

DUPAGE COUNTY BOARD OF HEALTH

September 10, 2009

Immediately Following the Committee of the Whole

AGENDA

<u>PAGE</u>	<u>ITEM NO.</u>	<u>SUBJECT</u>
---	1.	CALL TO ORDER AND CALL OF THE ROLL
---	2.	APPROVAL OF MINUTES – August 13, 2009
---	3.	TREASURER’S REPORT – August 31, 2009
---	4.	PUBLIC COMMENT
---	5.	PRESIDENTS REMARKS
---	6.	RESOLUTION
---		1. Holiday Schedule
---	7.	CONSENT ITEMS
2.		a. Personnel Transactions – BOS

---	8.	OLD BUSINESS
---		SIR (self-insured retention) Update – Arch Insurance Co.
---	9.	NEW BUSINESS
4.	---	1) Purchasing – BOS
6.	---	a. P-MHS-09-11-140 – Il Association of Rehabilitation Facilities
---	---	
8.	---	b. P-MHS-03-06-039 – April Nowak
10.	---	c. P-BOS-09-08-141 – McGuire Woods
12.	---	d. S-BOS-09-10-151 – Christiansen, Inc. – Roof Replacement
13.	---	e. S-EDC-09-10-152 – Titan Worldwide
15.	---	f. S-EDC-09-10-153 – Radio Disney
---	---	2) Grant Acceptances
17.	---	a. IDPH Breast & Cervical Cancer Grant – CHS
18.	---	b. IDPH Wisewoman Program Grant – CHS
19.	---	c. IDPH Dental Sealant Program Grant – CHS
20.	---	d. IDPH Vision & Hearing Grant – CHS
21.	---	e. Illinois Department of Human Services Grant – CHS & MHS
---	---	
22.	---	f. IDPH Emergency Preparedness Program Grant – EDC
23.	---	g. IDPH Potable Water Supply Program Grant – EHS
24.	---	h. IDPH Body Art Grant - EHS
25.	---	i. IDPH Local Health Protection Grant - BOS
---	10.	NEXT MEETING – October 8, 2009
---	11.	ADJOURNMENT

RESOLUTION
(BOS 09-03)

DESIGNATED HOLIDAY SCHEDULE 2010

WHEREAS, the Board of Health has adopted a closed holiday schedule as a benefit to employees; and

WHEREAS, the holiday schedule should be consistent with other DuPage County offices and departments; and

WHEREAS, in 2010, all other DuPage County Government offices shall be closed on eleven (11) designated holidays.

NOW, THEREFORE, BE IT RESOLVED that the number of 2010 designated holidays observed by the Health Department shall be eleven (11); and

BE IT FURTHER RESOLVED that the following days shall be designated as DuPage County Health Department holidays for 2010:

Holiday	<i>Day of the Week Observed</i>	<i>Date Observed</i>
New Years Day	Friday	January 1, 2010
Martin Luther King Day	Monday	January 18, 2010
President's Day	Monday	February 15, 2010
Memorial Day	Monday	May 31, 2010
Independence Day	Monday	July 5, 2010
Labor Day	Monday	September 6, 2010
Columbus Day	Monday	October 11, 2010
Veteran's Day	Thursday	November 11, 2010
Thanksgiving Day	Thursday	November 25, 2010
Day after Thanksgiving	Friday	November 26, 2010
Christmas Day	Friday	December 24, 2010

BE IT FURTHER RESOLVED that, should a designated holiday fall on a Saturday, it shall be observed on the preceding Friday, or should it fall on a Sunday, it shall be observed on the following Monday; and

Enacted and approved this 10th day of September, 2009 at Wheaton, Illinois.

Linda A. Kurzawa, President
DuPage County Board of Health

Attest: _____
Scott J. Cross, Secretary
DuPage County Board of Health

(09/10/09)

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 08/11/09 to 09/02/09.

