



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
October 8, 2025

On October 8, 2025, the Board of Health of the Champaign-Urbana Public Health District (CUPHD) held a Monthly Meeting at 201 W. Kenyon Road, Champaign, IL. Ms. Danielle Chynoweth called the meeting to order at 5:00 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.

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

Ms. Jennifer Locke made a motion to approve the minutes of the September 10, 2025, Monthly Meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Public Participation – None.

Correspondence – None.

Old Business – None.

Mr. Ron Fields, Treasurer, reported that cash as of August 31, 2025, was \$8,646,890 with a total fund balance just under \$8.4M representing 46% of the budgeted expenditures for the year. The second fiscal month ended with a deficit of \$86,398, against a budgeted deficit of \$157,067. The total annual budget is \$18.2M. Total revenues were \$2,445,290, which was approximately \$319,000 under the YTD budget. Expenditures were just over \$2.5M, which was \$389,000 under budget for the YTD fiscal year. Ms. Jennifer Locke made a motion to place the Treasurer's report on file. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Julie Pryde reported that CUPHD was in a holding pattern regarding Federal funding impacts and the government shutdown. Two grants were lost and there are concerns with WIC but there will not be issues through October.

Ms. Jennifer Locke made an omnibus motion to approve payments to: Treasurer, Ron Fields, for September 2025 services; Attorney, Ruth Wyman, for legal services from 07/16/2025 – 08/15/2025 and 08/16/2025 – 09/15/2025; and Administrator, Julie Pryde, for mileage reimbursement to Springfield. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

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

CUPHD Board of Health Monthly Meeting – October 8, 2025

Page 2

Ms. Patricia Robinson provided information to the Board regarding the IMRF Early Retirement Incentive. CUPHD began exploring the option approximately six months prior as a cost-savings option and received a cost analysis from IMRF. Twenty-two employees are eligible for early retirement with 10 employees being potentially interested. A cost study was performed based on the 10 interested employees and after five years the total cost would be paid off and there would be savings of \$367,000. There would be \$1.5M in total savings by year seven. Ms. Danielle Chynoweth asked about succession planning and Ms. Pryde noted that CUPHD has been working on that for each of the divisions. There are potentially three of the seven Director positions that could be open. Mr. Brandon Meline noted about the current structure and potential upward mobility for current staff. The open period for early retirement is from January 1, 2026, to January 1, 2027. Fees for early retirement will be paid in the first two years. Ms. Jennifer Locke made a motion to adopt IMRF Early Retirement Incentive Resolution 2025-10-01. Mr. Kyle Patterson seconded the motion. Upon a roll call vote, the motion carried unanimously.

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

Ms. Jennifer Locke made a motion to approve the Carle Resolutions Employee Assistance Program renewal agreement. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Ruth Wyman, Attorney, provided an update to the Board regarding the two lawsuits being settled, Carle and Presence, and the dispute regarding the remaining tax disbursement under the Presence Hospital lawsuit. The Board approved the Reconciliation Fund Settlement Agreement with Presence Hospitals and for the Administrator to sign. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the new Food Access Specialist job description. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried. Ms. Whitney Greger stated that this is a grant from IDPH focusing on food access and deserts.

Ms. Jennifer Locke made a motion to approve the bid from C.S. Construction for Project FY26-002, south breakroom remodel. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The CUPHD 2026 Tax Levy was presented to the Board for approval. Ms. Jennifer Locke made a motion to approve the Determination of the Amount of Money to be Raised by Taxation payable in calendar year 2026. Mr. Kyle Patterson seconded the motion. Upon a roll call vote, the motion carried unanimously. Ms. Jennifer Locke made a motion to approve the Truth in Taxation Resolution 2025-10-02. Mr. Kyle Patterson seconded the motion. Upon a roll call vote, the motion carried unanimously.

Ms. Jennifer Locke made a motion to approve the bid from Main Street Fencing for new fencing for the generator area. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the advertising agreement between CUPHD and News-Gazette. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

CUPHD Board of Health Monthly Meeting – October 8, 2025

Page 3

Ms. Amanda Knight provided the Board with information regarding FY26 investments. This was for informational purposes only.

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

Ms. Jennifer Locke made a motion to approve the check request payable to GlaxoSmithKline Pharmaceuticals for Fluarix. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the check request payable to McCormick for FY26-006 RTU 502. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the requisition payable to North American Syringe Exchange Network for insulin syringes. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the check request payable to Imperial Surveillance for the remaining balance of the camera system. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the check request payable to CDW-Government for software. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the requisition payable to McKesson Medical-Surgical, Inc. for COVID vaccine. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made an omnibus motion to ratify the following: requisition payable to Dell Technologies for laptops; check request payable to INB for CD; and check request payable to Hickory Point Bank for CD. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion for the Administrator to sign the following pending grant contract: between CUPHD and IDPH for Public Health Emergency Preparedness – FY26 in the amount of \$82,809.00 for a contract period of July 1, 2025 – June 30, 2026.

The next Monthly Meeting is scheduled for Wednesday, November 12, 2025, at 5:00 p.m.

With no further business to be discussed, the meeting was adjourned at 6:04 p.m.

Chair

Secretary