

# **DUPAGE COUNTY BOARD OF HEALTH**

**June 11, 2009**

**Immediately Following the Committee of the Whole**

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AGENDA ITEM # 6a

(06/11/09)

**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 05/11/09 to 06/01/09.

(06/11/09)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<b><u>The hiring of the following people:</u></b>				
Jessica Montgomery	Summer Employee (temporary)	8.00 hr.	----	05/11/09
Crystal Reingardt	Summer Employee (temporary)	10.00 hr.	----	05/11/09
Lauren Belville	Intern (temporary)	10.00 hr.	----	05/18/09
Natalie Ryan	Sanitarian I (temporary)	15.99 hr. – 23.99 hr.	110	05/18/09
David Thaviphon	Intern (temporary)	10.00 hr.	----	05/18/09
Justin Lantz	Intern (temporary)	10.00 hr.	----	05/18/09
Bradley Groenewold	Intern (temporary)	10.00 hr.	----	05/26/09
Megan K McHugh	Dental Hygienist	20.31 hr. - 30.47 hr.	207	06/01/09

**The changes of status of the following employees:**

Maricela Ibarra	From: Customer Service Representative II	13.69 hr. – 20.54 hr.	109	05/16/09
	To: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	05/16/09
Katherine DelMastro	From: West Nile Virus Surveillance (on-call)	10.00 hr.	----	06/01/09
	To: Intern (temporary)	10.00 hr.	----	06/01/09
Jesica Wagner	From: Respite Worker (on-call)	12.00 hr.	---	06/01/09
	To: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	

**The separation of the following employees:**

Aaron Tochimani	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	05/12/09
Linda Green	Interpreter (on-call)	44.37 hr.	----	05/13/09
Daniel Harris	Deputy Director	48.83 hr. – 73.24 hr.	318	05/22/09

Kendra Y Mims	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	05/22/09
Kathleen F. Roley	Intern (temporary)	10.00 hr.	---	05/22/09
Marge Piraino	Customer Service Representative I (on-call)	11.80 hr. – 17.70 hr.	108	05/29/09
Susan M Jansen	Public Health Nurse (on-call)			
Janet J. Kaiser	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	06/01/09
Mary K Thorpe	Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/01/09
Nancy D Wayman	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	06/01/09

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President, Board of Health

**June 11, 2009**  
Date

**AGENDA ITEM # 6 b**  
(06/11/09)

**FUND TRANSFERS – BUSINESS OPERATIONS SERVICES**

The Business Operations Services requests DuPage County Board of Health approval of the transfer of funds to the designated line items in the FY 2009 budget as set forth on the attached budget transfer form.

**MOTION**

The DuPage County Board of Health hereby approves the transfer of funds to the designated line items in the FY 2009 budget as set forth in the attached Schedule of Transfers.

**JUNE SCHEDULE OF TRANSFERS  
FISCAL YEAR 2009**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
901	104	4620	Other Communication Devices		\$40,000.00
901	104	3099	Other Professional Services	\$40,000.00	
The sum of FORTY THOUSAND DOLLARS (\$40,000)					
Transfer funds to be used for a consultant to set up inventory management software in Altiris					
901	106	3210	Advertising		\$2,000.00
901	106	2010	Office Supplies	\$2,000.00	
The sum of TWO THOUSAND DOLLARS (\$2,000)					
Transfer funds to cover the cost of new ID badges that include the new logo for all employees					
902	254	1040	Temporary Salary		\$7,100.00
902	254	2112	Promotion Materials	\$7,100.00	
The sum of SEVEN THOUSAND ONE HUNDRED DOLLARS (\$7,100)					
Transfer funds to cover the purchase of additional supplies					

**RULES OF GOVERNANCE – DUPAGE COUNTY BOARD OF HEALTH**

The current bylaws of the DuPage County Board of Health have been revised and meet the requirements of the State of Illinois statues and Open Meetings Act. These revisions have been reviewed and recommended by the Office of the DuPage County Stat's Attorney.

**MOTION**

The DuPage Board of Health hereby approves the acceptance of the Rules of Governance dated June 11, 2009, which will completely replaced the Rules of Governance dated February 10, 2007.

