
CHAMPAIGN COUNTY BOARD OF HEALTH

Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802

Phone: (217) 384-3772
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Champaign County Board of Health

**Tuesday, March 24, 2026
5:00 PM**

Location: Champaign-Urbana Public Health District, 201 W. Kenyon, Champaign, IL
Main Conference Room
(Park & Enter on North Side of Facility—Middle Door)

AGENDA

<u>ITEM</u>	<u>PAGE NO.</u>
A. Call to Order	
B. Roll Call	
C. Approval of Agenda/Addenda	
D. Approval of Minutes	
1. December 2, 2025	1-3
E. Public Participation on Agenda Items Only	
F. Correspondence and Communications	
1. Clarification for Grant/Contract/Agreement (Funding the Food Access Specialist Position)	
G. SmileHealthy	
1. Monthly Report – November 2025	4-5
2. Monthly Report – December 2025	6-7
3. Monthly Report – January 2026	8-9
4. Monthly Report – February 2026	10-11
5. Approval of Invoice # I00438 payable to Champaign County Administrative Services for the Child Dental Access Program – November 2025 in the amount of \$6,249.99	12
6. Approval of Invoice # I00455 payable to Champaign County Administrative Services for the Child Dental Access Program – December 2025 in the amount of \$6,249.99	13
7. Approval of Invoice # I00467 payable to Champaign County Administrative Services for the Child Dental Access Program – January 2026 in the amount of \$4,166.67	14

8. Approval of Invoice # I00470 payable to Champaign County Administrative Services for the Child Dental Access Program – February 2026 in the amount of \$4,166.67 15

H. CUPHD

1. Discussion and Approval of the Updated: Retail Food Program Ordinance and Enforcement Policy 16-43
2. Update on the Health Education Program
3. Approval of CUPHD Invoice for September 2025 Services 44
4. Approval of CUPHD Invoice for October 2025 Services 45
5. Approval of CUPHD Invoice for November 2025 Services 46
6. Approval of CUPHD Invoice for December 2025 Services 47
7. Approval of CUPHD Invoice for January 2026 Services 48
8. CUPHD Reportable Diseases:
http://www.c-uphd.org/comm_dis/display-data.php
9. CUPHD Performance Management:
<https://www.c-uphd.org/performance-management-tracking/>

I. Old Business

1. Update on Long-Term Care Beds in Champaign County
2. Discussion of the Approved 25-35 Percent Fund Balance being Added to the County Board of Health Bylaws

J. Other Business

K. Public Participation on Non-Agenda Items Only

L. Next Meeting

1. June 16, 2026

M. Adjournment

1 **CHAMPAIGN COUNTY BOARD OF HEALTH**

2

3

Tuesday, December 2, 2025

4

Call to Order

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The Champaign County Board of Health held a meeting on Tuesday, December 2, 2025, at the Champaign-Urbana Public Health District at 201 W. Kenyon Road, Champaign, IL. Mr. David Thies, Vice President, called the meeting to order at 4:45 PM. This meeting was rescheduled from November 18, 2025, at 5:00 PM.

9

Roll Call

10

Upon roll call, the following Board members were found to be present: Mr. David Thies, Vice President, Dr. John Peterson, Ms. Beth Vanichtheeranont, Dr. Will Sander, and Dr. Lyndon Goodly. Dr. Krista Jones, President, was in attendance via Zoom. Ms. Cathy Emanuel, Secretary/Treasurer, Dr. Brent Reifsteck, and Dr. Neil Sharma were absent.

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Approval of Agenda/Addendum

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Ms. Vanichtheeranont made a motion to approve the agenda. Mr. Thies seconded the motion. Dr. Krista Jones abstained. With all in favor, the motion carried.

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Approval of Minutes

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Ms. Vanichtheeranont made a motion to approve the agenda. Dr. Sander seconded the motion. Dr. Krista Jones abstained. With all in favor, the motion carried.

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Public Participation on Agenda Items Only

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None.

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Correspondence and Communications

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Dr. Jones noted that Ms. Julie Pryde was attending a Champaign County meeting for public comment regarding unhoused community members.

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Other Business

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A follow-up discussion, from the August 2025 meeting, regarding the fund balance was held. It was previously determined that the Board wanted to keep the fund balance at 25-35% due to the uncertainty with federal support, potential outbreaks, or other funding needs.

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41

Mr. Travis Woodcock, Champaign County Director of Finance, attended the meeting virtually to provide additional updates. Since 2018, the Board of Health has had an unrestricted fund balance of just over \$500,000. In the past couple of years, the fund balance has been over \$600,000 due to a SIPA

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44 *Champaign County Board of Health – December 2, 2025*

45 *Page 2*

46

47 grant; however, that additional portion is restricted and cannot be spent. Based on current projects for
48 the end of 2025, the Board of Health's fund balance will be approximately 26%. Mr. Woodcock
49 recommended that the Board have an official fund balance policy available for future needs. It was
50 noted that previous meeting minutes documented the Board's decision regarding the fund balance.

51

52 Dr. Peterson noted the budget that was passed was approximately \$1.2M rather than the \$2.2M
53 that was listed in the explanatory document provided by the County (due to the property tax
54 passthrough from the County to CUPHD). Mr. Woodcock confirmed that approximately \$900,000 was
55 part of the passthrough which has historically been kept as part of the same fund. Calculations have
56 been based on expenditures in the entire fund. In the future, calculations separating the funds could
57 occur, allowing for a higher fund balance percentage with lower expenditures.

58

59 The budget that was passed in August 2025 included \$50,000 for SmileHealthy's child dental
60 program; however, the requested \$25,000 for recruitment support was not approved. The budget also
61 included \$30,000 for Champaign County health education.

62

63 Dr. Jones will follow up with Julie Pryde and Mamadou Tounkara on the best way to move
64 forward with bylaw changes regarding the fund balance and provide an update at the next meeting.

65

66 The 2026 meeting schedule was presented for review. The March meeting coincides with the
67 University of Illinois' spring break. The revised dates include March 24, June 16, August 18 and
68 November 17. Mr. Thies made a motion to accept the updated schedule. Dr. Sander seconded the
69 motion. Dr. Krista Jones abstained. With all in favor, the motion carried.

70

71 **SmileHealthy**

72

73 Ms. Beth Vanichtheeranont made an omnibus motion to approve the SmileHealthy reports for
74 July, August, September and October 2025. Mr. Thies seconded the motion. Dr. Krista Jones abstained.
75 With all in favor, the motion carried.

76

77 Dr. Peterson made an omnibus motion to approve the following: invoice # I00386 payable to
78 Champaign County Administrative Services for the Child Dental Access Program for July 2025 in the
79 amount of \$6,249.99; invoice # I00400 payable to Champaign County Administrative Services for the
80 Child Dental Access Program for August 2025 in the amount of \$6,249.99; invoice # I00416 payable to
81 Champaign County Administrative Services for the Child Dental Access Program for September 2025 in
82 the amount of \$6,249.99; and invoice #I00433 payable to Champaign County Administrative Services for
83 the Child Dental Access Program for October 2025 in the amount of \$6,249.99. Mr. Thies seconded the
84 motion. Dr. Krista Jones abstained. With all in favor, the motion carried.

85

86 **CUPHD**

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88 Ms. Vanichtheeranont made an omnibus motion to approve payment of the CUPHD invoices for
89 July and August 2025 services. Dr. Sander seconded the motion. Dr. Krista Jones abstained. With all in
90 favor, the motion carried.

91 *Champaign County Board of Health – December 2, 2025*
92 *Page 3*

93
94 Ms. Vanichtheeranont made a motion to approve the Champaign County contract: between the
95 Champaign County Public Health Department and IDPH for Public Health Emergency Preparedness –
96 FY26 in the amount of \$62,726.00 for the time period of July 1, 2025 – June 30, 2026. Dr. Goodly
97 seconded the motion. Dr. Krista Jones abstained. With all in favor, the motion carried.

98 Ms. Whitney Greger, Director of Wellness and Health Promotion, provided an update on the
99 Champaign County health education program for the calendar year. There were 132 students, 10 groups
100 of students and with six partners in the County, including Fisher Jr./Sr. high school, READY Program, Rise
101 Academy, juvenile detention center and Thomasboro grade school, that received education through the
102 program.

103
104 The Reportable Disease and Performance Management reports are available on the CUPHD
105 website. Dr. Peterson made a motion for the reports to be placed on file. Mr. Thies seconded the
106 motion. Dr. Krista Jones abstained. The performance management link listed on the agenda will be
107 updated accordingly. With all in favor, the motion carried.

108
109 **Old Business**

110
111 There were no new updates regarding long-term care beds in Champaign County.

112
113 **Public Participation on Non-Agenda Items**

114
115 None.

116
117 **Next Meeting**

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119 The next meeting of the Champaign County Board of Health will be on March 24, 2026, at
120 5:00 PM.

121
122 **Additional Comment**

123
124 Dr. Tounkara noted that CUPHD is currently reviewing restaurant inspection fees and making a
125 comparison of other counties’ fees. This will be brought to both Boards of Health for further discussion.

126
127 **Adjournment**

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129 With no further business, Ms. Vanichtheeranont made a motion to adjourn the meeting at
130 5:43 PM. Dr. Peterson seconded the motion. Dr. Krista Jones abstained. With all in favor, the meeting
131 was adjourned.

Champaign County Board of Health			
Monthly Report for		Nov 2025	
Total number of children seen from all programs this month: 388		#Served Champaign/Urbana=255 or % #Served Outside of Champaign/ Urbana=133 or %	
Total number of unique pediatric dental patients in BOH Fiscal Year:	3059	#Served Champaign/Urbana=2044 or % #Served Outside of Champaign / Urbana= 1016 or %	
Breakdown of current month of patients for all programs by town:			
Champaign:	144	Savoy 61874	8
• 61820	49	St. Joseph 61873	1
• 61821	68	Thomasboro 61878	0
• 61822	27	Tolono 61880	2
• 61824	-	Urbana:	111
• 61826	-	• 61801	46
Ludlow 60949	1	• 61802	65
Rantoul 61866	83	Other/Unknown	38
Breakdown of services provided for current month:			
Nitrous Oxide	0	Sealant	62
Extraction	56	Fluoride	216
Pulpotomy	1	Prophylaxis	222
Stainless Steel Crown	6	X-rays	322
Fillings	53	Exams	238
Silver Diamine Fluoride	3		

Narrative

Promise Health Care – Dental (PHC) comprises an exceptional team of dentists and dedicated support staff committed to serving our communities’ dental needs. Our experienced workforce is adept at caring for school-aged children, ensuring their comfort and providing education to promote good oral health. PHC has made progress in selecting a dental supervisor and eagerly anticipates making a final selection very soon.

