



**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT**

**BOARD OF HEALTH**

**MONTHLY MEETING – OCTOBER 17, 2022**

**MONTHLY MEETING**

On Monday, October 17, 2022, the Board of Health (“Board”) of the Champaign-Urbana Public Health District (“CUPHD”) held its monthly meeting at CUPHD, 201 W. Kenyon Road, Champaign, IL in the facility’s Main Conference Room.

Chairperson Mr. Andy Quarnstrom called the meeting to order at 4:30 PM. The following Board Members were physically present at roll call: Mr. Andrew Quarnstrom, Chair, and Mr. Kyle Patterson, Secretary. Ms. Danielle Chynoweth was absent at roll call but arrived at 4:37 PM.

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

Mr. Patterson motioned to approve meeting minutes from the Monthly CUPHD Board Meeting of September 12, 2022. Mr. Quarnstrom seconded the motion. With all present in favor, the motion carried.

*Public Participation* – None.

*Correspondence* –None.

*Old Business* – None.

*New Business* – Mr. Ron Fields, Board Treasurer, presented a report for August 2022. Cash at the end of August was \$7,983,215.00. CUPHD’s total fund balance of \$8,143,942.00 represents 48% of the budgeted expenditures for the year, exceeding the guideline of 25% of annual expenditures available in cash. Total revenues were \$2,683,448.00, which is \$161,631.00 under the YTD annual budget. The August 2022 Financial Report by Amanda Knight, CUPHD’s Director of Finance, was available for the Board’s review as was the CUPHD Credit Card Statement from September 2022.

Mr. Patterson made an omnibus motion to approve payments to Board Treasurer Ronald Fields for \$429.96 for services rendered in September 2022 (Check Request #4836); Board Attorney Ruth Wyman, for \$425.00 for services rendered between July 21 and August 9, 2022 (Check Request #4779); and to Ruth Wyman, Board Attorney, for \$525.00 for services rendered between August 17 and September 14, 2022, (Check Request #4780). Mr. Quarnstrom seconded the omnibus motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve Check Request #4765 for \$6,250.00 to LaSalle County Health Department for start-up grant dollars for services related to the FY23 IDPH Minority Health Refugee, Immigrant, & Migrant Capacity Building program. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson made an omnibus motion to approve payment of \$13,125.00 to Community Health Partnership of Illinois for start-up grant dollars for services related to the FY23 ARISE

Health Equity program (Check Request #4879); for \$13,125.00 to Avicenna Community Health Center for start-up grant dollars for services related to the FY23 ARISE Health Equity program (Check Request #4876); for \$6,250.00 to McHenry County Health Department for start-up grant dollars for services related to the FY23 IDPH Minority Health Refugee, Immigrant, & Migrant Capacity Building program (Check Request #4875); for \$6,250.00 to the Kankakee County Health Department for start-up grant dollars for services related to the FY23 IDPH Minority Health Refugee, Immigrant, & Migrant Capacity Building program (Check Request #4874); for \$13,125.00 for an interagency agreement between CUPHD and Immigrant Services of Champaign-Urbana for FY23 ARISE Health Equity program (Check Request # 4886); and for \$13,125.00 for an interagency agreement between CUPHD and The East Illinois Refugee Center for FY23 ARISE Health Equity program (Check Request #4880). Mr. Quarnstrom seconded the omnibus motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve the ratification of Check Request #4872 for \$6,079.68 for a battery back-up system for IT from CDW Government of Chicago, IL. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve Check Request #4802 for \$6,759.17 for influenza vaccinations (pre-filled syringes) from GlaxoSmithKline (GSK) of Philadelphia, PA. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve Check Request #4831 for \$7,115.74 for a steamer/sterilizer from Patterson Dental, Indianapolis, IN branch. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve Check Request #4861 for \$5,500.00 towards the salary of the 2022 Regional Health Plan Coordinator for United Way of Champaign County, IL. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve Check Request #4883 for \$1,537.50 for accounting consulting work for EMR Reconciliation from Royal Accounting of St. Joseph, IL. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to approve Check Request #4884 for \$5,512.50 for accounting consulting work for EMR Reconciliation from Royal Accounting of St. Joseph, IL. Mr. Quarnstrom seconded the motion, and with all present in favor, the motion carried.

Mr. Patterson motioned to ratify the Product Schedule Agreement between CUPHD and The Infosoft Group, LLC, dba Circa, for Job Postings through Circa and DiversityJobs.com. Ms. Chynoweth seconded the motion, and with all present in favor, the motion carried.

