

DUPAGE COUNTY BOARD OF HEALTH

February 6, 2010

8:00 A.M.

A G E N D A

<u>PAGE</u>	<u>ITEM NO.</u>	<u>SUBJECT</u>
---	1.	CALL TO ORDER AND CALL OF THE ROLL
---	2.	APPROVAL OF MINUTES – November 12, 2010
---	3.	TREASURER’S REPORT – November 30, 2009 December 31, 2009 January 31, 2010
---	4.	PUBLIC COMMENT
	5.	CONSENT ITEMS
2.	a.	Personnel Transactions – BOS
	6.	OLD BUSINESS

---	7.	NEW BUSINESS
11.	1)	2010 Mileage Reimbursement
12.	2)	Purchasing – BOS
15.	a.	S-BOS-02-09-129 - Dell-Altiris & Symantec Support
16.	b.	L-CHS-01-14-160 – L/M Development Lease Agreement
18.	c.	L-MHS-04-06-050 – NAMI – Two Group Home Leases
20.	d.	L-BOS-01-06-009.a - Core Print Solutions
21.	e.	S-BOS-03-13-131 – Armbrust Plumbing
22.	f.	C-BOS-02-07-097 – Inlander Brother’s Inc.
23.	g.	C-CHS-01-14-161 – Child Source
24.	h.	P-EDC-01-14-162 – Federal Record Storage
26.	i.	S-EDC-02-06-163 – Dialogic Communications Corp.
28.	j.	P-EDC-02-06-164 – Jim Beusse-Professional services
30.	k.	P-BOS-02-10-095 – Arch Insurance Company
---	3)	Grant Acceptances
32.	a.	DuPage Medical Group-FORWARD Initiative - CHS
33.	b.	IDHS Healthworks Newwork Grant - CHS
34.	c.	IDHS Women, Children & Infants (WIC) program - CHS
35.	d.	IDPH Emergency and Disease Control – EDC
---	8.	NEXT MEETING – March 11, 2009
---	9.	ADJOURNMENT

AGENDA ITEM # 5 (a)

(02/06/10)

HUMAN RESOURCES TRANSACTIONS – BUSINESS OPERATIONS SERVICES

All employees hired and changing status are filling vacant budgeted positions.

The Changes of Status have not caused any increase in the budget.

M O T I O N

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 10/31/09 to 01/26/10.

AGENDA ITEM # 5 (a)

(02/06/10)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Ronald Matrisciano	H1N1 Support (temporary)	12.00 hr.	----	11/06/09
Matthew Yee	H1N1 Support (temporary)	10.00 hr.	----	11/06/09
Jennifer Brack	Utilization Supervisor	25.02 hr. – 37.53 hr.	313	11/09/09
Natalie Gonzalez	Community Support Specialist (on-call)	15.99 hr. – 23.99 hr.	110	11/09/09
John Miller	Volunteer Development Specialist	22.24 hr. – 33.36 hr.	312	11/09/09
Sarah Powell	Community Support Specialist (on-call)	15.99 hr. – 23.99 hr.	110	11/09/09
Susan Burtnette	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	11/10/09
Daniel LoBello	H1N1 Support (temporary)	10.00 hr.	----	11/14/09
Noel Villanueva	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	11/20/09
Sherry Kapoor	Sanitarian I	15.99 hr. – 23.99 hr.	110	12/07/09
Brenton Kluxdal	Mental Health Worker	14.96 hr. – 22.43 hr.	205	12/07/09
Ibrahim Khaja	Psychiatrist (contractual)	91.60 hr.	----	12/11/09
Patricia Doerfler	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	12/12/09
Ellen Leonardi	Nurse Practitioner (temporary)	23.13 hr. – 34.69 hr.	208	12/12/09
Pamela Zitello	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	12/12/09
Jura Adams	Psychiatrist (contractual)	93.00 hr.	----	12/15/09
Matthew Hetrick	Custodian (temporary)	10.17 hr. – 15.26 hr.	107	12/21/09
Alma Morgan	Customer Service Representative III	15.99 hr. – 23.99 hr.	110	12/21/09
Shelley Giesecke	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	01/04/10
Alexander Goldberg	Mental Health Worker	15.95 hr. – 23.93 hr.	205	01/04/10
Kirsten Pacheco	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/04/10
Stacey Poceovich	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/04/10
Julie Ratliff	Clinician Consultant	19.04 hr. – 28.56 hr.	207	01/04/10

Scott Sromek	Sanitarian I	15.99 hr. – 23.99 hr.	110	01/04/10
Rhonda Chin	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/11/10
John Reifensstuhl	Senior Clinician Consultant	23.13 hr. – 34.69 hr.	208	01/11/10
Pamela Ruffer	Crisis Unit Supervisor	24.64 hr. – 36.95 hr.	209	01/11/10

The changes of status of the following employees:

Deborah Banks-Tripp	From:	Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	10/31/09
	To:	Clinical Services Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Christine Esposito	From:	Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	10/31/09
	To:	Family Health Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Doris Feery	From:	Public Health Center Manager	30.19 hr. – 45.29 hr.	210	10/31/09
	To:	Intensive Services Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Kristin Hartsaw	From:	EDC Program Manager	30.19 hr. – 45.29 hr.	210	10/31/09
	To:	Case Management Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Marilan Huang	From:	Senior Dietitian	23.13 hr. – 34.69 hr.	208	10/31/09
	To:	Family Health Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Mary Kirk	From:	Nutrition Manager	30.19 hr. – 45.29 hr.	210	10/31/09
	To:	Family Health Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Michelle Lanzi	From:	Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	10/31/09
	To:	Family Health Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Mary Prignano	From:	Public Health Center Manager	30.19 hr. – 45.29 hr.	210	10/31/09
	To:	Assistant Director Family Health	32.19 hr. – 48.28 hr.	315	10/31/09
Susan Spittler	From:	Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	10/31/09
	To:	Family Health Supervisor	25.02 hr. – 37.53 hr.	313	10/31/09
Nancy Buccelli	From:	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	11/16/09
	To:	Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/16/09
Lauren Belville	From:	Intern (temporary)	10.00 hr.	----	11/28/09
	To:	Sanitarian I	15.99 hr. – 23.99 hr.	110	11/28/09