Recruiting

We have hired two Dentists and two Dental Assistants. One dentist started seeing patients, but we are still looking for another hygienist to expand our dental team and our program. We actively post

openings for one dental hygienist across various platforms, including Indeed, 3RNET, the National Association of Community Health Centers (NACHC) and the Illinois Primary Health Care Association (IPHCA).

Activity

PHC is dedicated to enhancing our public health hygiene program. We are scheduling screenings, exams, cleanings, fluoride treatments, and dental sealants at schools within Champaign. We served 23 kids in Champaign County in November. These kids were five and under for Head Start.

Program Structure

Promise aims to continue increasing the number of patients in the clinic. We have added some more appointments to increase our workload, aiming to see 81 patients a day.

- If appointments have not been confirmed, we will double-book them.
- We double-book dentists in the AM with emergency appointments.
- Double-book EFDA Chairs 1 & 2 from 8:00 AM–10:00 AM and 1:00 PM–2:00 PM with new patients

We started a PDSA to give Dental Assistants 15 minutes lead time to seat the patient. We want to reduce delays between appointments, have a smoother transition between patients, patients who arrive late will still be on time, patients should experience shorter wait times, and satisfaction would improve.

Summary

CCBOH - Monthly Report at a Glance

Monthly _	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
	424	398	382	423	410	524	461	363	381	538	388	

Fiscal Unique

<u>Patients YTD</u>	424	704	961	1229	1498	1860	2115	2358	2553	2698	3059	
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Champaign County Board of Health			
Monthly Report for		December 2025	
Total number of children seen from all programs this month: 364		#Served Champaign/Urbana= 246 or 68 % #Served Outside of Champaign/ Urbana= 118 or 32 %	
Total number of unique pediatric dental patients in BOH Fiscal Year:	3164	#Served Champaign/Urbana= 2111 or 67% #Served Outside of Champaign / Urbana= 1053 or 33%	
Breakdown of current month of patients for all programs by town:			
Champaign:	161	Savoy 61874	11
• 61820	60	St. Joseph 61873	10
• 61821	72	Thomasboro 61878	1
• 61822	29	Tolono 61880	2
• 61824	-	Urbana:	85
• 61826	-	• 61801	35
Ludlow 60949	1	• 61802	50
Rantoul 61866	64	Other/Unknown	29
Breakdown of services provided for the current month:			
Nitrous Oxide	0	Sealant	93
Extraction	56	Fluoride	192
Pulpotomy	1	Prophylaxis	207
Stainless Steel Crown	4	X-rays	280
Fillings	61	Exams	204
Silver Diamine Fluoride	19		

Narrative

Promise Health Care – Dental (PHC) comprises an exceptional team of dentists and dedicated support staff committed to serving our communities’ dental needs. Our experienced workforce is adept at caring for school-aged children, ensuring their comfort and providing education to promote good oral health. PHC has made progress in selecting a dental supervisor and eagerly anticipates making a final selection very soon.

Recruiting

In December, our new dentist began seeing patients. We scheduled new dentist patients with her to

build her panel. We are full for a Dentist at this time but still looking for a Dental hygienist. We ⁷ have actively posted openings for one dental hygienist across various platforms, including Indeed, 3RNET, the National Association of Community Health Centers (NACHC), and the Illinois Primary Health Care Association (IPHCA). We have had several interviews.

Activity

PHC is dedicated to enhancing our public health hygiene program. We are scheduling screenings, exams, cleanings, fluoride treatments, and dental sealants at schools within Champaign. We didn't do any head start in December, but we will start again in January 2026.

Program Structure

Promise aims to continue increasing the number of patients in the clinic.

We have been doing the Lead time for almost a month. Overall, it has met expectations and demonstrated that scheduling adjustment is a sustainable improvement to both staff workflow and patient care.

Summary

CCBOH - Monthly Report at a Glance

Monthly _	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
	424	398	382	423	410	524	461	363	381	538	388	364

Fiscal Unique

<u>Patients YTD</u>	424	704	961	1229	1498	1860	2115	2358	2553	2698	3059	3164
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Champaign County Board of Health			
Monthly Report for		January 2026	
Total number of children seen from all programs this month: 1078		#Served Champaign/Urbana= 745 or 69%	
		#Served Outside of Champaign/ Urbana= 333 or 31%	
Total number of unique pediatric dental patients in BOH Fiscal Year:		#Served Champaign/Urbana=	
		#Served Outside of Champaign / Urbana=	
Breakdown of current month of patients for all programs by town:			
Champaign:		Savoy 61874	30
• 61820	175	St. Joseph 61873	6
• 61821	209	Thomasboro 61878	6
• 61822	62	Tolono 61880	2
• 61824	0	Urbana:	
• 61826	0	• 61801	114
Ludlow 60949	3	• 61802	185
Rantoul 61866	149	Other/Unknown	138
Breakdown of services provided for current month:			
Nitrous Oxide	0	Sealant	124
Extraction	75	Fluoride	301
Pulpotomy	0	Prophylaxis	313
Stainless Steel Crown	0	X-rays	213
Fillings	77	Exams	315
Silver Diamine Fluoride	4		

Narrative

Promise Health Care – Dental (PHC) comprises an exceptional team of dentists and dedicated support staff committed to serving our communities’ dental needs. Our experienced workforce is adept at caring for school-aged children, ensuring their comfort and providing education to promote good oral health. PHC has made progress in selecting a dental supervisor and eagerly anticipates making a final selection very soon.

In January, we were still looking for a Dental Hygienist. We are looking to hire a dental Hygienist that could work every other Saturday. We would like to expand dental access for our community.

Activity

PHC is dedicated to enhancing our public health hygiene program. We are scheduling screenings, exams, cleanings, fluoride treatments, and dental sealants at schools within Champaign. We served 178 kids in Champaign County Headstart in the month of January. This year, we signed an MOU to start taking care of kids in Paxton, Gilman, Danville, and Watseka.

Program Structure

Promise aims to continue increasing the number of patients in the clinic. No dental leadership changes. Looking to open up another dental site at our Urbana School-Based Clinic.

Monthly _ Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

1078

Fiscal Unique 1078
Patients YTD

Champaign County Board of Health			
Monthly Report for		February 2026	
Total number of children seen from all programs this month: 1285		#Served Champaign/Urbana= 933 #Served Outside of Champaign/ Urbana= 352	
Total number of unique pediatric dental patients in BOH Fiscal Year:	1791	#Served Champaign/Urbana= 1215 #Served Outside of Champaign / Urbana= 576	
Breakdown of current month of patients for all programs by town:			
Champaign:		Savoy 61874	17
• 61820	153	St. Joseph 61873	13
• 61821	172	Thomasboro 61878	7
• 61822	116	Tolono 61880	4
• 61824	0	Urbana:	
• 61826	1	• 61801	111
Ludlow 60949	3	• 61802	381
Rantoul 61866	135	Other/Unknown	166
Breakdown of services provided for current month:			
Nitrous Oxide	0	Sealant	124
Extraction	75	Fluoride	301
Pulpotomy	0	Prophylaxis	313
Stainless Steel Crown	0	X-rays	213
Fillings	77	Exams	315
Silver Diamine Fluoride	4		

Narrative

Promise Health Care – Dental (PHC) comprises an exceptional team of dentists and dedicated support staff committed to serving our communities’ dental needs. Our experienced workforce is adept at caring for school-aged children, ensuring their comfort and providing education to promote good oral health. PHC has made progress in selecting a dental supervisor and eagerly anticipates making a final selection very soon.

Recruiting

In February, we hired a Dental Hygienist who is bilingual with six months of experience. We are looking to hire one more EFDA for our School-Based Clinic.

Activity

PHC is dedicated to enhancing our public health hygiene program. We are scheduling screenings, exams, cleanings, fluoride treatments, and dental sealants at schools within Champaign. We served 0 kids in Champaign County Head Start in February due to cancellations. This month, we reopened Dental at our Urbana School base. One Dentist and 2 DAs will be providing care 5 days a week 8–5 PM.

Program Structure

Promise aims to continue increasing the number of patients in the clinic. No dental leadership changes.

Monthly _	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
	1078	1285										

<u>Fiscal Unique</u>	1791
<u>Patients YTD</u>	

819 Bloomington Road • Champaign, IL 61820
 (217) 359-7404 Mobile/Head Start • (217) 403-5477 Dental Center
www.promisehealth.org



Invoice

Promise Health
819 Bloomington Rd.
Champaign, IL 61820

Invoice no. : I00438
Reference no. : Nov 2025
 : CCBOH
Date : 11/30/2025
Due date : 12/30/2025

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Total amount : \$6,249.99
Total due: : \$6,249.99

Description or memo	Amount
Nov 2025 CCBOH	\$6,249.99
	Total amount: \$6,249.99

Promise Health
819 Bloomington Rd.
Champaign, IL 61820
United States

Total due: **\$6,249.99**

Customer Id: C00003
Invoice no: I00438

Amount enclosed:

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Remit to: **Promise Health**
United States



Invoice

Promise Health
819 Bloomington Rd.
Champaign, IL 61820

Invoice no. : 100455
Reference no. : Dec 2025
 : CCBOH
Date : 12/31/2025
Due date : 01/30/2026

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Total amount : \$6,249.99
Total due: : \$6,249.99

Description or memo	Amount
Dec 2025 CCBOH	\$6,249.99
	Total amount: \$6,249.99

Promise Health
819 Bloomington Rd.
Champaign, IL 61820
United States

Total due: **\$6,249.99**

Customer Id: C00003
Invoice no: 100455

Amount enclosed:

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Remit to: **Promise Health**
United States



Invoice

Promise Health
819 Bloomington Rd.
Champaign, IL 61820

Invoice no. : I00467
Reference no. : Jan 2026
CCBOH
Date : 01/31/2026
Due date : 03/02/2026

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Total amount : \$4,166.67
Total due: \$4,166.67

Description or memo	Amount
Jan 2026 CCBOH	\$4,166.67
Total amount:	\$4,166.67

Promise Health
819 Bloomington Rd.
Champaign, IL 61820
United States

Total due: **\$4,166.67**

Customer Id: C00003
Invoice no: I00467

Amount enclosed:

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Remit to: **Promise Health**
United States



Invoice

Promise Health
819 Bloomington Rd.
Champaign, IL 61820

Invoice no. : I00470
Reference no. : Feb 2026
 : CCBOH
Date : 02/28/2026
Due date : 03/30/2026

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Total amount : \$4,166.67
Total due: \$4,166.67

Description or memo	Amount
Feb 2026 CCBOH	\$4,166.67
	Total amount: \$4,166.67

Promise Health
819 Bloomington Rd.
Champaign, IL 61820
United States

Total due: **\$4,166.67**

Customer Id: C00003
Invoice no: I00470

Amount enclosed:

Bill to: Champaign County Board of Health
Attn: Champaign County Board of Health
201 W. Kenyon Road
Champaign, IL 61820
United States

Remit to: **Promise Health**
United States

Ordinance No. 2026-03-01

Champaign County Health Department Retail Food Program Ordinance and Enforcement Policy

Whereas the Board of Health of the Champaign County Health Department deems it desirable and necessary to conduct a comprehensive retail food protection program to protect the citizens within its jurisdiction from contracting foodborne diseases and to prevent disease transmission,

Whereas the Board of Health of the Champaign County Health Department deems it desirable and necessary to provide a retail food safety program policy to promote fair and objective guidance for administrative enforcement and judicial procedures,

Now, therefore, be it ordained by the Board of Health of the Champaign County Health Department as follows:

SECTION 1: GENERAL PROVISIONS

1-01: Short Title

This Ordinance shall be known as the “Retail Food Program Ordinance and Enforcement Policy.”

