



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
January 8, 2024

On January 8, 2024, 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 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 December 11, 2023, Monthly Meeting. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Public Participation – Christina De Angelo, AFSCME Representative, addressed the Board noting they are close on an agreement with CUPHD. Outstanding items include general wages, parental leave and adjustments for the lowest paid members.

Jorge, CUPHD Nutritionist, addressed the Board regarding parental leave, raises and comments he's heard about in reference to his parents.

Ruby Carpenter, Case Manager, addressed the Board regarding a meeting with Human Resources where she was asked if she has animosity or anger towards Julie (Administrator) in relation to a previous Board meeting. She responded that she did not but does have concerns over a fair contract.

Jennifer, CUPHD Nurse Practitioner, union steward and bargaining committee member, addressed the Board regarding the agreement. They've had two meetings since the last Board meeting and have pending items of a general wage increase plus \$1.00 per hour and two weeks of parental leave. Additional items noted include signage displayed at CUPHD and the equity council.

Correspondence – Ms. Pryde informed the Board that Mr. Banach, with the Champaign County State's Attorney's Office, has prepared a new agreement for Champaign County public health grants and contracts that will be signed by the CUPHD Board of Health, County Board of Health and Champaign County going forward.

Old Business – None

New Business – Sikich LLP Certified Public Accountants gave a virtual presentation on the audit results ending June 30, 2022. They reported a clean and unmodified opinion on the financial statements and the District has a positive net position at the end of June 2022 in all three

categories. There were no audit findings.

Mr. Ron Fields, Treasurer, reported that cash on hand at the end of November 2023 was \$9,125,726. The total fund balance was just over \$9M representing 49% of the budgeted expenditures for the year within the guideline of 25% - 50% of annual expenditures in cash. The 5th month of the fiscal year ended with a surplus of \$77,390. The total annual budget is \$18.4M with an operating deficit budget of (\$2,785,197). Total revenues are \$6,036,937 which is \$477,117 under the YTD budget primarily due to the grants and contracts revenues being under budget by (\$512,000). Expenditures are \$5,959,547 which is \$1.8M under budget for the YTD fiscal year, mainly due to personnel (\$449,000), benefits (\$851,000), contractual services (\$193,000), supplies (\$137,000) and capital outlay (\$145,412).

Mr. Andy Quarnstrom made a motion to approve check request #7936 payable to Ron Fields, Board Treasurer, in the amount of \$544.80 for December 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 #7927 payable to Ruth Wyman, Board Attorney, in the amount of \$375.00 for legal services 11/16/23 – 12/15/23. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

Ms. Julie Pryde stated that the new mobile unit has arrived and is asking for guidance from the Board regarding the old mobile unit and two trailers. Ms. Danielle Chynoweth made a motion to open an RFP to public interest groups and accept a donation of \$1.00 per unit without a warranty or liability. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve check request #7917 payable to Pairsoft for Paramount licensing and hosting, year 5 of 5, in the amount of \$21,975.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve check request #7935 payable to StraightUp Solar for mechanical completion of the Solar Project in the amount of \$151,522.35. Mr. Andy Quarnstrom seconded the motion. The Board members votes: Danielle Chynoweth – yes; Kyle Patterson – yes; Andy Quarnstrom – no. With the majority in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve expense sheet #6247 payable to Administrator, Julie Pryde, for mileage for the 2023 Illinois Minority Health Conference in the amount of \$135.98. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Sick Leave Policy 9500-2.7. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Dental Hygienist II job description. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

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Ms. Danielle Chynoweth made a motion to approve LaTasha Aragon as Freedom of Information Deputy for CUPHD. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the invoice payable to Circa Mitrastech for Job Postings and Advanced Belonging and Inclusion for the contract period of January 1 – December 31, 2024, in the amount of \$9,511.55. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the Public Health Administrator’s FY24 Cost of Labor Adjustment in the amount of 4% effective July 1, 2023. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Agreement between the Champaign-Urbana Public Health District and the County of Champaign and Champaign County Health Department for the Provision of Public Health Services by the Champaign-Urbana Public Health District to the Champaign County Health Department. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve of 1 year of Gold Level advertising/Sponsorship for Illinois Soul 101.1 FM. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the following pending grant contract for the Administrator to sign: between CUPHD and NACCHO for a grant agreement with CredibleMind, Inc. in the amount of \$9,100.00 for Wellness (WHP) for the contract period of two years after signing. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

The next Monthly Meeting will be February 12, 2024, at 4:30 p.m.

Mr. Andy Quarnstrom made a motion to go into closed session Pursuant to 5 ILCS 120/2(c)2 to Consider Collective Negotiating Matters between CUPHD and its Employees or their Representatives. Ms. Danielle Chynoweth seconded the motion. 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. With all in favor, the Board went into closed session at 5:40 p.m.

The Board returned to open session at 7:01 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.

With no further business to be discussed, Mr. Kyle Patterson adjourned the meeting at 7:01 p.m.

Chair

Secretary