



**Public Health**  
Prevent. Promote. Protect.

---

**Champaign-Urbana Public Health District**

## **Monthly Meeting December 13, 2021**

On Monday, December 13, 2021 the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a public meeting via Zoom. The meeting was noticed timely with the media and the public invited to participate. Mr. Andy Quarnstrom, Chair, called the Monthly Meeting to order at 4:30 PM. Upon roll call, the following board members were found to be present: Mr. Andy Quarnstrom, Chair, Mr. Kyle Patterson, Secretary, and Ms. Danielle Chynoweth.

Kyle Patterson made a motion to approve the meeting agenda. Danielle Chynoweth seconded the motion. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Andy Quarnstrom addressed the board regarding changes to the membership of the board, welcoming Kyle Patterson, Champaign County Board Chair, who is replacing Darlene Kloepfel as Secretary to the Champaign Urbana Public Health District Board of Health.

Kyle Patterson made a motion to approve the minutes from the November 8, 2021 Monthly Meeting. Danielle Chynoweth seconded the motion. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

### **Public Participation**

Community member Chad Pruitt of Urbana addressed the board representing Prayerview-Ogden schools, and their safety during the ongoing pandemic. Mr. Pruitt suggested that Public Health take steps to reduce community transmission by encouraging schools to close again. Awais Vaid, Deputy CUPHD Administrator noted that local schools have cases, but are currently not considered an outbreak, and many are following containment guidance. Administrator Julie Pryde noted that CUPHD cannot provide recommendations that run counter to the guidance the agency receives. Andy Quarnstrom suggested that CUPHD reach out to IDPH and ISBE to determine if schools might be allowed to establish guidelines more specific to their situations. Andy

notes that more rural districts may need to establish certain special rules that are more effective within their communities.

### **Correspondence**

None

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Ron Fields, Treasurer, reviewed the monthly treasurer's report with the Board of Health. Ron stated in his report that as of the end of October, cash-on-hand \$6,669,600.00, with a total fund balance of \$6,845,160.00, representing 39% of expenditures for the year. Ron notes that we end the 4<sup>th</sup> month of the fiscal year with a surplus of \$417,889.00. The income statement for revenue is just over 4.5 million, which is about \$1.3 million under YTD budget. Total expenses for the first 4 months of the fiscal year are \$4, 114, 410.00, about \$1.7 million under budget. Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to place the report on file. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion for joint approval of payments made to the Board of Health appointees, Ron Fields, Treasurer, in the amount of \$480.00 for check request #2471, and Ruth Wyman, Attorney, in the amounts of \$250.00, and \$1,500.00, for check requests #2758, and 2760. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve reimbursement to Administrator Julie Pryde in the amount of \$99.57 for MPH Advisory Committee Meeting 10/06/2021, for expense sheet #2559. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve the MFA Agreement for Microsoft Azure Active Directory in the amount of \$5017.50. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve Amendment 2 to Statement of Work No. 1 between CUPHD and Centene Corporation. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve the subcontract agreement between Champaign-Urbana Public Health District and Sola Gratia Farm in the amount of \$19,199.00 for the period of July 20, 2021 to June 30, 2022. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve the Subaward Contract between CUPHD and the Board of Trustees, University of Illinois in the amount of \$20,000.00. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Director of Environmental Health, Sarah Michaels, discussed revisions to the Cottage Food Section of the Illinois Food Handling Enforcement Act (410 ILCS 625). Sarah noted that starting January, 2022, local health departments will have standardized guidelines and forms for performing their duties in the community. This expands cottage foods beyond farmers markets permit needs.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve the newly established \$50.00 permit fee in regards to revisions to the Cottage Food Section of the Illinois Food Handling Enforcement Act (410 ILCS 625). Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve revisions to Accountant I Job Description. Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve the addition of 80 hours additional PTO to all Full-Time public health employees. Danielle expressed her thoughts on the addition of bonus PTO. She asked how this relates to individuals who have large amounts of PTO reserved in their accruals. Her concern is that many of these individuals could have a significant impact

on public health funds should PTO be divested upon exiting. HR Director Patricia Robinson noted that normally employees are limited to 35 days of carrying over to the next year, but that COVID has altered that system temporarily to allow a greater continuation of PTO. The intent also is to allow employees to “cash out” PTO at the end of the year, rather than losing it.

Upon roll call vote, the following board members were found to be present: Andy Quarnstrom, and Danielle Chynoweth, and Kyle Patterson. With all present in favor, the motion carried.

There were no pending grant contracts for approval.

The next study session will be held on December 29, 2021 at 10:30 AM, if needed, and the next monthly meeting will be held January 10, 2022 at 4:30 PM.

With no further business to be discussed, Danielle Chynoweth made a motion and Kyle Patterson seconded the motion to approve adjourning the meeting at 5:13 PM.

---

Chair

---

Secretary