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## 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, May 25, 2010

6:00 p.m.

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington  
Urbana, Illinois

### 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. April 27, 2010	*1-7
E.	Public Participation on Agenda Items Only	
F.	Correspondence and Communications	
G.	Smile Healthy	
	1. Monthly Report	*8-10
H.	CUPHD	
	1. Approval of CUPHD Invoice – April 2010	*11
	2. Administrator's Report ( <i>To Be Distributed</i> )	
	3. CUPHD Monthly Division Reports	
	Reports Can Be Viewed At: <a href="http://www.c-uphd.org/monthly-reports.html">http://www.c-uphd.org/monthly-reports.html</a>	
	a. Administrative Training	
	b. Environmental Health	
	c. Human Resources	
	d. Infectious Disease	
	e. Maternal & Child Health	
	f. Wellness & Health Promotion	
I.	Illinois Public Health Association Consultant	
	1. Reformation for the Future: Champaign County Board of Health Consulting Report & Presentation ( <i>Separate Attachment</i> )	

**J. Other Business**

1. Election of Officers

**K. Approval of Closed Session Minutes**

1. April 27, 2010

**L. Public Participation on Non-Agenda Items Only**

**M. Adjournment**

1 **CHAMPAIGN COUNTY BOARD OF HEALTH**

2  
3 **Monthly Meeting**  
4 **Tuesday, April 27, 2010**  
5

6 **Call to Order**  
7

8 The Board of Health (BOH) held its monthly meeting on April 27, 2010 in the Lyle  
9 Shields Meeting Room at the Brookens Administrative Center, 1776 East Washington, Urbana.  
10 The meeting was called to order at 6:02 p.m. by Board President Julian Rappaport.  
11

12 **Roll Call**  
13

14 Board members present at the time of roll call were Brenda Anderson, Cherryl Ramirez,  
15 Mark Huls, Stan James, John Peterson, Julian Rappaport, Bobbi Scholze, and Betty Segal. The  
16 staff member present was Kat Bork (Board of Health Secretary).  
17

18 The absent Board member was Prashanth Gowda, who had notified the President in  
19 advance that he would not attend the meeting.  
20

21 Also present were Deb Busey (County Administrator), Carol Elliott (CUPHD Board  
22 Chair), Nancy Greenwalt (Smile Healthy Executive Director), Fred Grosser (CUPHD Legal  
23 Counsel), Jim Roberts (CUPHD Environmental Health Director), Jennifer Sampson (Crisis  
24 Nursery Family Specialist), and Andrea Wallace (CUPHD Finance Director).  
25

26 **Approval of Agenda/Addendum**  
27

28 **MOTION** by Scholze to approve the agenda and addendum; seconded by Huls.  
29

30 Rappaport asked for the agenda packet to be amended with the removal of Pages 29-30  
31 (the attachments for the Request to Approve Amendment to Appendix A of CUPHD/BOH  
32 Agreement). Busey requested Page 30 remain with the explanation that she and Julie Pryde  
33 developed this document with the intention that it serve as an appendix to the BOH/CUPHD  
34 agreement. Pryde was aware the document on Page 30 would be included in the April agenda  
35 packet for the BOH's approval. Rappaport agreed to change his request to only eliminate Page  
36 29. James liked the format used in the decision memorandum and asked if the agenda could be  
37 amended to include the discussion and approval of the decision memorandum as the standard  
38 format to be used when changing contracts or policies. Busey stated there was no action item on  
39 the agenda or addendum to approve the decision memorandum format.  
40

41 Rappaport requested the Crisis Nursery quarterly report on the Beyond Blue Program be  
42 moved from the addendum to after the Smile Healthy monthly report presentation. He further  
43 requested the CUPHD invoice be considered before the other CUPHD items.  
44

45 **Motion carried as amended with unanimous support.**  
46

47 **Approval of Minutes**

48

49 **MOTION** by Peterson to approve the March 30, 2010 minutes; seconded by Huls.

50

51 Peterson requested a correction to line 41. Rappaport requested the date on line 58 be  
52 changed to April 5<sup>th</sup> and a language alteration be made to line 178.