Thomas Brown	From: Temporary Houseparent (on-call)	10.79 hr.	----	11/28/09
	To: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	11/28/09
Nancy Compton	From: Temporary Houseparent (on-call)	10.79 hr.	----	11/28/09
	To: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	11/28/09
Annette Garcia	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	11/30/09
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/30/09
Margaret Perdue	From: Customer Service Site Supervisor	18.57 hr. – 27.85 hr.	111	11/30/09
	To: Customer Service Representative III	15.99 hr. – 23.99 hr.	110	11/30/09
Candice Tenute	From: Customer Service Representative III	15.99 hr. – 23.99 hr.	110	11/30/09
	To: Customer Service Site Supervisor	18.57 hr. – 27.85 hr.	111	11/30/09
Cindy Anderson	From: Senior Dietitian	23.13 hr. – 34.69 hr.	208	12/01/09
	To: Dietitian	20.31 hr. – 30.47 hr.	207	12/01/09
Susan Bingham	From: Senior Dietitian	23.13 hr. – 34.69 hr.	208	12/01/09
	To: Dietitian	20.31 hr. – 30.47 hr.	207	12/01/09
Debra Chromek	From: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/01/09
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/01/09
Mary Goebel	From: Case Manager	15.99 hr. – 23.99 hr.	110	12/01/09
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/09
Robin McDonald	From: Senior Dietitian	23.13 hr. – 34.69 hr.	208	12/01/09
	To: Dietitian	20.31 hr. – 30.47 hr.	207	12/01/09
Hollis Myers	From: Dietetic Technician	15.95 hr. – 23.93 hr.	205	12/01/09
	To: Dietitian	20.31 hr. – 30.47 hr.	207	12/01/09
Esperanza Orozco	From: Administrative Clerk II	10.17 hr. – 15.26 hr.	107	12/01/09
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/01/09
Mary Parker	From: Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	12/01/09
	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/09
Deborah Ward	From: Senior Dietitian	23.13 hr. – 34.69 hr.	208	12/01/09
	To: Dietitian	20.31 hr. – 30.47 hr.	207	12/01/09
Cassandra Ortiz	From: Customer Service Representative II	13.69 hr. – 20.54 hr.	109	12/07/09
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/07/09

Mary Pacini	From: Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/12/09
	To: Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	12/12/09
Yvette Sochacz	From: Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/12/09
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/12/09
Fabian Uribe	From: H1N1 Support (temporary)	10.00 hr.	----	12/12/09
	To: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	12/12/09
Marysely Hernandez	From: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	12/28/09
	To: Case Manager	15.99 hr. – 23.99 hr.	110	12/28/09
Nina Horan	From: Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	01/04/10
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/04/10
Katie Shebesta	From: H1N1 Support (temporary)	10.00 hr.	----	01/04/10
	To: Health Promotions Specialist (temporary)	20.31 hr. – 30.47 hr.	207	01/04/10
Tracy Willette	From: Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	01/04/10
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/04/10
Kimberly Sutherland	From: Clinician Consultant	20.31 hr. – 30.47 hr.	207	01/09/10
	To: Senior Clinician Consultant	23.13 hr. – 34.69 hr.	208	01/09/10
Janet Diskin-Sipolt	From: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	01/23/10
	To: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	01/23/10

The separation of the following employees:

Renee Sanchez	Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	11/04/09
Gabriela Saltijeral	Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/06/09
Thedra Dortch	H1N1 Support (temporary-no show)	10.00 hr.	----	11/10/09
Darlene Sitar	H1N1 Support (temporary-no show)	10.00 hr.	----	11/10/09
Diane Niesman	Medical Technologist	15.95 hr. – 23.93 hr.	205	11/13/09
Elizabeth Tully	Senior Clinician Consultant	23.13 hr. – 34.69 hr.	208	11/20/09
Kathleen Macrito	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	11/24/09
Barbara Simon	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	11/24/09
Saritha Bhattathiri	Application Developer (on-call)	22.18 hr. – 33.27 hr.	212T	11/25/09

Shiraz Butt	Psychiatrist (contractual)	120.56 hr.	----	11/25/09
Rosario Encinas	Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/30/09
Regina Deleon Gomez	Physician (contractual)	55.00 hr.	----	11/30/09
Michael Kuna	Psychiatrist (contractual)	95.07 hr.	----	11/30/09
Zarintaj Lokhandwalla	Medical Technologist (on-call)	15.95 hr. – 23.93 hr.	205	11/30/09
Juanita Miranda	Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/30/09
Raymond O'Rourke	Custodian	10.17 hr. – 15.26 hr.	107	11/30/09
Joann Avalos	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/01/09
Casi Besich	Clinician Consultant	20.31 hr. – 30.47 hr.	207	12/01/09
Manuela Blanco	Administrative Clerk I	8.95 hr. – 13.43 hr.	106	12/01/09
Tara Bradford-Burlock	Dietetic Technician	15.95 hr. – 23.93 hr.	205	12/01/09
Jenice Brown	Dietetic Technician	15.95 hr. – 23.93 hr.	205	12/01/09
Debra Carnahan-Nichols	Health Promotions Specialist	20.31 hr. – 30.47 hr.	207	12/01/09
Patricia Castrogiovanni	Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	12/01/09
Rosaura Cepeda Ramires	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/01/09
Patricia Chalabala	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/09
Patricia Doerfler	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/09
Nicole Farr	Summer Employee (temporary)	10.00 hr.	----	12/01/09
Therese Feltman	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/01/09
Therese Hanigan	Nurse Practitioner	23.13 hr. – 34.69 hr.	208	12/01/09
Nicole Henn	Summer Employee (temporary)	10.00 hr.	----	12/01/09
Valerie Johansen	Clinician Consultant	23.13 hr. – 34.69 hr.	208	12/01/09
Mary Johnson	Nurse Practitioner	23.13 hr. – 34.69 hr.	208	12/01/09
Maureen Knudsen	Case Manager	15.99 hr. – 23.99 hr.	110	12/01/09
Nancy LaBarge	Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	12/01/09
Gladys Lasu	Dietetic Technician	15.95 hr. – 23.93 hr.	205	12/01/09
Ellen Leonardi	Nurse Practitioner	23.13 hr. – 34.69 hr.	208	12/01/09
Jane Madaj	Lactation Specialist	17.95 hr. – 26.93 hr.	206	12/01/09
Carolina Niewoehner	Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/01/09
Miriam Pasillas	Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/01/09
Georgia Peterson	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/01/09

