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Champaign-Urbana Public Health District

**BOARD OF HEALTH
Monthly Meeting & Annual Meeting
April 14, 2014**

Monthly Meeting

On April 14, 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 4:29 PM. Upon roll call, the following board members were found to be present: Ms. Michelle Mayol, Chair, and Andy Quarnstrom. Mr. Alan Kurtz, Secretary, was absent.

Public Participation – None

Mr. Andy Quarnstrom made a motion to approve meeting minutes from the March 10, 2014 Monthly Meeting. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Ms. Amanda Knight, Director of Finance, reported that all cash accounts have been reconciled through December 2013. Cash in the bank as of April 14, 2014 was \$2,289,711. Staff is currently working on grant billings; however, four grants are not billable due to not having a signed contract. Ms. Knight will follow up with the Directors. July 31, 2013 ended with a deficit of \$41,467 but Ms. Knight does not believe this to be correct and will review property tax amounts. Fund balance is 45% of budgeted expenditures; target is 25%.

Correspondence – Ms. Julie Pryde reported that CUPHD would be participating in the Star Expo at the Hilton Garden Inn.

Mr. Jim Roberts reported that compliance for posting the food inspection placards was improving. Environmental Health has three interns this semester, one of which is working to increase awareness of the placard system. From January through March 2014, 73 routine inspections were completed in the county. Of 71 of those food establishments, 63% are posting the placard and 34% are not.

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Mr. Roberts updated the Board regarding the Illinois Administrative Codes for food service. Mr. Roberts and Mr. Fred Grosser, Attorney, will be reviewing ordinances.

CUPHD has received the lease agreement with the University of Illinois Extension for the east wing and is waiting to receive one estimate for the HVAC system.

Sandy Cook and Hope Wheeler of CliftonLarsonAllen presented the Independent Auditor's Report for year ended June 30, 2013. CUPHD received an unmodified opinion. CUPHD has assets of \$13.4M and liabilities of \$5.3M with a net position of \$8.1M; \$4.4M is unrestricted. Revenue was \$12.1M; expenditures were \$11.8M resulting in a positive net change of approximately \$271,000. Two federal programs were tested for the audit – WIC (Women, Infants and Children) and We Choose Health. Ms. Wheeler reviewed all findings of each audit. Mr. Andy Quarnstrom made a motion to accept the Auditor's report as written and to place on file. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the invoice from CliftonLarsonAllen for the audit in the amount of \$11,135. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Awais Vaid gave a presentation to the Board reviewing CUPHD's performance management and strategic planning efforts. This information can be accessed on the CUPHD intranet.

Mr. Andy Quarnstrom made a motion to approve the 2013 CUPHD Annual Report. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

A discussion was held regarding the Treasurer's position. Mr. Quarnstrom would like to have documentation of requirements and qualifications for the Treasurer position. Attorney, Fred Grosser, has prepared a description of duties. Mr. Quarnstrom would prefer to have the position filled externally, for transparency purposes, by October 1st. Mr. Grosser will begin to search for candidates.

Mr. Andy Quarnstrom made a motion to ratify the request to purchase larvicide in the amount of \$18,154. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

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Mr. Andy Quarnstrom made a motion to approve the milk depot for Indiana Mother's Milk Bank. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the rental agreement between The Family Trust of Daniel J. Mundy and Jacquelyn S. Mundy and CUPHD for 2003 S. Banker Street, Suite B, Effingham, IL. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the lease agreement between Prairie Center Health Systems, Inc. and CUPHD for 128 N. Vermilion Street, Danville, IL. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the revision to the Non-Discrimination Policy to add Veteran status. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to approve the Peoria Charter Coach Company Terms and Conditions and invoice in the amount of \$1,055. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Approval of the Comcast Spotlight Contract was deferred.

Mr. Andy Quarnstrom made a motion to approve the six year POW-R-GUARD Maintenance Agreement for Caterpillar emergency standby generator in the amount of \$1,186. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the Board Chair to sign the following subcontracts and agreements: CUPHD/East Central Illinois HIV Care Connect and Greater Community AIDS Project; CUPHD/East Central Illinois HIV Care Connect and Raffi Leblebajian, DDS, LLC; CUPHD/East Central Illinois HIV Care Connect and Carle Health Care Inc. dba Carle Physician Group; CUPHD/East Central Illinois HIV Care Connect and Carle Foundation Hospital; CUPHD/East Central Illinois HIV Care Connect and Carle Foundation Physician Services, LLC; CUPHD/East Central Illinois HIV Care Connect and Infectious Disease Specialist, Ltd.; CUPHD/East Central Illinois HIV Care Connect and Danville Polyclinic, Ltd.; CUPHD/East Central Illinois HIV Care Connect and Improving Smiles, PC; and CUPHD/East Central Illinois HIV Care Connect and Hoopeston Community Memorial Hospital. Mr. Andy Quarnstrom seconded the motion. With all in favor, the motion carried.

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Mr. Andy Quarnstrom made a motion to approve Ms. Julie Pryde, Public Health Administrator, to sign the following pending grant contracts: CUPHD and IDPH in the amount of \$20,976; CUPHD, on behalf of the Champaign County Health Department, and IDPH for West Nile Prevention in the amount of \$17,781; CUPHD and IDPH for Vital Records in the amount of \$7,055; and CUPHD and Public Health Institute of Metropolitan Chicago, pending changes, for Jail Project (HIV) in the amount of \$78,500. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

The next monthly meeting will be held May 12, 2014 at 4:30 PM.

With no further business to be discussed, Ms. Michelle Mayol adjourned the monthly meeting at 5:36 PM.

Annual Meeting

Immediately following, Ms. Michelle Mayol called the Annual Meeting to order at 5:43 PM. Upon roll call, the following board members were found to be present: Ms. Michelle Mayol, Chair, and Mr. Andy Quarnstrom. Mr. Alan Kurtz, Secretary, was absent.

Ms. Michelle Mayol made a motion to nominate Mr. Andy Quarnstrom as Chair of the Board of Health. Mr. Quarnstrom seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to nominate Ms. Michelle Mayol as Secretary of the Board of Health. Ms. Mayol seconded the motion. With all in favor, the motion carried.

Mr. Andy Quarnstrom made a motion to nominate Ms. Michelle Mayol as Treasurer. Ms. Mayol seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Ms. Michelle Mayol adjourned the annual meeting at 5:44 PM.

Chair

Secretary