

DUPAGE COUNTY BOARD OF HEALTH

August 13, 2009

Immediately Following the Committee of the Whole

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AGENDA ITEM # 6a

(08/13/09)

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 05/01/09 to 07/31/09.

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Rita Brosnan	Clinician/Consultant	19.04 hr. – 28.56 hr.	207	06/08/09
Thomas Brown	Temporary Houseparent (on-call)	10.79 hr.	----	06/08/09
Kojelyte Johnson	Temporary Houseparent (on-call)	10.79 hr.	----	06/08/09
Emily Krautwurst	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	06/08/09
Anthony Marsh	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	06/08/09
Megan McHugh	Dental Hygienist	20.31 hr. – 30.47 hr.	207	06/08/09
Adrian Ocampo	Customer Service Representative 1	11.80 hr. – 17.70 hr.	108	06/08/09
Elizabeth Rimui	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	06/08/09
Sarah VanAlstyne	Customer Service Representative II	13.69 hr. – 20.54 hr.	109	06/08/09
Michael Wileman	Sanitarian I	15.99 hr. – 23.99 hr.	110	06/08/09
Robert Lundin	Mental Health Worker	15.95 hr. – 23.93 hr.	205	07/06/09

The changes of status of the following employees:

Jean McMahon	From: Nursing Public Health Manager	30.19 hr. – 45.29 hr.	210	06/01/09
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/01/09
Arlene Sharp	From: Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	06/01/09
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/01/09
Virginia Yarusso	From: Nursing Public Health Manager	30.19 hr. – 45.29 hr.	210	06/01/09
	To: Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/01/09
Saakib Juahar-Rizvi	From: Respite Worker (on-call)	12.00 hr.	----	06/13/09
	To: Mental Health Worker	14.96 hr. – 22.43 hr.	205	06/13/09
Laura Lombardo	From: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	06/13/09
	To: Client Registration Coordinator	13.69 hr. – 20.54 hr.	109	06/13/09
Mary Goebel	From: Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/15/09
	To: Case Manager	15.99 hr. – 23.99 hr.	110	06/15/09
Beverly Govednik	From: Senior Public Health Nurse	23.13 hr. – 34.69 hr.	208	06/15/09
	To: Program Manager	26.28 hr. – 39.42 hr.	209	06/15/09
David Hass	From: Public Relations Specialist	22.24 hr. – 33.36 hr.	312	06/15/09

To: Communications Manager 32.19 hr. – 48.28 hr. 315 06/15/09

The separation of the following employees:

Saritha S. Bhattathiri	Application Developer (temporary)	22.18 hr. – 33.27 hr.	212T	05/01/09
Nicole Mooney	Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	06/01/09
Jaclyn Christell	Summer Employee (temporary)	10.00 hr.	----	06/10/09
Guadalupe Mendoza	Customer Service Rep II	13.69 hr. – 20.54 hr.	109	06/10/09
Norma Rosado	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	06/10/09
Barbara Koth	Purchasing/Inventory Assistant	11.80 hr. – 17.70 hr.	108	06/12/09
Bette Lawrence-Water	Program Manager	26.28 hr. – 39.42 hr.	209	06/12/09
Sandra Romero	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	06/19/09
Brooke Wiedenbeck	Respite Worker (on-call)	12.00 hr.	----	06/19/09
Cynthia Majcher	Billing Reimbursement Coordinator	13.69 hr. – 20.54 hr.	109	06/26/09
Melissa Alford	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	06/30/09
Frances Brace	Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/30/09
Agnes Flynn	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	07/01/09
Marcela Garcia	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	07/01/09
Tijyana Williams	Billing Reimbursement Coordinator	13.69 hr. – 20.54 hr.	109	07/10/09
Kara W. Green	Program Manager	26.28 hr. – 39.42 hr.	209	07/17/09
Amee Vermeire	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	07/17/09
Lauren Tvrdik	Psychiatric Nurse (on-call)	19.04 hr. – 28.56 hr.	207	07/23/09
Sandhya Bhakthavalsalan Nair	Application Developer (temporary)	22.18 hr. – 33.27 hr.	212T	07/24/09
Donald A Penney	PC LAN Specialist	18.96 hr. – 28.44 hr.	210T	07/24/09
Barbara Bellar	Physician (contractual)	60.47 hr.	---	07/30/09
Lindsay Calvario	Dietician	20.31 hr. – 30.47 hr.	207	07/31/09

President, Board of Health

August 13, 2009
Date

AGENDA ITEM # 8 (1)

(08/13/2009)

PURCHASING

C-BOS-09-07-121.a – Purchase of carpeting and wall base for lower level of the Southeast Public Health Center from Mannington Commercial, 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 \$32,000.00.

