



Public Health
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Champaign-Urbana Public Health District

BOARD OF HEALTH
Monthly Meeting
February 19, 2025

On February 19, 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 5:03 p.m. This meeting was rescheduled from February 12, 2025. Upon roll call, the following board members were found to be present: Ms. Danielle Chynoweth, Chair, and Ms. Jennifer Locke, Secretary. Mr. Kyle Patterson was absent.

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 January 8, 2025, monthly meeting. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Public Participation – None.

Correspondence – None.

Old Business – None.

Ms. Anna Cadmus, with Sikich, gave a presentation on the 2024 Audit. CUPHD received a clean, unmodified opinion. This is the highest level awarded. The fiscal year ended June 30, 2024, with the District having unrestricted net assets of approximately \$8.9M and an increase of \$1.1M in net position. The District is operationally sound. The unassigned general fund was \$5.5M and the fund balance had a net decrease of \$1.5M as planned. IMRF is 100% funded and the health insurance liability is \$229,000. No significant deficiencies were reported from the audit. Ms. Danielle Chynoweth made a motion to accept the audit of a clean, unmodified opinion. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Mr. Ron Fields, Treasurer, reported that cash as of December 31, 2024, was \$8,766,570 with a total fund balance of just over \$7.6M representing 45% of the budgeted expenditures for the year. The 6th month of the fiscal year ended with a surplus of \$281,576, against a budgeted YTD deficit of \$533,288. Total revenues were just over \$7.1M which was \$894,000 under YTD budget. Expenditures were \$6,858,823 which was \$1,709,557 under budget for the YTD fiscal year.

Ms. Danielle Chynoweth made a motion to approve payment to Treasurer, Ron Fields, for December 2024 and January 2025 services. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

The monthly credit card statement was presented for review.

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Ms. Danielle Chynoweth made a motion to ratify the PairSoft Accounts Payable Software and Services Agreement 2/1/2025 – 1/31/2028. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to ratify the check request payable to PairSoft for Software 2/1/2025 – 1/31/2026, year one of three. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the check request payable to Sikich for progress billing of the FY24 Audit. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve two requisitions payable to Surface 51 for digital ad campaigns. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Property Control Policy 9200-12.02. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Employee Immunization Policy 9500 - 5.12. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised Workplace Solutions Cooperative Acceptance Agreement with Cintas for janitorial supplies and service. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the Commercial Lease Agreement between The McKinley Foundation at the University of Illinois and CUPHD. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve Project 25-009 HVAC replacement and bid by McCormick Service. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the revised Fund Balance Policy and Definitions 9200 - 1.04. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

Ms. Danielle Chynoweth made a motion to approve the revised CUPHD Purchasing Policy Rules, Regulations, and Procedures for Purchasing 9200 - 7.01. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

Ms. Jennifer Locke made a motion to approve the Professional Liability and Malpractice Insurance renewal. Ms. Danielle Chynoweth seconded the motion. With all in favor, the motion carried.

There were no pending grants for the Administrator to sign.

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

Ms. Danielle Chynoweth made a motion to go into closed session to discuss pending litigation affecting CUPHD pursuant to Section 2(C)(11) of the Open Meetings Act, Chapter 5, ILCS 120/2(C)(11). Ms. Jennifer Locke seconded the motion. With all in favor, the Board went into closed session at 5:23 p.m.

Ms. Danielle Chynoweth declared the session open at 5:38 p.m. Present at this time were board members Ms. Danielle Chynoweth and Ms. Jennifer Locke; Attorney, Ms. Ruth Wyman; CUPHD Administrator, Ms. Julie Pryde, and Ms. Amy Roberts.

Ms. Danielle Chynoweth made a motion to approve payment in the Presence tax settlement based on the amount in the packet which represents the principle with no pre-judgement interest involved similar to the other entities that are settling. Ms. Jennifer Locke seconded the motion. With all in favor, the motion carried.

With no further business to be discussed, the meeting was adjourned at 5:39 p.m.

Chair

Secretary