



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

**Champaign-Urbana Public Health District**

**BOARD OF HEALTH**  
**Annual Meeting & Monthly Meeting**  
**April 8, 2024**

**Annual Meeting**

On April 8, 2024, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held an Annual Meeting at 201 W. Kenyon Road, Champaign, IL. Mr. Kyle Patterson called the meeting to order at 4:37 p.m. Upon roll call, the following board members were found to be present: Mr. Kyle Patterson, Chair, and Ms. Samantha Carter. Ms. Danielle Chynoweth, Secretary, was absent.

Mr. Kyle Patterson made a motion to nominate Ms. Danielle Chynoweth as Chair of the Board of Health. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Patterson made a motion to nominate Ms. Samantha Carter as Secretary of the Board of Health. Ms. Carter seconded the motion. With all in favor, the motion carried.

Mr. Patterson made a motion to nominate Mr. Ron Fields as Treasurer. Ms. Carter seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Mr. Patterson made a motion to adjourn the Annual Meeting at 4:39 p.m. Ms. Carter seconded the motion. With all in favor, the motion carried.

**Monthly Meeting**

Immediately following, Mr. Kyle Patterson called the Monthly Meeting to order at 4:39 p.m. Upon roll call, the following board members were found to be present: Mr. Kyle Patterson and Ms. Samantha Carter, Secretary. Ms. Danielle Chynoweth, Chair, was absent.

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

Ms. Samantha Carter made a motion to approve the minutes from the March 13, 2024, Monthly Meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Public Participation – None.

Correspondence – None.

Old Business – None.

## CUPHD Board of Health Monthly Meeting – April 8, 2024

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New Business – Ms. Lindey Fish, Partner with Sikich, gave a presentation to the Board on the Financial Audit for year ended June 30, 2023. Upon review of the Annual Financial Statements, a clean, high unmodified opinion of the District's financial statements was issued. The District's largest liability is IMRF which is at 91% funded.

Mr. Ron Fields, Treasurer, reported that cash on hand at the end of February 2024 was just over \$7M with a total fund balance just over \$7M, representing 41% of expenditures for the year. The eighth month of the fiscal year ended with a deficit of \$1,371,010 (\$574,192 ahead of budget). The total annual budget is \$18.4M with an operating deficit budget of \$2,785,197. Total revenues are \$10M which is \$361,183 under YTD budget. Expenditures are \$11.4M which is \$935,367 under budget for the YTD fiscal year.

Mr. Kyle Patterson made a motion to approve check request #8486 payable to Ron Fields, Board Treasurer, in the amount of \$619.20 for March 2024 services. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve expense sheet #6644 payable to Julie Pryde, Administrator, in the amount of \$17.78 for film development. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

Mr. Kyle Patterson made a motion to approve the agreement with 5 Foot Productions for cultural health prize in the amount of \$300 per month with optional deliverable add-ons at \$250 per month. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the Zobrio renewal for Financial Edge NXT 4 User Annual Subscription in the amount of \$18,946 per year with a 3-year commitment in the total amount of \$56,838.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve check request #8374 payable to CredibleMind for the behavioral health 360 program implementation fee in the amount of \$5,455.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve requisition #8447 payable to Awards Limited/Stamps Direct for promotional marketing items in the amount of \$5,958.50. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve check request #8504 payable to Dental Imaging Technologies Corporation for service agreement – Nomads for a contract period of 4/24/2024 - 6/10/2025 and sensors for a contract period of 6/11/2024 – 6/10/2025 in the amount of \$6,575.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve check request #8510 payable to Urbana School District #116 for USDA F2S Grant Subaward in the amount of \$11,531.35. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

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Mr. Kyle Patterson made a motion to approve the advertising contract with CUMTD for syphilis ads in the amount of \$6,880.00. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Ms. Julie Pryde updated the Board that a current Dentist, Dr. Kara Ruffatto, is resigning. CUPHD would like to offer a \$5,000 sign-on bonus as a recruitment incentive. This will be brought back to the Board for approval if a new Dentist is found to fill the position.

Mr. Kyle Patterson made a motion to approve the 2023 Annual Report. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve CUPHD staff accommodations for the 2024 Adolescent Health conference. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Raffi Leblebajian, DDS, LLC for East Central Illinois HIV Care Connect oral health services from 4/1/24 – 3/31/25. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Carle Foundation Hospital for East Central Illinois HIV Care Connect laboratory services from 4/1/24 – 3/31/25. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Hoopeston Community Memorial Hospital for East Central Illinois HIV Care Connect laboratory services from 4/1/24 – 3/31/25. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Carle Health Care Inc. dba Carle Physician Group for East Central Illinois HIV Care Connect medical services from 4/1/24 – 3/31/25. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Carle Richland Memorial Hospital for East Central Illinois HIV Care Connect laboratory services from 4/1/24 – 3/31/25. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to defer the approval of the revisions to the PTO/PLAWA Policy. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the Public Health Administrator, Julie Pryde, to sign the following pending grant contract: between CUPHD and NACCHO for Learning Collaborative to Enhance Local Health Dept Capacity to Serve Afghan Refugee, Immigrant, and Migrant Communities in the amount of \$75,000 for WHP for a contract period of March 1, 2024-Sep 30, 2024. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

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The next Monthly Meeting will be May 13, 2024, at 4:30 p.m.

With no further business to be discussed, Ms. Samantha Carter adjourned the meeting at 5:09 p.m.

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Chair

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Secretary