



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
December 10, 2025

On December 10, 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 5:08 p.m. Upon roll call, the following board members were found to be present: Ms. Danielle Chynoweth, Chair, and Ms. Jennifer Locke, Secretary.

Ms. Jennifer Locke made a motion to approve the agenda. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the minutes of the November 12, 2025, Monthly Meeting. Ms. Danielle Chynoweth 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 the end of October 2025 was \$9,445,841 with a total fund balance just over \$8.6M representing 47% of the budgeted expenditures for the year. The fourth fiscal month ended with a surplus of \$92,475 against a budgeted deficit of \$275,245. The total annual budget is just over \$18.2M. Total revenues were just over \$4.9M, which was \$614,123 under the YTD budget. Expenditures were \$4.8M, which was \$981,844 under budget for the YTD fiscal year. Ms. Julie Pryde reported that CUPHD has only lost two small grants and is receiving \$250,000 in new grants. Ms. Jennifer Locke made a motion to place the Treasurer's report on file. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made an omnibus motion to approve payments to: Treasurer, Ron Fields, for November 2025 services; and Attorney, Ruth Wyman, for legal services from 10/16/2025 – 11/15/2025. Ms. Danielle Chynoweth 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. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

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Ms. Jennifer Locke made an omnibus motion to approve the following check requests payable to: C.S. Construction Group, LLC for breakroom remodel; Sikich for progress billing of FY25 Audit; IMRF for lump sum payment; Tyler Technologies for Enterprise Permitting and Licensing annual fee - year 3, 12/01/2025 - 11/30/2026; and Stocks Office Furniture for FY26-004 TAS invoice. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made an omnibus motion to approve the following job descriptions: Program Coordinator – Environmental Health (revised); Communicable Disease Investigator (revised); Certified Medical Assistant (new); Nutrition Assistant 1 (new); and Nutrition Assistant 2 (new). Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the updated Retail Food Program Ordinance and Enforcement Policy 2025-12-01. Ms. Danielle Chynoweth seconded the motion. Ms. Sarah Michaels stated that this document combines the two ordinances, simplifies enforcement (sections 7 and 9), and adds definitions that were missing. The penalties stayed the same and the final step in the process is still with the Board of Health. There will be proposed fee changes at a later date. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the MCH Entryway Artwork and Design Commission Agreement between CUPHD and Jose Vazquez/Artist. Ms. Danielle Chynoweth seconded the motion. The cost will be \$3,200 and completed by March. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the Social Media Public Comment Policy for CUPHD. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the project bid from C.S. Construction Group, LLC for FY26-007 Refugee Center safety improvements. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the project bid from DECA Improvements for FY26-001 maintenance office remodel. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the project bid from Merrill Landscape Services – seasonal pricing (all inclusive). Ms. Danielle Chynoweth 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 contracts: between CUPHD and IDPH for Overdose Fatality Review Team Development and Implementation – FY2026 in the amount of \$40,059.13 for a contract period of 9/1/2025 - 8/31/2026; CUPHD and IDPH for Community Network Anchors in the amount of \$100,000.00 for a contract period of 10/1/2025 - 6/30/2026; and CUPHD and IL Children's Healthcare Foundation for CUPHD Pathways to Oral Health for Women, Infants, and Children: offering oral health education, patient navigation, and integrated preventive oral health services to infants, children, and current or expectant mothers enrolled WIC in the amount of \$40,000.00 for a contract period of 1/1/2026 - 12/31/2027. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

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Ms. Danielle Chynoweth made a motion to go into closed session pursuant to the Open Meetings Act, 5 ILCS 120/2(C)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Ms. Jennifer Locke seconded the motion. Upon a roll call vote, the motion carried unanimously and the Board went into closed session at 5:25 p.m.

Ms. Danielle Chynoweth declared the meeting in open session at 5:46 p.m. At this time, Board members Danielle Chynoweth and Jennifer Locke were present.

The next Monthly Meeting is scheduled for Wednesday, January 14, 2026, at 5:00 p.m.

With no further business to be discussed, the meeting was adjourned at 5:46 p.m.

Chair

Secretary