Elsa Przybysz	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/01/09
Irene Ramos	Case Manager	15.99 hr. – 23.99 hr.	110	12/01/09
Lilliana Rauch	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	12/01/09
India Willis	Health Promotions Specialist	20.31 hr. – 30.47 hr.	207	12/01/09
Pamela Zitello	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/09
Shelley Giesecke	Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	12/04/09
Lawrence Zengri	Group Home Resident Assistant	11.80 hr. – 17.70 hr.	108	12/05/09
Brian Heiwig	Sanitarian I	15.99 hr. – 23.99 hr.	110	12/11/09
Jane Zimmerman	Resources Administrator	34.71 hr. – 52.06 hr.	211	12/11/09
Mary Wallace	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/16/09
Nicole Giacone	Community Support Specialist (on-call)	15.99 hr. – 23.99 hr.	110	12/17/09
Jessica Montgomery	Summer Employee (temporary)	8.00 hr.	----	12/22/09
Urszula Balinski	Pharmacist (temporary)	25.02 hr. – 37.53 hr.	313	12/26/09
Diana Dwight	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Carrie Eshleman	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Holly Fawcett	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Anthony Garner	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Denise Goray	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Beverly Healy	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Richard Honzel	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Judith Kamradt	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Jennifer Kilgos-Conwell	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Janice Konewko	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Barbara Kwiecinski	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Marilyn LeBreton	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Esperanza Lee	Customer Service Representative I (on-call)	11.80 hr. – 17.70 hr.	108	12/26/09
Stanley Lewis	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Daniel LoBello	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Donicia Loyd	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Lily Luke	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Amy Lundblad	H1N1 Support (temporary)	10.00 hr.	----	12/26/09

Susan Marschall	Pharmacist (temporary)	25.02 hr. – 37.53 hr.	313	12/26/09
Lois Maschio	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Maureen Mathien	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Ronald Matrisciano	H1N1 Support (temporary)	12.00 hr.	----	12/26/09
Barbara Matusiak	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Diana Meza	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Laura Milford	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Kathryn Olson	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Juan Orozco	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Linda Prozialeck	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Jennifer Storm	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Sharon Szulczewski	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Helen Torche	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Connie Valles	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Rena Weidner	Public Health Nurse (temporary)	20.31 hr. – 30.47 hr.	207	12/26/09
Otanthia Williams	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
John Lee Wolfe	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Matthew Yee	H1N1 Support (temporary)	10.00 hr.	----	12/26/09
Evelyn Henn	Division Assistant II	15.99 hr. – 23.99 hr.	110	12/31/09
Lauren Smith	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	12/31/09
Shanna Thomas	Mental Health Worker	15.95 hr. – 23.93 hr.	205	12/31/09
Mindy Rushford	Community Support Specialist (on-call)	15.99 hr. – 23.99 hr.	110	01/01/10
Grady Jones	Van Driver	8.95 hr. – 13.43 hr.	106	01/04/10
Rose Romero	Clinician Consultant	20.31 hr. – 30.47 hr.	207	01/04/10
Anjali Nair	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	01/06/10
Anthony Marsh	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	01/08/10
Donna Kraay	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/12/10
Marie Pena	Human Resources Generalist (temporary)	20.02 hr. – 30.03 hr.	311	01/13/09
Svetla Stack	Human Resources Assistant (temporary)	15.99 hr. – 23.99 hr.	110	01/13/09
Marie Doll	Family Planning Program Manager	30.19 hr. – 45.29 hr.	210	01/15/10
Blanca Ortega	Health Promotions Specialist	20.31 hr. – 30.47 hr.	207	01/15/10

Tammy Ward	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	01/15/10
Andrea Krug	Psychiatric Nurse	19.04 hr. – 28.56 hr.	207	01/19/10
Attila Kutashy	Mental Health Worker	15.95 hr. – 23.93 hr.	205	01/25/10
David Bunge	Emergency Response Coordinator	22.24 hr. – 33.36 hr.	312	01/26/10

President, Board of Health

February 6, 2010
Date

**REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES – BUSINESS
OPERATIONS SERVICES**

Effective January 1, 2010, the Internal Revenue Service has established that the business standard mileage rate will be 50 cents per mile.

Therefore, it is requested that the DuPage County Board of Health approve a decrease in the current mileage rate from 55 cents per mile to 50 cents per mile effective January 1, 2010.

RESOLUTION
(BOS 10-01)

**DECREASING REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES
ON HEALTH DEPARTMENT BUSINESS
FROM \$0.55 (55 CENTS) TO \$0.50 (50 CENTS) PER MILE**

WHEREAS, it is in the interest of the DuPage County Health Department that personnel traveling in their private automobiles on Health Department business be reimbursed at an appropriate level; and

WHEREAS, the Internal Revenue Service has determined that a rate of reimbursement can be established at \$0.50 (50 cents) per mile.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board of Health that the rate for reimbursement for private automobile travel on Health Department business is hereby established at \$0.50 (50 cents) per mile, effective January 1, 2010, and

BE IT FURTHER RESOLVED that copies of this resolution are provided to the Health Department Finance Manager and Budget Manager.

Approved this 14th day of January 2010.