## **RULES OF GOVERNANCE**

### **DUPAGE COUNTY BOARD OF HEALTH**

#### **ARTICLE I**

##### **NAME, PURPOSES AND DUTIES**

**SECTION I. NAME.** The name of this board shall be DuPage County Board of Health (hereinafter, "Board of Health").

**SECTION II. NATURE AND PURPOSES.** The Board of Health shall be organized under the laws of the State of Illinois, and its purposes shall be to make, adopt and implement such policies and procedures as are necessary for its governance and for the governance of the DuPage County Health Department in order to promote physical and emotional health; prevent illness, injury and disability; protect health from environmental risk factors; and assure the provision of accessible, quality public health care services for all residents of DuPage County .

**SECTION III. DUTIES.** The duties of the Board of Health, as enumerated in the laws of the State of Illinois, shall include:

- (a) providing, equipping and maintaining suitable offices, facilities and appliances for the DuPage County Health Department;
- (b) within its jurisdiction, and professional and technical competence, enforcing and observing all State laws pertaining to the preservation of health and all county and municipal ordinances except as otherwise provided;
- (c) within its jurisdiction, and professional and technical competence, investigating the existence of any contagious or infectious disease and adopting measures, not inconsistent with the regulations of the State Department of Public Health, to arrest the progress of the same;
- (d) within its jurisdiction, and professional and technical competence, making all necessary sanitary and health investigations and inspections;
- (e) upon request, giving professional advice and information to all city, village, incorporated town and school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health;
- (f) establishing and carrying out programs and services in mental health, including mental retardation and alcoholism and substance abuse, not inconsistent with the regulations of the Department of Human Services;
- (g) submitting an annual budget to the DuPage County Board;
- (h) submitting an annual report to the DuPage County Board explaining all DuPage County Health Department activities and expenditures;

(i) consulting with all other private and public health agencies in DuPage County in the development of plans for the most efficient and cost effective delivery of public health services.

## **ARTICLE II**

### **POWERS, COMPOSITION AND FUNCTION**

**SECTION I. GENERAL POWERS.** The affairs of the DuPage County Health Department shall be managed by the Board of Health including the responsibility to appoint an executive officer for the department and such other officers and employees as may be necessary, prescribe the powers and duties of all such officers and employees and fix their compensation and authorize the payment of the same and all other department expenses from the DuPage County Health Fund. Payment of expense will be consistent with and subject to the Illinois Prompt Payment Act.

**SECTION II. NUMBER, APPOINTMENT, AND QUALIFICATIONS.** The affairs of the DuPage County Health Department shall be managed by the Board of Health consisting of eleven (11) voting members. Voting members of the Board of Health shall be appointed by the Chairman of the DuPage County Board, with the approval of the DuPage County Board. At least two members of the Board of Health shall be members of the DuPage County Board. At least two (2) members of the Board of Health shall be physicians licensed under the Medical Practice Act to practice medicine in Illinois and at least one shall be a dentist licensed to practice in Illinois. If possible, one member shall have experience in the field of mental health. All members shall have a known interest in public health activities.

**SECTION III. TERM OF OFFICE.** Members of the Board of Health shall serve terms of three (3) years except those members who are members of the DuPage County Board whose term shall be one year. Each member shall hold office until a successor has been appointed and qualified.

**SECTION IV. RESIGNATION OF MEMBER.** Any member may resign in writing for any reason.

**SECTION V. APPOINTMENT OF REPLACEMENT MEMBERS.** Whenever a vacancy occurs in the position of member of the Board of Health through resignation, death or otherwise, such vacancy may be filled by appointment of the Chairman of the DuPage County Board, with the approval of the DuPage County Board.

**SECTION VI. REGULAR MEETINGS.** Regular meetings of the Board of Health will be held at least quarterly consistent with and subject to the Illinois Open Meetings Act.

**SECTION VII. SPECIAL MEETINGS.** Special meetings of the Board of Health may be called by or at the request of the president or any two members or the Executive Director or the Medical Health Officer. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

**SECTION VIII. NOTICE.** Notice of regular meetings shall be provided as required by applicable law, these bylaws or board resolution consistent with and subject to the Illinois Open Meetings Act. If mailed, notice shall be deemed delivered when deposited in the United States mail in a sealed and addressed envelope, with proper postage paid. If by facsimile, such notice shall be deemed to be delivered when the facsimile is transmitted by telephone connection. If by e-mail, such notice shall be deemed to be delivered when the electronic mail message is transmitted by electronic means to a confirmed address. Any member may waive notice of any meeting, and attendance of a member at any meeting shall constitute a waiver of notice except where a member attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened. Notice of any special meeting shall be given in accordance with then applicable state law for a meeting of members, normally upon three (3) days notice delivered to members. Notice of any special meeting, rescheduled regular meeting or reconvened meeting shall be given consistent with applicable law and said notice shall include the subject or subjects to be considered at any such meeting as required.

