



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

**Champaign-Urbana Public Health District**

**BOARD OF HEALTH  
Study Session & Special Meeting  
September 19, 2013**

**Study Session**

On September 19, 2013, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Study Session at 201 W. Kenyon Rd., Champaign, Illinois. Ms. Michelle Mayol called the meeting to order at 9:30 AM. Upon roll call, the following board members were found to be present: Ms. Michelle Mayol, Chair, and Mr. Alan Kurtz, Secretary. Mr. Andy Quarnstrom was absent.

Public Participation – None

Mr. Jim Roberts would like to host a Joint Study Session with the CUPHD Board of Health and the Champaign County Board of Health at Brookens Center in Urbana regarding publicizing food establishment inspection reports and placards. The draft ordinance has been prepared and is ready for review. Mr. Roberts would like to notify all restaurant operators of the meeting and would like to possibly live stream the meeting.

Mr. Fred Grosser, Attorney, reported that the Intergovernmental Agreement is ready for review. The agreement needs to be approved by the CUPHD Board of Health, Champaign County Board of Health and the Champaign County Board.

Discussion of revisions to employee contributions for health, dental and vision insurance premiums was not needed.

The contract between CUPHD and Smith Medical Partners was presented. The contract allows for family planning medications to be purchased at a discounted price. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

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Ms. Hope Wheeler (with Clifton Larson Allen, LLP) brought in a Forensic Auditor to meet with Ms. Julie Pryde, Administrator. There were no specific concerns expressed; forensic consulting was suggested. The annual audit has begun. This item will be revisited after the completion of the annual audit.

A discussion regarding the new Treasurer was held. It was noted that the Treasurer must remain independent of the staff and the Director of Finance. Attorney, Fred Grosser, will prepare a job description.

Human Trafficking Policy and Protocol was presented. This is a requirement of the Title X grant. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

Ms. Patricia Robinson presented the engagement letter for Mary Schmitz with Royal Accounting for assistance with the annual audit preparation. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

A purchase order payable to McCormick Commercial Refrigeration to repair a roof drain in the amount of \$12,000 was presented. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

A data exchange agreement between CUPHD and the Illinois Department of Human Services was presented. This is a one-time agreement. This agenda item will be presented for approval at the Special Meeting immediately following this Study Session.

The next monthly meeting scheduled for October 14, 2013 at 4:30 PM will be cancelled. The next study session will be held October 17, 2013 at 9:30 AM.

With no further business to be discussed, Ms. Michelle Mayol adjourned the meeting at 9:53 AM.

**Special Meeting**

Immediately following, Ms. Michelle Mayol called the Special Meeting to order at 9:53 AM. Upon roll call, the following board members were found to be present: Ms. Michelle Mayol, Chair, and Mr. Alan Kurtz, Secretary. Mr. Andy Quarnstrom was absent.

Mr. Alan Kurtz made a motion to approve the contract between CUPHD and Smith Medical Partners. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

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Approval of the cost of a forensic audit was deferred.

Approval of policy to conduct a forensic audit after any Director of Finance turnover was deferred.

Mr. Alan Kurtz made a motion to approve the search for a new Treasurer. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried. Mr. Grosser, Attorney, will provide a job description for the Treasurer's position.

Mr. Alan Kurtz made a motion to approve the Human Trafficking Policy and Protocol. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve Mary Schmitz with Royal Accounting to assist with the annual audit for up to \$10,000. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the purchase order payable to McCormick Commercial Refrigeration to repair a roof drain in the amount of \$12,000. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the Data Exchange agreement between CUPHD and the Illinois Department of Human Services. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign the following pending grant contract: CUPHD and IDPH for Coordinated School Health Grant in the amount of \$26,500. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Ms. Michelle Mayol adjourned the meeting at 10:02 AM.

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Chair

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Secretary