1-1: Application

This Ordinance applies to all retail Food Establishments permitted by the Champaign County Health Department.

This Ordinance provides requirements for the issuance, suspension, and revocation of PERMITS, inspections, review of plans, prohibiting the sale of unsound or mislabeled food, employee restrictions, and enforcement of this Ordinance by the Champaign County Health Department. Definitions and standards for management, personnel, food operations, equipment, and facilities are also included in this Ordinance. This policy is intended to provide a progressive enforcement process.

1–2: Adoption by Reference

In addition to the provisions set forth herein, this Ordinance hereby adopts by reference and incorporates the current provisions and subsequent revisions of the “Illinois Food Service Sanitation Code,” 77 Ill. Adm. Code 750”, adopts by reference and incorporates the “2022 FDA Food Code” and any subsequent editions, including any supplements or revisions adopted by IDPH, and Conference for Food Protection “Plan Review Construction Guidelines”.

1–3: Definitions

In addition to the definitions contained in the laws, rules, and regulations referenced in 1–2, the following definitions shall apply in the interpretation and enforcement of this Ordinance and Enforcement Policy:

ADMINISTRATIVE HEARING: A legal proceeding requested by the Permit Holder or Operator to the Board of Health to appeal the enforcement action of the Health Authority; and review compliance and address outstanding discrepancies.

ADMINISTRATIVE MEETING: An informal meeting requested by the Permit Holder or Operator with the Administrator of the Health Department, or his/her designee, and any Health Department staff that may be necessary, to contest the conditions of a suspension, revocation, or an Embargo/Hold Order.

APPLICANT: Any person making application to the Health Authority for a Permit.

APPROVED: Accepted by the Health Authority based on its determination as to conformance with principles, practices, and generally recognized standards that protect public health.

AUTHORIZED REPRESENTATIVE: Those persons designated by the Health Authority to enforce the provisions of this Ordinance.

BOARD: The Board of Health of the Champaign County Health Department.

BUSINESS DAYS: Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding observed holidays.

CATEGORY: A classification based on the IDPH’s local health protection grant standards and evaluation by the Health Authority for conducting a food protection program. Each Food Establishment will be assessed to determine the relative risks of causing foodborne illness. The minimum number of routine inspections per year is determined by the Food Establishment’s risk classification.

CEASE AND DESIST ORDER: A written order issued by the Health Authority which directs the responsible Person to immediately stop doing or allowing a specific action to occur. A Cease and Desist Order may or may not include a direction to completely cease operations at a Food Establishment. A Cease and Desist Order may include a timeframe to achieve compliance if there is not an Imminent Health Hazard.

CHANGE OF OWNERSHIP: A change in the permit holder. This means that the entity that is legally responsible for the operation of the Food Establishment, such as the owner or other Person, has changed.

COMPLIANCE HEARING: A structured meeting to review compliance with conditions of an agreement and address outstanding discrepancies after health permit suspension.

COMPLIANCE MEETING: A scheduled meeting to discuss and address matters related to regulatory compliance and risk management between the department’s authorized personnel and designated persons in charge of a facility’s operation.

CONTINENTAL BREAKFAST: A meal limited to only coffee, tea, and/or commercially prepared juice and commercially prepared sweet baked goods.

COTTAGE FOOD OPERATION: A home-based operation conducted by a person who produces or packages food or drink, other than foods and drinks listed as prohibited in the law, in a kitchen located in that person's primary domestic residence or another appropriately designed and equipped kitchen on a farm for direct sale by the owner, a family member, or employee.

CORE ITEM VIOLATION: Violations that are not designated as a Priority Item or a Priority Foundation Item. It includes those items usually related to general sanitation, operational controls, sanitation standard operating procedures, facilities or structures, equipment design, or general maintenance.

CORRECTIVE ACTION PLAN: Identifies what a Food Establishment or permit holder will do to correct a remaining violation from an inspection, what will be done to prevent reoccurrence of the violation, and when the corrective action is to be completed.

COTTAGE FOOD OPERATION: A business operated by an individual who produces or packages approved food products in a kitchen located in the person's primary domestic residence on their property.

CONSULTATION: An informal, scheduled meeting between the Permit holder or designated representative, and the Health Authority at a location determined by the Health Authority.

EMBARGO/HOLD ORDER: An order issued by the Health Authority that acts as a temporary isolation or quarantine of food or equipment that the Health Authority believes or has reason to believe is in violation of this Ordinance.

EMPLOYEE: Includes the permit holder, Person in Charge, a food employee, a Person having supervisory or management duties, a Person on the payroll, a family member, a volunteer, a Person performing work under contractual agreement, or other Person working in a Food Establishment.

FOOD ESTABLISHMENT: An operation that stores, prepares, packages, serves, vends food directly to the consumer, or otherwise provides food for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food pantry and relinquishes possession of food to a consumer, directly or indirectly, through a delivery service such as home delivery of grocery orders, restaurant takeout orders, or a delivery service that is provided by common carriers.

FOOD ESTABLISHMENT includes an element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the Health Authority. It also includes an operation that is conducted in a mobile, stationary, temporary, or permanent

facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.

FOOD ESTABLISHMENT does not include an establishment that offers only prepackaged foods that are not time/temperature control for safety; a produce stand that only offers whole, uncut fresh fruits and vegetables; a food processing plant including those that are located on the Premises of a Food Establishment; a kitchen in a private home, such as a small family daycare provider or a bed and breakfast operation as defined in the Bed and Breakfast Act (50 ILCS 820) that prepares and offers food to guests; a private home that receives catered or home delivered food; a closed family function where food is prepared or served for individual family consumption; or a Cottage Food Operation.

FOOD ESTABLISHMENT INSPECTION REPORT: The form found in Appendix A of the Food Code used by the Health Department in substantially the same format.

FOOD PREPARATION: The handling, processing, and/or serving of foods.

FOOD SAFETY MANAGEMENT SYSTEM: A system developed and implemented by Food Establishment Operators to ensure that food handling practices known to contribute to foodborne illness are under control. The system is comprised of knowledgeable food Employees, written operating procedures, and regular self-assessments to ensure that procedures are being followed.

HAZARD ANALYSIS and CRITICAL CONTROL POINT (HACCP): A systematic approach to identifying, evaluating, and controlling food safety hazards. Food safety hazards are biological, chemical, or physical agents that are reasonably likely to cause illness or injury in the absence of their control.

HEALTH AUTHORITY: The Administrator of the Health Department or its Authorized Representatives.

HEALTH DEPARTMENT: The Champaign County Health Department.

IMMINENT HEALTH HAZARD: Significant threat or danger to health that exists when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury, based on:

- a) The number of potential injuries.
- b) The nature, severity, and duration of the anticipated injury.

MENU LIMITATION: A modification or constraint imposed by the Health Authority on a Food Establishment's food preparation based on the type of operation, menu items, or available equipment.

MOBILE FOOD ESTABLISHMENT: A Food Establishment that is operated from a movable, motor-driven, or propelled vehicle, a portable structure, or watercraft that can change location.

OUTDOOR COOKING OPERATION: A cooking operation that is operated in conjunction with a Food Establishment with a valid permit but is not located within the fully enclosed permanent structure of the Food Establishment or within a Mobile Food Establishment.

OPERATOR: A Person who has been approved by the permit holder to perform and/or oversee the day-to-day food operation of the Food Establishment

PERMIT: The document issued by the Health Authority that authorizes a Person to operate a Food Establishment.

PERSON: An association, corporation, individual, partnership, other legal entity, government, or governmental subdivision or agency.

PERSON IN CHARGE: The individual present at a Food Establishment who is responsible for the operation at the time of inspection.

PLAN REVIEW: An evaluation process conducted by the Health Authority to determine whether minimum standards are met for the sanitary design, facility layout, operational and product flow, menu processes and food handling procedures, construction, operation and maintenance of a Food Establishment and its Premises

PREMISES: The physical structure, its contents, and the contiguous land or property under the control of the permit holder.

PRIORITY ITEM: Includes those items with a quantifiable measure to show control of hazards such as cooking, reheating, cooling, and/or handwashing.

PRIORITY ITEM VIOLATION: A violation of a provision in this Ordinance whose application contributes directly to the elimination, prevention, or reduction to an acceptable level, of hazards associated with foodborne illness or injury and for which there is no other provision that more directly controls the hazard.

PRIORITY FOUNDATION ITEM: Includes those items that require the purposeful incorporation of specific actions, equipment or procedures by industry management to attain control of risk factors that contribute to foodborne illness or injury such as personnel training, infrastructure or necessary equipment, Hazard Analysis Critical Control Point plans, documentation or record keeping, and labeling.

PRIORITY FOUNDATION ITEM VIOLATION: A violation of a provision in this Ordinance whose application supports, facilitates, or enables one or more Priority Foundation Items.

PUBLIC EVENT: Any event open to the public where food is prepared or served. An event open to the public that is advertised with fliers, banners, newspaper articles, radio or television announcements, Internet postings, social media, or by other means is a Public Event and subject to regulation under this Ordinance. Any event that is not a Public Event shall be treated as private. Any determination of whether an event shall be regulated as a Public Event is at the sole discretion of the Health Authority.

REINSPECTION FEE: A fee assessed for an inspection to determine compliance for the reinstatement of a health permit after suspension.

REINSTATEMENT FEE: A fee paid to restore a health permit to active status after the permit was suspended after failure or non-payment.

REMODEL: The repair, construction, alteration or installation of new equipment, modification of existing equipment or fixtures, changes in floor plan layout, the addition of more seating and/or toilet rooms, extensive changes in surface finishes or lighting, expansion to new space, or significant changes to use of space or equipment.

