



CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT

BOARD OF HEALTH

**PUBLIC HEARING, MONTHLY MEETING AND CLOSED
SESSION MINUTES – SEPTEMBER 12, 2022**

PUBLIC HEARING

On September 12, 2022, the Board of Health (“Board”) of the Champaign-Urbana Public Health District (“CUPHD”) conducted an Open Public Hearing to hear public comments regarding CUPHD’s Proposed FY2023 Budget and Appropriation Ordinance 2022-09-01 and the Tax Levy Ordinance Payable 2023.

Approval of Agenda - Mr. Andrew Quarnstrom, Chair, called the meeting to order at 4:30 PM. Upon roll call, the following Board Members were physically present: Mr. Andrew Quarnstrom, Chair; Mr. Kyle Patterson, Secretary; and Ms. Danielle Chynoweth. Mr. Quarnstrom motioned to approve the Agenda and Mr. Patterson seconded. With all present in favor, the motion carried.

Public Input -No public members were in attendance although all were welcome and had been duly notified.

At 4:34 PM, Mr. Quarnstrom closed the Public Hearing and adjourned the meeting.

CUPHD BOARD OF HEALTH MONTHLY MEETING

At 4:35 PM, Mr. Quarnstrom called the Monthly Meeting of the CUPHD Board of Health to order. Upon roll call, the following Board Members were physically present: Mr. Andrew Quarnstrom, Chair; Mr. Kyle Patterson, Secretary and Ms. Danielle Chynoweth.

Mr. Patterson motioned to approve the Meeting Agenda; Ms. Chynoweth seconded. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve meeting minutes from the Monthly CUPHD Board Meeting of August 8, 2022. Mr. Patterson seconded the motion. With all present in favor, the motion carried. Ms. Chynoweth then motioned to approve the minutes from the Special CUPHD Board Meeting of August 22, 2022, and Mr. Patterson seconded the motion. With all present in favor, the motion carried.

Public Participation – None.

Correspondence –Mr. Quarnstrom presented a communication from a Public Member regarding masking and vaccination requirements at the University of Illinois at Urbana-Champaign.

Old Business – None.

New Business – Mr. Ron Fields, Board Treasurer, presented a report for July 2022. Cash at the end of July was \$7,465,098.00. CUPHD’s total fund balance of \$8,096,997.00 represents 47% of the budgeted expenditures for the year, exceeding the guideline of 25% of annual expenditures available in cash. Total revenues were \$1,214,585.00, which is \$207,963.00 under

the YTD annual budget. The July 2022 report by Amanda Knight, CUPHD's Director of Finance, was available for the Board's review.

Ms. Chynoweth made an omnibus motion to approve payments to Board Treasurer Ronald Fields for services in August 2022, for \$634.80 (Check Request #4661) and to Ms. Julie Pryde, CUPHD Administrator, for travel expenses to the NACCHO Conference in July, for \$1,765.51 (Expense Sheet). Mr. Patterson seconded the motion, and, with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve payment to Patricia A. Hunt for the decision in Champaign-Urbana Public Health District v. Illinois Human Rights Commission, Charge No. 2005-SF-2282; EEOC No., 21-BA-S1149; ALS No. S08-0515, for \$8,811.65 (Check Request #4579). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve payment to Donald R. Jackson for Legal Fees for the Patricia Hunt Human Rights Case from 2005 (now settled) with the invoice amount revised to include interest payment for September 2022, for \$47,104.28 (Check Request #4576). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve payment to the University of Illinois (Miscellaneous) for use of their facility for iHotel COVID 19 Vaccination Clinics, FEMA PA Project, for \$261,416.76 (Check Request #4546). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve payment to the Peoria City/County Health Department for a startup grant for services related to the FY23 IDPH Minority Health Refugee, Immigrant, & Migrant Capacity Building program, for \$6,250.00 (Check Request #4685). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve payment to Bacon & Van Buskirk Glass Company of Champaign, Illinois, for replacement of window glass at CUPHD's check-in station, for \$6,790.00 (Requisition No. 4521). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve payment to Emergent Devices, Inc. (FKA Adapt Pharma) for Nasal Narcan in the amount of \$85,500.00 (Requisition no. 4573). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to ratify a payment to CDW-G for a new battery for the C-UPHD server of \$6,079.68 (Requisition no. 4581). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to ratify a return of overpayment of grant funds to the Illinois Department of Children and Family Services for \$12,526.00 (Check Request #4491). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

CUPHD's monthly credit card statement for August 2022 was available for the Board's review.