53

54 **Motion carried as amended with unanimous support.**

55

56 **Public Participation on Agenda Items Only**

57

58 There was no public participation on the agenda items.

59

60 **Correspondence and Communications**

61

62 There were no communications.

63

64 **Smile Healthy**

65

66 **MOTION** by James to receive and place on file the Smile Health monthly report for  
67 March 2010; seconded by Huls.

68

69 Greenwalt reported that waiting lists for restorative dental care have gotten longer in  
70 recent months. Rappaport inquired how the BOH's funding cut impacted that waiting list.  
71 Greenwalt explained the cut in funding was absorbed by limiting payments to private practices.  
72 Smile Healthy has stopped recruiting new providers. The cut prevented Smile Healthy from  
73 expanding services to include staff care days, wherein a doctor would bill Medicaid for the  
74 services rendered on that day. She estimated her scheduler could probably come up with 200  
75 children in the county who need restorative care in addition to the 500 people on the Frances  
76 Nelson Health Center waiting list.

77

78 Huls asked how Smile Healthy bills public aid for dental services. Greenwalt said her  
79 organization bills Medicaid, families, and private insurance whenever they are able. Those with  
80 private insurance only receive an exam on mobile visits or school visits. She said 90% of the  
81 people they see are on Medicaid. Smile Healthy is only able to bill Medicaid if the dentists  
82 allow them to bill for services provided in private offices under the office's Medicaid numbers.  
83 That helps Smile Healthy recoup some of the costs. Most providers do not want to have  
84 anything to do with Medicaid.

85

86 Peterson asked how the organization was working with Frances Nelson. Greenwalt  
87 stated the mobile clinic program was expanded with an Illinois Children's Healthcare Foundation  
88 grant. They visited Frances Nelson to see a lot of kids on Medicaid and 100 adults with the  
89 assistance of a small grant. Smile Healthy works at Frances Nelson two days each month, one  
90 day primarily for kids and the other day primarily for adults. Greenwalt said Smile Healthy will  
91 continue to serve adults as long as grants pay for the service. All the patients must be internally  
92 referred from Frances Nelson. They are able to see 20 patients a day, but there are hundreds

93 more that need dental work. Peterson questioned if there had been any increase in activity by the  
94 Medicaid dental clinic in town. Greenwalt remarked Smile Healthy cannot refer patients to that  
95 clinic, but she is aware the clinic is busy. She further noted February was a big education month  
96 for children's oral health.

97  
98 In response to Segal's question about the outcome of education efforts, Greenwalt  
99 explained Smile Healthy receives a grant to promote education and hygiene through Frances  
100 Nelson and Head Start. A hygienist developed the curriculum to work with Head Start schools.  
101 This includes tracking kids' behaviors over time with surveys. Other than Head Start, it is  
102 difficult to determine the impact of education when they do not see the same patients regularly.

103  
104 **Motion carried with unanimous support.**

105  
106 **CUPHD**

107 **Administrator's Report – April 2010**

108  
109 The Administrator's April report was included in the agenda packet.

110  
111 **Local Health Departments Strategies Brief**

112  
113 The item was provided for information only.

114  
115 **CUPHD Monthly Division Reports – March 2010**

116  
117 The monthly division reports for Administrative Training, Environmental Health, Human  
118 Resources, Infectious Disease, Maternal & Child Health, and Wellness & Health Promotion were  
119 posted on CUPHD's website at <http://www.c-uphd.org/monthly-reports.html>.

120  
121 **Discussion Regarding CUPHD Monthly Division Reports**

122  
123 Rappaport explained that Julie Pryde requested the monthly division reports included in  
124 agenda packets. Rappaport wanted to obtain a consensus from the BOH regarding whether they  
125 preferred to read the division reports online or in the agenda packet in order to communicate this  
126 to Pryde. Including the reports in the agenda packet would create more expense in terms of staff  
127 time and paper supplies. Rappaport remarked he would like reports about the services the BOH  
128 is specifically funding.

129  
130 Segal asked if any member lacked Internet access. James stated he only has Internet  
131 access at work and does not believe in taking work home with him. Segal asked if James could  
132 stay late at work to view the reports and James declined the suggestion. He noted monthly  
133 reports are not included in agenda packets for the County Board. The County departments'  
134 monthly reports are posted online or they can be viewed at Bork's office. James suggested the  
135 BOH receive some type of internal paper with the BOH packet only if there is a big change or  
136 increase to a program. Peterson spoke about the history of monthly reports and how the BOH  
137 has addressed the issue almost every year to try different options. Ramirez would prefer  
138 receiving a brief summary by email of a division report's major points, instead of a paper report.