Generally, a Remodel does not include redecorating; cosmetic refurbishing; cleaning surfaces; altering seating design; minimal repairs of finish surfaces; "like-for-like" equipment exchanges; equipment or infrastructure minimal repair, service or maintenance; additions of equipment that require no installation or modification of existing fixtures (such as countertop "plug-in" equipment); or a "like-for-like" menu item exchange or addition utilizing the same existing equipment and same food handling processes.

A Remodel requires a Plan Review when one or more of the following criteria, at the sole discretion of the Health Authority, are met:

- a. Requires a permit from the building authority having jurisdiction.
- b. Menu item exchange or additions with the need for different process, preparation method, equipment or service.
- c. Extensive equipment changes.
- d. Extensive utility changes or repairs.
- e. Extensive repairs after an incident, e.g. fire or flood.
- f. Conversion of a building/space/operation from a non-Food Establishment to a Food Establishment.
- g. Equipment changes that alter capacity or location that may result in a reduction of the Food Establishment's capabilities.

REPEAT VIOLATION: A violation noted on the previous inspection report that is observed again on the next routine inspection on the same piece of equipment, same area of the facility, or same practice.

RISK CONTROL PLAN (RCP): A written management plan developed by the Food Establishment operator with input from the Health Authority that describes a management system for controlling specific out-of-control foodborne illness risk factors.

SPECIAL EVENT: A unique Public Event at a particular location, such as a celebration, festival, or fundraiser.

TEMPORARY FOOD ESTABLISHMENT: A Food Establishment that operates at a fixed location for a period that is not more than fourteen (14) consecutive days in conjunction with a Special Event.

VALID PERMIT: A Permit that is not suspended, revoked, or expired.

WHOLESOME: In sound condition, clean, free from adulteration or contamination, and otherwise suitable for human consumption.

SECTION 2: INSPECTIONS

Inspections determine the Food Establishment's compliance with the Food Code and Retail Food Ordinance. Inspections are generally unannounced to obtain a more accurate assessment of normal operating practices and conditions. Exceptions can be made for preoperational and opening inspections where an appointment is needed to ensure that all parties are available for discussion or where work is intermittent and access to a new establishment is limited; or during follow-up inspections which may require the presence of specific personnel or management from the establishment.

Pre-operational inspections are conducted during construction to ensure that the food establishment is built or remodeled in accordance with the approved plans and specifications. A pre-operational inspection for a Change of Ownership is to verify that the new operation is in compliance with the Food Code and Retail Food Ordinance prior to issuing a new Permit to a new owner. In either situation, the final pre-operational inspection, known as the opening inspection, is for final approval and for permit issuance.

Routine inspections are conducted on a frequency based on risk classification Category. These compliance inspections are full reviews of the Food Establishment operations and facilities and their impact on food safety. They include assessment of food Employee and management health, practices, and knowledge of food safety; food flows, source, storage, thawing, preparation (including cooking temperatures and times) and post-preparation processes; equipment and Premises construction; cleaning and sanitizing processes; water sources; sewage disposal; and vermin control. A detailed report is prepared at the conclusion of each inspection and presented to the Person in Charge. Items found not to be in compliance are categorized as Priority Item, Priority Foundation Item, or Core Item violations. Items found to be repeated from the previous inspection are also noted and are known as Repeat Violations. The Food Code section in violation is included in the report citation section. The time period for the correction of violations shall be in accordance with Section 6: Timely Correction of Violations.

Follow-up inspections at a Food Establishment, if needed, are conducted by the Health Authority to verify that Priority Item, Priority Foundation Item, or Core Item Violations have been satisfactorily corrected as determined by the Health Authority within Timely Correction days after the routine inspection that detected them. Follow-up inspections should be briefer than the routine inspection, since they concentrate on the previously cited, specified violations. Continued violations will initiate further compliance and enforcement actions.

Re-inspections are full review inspections conducted after a Permit status is out of compliance due to failure of an inspection. If satisfactory compliance is found and upon payment of any fees, the permit shall be re-instated.

Hazard Analysis Critical Control Point inspections are conducted in Food Establishments operating under a Variance requiring a Hazard Analysis Critical Control Point plan. These inspections are different from routine inspections as these inspections seek to verify specific plan elements which must be routinely monitored and recorded by the Food Establishment.

When reviewing Hazard Analysis Critical Control Point plan records, notation in the records of process deviations that occurred and corrective actions taken by management in response to those deviations should not be cited as violations.

Complaint inspections may be conducted as part of consumer complaints and generally are not full reviews but concentrate on the specific issue mentioned. Consumer complaints received about a Food Establishment shall be classified as an illness investigation or as a non-illness investigation.

Illness investigations are led by the Health District's Epidemiologist and/or Communicable Disease Investigator using the procedures and time schedules in the Illinois Department of Public Health's Illinois Reportable Disease guideline.

Non-illness investigations are led by the Health Department's Environmental Health Division. A formal complaint is where a complainant supplies his/her name, address and contact information along with the complaint specifics. Formal complaints determined by the Health Department as an Imminent Health Hazard are investigated as soon as possible and routinely less than 24 hours after receipt. Other formal complaints generally are investigated within ten (10) Health Department Business Days. An anonymous complaint may be investigated during the next routine inspection, if not sooner.

SECTION 3: ADMINISTRATION

3-1: General Permit Requirements

It shall be unlawful for any Person to operate a Food Establishment within the jurisdiction of the Health Department who does not possess a Valid Permit issued to that Person. Only a Person who complies with the requirements of this Ordinance shall be entitled to receive and retain such a Permit.

Permits shall not be transferable from one Person to another Person. Permits shall not be applicable to any location, building, place, or menu other than that for which the Permit was issued.

Changes may occur after a Food Establishment is permitted. The changes that invalidate a Permit include a Change of Ownership of the permit holder, a change in the physical location of the establishment, a change in the type of operation, a change in menu that requires the addition of equipment and/or structural modifications of the Food Establishment, a change of menu that requires a Food Preparation Process that did not occur when the Permit was issued, or a change in menu where raw animal food is to be served raw or undercooked.

The HEALTH AUTHORITY shall solely determine if a change invalidates a Valid Permit.

3-2: Permit Terms

- A. **All Permits:** All Permits shall be valid from December 1-November 30 each year unless otherwise noted in this Ordinance.
- B. **Permits for Temporary Food Establishments:** Permits issued to Temporary Food Establishments shall be valid for the dates stated on the PERMIT and shall expire not more than fourteen (14) consecutive days after the start date.

3–3: Permit Categories

The Health Authority shall assess the risks of a foodborne illness for every Food Establishment operating within the jurisdiction of the Health Department. The Health Authority shall use this assessment in classifying a Food Establishment for purposes of a Category.

The Health Authority shall apply the criteria in the Food Code to determine the Category for a Food Establishment. If a health hazard will not result from reclassification or if reclassification will provide better protection for the public, the Health Authority may reclassify a Food Establishment based upon inspection history, the number, frequency and severity of violations, and corrective action. The basis for this decision shall be documented, and a copy will be retained in the Food Establishment's file.

3–4: Permit Posting

Every Food Establishment shall prominently and conspicuously post a Valid Permit for public view.

3–5: Issuance

Any Person desiring to operate a Food Establishment or to renew an expired Permit within the jurisdiction shall make written application for a Permit on forms provided by the Health Department, accompanied by a Permit fee, if required, in the amount provided in the Health Department fee schedule.

- A. **When Plans are Required:** A Permit Applicant or permit holder shall submit to the Health Authority properly prepared plans and specifications for review and approval before any of the following occur:
 1. The construction of a Food Establishment.
 2. The conversion of an existing structure for use as a Food Establishment.
 3. The Remodeling of a Food Establishment.
 4. A change of type of Food Establishment or food operation if the Health Authority determines that plans and specifications are necessary to ensure compliance with this Ordinance.
- B. **Application for Permit:** After Approval of the plans proposed for a Permit by a Food Establishment, the Health Authority shall conduct an inspection of the Premises. If the Health Authority finds the Food Establishment in compliance with the provisions of this Ordinance and upon receipt of a completed application for a Permit, the Health Authority shall issue a Permit authorizing the Food Establishment to operate.
- C. **Annual Renewal of Permits:** For continued operation of the Food Establishment, annual renewal of the Permit is required. Any permit holder desiring to renew a Permit shall apply by the renewal process provided by the Health Department and pay all money due, i.e., fees and taxes, to the Health Department including, but not limited to, Permit renewal fee, late fees, reinstatement fees, re-inspection fees, insufficient funds charges, and all fines assessed for any purpose. If a permit holder is delinquent on any money due the Health

Department, the annual renewal Permit shall be denied and shall not be issued until such time as the permit holder pays in full.

- D. Denial of Application for Permit:** If an application for a Permit to operate is denied, the Health Authority shall provide the Applicant with a notice that includes:
1. The specific reasons and code citations for the Permit denial.
 2. The actions, if any, that the Applicant must take to qualify for a Permit.
 3. The advisement of any appeal process.
- E. Change of Ownership:** If a Person is purchasing an existing Food Establishment, a Change of Ownership plan review is required prior to issuing a new Permit. For any determination of what constitutes a change in permit holder, consult the Health Authority. To assist in the transition of business, the Health Authority will allow an open and operating Food Establishment to change ownership without interruption of business provided that the following are satisfied:
1. A Plan Review application for the new Permit is submitted within thirty (30) Business Days of the execution of the change of owner documents, such as a deed, close of escrow, dealers' report of sale, lease agreement, or other legal document.
 2. The Food Establishment stays within the same Category as the previous Permit.
 3. The Food Establishment has not been physically altered, equipment has not been removed or added, and the Food Establishment has not been closed for extensive Remodeling.
 4. The Food Establishment has not changed the menu in a manner that requires new Food Preparation Processes, Procedures, and/or Equipment.
 5. The time to correct all violations cited in a Change of Ownership inspection does not exceed ninety (90) Business Days from delivery of an inspection by the Health Authority.

If the provisions above are not met, then the Food Establishment shall close, and the new owner will be required to apply for a new PERMIT, including completing the Plan Review process.

3-6: Permit Fees

Permit fees are pursuant to all other applicable ordinances of the Health Authority.

3-7: Food Sources Outside of the Jurisdiction

Food from Food Establishments outside the jurisdiction of the Health Department may be allowed if such Food Establishments conform to the provisions of this Ordinance or equivalent provisions and can provide proof of a Valid Permit from the applicable public health authority.

3-8: Plan Reviews

No Food Establishment shall be constructed, remodeled, or converted except in accordance with plans and specifications approved by the Health Authority.

