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## CHAMPAIGN COUNTY BOARD OF HEALTH

Brookens Administrative Center  
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### Champaign County Board of Health

Tuesday, August 21, 2007

6:00 p.m.

Brookens Administrative Center, 1776 E. Washington  
Meeting Room 2  
Urbana, Illinois

### AGENDA

<u>ITEM</u>	<u>PAGE NO.</u>
A. Call to Order	
B. Roll Call	
C. Approval of Agenda/Addendum	
D. Approval of Minutes – July 10, 2007	1-11
E. Public Participation	
F. Monthly Reports	
1. CUPHD Monthly Reports - January 2007 through May 2007	Separate Attachment
2. CIDES Reports – June 2007 & July 2007 ( <i>To be distributed</i> )	
G. Correspondence and Communications	
1. Illinois Department of Public Health Notice of Local Health Protection Grant Compliance Review Completion	12
H. Treasurer's Report	
1. Approval of Invoice submitted by CUPHD for June 2007	13-16
2. Report from Budget Subcommittee	
3. Approval of FY2008 Board of Health Budget	
4. FY2008 Board of Health Budget Presentation to Champaign County Board	
I. Report from Interim CUPHD Administrator	

**J. Old Business**

1. Report on CUPHD Board Meeting
2. Report from Contract Subcommittee
3. Approval of Contract with the Champaign County Regional Planning Commission for Senior Welfare Services 17-21
4. Recommended Action on Grant Writing Position Through Champaign County Mental Health Board 22

**K. New Business**

1. Board of Health Secretarial Support
  - a. Introduction of Kat Bork as New Secretary
  - b. Email Communication
  - c. Monthly Reports
  - d. Scheduling Future Subcommittee Meetings
  - e. Website
2. Study Session on September 11, 2007

**L. Adjournment**

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*The mission of the Champaign County Public Health Department is to promote health, prevent disease and lessen the impact of illness through the effective use of community resources.*

1 **CHAMPAIGN COUNTY BOARD OF HEALTH**

2  
3 **Monthly Meeting**  
4 **Tuesday, July 10, 2007**

5  
6 **Call to Order & Roll Call**

7  
8 The Champaign County Board of Health held a monthly meeting on July 10, 2007 in  
9 Meeting Room 2 at the Brookens Administrative Center, 1776 East Washington, Urbana. The  
10 meeting was originally scheduled for June 26, 2007, but had to be rescheduled due to power  
11 outage at the Brookens Administrative Center. The meeting was called to order at 6:00 p.m. by  
12 Kim Winston. Upon roll call, the following Board members were found to be present: Stan James,  
13 Nezar Kassem, Susan Maurer, John Peterson, Julian Rappaport, and Kim Winston. Winston stated  
14 Dr. Gowda would not be present. Prashanth Gowda and Thomas O'Rourke had called to say they  
15 were unable to attend the meeting. Others present were Deb Busey (County Administrator of  
16 Finance & HR Management), Victoria Christensen (Champaign County Senior Services), Darlene  
17 Kloeppe (Regional Planning Commission), Susan McGrath (State's Attorney's Office), Julie Pryde  
18 (CUPHD Interim Administrator), Julia Rietz (State's Attorney), and C. Pius Weibel (County Board  
19 Chair).

20  
21 **Public Participation**

22 **Introduction and Welcome to CUPHD Board Member Pius Weibel**

23  
24 The Board welcomed Weibel. Weibel announced a search is on to fill positions at CUPHD.  
25

26 **Election of Officers**

27  
28 **MOTION** by Peterson to elect Rappaport as Board of Health President; second by Maurer.  
29 There were no other nominations. **Motion carried.**

30  
31 **MOTION** by Peterson to elect Maurer as Board of Health Secretary; seconded by  
32 Rappaport. There were no other nominations. **Motion carried.**

33  
34 **MOTION** by Maurer to elect Peterson as Board of Health Treasurer; seconded by  
35 Rappaport. There were no other nominations. **Motion carried.**

36  
37 Winston congratulated the new officers.

38  
39 Carrie Storrs entered the meeting after roll had been taken.  
40

41 **Approval of Minutes**

42  
43 Maurer requested the word "accurate" be changed to "adequate" on Page 5 of the May 22,  
44 2007 minutes in the middle of the second paragraph. Maurer asked that the spelling the Dr.  
45 Gowda's name be confirmed. The Board of Health discussed the minutes. James suggested the  
46 Board of Health minutes contain line numbers so the Board could more easily locate a particular  
47 line in the minutes.  
48

49           **MOTION** by James to approve the Board of Health regular session minutes of April 24,  
50 2007, May 22, 2007, and the June 12, 2007 study session as amended; seconded by Maurer.

51 **Motion carried.**

52  
53 **Monthly Reports**

54 **CIDES Report May 2007**

55  
56           Jill Myers, RDH the CIDES Program Coordinator, asked if there was any specific  
57 information the Board desired to have, as she is new to the position. Maurer noted the Board has  
58 requested to know the number of different children being served as opposed to children seen in  
59 follow-up appointments. The Board discussed the CIDES report. In response to a question  
60 regarding when the CIDES budget materials were due, Peterson stated the week before the meeting  
61 on August 21<sup>st</sup> would be when budget materials would be needed to be included on the August  
62 agenda for consideration. McGrath recommended CIDES communicate with Busey regarding the  
63 budget format.

64  
65           The Board discussed how to access the monthly reports on the CUPHD intranet. Some  
66 Board members have not received their reports. Storrs asked, concerning home visits, if the Board  
67 was aware they are down to thirteen clients. Peterson said the Board did receive a great deal of  
68 information on programs from the Interim CUPHD Administrator at the last meeting. The home  
69 visits program is functioning at a lower level than what the Board expected it to operate. McGrath  
70 said she would print out hard copies of the CUPHD monthly reports for the Board when Julie Pryde  
71 gives her a password to the CUPHD Intranet.

72  
73 **Correspondence & Communications**

74 **Illinois Bioterrorism Summit 2007**

75  
76           McGrath announced she would not be attending the Illinois Bioterrorism Summit because  
77 none of the State's Attorneys in the area received enough notice about it. She hopes Marilyn  
78 Conden from the Illinois Department of Public Health will come and do the training again for  
79 people in this area that cannot attend the summit.

80  
81           Winston said she received a report card on the state of children in Champaign County and it  
82 was relatively good compared with other counties.

83  
84 **June 2007 Newsletter from Illinois Association of Boards of Health**

85  
86           McGrath said the Illinois Association of Boards of Health, an organization to which the  
87 Champaign County Board belongs, does have a newsletter but they were sending it to Winston.  
88 Winston stated she has not been getting the newsletter. McGrath contacted the association and they  
89 should be sending future newsletters to her office so the Board will get regular copies of it.

