



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Annual Meeting & Monthly Meeting
April 9, 2025

Annual Meeting

On April 9, 2025, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held the Annual Meeting at 201 W. Kenyon Road, Champaign, IL. Ms. Jennifer Locke called the meeting to order at 5:11 p.m. Upon roll call, the following board members were found to be present: Ms. Jennifer Locke, Secretary, and Mr. Kyle Patterson. Ms. Danielle Chynoweth, Chair, was absent.

Mr. Kyle Patterson made a motion to nominate Ms. Danielle Chynoweth as Chair of the Board of Health. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Patterson made a motion to nominate Ms. Jennifer Locke as Secretary of the Board of Health. Ms. Locke seconded the motion. With all in favor, the motion carried.

Mr. Patterson made a motion to nominate Mr. Ron Fields as Treasurer. Ms. Locke seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, Ms. Locke adjourned the Annual Meeting at 5:11 p.m.

Monthly Meeting

Immediately following, Ms. Jennifer Locke called the Monthly Meeting to order at 5:12 p.m. Upon roll call, the following board members were found to be present: Ms. Jennifer Locke, Secretary, and Mr. Kyle Patterson. Ms. Danielle Chynoweth, Chair, was absent.

Ms. Jennifer Locke made a motion to approve the agenda. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the minutes of the March 12, 2025, Monthly Meeting. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Public Participation – None.

Correspondence – Ms. Julie Pryde reported that the Deputy Administrator candidate accepted and will be starting with CUPHD in June. In addition, there will be a 6-month pilot project

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with the therapy dog, Max. He will provide comfort to patients in the dental clinic during procedures if they choose.

Old Business – None.

Mr. Ron Fields, Treasurer, reported that cash as of the end of February 2025 was \$8,085,879 with a total fund balance just over \$7.3M representing 46% of the budgeted expenditures for the year. The 8th month of the fiscal year ended with a surplus of \$466,605 against a budgeted YTD deficit of \$666,653. Total revenue was \$9,793,856 which was approximately \$919,000 under the YTD budget. Expenditures were \$9,327,251 which was just over \$2M under budget for the YTD fiscal year. Mr. Kyle Patterson made a motion to accept the Treasurer's Report. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve payment to Attorney, Ruth Wyman, for legal services from February 16, 2025, to March 15, 2025. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve payment to Treasurer, Ron Fields, for March 2025 services. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the monthly credit card statement. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the price quotation and agreement with MedTrainer Inc. for online compliance and learning software. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the revised Bilingual Pay Stipend Policy 9500.110. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the agreement between Infant Mental Health Consultant, Tanya Blackshear, LCSW, and CUPHD for GREAT Start program support from July 1, 2025, to June 30, 2026. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the new Time and Effort Policy 9200 – 16.03. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the revised Retention Incentive Policy 9500-2.11. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the revised Federal Award Procurement Standards Policy 9200-07.03. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the new Subrecipient/Subcontractor Monitoring Policy 9200-17.01. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

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Mr. Kyle Patterson made a motion to approve the revised Capitalization Threshold Policy 9200-12.01. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the 2025 Annual Report. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contractors and bids for Project 25-003 New Wall Opening. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contractors and bids for Project 25-004 New Automatic Sliding Glass Door. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the requisition payable to NASEN for DanceSafe fentanyl test strips. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the check request payable to Zobrio for Financial Edge NXT annual subscription, year 2 of 3. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Carle Foundation Hospital for East Central Illinois HIV Care Connect laboratory services from 4/1/25 – 3/31/26. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Carle Health Care Inc. dba Carle Physician Group for East Central Illinois HIV Care Connect medical services from 4/1/25 – 3/31/26. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Carle Richland Memorial Hospital for East Central Illinois HIV Care Connect laboratory services from 4/1/25 – 3/31/26. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the contract between CUPHD and Hoopeston Community Memorial Hospital for East Central Illinois HIV Care Connect laboratory services from 4/1/25 – 3/31/26. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

There were no pending grants for the Administrator to sign.

The Board of Health went into recess at 5:24 p.m.

The Board of Health returned to open session at 5:43 p.m. Upon roll call, the following board members were found to be present: Ms. Danielle Chynoweth, Chair, Ms. Jennifer Locke, Secretary, and Mr. Kyle Patterson.

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Mr. Andrew Muller, Assistant State’s Attorney with the Champaign County State’s Attorney Office Civil Division, addressed the Board regarding the upcoming Administrative Hearing involving Sooie Bros. restaurant.

Mr. Muller presented and reviewed the proposed Board rules and process for the Administrative Hearing. The rules will be presented to both parties at the hearing for approval or objection. Mr. Muller discussed the anticipated roles including the Board of Health swearing in and taking the oath of individuals testifying, Mr. Allison of Sooie Bros. will speak first followed by CUPHD, and Ms. Ruth Wyman will be present on behalf of the Board of Health. Mr. Muller will be present on behalf of the County with a limited role. The Administrative Hearing is based on current Ordinance.

The Administrative Hearing will be held on Wednesday, April 16, 2025, at 5:00 p.m.

The next Monthly Meeting will be held on Wednesday, May 14, 2025, at 5:00 p.m.

With no further business to be discussed, Ms. Danielle Chynoweth made a motion to adjourn the meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the meeting was adjourned at 6:32 p.m.

Chair

Secretary