



**Public Health**  
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**Champaign-Urbana Public Health District**

**BOARD OF HEALTH  
Study Session  
August 29, 2007**

On August 29, 2007, the Board of Health of the Champaign-Urbana Public Health District held a Study Session at 201 W. Kenyon, Champaign, IL. Ms. Carol Elliott called the meeting to order at 9:34 AM. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair and Mr. Pius Weibel, Secretary. Ms. Linda Abernathy was absent.

Public Participation – None.

Julie A. Pryde is requesting approval to make changes regarding employee compensation. Two (2) current positions were not board approved, Mobile Program Manager and Executive Assistant. There was a salary increase with each title change as well. Julie is to provide documentation to Fred as well as written notification to affected employees. This item will be placed on the next monthly meeting agenda for approval.

A request has been made to adjust the salary of the Acting Administrator, Julie A. Pryde. A 10% increase for all Interim Director positions was approved at the June 2007 Board Meeting. Patricia Robinson will check on retroactive pay from the date Julie was originally placed in the position. Also being considered for approval is the adoption of Policy 9500-2.1. Both items will be placed on the next monthly meeting agenda for approval.

The Office of Minority Health has approved the use of \$5,000 of remaining grant funds for lobby furniture. A tentative Open House date has been set for October 10, 2007. New paint in the lobby area and furniture will be in place by that time.

A final walk-through of the Kenyon Road facility will be conducted on August 30, 2007. Julie A. Pryde will obtain information regarding any remaining funds from the construction budget. Lori Holmes is in the process of designing and implementing interior and exterior signage, including the main entry. Julie will check with the city regarding street signage directing clients to the facility.

A request has been made to make Julie A. Pryde an authorized agent for IMRF. This item will be placed on the next monthly meeting agenda for approval.

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John Dwyer, from Environmental Health, gave a presentation regarding Bioterrorism and the grant funding process. Each year CUPHD is required to submit a Workplan Report for the Public Health Emergency Preparedness Grant. Grants run from September to August. Upcoming grants will now be consolidated; one grant for each CUPHD and Champaign County used for Bioterrorism and Pandemic flu. A spending plan is due within 30 days of the grant issuance. Purchases that have been made include software to notify individuals of an emergency via cell phones or faxes, including TTY and voice. This software can also be used county wide.

Alicia Ekhoﬀ, Dental Program Coordinator, gave an update on the Adult Dental Access Program. She is currently contacting patients on a waiting list provided by Champaign County Healthcare Consumers to check on needs and schedule appointments for those with immediate needs who currently have a medical card. CUPHD can see patients needing simple extractions and fillings. Anyone in need of cleanings and/or x-rays is being referred to Parkland. A request was also made for reconsideration of the purchase of a dental sealant trailer. It has been approved to rent a trailer of similar size from U-Haul as a trial.

Teresa Sturm, Director of Finance, has developed a Cash Handling Policy. In order to establish internal controls, she requests that each division maintain their own petty cash box that would be reconciled daily with Directors performing random checks. Consideration for the adoption of the Cash Handling Policy 9500-15.1 was requested. This item will be placed on the next monthly meeting agenda for approval.

Wendi Langstaff, with American Express, made a presentation regarding their Corporate Card. Two major benefits include liability protection preventing the company from paying for any personal items and there are no personal credit checks. The card is issued to the business, no personal guarantee is required.

Teresa Sturm drafted a credit card policy covering the use of the fuel card as well as a general credit card. The policy will be reviewed by Fred Grosser. Consideration for the adoption of the Credit Card Policy 9200-7.6 was requested. This item will be placed on the next monthly meeting agenda for approval.

Policy and procedure review for agency bills was not needed.

Julie A. Pryde and Carol Elliott have a meeting scheduled with MTD on September 10, 2007 with Bruce Walden to discuss bus services to the District. The small MTD bus currently drops clients off at the front door but the majority of public health clients do not qualify for that service.

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Mr. Pius Weibel made a motion to make a finding that litigation is probable or imminent, to go into closed session to discuss probable or imminent litigation pursuant to Section 2(C)(11) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Section 120/2(C)(11) and to record the basis for the finding in the minutes of the closed session. Ms. Carol Elliott seconded the motion. Upon a roll call vote, the motion carried unanimously. At 11:08 AM, the board went into closed session.

Ms. Carol Elliott declared the session open at 11:23 AM. Present at this time were board members Ms. Carol Elliott and Mr. Pius Weibel.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 11:24 AM.

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Chair

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Secretary