**SECTION IX. QUORUM.** A majority of the Board of Health shall be physically present at the location of a meeting shall constitute a quorum for the transaction of business; provided that notice has been sent to all members. If less than a majority of the board is present at said meeting, and majority of the members present may adjourn the meeting to another time and place without further notice.

**SECTION X. TELEPHONIC MEETINGS.** Members of the Board of Health or any committee of the Board of Health may participate in and act at any meeting of the Board of Health or any said committee through the use of a telephone conference, electronic mail, or other means by which all persons participating in the meeting can communicate with each other as long as a majority of Board Members are physically present at the location of the meeting. Said participation in such meetings constitutes attendance and presence in person at the meeting of the person or persons so participating, but a person's participation by telephone shall not be considered for purposes of establishing a quorum.

**SECTION XI. MANNER OF ACTING.** The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board of Health, unless the act of a greater number is required by statute or these bylaws.

**SECTION XII. COMPENSATION AND EXPENSES.** Members may receive monthly compensation for their services in an amount up to \$200.00 except that, in the case of the president of the Board of Health, monthly compensation for services may not exceed \$400.00. Members may be reimbursed for actual necessary expenses incurred in the performance of their duties.

## **ARTICLE III**

### **OFFICERS**

**SECTION I. OFFICERS.** The officers of the Board of Health shall be president, vice president, secretary, treasurer and such other officers as may be elected to offices created by the board.

**SECTION II. ELECTION AND TERM OF OFFICE.** The officers of the Board of Health shall be elected by the Board of Health members annually at the last regularly scheduled meeting of the fiscal year. Vacancies may be filled or new offices created and filled at any meeting of the Board of Health. Each officer shall hold office until a successor has been duly selected and qualified.

**SECTION III. PRESIDENT.** Subject to the direction and control of the Board of Health, the president shall be in charge of the business and affairs of DuPage County Health Department; shall see that the resolutions and directives of the board are carried into effect except in those instances in which that responsibility is assigned to some other person by the board; and, in general, shall discharge all duties incident to the office of president and such other duties as may be prescribed by the board. The president shall preside at all meetings of the Board of Health.

**SECTION IV. VICE PRESIDENT.** The vice president shall assist the president in the discharge of such duties as the president may direct and shall perform such other duties as from time to time may be assigned to him or her by the president or by the Board of Health. In the absence, inability or refusal of the president to act, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.

**SECTION V. TREASURER.** The treasurer shall be appointed by the board annually. The treasurer shall: (a) have charge of and be responsible for the maintenance of adequate books of account of Health Department; (b) have charge and custody of all funds and securities of Board of Health, and be responsible therefore, and for the receipt and disbursement thereof; and (c) perform all the duties as incident to the office of treasurer and such other duties as from time to time may be assigned by the president or by the board.

**SECTION VI. SECRETARY.** The secretary shall record the minutes of the meetings of the Board of Health in one or more forms provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of all records of the Board of Health; keep a register of the post office address of each member which shall be furnished to the secretary by each such member; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president of the Board of Health.

**SECTION VII. OFFICER VACANCIES.**

In the event a vacancy occurs in the various Officer positions of the Board of Health for any reason, and until the specific Officer replacement is elected by the Board of Health, succession will be as follows from the moment the vacancy occurs:

President – duties and authority will be performed by the Vice President

Vice President – duties and authority will be performed by the Secretary

Secretary – duties and authority will be performed by the Vice President

Treasurer – duties and authority will be performed by the President.

Taking on these duties and authority will be in addition to responsibilities of the Officer involved as stated above.

## ARTICLE IV

### COMMITTEES

**Section I. Executive Committee.** Consists of the President, Vice-President and Secretary. The committee is charged with consideration of the administration of the Health Department and shall have the power to act on behalf of the entire Board in matters declared by the Executive Director and Legal Counsel to be of an emergency in nature. For purposes of the authority of the Executive Committee to transact business in the interim between Board meetings, an emergency would involve such circumstances that would result in an absolute danger in delaying business and would not otherwise be in conflict with the statutory authority of the Board of Health, the Board's expressed actions and policies and these bylaws. Any action taken by the Executive Committee must be reviewed and ratified by the Board of Health at the next meeting of the Board following the Executive Committee's action. The Executive Director is to be a non-voting member.