Linda A. Kurzawa
President, DuPage County Board of Health

Scott J. Cross
Secretary, DuPage County Board of Health

Mileage Reimbursement Table, Effective January 1, 2010

1	\$0.500	51	\$25.500	101	\$50.500	151	\$75.500
2	\$1.000	52	\$26.000	102	\$51.000	152	\$76.000
3	\$1.500	53	\$26.500	103	\$51.500	153	\$76.500
4	\$2.000	54	\$27.000	104	\$52.000	154	\$77.000
5	\$2.500	55	\$27.500	105	\$52.500	155	\$77.500
6	\$3.000	56	\$28.000	106	\$53.000	156	\$78.000
7	\$3.500	57	\$28.500	107	\$53.500	157	\$78.500
8	\$4.000	58	\$29.000	108	\$54.000	158	\$79.000
9	\$4.500	59	\$29.500	109	\$54.500	159	\$79.500
10	\$5.000	60	\$30.000	110	\$55.000	160	\$80.000
11	\$5.500	61	\$30.500	111	\$55.500	161	\$80.500
12	\$6.000	62	\$31.000	112	\$56.000	162	\$81.000
13	\$6.500	63	\$31.500	113	\$56.500	163	\$81.500
14	\$7.000	64	\$32.000	114	\$57.000	164	\$82.000
15	\$7.500	65	\$32.500	115	\$57.500	165	\$82.500
16	\$8.000	66	\$33.000	116	\$58.000	166	\$83.000
17	\$8.500	67	\$33.500	117	\$58.500	167	\$83.500
18	\$9.000	68	\$34.000	118	\$59.000	168	\$84.000
19	\$9.500	69	\$34.500	119	\$59.500	169	\$84.500
20	\$10.000	70	\$35.000	120	\$60.000	170	\$85.000
21	\$10.500	71	\$35.500	121	\$60.500	171	\$85.500
22	\$11.000	72	\$36.000	122	\$61.000	172	\$86.000
23	\$11.500	73	\$36.500	123	\$61.500	173	\$86.500
24	\$12.000	74	\$37.000	124	\$62.000	174	\$87.000
25	\$12.500	75	\$37.500	125	\$62.500	175	\$87.500
26	\$13.000	76	\$38.000	126	\$63.000	176	\$88.000
27	\$13.500	77	\$38.500	127	\$63.500	177	\$88.500
28	\$14.000	78	\$39.000	128	\$64.000	178	\$89.000
29	\$14.500	79	\$39.500	129	\$64.500	179	\$89.500
30	\$15.000	80	\$40.000	130	\$65.000	180	\$90.000
31	\$15.500	81	\$40.500	131	\$65.500	181	\$90.500
32	\$16.000	82	\$41.000	132	\$66.000	182	\$91.000
33	\$16.500	83	\$41.500	133	\$66.500	183	\$91.500
34	\$17.000	84	\$42.000	134	\$67.000	184	\$92.000
35	\$17.500	85	\$42.500	135	\$67.500	185	\$92.500
36	\$18.000	86	\$43.000	136	\$68.000	186	\$93.000
37	\$18.500	87	\$43.500	137	\$68.500	187	\$93.500
38	\$19.000	88	\$44.000	138	\$69.000	188	\$94.000
39	\$19.500	89	\$44.500	139	\$69.500	189	\$94.500
40	\$20.000	90	\$45.000	140	\$70.000	190	\$95.000
41	\$20.500	91	\$45.500	141	\$70.500	191	\$95.500
42	\$21.000	92	\$46.000	142	\$71.000	192	\$96.000
43	\$21.500	93	\$46.500	143	\$71.500	193	\$96.500
44	\$22.000	94	\$47.000	144	\$72.000	194	\$97.000
45	\$22.500	95	\$47.500	145	\$72.500	195	\$97.500
46	\$23.000	96	\$48.000	146	\$73.000	196	\$98.000
47	\$23.500	97	\$48.500	147	\$73.500	197	\$98.500
48	\$24.000	98	\$49.000	148	\$74.000	198	\$99.000
49	\$24.500	99	\$49.500	149	\$74.500	199	\$99.500
50	\$25.000	100	\$50.000	150	\$75.000	200	\$100.000

AGENDA ITEM # 7 (2)

(02/06/2010)

PURCHASING

S-BOS-02-09-129 – Purchase of Altiris and Symantec licensing support in an amount not to exceed \$70,000.00 and purchase of laptop and desktop computers from Dell in an amount not to exceed \$200,000.00, joint purchase, in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds are available in the FY10 budget. Staff recommends approval of the Dell expenditure in an amount not to exceed \$270,000.00. There is no increase in expenditure from last year.

L-CHS-01-14-160 – Professional Services for lease agreement issued to L/M Development to lease office space for the West Chicago Community Health Services operation in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through February 29, 2012. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY10 budget. Staff recommends approval of the expenditure for the first year of the two-year contract term in the amount of \$39,885.24. There is no cost increase from the expiring lease.

L-MHS-04-06-050 – Professional Services for lease agreements issued to National Alliance for Mentally Ill to allow the department to lease group homes to provide 24-hour supervised care to 16 DuPage County clients in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through January 31, 2011. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY10 budget and a combination of client fees, grant revenue and tax dollars cover the cost. Staff recommends approval of the expenditure for the second year of the two year contract term in the amount of \$57,600.00. There is no cost increase from last year.

L-BOS-01-06-009.a – Second year lease agreement to Core Print Solutions/Imagetec for network copiers that scan and fax, and network printers, joint purchase, in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds for this expenditure are available in the FY10 budget. Staff recommends approval of the expenditure in an annual amount not to exceed \$186,000.00. This expenditure reflects a 12.72% increase based upon actual expenditures. Overall agency savings after first year of lease is approximately \$35,000.00.

S-BOS-03-13-131 – Change Order for Armbrust Plumbing in accordance with Article 4, Part D, Section 4-405 of the DuPage County Health Department Procurement Policy. The Request for Change Order is included. Funds for this Change Order are available in the FY10 budget. Staff recommends approval of the Change Order in an amount not to exceed \$10,000.00 through the end of the contract year.

C-BOS-02-07-097 – Change Order for Inlander Brothers Inc., janitorial supplies, in accordance with Article 4, Part D, Section 4-405 of the DuPage County Health Department Procurement Policy. The Request for Change Order is included. Funds for the additional dollars expended for H1N1 supplies (\$16,800.00) are fully covered by Public Health Emergency Resource dollars. Staff recommends approval of the Change Order in an amount not to exceed \$10,000.00 through the end of the contract year.

C-CHS-01-14-161 – Bid award to Child Source for 550 car seats and 70 booster seats in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds for this expenditure are available in the FY10 budget and are fully covered by grant dollars. Staff recommends approval of the expenditure in an amount not to exceed \$26,965.00.

P-EDC-01-14-162 - Emergency Procurement for Federal Record Storage to provide data entry, scanning, indexing for H1N1 Vaccine Administration Records in accordance with Article 4, Part A, Section 4-106 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds are available in the current budget for this expenditure and are covered in full by Public Health Emergency Resource dollars. Staff recommends approval of the expenditure in an amount not to exceed \$30,000.00.

