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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting
May 8, 2017**

On May 8, 2017, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Rd., Champaign, Illinois. Mr. Andy Quarnstrom called the meeting to order at 4:30 PM. Upon roll call, the following board members were found to be present: Mr. Andy Quarnstrom, Chair, Mr. Pius Weibel, Secretary, and Ms. Michelle Mayol.

Ms. Michelle Mayol made a motion to approve the agenda. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve meeting minutes from the April 10, 2017 Annual Meeting and Monthly Meeting. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Public Participation – None

Correspondence – Ms. Julie Pryde stated that she received a call from the Administrator of the Iroquois Health Department in regards to their WIC program asking if CUPHD could take it over due to lack of available local agencies to run the program. CUPHD would hire staff for the program with the grant beginning on July 1, 2017.

Ms. Pryde presented Ms. Michelle Mayol with a Certificate of Appreciation for her years of service on the CUPHD Board of Health.

Old Business – Ms. Kari May from the Champaign County Children's Advocacy Center addressed the Board regarding the increase in rent for the upcoming fiscal year. Mr. Pius Weibel made a motion to postpone the rate increase for a period of one year through June 30, 2018. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

The Treasurer's report was in the packet for review.

Ms. Michelle Mayol made a motion to approve April payments to the Board of Health Appointees: Arnold Blair, Treasurer, in the amount of \$834.00; Fred Grosser, Attorney, in the amount of \$9,880.00; and reimbursement to Julie Pryde, Administrator, in the amount of \$130.42 for meal per diem and taxi reimbursement

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from IAPHA meeting. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the monthly credit card statement. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

A discussion was held regarding the fees associated with past due annual renewal permits. Permits are due by April 30th each year and if payment is not received by that day a late fee and reinstatement fee are charged. Owner of the Cracked food trucks, Daniel Krause, addressed the board stating that the 30th fell on a Sunday this year and felt it was unfair to pay a late fee and would like a grace period. Mr. Fred Grosser, Attorney, said that Illinois has a Statute on Statutes and that anything required by law that falls on a holiday or weekend automatically goes to the next business day. Therefore, late fees would not apply to Mr. Krause's permits.

Ms. Michelle Mayol made a motion to approve the invoice payable to Zobrio for the Financial Edge Client Care Agreement for the service period of July 1, 2017-June 30, 2018 in the amount of \$10,580.00. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve payment to IDPH Division of Vital Records DCSF/COLDF for the death certificate surcharge in the amount of \$5,308.00. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve payment to Henry Schein Practice Solutions for the 2017 Annual Support Renewal for Dentrix Enterprise in the amount of \$5,604.00. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the BankWise Remote Deposit Capture Agreement between CUPHD and Edgar County Bank and Trust Co. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Mr. Pius Weibel made a motion to approve the bid from Baskis Construction, Inc. for the lower level remodel in the amount of \$91,500.00. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the Intergovernmental Cooperation Agreement/Amendment for employee health insurance. Mr. Pius Weibel seconded the motion. There were minimal changes to the plan costs; two percent increase for the HMO plan and less than two percent for the PPO plan. With all in favor, the motion carried.

Ms. Patricia Robinson gave an update on the Illinois Municipal Retirement Fund (IMRF). There are three sources of funding which includes member contributions, employer contributions, and investment return. CUPHD's employer rate for 2018 will be 8.64 percent.

Ms. Michelle Mayol made a motion to approve the bid from Stark Excavating, Inc. for concrete entrance patching in the amount of \$11,500.00. Mr. Pius Weibel seconded the motion. This is for the main entrance exit area. With all in favor, the motion carried.

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Mr. Pius Weibel made a motion to ratify the following finance policies: 9200-07.01 Purchasing Policy; 9200-07.03 Federal Award Procurement Standards Policy; 9200-12.01 Capitalization Threshold Policy; 9200-12.02 Property Control Policy; 9200-15.01 Travel Reimbursement Policy; 9200-16.01 Restricted/Unallowable Costs Policy; Byrd Anti-Lobbying Amendment Compliance and Certification; and Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the proposal from Republic Services for waste collection with a monthly fee of \$552.46. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the following agreements and contracts related to increased funding from the Tobacco Free Communities Grant to run “CDC Tips from a Former Smoker” advertising: CUPHD and Screen Vision Media for movie theater advertising in the amount of \$1,225.00; CUPHD and Adams Outdoor Advertising Media Display contract for billboard advertising in the amount of \$13,965.00; CUPHD and CUMTD for interior and exterior bus advertising in the amount of \$1,680.00; CUPHD and Comcast Spotlight for commercials and digital advertising in the amount of \$20,000.00; CUPHD and Nexstar Broadcasting Group for commercials and website advertising in the amount of \$3,600; CUPHD and Directional Ad-Vantage Holdings, LLC (Smartlite) for advertising at Marketplace Mall in the amount of \$2,220.00; CUPHD and Sinclair Broadcast Group for television advertising in the amount of \$9,525.00; and CUPHD and CDC for the use of tobacco education advertisements through the CDC’s Media Campaign Resource Center in the amount of \$1,350.00. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

The Board previously met to discuss the performance and compensation of the Public Health Administrator, Julie Pryde, and shared their comments. Mr. Pius Weibel made a motion to approve the retention of Ms. Pryde with a pay increase consistent with other CUPHD employees. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

A discussion was held regarding the Board Chair being able to approve an action when necessary prior to a meeting that would be subject to ratification or rejection by the Board. Past practice has been to get approval by all members. Ms. Robinson will develop a policy.

Ms. Michelle Mayol made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign the following pending grant contract: CUPHD and IDPH for Tobacco Free Communities Grant Amendment #1 to run “CDC Tips from a Former Smoker” ads through local media outlets such as CUMTD, Adams Outdoor Advertising, Comcast and others in the amount of \$70,000. Mr. Pius Weibel seconded the motion. With all in favor, the motion carried.

The next study session will be held May 31, 2017 at 10:30 AM. The next monthly meeting will held June 12, 2017 at 4:30 PM.

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Mr. Krause, Cracked owner, addressed the Board regarding his complaints in relation to the food establishment plan review process and construction requirements. Mr. Jim Roberts will provide information of how food truck operations compare to restaurants.

With no further business to be discussed, Ms. Michelle Mayol made a motion to adjourn the meeting. Mr. Pius Weibel seconded the motion. With all in favor, the meeting was adjourned at 5:55 PM.

Chair

Secretary