90  
91           Storrs volunteered to represent the Board of Health at the meeting in Alaska. McGrath  
92 stated a leadership training session is coming up in October. Storrs said this would be an opening  
93 session for the Leadership Institute, which is a year long fellowship program. They are wanting  
94 boards of health to participate in the program. McGrath confirmed the Board of Health has money  
95 available in their budget for conferences and training. Storrs said she would be going to the session

96 regardless of being a Board of Health representative, so if someone else was interested in going then  
97 the Board could use the money to help defer that person's expenses instead of hers. She did not  
98 want to prevent another Board member from attending the session. The Board insisted that Storrs  
99 accept some money towards the expense of her going to the session. The Board discussed the  
100 amount of funding for the leadership training session.

101  
102 **MOTION** by Winston that the Board provide funding for Storrs to attend the leadership  
103 training session as a Board of Health representative; seconded by O'Rourke. **Motion carried.**

104  
105 Storrs asked if she should apply for one of the Leadership Institute scholarships to attend the  
106 session. Winston and Maurer encouraged her to do so.

107  
108 **ADDENDUM**

109 Approval of Request for Expenditure of Bioterrorism Grant Money to Purchase Communications  
110 Equipment in the Sum of \$19,100

111  
112 McGrath stated that one of the reasons that Pryde was at the meeting was to request the  
113 Board approve an expenditure from the bioterrorism grant money to purchase communications  
114 equipment. Bill Keller, the Champaign County Emergency Management Agency Director,  
115 provided a lengthy letter about the equipment that is attached to the addendum. Additional  
116 information about the cost of the purchase of the equipment was also attached to the addendum.  
117 Storrs asked when the information was sent to Board members. McGrath said it was emailed  
118 yesterday. Storrs said she did not receive it. Pryde spoke about the purchase of mobile  
119 communications equipment. The radios would speed the communications for emergency response  
120 agencies during emergency situations. James asked if EMA needed this equipment for the truck.  
121 McGrath confirmed that was correct. James asked if each entity had to purchase its own radios.  
122 McGrath said that was correct. James asked about federal funds to cover this cost. McGrath said  
123 EMA has applied for federal money, but she does not know the status of the grant application. She  
124 said the Board of Health needs to approve the expenditure this month, which is the reason for the  
125 addendum. Storrs asked if there was only one company who could provide the equipment.  
126 McGrath stated the County has a bid process that is required by its Purchasing Policy for any  
127 expenditure in excess of \$10,000.

128  
129 **MOTION** by Storrs to approve the purchase of communications equipment; seconded by  
130 James. **Motion carried.**

131  
132 Maurer reported that she attended the CUPHD Board meeting and found it interesting.  
133 There were only two board members present, Pius Weibel and Carol Elliot. Maurer stated the  
134 CUPHD Board has their Interim Administrator, Julie Pryde, on a really short leash. Pryde is taking  
135 everything to the Board for approval, including every contract. Maurer said the CUPHD Board  
136 approved quite a few things at their meeting, among them grants that include the County. They  
137 approved the generator purchase. The Children's Advocacy Center is giving away furniture and  
138 still has quite a bit left. CAC and CUPHD are still ironing out the details for CAC to be housed at  
139 the Kenyon Road facility. Pryde said at 7:00 AM tomorrow she would be meeting with  
140 Champaign-Urbana Mass Transit District and the City of Champaign to discuss bus service to the  
141 new CUPHD building. Storrs asked if the MTD was resistant to the idea. Pryde said the MTD is

142 being beyond helpful and understanding about the complex situation. The CUPHD will need to  
143 have sidewalks and all kinds of things. MTD has already offered the use of a little bus.

144  
145 Vacancy on Board of Health to fill position of Kim Winston

146  
147 McGrath confirmed that a person must be appointed as a new Board of Health member  
148 because the Board will have only eight people when Kim Winston's term expires because she did  
149 not request reappointment. The Board discussed the difficulties in finding qualified people willing  
150 to take the time to serve on the Board. McGrath stated two people have submitted applications to  
151 the County Board Chair for appointment to the Board of Health. Storrs asked if Winston remains  
152 on the Board until a new members is appointed. McGrath said that was correct.

153  
154 Treasurer's Report

155 Report from Champaign County Administrator Deb Busey

156  
157 **MOTION** by Peterson to receive and place on file the report from County Administrator  
158 Busey; seconded by Rappaport. **Motion carried.**

159  
160 Approval of Invoices Submitted by CUPHD for 4/07 and 5/07

161  
162 Storrs asked if the Board of Health was no longer paying CUPHD exactly 1/12 of the annual  
163 amount each month. Storrs noted the invoices were for different amounts and not 1/12 of the total  
164 payment. McGrath said it was the Board's decision how to make payment. Peterson stated the  
165 Board of Health agreed to pay 1/12 every month so CUPHD would not have to itemize. There  
166 might be a bit of confusion at CUPHD. Peterson spoke about how the Board of Health agreed to be  
167 billed the same amount every month instead of receiving itemized bills at the time of budget  
168 negotiations in a show of good faith. Subsequently, other issues with the budget and CUPHD have  
169 arisen. The Board of Health has had questions about the level of services that they have received.  
170 Peterson admitted he thinks this issue of payment should be revisited. Peterson suggested paying  
171 the bills and disregarding the previous policy. Peterson asked if the Board was over budget in any  
172 of the amounts on the invoices. McGrath answered no. McGrath said the home nursing amount has  
173 not changed.

174  
175 **MOTION** by Storrs to pay the invoices submitted by CUPHD for April 2007 and May 2007  
176 as presented; seconded by Peterson. **Motion carried.**

177  
178 Peterson said they are meeting next week about the budget. He has spoken with Pryde and  
179 her bookkeeping staff that the Board of Health will likely contract out the home nursing service  
180 portion.

181  
182 Report from Interim CUPHD Administrator

183  
184 Pryde reported that the Director of Finance position is still vacant. Garry Bird has retired as  
185 the Director of Environmental Services, and Jim Roberts, who is presently on staff, has been hired  
186 to fill that vacancy. The Board discussed the staffing situation at CUPHD. Rappaport asked Pryde  
187 if there was something the Board of Health could do to improve communication and better stay  
188 aware of issues that affect the County, especially since the Board of Health is a volunteer board of

189 healthcare professionals who juggle their responsibilities with full-time jobs. Pryde said the best  
190 thing is to scan the CUPHD website. Pryde said a group meets every week and the Board could get  
191 a summary of those meetings. Pryde answered Rappaport questions about a dental program. Pryde  
192 said the no-show rate is so high that it is beyond anything CUPHD has ever seen. No-shows are  
193 happening even in the HIV case management appointments where staff calls the patient a day  
194 before and an hour before the appointment to remind them. Pryde said they are trying to hire a  
195 dentist. Pryde said there is a demand for services from SSI and Medicaid clients. Peterson said a  
196 previous dentist was heavily criticized for trying a format to handle the no-shows. No-shows  
197 continue to be real issue because people want free services, but then do not appear for the  
198 appointment. Pryde is working on a format that will hopefully improve the situation, but it is a  
199 work-in-progress. The Board continued to discuss the delivery of dental services and if anything  
200 could be done to improve clients showing up for appointments. Pryde spoke the space and  
201 equipment that is available. Peterson reminded the Board that the previous CUPHD Administrator  
202 told them that the money the County would realize from Medicaid was not worth billing for. Pryde  
203 disagreed with that notion.

