



**Public Health**  
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**Champaign-Urbana Public Health District**

**BOARD OF HEALTH  
Monthly Meeting  
March 10, 2014**

On March 10, 2014, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Rd., Champaign, Illinois. Ms. Michelle Mayol called the meeting to order at 4:30 PM. Upon roll call, the following board members were found to present: Ms. Michelle Mayol, Chair, Mr. Alan Kurtz, Secretary, and Mr. Andy Quarnstrom.

Public Participation – None

Mr. Alan Kurtz made a motion to approve meeting minutes from the February 10, 2014 Monthly Meeting. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Ms. Amanda Knight reported that the annual audit is preliminarily complete and the Finance staff and the audit team are working on putting together final documents for Board of Health review. Ms. Knight reported that all findings will be officially reported at a future Board of Health meeting, but one finding anticipated to be reported is untimely financial reporting. Ms. Michelle Mayol asked Ms. Knight for an update on time necessary to get up to date with all financial reporting and bank statement reconciliation and Ms. Knight reported that since the audit is all but complete, the Finance staff will make the financial reports and bank statement reconciliation a priority.

Correspondence – None

Publicizing Food Establishment Inspections – No report

Renovation of the East Wing for Lease to U of I Extension - Ms. Julie Pryde, Administrator, reported that the project is back in the redesign phase as the initial design estimates came in well over budget.

Mr. Alan Kurtz made a statement regarding the CUMTD bus.

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Mr. Alan Kurt made a motion to approve the invoice payable to Public Health Accreditation Board in the amount of \$5,068.25. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to ratify the approval of the contract between Clark Dietz Engineers and the District for engineering work on the east wing. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Updating the Food Service Sanitation Code – Deferred

Repeal Retail Food Store Code – Deferred

Mr. Alan Kurtz made a motion to approve charging \$10.00 per kit for radon test kits. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the HIPAA Violation Sanction Policy. Mr. Alan Kurtz seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the new job classification for Licensed Practical Nurse III. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Background checks – Deferred pending review of vendor agreement

Mr. Alan Kurtz made a motion to approve Policy 9500-6.1 – Commitment to Culturally and Linguistically Appropriate Service Policy. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to ratify the approval of the Professional Liability Insurance Premium and Coverage. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the Illinois Breast and Cervical Cancer Project Provider Agreement. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to ratify the approval of the Commuter Advertising Media Sales Agreement. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

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Mr. Alan Kurtz made a motion to approve the Working Women’s Expo Agreement. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the Advertising Contract with Champaign-Urbana Mass Transit District. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the Agreement between CUPHD and the Champaign County Chamber of Commerce. Mr. Andy Quarnstrom 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 IDPH Tanning Grant.

There were no additional pending grant contracts for the Administrator to sign.

The next monthly Board of Health meeting will be held on April 14, 2014 at 4:30 PM.

With no further business to be discussed, Ms. Michelle Mayol adjourned the meeting at 4:54 PM.

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Chair

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Secretary