139 She can go to the website to view the full reports for more detail. This is the approach she takes  
140 with her own board. The BOH discussed how to receive short reports focused on County  
141 activities. Scholze, noting Pryde had described her practice of communicating individually with  
142 the three-person CUPHD Board, suggested the division directors could provide bullet points for  
143 the monthly Administrator's Report to make it less labor intensive for Pryde. This would be a  
144 sufficient method of reporting any division highlights. Rappaport said they could ask Pryde to  
145 include in the Administrator's Report a brief summary of anything she thought the Board needed  
146 to be aware of or to provide an update on the divisions. The BOH concurred it would like  
147 highlights of division activities to be included in the Administrator's Report and declined  
148 receiving paper copies of the division reports.  
149

150 Request to Approve the West Nile Virus Prevention Grant

151

152 **MOTION** by James to approve the application for and, if awarded, acceptance of the  
153 West Nile Virus Prevention Grant; seconded by Segal.  
154

155 Rappaport asked where the specific action was requested by the Administrator. Bork and  
156 Busey explained the item was listed on the agenda using appropriate language to identify it as an  
157 action item for the Board's consideration. James stated the BOH needs to decide how to handle  
158 these issues until the Board sets a policy about the format for action items, such as a decision  
159 memorandum. He was in favor of using the decision memorandum, but until the BOH has a tool  
160 in place, the format used tonight was sufficient. He noted Pryde provided the grant information  
161 and the item was listed on the agenda in the same manner as action items on County Board  
162 agendas.  
163

164 The BOH commented on the discussion held in March about how new grants would be  
165 presented and summary information about ongoing grants included in the Administrator's  
166 Report. Rappaport directed next month's agenda include an item to consider formally adopting a  
167 procedure for action items.  
168

169 Peterson inquired how the \$8,300 grant figure was determined. Roberts explained the  
170 state has a formula to calculate what a county receives for West Nile funding. He confirmed  
171 they were receiving the maximum grant amount possible and this year's funding was more than  
172 the previous year. This grant has been around for 10 years in similar forms and the pool of  
173 available money can vary. The BOH discussed the West Nile Virus history in Champaign  
174 County. Roberts added that CUPHD has a separate West Nile grant for \$12,000-\$14,000 based  
175 on the cities' combined population.  
176

177 **Motion carried with unanimous support.**  
178

179 Request to Approve Amendment to Appendix A of CUPHD/BOH Agreement

180

181 **MOTION** by James to add the amendment to Appendix A of the CUPHD/BOH  
182 Agreement; seconded by Ramirez. James requested a roll call vote.  
183

184 Busey stated the actual amendment language was included in the agenda packet and the  
185 amendment document would be added to Appendix A. The County Auditor is interested making  
186 sure the change is appropriately documented.  
187

188 Peterson objected to the “non-valid public health significance” language because he felt  
189 this service had valid public health significance. Roberts explained the Illinois Department of  
190 Public Health has a specific definition of valid public health significance regarding well water  
191 testing. Valid public health significance is interpreted as new well construction, illness in the  
192 family, or an infant in the family. Residents monitoring their own wells are not considered a  
193 valid public health reason using IDPH language. This language is used to comply with the  
194 program standards interpretation.  
195

196 Segal stated there were two errors in the amendment. The title should contain the word  
197 “for” instead of “or” and the word “health” is misspelled in the first line. The BOH agreed with  
198 making the errata changes to the amendment. Rappaport thanked CUPHD for providing the  
199 modifications requested by BOH members. He asked for verification that the cost of providing  
200 this service would be borne by the individuals requesting the service and that the BOH would not  
201 be billed for these activities other than passing the fees through to CUPHD. Wallace stated  
202 CUPHD would bill the BOH based on actual costs. She hopes the fee CUPHD recommended  
203 will offset the actual costs. The fee will be reevaluated if it is not adequate to cover CUPHD’s  
204 costs. The program should be cost neutral.  
205