204

205 The Board and Pryde discussed the state of other programs. Pryde said they have  
206 immunizations every day for children and adults. The Board and Pryde discussed working with  
207 senior citizens. Winston thanked Pryde for her report.

208

209 **Old Business**

210 **Report from Budget Subcommittee meeting June 12, 2007 and Discussion Regarding FY08 Budget**

211

212 Peterson announced the Budget Subcommittee met in June and laid out parameters for  
213 getting work done. The Budget Subcommittee discussed wanting an idea about core costs.  
214 McGrath said Appendices A and B outlines the various services the Board of Health should have  
215 been receiving from CUPHD for the money expended by the Board. Peterson said the  
216 subcommittee preliminarily discussed putting a line item in the budget to specifically pay for 10%  
217 of the CUPHD Administrator's salary. This would be done in an effort to make it contractually  
218 clear that the Board of Health was paying part of the Administrator's salary and was therefore  
219 entitled to service. Before the Board of Health was paying 10% overhead costs to CUPHD without  
220 specifically defining what it was paying for. The Board of Health discovered this payment was not  
221 ensuring them secretarial help, website support, or an Executive Director from CUPHD. The Board  
222 wants to make clear what services they should be receiving. Storrs noted a separate line item would  
223 pay for the CUPHD Administrator's time, but asked if it would also cover other administrative  
224 costs. She asked how it affects the overall budget. Peterson said his perspective is that the Board  
225 will learn what Pryde comes up with. Rappaport said there are two parts to this issue, the financial  
226 accounting and having an Administrator who is willing to work with the Board of Health. By  
227 clearly designating that the Board of Health is paying part of the CUPHD Administrator's salary,  
228 they are entitled to the Administrator's time. Peterson stated the Board should not really have to do  
229 this, but it has become necessary. The County represents 10% of CUPHD's budget with its tax  
230 revenues and the portions federal and state grants directed to County residents. Storrs said she does  
231 not object to the idea, but wanted to know if the Board could afford it. Peterson said he anticipates,  
232 with this budget discussion, the Board will find that their actual expenses are not as high as what  
233 they were being told. The Board had been told by Garry Bird that he had given accurate figures in  
234 terms of the cost of delivery of services in the County. The Board was then told by the CUPHD's

235 previous Finance Director that they were hundreds of dollars short in paying for services. Peterson  
236 thinks the Board will receive more accurate figures with Pryde as the Interim Administrator.

237

238 Report from Contract Committee Meeting June 18, 2007

239

240 The Board and McGrath discussed the contract with CUPHD. McGrath said the Contact  
241 Subcommittee has suggested a particular motion to clarify the language in the contract about the  
242 Executive Director's responsibilities to the Board of Health. Winston said the Contract  
243 Subcommittee wants clarification that the CUPHD Administrator will also function as the Board of  
244 Health's Executive Director. McGrath said the current contract with CUPHD says if the Board  
245 elects to not continue the contract, they must give CUPHD a twelve-month notification that they do  
246 not wish to renew the contract. The discussion needs to begin about certain paragraphs in the  
247 current contract, such as the responsibilities of the CUPHD Administrator to the Board of Health.  
248 Discussion about the contract continued. Storrs asked Weibel if the CUPHD Board was receptive  
249 to the concept of funding a percentage of the Administrator's salary. Weibel said he could not say  
250 because the CUPHD Board has not discussed it. Rappaport commented there needs to be way for  
251 the CUPHD Board and the Board of Health to have a discussion about this issue and reach some  
252 resolution on it. Weibel suggested having it as an agenda item at a study session. Storrs asked if  
253 the intent was to set the Board of Health's contribution at 10% of the Administrator's salary prior to  
254 the November 2008. McGrath and Peterson confirmed that was the purpose of the motion listed on  
255 the agenda. Storrs suggested the Board make a motion, if it is necessary, to authorize or support the  
256 Contract Subcommittee and Budget Subcommittee in negotiations, on the premise that the Board  
257 would like an amendment to the contract to include a clarification of the Administrator's  
258 responsibilities and the Board of Health's payment for those responsibilities instead of a payment of  
259 10% of the Administrator's salary. This is recommended in part because the Board is not certain  
260 whether it represents 10% of the Administrator's responsibilities. The intention is to clarify the  
261 Administrator responsibilities for the Champaign County Health Department and that the Board is  
262 willing to pay for the fulfillment of those responsibilities. Rappaport said the current contract is  
263 completely dependent on the Board's relationship with the person who holds the CUPHD  
264 Administrator position. There needs to be a more formal arrangement. Weibel stated the CUPHD  
265 Board would likely say it needs to ask its attorney for an interpretation of the contract and the  
266 Administrator's responsibilities to the Board of Health. James wanted some clarification regarding  
267 the Administrator's responsibilities in reporting to the Board of Health because the previous  
268 Administrator did not respond to such requests even though the Board was paying for his service.  
269 James would like the price and responsibilities to be mutually agreed upon by the Board of Health  
270 and CUPHD Board. James would like the Board to spell out their expectations and then negotiate.  
271 Peterson is fine with leaving it as a flexible issue. He noted this issue was originally raised because  
272 the Board and the Administrator disagreed over the interpretation of the contract and because the  
273 Board did not think it was getting the services it has been paying for. This change would be  
274 explicitly buying executive service. McGrath summarized the discussion for a motion.

275

276 **MOTION** by Peterson to request the CUPHD Board to place on their July 25th Board  
277 agenda the issue of the services provided by their Administrator to the Board of Health pursuant to  
278 the contract and the cost of those services; seconded by O'Rourke. **Motion carried.**

279

280 The Board discussed who could attend the July CUPHD study session. Weibel said the  
281 meetings are at the Kenyon Road facility and described where to park.

282 Report from Ordinance Review Subcommittee

283  
284 McGrath explained the membership of the Ordinance Review Subcommittee has changed  
285 because Winston is leaving the Board of Health, leaving only one member on the subcommittee. It  
286 is recommended that the Board appoint another member to the subcommittee or abolish it. Winston  
287 asked if any other Board members were interested in being on the subcommittee.

