



## **Board of Health**

### **Study Session**

**November 29, 2006**

The Board of Health of the Champaign-Urbana Public Health District held a study session on Wednesday, November 29, 2006, at the district's satellite office at 815 North Randolph Street, Champaign. Ms. Carol Elliott, Chair, called the session to order at 9:33 a.m. Upon roll call the following board members were found to be present: Ms. Carol Elliott and Ms. Barbara Wysocki. Ms. Linda Abernathy was absent.

Public Participation – none present.

Smoke Free Illinois Resolution – Ms. Nikki Hillier, CUPHD Health Educator, asked the board to support and consider signing this Resolution. Currently eighty-two Health Departments in Illinois have signed this same Resolution.

IMRF Retirement Incentive Window Program – Mr. Palazzolo asked the board to consider allowing CUPHD to offer an early retirement opportunity to employees that are currently eligible. Ms. Shelley Scott introduced Ms. Jean Parson with Illinois Municipal Retirement Fund. Legislation allows for employers to offer an early retirement incentive to its employees. The employer must offer a twelve-month window and it is open to anyone that has twenty years of service or who is age fifty. The employee would pay 4.5% of their highest salary and may purchase up to five years of service. The employers cost would be funding the additional value of the years purchased. Employer rates are currently on a two-year lag. Currently, there are five employees that are eligible to retire through this program and none of them would be able to retire yet without it. The District could not open another window until the current liability is paid off. The employer has the right to set an employee's retirement date under this window. Upon retirement, an employee that is not married or who has been married less than one year will receive a refund of .75 percent. Employees have options to pay for the additional years of service that they purchase.

Mr. Palazzolo asked Ms. Elliott and Mr. Grosser if an item under New Business, Salary Study, could be added to the agenda. There were no objections.

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Salary Study – Mr. Palazzolo commented that the District is finding issues with regards to salaries and he has asked Ms. Pat Robinson, HR Director, to look into having an outside third party doing a comprehensive salary study. Some positions are hiring in at a higher rate than staff that have been here for a few years. Ms. Robinson discussed the process the District would like to undergo. CUPHD currently has fifty-seven job classifications. RSM McGladry has given the district a proposal not to exceed \$12,000 for this study. Being that some job descriptions are exclusive to Public Health, Ms. Robinson will attempt to survey ten public sector agencies for thirty-one of those classifications and will provide those participating with the results.

Dress Code Policy – A Policy has been developed and is needed to give staff the knowledge of management’s expectations. Some discussion was had regarding dress limitations. Mr. Palazzolo commented that this has been in progress for several months and staff has had input via a dress code committee.

Due to time constraints, Ms. Elliott commented that the following agenda items would be discussed at a later date: District Vehicle Usage and Safety Policy, Public Health Logo, Investment Policy and National Incident Management System (NIMS) Designation.

2007 Board of Health Meeting Schedule – A list of dates for 2007 was reviewed. As in the past, monthly meetings will be held at 5:30 p.m. on the second Monday of each month and study sessions will be held at 9:30 a.m. on the last Wednesday of each month.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:37 p.m.

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Chair

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Secretary