206 **Motion carried with roll call vote of 8 to 0. Anderson, Huls, James, Peterson,**  
207 **Ramirez, Rappaport, Scholze, and Segal voted in favor of the motion.**  
208

209 Approval of CUPHD Invoice – March 2010  
210

211 Peterson asked why the invoice was higher than usual. Wallace said the invoice covered  
212 the standard core services and the grants. The West Nile Virus Grant was a little higher because  
213 CUPHD spent down the grant during March. The full grant amount and no more was spent. The  
214 funding was spent on getting supplies ready. Peterson asked if there would be staff costs  
215 involved later in the year when the mosquitoes come out. Wallace confirmed staff time would  
216 be involved in doing surveillance. She explained the previous grant ended March 31<sup>st</sup> and a new  
217 grant began on April 1<sup>st</sup>. James asked if some unused West Nile Virus Grant money was  
218 returned to the state last year and Wallace confirmed that was correct.  
219

220 **MOTION** by Peterson to approve payment of the CUPHD March 2010 invoice;  
221 seconded by James. **Motion carried with unanimous support.**  
222

223 Illinois Public Health Association Consultant Update  
224

225 Rappaport shared information from a recent conversation with Bob Keller. Keller will  
226 have a consultation report ready for discussion at the May meeting. He will send the report to  
227 BOH members via email by end of this week. This will afford members the opportunity to read  
228 the report in advance. He asked that any questions or comments be shared with Keller in the  
229 interim. Keller will prepare a PowerPoint presentation for the May meeting.

230 James asked if there would be any additional costs with the May 25<sup>th</sup> meeting because  
231 Keller's contract ends on May 1st. Rappaport stated there will be no further costs based on what  
232 has already been allocated, according to Keller.

233

234 **Other Business**

235 **Crisis Nursery Beyond Blue Program Third Quarter Report**

236

237 **MOTION** by Peterson to receive and place on file the Crisis Nursery Beyond Blue  
238 Program Third Quarter Report; seconded by Ramirez.

239

240 Jennifer Sampson, who works on the rural Beyond Blue Program, announced the  
241 program was close to reaching its goal numbers in the third quarter. Crisis Nursery has been  
242 doing many outreach efforts through pediatricians and OB-GYNs. A support group is held every  
243 Monday night. Sampson started a new group parent/child interaction group for mothers and  
244 infants. The Rantoul activity is going well with space at Parent Wonders. Sampson noted Parent  
245 Wonders is losing its funding next year so another space will have to be found. She stated there  
246 are numerous pregnant and parenting teens in Rantoul who are in need of services for depression.  
247 The nursery has held a playgroup in Tolono all year long as an outreach effort to mothers in  
248 southern Champaign County.

249

250 Peterson remarked Beyond Blue is obviously a good program, but he wondered how the  
251 BOH would continue its funding in future years. James suggested donations. Peterson said the  
252 BOH will have to discuss it at some point. Rappaport thanked Sampson for her report.

253

254 **Motion carried with unanimous support.**

255

256 Under other business, Rappaport announced the BOH will elect its officers in May. He  
257 will complete his fifth year on BOH at the end of his term of June 30<sup>th</sup> and does not intend to  
258 apply for reappointment. He wanted to let the Board know so they could think about who wants  
259 to run for President. Peterson asked if Rappaport could be convinced to continue. Rappaport  
260 stated he had personal reasons for not applying for reappointment and did not want it to be a  
261 surprise.

262

263 **Closed Session Minutes**

264

265 Rappaport asked if all BOH members had read the closed session minutes distributed  
266 before the meeting. Peterson asked if closed session minutes could be discussed and amended in  
267 an open session. Busey clarified the BOH could enter into a closed session without it being on  
268 the agenda if anyone wanted to discuss amending the minutes.

269

270 **MOTION** Peterson to approve the March 30, 2010 7:27 p.m. and March 30, 2010 8:32  
271 p.m. closed session minutes without amendment; seconded by Scholze.