S-EDC-02-06-163 – Upgrade auto dialer emergency notification system to Dialogic Communications Corporation, sole source, in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds for this expenditure are available in the FY10 budget and are covered in full by Public Health Emergency Resource dollars. Staff recommends approval of the upgrade in an amount not to exceed \$50,000.00.

P-EDC-02-06-164 – Professional Services for contract to Jim Beusse to provide disaster recovery consulting services in accordance with Article 4, Part A, Section 4-108 of the DuPage County Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY10 budget and are covered in full by Public Health Emergency Resource dollars. Staff recommends approval of the expenditure in an amount not to exceed \$65,000.00 for the term of the contract.

P-BOS-02-10-095 – Professional Services issued to Arch Insurance Company to secure Professional Liability Insurance for department employees and employed physicians in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY10 budget. Staff recommends entering into the contract in an amount not to exceed \$362,979. This is a decrease of 6.9% which is reflective of the current market and a decrease in full-time equivalents.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 7 (2) A through K as presented.



PROCUREMENT APPROVAL CHECKLIST

SBOS02
DOCUMENT 09129

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

REQUISITION #/	SBOS0209129	CONTRACT TERM	February, 2010 to January, 2011
DATE SUBMITTED	December 29, 2009	REQUESTING DEPT.	Business Operations
VENDOR	Dell	DEPT. CONTACT	Jeff Swim
PHONE #		PHONE #	Ext. 7995
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of Altiris and Symantec licensing and support in an amount not to exceed \$70,000.00, and purchase of laptop and desktop computers in an amount not to exceed \$200,000.00. Equipment to be purchased in fiscal year 2010 includes approximately 50 laptops and 100 desktop computers. Total Dell expenditure not to exceed \$270,000.00. There is no increase in expenditure from last year.		
REASON FOR PROCUREMENT	Altiris support and Symantec software requires an annual subscription. Purchase of laptop and desktop computers are in line with the standard computer upgrade policy. The purchase of computers will finish equipping our mobile workforce in Mental Health Services with mobile computers to use in the field and connect securely back to the office.		
BACKGROUND (HISTORY)	Altiris manages network and software assets, and Symantec software packages have been implemented on the network and require licensing services to maintain current software versions. IT in cooperation with Purchasing has researched several laptop and desktop options. It has been determined that a partnership with Dell Computers, under joint purchasing, is a cost effective and efficient option. This has been the standard for three years.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR 104
- BUDGET _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE _____)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER _____
- PER JOINT PURCHASING Western States Contracting Alliance (WSCA)
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES _____
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER _____
(ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES _____
- EMERGENCY PROCUREMENT _____ DATE: _____

REVIEWED AND APPROVED BY:

Jeff Swim 12/29/09
 PREPARED BY: _____ DATE

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 01/26/10

BUYER _____ DATE

PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 01/25/10

DIRECTOR OF BUSINESS OPERATIONS _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

EXECUTIVE DIRECTOR _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMODocument # LCHS0114160

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #		Requesting Program	Community Health Services
Vendor	L/M Properties	Program Contact	Karen Ayala
Date Submitted for Review	12/29/09	Contact Phone #	Ext. 7401

ISSUE:

Approval for expenditure of budgeted funds for a two-year renewal with L/M Properties for office space that houses the West Chicago Community Services Center.

BACKGROUND:

These programs were originally housed in leased space in another location in West Chicago, but based upon expiration of that lease, a different lease was entered into in 2006 to relocate this site within West Chicago. The lease expires February 28, 2010, and the Department is requesting a lease renewal for a two-year term.

DISCUSSION:

This is an ongoing lease arrangement (originally entered into March 1, 2006 through February 28, 2010) that allows the Department to house the programs operating out of the West Chicago site. Staff recommends that an additional two-year lease be approved. L/M Properties will provide the lease renewal at the current leasing price.

OPTIONS (ITEMIZE):

1. Renew lease with L/M Properties for a two-year term.

RECOMMENDATIONS:

The department recommends that funding for the leased office space in West Chicago continue to be expended for the new two-year lease renewal.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Cost for the two-year lease renewal with L/M is \$39,885.24 per year.



PROCUREMENT APPROVAL CHECKLIST

LMHS04
DOCUMENT 06050

This form must accompany all Purchase Requests in excess of \$15,000.

REQUISITION #/		CONTRACT TERM	02/01/2009-01/31/2011
DATE SUBMITTED	12/29/09	REQUESTING DEPT.	MHS – Residential Services
VENDOR	National Alliance for the Mentally Ill-DuPage	DEPT. CONTACT	Randi Luna
PHONE #	752-0066	PHONE #	EXT. 2721
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Second year of two-year rental contract for two group homes not to exceed \$57,600.00. There is no cost increase from last year.		
REASON FOR PROCUREMENT	To provide 24-hour supervised residential care to 16 DuPage clients.		
BACKGROUND (HISTORY)	The Department's residential program began in 1977 and we have been able to purchase several group homes to provide 24-hour supervised care to clients, however there were still clients in need of this type of housing. The National Alliance for the Mentally Ill was willing to enter into contracts for the Health Department to operate two group homes owned by their organization.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 745-3510
- BUDGET TRANSFER** _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET** _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)**
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID #** _____ **(ATTACH BID RECAP SHEET)**
- PER JOINT PURCHASING** _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105**

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL #** _____ **(ATTACH EVALUATION SUMMARY)**
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)**
- OTHER PROFESSIONAL SERVICES**
- EMERGENCY PROCUREMENT AUTHORIZED BY:** _____ **DATE:** _____

REVIEWED AND APPROVED BY:

Randi Luna 12/29/09
PREPARED BY: DATE

/s/ Dave Christiansen 12/29/09

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 01/26/10

BUYER DATE

PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 01/25/10

DIRECTOR OF BUSINESS OPERATIONS DATE
(DECISION MEMOS OVER \$15,000 ONLY)

EXECUTIVE DIRECTOR DATE
(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO

Document #LMHS0406050

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #		Requesting Program	Residential Services
Vendor	National Alliance for the Mentally Ill	Program Contact	Randi Luna
Date Submitted for Review	12/29/09	Contact Phone #	2721

ISSUE:

Approval for expenditure of budgeted funds for the multi-year lease agreements with the National Alliance for the Mentally Ill for the Health Department to operate group home residences owned by their organization.

