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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Study Session
October 31, 2007**

On October 31, 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 – None.

Mr. Tom Berns of Berns, Clancy and Associates was present to discuss possibilities and issues regarding MTD services for CUPHD. Attorney, Fred Grosser, reviewed the Feasibility Study contract and found there to be no issues. This item is on the agenda for the Special Board of Health Meeting to directly follow this meeting.

Teresa Sturm, Director of Finance, presented the Federal Reserve Bank of Boston Pledge Agreement Form. This form is used to notify the Federal Reserve Bank regarding a change in officers. This item is on the agenda for the Special Board of Health Meeting to directly follow this meeting.

CUPHD received three (3) contract bids for pest control. The contracts were from: Orkin in the amount of \$2,540; Terminix in the amount of \$1,042; and Illini Pest Control in the amount of \$1,259. Attorney, Fred Grosser, will review the contracts. This item will be placed on the next Monthly Meeting agenda.

Lyn Niemann, IT Supervisor, discussed a new rate plan for CUPHD's cell phones. The new plan will save \$337 per month. The client name needs to be updated on the contract and it was also noted that the signee is accountable for paying the invoice. This item is on the agenda for the Special Board of Health Meeting to directly follow this meeting.

Betsy Epling of Carle's Employee Assistance Program gave a presentation regarding employee referral options. This item is on the agenda for the Special Board of Health Meeting to directly follow this meeting.

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Julie Cartell, representative of the Mental Health Center's Peer Ambassador Program, would like to rent temporary space at CUPHD. They are able to pay approximately \$800-\$900 per month.

Attorney, Fred Grosser, will develop a proposed lease agreement. This item will be placed on the next Monthly Meeting agenda.

The Regional Emergency Coordination Agreement has several corrections to be made. Attorney, Fred Grosser, is coordinating these efforts. This item will be placed on the next Monthly Meeting agenda.

Jamie Perry, Director of Nursing Services, presented safety policies mandated by OSHA on behalf of the Safety Committee. These included: Exposure Control Plan, Hazardous Materials Management and Waste Plan, Ionizing Radiation Safety Plan, TB Plan, and Dental Policy. Several changes were noted. This item will be placed on the next Monthly Meeting agenda.

Patricia Robinson, Director of Human Resources, presented the 2008 Holiday Schedule. This item will be placed on the next Monthly Meeting agenda.

It was recognized that Pam Roberts, Dental Hygienist, retired on October 31, 2007 after 28 years of service at CUPHD.

Dr. Damon Arnold, Director of Public Health, the Regional Health Officer, Ron Brown, and our IPHD liaison toured CUPHD and viewed surplus furniture. They have submitted a list of furniture that they would like to acquire.

Additional kitchen equipment is also stored in CUPHD's basement. These items are to be photographed for possible resale. Old business phones are also able to be sold.

There is no new information regarding MTD services.

Mr. Pius Weibel made a motion to go into closed session to consider the setting of a price for sale of property owned by the Champaign-Urbana Public Health District pursuant to Section 2(C)(5) of the Open Meetings Act, Chapter 5, Illinois Compiled Statutes, Paragraph 120/2(C)(5). Ms. Linda Abernathy seconded the motion. Upon a roll call vote, the motion carried unanimously. At 11:22 AM, the board went into closed session.

Ms. Carol Elliott declared the session open at 11:41 AM. Present at this time were board members Ms. Carol Elliott, Mr. Pius Weibel, and Ms. Linda Abernathy, Attorney, Fred Grosser, and Acting Administrator, Julie A. Pryde.

The next monthly board meeting will be held on November 19, 2007 at 5:00 PM and the next study session will be held on November 28, 2007 at 9:30 AM.

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With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 11:43 AM.

On October 31, 2007, the Board of Health of the Champaign-Urbana Public Health District held a Special Meeting at 201 W. Kenyon, Champaign, IL. Ms. Carol Elliott called the meeting to order at 11:48 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.

Mr. Pius Weibel made a motion to approve the contract with Berns, Clancy and Associates and for Ms. Carol Elliott to sign the contract. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to amend the feasibility study to include a discussion regarding the use of property located between Henson Place and CUPHD. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Ms. Linda Abernathy made a motion to allow Teresa Sturm, Director of Finance, to sign the Pledgee Agreement Form with notification of an officer change to the Federal Reserve Bank of Boston. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Teresa Sturm, Director of Finance, discussed the proposed tax levy (2007-12-01). The highest increase of cost in the general fund was due to an increase in IMRF funds to 7.97%. Additional necessary expenses for the fiscal year include: personnel services of \$1,795,422; travel expenses of \$35,000; and debt service of \$193,000. The total general fund amount is \$2,744,913.

Mr. Pius Weibel made a motion to approve Tax Levy Resolution 2007-12-01. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the new cell phone rate plan proposal with discussed name and address changes and to approve Ms. Carol Elliott to sign the contract. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

The Employee Assistance Program referral options were previously reviewed during the Study Session. Ms. Linda Abernathy made a motion to include mandatory referrals as noted in the EAP plan and CUPHD personnel policy. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

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The Mental Health Center's Peer Ambassador Program Lease will be moved to the next Monthly Meeting agenda. Attorney, Fred Grosser, will draft a lease for the discussed rental space.

The Regional Emergency Coordination Agreement will be moved to the next Monthly Meeting due to several noted changes in the contract.

There was no new information regarding the sale of the 710 N. Neil Street building.

Mr. Pius Weibel made a motion to approve the Acting Administrator, Julie A. Pryde, to sign a contract for additional miscellaneous non-program related funding with the Illinois Department of Public Health in the amount of \$52,631.57. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve Corporate Credit Card Policy 9200-7.6. Ms. Linda Abernathy seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 12:11 PM.

Chair

Secretary