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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Study Session & Special Meeting
June 29, 2011**

Study Session

On June 29, 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 be present: Ms. Carol Elliott, Chair, Mr. Pius Weibel, Secretary, and Ms. Pam Borowski.

No public participation.

Mr. Jim Roberts informed the Board that the Garrison Enterprises, Inc. contract and invoice were not ready and asked to defer the item to a future meeting.

Ms. Julie Pryde reported that talks are ongoing with Health Alliance regarding the Provider contract, but that no contract has been received to date.

Ms. Carol Elliott deferred discussion on the Administrator evaluation schedule and procedure to a future meeting.

Ms. Patricia Robinson, Director of Human Resources, presented the Board with a Group Critical Illness Insurance which is now being offered by AFLAC. Group Critical Illness Insurance would give employees cash payments in the event they were diagnosed with a critical illness. Ms. Robinson explained that CUPHD currently offers life, disability, hospital and cancer policies through AFLAC and that this policy if approved would be added as a choice. Ms. Robinson explained that CUPHD does not cover any of the costs for premiums of any of the AFLAC policies but does agree to payroll withholding in order for employees to be eligible for group premium discounts. Agenda item will be carried over to the next monthly Board meeting for approval.

Ms. Patricia Robinson presented revisions to the Emergency Preparedness Planner job description. Ms. Robinson explained to the Board

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that Mr. John Dwyer resigned his position as the District's Emergency Preparedness Planner and went to work for Champaign County EMA. With Mr. Dwyer's resignation and nationwide changes moving the focus from bioterrorism to public health all-hazard response, Mr. Roberts and Ms. Robinson felt it prudent to review the Emergency Preparedness Planner job description and make revisions. Responsibilities added to the job description include: coordinating and maintaining plans for receiving and dispensing the Strategic National Stockpile (SNS), participation in the Local Technical Assistance Review and responsibility for developing and maintaining the District's Continuity of Operations plans. The recruitment process for a new Emergency Preparedness Planner will begin soon with Mr. Roberts handling the responsibilities until a replacement can be found. This agenda item was carried over to the Special Meeting directly following this study session for approval.

Mr. Awais Vaid, Epidemiologist, presented the RPC Agreement Extension for the Champaign County GIS Consortium for the Board's review. This agenda item was carried over to the Special Meeting directly following this study session for approval.

Ms. Julie Pryde discussed her decision to place terminating the lease with Best Interest of Children on the agenda. Ms. Pryde reported her frustration at the recent disruptive behavior of teenage participants in a Project Access program. Ms. Pryde reported that she never gave Project Access permission to use the conference room, but described teenagers being disruptive to CUPHD staff trying to work and the dirty condition of the conference room carpet due to their use. Ms. Pryde has since had conversation with the program leader of Best Interest of Children regarding Project Access' use of the conference room and the condition in which it was left. Best Interest of Children will pay for having the carpet cleaned and will no longer hold Project Access programs in the conference room. Ms. Pryde wants to put any further discussion about terminating the lease with Best Interest of Children on hold indefinitely but will continue to monitor the situation.

The agenda item Request for No-Cost Extension for the Contract/Grant #CUPHD SRA 2011-04892 between CUPHD and University of Illinois was discussed and carried over to the Special Meeting directly following this study session for approval.

The agenda item Memorandum of Understanding with IDPH Labs-Herpes Simplex Virus Blood Testing was discussed and carried over to the Special Meeting directly following this study session for approval.

The IBCCP Provider Subcontract-Crawford Avenue Anesthesia Providers was discussed and carried over to the Special Meeting directly following this study session for approval.

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With no further business to be discussed, Ms. Carol Elliott adjourned the study session at 10:13 AM.

Special Meeting

Immediately following, Ms. Carol Elliott called the Special Meeting to order at 10:15 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 Special Meeting agenda item, Garrison Enterprises Inc., Contract and Invoice approval was deferred to a future meeting.

Mr. Pius Weibel made a motion to approve the Lease Agreement for the Rantoul WIC Office. Ms. Pam Borowski seconded. With all in favor, the motion carried.

Ms. Pam Borowski made a motion to accept the bid from Quality Plumbing Heating and Air Conditioning for installation of two dental sinks in the amount of \$3,844. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

The agenda item, Termination of Lease with Best Interest of Children was removed from the agenda as no action was necessary.

Mr. Pius Weibel made a motion to approve the RPC Agreement Extension for the Champaign County GIS Consortium. Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve revisions to the Emergency Preparedness Planner job description with, "*Experience level that qualifies employee to confidently perform above duties and responsibilities effectively and efficiently*", to be added under training and experience. Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the Request for No-Cost Extension for Contract/Grant #CUPHD SRA 2011-04892 between CUPHD and University of Illinois. Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the Memorandum of Understanding with IDPH Labs-Herpes Simplex Virus Blood Testing. Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

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Mr. Pius Weibel made a motion to approve the Administrator to sign the following grant contracts: CUPHD & IDPH – Tattoo and Body Piercing for \$3,500 and CUPHD & IDPH – Tanning Program Grant for \$4,000. Ms. Pam Borowski seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Ms. Carol Elliott adjourned the meeting at 10:24 AM.

Chair

Secretary