



**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT**

**BOARD OF HEALTH**

**MONTHLY MEETING AGENDA, APRIL 10, 2023**

<b>Location:</b>	Champaign-Urbana Public Health District 201 W. Kenyon Road Champaign, IL 61820  <i>Main Conference Room</i> (Park and enter through the entrance located on the north side of the building)
<b>Date:</b>	Monday, April 10, 2023
<b>Time:</b>	4:30 PM CST

**ANNUAL MEETING AGENDA**

- I. CALL TO ORDER and ROLL CALL
- II. Election of chair and secretary (Action required)
- III. ELECTION OF TREASURER (Action required)
- IV. ADJOURNMENT OF ANNUAL MEETING

**MONTHLY MEETING**

- I. CALL TO ORDER and ROLL CALL
- II. APPROVAL OF AGENDA/ADDENDA
- III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS – March 27, 2023
- IV. PUBLIC PARTICIPATION
- V. CORRESPONDENCE
- VI. OLD BUSINESS
- VII. NEW BUSINESS
  - A. CUPHD Auditor’s Communication to the Board of Directors and Management for the year ended June 30, 2021, from Sikich LLP Certified Public Accountants and Advisors.
  - B. Financial Reports
    - 1. Report from CUPHD Treasurer Ronald Fields, as of February 28, 2023.
    - 2. CUPHD Director of Finance Report, as of February 28, 2023.
  - C. Review of Credit Card Statement from March 2023.

D. Approval of Payments to Board of Health appointees:

1. Check Request #6023, for \$510.00 to Ronald Fields, Treasurer, for services rendered in March 2023.

E. Approval of Accounts Payable Invoices:

1. Expense Sheet #4922, for \$67.53, to Julie Pryde, Administrator, for travel to Vaccine Conference in Normal, IL.
2. Expense Sheet #4923, for \$176.00, to Julie Pryde, Administrator, for mileage to SHIELD Research Symposium.
3. Check Request #5929, for \$346.50, to Meyer Capel, for legal fees in February 2023.
4. Check Request #5934, for 924.00, to Meyer Capel, for legal services in February 2023.
5. Requisition #5937, for \$6,321.40, to ProPac, Inc., for point-of-dispensing carts.
6. Check Request #5960, for \$43,855.57, to C-U at Home, for the Mid Barrier Shelter Program in January 2023.
7. Check Request #5961, for \$ \$40,458.93, to C-U at Home, for the Mid Barrier Shelter Program in February 2023.
8. Check Request #5963, for \$7,430.02, to Cunningham Township, for winter emergency housing in December 2022.
9. Check Request #5964, for \$9,627.15, to Cunningham Township, for winter emergency housing in January 2023.
10. Check Request #5965, for \$11,031.09, to Cunningham Township, for winter emergency housing in February 2023.
11. Check Request #6011, for \$5,724.00, to Zobrio, for the Financial Edge NXT Client Care Agreement from July 1, 2023 through June 30, 2024.
12. Check Request #6020, for \$30,000.00, to Surface 51, for the 2023 PrEP Digital Campaign.
13. Check request #6038 for \$1,679.25, to the New American Welcome Center at the University YMCA, for the 2023 ARISE program (initial payment).
14. Check request #6046 for \$17,550.00, to C.S. Construction Group, for flooring, paint, and building of wall at the Rantoul Community Center.
15. Check Request #6050 for \$6,455.00, to Dean's Graphics, for signage and way-finding improvements in the Immigrant Cooperative Space.

F. Introduction of Makiya Turner, CUPHD's new Diversity, Equity, and Inclusion Specialist.

G. Approval of job description for Administrative Assistant III.

H. Approval of travel request for Tajal Patel of TAS to attend the 2023 North American Refugee Health Conference in Calgary, Alberta, Canada from July 21 through July 23, 2023, for a total cost of \$2,925.00.

I. Approval of bid from C.S. Construction of Rantoul, IL, for flooring, paint, and building of wall at the Rantoul Community Center for \$17,550.00.

- J. Approval of interagency agreement amendments between CUPHD and the following Immigrant Cooperative agencies to amend maximum compensation amounts from \$17,500 to \$18,619.50, used to support coalition member travel to WIN Week 2023 - Springing toward Long Term Change:
  - a. Immigrant Services of Champaign-Urbana (Interagency Agreement 20180049J-#1).
  - b. The Refugee Center (Interagency Agreement 20180049J-#4).
- K. Approval of renewal of rental agreement between CUPHD and Vermilion County for \$200.00 per month, to be paid every quarter, for one 9 x 12-foot office in the Vermilion County Board of Health building at 200 South College Street, Danville, IL 61832, from April 1, 2023, through March 31, 2024.
- L. Approval of renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Carle Health Care, Inc. dba Cale Physician Group of Urbana, IL, for a maximum reimbursement of \$15,000.00 for medical services for clients provided from April 1, 2023, through March 31, 2024.
- M. Approval of renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Carle Richland Memorial Hospital, for a maximum reimbursement of \$10,000.00 for laboratory services for clients provided from April 1, 2023, through March 31, 2024.
- N. Approval of renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Hoopeston Community Memorial Hospital of Hoopeston, IL, for a maximum reimbursement of \$5,000.00 for laboratory services for clients provided from April 1, 2023, through March 31, 2024.
- O. Approval of renewal of a subcontractor agreement between CUPHD, acting as the lead agency for East Central Illinois HIV Care Connect, with funds from the Illinois Department of Public Health, and Carle Foundation Hospital, for a maximum reimbursement of \$100,000.00 for laboratory services for clients provided from April 1, 2023, through March 31, 2024.
- P. Approval of Engagement Letter from Menard Consulting, Inc. of Addison, IL, for actuarial consulting services to fulfill financial reporting requirements. The fee schedule is \$2,800.00 for FY 2022; \$300.00 in FY 2023; \$2,800.00 in FY 2024; and \$300.00 in FY 2025.
- Q. Approval of a Master License Software Agreement with Sikich, LLP of Naperville, IL, for financial reporting requirements for leases effective March 31, 2023, for \$2,500.00.
- R. Report on Quarterly Investments by CUPHD Director of Finance Amanda Knight.
- S. Approval of combining individual Board-approved Personnel Policies into a Personnel Policy Handbook.

T. Pending grant contacts for Administrator's signature – none.

IX. NEXT MEETING

a. Study Session: Thursday, April 27, 2023, at 10:30 AM, at CUPHD.

b. Monthly Board Meeting: Monday, May 8, 2023, at 4:30 PM, at CUPHD.

X. ADJOURNMENT