- A. **Plan Review:** The Health Authority shall conduct a Plan Review whenever a Food Establishment:
1. Is newly constructed or remodeled.
 2. Is in a facility converted for use as a Food Establishment.
 3. Undergoes a Change of Ownership
- B. **Waiver:** The Health Authority at its sole discretion, may waive a Plan Review based on information provided in the Plan Review application for a new Permit.
- C. **Submission of Documents:** Before such work begins or change occurs, a Food Establishment shall submit the following to the Health Authority for review and approval:
1. Plan Review application form as provided by the Health Authority.
 2. Properly prepared plans to scale and specifications, including those illustrating layout, arrangement, location, size and type of fixed equipment, finish schedule of surface materials, and custom shop drawings.
 3. Proposed menu.
 4. Standard Operating Procedures.
 5. Proposed auxiliary food operations, such as Outdoor Cooking Operations, catering, special processes, or extended food operations held on the Premises.
 6. Any other information that the Health Department deems necessary to evaluate the proposal.
 7. Plan Review fee.

3-9: Pre-Operational Inspections

Prior to the issuance or reinstatement of a Permit to operate, every Food Establishment shall be inspected by or obtain approval from the Health Authority before beginning or resuming operations in order to determine compliance with Approved plans, specifications, corrective actions, and the requirements of this Ordinance.

3-10: Permit Suspension

At any time that the Health Authority determines that a permit holder or Operator is not in compliance with the provisions of this Ordinance or the Enforcement Policy, the Health Authority shall issue a notice to the permit holder or Operator. The notice shall state the nature of the violation and a reasonable timeframe in which corrective action must be taken.

Whenever a permit holder or operator has failed to comply with any notice issued under the

provisions of this Ordinance or the Enforcement Policy, the Health Authority may serve the permit holder or operator with a notice stating that the Permit is suspended, and operations are to cease immediately or as ordered by the Health Authority.

Notwithstanding the other provisions of the Ordinance, whenever the Health Authority finds unsanitary or other conditions in the operation of a Food Establishment or Temporary Food Establishment which, in the Health Authority's judgment, constitutes substantial hazard to the public health, it may, without warning, notice, or hearing; issue a written notice to the permit holder or operator citing such condition, specifying the corrective action to be taken; and state that the PERMIT is immediately suspended. Any Person to whom such an order is issued shall comply immediately.

3-11: Permit Revocation

For Repeated Violations of any provisions of the Enforcement Policy, or for interference with the Health Authority in the performance of its duties, the Health Authority may revoke a Permit permanently. The permit holder shall be given notice of the revocation and the opportunity to request an Administrative Meeting with the Health Authority. Prior to such action, the Health Authority shall notify the permit holder that the Permit is subject to revocation and that the Permit shall be permanently revoked at the end of ten (10) Business Days following service of such notice unless the permit holder files a request for an Administrative Meeting with the Health Authority within that period.

SECTION 4: INSPECTIONS

4-1: Frequency

At minimum, the Health Authority shall inspect each Food Establishment within the Health Department as determined in 77 Il Adm. Code Section 650.310. Temporary Food Establishments may or may not be inspected as determined by the Health Authority.

All Categories and types of Food Establishments shall be inspected as many times as the Health Authority deems necessary to enforce the provisions of this Ordinance.

4-2: Right of Entry

The Health Authority shall have the right to enter any Food Establishment or any Temporary Food Establishment at any reasonable time for the purpose of conducting inspections to determine compliance with this Ordinance. The Health Authority representative(s) shall properly identify themselves prior to entering the property and initiating an inspection.

4-3: Refusal of Entry

If a Person denies access to the Health Authority, the Health Authority shall inform the Person that:

- A. The permit holder is required to allow access to the Health Authority.

- B. Access is a condition of acceptance and retention of a Permit to operate.
- C. If access is denied, the Health Authority will take such legal action as required.

If a Person in Charge denies the Health Authority access to a permitted Food Establishment pursuant to this Ordinance, the Health Authority may gain access in any manner provided by law. In addition, the Health Authority may issue a Cease and Desist Order or seek a temporary restraining order or other relief to cease the Food Establishment's operations until the inspection is conducted.

4-4: Examination of Records

The Health Authority may examine the records of a Food Establishment to obtain pertinent information including, but not limited to, food and supplies purchased, food and food supplies received, and persons employed in such establishments.

4-5: Inspection Report

Whenever an inspection of a Food Establishment is conducted to determine compliance with this Ordinance, the findings shall be recorded on the inspection report form provided by the Health Authority.

The inspection report form shall constitute a legal notice of violations relating to this Ordinance.

A summary of the inspection report shall be furnished to the operator or Person in Charge of the Food Establishment and a record of the inspection report will be available in the Food Establishment's file. The inspection report is a public document.

Electronic reports do not require a signature.

4-6: Correction of Violations

- A. **Inspection Report:** The completed inspection report form shall specify the time period for correction of the violations in accordance with the Enforcement Policy.
- B. **Imminent Health Hazard:** If an Imminent Health Hazard exists, the Food Establishment shall immediately cease Food Preparation Operations until such hazard is corrected and the Health Authority grants authorization to resume operations.
- C. **Failure to Comply:** Failure to comply with any notice regarding violations which pose Imminent Health Hazards or Repeat Violations issued in accordance with the provisions of this Ordinance and/or the Enforcement Policy may result in the immediate suspension of the Permit.
- D. **Ceasing Operations:** A Food Establishment may be required under the provisions of this Ordinance to cease all or a portion of their operations. A Food Establishment shall not resume operations until such time as the Health Authority grants authorization to resume operations.

- E. **Follow-up Inspection:** When necessary, a Follow-up inspection of a Food Establishment is needed to ensure approved corrective action has occurred to resolve a violation on a previous inspection including, but not limited to, an equipment performance check, a physical change in equipment or structure, or a change in Food Preparation. Receipts indicating work completed, pictures or videos showing correction may be used as documentation of correction

4-7: Examination and Condemnation of Food and Equipment

- A. **Sampling:** Food may be examined or sampled by the Health Authority as often as it deems necessary for enforcement of this Ordinance.
- B. **Embargo/Hold Order Justifying Conditions and Removal of Food:** The Health Authority may place a Hold Order on a food which it determines or has probable cause to believe to:
1. Originate from an Unapproved Source.
 2. Not Wholesome, adulterated, misbranded, or not honestly presented.
 3. Not labeled according to law, or, if raw molluscan shellfish, is not tagged or labeled according to law.
 4. Otherwise not in compliance with this Ordinance.
- C. **Embargo/Hold Order for Food:**
1. Food subject to the Embargo/Hold Order shall be identified by the common name, the label information, a container description, the quantity, the Health Authority tag or identification information, and a location.
 2. Food shall be allowed to be suitably stored. If storage is not possible without risk to the public health, then the Health Authority shall require the denaturing or destruction of the food.
 3. It shall be unlawful for any Person to remove or alter an Embargo/Hold Order, notice or tag placed on the food or food container by the Health Authority.
 4. It shall be unlawful for any Person to sell, give or donate, use (relabel, repack, reprocess, alter), denature, dispose, destroy, or remove food from the Food Establishment without the written release of the Healthy Authority.
- D. **Removing Embargo/Hold Order for Food:**
1. The owner or Person in Charge disposes or destroys the food in the presence of the Health Authority accompanied with written documentation using a form provided by the Health Authority.
 2. The owner or Person in Charge has the right to an Administrative Meeting regarding the Embargo/Hold Order; and may request an Administrative Meeting with the Health Authority if a written request is submitted with seven (7) calendar days of the Hold Order being issued.
 3. After the owner or Person in Charge has had an Administrative Meeting and on the basis of evidence produced at such meeting, the Health Authority may vacate the Embargo/Hold Order if the evidence is Approved by the Health Authority.

4. In the event that a written request for an Administrative Meeting is not received within seven (7) calendar days of the Embargo/Hold Order being issued, the Health Authority may direct the owner or Person in Charge to bring the food in compliance with the provisions of this Ordinance or order the food to be denatured or destroyed.
- E. **Embargo/Hold Order for Equipment:** The Health Authority may place an Embargo/ Hold Order on equipment which it determines is not in compliance with sanitary design principles. The Health Authority shall tag, label, or otherwise identify any equipment subject to the Embargo/Hold Order. The owner or Person in Charge shall take the equipment out of use until written permission is obtained from the Health Authority. It shall be unlawful for any Person to move or alter an Embargo/Hold Order notice or tag placed on equipment by the Health Authority.
- F. **Removing Hold Order for Equipment:** The owner or Person in Charge has the same rights and responsibilities for equipment as for food as in 4-7 (D).

4-8: Imminent Health Hazard

A permit holder shall immediately discontinue operations and must notify the Health Authority if an Imminent Health Hazard may exist because of an emergency including, but not limited to, fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition, disease transmission from an employee, or other circumstances that may endanger public health.

4-9: When Disease Transmission is Suspected

When the Health Authority has reasonable cause to suspect possibility of disease transmission from any Food Establishment Employee, it shall secure a morbidity history of the suspected Employee or make any other inspection or investigation as may be indicated and take appropriate action. The Health Authority may require any or all the following measures:

- A. Immediate exclusion of the Employee from any Food Preparation.
- B. Immediate closure of the Food Establishment concerned until in the opinion of the Health Authority, no further danger of disease outbreak exists.
- C. Restriction of Employee's services to some area of the Food Establishment where there will be no danger of transmitting disease.
- D. Adequate medical and laboratory examinations of the Employee or other Employee's and of his/her or their body discharges.

4-10: Re-inspections

Any permit holder whose Permit has been suspended may make a written request to the Health

Authority to re-inspect the Premises for the purpose of re-instating the Permit. The Health Authority shall schedule a Re-inspection within a reasonable time period, upon receipt of a written documentation of corrective actions.

A Re-inspection fee pursuant to the applicable Environmental Health fee schedule as adopted by the Board shall be assessed.

4-11: Ceasing and Resumption of Operations

Whenever a Food Establishment is required under the provisions of this Ordinance to cease operations, it shall cease and not resume operations until such time the Health Authority grants authorization to resume operations. The Health Authority shall offer the opportunity for follow-up inspection within a reasonable time period, upon receipt of a written documentation of corrective actions.

4-12: Variances

- A. **Modification and Waivers:** The Health Authority may grant a Variance by modifying or waiving the requirements of this Ordinance or Food Code, if in the opinion of the Health Authority, a public health hazard or nuisance will not result from the issuance of the Variance. If a Variance is granted, the Health Authority shall retain all pertinent information in the Food Establishment's file.
- B. **Documentation of Proposed Variance and Justification:** Before a Variance from a requirement of this Ordinance or Food Code is Approved, the Person requesting the Variance shall supply information and apply on forms provided by the Health Authority. The Health Authority shall retain forms in Food Establishment's file.
- C. **Conformance with Approved Procedures:** If the Health Authority grants a Variance or a Hazard Analysis Critical Control Point Plan, the permit holder shall comply with the plan and procedures that are submitted and Approved as a basis for the modification or waiver and maintain and provide to the Health Authority, upon request, records that demonstrate conformance.
- D. **Variances are not transferable between owners.**

4-13: When a Hazard Analysis Critical Control Point Plan is Required

As required in the Food Code or before engaging in Food Preparation that requires a Hazard Analysis Critical Control Point Plan, an Applicant or permit holder shall submit to the Health Authority for Approval a properly prepared Hazard Analysis Critical Control Point Plan.