288  
289 **MOTION** by Winston to abolish the Ordinance Review Subcommittee and appoint Storrs to  
290 liaison with the State's Attorney's Office to review and update the Public Health Ordinance;  
291 seconded by James. **Motion carried.**

292  
293 Storrs felt it would be inappropriate to ask for Rappaport to be on a search committee when  
294 the position of CUPHD Administrator is not currently vacant. The Board concurred. Maurer told  
295 Weibel if there ever is an opening, the Board would like to be represented on the search committee.

296  
297 Presentation from Darlene Kloepfel (RPC) Regarding Home Nursing Proposal

298  
299 Kloepfel was asked to come before the Board to make a proposal concerning home nursing.  
300 Kloepfel was not sure what types of services the Board of Health wished to purchase. Her  
301 understanding was the Board wanted some activities to help make an early identification of issues  
302 that are going on with seniors in their homes and potentially do referrals and/or liaison with them to  
303 obtain services for which the County might provide funding. Currently, Champaign County has  
304 Senior Services through the Regional Planning Commission. Kloepfel provided statistical data on  
305 the elderly population in the County and the requests for services they have heard from seniors.  
306 RPC was picturing that the Board of Health would potentially be hiring a person that would be a  
307 part of RPC's Senior Services team who would be doing what the Senior Services staff does  
308 currently with information referral, liaison, and advocacy. This would be in addition to the person  
309 helping to start some kind of new community-based system. Kloepfel called it a neighborhood  
310 watch for seniors. This would be someone who can check on seniors and contact a professional if  
311 further intervention was needed. It is a semi-professional kind of activity because it requires  
312 assessment skills. Kloepfel said there are many issues concerning a position, such as training and  
313 liability, which would need to be discussed. Kloepfel advised that much of the work could not  
314 done by volunteers because people are counting more on volunteers as social services budgets  
315 across the country are tightened. RPC's goal would be to use existing services. Kloepfel listed  
316 some of these under New Service Development. She thinks the Board is asking for someone to be a  
317 discharge planner for seniors not in the hospital or a nursing home. She has a great social worker  
318 and a nurse working for her. Kloepfel listed some gaps in seniors' needs in the area. Victoria  
319 Christiansen from Senior Services was present earlier in the meeting, but had to leave because she  
320 had an appointment at 7:30 p.m.

321  
322 James said the first several items on the needs and gaps list were very important. He would  
323 include help with applying for public housing and utilities assistance. He suggested, if a staff  
324 person is hired, to have literature available and get the word out to community centers and senior  
325 living centers because older people overlook things if they are not reminded of it. James liked a lot  
326 of the suggestions Kloepfel provided. Winston spoke about linking seniors to services like utilities  
327 assistance and tax preparation help.

329           Kloepfel said Cumberland is an existing case management unit in the County that provides  
330 services for very low income people. Kloepfel proposed the Board not duplicate this service, but  
331 refer seniors to them. Some seniors are being seen by a Family Services case manager, which is  
332 another service seniors could be referred to. Kloepfel explained the Board should look to provide  
333 services to those not already being served. Storrs asked if there was a system in place to identify  
334 individuals in need of these services. Kloepfel said there is a network of referral that could happen  
335 if someone were available to do that. Many of those calls come into Senior Services already,  
336 including a number of referrals from Public Health. It is unlikely a comprehensive assessment is  
337 done, so that piece is missing. The Board discussed reaching the seniors in need of services. James  
338 said he wanted to see someone out in the field 30% of the time if the Board provided for a position.  
339 Rappaport thought it was appropriate for the Board to support and be a part of that type of service.  
340 Kloepfel said the biggest time-consuming issue that Senior Services did this year was helping  
341 seniors fill out their Medicaid Part D applications. Rappaport stated he would like the Board to  
342 explicitly state the plan would be to also present to the Mental Health Board a request for support as  
343 a part of Kloepfel's goal. Kloepfel recommended performing a midyear check to be sure they are  
344 reaching some goals. Rappaport suggest a quarterly check. Kloepfel said that would be fine.  
345 James asked if such a program would target the rural areas more so than Champaign-Urbana areas.  
346 The Board members concurred that they wanted to cover the areas outside of Champaign and  
347 Urbana, not the two cities themselves. They do want to cover the villages in the rural areas. The  
348 Board discussed how to begin providing services and the psychological benefits to the elderly of  
349 having someone visit. Kloepfel said they would have costs such as liability insurance and  
350 performing background checks. She stated another entity would have to provide medication  
351 management; Senior Services is not a health care provider in that sense. The Board asked how to  
352 move forward with Kloepfel's proposal. McGrath said Kloepfel told the Board the cost of the  
353 proposal and they could incorporate it into their budget. The Board can make a request if they want  
354 more specific budget information from Kloepfel. RPC and the Board of Health would need to  
355 negotiate a contract as well. The Board expressed that they wanted to take the funding that they  
356 were giving to CUPHD for home nursing to be used towards the RPC seniors program and  
357 discussed how to transfer the money without pulling the rug out from under anyone. Storrs asked if  
358 the County Board would have to approve this change because they give money directly to home  
359 nursing. Busey explained the County Board approves \$40,000 to the Board of Health for home  
360 nursing and the Board of Health decides how to spend it. The County Board would not need to  
361 approve the change because the intention was for the Board of Health to spend the \$40,000 on  
362 issues for seniors that are public health related. Weibel said James is the County Board's  
363 representative on the Board of Health, so if he was happy with the change, then the County Board  
364 was happy. The Board agreed a contract was needed and they would build it into their budget.  
365 McGrath suggested that she bring a contract back to the Board's August meeting so they can review  
366 it and determine if it is what they want. The change would be effective in December if it is  
367 approved. The Board thanked Kloepfel for her presentation.

368  
369 Presentation from Deb Busey Regarding Staff Support

370  
371           Busey explained it was thought at the start of the fiscal year that Champaign County  
372 Administrative Services could absorb supporting the Board of Health within its secretarial staff. It  
373 has turned out to be more demanding than Busey originally anticipated and this creates some  
374 budgeting issues. If an Administrative Services staff person provides support to the Board of  
375 Health, it becomes an overtime situation. Therefore, Busey proposed a recommendation that the

