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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting
March 14, 2011**

On March 14, 2011, the Board of Health of the Champaign-Urbana Public Health District held a Monthly Meeting at 201 W. Kenyon Rd., Champaign, Illinois. Ms. Carol Elliott called the meeting to order at 4:35 p.m. Upon roll call, the following board members were found to be present: Ms. Carol Elliott, Chair, and Mr. Pius Weibel, Secretary. Ms. Pam Borowski was absent.

Public Participation – None

Mr. Pius Weibel made a motion to approve meeting minutes for the February 14, 2011 Monthly Meeting, and the February 23, 2011 Study Session and Special Meeting. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Andrea Wallace, Director of Finance, presented the Director of Finance Report for the seven-month period ended January 31, 2011. The State currently owes CUPHD approximately \$971,000. Total revenue is under budget by 8% and total expenditures are under budget by 11%. Mr. Pius Weibel made a motion to accept the Director of Finance Report as presented and to place the report on file. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Correspondence – Ms. Julie Pryde, Administrator, presented a poster displaying the different colleges/universities represented by current and past interns. Ms. Pryde commented that we are fortunate to have interns from colleges and universities all over the U.S.

Mr. Carol Elliott reported that she had forwarded an email to Ms. Pryde that was sent out by the Illinois Public Health Administrators on pending legislation. Ms. Elliott will continue to provide these updates on a regular basis.

Old Business – Ms. Andrea Wallace presented a proposal from IOI payroll processing system for the Board's approval. Ms. Wallace explained the reason for looking at other options is that the current payroll process with the newly implemented accounting system takes much longer than it used to due to multiple manipulations of the data that must occur outside of the program. The IOI system is internet based and will allow employees to be able to access the program from

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anywhere there is internet service. Employees working in the field will not have to come back to the office to login. Ms. Wallace further explained that the timesheet program has built in controls that will not allow timesheets to be processed without approval from their supervisor. Another benefit is that employees will be able to login to the website and access their pay stubs directly meaning finance will no longer have to print, sort and distribute this information in paper form. In addition, the system will track benefit time which is something that currently takes a lot of manual processing by human resources. Ms. Pius Weibel made a motion to approve the agreement with IOI payroll system. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Jim Roberts requested that the Board of Health review current District food establishment fee exemptions and provide direction for any modifications that might be felt necessary. Mr. Roberts explained that his research has concluded that there are options and asked that the Board consider such options as: 1) no exemptions for anyone; 2) 50% discount for charitable organizations (charitable organizations defined by the Board); 3) give an exemption to sales tax exempt organizations; 4) add 501c(4) organizations to exemption list. Mr. Roberts informed the Board that any change to current regulations would require an ordinance change. Ms. Julie Pryde suggested that the Board consider whether they want to continue exemptions for “government bodies”. Ms. Carol Elliott felt that further discussion was necessary and suggested the option of scheduling a special meeting to follow the monthly study session on March 30, 2011.

Ms. Wallace presented the proposed business class service order agreement with Comcast. Ms. Wallace informed the Board that she had questions directed to Comcast that were still unanswered. The agreement was deferred for a future meeting.

Ms. Pryde updated the Board on ongoing discussions with Health Alliance to become an approved network provider. Ms. Pryde reported that a meeting to work on writing a contract was scheduled for March 15, 2011.

Mr. Pius Weibel made a motion to approve Ms. Carol Elliott, Board Chair, to sign the following pending subcontracts and agreements: CUPHD/East Central Illinois HIV Connect for Greater Community AIDS Project; CUPHD/East Central Illinois HIV Connect for Provena Hospitals Laboratory Services; CUPHD/East Central Illinois HIV Connect for Kevin Elliott Counseling; CUPHD/East Central Illinois HIV Connect for Tim Shea, LCSW; CUPHD/East Central Illinois HIV Connect for Helen McDonald, LCSW, MSW; CUPHD/East Central Illinois HIV connect for Champaign Dental Group; CUPHD/East Central Illinois HIV Connect for Raffi Leblebinian, DDS, LLC; CUPHD/East Central Illinois HIV Connect for Heartland Dental; CUPHD/East Central Illinois HIV Connect for Carle Clinic Association; CUPHD/East Central Illinois HIV Connect for Carle Clinic Association Treatment Adherence; CUPHD/East Central Illinois HIV Connect for Carle Foundation Hospital

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(Laboratory Services); CUPHD/East Central Illinois HIV Connect for Carle Physician Services; CUPHD/East Central Illinois HIV Connect for Infectious Disease Specialists, Ltd.; CUPHD/East Central Illinois HIV Connect for Danville Polyclinic. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

New Business – Ms. Wallace presented a purchase order to Millar-Baskis Construction for remodeling the check-in desk space in Maternal and Child Health and Infectious Disease in the amount of \$14,795. The Board would like to have two or three other estimates provided and a breakdown of materials and labor for each estimate prior to consideration. Ms. Carol Elliott reported that Mr. Fred Grosser checked on the Secretary of State's website and that Millar-Baskis is not in good standing with the State of Illinois. All contractors/subcontractors must be in good standing with the State of Illinois to provide services to the District.

Mr. Pius Weibel made a motion to approve a check request to Carle Physician Group for IBCCP Services in the amount of \$6,643.38. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Ms. Candi Crause reported that the District has begun a research project with the University of Illinois for HIV CD4 testing. No vote was needed.

Mr. Jim Roberts updated the Board on the status of the *Culex* Mosquito Prevention Annual Agreement. The agreement when complete will be brought back to the Board for approval.

Mr. Pius Weibel made a motion to approve Ms. Carol Elliott, Board Chair, to sign the following subcontracts and agreements: Smoking Cessation Video with the University of Illinois; Affiliation Agreement between CUPHD and Parkland College; and IBCCP and Frances Nelson Health Center. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign the following pending grant contracts: CUPHD and Illinois Department of Public Health (IDPH) Jail Project in the amount of \$60,000; CUPHD and IDPH for AFIX visits to VFC-enrolled providers in the amount of \$35,000; CUPHD and AIDS Foundation of Chicago for Harm Reduction Services in the amount of \$15,000; CUPHD and IDPH for Public Health Emergency Response Outreach in the amount of \$50,000; CUPHD and IDPH Public Health Emergency Response in the amount of \$161,496; CUPHD and IDPH Office of Women's Health mini-grant for Health Awareness Events in the amount of \$3,000; CUPHD and IDPH Office of Women's Health mini-grant for Childhood Obesity Pilot Project in the amount of \$4,000. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

The next study session will be held Wednesday, March 30, 2011 at 9:30 a.m. and the next monthly meeting will be held on Monday, April 11, 2011 at 4:30 p.m.

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With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 6:01 p.m.

Chair

Secretary