272

273 James wanted to address each set of minutes separately. **Peterson and Scholze agreed**  
274 **to separate the minutes as a friendly amendment.**

275



276           **Motion carried with unanimous support to approve the closed session minutes of**  
277 **March 30, 2010 7:27 p.m.**

278  
279           **MOTION** by James to enter into closed session pursuant to 5 ILCS 120/2(c)21 to discuss  
280 minutes of a meeting lawfully closed under the Illinois Open Meetings Act. He further moved  
281 the following individuals remain present: the Recording Secretary and the County Administrator.  
282 The motion was seconded by Peterson. Motion carried with a vote of 8 to 0. Anderson, Huls,  
283 James, Peterson, Ramirez, Rappaport, Scholze, and Segal voted in favor of the motion. The  
284 Board of Health entered into closed session at 7:17 p.m. and resumed open session at 7:32 p.m.  
285

286           **Motion carried to approve the closed session minutes of March 30, 2010 8:32 p.m.**

287  
288 **Public Participation on Non-Agenda Items Only**

289  
290           There was no public participation on non-agenda items.

291  
292 **Adjournment**

293  
294           The meeting was adjourned at 7:37 p.m.

295  
296           Respectfully submitted,

297  
298           Kat Bork  
299           Board of Health Secretary

300  
301           *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



## Champaign County Board of Health Monthly Report for April 2010, FY10

Total Number of Patients Seen From All Programs this month: **303**  
Total Number of Unique Patients In BOH Fiscal Year 2010: **1015**  
Total Number of Participating Providers this month: **10**

Breakdown of current month patients for all programs by town.

Champaign – <b>79</b>	Savoy – <b>7</b>
Fisher - <b>3</b>	Sidney - <b>3</b>
Homer – <b>3</b>	St. Joseph - <b>2</b>
Ludlow - <b>1</b>	Thomasboro - <b>1</b>
Mahomet – <b>18</b>	Tolono - <b>11</b>
Rantoul – <b>75</b>	Urbana – <b>16</b>
Sadorus - <b>1</b>	Other - <b>83</b>

### Mobile Clinic Events

April 2, 2010 » 8:30am - 4pm » Anabel Huling, Rantoul  
April 7, 2010 » 9am - 4pm » Lincoln's Challenge Academy  
April 12, 2010 » 8:30am - 4pm » Savoy Head Start Restorative and Recall Clinic  
April 14, 2010 » 9am - 4pm » Lincoln's Challenge Academy  
April 15, 2010 » 9am - 5pm » Frances Nelson Health Center  
April 12, 2010 » 8:30am - 4pm » Savoy Head Start Hygiene Only  
April 27, 2010 » 8:30am - 4pm » Champaign Head Start Hygiene Only  
April 30, 2010 » 9am - 4pm » Prairieview Ogden Elementary  
April 30, 2010 » 9am - 5pm » Frances Nelson Health Center

### Education and Outreach

4/01/10 Head Start Preschool, Savoy - A staff hygienist provided an educational program and dental educational material to **54 children**.

4/05/10 Barkstall Elementary School, Champaign - A staff hygienist, U of I Extension member and pre-dental student (volunteer) provided an educational program, educational material, and dental supplies to **42 children and 8 adults**.

**SmileHealthy** – formerly Central Illinois Dental Education and Services (CIDES)  
Head Start Dental Clinic . Mobile Dental Clinics . Child Dental Access Program . Dental Health Education  
PO Box 154, Champaign, IL 61824-0154 – phone 217.359.7404 – fax: 217.352-9745  
[www.smilehealthy.org](http://www.smilehealthy.org)

4/06/10 Head Start Preschool, Savoy - A staff hygienist provided an educational program and dental educational material to **54 children**.

4/08/10 Head Start Preschool, Rantoul - A staff hygienist provided an educational program and dental educational material to **72 children**.

4/13/10 Head Start Preschool, Savoy - A staff hygienist provided an educational program and dental educational material to **54 children**.

4/15/10 Head Start Preschool, Urbana - A staff hygienist provided an educational program and dental educational material to **54 children**.

4/17/10 Lincoln Square Mall, Urbana – A staff hygienist and U of I pre-dental students (volunteers) offered a table presentation at Ready, Set, Grow event. Toothbrushes and educational material were provided for **over 75 children and their families**.

4/17/10 YMCA, Champaign – A staff hygienist and U of I pre-dental students (volunteers) offered a table presentation at Healthy Kids event. Toothbrushes and educational material were provided for **over 75 children and their families**.