S-BOS-08-09-112.a – Contract to AT & T for annual costs associated with landline local and long distance phone services under DuPage County contract for local call pricing, and under State of Illinois contract for long distance pricing 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 and will be included in the FY 2010 budget. Staff recommends approval of contract to AT & T in an amount not to exceed \$35,000.00. This represents a 25% decrease in annual expenditures from prior vendor.

P-BOS-06-06-069 – Change Order for Netsmart, Professional Services contract for development 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 FY09 budget. Staff recommends approval of the Change Order in an amount not to exceed \$90,000.00 through the end of the fiscal year.

PEDC0813149 – Professional Services for CPR/AED training to Code Red in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through August 12, 2010. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the budget. Staff recommends approval of the expenditure in an amount not to exceed \$35,000.00.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 8 A through D as presented.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-BOS-09-07-121a

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

REQUISITION #/	CBOS0907121.a	CONTRACT TERM	Single Purchase
DATE SUBMITTED	08/03/2009	REQUESTING DEPT.	Facilities
VENDOR	Mannington Commercial	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of carpet tiles and wall base for the lower level of the Southeast Public Health Center. Existing carpet tiles in the lower level of this facility are worn and with the flooding issues several months ago the wall base was removed, therefore, these tiles need to be replaced and new wall base needs to be installed. Current pricing through National IPA joint purchase contract in an amount not to exceed \$32,000.00.		
REASON FOR PROCUREMENT	Carpeting in the lower level of the Southeast Public Health Center is extremely worn and was saturated due to the flooding encountered at this site several months ago resulting in the wall base needing to be removed. Now that the causes of the flooding have been resolved, based upon the wear and tear along with the flooding, it is necessary that these carpet tiles be replaced and new wall base be installed.		
BACKGROUND (HISTORY)	Through the National IPA contract, Mannington Commercial offers a quality carpet tile, wall base and expert installation. Use of National IPA contract is approved as a joint purchase. Replacement of these carpet tiles were budgeted in the FY09 budget.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR 105-3610
- 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 National IPA
- 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:

Greg Bucheit 8/03/09
PREPARED BY: _____ DATE

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 08/06/09

BUYER _____ DATE

PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 08/06/09

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

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT SBOS0809112.a

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

REQUISITION #/		CONTRACT TERM	10/24/09-10/24/12
DATE SUBMITTED	08/05/09	REQUESTING DEPT	Business Operations
VENDOR	AT & T	DEPT. CONTACT	Jeff Swim
PHONE #		PHONE #	7995
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need for landline phone services not to exceed \$35,000 for the first year of a three year contract. This represents a 25% decrease in annual expenditures from prior vendor.		
REASON FOR PROCUREMENT	Current two year contract expires.		
BACKGROUND (HISTORY)	In August, 2007, the Board approved a two year contract with Access One that will not be renewed effective October 24, 2009. By utilizing the County and State's contract for pricing of local and long distance calling, the department will be able to achieve a savings from prior expenditures.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 104-3430
- 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** State of Illinois and DuPage County Contract
- 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:

Jeff Swim 08/05/09
PREPARED BY: DATE

BUYER DATE

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

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 08/06/09

PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 08/06/09

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

CHANGE ORDER REQUEST

BUYER		P.O. DATE	
CHANGE ORDER #	PBOS0606069	REQUEST DATE	8/6/2009
VENDOR NAME	Netsmart	VENDOR #	
ACCOUNT CODE	104-3099	DEPARTMENT	IT
BID #		PROJECT NAME	Avatar
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	Additional enhancements to the Avatar system to address billing needs and improve system error prevention. Address the State of Illinois issue with accepting return billing information into Avatar.		
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 \$ 198,893.00 SHOULD BE 288,893.000**
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT**
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A	ORIGINAL CONTRACT VALUE:	\$198,893.00
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$198,893.00
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 90,000.00
E	NEW CONTRACT AMOUNT (C+D)	\$288,893.00
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	45.3%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	%