Ms. Chynoweth motioned to approve an Agreement between CUPHD and Property and Casualty Insurance Renewal for the annual amount of \$34,114.00. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a Lease Agreement between the University of Illinois Extension Service and CUPHD for Suite D, 201 W. Kenyon Road, Champaign, Illinois, from January 1, 2023, through December 31, 2023, with automatic renewal options for two following years, for \$4,547.10 per month (\$54,535.20 annually). Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve a Subaward Agreement between CUPHD and seven Local Health Departments for provision of opiate overdose prevention activities. Mr. Patterson seconded the motion. With all present in favor, the motion carried.

Ms. Chynoweth motioned to approve Adoption of the FY23 Budget and Appropriation Ordinance 2022-09-02. Mr. Patterson seconded the motion. After discussion, a roll call vote was conducted. With all present (Mr. Quarnstrom, Mr. Patterson, and Ms. Chynoweth) voting aye, the motion carried.

Ms. Chynoweth motioned to approve Adoption of Ordinance 2022-11-01; 2022 Tax Levy Ordinance Payable 2023. Mr. Patterson seconded the motion. After discussion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve the 9200-09.02 Audit Policy, a new policy drafted as part of the corrective action plan for the outstanding FY21 financial audit, created to demonstrate the district is aware an annual external audit is required. Ms. Chynoweth seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve the revised 9200-01.04 Fund Balance Policy and Definitions, written to better fit the potential requirements of Champaign-Urbana Public Health District Emergency and/or Pandemic Funding. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve an Agreement between Indiana Family Health Council and CUPHD to provide HIV prevention services at the Charleston Family Planning Center. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve an Interagency Agreement between CUPHD and Peoria City/County Health Dept for FY23 IDPH Minority Health Refugee, Immigrant, & Migrant Capacity Building program. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve an Environmental Health Inspector Job Description submitted by CUPHD Human Resources. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve revisions to the Administrative Assistant I Job Description submitted by CUPHD Human Resources. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Ms. Chynoweth motioned to approve the proposed CUPHD 2023 Holiday Schedule. Mr. Patterson seconded the motion, and with all present in favor, the motion carried.

Future meetings: A Study Session for the group is scheduled for September 28, 2022, at 10:30 AM at CUPHD. The monthly CUPHD Board Meeting for October 2022, scheduled for October 10, 2022, will have to be rescheduled as the day is a CUPHD holiday.

Adjournment: With no further business to be conducted, Mr. Quarnstrom adjourned the meeting at 4:55 PM.

CLOSED SESSION


The CUPHD Board of Health then conducted a Closed Session Meeting. Mr. Quarnstrom called the meeting to order at 4:56 PM. Upon roll call, the following Board Members were physically present: Mr. Andrew Quarnstrom, Chair; Mr. Kyle Patterson, Secretary; and Ms. Danielle Chynoweth. Also physically present were Ms. Ruth Wyman, Board Attorney, and Ms. Jodie Ellis, Meeting Secretary.

No members of the public were present.

At 4:57 PM, Mr. Quarnstrom motioned to go into Closed Session pursuant to the Open Meetings Act, 5 ILCS 120/2(C)(1), to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Chynoweth seconded the motion and following a roll call vote in which all Board members (Mr. Quarnstrom, Mr. Patterson, and Ms. Chynoweth) voted aye, the motion carried.

Mr. Quarnstrom motioned to leave the Closed Session at 5:15 PM and return to Open Session. Ms. Chynoweth seconded the motion, and, following a roll call vote in which all Board members (Mr. Quarnstrom, Mr. Patterson, and Ms. Chynoweth) voted aye, the motion carried. Open Session resumed at 5:15 PM.


With no further business to conduct, Mr. Quarnstrom adjourned the meeting at 5:16 PM.



Chair

10/17/22

Date



Secretary

10/17/22

Date