376 Board of Health formalize what its clerical needs are and hire someone to provide support. Busey  
377 recommended moving the money from the Board of Health to the General Corporate Fund with a  
378 budget transfer to a personnel line item with the County Board in order to hire a part-time employee  
379 to provide services to the Board of Health. Busey is not excluding the fact that a County employee  
380 might apply for this position, but the money for it needs to be separate from the employee's other  
381 County responsibilities. It also has to be clear what the expectations are for the employee. Busey  
382 provided a recommendation concerning the duties and hours of work for the position. Busey stated  
383 that if she is going to interview or hire someone to support the Board, she must be able to tell the  
384 person when he/she must be available for work and what he/she can expect in terms of times to  
385 attend meetings and prepare materials. Busey said it hinges on regular meetings with the Board  
386 President to set agendas, review communications, etc. The recommendation is reflective of Busey's  
387 observations and conversations with McGrath concerning the clerical support the Board would  
388 need. The sample schedule would limit the times the Board could meet to Tuesdays and Thursdays  
389 or the Board could arrange for meetings only on Tuesdays. The meetings would need to occur  
390 outside of the workday. Busey noted it was possible the Board could find a stay-at-home mom who  
391 has skills and wants to do this, but would need to know she would not have to be available until  
392 5:00 p.m. It is possible the Board could find a regular full-time employee who wants to do this, but  
393 it would need to be done outside of their regular work hours. Busey provided information on the  
394 number of hours the work would likely take and the cost of hiring someone. If the Board did hire a  
395 County employee, the first two and a half hours for the Board of Health would be straight time and  
396 anything over that would be overtime. The Board of Health is a Champaign County department just  
397 like Administrative Services, so once an employee works over forty hours in a week the employee  
398 would be in overtime status. Even with overtime, the Board of Health can afford the support at  
399 \$10,000 annually. Busey thought Kat Bork, a County employee who has supported the Board  
400 before, would be interested in this position. Weibel added that Bork, who provides secretarial  
401 support to the County Board Chair, is very good. Busey said Bork is extremely reliable and does  
402 great minutes. Busey offered to perform a search for candidates if the Board wanted to take this  
403 approach. Busey's recommendation is that the Board transfer the money, agree the scope of work  
404 and calendar are basically accurate, and that Busey would work with the President to hire someone  
405 to fill the position.

406  
407 James asked if there would be a conflict with Bork working for Administrative Services and  
408 the Board of Health. Busey said Bork works thirty-seven and a half hours for the County in a  
409 regular work week. The County would guarantee that that first two and a half hours Bork would  
410 work for the Board of Health would be straight time. Any time exceeding that would be overtime.  
411 If Bork has to work extra meetings for the County in a week that she is doing Board of Health work,  
412 then the Board of Health will still get two and a half hours straight time and the County will take  
413 overtime. James noted the subcommittee meetings usually do not have a secretary present because  
414 they are more informal. James asked if a secretary was needed at the study sessions and  
415 subcommittee meetings or could Maurer or Peterson take minutes to comply with the Open  
416 Meetings Act. Busey said it is next to impossible for someone to take minutes and participate in a  
417 meeting at the same time. James agreed but he worries about the cost. Storrs added if the Board  
418 scheduled a meeting when the secretary was not available, then a recording could be made of the  
419 meeting so minutes could later be produced. Busey noted the Board was doing exactly that tonight,  
420 but the ideal is to have a secretary present. Maurer asked if Bork would keep a timesheet. Busey  
421 said she would clock in on the County's timekeeping system under the Board of Health. Maurer  
422 asked if it would be real time or estimated time. Busey said the Board would be paying for the

423 exact hours worked. If no work is done for a week, then the Board pays nothing for that week.  
424 Peterson said Busey described a different work profile than he had envisioned and wanted to clarify  
425 it. He hoped that opening this position would take some of the administrative duties off of  
426 McGrath, who should only be operating in a legal capacity. Busey agreed that should be done, but  
427 the she thought it was the CUPHD Administrator who needed to provide that administrative support  
428 to the Board of Health. Busey said she could not support the Board as an Administrator on public  
429 health issues. She is willing to help the Board with bylaws and financial concerns. Peterson said  
430 the Board needs the Public Health Administrator's administrative staff to do a lot of the work  
431 McGrath has been doing. Peterson said they need agendas produced and phone calls answered.  
432 Busey said the agenda production is covered by the recommendation for secretarial support. Busey  
433 suggested the meeting with the secretary and the Board President to set the agenda for a Board of  
434 Health meeting include the CUPHD Administrator. The Board discussed the concerns with the  
435 relationship with the CUPHD Administrator. McGrath expressed that neither she nor Busey had the  
436 qualifications to serve as an Administrator to the Board of Health.

437  
438 The committee discussed hiring a secretary. Storrs said she would like to see some  
439 timeframes imposed on when the minutes for a meeting would be received by the Board. Storrs  
440 would like to see the minutes a week or two weeks after a meeting. Busey explained the secretary  
441 for a County Board committee prepares an action report the day after a meeting that lists the exact  
442 actions taken at the meeting. The minutes are prepared and included in the agenda packet for the  
443 next month because minutes have to be approved before they are official and the County secretaries  
444 handle a lot of committee meetings. Busey proposed an action report be prepared for a Board of  
445 Health meeting a few days following the meeting that the Board can have in its possession before  
446 the minutes are sent out with the next month's agenda packet. Busey said the Board of Health's  
447 agenda needs to be cleaner, but Bork could help the Board with this. The Board agreed it would  
448 like an action report to be prepared after meetings. Peterson asked that the agenda for a meeting be  
449 mailed a week in advance. Busey said agendas are typically mailed on a Thursday for meeting  
450 occurring in the next week. Since the Board meets on a Tuesday, the agenda could be mailed on the  
451 Wednesday before. She warned that the agenda should not be mailed too soon because something  
452 may come up that the Board wants on the agenda and this creates the need for an addendum. The  
453 agendas should be in the mail on Thursday. The Board agreed that was fair.

454  
455 The Board discussed the duties they wanted the secretary to perform for the Board and the  
456 hours they would be purchasing. Busey noted that some of the responsibilities the Board described  
457 were for an Administrator, not a secretary. This position would not solve all of the Board's issues  
458 with regard to their support. James asked about the costs of mailing and setting up a Board of  
459 Health fund for such items. McGrath said the subcommittee meetings have been on Mondays and  
460 the Board meetings and study sessions have been on Tuesdays. Busey would tell Bork she would  
461 need to available the second and fourth Tuesdays for meetings and the first and third Tuesdays for  
462 agenda preparation with the Board President. The Board also asked for availability on the second  
463 and third Mondays for subcommittee meetings.

464  
465 **MOTION** by Winston for County Board transfer to move \$10,000 from Line Item 533.52 –  
466 Other Services by Contract to Line Item 511.04 – Part-Time Employees, and any related fringe  
467 benefits and to accept Deb Busey's recommendations regarding the Board of Health Secretary  
468 position with the scope of work and amended calendar. Motion seconded by Maurer. **Motion**  
469 **carried.**

470  
471 James asked if the Board needed to make a motion to confirm the hiring of Bork as the  
472 Board of Health Secretary. Busey said no motion was needed because she still needs to talk to Bork  
473 and she should have an interview with the President.

474  
475 Discussion and Recommendations Concerning Potential Cooperative Efforts with the Champaign  
476 County Mental Health Board

477  
478 McGrath distributed a memo from Peter Tracy informing the Board about the investigation  
479 into the grant position. This item will be on the Board's August agenda.

480  
481 New Business

482  
483 The Board agreed to not hold a study session in August.

