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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Study Session & Special Meeting
January 26, 2011**

Study Session

On January 26, 2011, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Study Session and Special Meeting at 201 W. Kenyon Rd., Champaign, Illinois. Ms. Carol Elliott called the Study Session to order at 9:43 AM. Upon roll call, the following board members were found to present: Ms. Carol Elliott, Chair, and Ms. Pam Borowski. Mr. Pius Weibel was present for the meeting beginning at 10:25 AM.

No public participation.

Ms. Patricia Robinson, Director of Human Resources, presented a new policy: Salary Adjustment Policy – Cost of Living Allowance (COLA) & Merit. This new policy would give approval for any future pay increases (based on merit or COLA) to be approved at the time, and by the same process, as the Board of Health approves the annual budget. Any pay increase would be dependant on available funding.

Ms. Patricia Robinson presented the Board of Health with a new employee performance evaluation tool that incorporates a detailed scoring system to measure eligibility for merit increases. The evaluation form was designed specific to each of the District's job classifications. Each job classification will have its own evaluation form tailored specifically to the contents of the job description for the classification. It is anticipated that this improved evaluation system will help to minimize the possibility of subjectivity in the review process by concentrating on specific tasks/responsibilities related to the position.

Ms. Patricia Robinson asked the Board to consider approval of a merit increase of 3% for the current fiscal year retroactive to July 1, 2010 as outlined in the new salary adjustment policy. The 3% merit was included in the approved Fiscal Year 2011 budget.

Mr. Jim Roberts, Director of Environmental Health, discussed with the Board that the Environmental Health Specialists in his Division will be visiting lodging accommodations this year to verify the need for a health permit. He reported that lodging accommodations can serve a continental breakfast, defined

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as coffee, tea, juice and a prepackaged baked good. If a lodging establishment were to serve item(s) that could pose a threat for a foodborne illness such as milk, they are required to have a permit. Mr. Roberts reported that this same procedure will apply to concessions as well.

Mr. Jim Roberts addressed the Board on his proposed plan to assign risk classifications to food permit facilities with seasonal fees as is done with all other food services in our community. Risk classifications are established as Category I, II or III depending on relative risk of causing foodborne illness. Issuing a risk classification to permit holders with seasonal fees would increase their fees according to the risk level assigned, in some cases from \$125.00 to \$300.00 if assigned to Category II (most permit holders would fall in this category). In addition, all food service permits will be issued on an annual basis rather than limited to six months which would allow permit holders to operate anytime throughout the fiscal year.

Mr. Jim Roberts addressed the Board on implementing a plan review fee for food facilities less than 100 square feet. The fee schedule is currently set up so that food facilities 100 to 1,000 square feet are charged a fee while no fee is charged to food facilities less than 100 square feet. This change would mean that all food facilities from 1 to 1,000 square feet would be charged the same fee with the fee increasing for larger facilities.

Mr. Awais Vaid, Epidemiologist, presented the 2010 Local Assessment of Need (IPLAN) to the Board of Health. The IPLAN will be moved to the Special Meeting for adoption.

Ms. Andrea Wallace, Director of Finance, presented copier lease agreements with R.K. Dixon and Canon to renew the lease on four copiers for two more years with a purchase price of a dollar after that time. The agreement also includes leasing two additional copiers for a five year period.

Ms. Julie Pryde discussed the recent submittal and subsequent denial of a request to become a network provider for Health Alliance. The District appealed the denial and was again turned down. Ms. Pryde reported that Carle physicians routinely refer clients to the District's STD clinic among other District services. Ms. Pryde advised the Board that additional conversations will take place with upper management at Carle and she expects a resolution in the near future.

The agenda item Cost Adjustment for Infection Control Testing was removed from the agenda by Ms. Candi Crause, Director of Infectious Disease.

Ms. Patricia Robinson presented a Mosquito Surveillance and Abatement Biker job description that if approved would combine two positions, one for mosquito surveillance and one for mosquito abatement biker. Mr. Roberts feels combining these positions creates more efficiency in that the employee(s) hired can handle both programs during the summer months.

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Ms. Patricia Robinson presented a new job classification for Board consideration. The Special Projects Coordinator classification would be used when the District needs to hire graduate students for grant-driven research projects that are temporary in nature. This job classification would be a class 5 position with an hourly pay rate of \$17.13 per hour with no benefits.

Ms. Patricia Robinson presented revisions to the Environmental Health Specialist I and In-Training job description for Board consideration. The revisions were made to outline specific courses (physical sciences, chemical sciences, and biological sciences) that are required for employees to become eligible to test for the environmental health practitioner's license through the State of Illinois. Revisions also include a detailed timeline for Environmental Health Specialist in-training employees to follow in order to meet the three (3) year licensing requirement. The revisions were proposed due to recent situations where staff have run close or went over the deadline to meet the three year requirement.

With no further business to be discussed, Ms. Carol Elliott adjourned the study session at 11:16 AM.

Special Meeting

Immediately following, Ms. Carol Elliott called the Special Meeting to order at 11:25 AM. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, Mr. Pius Weibel, Secretary, and Ms. Pam Borowski.

Mr. Pius Weibel made a motion to adopt the 2010 Local Assessment of Need (IPLAN). Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

The agenda item, Plan Review Fees: Create a fee for plan review services for food facilities less than 100 square feet, was deferred to a future meeting.

The copier lease agreement with R.K. Dixon and Canon was deferred until the February 14, 2011 Board of Health meeting.

The agenda item for check request over \$5,000 to Carle Physician Group for IBCCP Services was removed from the agenda.

Ms. Pam Borowski made a motion to approve the check request to IDPH for the return of unused grant funds for the ARRA grant. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Pam Borowski made a motion to approve the purchase order to CDW Government, Inc. in the amount of \$7,629.70 for 19 thin client computers. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

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Mr. Pius Weibel made a motion to approve the Mosquito Surveillance and Abatement Biker combined job classification. Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

Ms. Pam Borowski made a motion to approve the new job classification, Special Projects Coordinator. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Pam Borowski made a motion to approve the revised job description for Environmental Health Specialist I and IT (in training). Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Pam Borowski made a motion to approve the Salary Adjustment Policy – Cost of Living Allowance (COLA) and Merit. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Pam Borowski made a motion to approve a 3% merit increase for eligible staff retroactive to July 1, 2010. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Pending subcontracts and agreements for Chair signature was deferred until the February 14, 2011 Board of Health meeting.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 12:05 PM.

Chair

Secretary