



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

**Champaign-Urbana Public Health District**

**BOARD OF HEALTH**  
**Public Hearing & Monthly Meeting**  
**June 20, 2024**

On June 20, 2024, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a public hearing and monthly meeting at 201 W. Kenyon Road, Champaign, IL. This meeting was rescheduled from June 10, 2024.

Ms. Danielle Chynoweth called the public hearing to order at 4:35 p.m. Upon roll call, the following board members were found to be present: Ms. Danielle Chynoweth, Chair, Ms. Samantha Carter, Secretary, and Mr. Kyle Patterson. There was no one from the public to address the Budget and Appropriation Ordinance for FY 2025 – Ordinance No. 2024-06-01. The public hearing was closed at 4:36 p.m.

Immediately following, Ms. Danielle Chynoweth called the monthly meeting to order at 4:36 p.m. Upon roll call, the following board members were found to be present: Ms. Danielle Chynoweth, Chair, Ms. Samantha Carter, Secretary, and Mr. Kyle Patterson.

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 May 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.

Mr. Ron Fields, Treasurer, reported that cash on hand at the end of April 2024 was \$6,226,336 with a total fund balance just over \$7.6M representing 41% of the budgeted expenditures for the year. The 10<sup>th</sup> month of the fiscal year ended with a deficit of \$1,214,780. The total annual budget is \$18.4M with an operating deficit budget of \$2.7M. Total revenues are \$12,925,554 which is \$96,516 under YTD budget. Expenditures are \$14,140,334 which is \$1.25M under budget for the YTD fiscal year.

Ms. Samantha Carter made an omnibus motion to approve payments to the Board of Health Appointees: Treasurer, Ron Fields, for May 2024 services; and Attorney, Ruth Wyman, for legal services 04/16/24 to 05/15/24. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

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The monthly credit card statement was presented for review.

Ms. Samantha Carter made a motion to adopt the FY 2025 Budget and Appropriation Ordinance 2024-06-01. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the Government/Municipal/Public Funds Resolution with Prospect Bank to update signature cards for operating and payroll accounts. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the compensation services to analyze market pricing for 2024. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

A discussion was held regarding future Board of Health meeting days and times. Ms. Danielle Chynoweth made a motion to move the meetings to the second Wednesday of each month at 5:00 p.m. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the Public Health Data Analyst job description. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve a sign-on bonus for the Dentist recruitment in the amount of \$10,000.00. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the quote from Surface 51 for a media campaign to promote the importance of well-woman visits. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable Surface 51 for a media campaign to promote the importance of well-woman visits. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable Surface 51 to extend CUPHD's media campaign to reduce youth/young adult use of e-cigarette/vaping devices. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the travel request for staff to receive a model practice award. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to RCP Romine for MCH office painting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the lease agreement between CUPHD and Immigrant Services of Champaign-Urbana for \$250.00 per month starting August 1, 2024 for one year. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

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Ms. Samantha Carter made a motion to approve the lease agreement between CUPHD and Champaign County Children’s Advocacy Center for \$1,922.00 per month plus utilities. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the lease agreement between CUPHD and Community Health Partnership of Illinois for \$1,700.00 per month plus cleaning support. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to table the landlord letter of consent between CUPHD and Community Health Partnership of Illinois for improvements to leased property until additional information is available. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the lease agreement between CUPHD and East Central Illinois Refugee Mutual Assistance Center (ECIRMAC) for \$1,150.00 per month. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the lease agreement between CUPHD and Avicenna Community Health Center for \$750.00 per month. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the Infant Mental Health Consultation Agreement between CUPHD and Tanya Blackshear, LCSW. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the following pending grant contract for the Administrator to sign: between CUPHD and IDPH for the FY25 Adolescent Health Program to promote adolescent well-care visits to Champaign-Urbana youth in the amount of \$100,000.00 for WHP for a contract period of July 1, 2024 - June 30, 2025. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The next monthly meeting will be held Wednesday, July 10, 2024 at 5:00 p.m.

With no further business to be discussed, Ms. Danielle Chynoweth adjourned the meeting at 5:07 p.m.

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Chair

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Secretary