**SECTION II. COMMITTEES OF MEMBERS.** The Board of Health may, by resolution, designate various committees, each of which shall consist of two or more members of the Board of Health or other non Board of Health members who are appointed by the president of the Board. Meetings of said various committees will be conducted consistent with and subject to the Illinois Open Meetings Act. Except as otherwise provided by Board resolution, the president of the Board of Health may designate an ad hoc/other committee and shall appoint those persons whose special fitness qualifies them for appointment.

The President may call the Board of Health to meet prior to the regular Board of Health meeting, as a Committee of the Whole, for the purpose of discussing with Staff current and critical on-going Department functions and to review performance objectives and achievements. Also to establish relevant activities for developing and advancing pertinent Health Department functions. These meetings will be chaired by the Board President.

**SECTION III. TERM OF OFFICE.** Each member of a committee shall continue as such until the next annual election of officers meeting of the Board of Health and until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

**SECTION IV. CHAIRMAN.** One member of the Board of Health of each committee shall be appointed chairman by the president of the Board of Health, unless otherwise provided by resolution of the board.

**SECTION VI. VACANCIES.** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

## **ARTICLE V**

### **OTHER PROVISIONS**

**SECTION I. CONTRACTS.** The Board of Health may authorize any agent or agents of the Board of Health to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Board of Health and such authority may be general or confined to specific instances as required by the DuPage County Health Department Procurement Policy, adopted by the Board of Health on November 11, 2005 and consistent with and subject to 55 ILCS 5/5-1022.

**SECTION II. CHECKS, DRAFTS, ETC.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Board of Health shall be signed by such agent or agents of the Board of Health and in such manner as shall from time to time be determined by the policies and procedures of the Board of Health. Two signatories shall be required unless otherwise specifically provided for by resolution of the Board of Health.

**SECTION III. ETHICS.** Members of the Board of Health subscribe to and are bound by the DuPage County Ethics Ordinance enacted and approved by the DuPage County Board on September 14, 2004.

**SECTION IV. INDEMNIFICATION OF MEMBERS, OFFICERS AND OTHER AGENTS.** Consistent with DuPage County Ordinance Chapter 2, Article X, Section 2-700 of the DuPage County Code, all members of the Board of Health, their agents and DuPage County Health Department employees shall be indemnified, defended and held harmless by DuPage County from any and all liabilities, expenses, judgments and amounts paid in settlement which may be imposed or reasonably incurred or paid by any member of the Board of Health, their agents or any DuPage County Health Department employee in connection with or resulting from any claim made against him or her, or any action, suit, proceeding or investigation in which he or she may be involved by reason of him or her being or having been such member of the Board of Health, their agent or DuPage County Health Department employee subject to those exceptions enumerated in said DuPage County ordinance.

**SECTION V. PARLIAMENTARY AUTHORITY.** The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern all meetings of the Board of Health.

**SECTION VI. BOOKS AND RECORDS.** The Board of Health shall keep correct and complete books and records of account and shall also keep minutes of its proceedings of its committees' proceedings having any of the authority of the board consistent with and subject to the Illinois Open Meetings Act. All books and records of the board shall be published and may be inspected by any person as provided by the Illinois Freedom of Information Act.

**SECTION VII. FISCAL YEAR.** The fiscal year of the Board of Health shall be December 1<sup>st</sup> through November 30<sup>th</sup>. All books and records of account will be made available at least annually for an independent audit.

**SECTION VIII. AMENDMENTS.** The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the Board of Health. Such action may be taken at a regular or special board meeting for which written notice of the purpose shall be given. The bylaws may contain any provisions for the regulation and management of the affairs of the Board of Health not inconsistent with applicable law.