(09/10/09)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Alexander L. Hoffman	Graphics Specialist	16.00 hr. – 24.00 hr.	110	08/17/09
Saritha S. Bhattathiri	Application Developer (temporary)	22.18 hr. – 33.27 hr.	212T	08/25/09
Christine Haack	Psychiatric Nurse Practitioner	24.64 hr. – 36.95 hr.	209	08/31/09
Lauren K. Smith	Customer Service Representative I (P-T)	11.80 hr. – 17.70 hr.	108	08/31/09
<u>The changes of status of the following employee:</u>				
Danielle Romano	From: Clinician/Consultant (part-time)	20.31 hr. – 30.47 hr.	207	08/22/09
	To: Clinician/Consultant (full-time)	20.31 hr. – 30.47 hr.	207	08/22/09
<u>The separation of the following employees:</u>				
Adam Forker	Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	08/11/09
Kimberly A Bradley	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	08/14/09
Rebecca C Evans	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	08/14/09
Phyllis Timpo	Respite Worker (on-call)	12.00 hr.	----	08/10/09
Tricia Burkard	Utilization Analyst	20.02 hr. – 30.03 hr.	311	08/13/09
Justin Lantz	Intern (temporary)	10.00 hr.	----	08/14/09
Dimitria Vandarakis	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	08/14/09
Esther Fulcher	Respite Worker (on-call)	12.00 hr.	----	08/19/09
Kathy Gere	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	08/20/09
Lisa Grant	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	08/20/09
Gabriela K Arriaga	Public Health Nurse	20.31 hr. – 30.47 hr.	207	08/21/09
Gemma Taylor	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	08/21/09
Kristen R Gunther	Case Manager	15.99 hr. – 23.99 hr.	110	09/02/09

 President, Board of Health

September 10, 2009

Date

(09/10/2009)

PURCHASING

P-MHS-09-11-140 – Professional Services to Illinois Association of Rehabilitation Facilities to provide advocacy and representation in legislative and state policy decisions for the Department since we provide services to clients with mental, behavioral and developmental disabilities in accordance with Article 4, Part A, Section 4-107 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 FY09 budget. Staff recommends approval of the expenditure in an amount not to exceed \$21,000.00.

P-MHS-03-06-039 – Professional Services to April Nowak to provide services to maintain appropriate relationship between Health Department billing system and State of Illinois data system and provide staff education in accordance with Article 4, Part A, Section 4-107 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 FY09 budget and will be budgeted for FY10. Staff recommends approval of the expenditure in an amount not to exceed \$60,000.00.

P-BOS-09-08-141 – Professional Services Contract to McGuire Woods Consulting to provide consulting services as a lobbyist representing the DuPage County Health Department before the Executive Branch of State in accordance with Article 4, Part A, Section 4-107 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 FY09 budget and will be budgeted for FY10. Staff recommends approval of the expenditure in an amount not to exceed \$96,000.00. There is no cost increase in this contract from last year.

S-BOS-09-10-151 – Bid award to Christiansen Inc., for roof replacement at the Southeast Public Health Center 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 FY09 budget. Staff recommends approval of the expenditure in an amount not to exceed \$50,000.00.

S-EDC-09-10-152 - Purchase from Titan Worldwide for advertisements regarding H1N1 on PACE vehicles in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds will be available in the budget for this purchase and are covered entirely by grant dollars. Staff recommends approval of the expenditure in an amount not to exceed \$35,584.00.

S-EDC-09-10-153 – Purchase from Radio Disney for advertisements regarding H1N1 via various portals in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds will be available in the budget for this purchase and are covered entirely by grant dollars. Staff recommends approval of the expenditure in an amount not to exceed \$28,800.00.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 9 (1) A through F as presented.

DECISION MEMO**Document # PMHS0911140***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	MHS
Vendor	Illinois Association Of Rehabilitation Facilities	Program Contact	Dave Christiansen
Date Submitted for Review	08/10/2009	Contact Phone #	7547

ISSUE:

Society membership for agencies who provide services to individuals with mental, behavioral and developmental disabilities.

BACKGROUND:

Mental Health Services has a need for a statewide advocacy organization that can provide advocating on our behalf to insure adequate funding, work as liaison between member agencies and state departments such as DHS, and provide representation in legislative and state policy decisions.

DISCUSSION:

In addition to having an organization provide advocacy and representation in legislative and state policy decisions, the Department, through membership with the Illinois Association of Rehabilitation Facilities, is able to readily access staff training, conference attendance and publications.

OPTIONS (ITEMIZE):

1. Renew membership in IARF
2. Cancel membership resulting in important advocacy, legislative, staff training, etc., not being readily available.

RECOMMENDATIONS:

Staff recommends continuing membership in the Illinois Association of Rehabilitation Facilities.

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

One year membership in an amount not to exceed \$21,000.

DECISION MEMO

Document #PMHS0306039

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
Vendor	April Nowak	Program Contact	Dave Christiansen
Date Submitted for Review	August 10, 2009	Contact Phone #	X7547

ISSUE:

Engage in professional services for billing systems issues relating to the State Department of Human Services and the Health Department’s agency plan.

BACKGROUND: Due to a variety of changes that have occurred over the past few years for Mental Health Services, the department needs to seek outside assistance. Since the state makes its’ program decisions based upon the data it receives through our information entered into the ROCS system, it was necessary to obtain consultation from someone who knew the state systems well.

