



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

**Champaign-Urbana Public Health District**

**BOARD OF HEALTH**  
**Monthly Meeting**  
**July 10, 2024**

On July 10, 2024, 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, and Ms. Samantha Carter, Secretary. Mr. Kyle Patterson was in attendance at 5:18 p.m.

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

Ms. Samantha Carter made a motion to approve the minutes from the June 20, 2024, 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 May 31, 2024, was \$6,694,464 with a total fund balance just shy of \$7.7M representing 42% of the budgeted expenditures for the year. The 11<sup>th</sup> month of the fiscal year ended with a deficit of \$1,181,616. The total annual budget is \$18,438,173. Total revenues are \$14,121,109 which is approximately \$191,000 under YTD budget. Expenditures are \$15,302,725 which is approximately \$1.6M under budget for the YTD fiscal year.

Ms. Samantha Carter made an omnibus motion to approve payments to the Board of Health Appointees: Treasurer, Ron Fields, for June 2024 services; and Attorney, Ruth Wyman, for legal services 05/21/24 to 05/31/24. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review. Ms. Chynoweth asked for clarification on a \$4,400 purchase for Training Camp. It was noted that it is for cyber security training.

Ms. Samantha Carter made a motion to approve the revised Health Insurance Opt-Out Policy 9500-2.4. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

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Ms. Samantha Carter made a motion to approve the IMRF Benefit Protection Leave. Ms. Danielle Chynoweth seconded the motion. She suggested noting in the policy that the buy-back is for 12 months. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to Lori Egizio for the motivational interviewing presentation in the amount of \$5,700.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to Fein-Bursoni for Smile Politely annual advertisement for 2024-2025 in the amount of \$6,000.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to Dell Technologies for VLA Enterprise Exchange Server software assurance all languages, year 2 of 3, in the amount of \$56,736.79. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to Champaign County GIS Consortium for the annual PDC Agreement 7/1/24 – 6/30/25 in the amount of \$6,077.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to Tyler Technologies for solution orientation training, project management and implementation in the amount of \$19,300.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to Arnolds Office Furniture for the balance due on Great Start workstations in the amount of \$6,638.75. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made an omnibus motion to approve check requests payable to Familia First Health for invoices from Surface 51 for brand development and marketing materials: May in the amount of \$5,333.00; and June in the amount of \$10,627.00. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to the City of Urbana for quarterly reimbursement of Urbana environmental health license fees. Total amount collected was \$16,986.00 with \$2,200.00 withheld for administrative fees. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Samantha Carter made a motion to approve the check request payable to the Douglas County Health Department for May 2024 IL Tobacco Free community activities. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the following pending grant contract for the Administrator to sign: between CUPHD and NACCHO for a presentation at the Social Justice and Health Equity Summit in Washington, DC, June 27-28, 2024, in the amount of \$5,200.00 for WHP for a contract period of June 25 - July 15, 2024. Ms. Samantha Carter seconded the motion. With all in favor, the motion carried.

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The next monthly meeting will be held Wednesday, August 14, 2024, at 5:00 p.m.  
Ms. Carter will not be available.

With no further business to be discussed, Ms. Danielle Chynoweth adjourned the meeting  
at 5:22 p.m.

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Chair

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Secretary