Approved this day: **Thursday, June 11, 2009**

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President, Board of Health

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Secretary, Board of Health

**AGENDA ITEM # 8 (2)**

(06/11/2009)

**APPROVAL OF DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR LEASE – BUSINESS OPERATIONS SERVICES**

In continuing efforts to strengthen the DuPage Healthcare Safety Net Plan, a presentation was made at the May 14<sup>th</sup> Committee of the Whole meeting regarding a partnership with the DuPage Community Clinic to lease space at the Department's Westmont Public Health Center. The DuPage Community Clinic provides community based health care services for low income residents who are medically uninsured and are without access to other services. This partnership will allow the DuPage Community Clinic to expand and make its services more easily accessible for qualified individuals residing in this area of the county.

In order to proceed with lease terms and conditions, the Board of Health expressly delegates to the DuPage Health Department Executive Director authority to enter into a three-year lease with the DuPage Community Clinic.

**MOTION**

The DuPage County Board of Health hereby approves the Delegation of Authority as presented.

**PREVAILING WAGE RATE – BOARD OF HEALTH**

The State of Illinois has enacted “An Act regulating wage of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works.”

Therefore, the attached resolution is presented for approval to be in compliance with the terms of the Act.

**RESOLUTION  
(BOH 09-01)**

**PREVAILING RATE OF WAGES**

WHEREAS, the State of Illinois has enacted “An act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works”, approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid Act requires that the DuPage County Health Department investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Health Department employed in performing construction of public works, for said Health Department.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board of Health:

SECTION 1: To the extent and as required by “An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, County, City or any public body or any political subdivision or by any one under contract for public works”, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality-for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the DuPage County Health Department is hereby ascertained to be the same as the prevailing rate of wages for construction work in the DuPage County area as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the DuPage County Health Department to the extent required by the aforesaid Act.

SECTION 3: The Executive Director of the DuPage County Health Department shall publicly post or keep available for inspection by any interested party in the Central Office of the DuPage County Health Department this determination or any revision of such prevailing rate of wages.

SECTION 4: The Executive Director of the DuPage County Health Department shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The DuPage County Board of Health shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Executive Director of the DuPage County Health Department shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Passed and approved this 11<sup>th</sup> day of June 2009.

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Linda A. Kurzawa  
President, DuPage County Board of Health

ATTEST:

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Scott J. Cross  
Secretary, DuPage County Board of Health

## Du Page County Prevailing Wage for June 2009

Trade Name Vac Trng	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn
=====	==	===	=	=====	=====	=====	===	===	=====	=====
=====										
ASBESTOS ABT-GEN 0.000 0.270		ALL		34.750	35.250	1.5	1.5	2.0	8.830	6.170
ASBESTOS ABT-MEC 0.000 0.320		BLD		29.930	0.000	1.5	1.5	2.0	9.170	9.260
BOILERMAKER 0.000 0.350		BLD		41.230	44.940	2.0	2.0	2.0	6.720	8.940
BRICK MASON 0.000 0.550		BLD		38.030	41.830	1.5	1.5	2.0	8.000	9.970
CARPENTER 0.000 0.490		ALL		39.770	41.770	1.5	1.5	2.0	9.460	7.790
CEMENT MASON 0.000 0.380		ALL		38.000	40.000	2.0	1.5	2.0	7.250	11.70
CERAMIC TILE FNSHER 0.000 0.380		BLD		32.150	0.000	2.0	1.5	2.0	6.150	7.370
COMMUNICATION TECH 0.500 0.480		BLD		32.000	34.100	1.5	1.5	2.0	7.400	11.19
ELECTRIC PWR EQMT OP 0.000 0.240		ALL		31.790	40.830	1.5	1.5	2.0	4.750	8.900
ELECTRIC PWR GRNDMAN 0.000 0.180		ALL		24.630	40.830	1.5	1.5	2.0	4.750	6.900
ELECTRIC PWR LINEMAN 0.000 0.280		ALL		37.810	40.830	1.5	1.5	2.0	4.750	10.58
ELECTRIC PWR TRK DRV 0.000 0.190		ALL		25.440	40.830	1.5	1.5	2.0	4.750	7.120
ELECTRICIAN 3.770 0.510		BLD		34.250	37.680	1.5	1.5	2.0	8.300	13.15
ELEVATOR CONSTRUCTOR 2.700 0.000		BLD		44.930	50.550	2.0	2.0	2.0	9.525	8.210
FENCE ERECTOR 0.000 0.500	NE	ALL		30.700	32.200	1.5	1.5	2.0	7.950	8.430
FENCE ERECTOR 0.000 0.230	W	ALL		40.200	42.210	2.0	2.0	2.0	8.140	15.16
GLAZIER 0.000 0.740		BLD		37.000	38.500	1.5	1.5	2.0	7.340	12.05
HT/FROST INSULATOR 0.000 0.320		BLD		39.900	42.400	1.5	1.5	2.0	9.170	10.46