4/20/10 Head Start Preschool, Rantoul - A staff hygienist provided an educational program and dental educational material to **18 children**.

4/21/10 B. T. Washington Elementary School, Champaign - A staff hygienist together with a U of I Extension member provided an educational program, educational material, and dental supplies to **6 children and 7 adults**.

4/22/10 Head Start Preschool, Champaign - A staff hygienist provided an educational program and dental educational material to **34 children**.

4/23/10 Illini Union, Urbana - A staff hygienist and U of I pre-dental students (volunteers) offered a table presentation at McKinley Health Fair. Toothbrushes and educational material were provided for **400 adults**.

4/27/10 Head Start Preschool, Champaign - A staff hygienist provided an educational program and dental educational material to **26 children**.

4/27/10 Steer Place, Urbana - A staff hygienist together with a U of I Extension member provided an educational program and dental educational material to **10 senior citizens**.

**SmileHealthy**  
Champaign County Board of Health  
Fiscal Year 2010 Report

	Dec 09	Jan 10	Feb 10*	March 10	April 10	May 10	June 10	July 10	Aug 10	Sep 10	Oct 10	Nov 10	Total
<b>Bondville</b>													0
<b>Broadlands</b>			1										
<b>Champaign</b>	38	48	125	48	79								338
<b>Fisher</b>	4			1	3								8
<b>Foosland</b>	1												1
<b>Gifford</b>	2	1											3
<b>Homer</b>	1	1	14	2	3								21
<b>Ivesdale</b>		1											1
<b>Ludlow</b>	1				1								2
<b>Mahomet</b>	1	12	2	5	18								38
<b>Ogden</b>	2	1											3
<b>Penfield</b>			2										2
<b>Pesotum</b>	2	2											4
<b>Philo</b>	3												3
<b>Rantoul</b>	53	18	57	37	75								240
<b>Royal</b>	1												1
<b>Sadorus</b>	2			1	1								4
<b>Savoy</b>	3	3	10	5	7								28
<b>Seymour</b>	1	1	1	2									5
<b>Sidney</b>	3	1	2	2	3								11
<b>St. Joseph</b>	3		7		2								12
<b>Thomasboro</b>	42				1								43
<b>Tolono</b>	5	4	12	10	11								42
<b>Urbana</b>	18	18	29	19	16								100
<b>Other</b>	1		38	102	83								224
<b>Total</b>	187	111	300	234	303	0	0	0	0	0	0	0	

**Total Unique Patients in FY**      187      277      557      760      1015

**Education Contacts**      6      249      1051      876      989      3171

Champaign and Urbana children seen either live outside city limits and are county residents or are part of the Head Start program and paid for by Medicaid or other funding.

\*Feb will include patients from Give Kids A Smile with C-UPHD IDDS.

Invoice Number:	1005
Date of Invoice:	May 18, 2010
Billing Period:	April-10

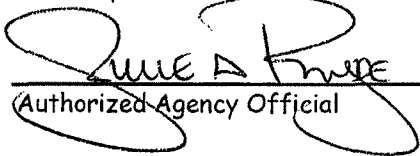
To:  
 Champaign County Public Health Department  
 1776 East Washington Street  
 Urbana, Illinois 61802

For the Following Expenses:

533.07 Professional Services - Infectious Disease Prevention & Mgmt	\$	9,471.25
533.07 Professional Services - Vital Statistics	\$	235.58
533.07 Professional Services - Environmental Health	\$	25,821.83
533.07 Professional Services - Administration	\$	12,318.59
533.07 Professional Services - PHEP Grant	\$	8,344.91
533.07 Professional Services - TFC Grant	\$	5,667.58
533.07 Professional Services - West Nile Virus Grant	\$	197.88
533.07 Professional Services - Non-Community Water - CU Surveys	\$	-
533.07 Professional Services - PHER Phase 1 & 2 Grant	\$	5,112.32
533.07 Professional Services - PHER Phase 3 Grant	\$	345.00
533.07 Professional Services - County Well Water Testing	\$	79.93
<b>Total Amount Due to CUPHD per Contract</b>	<b>\$</b>	<b>67,594.87</b>

**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