



Public Health
Prevent. Promote. Protect.

Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
January 8, 2025

On January 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, Mr. Kyle Patterson, and Ms. Jennifer Locke.

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

Ms. Danielle Chynoweth made a motion to approve the minutes of the November 13, 2024, monthly meeting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Public Participation – None.

Correspondence – Ms. Danielle Chynoweth thanked CUPHD for opening an emergency shelter to help assist with overnight needs for those without housing.

Old Business – None.

Ms. Danielle Chynoweth made a motion to nominate Ms. Jennifer Locke as Secretary for the Board of Health. Ms. Locke accepted the nomination and with all in favor, the motion carried.

Mr. Ron Fields, Treasurer, reported for two months. Cash as of September 30, 2024, was \$8.7M with a total fund balance just over \$7.7M representing 46% of the budgeted expenditures for the year. The 3rd month of the fiscal year ended with a deficit of \$100,966. Total revenues were \$3.6M which was \$432,000 under YTD budget. Expenditures were \$3.5M which was \$776,000 under budget for the YTD fiscal year.

Cash as of October 31, 2024, was \$8,161,218 with a total fund balance of \$7.8M representing 46% of the budgeted expenditures for the year. The 4th month of the fiscal year ended with a surplus of \$159,348. Total revenues were \$4,767,942 which was \$588,798 under YTD budget. Expenditures were \$4,608,594 which was \$1,107,042 under budget for the YTD fiscal year.

Ms. Danielle Chynoweth made an omnibus motion to approve the following payments to Board of Health Appointees:

- a. Treasurer, Ron Fields, for November 2024 Services
- b. Administrator, Julie Pryde, for Mileage to Emergency Response Training 11/08/24 – Springfield

CUPHD Board of Health Monthly Meeting – January 8, 2025

Page 2

- c. Administrator, Julie Pryde, for Mileage to IPHA Conference 11/19/24 – Springfield
- d. Administrator, Julie Pryde, for Mileage to IPHA Conference 11/20/24 – Springfield
- e. Administrator, Julie Pryde, for Mileage to IAPHA Meeting 11/22/24 – Pontiac
- f. Administrator, Julie Pryde, for Mileage to Emergency Preparedness Training 12/18/24 – Springfield
- g. Administrator, Julie Pryde, for Mileage to Emergency Preparedness Training 12/19/24 – Springfield
- h. Attorney, Ruth Wyman, for Legal Services 9/16/24 – 10/15/24
- i. Attorney, Ruth Wyman, for Legal Services 11/16/24 – 12/15/24

Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

Ms. Jennifer Locke made a motion to approve the 2025 Board of Health meeting schedule. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the Affiliation Agreement between Parkland Community College and CUPHD. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

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

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

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

Mr. Kyle Patterson made a motion to approve the Garden Shed Artwork and Design Commission Agreement between Jose Vazquez/Artist and CUPHD with revised completion date of June 30, 2025. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to ratify the check request payable to Integrity Property Services for the FY25-006 upfront payment for hallway painting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to ratify the check request payable to Champaign County Collector for Carle Foundation vs. CUPHD 2008-L-202 Property Tax Settlement. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the check request payable to Tyler Technologies for Enterprise Permitting and Licensing Annual Fee December 1, 2024 – November 30, 2025. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

CUPHD Board of Health Monthly Meeting – January 8, 2025

Page 3

Ms. Jennifer Locke made a motion to approve two check requests payable to Tyler Technologies for Project Management and Implementation Consulting. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the check request payable to McCormick for HVAC: demo and installation of new RTU #506 for the MCH conference room. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made an omnibus motion to approve the following requisitions:

- a. Payable to GovConnection for a Dell Server
- b. Payable to Dell Technologies for new laptops
- c. Payable to Dell Technologies for Microsoft Licenses

Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the Apple Developer Program License Agreement and for the CUPHD IT Network Administrator to sign online. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the agreement with Project Restore Initiative and check request payable for March 2025 training pending legal review of date and language changes with no changes to the cost. 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 Kronos SaaS for Workforce Ready Software 3/1/25 – 2/28/26. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the check request payable to Questica for software 2/13/25 – 2/12/26. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Mr. Kyle Patterson made a motion to approve the Workplace Solutions Cooperative Acceptance Agreement for janitorial services with Cintas. 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 Circa for annual job postings. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the check request payable to Sikich for FY24 audit progress billing. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the following pending grant contract for the Administrator to sign: between CUPHD and Delta Dental to pilot a project that will implement application of silver diamine fluoride (SDF) in the school-based dental program. Silver diamine fluoride is an antimicrobial liquid that is able to treat cavities in a non-invasive, fast, affordable,

CUPHD Board of Health Monthly Meeting – January 8, 2025

Page 4

and painless manner in the amount of \$14,358.00 from January 1, 2025 – December 31, 2025. Mr. Kyle Patterson seconded the motion. With all in favor, the motion carried.

The next monthly meeting will be held Wednesday, February 12, 2025, at 5:00 p.m.

With no further business to be discussed, the meeting was adjourned at 5:33 p.m.

Chair

Secretary