IRON WORKER 0.000 0.300	E ALL	40.250 42.250 2.0	2.0 2.0 9.950 14.74
IRON WORKER 0.000 0.230	W ALL	40.200 42.210 2.0	2.0 2.0 8.140 15.16
LABORER 0.000 0.270	ALL	34.750 35.500 1.5	1.5 2.0 8.830 6.170
LATHER 0.000 0.490	ALL	39.770 41.770 1.5	1.5 2.0 9.460 7.790
MACHINIST 0.650 0.000	BLD	40.530 42.530 1.5	1.5 2.0 7.000 7.670
MARBLE FINISHERS 0.000 0.550	ALL	28.650 0.000 1.5	1.5 2.0 7.920 9.970
MARBLE MASON 0.000 0.550	BLD	38.030 41.830 1.5	1.5 2.0 8.000 9.970
MATERIAL TESTER I 0.000 0.270	ALL	24.750 0.000 1.5	1.5 2.0 8.830 6.170
MATERIALS TESTER II 0.000 0.270	ALL	29.750 0.000 1.5	1.5 2.0 8.830 6.170
MILLWRIGHT 0.000 0.490	ALL	39.770 41.770 1.5	1.5 2.0 9.460 7.790
OPERATING ENGINEER 1.900 1.000	BLD 1	43.800 47.800 2.0	2.0 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	BLD 2	42.500 47.800 2.0	2.0 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	BLD 3	39.950 47.800 2.0	2.0 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	BLD 4	38.200 47.800 2.0	2.0 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	HWY 1	42.000 46.000 1.5	1.5 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	HWY 2	41.450 46.000 1.5	1.5 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	HWY 3	39.400 46.000 1.5	1.5 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	HWY 4	38.000 46.000 1.5	1.5 2.0 9.600 6.550
OPERATING ENGINEER 1.900 1.000	HWY 5	36.800 46.000 1.5	1.5 2.0 9.600 6.550
ORNAMNTL IRON WORKER 0.000 0.500	E ALL	39.050 41.300 2.0	2.0 2.0 7.950 13.19
ORNAMNTL IRON WORKER 0.000 0.230	W ALL	40.200 42.210 2.0	2.0 2.0 8.140 15.16
PAINTER 0.000 0.750	ALL	39.680 41.680 1.5	1.5 1.5 7.500 7.250
PAINTER SIGNS 0.000 0.000	BLD	30.820 34.600 1.5	1.5 1.5 2.600 2.470
PILEDRIVER 0.000 0.490	ALL	39.770 41.770 1.5	1.5 2.0 9.460 7.790
PIPEFITTER 0.000 1.370	BLD	42.050 45.050 1.5	1.5 2.0 7.660 8.550
PLASTERER 0.000 0.570	BLD	32.000 33.500 1.5	1.5 2.0 6.450 6.770
PLUMBER 0.000 1.060	BLD	39.500 41.500 1.5	1.5 2.0 9.200 10.24
ROOFER 0.000 0.330	BLD	36.400 39.400 1.5	1.5 2.0 6.950 4.670

SHEETMETAL WORKER		BLD	40.210	42.210	1.5	1.5	2.0	7.910	9.620
0.000	0.680								
SPRINKLER FITTER		BLD	40.500	42.500	1.5	1.5	2.0	8.500	6.850
0.000	0.500								
STEEL ERECTOR		E ALL	40.250	42.250	2.0	2.0	2.0	9.950	14.74
0.000	0.300								
STEEL ERECTOR		W ALL	40.200	42.210	2.0	2.0	2.0	8.140	15.16
0.000	0.230								
STONE MASON		BLD	38.030	41.830	1.5	1.5	2.0	8.000	9.970
0.000	0.550								
TERRAZZO FINISHER		BLD	33.810	0.000	1.5	1.5	2.0	6.150	9.850
0.000	0.310								
TERRAZZO MASON		BLD	37.390	40.390	1.5	1.5	2.0	6.150	11.11
0.000	0.350								
TILE MASON		BLD	38.630	42.630	2.0	1.5	2.0	6.150	9.010
0.000	0.500								
TRAFFIC SAFETY WRKR		HWY	24.300	25.900	1.5	1.5	2.0	3.780	1.875
0.000	0.000								
TRUCK DRIVER		ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350
0.000	0.150								
TRUCK DRIVER		ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350
0.000	0.150								
TRUCK DRIVER		ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350
0.000	0.150								
TRUCK DRIVER		ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350
0.000	0.150								
TUCKPOINTER		BLD	38.200	39.200	1.5	1.5	2.0	6.580	9.550
0.000	0.280								