BACKGROUND:

The Department’s residential program began in 1977 and we have been able to purchase several group homes to provide 24-hour supervised care to clients, however there were still clients in need of this type of housing. The National Alliance for the Mentally Ill was willing to enter into contracts for the Health Department to operate two group homes owned by their organization.

The current leases allow the Department to provide 24-hour supervision to 16 DuPage County clients.

DISCUSSION:

This is an ongoing lease arrangement that allows the Department to serve 16 DuPage clients in need of 24-hour supervised care. Without this housing the Department would have to seek other housing options that would meet municipal zoning requirements and life safety codes.

OPTIONS (ITEMIZE):

1. Expend budgeted funding for the existing leases with the National Alliance for the Mentally Ill.
2. Seek alternative housing options.

RECOMMENDATIONS:

Since the Department needs to obtain 24-hour supervised housing for mentally ill clients, and the National Alliance for the Mentally Ill is willing to lease their owned homes for us to provide this service, the department recommends that funding for the two group home leases continue to be expended for the term of the lease agreements. Staff recommends approval of the expenditure for the second year of the two-year contract term.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Second year cost for leasing of these two group homes from the National Alliance for the Mentally Ill is \$57,600.00.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT L-BOS-0106009.a

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

REQUISITION #/		CONTRACT TERM	04/01/09 – 03/31/13
DATE SUBMITTED	12/29/09	REQUESTING DEPT.	Business Operations
VENDOR	CORE Print Solutions/Imagetec	DEPT. CONTACT	Jeff Swim
PHONE #		PHONE #	Ext. 7995
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Second year of forty-eight month lease for network copiers that scan and fax and network printers not to exceed \$186,000.00. This dollar amount reflects a 12.72% increase based upon actual expenditures. Increase in expenditure has been a result of copy overages due to the H1N1 event. The expenditure for H1N1 overages is being reimbursed utilizing Public Health Emergency Resource dollars. Overall agency savings after first year of lease is approximately \$35,000.00.		
REASON FOR PROCUREMENT	Agency requires copiers that will scan and fax and printers that can be networked.		
BACKGROUND (HISTORY)	The department received a proposal for leased equipment last year from Ricoh (US Communities – Joint Purchase) through CORE Print Solutions/Imagetec and staff recommends second year renewal of contract.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 107-3531
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____
- PER JOINT PURCHASING US Communities
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES _____
- REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Jeff Swim 12/29/09
 PREPARED BY: _____ DATE

BUYER _____ DATE

DIRECTOR OF BUSINESS OPERATIONS _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 01/27/2010

PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 01/27/2010

EXECUTIVE DIRECTOR _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	
CHANGE ORDER #		REQUEST DATE	12/28/09
VENDOR NAME	Armbrust Plumbing	VENDOR #	
ACCOUNT CODE	105-3610	DEPARTMENT	Business Operations
BID #	SBOS0313131	PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	The Board of Health at its April 9, 2009 meeting approved a second year bid award for plumbing repairs; e.g., replacement fixtures, water line repairs, etc. During the course of this contract year, additional preventive work related to flooding issues at the Southeast Public Health Center that were not anticipated at the time of Board approval needed to be completed resulting in the need for a change order.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			
<input checked="" type="checkbox"/>	(A) WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED		
<input type="checkbox"/>	(B) THE CHANGE IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED		
<input type="checkbox"/>	(C) IS IN THE BEST INTEREST OF THE COUNTY OF DU PAGE AND AUTHORIZED BY LAW		

- CANCEL ENTIRE ORDER
 CHANGE BUDGET CODE FROM _____ TO _____
 INCREASE/DECREASE QUANTITY FROM _____ TO _____
 PRICE SHOWS \$ 30,000.00 SHOULD BE \$ 40,000.00
 DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
 PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$30,000.00
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$
C	CURRENT CONTRACT AMOUNT (A+B)	\$30,000.00
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$10,000.00
E	NEW CONTRACT AMOUNT (C+D)	\$40,000.00
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	33.33%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	%

REVIEWED AND APPROVED BY:

Greg Bucheit	12/28/09		
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ Pat Flaherty	01/27/2010
BUYER	DATE	PROCUREMENT MANAGER	DATE
		/s/ Maureen McHugh	01/27/2010
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	
CHANGE ORDER #		REQUEST DATE	12/28/09
VENDOR NAME	Inlander Brothers, Inc.	VENDOR #	
ACCOUNT CODE	105-2520	DEPARTMENT	Business Operations
BID #	CBOS0207097	PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	The Board of Health at its April 9, 2009 meeting approved a third year bid award for custodial supplies. During the course of this contract year, additional supplies due to the H1N1 event; e.g., hand sanitizers, that were not anticipated at the time of Board approval needed to be ordered resulting in the need for a change order.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			
<input checked="" type="checkbox"/>	(A) WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED		
<input type="checkbox"/>	(B) THE CHANGE IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED		
<input type="checkbox"/>	(C) IS IN THE BEST INTEREST OF THE COUNTY OF DU PAGE AND AUTHORIZED BY LAW		

- CANCEL ENTIRE ORDER
 CHANGE BUDGET CODE FROM _____ TO _____
 INCREASE/DECREASE QUANTITY FROM _____ TO _____
 PRICE SHOWS \$ 40,000.00 SHOULD BE \$ 50,000.00
 DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
 PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$40,000.00
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$
C	CURRENT CONTRACT AMOUNT (A+B)	\$40,000.00
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$10,000.00
E	NEW CONTRACT AMOUNT (C+D)	\$50,000.00
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	25%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	%

REVIEWED AND APPROVED BY:			
Greg Bucheit	12/28/09		
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ Pat Flaherty	01/27/2010
BUYER	DATE	PROCUREMENT MANAGER	DATE
		/s/ Maureen McHugh	01/27/2010
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE



PROCUREMENT APPROVAL CHECKLIST

CCHS01
DOCUMENT 14161

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

REQUISITION #/		CONTRACT TERM	Single Purchase
DATE SUBMITTED	12/30/09	REQUESTING DEPT.	Community Health Services
VENDOR	Child Source	DEPT. CONTACT	Karen Ayala
PHONE #		PHONE #	Ext. 7401
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase 550 car seats and 70 booster seats in an amount not to exceed \$26,965.00.		
REASON FOR PROCUREMENT	To purchase items approved in the Illinois Department of Transportation grant.		
BACKGROUND (HISTORY)	The department applied for and received a grant that would allow for the purchase of car seats and booster seats. Based upon the amount of the grant award, the purchase would exceed \$15,000.00 so a bid was put together in order to procure these items before the end of the grant year September 30, 2010.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 902
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # SCHS0114161
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105
- REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Karen Ayala 12/30/09
 PREPARED BY: _____ DATE

BUYER DATE
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ Karen Ayala 12/31/2009

SERVICE UNIT DIRECTOR DATE
 /s/ Pat Flaherty 01/27/2010
 PROCUREMENT MANAGER DATE
 /s/ Maureen McHugh 01/27/2010
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMODocument # PEDC0114162*This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.*

Requisition #		Requesting Program	Emergency & Disease Control
Vendor	Federal Record Storage	Program Contact	George DeTella
Date Submitted for Review	01/04/10	Contact Phone #	Ext. 7121

ISSUE:

Need to provide data entry, scanning, indexing, and storage (DVD/CD) of H1N1 Vaccine Administration Records.

BACKGROUND:

In May of 2009 the federal government declared a public health emergency in regard to the H1N1 event. The department has received a large volume of its vaccine and has administered over 84,000 vaccinations for county residents. The vendor has been scanning, indexing and data entering the vaccine administration records and will need to continue to perform these services during the length of the event.

The administration of the H1N1 vaccine requires completion of a Vaccine Administration Record for each recipient. The State Department of Public Health requires the local health department to report certain data from the Vaccine Administration Report on a weekly basis. In order to meet these requirements, contracting with an outside provider was necessary.

DISCUSSION:

Vendor is able to provide offsite data entry of required fields from the Vaccine Administration Records, as well as, scan the documents including indexing and storage.

OPTIONS (ITEMIZE):

1. Hinder normal operations to complete reporting requirements.
2. Contract with vendor to provide necessary work offsite.

RECOMMENDATIONS:

Contract with Federal Record Storage to provide offsite data entry, scanning, indexing and storage of Vaccine Administration Records.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Anticipated cost not to exceed \$30,000.00 and funds are covered by the grant.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT SEDC02
06163

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

REQUISITION #/		CONTRACT TERM	02/2010 – 02/2013
DATE SUBMITTED	01/21/10	REQUESTING DEPT.	Emergency & Disease Control
VENDOR	Dialogic Communications Corporation	DEPT. CONTACT	Jeff Swim
PHONE #		PHONE #	Ext. 7995
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Upgrade current auto dialer emergency notification system in an amount not to exceed \$50,000.00. This expenditure is covered in full by grant dollars.		
REASON FOR PROCUREMENT	Upgrade existing system which will support 60 different methods of notification including e-mail and text messaging. The upgrade integrates with Active Directory which will create efficiencies in managing emergency notification information.		
BACKGROUND (HISTORY)	Original auto dialer emergency notification system was purchased in 2003 and with technology advancements, enhanced notification methods and efficiencies in management of information is necessary in order to provide the most expedient notification options in emergency situations.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- BUDGET TRANSFER _____
- X FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET 333 _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____
- PER JOINT PURCHASING _____
- X SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105
- REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Jeff Swim 01/21/10
PREPARED BY: _____ DATE

SERVICE UNIT DIRECTOR DATE

BUYER _____ DATE

PROCUREMENT MANAGER _____ DATE

DIRECTOR OF BUSINESS OPERATIONS _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

EXECUTIVE DIRECTOR _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)



JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Emergency & Disease Control
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ITEM BEING JUSTIFIED:

MANUFACTURER	Avaya	PART NUMBER	
DESCRIPTION	Auto Dialer Emergency Notification System		

- SOLE SOURCE - AVAILABLE FROM ONLY ONE SOURCE** (e.g. only sold by the manufacturer)
- SOLE AUTHORIZED DISTRIBUTOR - MANUFACTURER HAS ESTABLISHED TERRITORIES** (e.g. Caterpillar Parts)
- OTHER - EXPLAIN:** _____

REQUESTED SOURCE:

COMPANY NAME	Dialogic Communications Corporation	CONTACT	Tom Hayes
ADDRESS	730 Cool Springs Boulevard, Suite 300	PHONE	800-723-3207
		FAX	
CITY, STATE ZIP	Franklin, TN 37067	e-mail/website	www.dccusa.com

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: _____ This upgrade will support 60 different methods of notification including e-mail and text messaging. The upgrade will integrate with Active Directory to provide ease of management of notification information.

WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT? X YES
NO

IF YES, AS A COMPONENT TO BE INTERFACED WITH EXISTING EQUIPMENT (e.g. machine accessory)? YES
NO

IF YES, GIVE MANUFACTURER AND MODEL NUMBER OF EXISTING EQUIPMENT: _____ Communicator System CFW

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED?

Dialogic Communications Corporation does not resell and is the only one that can provide installation, training and support of this proprietary system.