484  
485 **MOTION** by Peterson to not hold another regular meeting of the full Board of Health in  
486 July; seconded by James. **Motion carried.**

487  
488 Busey asked if the Board of Health's budget recommendation could be ready by August 14<sup>th</sup>  
489 because the County Board's Legislative Budget Hearings are scheduled for the week after the  
490 August Board meeting. Peterson said August 14<sup>th</sup> will be the final meeting of the Budget  
491 Subcommittee. The Board agreed it would vote on its FY2008 budget at the August 21<sup>st</sup> regular  
492 meeting.

493  
494 Other Business

495  
496 There was no other business.

497  
498 Adjournment

499  
500 **MOTION** by James to adjourn the meeting; seconded by Peterson. Winston declared the  
501 meeting adjourned at 8:25 p.m.

502  
503 Respectfully submitted,

504  
505 Kat Bork  
506 Board of Health Secretary

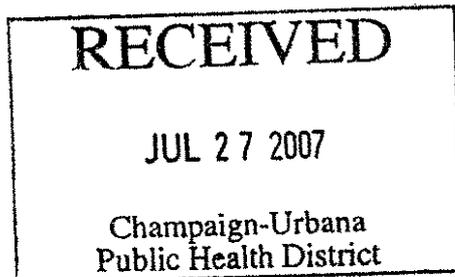


Rod R. Blagojevich, Governor  
Eric E. Whitaker, M.D., M.P.H., Director

525-535 West Jefferson Street • Springfield, Illinois 62761-0001 • www.idph.state.il.us

July 23, 2007

Vito Palazzolo  
Public Health Administrator  
Champaign County Public Health Department  
710 North Neil Street, PO Box 1488  
Champaign, Illinois 61824-1488



Dear Mr. Palazzolo:

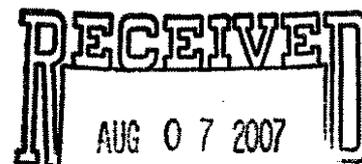
The Local Health Protection Grant (LHPG) review (77 Ill. Admin. Code 615) has been completed for your health department's three environmental programs – Food Protection, Potable Water Supplies, and Private Sewage Disposal for calendar year 2006. The findings for the LHPG Compliance Review conducted this spring are shown below. A copy of the LHPG compliance review for each section is attached to this letter and specific recommendations from the review staff may also be included.

<b>Section</b>	<b>Compliance</b>
Section 615.310 Food Protection	Met
Section 615.320 Potable Water Supply	Met
Section 615.330 Private Sewage Disposal	Met
Section 615.340 Common Requirements	Met

Your health department has been found to be in substantial compliance with the standards of the Illinois Local Health Protection Grant rules and your next compliance review will be scheduled in 2010. Thank you for your continued commitment to health protection and your cooperation in completing the review process. If you have any questions about the Local Health Protection Grant please contact Conny Moody at 217-782-3984 or via e-mail [conny.moody@illinois.gov](mailto:conny.moody@illinois.gov).

Sincerely,

Tom Hughes  
Deputy Director  
Office of Health Protection



**ADMINISTRATIVE SERVICES**

Enclosures

cc: Division of Environmental Health  
Division of Food, Drugs & Dairies

Invoice Number:	0707
Date of Invoice:	July 23, 2007
Billing Period:	June-07

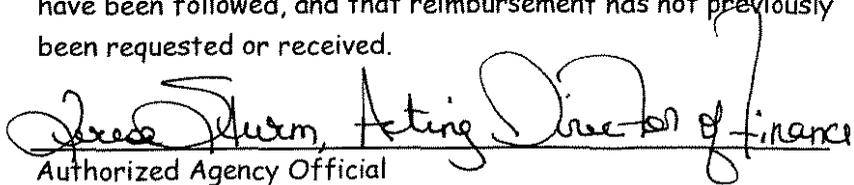
To:  
 Champaign County Public Health Department  
 Att'n.: Evelyn Boatz  
 1776 East Washington Street  
 Urbana, Illinois 61801

For the Following Expenses:

533.07 Professional Services	\$ 50,192.81
533.07 Professional Services - Bio-T Grant	6,830.79
533.07 Professional Services - Pan Flu Grant	0.00
533.07 Professional Services - TFC Grant	6,624.99
534.79 Home Nursing	4,929.46
	<hr/>
Total Amount Due to CUPHD per Contract	<u><u>\$ 68,578.05</u></u>

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

**Champaign-Urbana Public Health District**

**County Contract Billing  
June 30, 2007**

**10 - Chronic Disease**

Billing: 4,043.80  
A1: 3,378.59  
A2: 487.44  
A4: 177.77

**20 - Infectious Disease**

Billing: 4,779.76  
A1: 4,280.89  
A2: 378.34  
A4: 120.53

**30-Nursing**

Billing: 4,929.46  
A1: 4,227.34  
A2: 554.86  
A4: 147.26

**40 - Family Health**

Billing: 2,025.13  
A1: 1,786.11  
A2: 168.68  
A4: 70.34

**70 - Env. Health**

Billing: 26,402.82  
A1: 18,754.65  
A2: 2,471.97  
A4: 5,176.20

**90 - Administration**

Billing: 12,941.30  
A1: 12,671.28  
A2: 199.82  
A4: 70.20

**1215 - Bio-Terrorism Grant**

Jun 07 Billing  
Billing: 6,830.79  
A1: 6,139.27  
A2: 561.55  
A4: 129.97

**1245-Pan Flu Grant**

Jun 07 Billing  
Billing: -  
A1: -  
A2: -  
A4: -

**1420-TFC Grant**

Jun 07 Billing  
Billing: 6,624.99  
A1: 6,343.72  
A2: 269.96  
A4: 11.31

Total Professional Services	55,122.27
Total County Grants	13,455.78
<b>TOTAL AMOUNT DUE</b>	<b>68,578.05</b>

Illinois Department of Public Health  
Office of Preparedness & Response  
Reimbursement Certification Form