4-14: Menu Limitation

The Health Authority may determine that Menu Limitation at a Food Establishment is necessary for food safety. The Food Establishment will comply with any notice of Menu Limitation issued by the Health Authority.

4-15: Additional Requirements

If necessary to protect against public health hazards or nuisances, the Health Authority may impose specific requirements in addition to the requirements contained in this Ordinance. The Health Authority shall document the conditions that necessitate the imposition of additional requirements and the underlying public health rationale. The documentation shall be provided to the Applicant or permit holder and shall be maintained by the Health Department in the Food Establishment's file.

SECTION 5: TEMPORARY FOOD ESTABLISHMENTS

5-1: Temporary Food Establishment General

The requirements outlined in this section apply only to Temporary Food Establishments and are in addition to the requirements stated in other sections of this Ordinance.

5-2: Temporary Food Establishment Permit

- A. **Submission of Application:** A Temporary Food Permit Application and the appropriate fee, if required, should be submitted at least fourteen (14) business days prior to the start date of the event at which food will be provided. Late fees apply if application is made less than seventy-two (72) hours prior to the day of the event.
- B. **Frequency:** Permits for Temporary Food Establishments may be issued for up to three (3) Special Events. If a Temporary Food Establishment needs to operate for more than three (3) Special Events within any calendar year, then it would need the same type of Permit as other Food Establishments (Stationary or Mobile Food Establishment).
- C. **Education:** At least one Person in Charge of the Temporary Food Establishment shall show documentation of completion of food safety training. This requirement could be achieved by a Certified Food Protection Manager Certificate, a Food Handler Training document, or by completing and passing the test for the Health Department's Temporary Food Vendor Training. The Temporary Food Vendor Training is valid for three (3) years.
- D. **Issuance:** Food operators seeking Permits for a Temporary Food Establishment shall meet all applicable provisions of this Ordinance and the Food Code. All Priority Violation Items and Priority Foundation Items shall be corrected prior to issuance of the Temporary Food Permit.

5-3: Temporary Food Establishment Fees

Unless exempt from fees as provided in Ordinance No. 2011-04-01, each Operator shall pay a Permit fee for each Temporary Food Establishment as specified in the Department's Environmental Health Fee Schedule.

5-4: Temporary Food Establishment Inspections and Corrections

- A. **Frequency:** The Health Authority may provide Consultation and/or on-site inspection for each Temporary Food Establishment a minimum of one (1) time for each Permit issued and shall make as many follow-up inspections as are necessary for the enforcement of this Ordinance.
- B. **Correction of Violations:** All Priority Item Violations and Priority Foundation Item Violations shall be corrected prior to issuance of the temporary food Permit. The Temporary Food Establishment shall immediately cease Food Preparation if any Priority Item or Priority Foundation Items Violations are not satisfactorily corrected at the sole discretion of the Health Authority and pose an Imminent Health Hazard after Temporary Food Permit issuance.

SECTION 6: TIMELY CORRECTION OF VIOLATIONS

6-1: Imminent Health Hazard

A permit holder or a Person in Charge shall immediately cease and discontinue food operations if an Imminent Health Hazard exists during an inspection or during an emergency. An Imminent Health Hazard includes, but is not limited to:

- Fire
- Flood
- Extended interruption of electrical or water service
- Sewage backup
- Misuse of poisonous or toxic materials
- Onset of an apparent foodborne illness outbreak
- Gross unsanitary occurrence or condition or
- Other circumstances that may endanger public health

A permit holder or a Person in Charge shall immediately notify the Health Authority if there is an Imminent Health Hazard. In the Health Authority's judgment, it may modify a Permit to cease a portion of the food operations depending upon the location and type of Imminent Health Hazard or it may suspend a Permit to cease all food operations.

Food operations due to an Imminent Health Hazard may not resume until authorization has been granted by the Health Authority.

6-2: Priority Item Violations

When a Priority Item Violation is observed during a routine inspection, the violation shall be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. A compliance correction acceptable to the Health Authority shall be obtained. Acceptable compliance corrections include the following options:

- A. **Violation Corrected On-site (COS):** This occurs when immediate on-site corrective action is conducted by the Person in Charge and is verified and documented by the Health Authority during the inspection, with a brief explanation of the corrective action taken.
- B. **Violation Correction Form (VCF):** A VCF is issued only for a Priority Item Violation that cannot be corrected on-site and is not an Imminent Health Hazard. The VCF will be left with the Person in Charge with instructions to have the violation corrected properly and to return the VCF to the Health Authority within ten (10) business days.
- The VCF must be adequately filled out, including documentation of the corrective action, such as a picture of the correction or any receipts that indicate that corrective action was taken.
- After the VCF is received by the Health Authority, a Priority Item Violation may require a follow-up inspection within ten (10) additional business days.
- C. **Corrective Action Plan:** If a Priority Item Violation is not an Imminent Health Hazard and cannot be corrected on-site or does not qualify for a VCF, then the Health Authority may require a CORRECTIVE ACTION PLAN acceptable to the Health Authority.

If the Food Establishment's Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with Permit suspension. The process is described in Section 9.

6-3: Priority Foundation Item Violations

When a Priority Foundation Item Violation is observed, the violation will be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. An acceptable compliance correction must be obtained. Acceptable compliance corrections include the following options:

- A. Violation corrected on-site (COS): as stated in 6-2 (A).
- B. Violation Correction Form (VCF): as stated in 6-2 (B).
- C. Health Authority approval: as stated in 6-2 (C).

If the Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with an informal office Consultation.

6-4: Core Item Violations

When a Core Item Violation is observed, the violation will be documented on the Food Establishment Inspection Report. The permit holder shall correct the Core Item Violation by no

later than the next routine inspection date. Reassessment will occur during the next routine inspection unless there is an alternative written compliance schedule.

If an alternative timeframe is requested by the permit holder or by the Health Authority, a written compliance schedule shall be submitted by the permit holder. The alternative time schedule shall be approved by the Health Authority. The compliance schedule shall contain the specific violation(s), the methods of correction(s), and the date(s) for correction. Verification of correction may be provided by documentation or by a follow-up inspection by the Health Authority.

6-5: Part 750 Violations

When a PART 750 VIOLATION is observed, the violation will be documented on the Food Establishment Inspection Report. An acceptable compliance correction must be obtained. Acceptable compliance corrections are included in Appendix 750.

If the Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with an informal office Consultation.

6-6: Deviations from Hazard Analysis Critical Control Point Plan Elements

The timely correction of a Hazard Analysis Critical Control Point plan element that is not in compliance with the plan is categorized as a Priority Foundation Item Violation.

If a Hazard Analysis Critical Control Point plan element is found to deviate from the plan, the deviation will be documented on the inspection report. An acceptable compliance correction must be obtained. Depending upon the Hazard Analysis Critical Control Point plan, the acceptable corrective action and the time schedule for timely correction shall follow the procedures for correcting Priority Item or Priority Foundation Item Violations as listed in 6-2 and 6-3.

If the Food Establishment's Person in Charge is unable or unwilling to take suitable compliance corrective action as listed above, then the Health Authority shall take enforcement actions starting with an informal office Consultation.

6-7: Complaints

Consumer complaints are complaints made by members of the public. Corrective actions for consumer complaints that are Priority Item or Priority Foundation Item Violations are required to be satisfactorily corrected as in 6-2 or 6-3. Corrective actions for consumer complaints that are Core Item Violations are required to be satisfactorily corrected as in 6-4.

6-8: Failure to Return a Violation Correction Form

When a VCF is left with the Person in Charge the instruction and goal is to have the violation properly corrected and adequately documented on the VCF, with the VCF returned to the Health Authority within ten (10) business days.

If the VCF is not returned or if the Health Authority determines that the violation was not properly corrected or that the correction was not adequately documented, then the Health Authority may give the facility an additional ten (10) business days to be in compliance.

Failure to properly correct the violation with adequate documentation within any timeframe will result in further administrative actions including permit suspension or revocation.

SECTION 7: REPEAT VIOLATIONS

7-1: Timeframe for Routine Inspections and Repeat Violations

Category I Food Establishments have routine inspections two to three (2-3) times per calendar year with approximately ninety (90) calendar days between routine inspections. Category II Food Establishments have at a minimum one (1) routine inspection per calendar year, while Category III Food Establishments have at a minimum one (1) routine inspection every two (2) calendar years.

7-2: Timeframe for Correction

On-site corrections (COS) address a short-term correction and may not negate the need for implementation of long-term correction actions when the violation is not an isolated occurrence, i.e. a Repeat Violation.

When a violation is observed during an inspection and it is a Repeat Violation from the last routine inspection, it will be documented and tracked by using and including the notation of “R1” for being a Repeat Violation the first time, “R2” for being repeated again, and so on.

7-3: Repeat Priority Item or Priority Foundation Item Violations

- A. **First-Time (R1) Repeat Violations:** When any Priority Item or Priority Foundation Item Violation is observed that is an R1 Repeat Violation, the violation shall be documented on the Food Establishment Inspection Report and subsequent enforcement action will focus on establishing long-term compliance and a behavior change by the Food Establishment.
- B. **Second-Time (R2) Repeat Violations:** When a Priority Item or Priority Foundation Item Violation is observed that is an R2 Repeat Violation, a Consultation will be conducted by the Health Authority with the permit holder and Person(s) in Charge.

The purpose of the Consultation is to clarify expectations for food protection and

sanitation, as well as the consequences of failure to correct any Repeat Violations and to maintain standards. This Consultation also offers an opportunity for the permit holder to demonstrate corrective actions for addressing Repeat Violations. Pursuant to the Consultation, the Health Authority may require the permit holder to do any of the following:

1. Changing equipment and layout, e.g., adding rapid cooling equipment or adding an additional hand sink.
2. Establishing written buyer specifications, e.g., purchasing from Approved alternative sources.
3. Developing and implementing recipe and/or process instructions, e.g. establishing demonstrated rapid cooling methods or including end temperatures for the cooking step.
4. Developing and implementing Standard Operating Procedures (SOPs) or requiring food temperature monitoring and recording.
5. Employee training or re-training on the procedures and/or manager training or re-training on taking, verifying, and recording corrective actions.

