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Champaign-Urbana Public Health District

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

Study Session

On October 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 9:31 AM. 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

Ms. Julie Pryde reported that CUPHD is waiting on the lease agreement to be returned from the U of I for the front office suite. Ms. Pryde has met with Carle and the United Way regarding construction needs for the east wing. Community Health Partnership would like to lease space in the Rantoul office when CUPHD is not utilizing the space.

Details regarding sampling are currently being worked out for the PHIRE research project. No other information was available.

CUPHD is currently in negotiations with Netsmart Technologies, Inc. regarding electronic medical records. A contract should be available within a month.

The provider contract with Health Alliance has been approved and will go into effect November 1, 2011. Ms. Wallace presented an analysis of fees with the proposed new rates; they are based on actual costs. The current fees are based on Medicaid reimbursement rates and need to be adjusted accordingly. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

Mr. Jim Roberts reported that *CU Citizen Access* has requested September inspection reports including tanning and body art facilities. An Illinois Department of Public Health (IDPH) representative will be present at the Food Protection conference in April. Environmental Health will be distributing a

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newsletter November 1, 2011. From April 2007 – April 2011, there have been 5,425 routine inspections and re-inspections conducted; 5,254 (97%) passed and 171 (3%) failed.

Ms. Patricia Robinson presented a renewal agreement for the Carle Healthcare Employee Assistance Program. The word “Department” on page 5 should be changed to “District”. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

Ms. Robinson presented a Non-Discrimination policy. The District is required to have this policy due to federal funds that the District receives. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

Additionally, Ms. Robinson presented the 2012 CUPHD Holiday Schedule. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

Mr. Jim Roberts presented the Amendment to the Food Handling Regulation Enforcement Act; Section 4. - Cottage Food Operation. This Amendment will go into effect January 1, 2012. CUPHD will continue to have only Farmer’s Markets with producers, not cottage food operations.

Ms. Julie Pryde updated the Board on CUPHD’s 5-year Strategic Plan and reported that the employee surveys have been done, focus groups are currently meeting and that leadership meeting minutes are now being distributed weekly to the staff and Boards.

Ms. Andrea Wallace presented a fixed asset disposal list ending June 30, 2011. She requested to reclassify leased copiers. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

Ms. Wallace reported that the audit for year ending June 30, 2011 was complete; there were only a couple of minor findings. She will present a draft at the December meeting for approval.

Ms. Wallace also presented a Certificate of Indirect Cost. DHS grants require an indirect cost rate; recertification is needed on an annual basis.

A check request was presented for payment to Carle Physician Group in the amount of \$7,880.14 for IBCCP clinical services. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

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A service agreement and assessment from IL-HITREC was presented. IL-HITREC will be a service provider for electronic medical records. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

An intern agreement with the U of I College of Applied Health Sciences was presented. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

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

With no further business to be discussed, Ms. Carol Elliott adjourned the study session at 10:48 AM.

Special Meeting

Immediately following, Ms. Carol Elliott called the Special Meeting to order at 11:03 AM. 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.

Mr. Pius Weibel made a motion to approve the Seasonal Employee work status. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve a Letter of Support for the application of CUPHD to NACCHO for accreditation support funding and for the Chair, Carol Elliott, to sign. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the Non-Discrimination Policy. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the 2012 Holiday Schedule. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the disposal of fixed assets as of June 30, 2011 for the Canon ImageRunner 5800, Canon ImageRunner 5570, Canon ImageRunner 4570 and Canon ImageRunner 3570. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the increase in fees charged for services effective November 1, 2011. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

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Mr. Pius Weibel made a motion to approve the Certificate of Indirect Costs as authorized and signed by the Director of Finance. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the check request to Carle Physician Group in the amount of \$7,880.14 for IBCCP clinical services. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the IL-HITREC Practice Service Agreement with CUPHD and for the Chair, Carol Elliott, to sign. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the intern agreement with the U of I College of Applied Health Sciences and for the Chair, Carol Elliott, to sign. 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 IDPH for Lead Poisoning Case Management with Environmental Investigations in the amount of \$8,860; CUPHD and IDPH for Vision and Hearing Screening in the amount of \$7,200; CCPHD (County) and IDPH for IL Tobacco Free Communities in the amount of \$26,250; CUPHD and IDPH for IL Tobacco Free Communities in the amount of \$35,825; CCPHD (County) and IDPH for Public Health Emergency Preparedness (PHEP) in the amount of \$64,207; CUPHD and IDPH for Public Health Emergency Preparedness (PHEP) in the amount of \$85,871; CUPHD and IDPH for HIV Lead Agency Contract Increase in the amount of \$5,250 to \$241,434; CUPHD and IDPH Office of Minority Health for Brother-to-Brother Program (HIV Prevention) in the amount of \$40,000; CUPHD and IL DHS for WIC-Women, Infants and Children Program in the amount of \$563,400; CUPHD and IL DHS for Breastfeeding Support in the amount of \$25,000; CUPHD and IL DHS for Coordinated School Health in the amount of \$26,500; CUPHD and IL DHS for Family Case Management in the amount of \$522,208; CUPHD and IDPH for IL WISEWOMAN in the amount of \$70,250; and CUPHD and ADA Foundation for Harris Grant for Dental Education in the amount of \$5,000. Ms. Carol Elliott seconded the motion. With all in favor, the motion carried.

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

Chair

Secretary