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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Study Session
September 26, 2007**

On September 26, 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, Mr. Pius Weibel, Secretary, and Ms. Linda Abernathy.

Public Participation – Patricia Avery spoke on behalf of the Champaign Area Project and their space needs and would like to be considered to lease space at CUPHD.

Patricia Robinson, Director of Human Resources, presented a policy regarding the District's Floating Holiday. Each employee receives one Floating Holiday per year and it must be used within that calendar year. In addition, the policy clarifies that any employee who has terminated their employment with the District will not be paid for this day if unused. This item will be placed on the next monthly meeting agenda for approval.

A request has been made to donate outmoded and non OSHA-compliant medical supplies to the University of Illinois Veterinary Clinic and/or the Humane Society. There is also a triple balance and microscope that can be disposed of according to the State. Jamie Perry, Nursing Services Manager, is to get a written statement from the State approving the disposal of these items. If the items are not disposed of, they could be used in demonstrations for students and at Take Your Sons and Daughters to Work Day. This item will be placed on the next monthly meeting agenda for approval.

Teresa Sturm, Director of Finance, was contacted by Dan Welsch, the Champaign County Auditor, regarding three investment bonds that are coming due. Teresa is to check with Dan to clarify that the bonds are for CUPHD and not the County.

There is a separate checking account containing grant funds for the Tobacco Free Community program. Teresa Sturm will verify the logistics of those funds and if they need to be maintained in a separate account or if they can be consolidated with CUPHD's checking account.

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It has been determined that sidewalks need to be established prior to MTD services being available. CUPHD would need to hire an engineer to perform a sidewalk study in conjunction with the City's engineers. Berns Clancy and Associates has been named as a possible option to perform the feasibility study. They will be invited to the next Board Meeting for discussion.

Peter Tracy from the Champaign County Mental Health Board and Juli Kartell, Director of Youth and Family Services at the Mental Health Center, spoke about their interest in leasing space at CUPHD for their Community Connection program.

Mr. Pius Weibel requested a brief recess at 10:45 AM.

Ms. Carol Elliott re-opened the session at 10:53 AM.

Mr. Pius Weibel made a request to announce that the County's Board Agenda shows an item for the creation of a joint task force to explore the feasibility of a unified public health district. The meeting will be held on Wednesday, October 3, 2007 at the Brookens Administrative Center. A suggestion was made that this meeting be noticed as a CUPHD Board Special Meeting in the event that more than one CUPHD board member wants to attend.

Lyn Niemann, Director of IT services, received a proposal from Nextel regarding the consolidation of all individual cell phone plans into one. Most of the cell phones are covered by grant funds. This item will be placed on the next monthly meeting agenda for approval.

There are concerns about leasing space to CMS including space needs, remodeling costs, and timely payments. There are not any decisions at this point.

Patricia Robinson, Director of Human Resources, presented a policy regarding interim salary adjustments. This item will be placed on the next monthly meeting agenda for approval.

Teresa Sturm has revised the Credit Card Policy and Procedures and will update it with changes made during the meeting. This item will be placed on the next monthly meeting agenda for approval.

CUPHD's large trailer was not purchased with grant funding. Johnson Trailers offered a trade-in for a small trailer that could be used for dental services. CUPHD has received \$52,000 from the State and a portion of those funds could be used to purchase a small trailer while keeping the large trailer.

The status of MTD was discussed earlier in the meeting.

The closed session to discuss pending litigation was not needed.

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The closed session for probable or imminent litigation was not needed.

The next monthly board meeting will be held on October 15, 2007 at 5:00 PM and the next study session will be held on October 31, 2007 at 9:30 AM.

The Board took a brief tour of the flu clinic at 11:49 AM and returned at 12:11 PM.

With no further business to be discussed, Ms. Elliott adjourned the meeting at 12:14 PM.

Chair

Secretary