

CHAMPAIGN COUNTY BOARD OF HEALTH

Contract Subcommittee Meeting Monday, October 22, 2007, 4:00 p.m.

Call to Order

The Board of Health Contract Subcommittee held a meeting on October 22, 2007 in Meeting Room 2 at the Brookens Administrative Center, 1776 East Washington, Urbana. The meeting was called to order at 4:00 p.m. by Thomas O'Rourke.

Roll Call

Thomas O'Rourke and Julian Rappaport were present at the time of roll call. John Peterson was absent. The others present were Kat Bork (Board of Health Secretary), Susan McGrath (Senior Assistant State's Attorney), and Julie Pryde (Acting CUPHD Administrator),

Approval of Agenda/Addendum

MOTION by Rappaport to approve the agenda; seconded by O'Rourke. **Motion carried.**

Public Participation

There was no public participation.

Recommendations Regarding Potential CUPHD Contract Languages Changes

O'Rourke provided an overview of the Contract Subcommittee's discussions to Pryde. They hoped to develop a draft contract and receive her feedback on the terms before sending anything to the CUPHD Board. Ideally, O'Rourke would like to have all parties reach an agreement on a new contract six months before the current contract expires.

Pryde shared her input about some of the suggested revisions. She wondered why the Board of Health (BOH) would have to approve of all grants that CUPHD applies for on their behalf, including "formula" grants that are very similar from one year to the next. Rappaport explained that the BOH has discovered that it is not made aware of all the grants it technically receives. This change would keep the BOH better informed of actions being taken in its name. Pryde volunteered to provide a comprehensive list of grants and contracts to the BOH. She is putting together a similar list for the CUPHD Board on a monthly basis and was willing to do the same for the BOH.

Pryde exited because she received a cell phone call from the CUPHD attorney. O'Rourke declared a five-minute break. When the meeting reconvened, Susan McGrath was present.

McGrath stated one reason for the BOH to approve the grants is to ensure the Board is not being committed to any expenditures not covered by grant money. Pryde explained that a number of grants are received on an annual basis for ongoing programs. Rappaport suggested the contract reflect that the BOH must approve new grants that are not one of the continuing grants. Pryde and the subcommittee concurred with this approach.

Pryde agreed to the language changes that reflected the actual practices between CUPHD and the BOH wherein 1/12 of the total annual contract amount is paid to CUPHD each month. Pryde stated the request for the BOH to evaluate the Public Health Administrator is something CUPHD has resisted in the past and would likely not approve. McGrath and Rappaport explained the BOH was looking to participate in the performance review of the Administrator. Pryde thought the CUPHD Board could be open to the BOH providing input to the appraisal, perhaps in the form of a peer review or a client satisfaction survey. Pryde asked to see the evaluation tools used by Champaign County for its department heads because CUPHD's tools are older and not well designed. Bork offered to put Pryde in touch with the right person to obtain that information.

The remainder of the suggested contract revisions were generally acceptable to Pryde. Rappaport asked if the BOH supplied any "durable equipment," a term used in the contract. Pryde confirmed the BOH owned the van used by CUPHD staff. Pryde thought it would be more cost effective for the BOH to purchase a small vehicle for staff use instead of paying mileage. McGrath explained the BOH has to approve the purchase of equipment with a value greater than \$2,000. Any purchase less than \$2,000 made by CUPHD is not approved by the BOH.

Discussion was held over the contract review process. Pryde suggested cleaning up the draft, sending it to Fred Grosser for legal review, and then Pryde can place it on the next CUPHD Board agenda. Rappaport wondered if it would be more useful to have an informal discussion of the contract between the two boards first. O'Rourke recommended having a study session to facilitate this discussion between the boards without legal counsel.

Other Business

Pryde discussed the lack of bus service and sidewalks at the new CUPHD facility. CUPHD will hire the Berns Clancy firm to design the addition of sidewalks around the facility. Pryde was told the parking lot of the CUPHD facility would not support buses. She hopes to work out bus service to the facility with the Champaign-Urbana Mass Transit District.

Establishment of Next Meeting Date(s)

No future meeting dates were established.

Adjournment

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Kat Bork
Board of Health Secretary