The Board then discussed proposed investment opportunities through Hickory Point Bank, Champaign, IL and I.N.B.N.A. Ms. Amanda Knight, Director of the Division of Finance for CUPHD, recommended that the largest portion of CUPHD funds be invested in the institution offering the largest interest rate, but that a smaller portion of the funds also be invested in CDs from institutions offering lower rates.

Mr. Quarnstrom motioned to approve the proposed JotForm Business Associate Agreement and to authorize the Public Health Administrator and Board of Health Chair to sign and otherwise

authorize the agreement approving contract with JotForm. The motion was seconded by Mr. Patterson, and with all present in favor, the motion passed.

Mr. Patterson motioned to approve a bid from A-1 Pavement Maintenance of Urbana, IL for \$47,414.99 after also considering a bid from Elite Paving and Sealcoating of Decatur, Illinois, for \$76,464.35. Ms. Chynoweth seconded, and, with all present in favor, the motion passed.

Mr. Patterson motioned to approve a sub-contract agreement, along with five other sub-contracted agencies, to assist Heluna Health of City of Industry, CA to participate in the COVID Equity Program – Community Revitalization Grant NOFO, for a total of \$100,000.00, from July 19, 2022, through May 19, 2023. Ms. Chynoweth seconded the motion, and, with all present in favor, the motion passed.

Mr. Patterson motioned to approve a proposal from CliftonLarsonAllen LLP of Pittsburgh, PA to provide Professional Compensation Services as follows: Market Price 50 unique jobs at the organization for \$20,000.00; develop a pay grade structure/classification for pay administration for \$3,000.00; and provide Communication and Education to Staff as Requested at \$300.00/hour. Ms. Chynoweth seconded the motion, and, with all present in favor, the motion passed.

Mr. Quarnstrom presided over a discussion of bids from printer vendors GFI Digital, headquarters in St. Louis, MO, and Lazars Edge of Champaign, IL. Upon the written recommendation of Mr. Jason Barham, CUPHD IT Network Administrator and Project Specialist, Mr. Quarnstrom motioned that the bid from GFI Digital be accepted. Ms. Chynoweth seconded, and, with all present in favor, the motion passed.

Ms. Chynoweth motioned to approve an estimate for a new free-standing CUPHD sign from American Dowell Sign Company of Urbana, IL for \$42,206.70. Mr. Patterson seconded the motion, and, with all present in favor, the motion passed.

Mr. Patterson motioned to approve an estimate from Waters Electrical Contracting, Inc., for \$13,228.00 to install electrical power for the new CUPHD sign. Ms. Chynoweth seconded the motion, and, with all present in favor, the motion passed.

Mr. Patterson motioned to approve an amendment to an existing service agreement with Curve Dental of Provo, UT, for the addition of an unlimited Gro and Gro Patient Engagement Software Subscription for \$200.00 per month, beginning December 1, 2022. Mr. Quarnstrom seconded the motion, and, with all present in favor, the motion passed.

Mr. Quarnstrom led a discussion on authorizing the release of \$200,000.00 of CUPHD's fund balance to assist with the City of Champaign Township's proposed 24-hour low barrier shelter. The funds would be used towards purchasing the C-U at Home Men's Emergency Shelter building at 70 East Washington Street in Champaign, IL. Mrs. Chynoweth motioned to send the topic of providing support in assisting the City Of Champaign's Township to purchase the property at 10 E. Washington Street, Champaign, IL, for use as a low barrier shelter to a

scheduled CUPHD Board of Health Study Session, either on October 26, 2022, or, if more time is needed to gather material and information, on November 30, 2022, which will be followed by a Special Meeting of the Board. Mr. Quarnstrom abstained from voting on the motion, but, with Mr. Patterson and Ms. Chynoweth voting aye, the motion carried.

*Pending Grants* - The Board reviewed information on pending grants provided by CUPHD Directors. Mr. Patterson motioned for pending grants to be sent to the Administrator for signature, which was seconded by Ms. Chynoweth. With all present in favor, the motion passed.

*Future Meetings:* A Study Session for the group is scheduled for Wednesday, October 26, 2022, at 10:30 AM at CUPHD. The monthly CUPHD Board Meeting for November 2022 is scheduled Monday, November 14, 2022, at 4:30 PM at CUPHD.

*Adjournment:* With no further business to be conducted, Mr. Quarnstrom adjourned the meeting at 5:17 PM.

*[Post-meeting note: Due to a failure of video equipment approximately half-way through the October 17 meeting, CUPHD is only able to post a truncated video for that date. - Jodie Ellis]*

---

Chair	Date	Secretary	Date
-------	------	-----------	------