Page 1 of 1

FEIN: 37-6006911

Grant Number: 77181009

Agency Name: Champaign County Public Health Department

Program: Public Health Preparedness and

Date Submitted: 7/24/2007

Emergency Response for Bioterrorism

Billing Period: 06/01/07-06/30/07

Name / Vendor	Title / Purpose	Period / Date Incurred	Amount Claimed from IDPH	Comments
<b>Salary &amp; Wages</b>				
Dwyer, John - 42% of 100%	Emergency Response Planner	June-07	1,690.90	
Vaid, Awais - 42% of 50%	Epidemiologist	June-07	1,174.86	
Thompson, Rachael - 42% of 50%	CD Investigator	June-07	884.69	
<b>Total for Salary &amp; Wages</b>			<b>3,750.45</b>	
<b>Fringe Benefits</b>				
FICA/Medicare	Fringe Benefit	June-07	286.91	
IMRF	Fringe Benefit	June-07	274.64	
Unemployment Tax	Fringe Benefit	June-07	67.64	
Workers' Compensation	Fringe Benefit	June-07	62.33	
Health Insurance	Fringe Benefit	June-07	637.35	
Life Insurance	Fringe Benefit	June-07	2.91	
<b>Total Fringe Benefits</b>			<b>1,331.78</b>	
<b>Supplies</b>				
Pitney Bowes	Office Supplies	June-07	4.59	
USPS/Pitney Bowes	Office Supplies	June-07	53.19	
Office Depot	Office Supplies	June-07	64.79	
<b>Total Supplies</b>			<b>122.57</b>	
<b>Travel (In-State)</b>				
John Dwyer	Mileage	June-07	107.67	
Rachella Thompson	Mileage & Meal	June-07	115.03	
Garry Bird	Mileage	June-07	45.11	
Drury Inn	Lodging	June-07	60.49	
<b>Total Travel (In-State)</b>			<b>328.30</b>	
<b>Other</b>				
ESRI	Arc GIS Software upgrades	June-07	1,132.33	
Canon Financial Services, Inc.	Printing	June-07	63.08	
R.K. Dixon Co.	Printing	June-07	22.28	
<b>Total Other</b>			<b>1,217.69</b>	
<b>Contractual Costs</b>				
Motorola	Radio use fee	June-07	80.00	
<b>Total Contractual Costs</b>			<b>80.00</b>	
<b>Grand Total (Page Total)</b>			<b>6,830.79</b>	

CERTIFICATION: I hereby certify that the goods and/or services purchased during this reporting period are necessary and reasonable expenditures for the program and that the appropriate federal and state requirements have been adhered to.

Authorized Agency Official

*Jessica Sturm* Acting Dir. of Finance 7-23-07

Date

1  
57

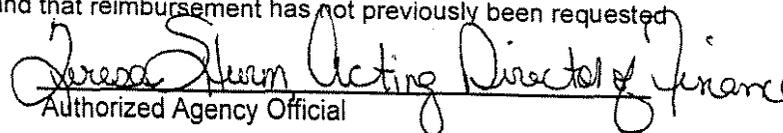
ILLINOIS DEPARTMENT OF PUBLIC HEALTH  
REIMBURSEMENT CERTIFICATION FORM

FEIN: 37-6006910  
Agency Name: Champaign County Public Health Department  
Date Submitted: July 23, 2007

Contract #: 73281009  
Program: Tobacco Free Communities  
Billing Period: June-07

NAME/VENDOR	TITLE/PURPOSE	PERIOD/DATE INCURRED	AMOUNT CLAIMED FROM IDPH
<b>PERSONAL SERVICES</b>			
Nikki Hillier	Health Educator	June-07	1,000.46
Jennifer Jackson	Health Educator	June-07	406.46
Kari Schweighart	Health Educator	June-07	364.66
Total Personal Services			1,771.58
<b>FRINGE BENEFITS</b>			
FICA	FICA	June-07	135.53
IMRF	IMRF	June-07	134.43
Health Insurance	Health Insurance	June-07	212.77
Life Insurance	Life Insurance	June-07	1.31
Workmen's Compensation	Workmen's Compensation	June-07	8.31
Illinois Unemployment Compensation	Illinois Unemployment Comp.	June-07	3.00
Total Fringe Benefits			495.35
<b>Total Personal Services &amp; Fringe Benefits</b>			<b>2,266.93</b>
<b>CONTRACTUAL SERVICES</b>			
R. K. Dixon Co.	Photocopying	June-07	1.09
Canon Financial Services, Inc.	Photocopying	June-07	1.60
Total Contractual Services			2.69
<b>SUPPLIES</b>			
Jennifer Jackson	Nicotine Patches	June-07	224.64
Nikki Hillier	Office Supplies	June-07	224.64
State of Health Products	Program Materials	June-07	111.00
Promopartners	Program Materials	June-07	3,789.76
Total Supplies			4,350.04
<b>TRAVEL</b>			
Jennifer Jackson	Mileage	June-07	3.88
Nikki Hillier	Mileage	June-07	1.45
Total Travel			5.33
<b>Billing Total</b>			<b>6,624.99</b>

CERTIFICATION: The undersigned hereby certifies that the goods and/or services claimed above are necessary expenditures for the program, that appropriate purchasing procedures have been followed, that payment has been made as indicated and that reimbursement has not previously been requested or received.

  
 Authorized Agency Official

**CONTRACT FOR SENIOR WELLNESS PROGRAM**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2007 by and between the Champaign County Board of Public Health, hereinafter called the Board of Health, and the Champaign County Regional Planning Commission, hereinafter called the Commission.

**WITNESSETH**

WHEREAS, the Board of Health desires to engage the Commission to provide a senior wellness program which would provide quality assessment, information, intervention and linkage of health-related services to county residents served by the County's Public Health Department; and

WHEREAS, the Commission has proposed a service model which will combine existing community resources, a new volunteer and paid network of assessment and support staff and a planning/management component to form a comprehensive system of care to maintain safety and independence of seniors in their homes;

NOW THEREFORE the parties do mutually agree as follows:

1. **Contract with the Commission:** The Board of Health hereby agrees to enter into a contract with the Commission, and the Commission agrees to perform the services set forth in this Contract.
2. **Personnel and Compensation :** The Commission agrees that it will secure at its own expense all personnel required in performing the services under this contract. The Board of Health Department shall pay to the Commission the sum of \$50,000, with the said sum to be paid as follows during the term of this Contract:

December 1, 2007	\$12,500.00
February 1, 2007	\$12,500.00
May 1, 2007	\$12,500.00
August 1, 2007	\$12,500.00

The Commission is an independent Contractor, and the Board of Health shall not withhold taxes, Social Security payments, or unemployment payments from any sum paid to the Commission under this Contract.

4. **Scope of Services:** The parties agree that the Scope of Services to be performed by the Commission pursuant to this Contract are contained in Exhibit A attached to this Contract.
5. **Changes:** The Board of Health may, from time to time, request changes in the scope of

the services of the Commission to be performed hereunder. Such changes, including any increase or decrease in the amount of the Commission compensation, which are mutually agreed upon by and between the Board and the Commission, shall be incorporated through written amendments to this Contract.

6. **Contract Term:** This contract shall commence December 1, 2007 and shall continue through and including November 30, 2008.

7. **Professional Certifications.** The Commission shall be responsible for obtaining, maintaining and monitoring all professional certifications necessary for its employees to perform this Contract, and ensuring volunteers providing services through this Agreement have the necessary professional certifications for the services to be provided, whether the said certifications are required by statute, or by any funding source. The failure of the Commission to perform this responsibility shall be considered a material breach in the performance of this Contract, and the Board of Health shall be entitled to immediately terminate this Contract because of the said breach.