C. **Third-Time (R3) Repeat Violations:** When a Priority Item or Priority Foundation Item Violation is observed that is an R3 Repeat Violation, a Compliance Meeting will be scheduled and conducted by the Health Authority with the permit holder and Person(s) in Charge.

The purpose of the Compliance Meeting is to determine what measures will be required by the Health Authority for long-term compliance by the Food Establishment for the permit to obtain satisfactory status. These actions may include:

1. Issuance of an order to change or cease menu items; to cease a Food Preparation process; to cease using an equipment item; or to suspend Food Preparation in a particular department area that have resulted in the Repeated uncontrolled Priority Item or Priority Foundation Item Violations.
2. Issuance of an order to purchase and install the equipment necessary for the food establishment operation to provide the approved menu items or processes.
3. Additional Person(s) in Charge to complete and obtain the Food Manager Certification.
4. Verification of employee training or re-training on the procedures and/or manager training or retraining on taking, verifying, and recording corrective actions.
5. Development and submission of a written Corrective Action Plan, with an approval from the Health Authority.
6. Development and implementation of a Risk Control Plan (RCP) with an approval from the Health Authority.

A written notice will be issued that provides a summary of the Compliance Meeting and the corrective action(s) that will be required. A follow-up inspection will be conducted for verification of the corrective action(s). Further Non-Compliance of Repeated Priority or Priority Foundation Item Violations will result in the suspension of a Permit and scheduling of a Compliance Hearing to address the outstanding discrepancies.

D. Fourth-Time (R4) Repeat Violations: When a Priority Item or Priority Foundation Item Violation is observed that is an R4 Repeat Violation, the Health Authority will pursue administrative and/or judicial remedies against the Food Establishment and/or permit holder. These remedies may include:

1. Suspension and/or revocation of the Food Establishment's Permit with or without civil fines.
2. Petition for a Temporary Restraining Order and other relief in a court of competent jurisdiction.
3. Petitions for temporary and/or permanent injunctive relief in a court of competent jurisdiction to achieve compliance with the provisions of this Policy and/or the Health Department Ordinance.

E. Fifth-Time (R5) Repeat Violations. Further Non-Compliance of Repeated Priority or Priority Foundation Items observed that is an R5 Repeat Violation, the Health Authority may hold an Administrative Meeting to permanently revoke a Permit. The permit holder shall be given notice of the revocation and of the opportunity to request an Administrative Meeting by the Health Authority. Prior to such action, the Health Authority shall notify the permit holder that the Permit is subject to revocation, and the Permit shall be permanently revoked at the end of ten (10) business days following service of such notice, unless the permit holder files a request for an Administrative Meeting with the Health Authority within that period.

Upon revocation the Person and other related Persons or organizations are ineligible to reapply to the Health Department for a Food Establishment Permit in its jurisdiction.

7-4: Repeat Core Item Violations

When a repeat Core Item Violation is observed, the violation shall be documented on the FOOD ESTABLISHMENT INSPECTION REPORT. The Core Item Violation will be documented and tracked as a Repeat Violation, e.g. R4, R5, etc. during the routine inspection.

The Health Authority may determine whether extended and continued non-compliance may result in any of the following:

1. The progression of the violation into a Priority Item or Priority Foundation Item Violation.
2. The progression of gross unsanitary conditions that render operations, practices, or conditions injurious to human health or otherwise create a nuisance.

Eventually, corrective action(s) to remove the violation(s) shall be completed to the sole satisfaction of the Health Authority when:

1. The Food Establishment is inactive for more than thirty (30) calendar days and under the same ownership.
2. There is a permit holder change of ownership.
3. The Food Establishment's internal premises are remodeled.

7-5: Repeat Part 750 Violations

Repeat Violations of PART 750 VIOLATIONS shall follow the same procedures as in this Section depending upon the designation of a 750 violation as a Priority Item, Priority Foundation Item, or Core Item Violation as designated in appendix 750.

SECTION 8: INADEQUATE FOOD SAFETY MANAGEMENT SYSTEM

In addition to Section 6 and Section 7, when the total number of Priority and Priority Foundation violations documented on a Food Establishment inspection Report during a routine inspection equals ten (10) or more, it is considered substandard compliance and it is indicative that the facility has an inadequate FOOD SAFETY MANAGEMENT SYSTEM, resulting in a failed health inspection.

The FOOD SAFETY MANAGEMENT SYSTEM needs improvement to protect the public from foodborne illness and shall require compliance corrections acceptable to the Health Authority. The Health Authority shall review and approve any correction documentation. Follow-up inspection(s) shall be conducted to assess the effectiveness of the FOOD SAFETY MANAGEMENT SYSTEM. Acceptable effectiveness is demonstrated by having no violations in these categories.

SECTION 9: PENALTIES FOR NON-COMPLIANCE

9-1: Permit Suspension

- A. **Notice of Suspension:** Whenever a permit holder or Operator has failed to comply with any notice issued under the provisions of the Enforcement Policy, the Health Authority may serve the permit holder or Operator with a notice stating that their Permit is suspended, and Operations are to cease immediately or as ordered by the Health Authority.

The summary suspension notice shall state the following:

1. That the Permit is immediately suspended and that all Food Operations shall immediately cease.
 2. The nature of the violation supporting summary suspension, with reference to the specific Ordinance and Enforcement Policy provisions that are in violation.
 3. Contact information for the Health Authority to whom a Corrective Action Plan that certifies the conditions for the suspension are eliminated and a written request for a Compliance Meeting and Reinspection may be submitted.
- B. **Imminent Health Hazard:** In the event that a violation constitutes an Imminent Health Hazard, the aforesaid notice may also require the immediate suspension of the entire Operation of the Food Establishment or portions thereof. Any Person to whom such notice is issued shall comply immediately therewith. The permit holder shall obtain Approval from the Health Authority prior to resuming Operations. Approval may be

granted by written, electronic, or telephone notification.

- C. **Repeat Suspensions:** Two (2) suspensions during a period of twelve (12) consecutive months shall constitute grounds for permanent revocation of a Permit.
- D. **Cause:** A Permit may be suspended for cause pending its revocation or a Hearing relative thereto.

9–2: Reinstatement of Suspended Permits

Any Person whose Permit has been suspended may, at any time, submit a Corrective Action Plan that certifies the conditions for the suspension are eliminated and a written request for a Compliance Meeting and Reinspection.

9–3: Permit Revocation

For Repeat Violations of any provisions of the Enforcement Policy or for interference with the Health Authority in the performance of its duties, the Health Authority may hold an Administrative Meeting to permanently revoke a Permit. The permit holder shall be given notice of the revocation and of the opportunity to request an Administrative Meeting by the Health Authority. Prior to such action, the Health Authority shall notify the permit holder that the Permit is subject to revocation, and the Permit shall be permanently revoked at the end of ten (10) business days following service of such notice, unless the permit holder files a request for an Administrative Meeting with the Health Authority within that period.

Upon revocation the Person and other related Persons or organizations are ineligible to reapply to the Health Department for a Food Establishment Permit in its jurisdiction.

9–4: Appealing Decisions by the Health Authority

- A. **Appeals:** A Permit Holder or Operator whose Permit has been suspended or revoked may make a written request within ten (10) business days to the Health Authority for an Administrative Meeting to contest the conditions of the suspension or revocation. An Administrative Meeting will be conducted by the Public Health Administrator of the Health Department, or his/her designee, and any Health Department staff that may be necessary. Administrative Meetings shall be conducted in an informal manner, with consideration to all parties. The formal rules of evidence shall not apply; however, the Health Authority may exclude irrelevant or immaterial evidence. Any Food Establishment for which the Permit has been suspended or revoked shall remain closed during those periods when an appeal is being sought or under consideration.
- B. **Timelines:** The Health Authority shall afford an Administrative Meeting within thirty (30) calendar days but no earlier than seven (7) calendar days after the receipt of the written request to consider administrative remedies for matters as determined necessary by the Health Authority.

- C. Based upon the Administrative Meeting, the Public Health Administrator shall make a finding and sustain, modify, or rescind any official notice or order considered in the meeting. This Administrative Meeting may result in the Health Authority proceeding with administrative enforcement actions.

- D. A Permit Holder or Operator who wants to appeal the decision of the Public Health Administrator may make a written request to the Board of Health of the Health Department for an Administrative Hearing. The request for an Administrative Hearing must be submitted within ten (10 days) business days after a decision from the Administrative Meeting. Refer to 9-4 (B) for scheduling timelines.

9-5: Administrative Hearings

All Administrative Hearings shall be conducted by the Board of Health at a time and place to be designated by the same.

All Administrative Hearings shall be conducted so as to provide the parties with written notice of the Hearing, adequate time to prepare, the right to present evidence in support of their position, the right to cross-examine, and the right to legal counsel at their expense. Either party may record the Hearing. Written notice of the Hearing to a party may be waived by that party.

All Administrative Hearings shall be conducted in a formal manner, with consideration to all parties. The formal rules of evidence shall not apply; however, the hearing body may exclude irrelevant or immaterial evidence. The hearing body may ask questions of any witness to clarify a point or to assist the body in reaching a decision.

Based upon the Administrative Hearing, the Board of Health shall make a finding and sustain, modify, or rescind any official notice or order considered in the enforcement proceedings. This Hearing may result in the Health Authority proceeding with administrative enforcement actions.

A written report of the Administrative Hearing decision shall be furnished to the permit holder by the Board of Health within forty-eight (48) hours.

9-6: Service of Notices

Notices provided for under this Policy shall be deemed to have been properly served when a physical or electronic copy thereof has been delivered to the permit holder; if a corporation, to any officer thereof; or to the Person in Charge. The Health Department shall maintain a physical or electronic copy of such notices.

9-7: Penalties Other Than Suspension and Revocation of Licenses

Any Person that violates any provisions of this Policy shall be guilty of a class B misdemeanor, and upon conviction thereof, shall be punished by a term of imprisonment for not more than six (6) months, by a fine not to exceed Fifteen Hundred dollars (\$1500.00), or by both such term and fine. Each day upon which a violation occurs shall constitute a separate violation.

In addition to suspension, revocation, criminal conviction, or other remedy, the Health Department may seek an injunction against any permit holder or Person violating this Policy, as provided in the Illinois Food Handling Regulation Enforcement Act (410 ILCS 625/1 et seq.).

SECTION 10: INSPECTION NOTICE PLACARDS

Left blank intentionally.