Legend:

M-F > 8 (Overtime is required for any hours greater than 8 worked each day, Monday through Friday)  
 OSA (Overtime is required for every hour worked on a Saturday)  
 OSH (Overtime is required for every hour worked on Sunday and Holidays)  
 H/W (Health and Welfare Insurance)  
 Pensn (Pension)  
 Vac (Vacation)  
 Trng (Training)

## Explanations

### DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.  
 The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging

for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks,

1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

#### OPERATING ENGINEERS - BUILDING

Class 1. Mechanic; Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson attachment; Batch Plant; Benoto; Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes; Squeeze Cretes-screw Type Pumps; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-form Paver; Straddle Buggies; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Fortlist Trucks; Greaser Engineer; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, inside Freight Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (self-propelled); Rock Drill (truck mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).  
Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

#### OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Craft Foreman; Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor;

Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Hammerhead, Linden, Peco & Machines of a like nature; Crete Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dowell machine with Air Compressor; Dredges; Field Mechanic-Welder; Formless Curb and Gutter Machine; Gradall and Machines of a like nature; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Backhoes with shear attachments; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Trenching Machine; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole; Drills (Tunnel Shaft); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Greaser Engineer; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; All Locomotives, Dinky; Pump Cretes; Squeeze Cretes-Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Bobcats (all); Brick Forklifts, Oilers.

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### OTHER CLASSIFICATIONS OF WORK:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

(06/11/2009)

**PURCHASING**

S-BOS-06-06-067 – Fourth year bid renewal of contract to Controlled Environmental Systems for HVAC maintenance, replacement and repair of equipment 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 FY09 are budgeted, and funds for the contract period into next year will be included in the FY10 budget. Staff recommends approval of the expenditure in an amount not to exceed \$60,000.00. This is a decrease of 39% from last year based on actual expenditures.

C-EDC-01-06-005 – Purchase of various medications from VersaPharm for the TB Clinic, 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 FY09 budget. Staff recommends approval of the expenditure in an amount not to exceed \$26,000.00. Prior purchases from VersaPharm did not exceed \$15,000.00 but there has been a 50% increase in TB cases since 2007.

L-MHS-06-11-148 – Professional Services for lease agreement issued to Stahelin Properties to lease office space for the West Chicago Mental Health Center operation in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through June 30, 2011. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY09 budget. Staff recommends approval of the expenditure for the first year of the two-year contract term in the amount of \$91,571.04. There is no cost increase from the last lease.

P-MHS-03-06-039 – Change Order for April Nowak, Professional Services contract in accordance with Article 4, Part D, and 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 FY09. Staff recommends approval of the Change Order in an amount not to exceed \$10,000.00 through the end of the fiscal year.

**MOTION**

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 8 (3) A through D as presented.



**PROCUREMENT APPROVAL CHECKLIST**

**DOCUMENT** SBOS06  
06067

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

<b>REQUISITION #/</b>	SBOS0606067	<b>CONTRACT TERM</b>	07/01/09-06/30/10
<b>DATE SUBMITTED</b>	May 28, 2009	<b>REQUESTING DEPT.</b>	Business Operations
<b>VENDOR</b>	Controlled Environmental Systems	<b>DEPT. CONTACT</b>	Greg Bucheit
<b>PHONE #</b>	708-460-6333	<b>PHONE #</b>	Ext. 7677
<b>DESCRIPTION OF PROCUREMENT / SCOPE OF WORK</b>	HVAC maintenance, replacement and repair of equipment in an amount not to exceed \$60,000.00. This is a decrease of 39% from last year based on actual expenditures.		
<b>REASON FOR PROCUREMENT</b>	To maintain, replace, and keep operational department HVAC systems in good working order. HVAC maintenance, replacement and repair of equipment is for all department locations and covers 18 rooftop units, three boilers and twelve furnaces.		
<b>BACKGROUND (HISTORY)</b>	Fourth year bid renewal of the contract that will expire at the end of the June, and staff recommends renewing contract.		