NAME OTHER SOURCES WHOSE PRODUCTS OR SERVICES HAVE BEEN EVALUATED AND WHY THEY DO NOT MEET REQUIREMENTS:



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT PEDC02
06164

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

REQUISITION #/		CONTRACT TERM	02/08/2010 – 10/30/2010
DATE SUBMITTED	01/19/2010	REQUESTING DEPT.	Emergency & Disease Control
VENDOR	Jim Beusse	DEPT. CONTACT	Jeff Swim
PHONE #		PHONE #	Ext. 7995
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	To design and develop recommended data storage solutions and disaster recovery solutions in an amount not to exceed \$65,000.00. This expenditure is fully covered by grant dollars.		
REASON FOR PROCUREMENT	In order to coordinate efforts with the risk and emergency management unit's emergency operations plan, processes to design and develop a department-wide disaster recovery program including data storage and redundancy is critical.		
BACKGROUND (HISTORY)	Due to technology advances and data security issues, previous processes for a full disaster recovery plan are not sufficient to meet the needs of the department or integrate into the department's emergency operations plan. Contracting for a complete assessment in order to develop and implement a disaster recovery program is necessary and staff recommends this expenditure.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- BUDGET TRANSFER _____
- X FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET 333-3099 _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105
- REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- X OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Jeff Swim 01/19/10
PREPARED BY: _____ DATE

SERVICE UNIT DIRECTOR DATE

BUYER DATE

PROCUREMENT MANAGER DATE

DIRECTOR OF BUSINESS OPERATIONS DATE
(DECISION MEMOS OVER \$15,000 ONLY)

EXECUTIVE DIRECTOR DATE
(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO

Document # PEDC0206164

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #		Requesting Program	Emergency & Disease Control
Vendor	Jim Beusse	Program Contact	Jeff Swim
Date Submitted for Review		Contact Phone #	Ext. 7995

ISSUE:

To design and develop recommended data storage solutions and disaster recovery solutions in an amount not to exceed \$65,000.00. This expenditure is fully covered by grant dollars.

BACKGROUND:

Due to technology advances and data security issues, previous processes for a full disaster recovery plan are not sufficient to meet the needs of the department or integrate into the department’s emergency operations plan. Contracting for a complete assessment in order to develop and implement a disaster recovery plan is necessary and staff recommends this expenditure.

DISCUSSION:

The need to coordinate efforts with the risk and emergency management unit’s emergency operations plan, to design and develop a department-wide disaster recovery program including data storage redundancy is critical.

OPTIONS (ITEMIZE):

1. Contract with consultant to provide required services.

RECOMMENDATIONS:

Staff recommends contracting for design and development of a disaster recovery program.

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE):

Nine-month contract not to exceed \$65,000.00.



PROCUREMENT APPROVAL CHECKLIST

PBOS02
DOCUMENT 10095

This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

REQUISITION #/		CONTRACT TERM	March 1, 2010 – February 28, 2011
DATE SUBMITTED	01/26/09	REQUESTING DEPT.	Business Operations Services
VENDOR	Arch Insurance Company	DEPT. CONTACT	Pat Flaherty
PHONE #		PHONE #	7390
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Secure professional liability insurance to cover department employees and liability insurance to cover our employed physicians in an amount not to exceed \$362,979. This renewal amount represents a decrease in expenditure from the prior year of 6.9. The decrease is reflective of the current market and a decrease in full-time equivalents.		
REASON FOR PROCUREMENT	To provide liability coverage for department staff and employed physicians while performing services for the Health Department		
BACKGROUND (HISTORY)	Professional liability coverage is needed for the work staff and physicians perform for the Health Department.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 901-3320
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES _____
- REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

P. Flaherty 1/25/10
 PREPARED BY: _____ DATE

BUYER _____ DATE

DIRECTOR OF BUSINESS OPERATIONS _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 01/26/10

PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 01/25/10

EXECUTIVE DIRECTOR _____ DATE
(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO**Document PBOS210095**

This document is required for all Professional Service Contracts, all Contracts \$15,000 or greater or between \$5,000 and \$14,999 where 3 quotes are not feasible.

Requisition #		Requesting Program	Business Operations
Vendor	Arch Insurance Company	Program Contact	Pat Flaherty
Date Submitted for Review	01/25/10	Contact Phone #	7390

ISSUE:

To obtain coverage for professional liability insurance for the Department's employees and employed physicians.

BACKGROUND:

The department has maintained professional liability coverage for employees and employed physicians while performing services for the department. The State's Attorneys Office has determined that it is not statutorily required to bid property or liability type insurance.

DISCUSSION:

To perform due diligence in the selection of liability insurance carriers, it was determined after discussions with DuPage County's insurance consultant, David Green, that soliciting price quotes from various brokers would satisfy this requirement. Information was solicited and analysis of responses shows that Arch Insurance would be the best price-coverage option available.

OPTIONS (ITEMIZE):

- 1) Renew existing policy at the rate offered

RECOMMENDATIONS:

After review and analysis of all options provided, staff in conjunction with DuPage County's insurance consultant, recommend renewing the expiring coverage at an annual cost savings of \$25,341.00

FISCAL IMPACT (LIST CURRENT YEAR AND CONTRACT TOTAL TO ANY NARRATIVE:

Contract with Arch Insurance Company for Professional Liability and Employed Physicians Liability Coverage from March 1, 2010 through February 28, 2011 in an amount not to exceed \$362,979.

(02/06/10)

DUPAGE MEDICAL GROUP – FORWARD INITIATIVE

Community Health Services wishes to accept a grant from the DuPage Medical Group for \$10,000. This grant will be used to support the program goals of the FORWARD Initiative. Funding will be utilized to support agency-based personnel to support the Project Director and program goals.

This new funding was not included in the FY 2010 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the DuPage Medical group as presented.

(02/06/10)

ILLINOIS DEPARTMENT OF HUMAN SERVICES – HEALTHWORKS NETWORK

Community Health Services wishes to accept an increase of \$4,578.00 from the Illinois Department of Human Services for the Healthworks Network. The increase is for the same period as the underlying grant: July 1, 2009 through June 30, 2010.

With this increase of 6%, the total grant award will be \$77,505. The grant was included in the FY 2010 Budget at \$72,927, which was the amount of the original award.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant increase from the Illinois Department of Human Services for the Healthworks Network as presented.

(02/06/10)

ILLINOIS DEPARTMENT OF HUMAN SERVICES – WIC PROGRAM

Community Health Services wishes to accept an increase of \$64,264 from the Illinois Department of Human Services for the WIC Program. The increase is for the same period as the underlying grant: July 1, 2009 through June 30, 2010.

With this increase of 4%, the total grant award will be \$1,570,464. The grant was included in the FY 2010 Budget at \$1,506,200, which was the amount of the original award.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant increase from the Illinois Department of Human Services for the WIC Program as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health for Varicella Surveillance for \$53,500 for the period of January 1, 2010 through December 31, 2010. The grant supports weekly reporting of cases of varicella in selected schools.

This new funding was not included in the FY 2010 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for Varicella Surveillance as presented.