



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
February 7, 2024

On February 7, 2024, 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 February 12, 2024. Mr. Kyle Patterson called the meeting to order at 1:30 p.m. Upon roll call, the following board members were found to be present: Mr. Kyle Patterson, Chair, and Ms. Danielle Chynoweth, Secretary.

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 January 8, 2024, Monthly Meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Public Participation – None.

Ms. Danielle Chynoweth 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. 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. With all in favor, the Board went into closed session at 1:32 p.m.

The Board returned to open session at 2:37 p.m. The following Board members were found to be present: Mr. Kyle Patterson, Chair, and Ms. Danielle Chynoweth, Secretary.

Correspondence – A letter was received from the Illinois Department of Public Health that the CUPHD Environmental Health program is in substantial compliance with the standards of the Local Health Protection Grant Code.

Old Business – None.

New Business – Ms. Danielle Chynoweth made a motion to approve check request #8133 payable to Ron Fields, Board Treasurer, in the amount of \$567.60 for January 2024 services. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve check request #7927 payable to Ruth Wyman, Board Attorney, in the amount of \$1,125.00 for legal services 12/16/23 to 1/15/24. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

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Ms. Makiya Thomas, CUPHD Diversity, Equity, and Inclusion Specialist, provided an update to the Board on her position and the Justice Coalition. Several projects include providing a monthly newsletter highlighting cultural events and holidays, DEI education opportunities, Lunch and Learn, and a Black History Month celebration event with a community-led panel discussion. Ms. Thomas is also working with Finance and Leadership on purchasing efforts to ensure diversity, is providing health equity development training for staff, and has been accepted for a Social Determinants of Health Fellowship.

Ms. Danielle Chynoweth made a motion to approve a Subrecipient Agreement between the County of Champaign and the Champaign County Health Department and the Champaign-Urbana Public Health District for Grant: Strengthening Illinois Public Health Administration (SIPA-24). Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Memorandum of Understanding between CUPHD and the Illinois Chapter of the American Academy of Pediatrics to participate in the conduct of a project entitled Illinois Vaccinates Against COVID-19 (I-VAC) FY24 Mini-grants and supported by IDPH from 1/1/24 to 5/31/24, not to exceed \$10,000. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve revisions to the PTO/PLAWA Policy. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #8140 and the Questicia Software Subscription Agreement with payment in the amount of \$29,000 per year (based on a 5-year subscription) plus a 1-time fee of \$7,000 for a grand total of \$36,000 for Year 1. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Memorandum of Understanding for public health internships between Louisiana State University Shreveport and CUPHD for the time period of 1/8/24 to 1/8/29. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Artwork and Design Agreement between Jose Vasquez (artist) and CUPHD (client) for the new mobile vehicle wrap design and total payment in the amount of \$2,000.00 (50% due upon agreement execution and 50% due at 100% completion of project). Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Check Request #8082 payable to Kronos SaaS, Inc. for UKG Workforce Ready software in the amount of \$30,625.90. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Check Request #8064 payable to Illinois State Board of Education for the return of unused grant funds in the amount of \$56,301.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Check Request #8051 payable to Waters Electrical Contracting, Inc. for repairs to the outdoor LED sign in the amount of \$6,993.00.

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Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Check Request #8049 payable to Tyler Technologies, Inc. for environmental health enterprise software licenses in the amount 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 Check Request #8000 payable to UIF/WILL for radio underwriting fee for programming on Illinois Soul 101.1 FM from 2/1/24 to 2/1/25 in the amount of \$15,000.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #8111 payable to A&R Mechanical Services, Inc. for the sidewalk expansion in the amount of \$79,136.35. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the bid by Confidential On-Site Paper Shredding in the amount of \$26.00 per service. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the KONE Care Maintenance Agreement for vertical transportation equipment located at CUPHD and bid for a 5-Year renewal on Contract #41621669 in the amount of \$1,604.64 with a 4% increase cap annually. Mr. Kyle Patterson 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: between CUPHD and IDPH for 2024-25 increasing well-woman visits in the amount of \$ 169,778.24 for WHP for the contract period of 07/01/2023 through 06/30/2025. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #8141 payable to McKesson Medical-Surgic for injectable naloxone and syringes in the amount of \$14,153.54. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Requisition #8122 payable to DanceSafe for drug checking supplies in the amount of \$18,695.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The next Monthly Meeting will be March 11, 2024, at 4:30 p.m.

With no further business to be discussed, Mr. Kyle Patterson adjourned the meeting at 3:10 p.m.

Chair

Secretary