**SOURCE OF FUNDING:**

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 3610
- 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 # 4<sup>th</sup> year renewal
- 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
- 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:**

G. Bucheit 05/28/09  
PREPARED BY: \_\_\_\_\_ DATE

BUYER \_\_\_\_\_ DATE

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

*SERVICE UNIT DIRECTOR DATE*

/s/ Pat Flaherty 06/01/09

PROCUREMENT MANAGER \_\_\_\_\_ DATE

/s/ Maureen McHugh 06/01/09

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





**DECISION MEMO**

**Document #** LMHS0611148

*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	Mental Health Services
Vendor	Stahelin Properties	Program Contact	Dave Christiansen
Date Submitted for Review	05/28/09	Contact Phone #	Ext. 7547

**ISSUE:**

Approval for expenditure of budgeted funds for a two-year renewal with Stahelin Properties for office space that houses the West Chicago Mental Health Center.

**BACKGROUND:**

Many of the programs that work out of the West Chicago Mental Health Center were originally housed in leased space in Glen Ellyn, but based upon the population being served by these programs, a lease was entered into in 2004 to move this site to West Chicago. The lease expires June 30, 2009.

**DISCUSSION:**

This is an ongoing lease arrangement (entered into July 1, 2004 through June 30, 2009) 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. Stahelin Properties will provide the lease renewal at the current leasing price.

**OPTIONS (ITEMIZE):**

1. Renew lease with Stahelin 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 Stahelin Properties is \$91,571.04 per year.

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	
CHANGE ORDER #	PMHS0306039	REQUEST DATE	06/01/09
VENDOR NAME	April Nowak	VENDOR #	6264
ACCOUNT CODE	901/907-3099	DEPARTMENT	Mental Health
BID #		PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	In order to respond to the state changes in billing for mental health services, the need to increase contract hours is necessary.		
<b>IN ACCORDANCE WITH 720 ILCS 5/33E-9</b>			
<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 \$ \_\_\_\_\_ \$20,000 SHOULD BE \_\_\_\_\_ \$30,000  
 DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT  
 PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$ 20,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 20,000
D	AMOUNT OF THIS CHANGE ORDER:           X           INCREASE <input type="checkbox"/> DECREASE	\$ 10 ,000
E	NEW CONTRACT AMOUNT (C+D)	\$ 30,000
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	50%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	%

**REVIEWED AND APPROVED BY:**

Dave Christiansen	06/01/09	/s/ Dave Christiansen	06/02/09
<b>PREPARED BY:</b>	<b>DATE</b>	<b>DEPARTMENT HEAD</b>	<b>DATE</b>
		/s/ Pat Flaherty	06/02/09
<b>BUYER</b>	<b>DATE</b>	<b>PROCUREMENT MANAGER</b>	<b>DATE</b>
		/s/ Maureen McHugh	06/03/09
<b>DIRECTOR OF BUSINESS OPERATIONS</b>	<b>DATE</b>	<b>EXECUTIVE DIRECTOR</b>	<b>DATE</b>

(06/11/09)

**AIDS FOUNDATION OF CHICAGO/RYAN WHITE PART B GRANT –  
EMERGENCY AND DISEASE CONTROL**

Emergency and Disease Control wishes to accept a grant from the AIDS Foundation of Chicago for the Ryan White Part B Grant for \$18,490. The grant is for the period April 1, 2009 through March 31, 2010 and supports mental health counseling supplied through the AIDS program. The grant was budgeted at \$19,000 for FY 2009, so this award is \$510 or 3% less than expected. The Department received \$19,000 for this grant in FY 2008.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago/Ryan White Part B as presented.

(06/11/09)

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – BREAST AND CERVICAL CANCER PROGRAM**

Community Health Services wishes to accept an increase of \$65,000 from the Illinois Department of Public Health for the Breast and Cervical Cancer Program. The increase is for the same period as the underlying grant: July 1, 2008 through June 30, 2009. This is a 9% increase to provide additional support for the program without requiring an increase in the number of clients served. With this increase, the grant will total \$786,180. The grant was included in the FY 2009 Budget at \$666,180.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant increase from the Illinois Department of Public Health for the Breast and Cervical Cancer Program as presented.