8. **Risk of Harm.** The Commission and the Board of Health agree that in the event the Commission, its agents, or its assigns cause any risk of imminent serious bodily harm to any recipient of services under this Agreement, whether by act or omission, this shall be considered to be a breach of the Contract, and the Department shall be entitled to immediately terminate this Contract because of the said breach.

9. **Specific Performance.** The Commission and the Board of Health agree that in the event either party shall fail to fulfill any of their respective obligations pursuant to this Contract, the other party may bring an action to enforce specific performance of all obligations, which said remedy, however, shall not exclude the availability of any other remedy the law permits.

10. **Breach of Contract.** The Commission and the Board of Health agree that if either party shall fail to fulfill any of their respective obligations pursuant to this Contract, the other party shall provide ten (10) days written notice of the said breach to the other party. If the breach is not remedied within ten (10) days after the notice is received by the breaching party, then the non-breaching party may declare the Contract terminated. Upon Contract termination, the Commission shall cease delivering services as outlined in the Agreement, with the exception that the Commission must provide appropriate referrals to the clients receiving services at the time of Contract termination, and the Board of Health shall cease all future payments to the Commission as outlined in the Contract, with neither party waiving any other remedy the law permits.

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed by its officers as of the date first written above.

BY: \_\_\_\_\_  
JULIAN RAPPAPORT  
Chair  
Champaign County Board of Health

BY: \_\_\_\_\_  
DICK HELTON  
Chair  
Champaign County Regional  
Planning Commission

ATTEST: \_\_\_\_\_  
SUSAN MAURER  
Secretary  
Champaign County Board of Health

ATTEST: \_\_\_\_\_  
PRISCILLA LINDSTROM  
Secretary  
Champaign County Regional  
Planning Commission

EXHIBIT A

Model for Alternative Public Health Services for Senior Wellness

This model for a senior wellness program would provide quality assessment, information, intervention and linkage of health-related services to county residents served by the county's public health department. CCRPC proposes to add an additional staff person to our existing Senior Services team to focus on positive outcomes for consumers served by the public health department. The model will combine existing community resources, a new volunteer and paid network of assessment and support staff and a planning/management component to form a comprehensive system of care to maintain safety and independence of seniors in their homes.

\* These activities have an existing structure in place through CCRPC-Senior Services. Items not starred do not have an existing structure in place at CCRPC, however some elements are available either through CCRPC or other community agencies that can be leveraged to meet program goals.

\* Analysis of senior population characteristics/define target sub-population(s)

Number/location of seniors

Demographics (age, race, gender, lives alone, language, ethnicity, health status, income/assets, etc.)

Data collected/analyzed by CCRPC staff (I will bring additional information on this to meeting)

Target populations/desired outcomes defined by board (i.e., number/type of consumers served, consumer outcomes, program outcomes)

\* Assessment/Intervention (township supervisors, parish nurses, etc.; coordinated by CCRPC case managers)

Consumer Engagement (mobilize resources/strengths; identify gaps/needs)

Family Engagement (mobilize resources/strengths; identify gaps/needs)

Community Engagement (inventory community resources; facilitate information & referral; advocate; gaps/needs)

Individual assessments done on as-referred basis by CCRPC

Referral to case manager (CMU, MHC, PC, FS, etc.) or case management by CCRPC

Resources identified in *Senior Guide*/I&R materials updated by CCRPC

Assistance w/obtaining public benefits by CCRPC

\* Feedback/Evaluation

Follow-up call/visit by CCRPC

Stakeholder satisfaction surveys

Best practices (effectiveness; efficiency)

Annual review of assessment summary information regarding identified resources/gaps by board

Annual review/analysis of satisfaction surveys from consumers, families, referral agencies by board

Annual cost/benefit analysis by board

Annual search for best practices by board

New Service Development

Volunteer/neighborhood mobilization (Neighborhood Watch, Friends of Senior Services, C-U Volunteer, empty tomb, CC Health Care Consumers, etc.)

System/agency building (CCRPC, CCMHB, UW, etc.)

## CCRPC Proposal

Leverage public health funding (CCMHB, ECIAAA, Frances Nelson, etc.)  
New funding/grantwriting (CCRPC, etc.)

An estimated budget of \$50,000 will cover staff time for 1 FTE, fringe benefits, mileage reimbursement, and supplies for planning and start-up of the model proposed, using a combination of paid and volunteer resources to extend a net of services that will cover the department's service area and link with CUPHD as needed. CCRPC will contribute in-kind management and office support. Evaluation at 6 months and one year will guide continuing progress toward goals established by the board.

### Potential issues:

Key emphasis on best access to/use of existing resources to obtain maximum benefits for consumers  
Ongoing challenges with recruiting, training, supervising, retaining volunteers  
Defining the roles for volunteers/paid personnel  
Outlining the county's public health department's role to provide direct services to meet identified needs  
Need to establish limits on caseloads/caps per consumer  
Confidentiality of consumer issues  
Liability issues

**Julia R. Rietz**  
State's Attorney

**Steven D. Ziegler**  
First Assistant State's Attorney

**Susan W. McGrath**  
Senior Assistant State's Attorney  
email: [smcgrath@co.champaign.il.us](mailto:smcgrath@co.champaign.il.us)



**Civil Division**  
Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802-4581  
Phone: (217) 384-3776  
Fax: (217) 384-3896

**Office of  
State's Attorney  
Champaign County, Illinois**

TO: Board of Health Members

FROM: Susan W. McGrath

RE: Grant Writing Position

DATE: July 10, 2007

I met with Peter Tracy, Executive Director of the Champaign County Mental Health Board, this morning. The Mental Health Board is having its regular Board meeting this evening, so after our discussion, Peter asked that I provide to you the following suggestions regarding your grant writing position. He will also be bringing this same information to his Board this evening.

Peter would like to suggest that each Board contribute \$2500 to a consulting grant writer, who would do to things:

1. Ascertain the types of grants that are available in general, and where it would be best to target your ultimate grant writing activity.
2. Determine what grants could be applied for as a joint effort of the Board of Health and the Mental Health Board.
3. Give both Boards assistance in developing the criterion for the permanent grant writing position, with a goal of hiring the permanent position by June 1, 2008, funded equally by the Board of Health and the Mental Health Board.

Peter has two consulting grant writers in mind for the preliminary work, Stuart Broz, and Cheryl Ramirez, whom you met previously. He will get us the curriculum vitae for both of them in time for your next Board meeting in August.

I am going to provide Peter with your minutes starting with this meeting, so that he will know what you all have discussed regarding this position, and he will do the same for you with the Mental Health Board minutes.

Peter has also respectfully suggested that one of you attend the next Mental Health Board meeting to assist in the facilitation of this discussion. They do not meet in August, so their next meeting is on September 4, 2007 at 7:00 at the Intermodel Station, 45 E. University, Champaign, Illinois.