The Department has previously utilized the services of April Nowak to assist with the Department’s as well as the State of Illinois’ billing issues and systems. Her knowledge of Health Department operations coupled with her prior State of Illinois background provides the Department with needed consulting services. Her services have resulted in revenue recovery for the Department.

DISCUSSION:

Services to be provided include, but are not limited to ensuring accurate transmission of service data into the State’s data base, develop a process for correction of rejected claims, provide education to staff on state systems, integrate all possible state funding flows into Netsmart (department’s electronic medical records system), keep staff informed of changes in the state system and propose internal adjustments for same, and represent the department in systems improvement process with the Department of Human Services.

OPTIONS (ITEMIZE):

- 1) Contract with April Nowak. Her knowledge of Health Department and State operations, and expertise in the State’s billing systems provides the Department with a unique skill set to assist with this project.
- 2) Stop ongoing consultation.

RECOMMENDATIONS:

Contract with April Nowak.

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

Contract beginning September 11, 2009 not to exceed \$60,000.00 for twelve-month period.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT P-BOS-09-08-

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

REQUISITION #/	PBOS0908141	CONTRACT TERM	9/12/2009-9/11/2010
DATE SUBMITTED	08/12/09	REQUESTING DEPT.	Business Operations Services
VENDOR	McGuire Woods Consulting	DEPT. CONTACT	Maureen McHugh
PHONE #		PHONE #	Ext. 7554
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Engage lobbyist services to represent and promote DuPage County Health Department interest at the state government level in an amount not to exceed \$96,000.00.		
REASON FOR PROCUREMENT	It is important that the views of DuPage County Health Department are communicated to policy makers at the state level. McGuire Woods will represent the Health Department through lobbying activities with members and staff of the Illinois General Assembly and State Agency officials. McGuire Woods will keep the DuPage County Health Department Executive Director, Health Department Board Members and staff apprised of key legislative issues; assist with the development of legislative strategies; submit a quarterly report highlighting major activities; and offer advice and counsel regarding state issues. The firm's primary focus will be on developing a strategy to address current Medicaid reimbursement issues at the Health Department; grassroots/coalition building on key issues; and strategic communications.		
BACKGROUND (HISTORY)	McGuire Woods Consulting is a credible and respected firm. The firm's Illinois team has more than 100 combined years of experience working with the General Assembly and the Executive Branch of Government, including with the Legislative Leaders' and the Governor's Office. The team is bi-partisan and has a solid reputation among lawmakers and key administration officials and has represented a number of local government entities.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 100-3097
- 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
- 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:

Maureen McHugh 09/02/09
PREPARED BY: _____ DATE

BUYER _____ DATE

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

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 09/04/09

PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 09/04/09

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

DECISION MEMO**Document # PBOS0908141**

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 Services
Vendor	McGuire Woods	Program Contact	Maureen McHugh
Date Submitted for Review	08/11/2009	Contact Phone #	Ext. 7554

ISSUE:

Engage lobbyist services to represent and promote DuPage County Health Department interests at the state government level.

BACKGROUND:

Previously the Health Department has retained lobbyists at the state level.

DISCUSSION:

It is important that the views of DuPage County Health Department are communicated to policy makers at the state level. McGuire Woods will represent the Health Department through lobbying activities with members and staff of the Illinois General Assembly and State Agency officials. McGuire Woods will keep the DuPage County Health Department Executive Director, Health Department Board Members and staff apprised of key legislative issues; assist with the development of legislative strategies; submit a quarterly report highlighting major activities; and offer advice and counsel regarding state issues. The firm's primary focus will be on developing a strategy to address current Medicaid reimbursement issues at the Health Department; grassroots/coalition building on key issues; and strategic communications.

OPTIONS (ITEMIZE):

1. Selection of McGuire Woods Consulting
2. Selection of other entity
3. Selection of no entity

RECOMMENDATIONS:

McGuire Woods Consulting is a credible and respected firm. The firm's Illinois team has more than 100 combined years of experience working with the General Assembly and the Executive Branch of Government, including with the Legislative Leaders' and the Governor's Office. The team is bi-partisan and has a solid reputation among lawmakers and key administration officials and has represented a number of local government entities.

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

The contract will be in effect for a one year period from 9/12/09 through 9/11/10 at a cost of \$96,000.00 (\$8,000.00 per month).



