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Ms. Danielle Chynoweth made a motion to approve Retention Incentive Policy 9500-2.11 as written for non-unit employees and authorizes the Administrator to sign the MOU as written for bargaining unit employees. This MOU will become part of the final collective bargaining agreement. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Old Business – Ms. Danielle Chynoweth made a motion to approve the Purchasing Ordinance. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve CUPHD Purchasing Policy Rules, Regulations and Procedures for Purchasing 9200-07.01 with the inclusion of the purchasing matrix. Mr. Kyle Patterson seconded the motion. Ms. Chynoweth noted two changes for the attachment recommending the scoring for Veteran-owned should also include persons with disabilities as one item and to include a space for staff to write a narrative for consideration. Goals should be set in January or February 2024. With all in favor, the motion carried.

New Business – Mr. Ron Fields, Treasurer, reported that cash on hand at the end of October was \$9,255,010. The total fund balance was \$8,839,276 representing 48% of the budgeted expenditures for the year. The 4th 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 (\$151,031). The total annual budget is just over \$18.4M with an operating deficit budget of (\$2,785,197). Total revenues are \$4,741,956 which is \$463,146 under the YTD budget largely due to the grants and contracts revenues being under YTD budget by (\$457,009). Expenditures are \$4,892,987 which is \$1,354,599 under budget for the YTD fiscal year, mainly due to personnel (\$355,296) and benefits (\$691,609).

Ms. Danielle Chynoweth made a motion to approve check request #7774 payable to Ron Fields, Board Treasurer, in the amount of \$640.20 for November 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 #7782 payable to Ruth Wyman, Board Attorney, in the amount of \$1,175.00 for legal services 10/15/23 to 11/15/23. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

Ms. Danielle Chynoweth made a motion to approve Check Request #7718 payable to IMRF for a lump sum payment in the amount of \$1,500,000.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Check Request #7782 payable to the United Way of Champaign County for the 2023 Regional Community Health Plan Coordinator in the amount of \$5,500.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #7765 payable to Heaths Outdoor Services LLC for fencing in the amount of \$6,550.00. 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 Requisition #7804 payable to VIDA Bottega LLC for a wrap on the new mobile unit in the amount of \$8,424.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the travel request for staff's attendance at the 2024 National Biomedical HIV Prevention Summit in the amount of \$5,450.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised FMLA Policy 9500-6.5. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Employee Immunization Policy 9500-5.12. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Employee Influenza Vaccination Policy 5000-5.13. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

There were no pending grant contracts for approval.

The next Study Session will be December 28, 2023, at 10:30 a.m. and the next Monthly Meeting will be January 8, 2024, at 4:30 p.m.

Ms. Danielle Chynoweth made a motion to into closed session concerning the evaluation of the Public Health Administrator pursuant to Section 2 (C)(1) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2(C)(1). Mr. Kyle Patterson seconded the motion. Upon a roll call vote, the following Board members were found to be present: Mr. Kyle Patterson, Chair, and Ms. Danielle Chynoweth, Secretary. Mr. Andy Quarnstrom was absent. With all in favor, the Board went into closed session at 5:23 p.m.

The Board returned to open session at 5:34 p.m. The following Board members were found to be present: Mr. Kyle Patterson, Chair, and Ms. Danielle Chynoweth, Secretary. Mr. Andy Quarnstrom was absent. The Board provided an annual performance evaluation of Administrator, Julie Pryde. Ms. Chynoweth noted that the Board would like to recognize Ms. Pryde's performance and her contributions to the District. An agenda item will be placed on the January agenda for approval of the 4% pay increase received by non-unit employees.

A brief discussion was held regarding communications surrounding the retention bonus and MOU between CUPHD and AFSCME unit employees.

With no further business to be discussed, Mr. Kyle Patterson adjourned the meeting at 5:42 p.m.

Chair

Secretary