



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

**Champaign-Urbana Public Health District**

**BOARD OF HEALTH  
Monthly Meeting  
August 11, 2014**

On August 11, 2014, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Rd., Champaign, Illinois. Mr. Andy Quarnstrom called the meeting to order at 4:29 PM. Upon roll call, the following board members were found to be present: Mr. Andy Quarnstrom, Chair, Ms. Michelle Mayol, Secretary, and Mr. Alan Kurtz.

Public Participation – None

Mr. Alan Kurtz made a motion to approve meeting minutes from the July 14, 2014 Monthly Meeting and the July 17, 2014 Special 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 July 31, 2014 and cash in the bank is \$3.9M. June 30, 2014 ended with a deficit of \$447,000 which was significantly less than budgeted due to the deferment of the IMRF payment. The fund balance is at 38% of budgeted expenditures. Revenue is slightly above budget and expenditures were below budget by approximately 4.16%. Capital outlay exceeds the annual budget by 31% due to major capital expenditures that were unforeseen at the time the FY2014 budget was created. Contractual costs exceed the budget by 27% due to staffing needs and subcontractor grants. One hundred percent of June invoices have been billed and 97% were completed by the end of July.

Ms. Knight also presented the FY2015 budget. Personnel expenditures include a COLA (Cost of Living Adjustment) at 2.10% and a merit increase based upon performance evaluations at 1.40% for a potential salary adjustment of 3.5%. Health insurance could increase by 15%; however, other options are being reviewed. The IMRF rate will be 9.31% effective January 2015. A \$500,000 payment will be applied to the outstanding bond debt resulting in over \$1M in savings and reducing the bond term from 12 to 6 years upon refinance. Operating budget is projected at \$239,000. Cost of a third dental team was also included.

## **CUPHD Board of Health Monthly Meeting – August 11, 2014**

### **Page 2**

Correspondence – Mr. Alan Kurtz stated that he received two letters from restaurant owners regarding delays of opening new facilities. Mr. Roberts addressed the concerns and noted that once all items are received from the owner, requests are processed within a 30-day period. He also addressed concerns regarding proper cooling systems and sink requirements. Mr. Roberts will respond to all correspondence. Dr. Morse, Medical Director for CUPHD, will be retiring and has requested CUPHD to begin a search for his replacement.

Mr. Eric Volkmann with Prospect Bank presented a proposal to rewrite the current bonds saving over \$1M. The first payment is anticipated to be November 1, 2014. Mr. Volkmann also presented documents to move bank accounts to Prospect Bank.

Mr. Arnold Blair and Ms. Lindsey both gave presentations to the Board regarding their candidacy for the Treasurer position. Mr. Fred Grosser, Attorney, will review stipulations of having a closed session to conduct a review of non-employee compensation. This item will be added to the next agenda.

Mr. Jim Roberts reported that yellow placards are now being posted and three restaurants have received them. Mr. Roberts gave a presentation on the voluntary posting of inspection notices in the County food establishments. Fifty-one percent of the County food establishments have voluntarily posted their first routine inspection notice. Establishments that posted their inspection notices performed significantly better on all outcomes. This item will be added to the next County Board of Health agenda.

Ms. Alicia Ekhoﬀ, Program Coordinator for the dental clinic, addressed the Board regarding the addition of a third dental team. All members were in support and recommended moving forward.

Mr. Andy Quarnstrom addressed the Board regarding his contact with CUMTD. The CUMTD management stated that there are only five riders per day coming to CUPHD. Mr. Quarnstrom requested a 30-day time period to determine the number of actual and potential riders. A questionnaire and petition will be made available to clients.

Mr. Quarnstrom stated that the Board met in closed session to discuss the evaluation of Administrator, Julie Pryde. Mr. Andy Quarnstrom made a motion to approve the evaluation and to place in her personnel file. Mr. Alan Kurtz seconded the motion. With all in favor, the motion carried. Ms. Michelle Mayol made a motion to approve a salary increase for Ms. Pryde of 4.5% (2.1% for COLA and 2.4% for merit) effective October 1, 2014. Mr. Alan Kurtz seconded the motion. With all in favor, the motion carried.

## **CUPHD Board of Health Monthly Meeting – August 11, 2014**

### **Page 3**

Mr. Alan Kurtz made a motion to approve the designation of FY15 Tentative Budget and Appropriation Document. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Ms. Michelle Mayol made a motion to approve the transfer of bank accounts to Prospect Bank pending changes. Mr. Alan Kurtz seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve Resolution 2014-08-02 to pay \$500,000 to reduce the bond principal and refinance remaining bond debt pending changes. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve Resolution 2014-08-03 to authorize signers on Prospect Bank accounts. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the Helpdesk Technician job description. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the MOU with Carle concerning Tetanus, Diphtheria and Acellar Pertussis (Tdap) immunization. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the Intergovernmental Agreement between CUPHD and The Board of Trustees of the University of Illinois for built environment assessment. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the University of Illinois Community Health intern individualized agreements. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Kurtz stated that he was in favor of establishing inspection criteria for body art establishments. Mr. Roberts gave the Board background information regarding inspections. Mr. Fred Grosser, Attorney, will review if ordinances can be put in place for Champaign County.

Mr. Alan Kurtz made a motion to ratify the Mediacom agreement. 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 Cummings Crosspoint for a generator and labor in the amount of \$5,284. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

**CUPHD Board of Health Monthly Meeting – August 11, 2014**  
**Page 4**

Mr. Alan Kurtz made a motion to approve the DentaQuest agreement. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

The Billing and Collections policy was deferred.

Mr. Alan Kurtz made a motion to approve the addendum to the lease agreement with the Champaign County Children’s Advocacy Center (CAC). Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the quotation with WTI Systems, Ltd. for additional services in the amount of \$1,830. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

Mr. Alan Kurtz made a motion to approve the addendum to the provider agreement with Avesis. 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 following pending grant contracts: CUPHD and UIC for We Choose Health Communication Plan in the amount of \$4,000; and CUPHD and IDPH for the IL Breast and Cervical Cancer Prevention Program in the amount of \$403,111. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

The next monthly meeting will be held September 8, 2014 at 4:30 PM.

With no further business to be discussed, Mr. Alan Kurtz made a motion to adjourn the monthly meeting at 6:20 PM. Ms. Michelle Mayol seconded the motion. With all in favor, the motion carried.

---

Chair

---

Secretary