REVIEWED AND APPROVED BY:

Jeff Swim	8/6/2009		
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ Pat Flaherty	08/07/09
BUYER	DATE	PROCUREMENT MANAGER	DATE
		/s/ Maureen McHugh	08/07/09
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE

DECISION MEMO

Document # PEDC0813149

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	Code Red	Program Contact	George DeTella
Date Submitted for Review	08-06-09	Contact Phone #	Ext. 7121

ISSUE:

The need to train 1,000 individuals over the next twelve month period in CPR/AED.

BACKGROUND:

As the number of CPR/AED trained individuals increases by providing a successful CPR/AED program, survival of sudden cardiac arrest can be as high as 75% versus the current national rate of 5%. Code Red is a national program and leader in the healthcare industry and provides the necessary training components the department is seeking.

DISCUSSION:

In continuing efforts to promote the expanded use of CPR/AED as part of the Start A Heart initiative, and to increase capacity of trained individuals, training for up to 1,000 individuals is necessary over the next twelve month period.

Code Red is an integrated agency dedicated to delivering exceptional CPR and AED training programs, and possesses a strong belief and understating of the need for training in the public and private sector.

OPTIONS (ITEMIZE):

1. To enter into a contract with Code Red to provide the necessary training.
2. To seek other options of meeting the goals of the Start A Heart initiative.

RECOMMENDATIONS:

Staff recommends entering into a twelve month Professional Services Agreement with Code Red.

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

Contract amount not to exceed \$35,000.00. Funds are available in the budget.

(08/13/09)

**AIDS FOUNDATION OF CHICAGO/RYAN WHITE PART A 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 A Grant. The funding is \$151,477 for the period of March 1, 2009 through February 28, 2010. The grant supports case management and other services supplied through the AIDS program.

This award is a \$12,332 or 8% decrease over the FY 2009 funding of \$163,809. A decrease was expected, so the FY 2009 Budget included \$148,035 for this grant. The award is \$3,442 or 2% higher than the \$148,035 budgeted for FY 2009.

MOTION

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

(08/13/09)

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH – ENVIRONMENTAL
HEALTH SERVICES**

Environmental Health Services, Food Program, wishes to accept a fee-for-service grant from the Illinois Department of Public Health for Summer Food Inspection of up to \$400 for the period of May 1, 2009 through August 31, 2009. This grant is to be used to conduct inspections of food service management companies.

The grant amount of \$400 is \$800 less than the amount approved for FY 2009 and \$800 less than the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the fee-for-service grant from the Illinois Department of Public Health for the Summer Food Program as presented.

(08/13/09)

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH – ENVIRONMENTAL
HEALTH SERVICES**

Environmental Health Services, Recreational Sanitation Program, wishes to accept a fee-for-service grant from the Illinois Department of Public Health for Tanning Facility Permits of up to \$8,500 for the period of July 1, 2009 through June 30, 2010. This grant is to be used for the inspection and investigation of tanning facilities throughout DuPage County in compliance with the Tanning Facility Permit Act (210 ILCS 145/1).

The grant amount of \$8,500 is \$500 less than the amount approved for FY 2009 and \$500 less than the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the fee-for-service grant from the Illinois Department of Public Health for Tanning Facility Permits as presented.

(08/13/09)

ILLINOIS DEPARTMENT OF HUMAN SERVICES – MENTAL HEALTH SERVICES

Mental Health Services wishes to a contract from the Illinois Department of Human Services, Division of Mental Health, for the SASS (screening, assessment and support services) Program. The fee-for-service contract covers the period July 1, 2009 through June 30, 2010.

The reimbursement rates for services provided remain at the at FY 2009 levels. The program was budgeted at \$1,015,772 for FY 2009.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the fee-for-service contract from the Illinois Department of Human Services, Division of Mental Health, for the SASS Program as presented.