



**Public Health**  
Prevent. Promote. Protect.

**Champaign-Urbana Public Health District**

**BOARD OF HEALTH**  
**Monthly Meeting**  
**March 13, 2024**

On March 13, 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 March 11, 2024. 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. Ms. Samantha Carter was in attendance at 4:39 p.m.

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 February 7, 2024, Monthly Meeting. Mr. Kyle Patterson 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 that cash on hand at the end of December 2023 was \$7.8M with a total fund balance of just over \$7.4M representing 41% of expenditures for the year. There was a deficit just shy of \$1.4M with an operating deficit budget of \$2.785M. Total revenues were \$7.6M which was \$218,000 under YTD budget. Expenditures were just over \$9M which was \$279,000 under YTD budget.

January 2024 was prorated for the month with cash on hand at \$7M. The total fund balance was \$7.4M representing 40% of the budgeted expenditures. The 7th month of the fiscal year with a deficit of \$1.4M which is \$287,000 ahead of budget. Revenues were \$8.8M and approximately \$300,000 under TYD budget. Expenditures were \$10.2M which was \$586,992 under budget mainly to personnel, contractual services, patient care, supplies, and capital outlay. Fringe benefits were \$391,000 over budget.

Ms. Danielle Chynoweth made a motion to approve check request #8331 payable to Ron Fields, Board Treasurer, in the amount of \$489.00 for February 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 #8252 payable to Ruth Wyman, Board Attorney, in the amount of \$450.00 for legal services 12/16/23 to 1/15/24. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

## CUPHD Board of Health Monthly Meeting – March 13, 2024

### Page 2

Ms. Danielle Chynoweth made a motion to approve expense sheet #6618 payable to Julie Pryde, Administrator, in the amount of \$49.00 for Notary course reimbursement. 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 the Generative Artificial Intelligence Chatbox Usage Policy. Mr. Kyle Patterson 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 ("Practice") and the Board of Trustees of the University of Illinois, who represent McKinley Health Center ("Illinois"): Illinois Medical Confidentiality and Use Agreement. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the Agreement between the Champaign-Urbana Public Health District ("Practice") and the Board of Trustees of the University of Illinois, who represent McKinley Health Center ("Illinois"): HIPAA Business Associate Agreement. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Gift Card Policy 9200-07.07. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to ratify check request #7986 payable to Urbana School District #116 for Farm 2 School grant subaward in the amount of \$14,638.08. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to ratify check request #7985 payable to Urbana School District #116 for City of Urbana Youth Services grant subaward in the amount of \$8,100.93. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve check request #8193 payable to StraightUp Solar for final completion in the amount of \$50,507.45. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve check request #8320 payable to the City of Champaign for the Community Coalition annual membership in the amount of \$5,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve requisition #8366 payable to FE Moran, Inc. for the Great Start program fire sprinkler remodel in the amount of \$3,430.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve requisition #8357 payable to Broeren-Russo Builders, Inc. for the Great Start program construction and painting project in a total amount of \$52,000.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

## CUPHD Board of Health Monthly Meeting – March 13, 2024

### Page 3

Ms. Danielle Chynoweth made a motion to approve the Collective Bargaining Agreement between CUPHD and the American Federation of State, County and Municipal Employees (AFSCME), Council 31 effective through June 30, 2026. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve requisition #8362 payable to Surface 51 for Narcan marketing and promotion in the amount of \$30,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve requisition #8361 payable to Surface 51 for PrEP marketing and promotion in the amount of \$30,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve check request #8356 payable to Surface 51 for the Tobacco Prevention media campaign in the amount of \$89,250.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve requisition #8367 payable to Davis-Houk Mechanical Inc. for lower-level piping corrections in the amount of \$5,680.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the Training Agreement between CUPHD and Parkland College in the amount of \$15,860.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve Subaward No. 114855-196912 between The Board of Trustees of the University of Illinois and CUPHD for Project: The Illinois Kids Development Study ECHO Pregnancy and Pediatric Cohort; subaward period 9/1/23 – 5/31/24 in the amount of \$33,000.00 and estimated period of performance 9/1/23 – 5/31/25 incrementally estimated total of \$66,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve Subaward No. 115228-19819 between The Board of Trustees of the University of Illinois and CUPHD for Project: Validation of a Virtual Still Face Procedure and Deep Learning Algorithms to Assess Infant Emotion Regulation and Infant-Caregiver Interactions "in the Wild"; subaward period 9/30/23 – 7/31/24 in the total amount estimated award of \$28,600.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Rental Agreement between CUPHD and Daniel J. Mundy and Jacquelyn S. Mundy as Trustees of The Family Trust of Daniel J. Mundy and Jacquelyn S. Mundy for office space located at 2003 S. Banker St., Suite B, Effingham, IL for a Lease Period of 4/1/24 – 3/31/25 in the amount of \$450.00 per month. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the Lease Agreement between CUPHD and Vermilion County for Office Space located at 200 S. College St., Danville, IL for a lease period of 4/1/24 – 3/31/25 in the amount of \$200.00 per quarter. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

**CUPHD Board of Health Monthly Meeting – March 13, 2024**

**Page 4**

Ms. Samantha Carter made a motion to approve the Contract Agreement between CUPHD and David Noh, DMD for East Central Illinois HIV Care Connect oral health services from 4/1/24 – 3/31/25. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Contract Agreement between CUPHD and Kevin Elliott Counseling Group for East Central Illinois HIV Care Connect counseling services from 4/1/24 – 3/31/25. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the sale of the mobile unit, large pull behind trailer, and small pull behind trailer to three local agencies. Ms. Pryde noted that each were sold for \$1.00. The mobile unit is going to Promise Healthcare, the large trailer to DREAAM, and the small trailer to Sola Gratia. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

There were no pending grant contracts for approval.

The next Monthly Meeting will be April 8, 2024, at 4:30 p.m.

With no further business to be discussed, Mr. Kyle Patterson adjourned the meeting at 4:59 p.m.

---

Chair

---

Secretary