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**Champaign-Urbana Public Health District**

**BOARD OF HEALTH  
Study Session & Special Meeting  
February 23, 2011**

Study Session

On February 23, 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 9:35 AM. Upon roll call, the following board members were found to present: Ms. Carol Elliott, Chair, and Ms. Pam Borowski. Mr. Pius Weibel was in attendance at 9:40 AM.

Public Participation – Ms. Valerie McWilliams addressed the Board on behalf of the Farmer’s Market North First Street Association regarding the fee structure for health food permit fees for nonprofit entities. The Association would like to see an expansion of exempt categories to include 501(c)4 entities.

Ms. Hallie Kyrias, 2010 EH Summer Intern, gave a presentation on CUPHD’s Mosquito Abatement program that she worked on during the internship.

Mr. Jim Roberts held a discussion regarding health food permit fee exemptions. Mr. Roberts explained that the County and the District (Champaign-Urbana) are separate jurisdictions and permits are based upon the place of operation. Permits are needed for any food that could be potentially hazardous or is for public consumption; unprocessed fruits and vegetables do not need a permit. Entities that are nonprofit, specifically 501(c)3, are exempt from permit fees. Mr. Roberts suggested that demonstration food be previously prepared in a licensed facility to reduce costs that were addressed by public participant, Ms. McWilliams. He will provide a list of exempt organizations from the past year and review options of possible expansion for exempt health permit fee holders. This item will be placed on the next monthly meeting agenda.

Ms. Patricia Robinson presented information on behalf of Andrea Wallace, Director of Finance. Ms. Wallace would like to transition to a new monthly payroll processing software provided by WTI Systems. The new system is web-based and will allow for faster processing. Mr. Weibel requested the monthly cost difference between the two (2) systems. Additional requested information included references and for the signator on the contract to be changed. This item will be placed on the next monthly meeting agenda.

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Ms. Robinson also presented a credit card proposal on behalf of Ms. Wallace. The proposal allows for several card options. The Board would like to have the representative from American Express attend a Board meeting to discuss the options. This item was deferred to an upcoming meeting.

The Laboratory Services Agreement with Quest Diagnostics LLC was postponed.

The Board went into recess at 10:54 AM.

Ms. Carol Elliott re-opened the meeting at 11:00 AM

Mr. Lyn Niemann addressed the Board regarding a Business Class Service Order Agreement with Comcast. CUPHD's current internet agreement provides a T-3 connection at \$500/mo. while switching to Comcast would allow for service at three times the current speed for \$140/month. Mr. Niemann is to verify that the current contract minimum would still be met if the internet was provided through a different provider. This item will be placed on the next monthly meeting agenda.

Mr. Roberts further discussed the tax exemption status for 501(c) entities.

The next monthly meeting will be held on March 14, 2011 at 4:30 PM and the next study session will be held on March 30, 2011 at 9:30 AM.

With no further business to be discussed, Ms. Carol Elliott adjourned the study session at 11:25 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.

The request for approval of IOI Pay Agreements for a monthly payroll processing service was postponed for further information.

The Business Class Service Order Agreement with Comcast was postponed.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 11:31 AM.

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Chair

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Secretary