SECTION 11: ENFORCEMENT

- A. **Conditions Warranting Remedy:** The HEALTH AUTHORITY may seek administrative or judicial remedy to achieve compliance with the provisions of this Ordinance if a PERSON operating a FOOD ESTABLISHMENT or EMPLOYEE:
1. Fails to obtain or have a VALID PERMIT to operate a FOOD ESTABLISHMENT.
 2. Violates any term or condition of a PERMIT.
 3. Allows a PRIORITY ITEM VIOLATION or a PRIORITY FOUNDATION ITEM VIOLATION or a REPEAT VIOLATION to remain uncorrected beyond the timeframes for correction that was APPROVED, directed, or ordered by the HEALTH AUTHORITY.
 4. Fails to comply with a HEALTH AUTHORITY order concerning an EMPLOYEE suspected of having a disease transmissible through food by infected PERSONS.
 5. Fails to comply with a HOLD ORDER.
 6. Fails to comply with an order issued as a result of a hearing for an administrative remedy.
 7. Fails to comply with a summary suspension order issued by the HEALTH AUTHORITY.
- B. **Institution of Proceedings:** Proceedings to enforce this Ordinance may be instituted by the HEALTH AUTHORITY according to law by issuing a citation or summons, by filing a misdemeanor complaint affidavit and request for a warrant of arrest with the court of competent jurisdiction, or by referring the complaint to a grand jury for indictment, as appropriate. The HEALTH AUTHORITY may designate a representative to issue summons or citations or sign warrants on behalf of the HEALTH AUTHORITY.

SECTION 12: AUTHORITY

This Ordinance shall be available on our website and able to be published no later than April 1, 2026.

This Ordinance shall be in full force and effective on and after March 25, 2026. At that time, all ordinances and parts of ordinances in conflict with this Ordinance are repealed.

Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of this Ordinance will not be affected. Those sections will remain valid.

Approved and adopted this _____ day of _____, 2026, by the Board of Health of the Champaign County Health Department.

Krista Jones
Chair

Date

Invoice Number:	2509
Date of Invoice:	October 31, 2025
Billing Period:	September 2025

To:

Champaign County Public Health Department
 1776 East Washington Street
 Urbana, Illinois 61802

For the Following Expenses:

502001 - Professional Services - LHPG Communicable Disease	\$	6,305.50
502001 - Professional Services - LHPG Disease Intervention	\$	17,697.58
502001 - Professional Services - LHPG Tuberculosis	\$	3,085.42
502001 - Professional Services - LHPG Food	\$	26,525.17
502001 - Professional Services - LHPG Water	\$	4,758.83
502001 - Professional Services - LHPG Sewage	\$	8,168.75
502001 - Professional Services - Administration	\$	15,614.33
502025 - Contributions and Grants - PHEP Grant	\$	-
502025 - Contributions and Grants - TFC Grant	\$	10,806.84
502025 - Contributions and Grants - Body Art Grant	\$	-
502025 - Contributions and Grants - Perinatal Hep B Grant	\$	47.02
502025 - Contributions and Grants - LHPG Opioid Overdose Prevention	\$	-
502025 - Contributions and Grants - Tick Surveillance Grant	\$	-
502025 - Contributions and Grants - Vector Surveillance & Control Grant	\$	10,179.85
502025 - Contributions and Grants - Strengthening IL Public Health Admin.	\$	-
502001 - Professional Services - Preventative Services	\$	1,218.82
502001 - Professional Services - County Well Water Testing	\$	76.07
Total Amount Due to CUPHD per Contract	\$	104,484.18

CERTIFICATION:

I hereby certify that the amounts billed above agree with the approved budget; that appropriate purchasing procedures have been followed, and that reimbursement has not previously been requested or received.



 Authorized Agency Official

Invoice Number:	2510
Date of Invoice:	November 18, 2025
Billing Period:	October 2025

To:

Champaign County Public Health Department
 1776 East Washington Street
 Urbana, Illinois 61802

For the Following Expenses:

502001 - Professional Services - LHPG Communicable Disease	\$	6,305.50
502001 - Professional Services - LHPG Disease Intervention	\$	17,697.58
502001 - Professional Services - LHPG Tuberculosis	\$	3,085.42
502001 - Professional Services - LHPG Food	\$	26,525.17
502001 - Professional Services - LHPG Water	\$	4,758.83
502001 - Professional Services - LHPG Sewage	\$	8,168.75
502001 - Professional Services - Administration	\$	15,614.33
502025 - Contributions and Grants - PHEP Grant	\$	-
502025 - Contributions and Grants - TFC Grant	\$	-
502025 - Contributions and Grants - Body Art Grant	\$	-
502025 - Contributions and Grants - Perinatal Hep B Grant	\$	-
502025 - Contributions and Grants - LHPG Opioid Overdose Prevention	\$	-
502025 - Contributions and Grants - Tick Surveillance Grant	\$	-
502025 - Contributions and Grants - Vector Surveillance & Control Grant	\$	-
502025 - Contributions and Grants - Strengthening IL Public Health Admin.	\$	-
502001 - Professional Services - Preventative Services	\$	2,737.76
502001 - Professional Services - County Well Water Testing	\$	34.12
Total Amount Due to CUPHD per Contract	\$	84,927.46

CERTIFICATION:

I hereby certify that the amounts billed above agree with the approved budget; that appropriate purchasing procedures have been followed, and that reimbursement has not previously been requested or received.



 Authorized Agency Official

Invoice Number:	2511
Date of Invoice:	December 17, 2025
Billing Period:	November 2025

To:

Champaign County Public Health Department
 1776 East Washington Street
 Urbana, Illinois 61802

For the Following Expenses:

502001 - Professional Services - LHPG Communicable Disease	\$	6,305.50
502001 - Professional Services - LHPG Disease Intervention	\$	17,697.58
502001 - Professional Services - LHPG Tuberculosis	\$	3,085.42
502001 - Professional Services - LHPG Food	\$	26,525.17
502001 - Professional Services - LHPG Water	\$	4,758.83
502001 - Professional Services - LHPG Sewage	\$	8,168.75
502001 - Professional Services - Administration	\$	15,614.33
502025 - Contributions and Grants - PHEP Grant	\$	8,382.56
502025 - Contributions and Grants - TFC Grant	\$	-
502025 - Contributions and Grants - Body Art Grant	\$	-
502025 - Contributions and Grants - Perinatal Hep B Grant	\$	-
502025 - Contributions and Grants - LHPG Opioid Overdose Prevention	\$	-
502025 - Contributions and Grants - Tick Surveillance Grant	\$	-
502025 - Contributions and Grants - Vector Surveillance & Control Grant	\$	-
502025 - Contributions and Grants - Strengthening IL Public Health Admin.	\$	-
502001 - Professional Services - Preventative Services	\$	1,072.82
502001 - Professional Services - County Well Water Testing	\$	-
Total Amount Due to CUPHD per Contract	\$	91,610.96

CERTIFICATION:

I hereby certify that the amounts billed above agree with the approved budget; that appropriate purchasing procedures have been followed, and that reimbursement has not previously been requested or received.



 Authorized Agency Official

Invoice Number:	2512
Date of Invoice:	February 2, 2026
Billing Period:	December 2025

To:

Champaign County Public Health Department
 1776 East Washington Street
 Urbana, Illinois 61802

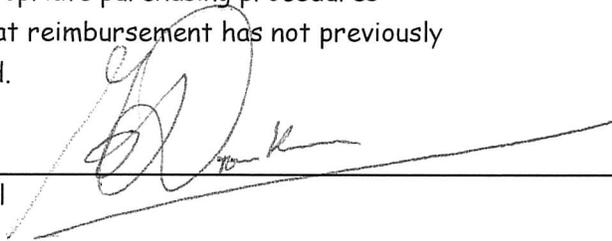
For the Following Expenses:

502001 - Professional Services - LHPG Communicable Disease	\$	6,305.50
502001 - Professional Services - LHPG Disease Intervention	\$	17,697.60
502001 - Professional Services - LHPG Tuberculosis	\$	3,085.40
502001 - Professional Services - LHPG Food	\$	26,525.15
502001 - Professional Services - LHPG Water	\$	4,758.85
502001 - Professional Services - LHPG Sewage	\$	8,168.75
502001 - Professional Services - Administration	\$	15,614.35
502025 - Contributions and Grants - PHEP Grant	\$	9,473.82
502025 - Contributions and Grants - TFC Grant	\$	12,128.68
502025 - Contributions and Grants - Body Art Grant	\$	-
502025 - Contributions and Grants - Perinatal Hep B Grant	\$	64.42
502025 - Contributions and Grants - LHPG Opioid Overdose Prevention	\$	-
502025 - Contributions and Grants - Tick Surveillance Grant	\$	1,691.73
502025 - Contributions and Grants - Vector Surveillance & Control Grant	\$	1,493.31
502025 - Contributions and Grants - Strengthening IL Public Health Admin.	\$	33,269.69
502001 - Professional Services - Preventative Services	\$	899.55
502001 - Professional Services - County Well Water Testing	\$	50.84
Total Amount Due to CUPHD per Contract	\$	141,227.64

CERTIFICATION:

I hereby certify that the amounts billed above agree with the approved budget; that appropriate purchasing procedures have been followed, and that reimbursement has not previously been requested or received.

 Authorized Agency Official



Invoice Number:	2601
Date of Invoice:	March 2, 2026
Billing Period:	January 2026

To:

Champaign County Public Health Department
1776 East Washington Street
Urbana, Illinois 61802

For the Following Expenses:

502001 - Professional Services - LHPG Communicable Disease	\$	6,126.80
502001 - Professional Services - LHPG Disease Intervention	\$	11,338.60
502001 - Professional Services - LHPG Tuberculosis	\$	1,318.15
502001 - Professional Services - LHPG Food	\$	28,341.20
502001 - Professional Services - LHPG Water	\$	6,127.65
502001 - Professional Services - LHPG Sewage	\$	14,590.75
502001 - Professional Services - Administration	\$	15,410.80
502025 - Contributions and Grants - PHEP Grant	\$	-
502025 - Contributions and Grants - TFC Grant	\$	-
502025 - Contributions and Grants - Body Art Grant	\$	-
502025 - Contributions and Grants - Perinatal Hep B Grant	\$	-
502025 - Contributions and Grants - LHPG Opioid Overdose Prevention	\$	-
502025 - Contributions and Grants - Tick Surveillance Grant	\$	-
502025 - Contributions and Grants - Vector Surveillance & Control Grant	\$	-
502025 - Contributions and Grants - Strengthening IL Public Health Admin.	\$	-
502001 - Professional Services - Preventative Services	\$	275.20
502001 - Professional Services - County Well Water Testing	\$	-
Total Amount Due to CUPHD per Contract	\$	83,529.15

CERTIFICATION:

I hereby certify that the amounts billed above agree with the approved budget; that appropriate purchasing procedures have been followed, and that reimbursement has not previously been requested or received.

Authorized Agency Official