PROCUREMENT APPROVAL CHECKLIST

SEDC09
DOCUMENT 10152

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

REQUISITION #/		CONTRACT TERM	
DATE SUBMITTED		REQUESTING DEPT.	Emergency & Disease Control
VENDOR	Titan Worldwide	DEPT. CONTACT	George DeTella
PHONE #		PHONE #	7121
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need to provide advertising for H1N1 event in accordance with established media plan in an amount not to exceed \$35,584.00.		
REASON FOR PROCUREMENT	The federal government has declared the H1N1 event to be a federal public health emergency. In preparation for the H1N1 event the department has formulized an outreach campaign to protect and educate citizens on the H1N1 influenza.		
BACKGROUND (HISTORY)	The outreach campaign is a multifaceted operation to reach all citizens within the County. Titan Worldwide is the only advertising company utilized for advertisements on PACE vehicles. PACE provides services in the DuPage County area and offers advertising on their own vehicles. This advertising is viewed as a critical component to ensure the overall public health of the citizenry.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 903-332
- 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 _____

X **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:

Puneet Khan 09/03/09
PREPARED BY: _____ DATE

/s/ Mary Lally 09/04/09

BUYER _____ DATE

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 09/04/09

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

PROCUREMENT MANAGER _____ DATE

/s/ Maureen McHugh 09/04/09

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

**DUPAGE COUNTY HEALTH DEPARTMENT
JUSTIFICATION FOR SOLE SOURCE**

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Emergency & Disease Control
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ITEM BEING JUSTIFIED:

MANUFACTURER	Titan Worldwide	PART NUMBER	
DESCRIPTION	<p>The federal government has declared the H1N1 event to be a federal public health emergency. In preparation for the H1N1 event the department has formulized an outreach campaign to protect and educate citizens on the H1N1 influenza.</p> <p>The outreach campaign is a multifaceted operation to reach all citizens within the County. Titan Worldwide is the only advertising company utilized for advertisements on PACE vehicles. PACE provides services in the DuPage County area and offers advertising on their own vehicles. This advertising is viewed as a critical component to ensure the overall public health of the citizenry.</p>		

- 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	Titan Worldwide	CONTACT	
ADDRESS		PHONE	
		FAX	
CITY, STATE ZIP		e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Providing educational information concerning the H1N1 Influenza. This education initiative is critical to the public health of the DuPage County citizens.

WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT? **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: _____

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

PACE vehicles serves the entire county and has been determined to be a mechanism to reach the target audience.

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



PROCUREMENT APPROVAL CHECKLIST

SEDC09
DOCUMENT 10153

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

REQUISITION #/		CONTRACT TERM	
DATE SUBMITTED		REQUESTING DEPT.	Emergency & Disease Control
VENDOR	Radio Disney	DEPT. CONTACT	George DeTella
PHONE #		PHONE #	7121
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need to provide advertising for H1N1 event in accordance with established media plan in an amount not to exceed \$28,800.00.		
REASON FOR PROCUREMENT	The federal government has declared the H1N1 event to be a federal public health emergency. In preparation for the H1N1 event the department has formulized an outreach campaign to protect and educate citizens on the H1N1 influenza.		
BACKGROUND (HISTORY)	Radio Disney is the only radio station in the Chicago market that programs to both children 2-14 years old and adults as a family station. There is no other family station that has a stronger brand associated with the Disney company to reach families locally in the Chicago area. Radio Disney has a character "Sudzee" that will be utilized in this campaign.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 903-332
- 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 _____

X **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:

Puneet Khan 09/03/09
PREPARED BY: _____ DATE

/s/ Mary Lally 09/04/09

SERVICE UNIT DIRECTOR DATE

BUYER DATE

/s/ Pat Flaherty 09/04/09

PROCUREMENT MANAGER DATE

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

/s/ Maureen McHugh 09/04/09

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

**DUPAGE COUNTY HEALTH DEPARTMENT
JUSTIFICATION FOR SOLE SOURCE**

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #		DEPARTMENT	Emergency & Disease Control
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ITEM BEING JUSTIFIED:

MANUFACTURER	Radio Disney	PART NUMBER	
DESCRIPTION	<p>The federal government has declared the H1N1 event to be a federal public health emergency. In preparation for the H1N1 event the department has formulized an outreach campaign to protect and educate citizens on the H1N1 influenza.</p> <p>The outreach campaign is a multifaceted operation to reach all citizens within the County. Radio Disney serves the greater DuPage County area and offers advertising via various portals. This advertising is viewed as a critical component to ensure the overall public health of the citizenry.</p>		

- 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	Radio Disney	CONTACT	
ADDRESS		PHONE	
		FAX	
CITY, STATE ZIP		e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Providing educational information concerning the H1N1 Influenza. This education initiative is critical to the public health of the DuPage County citizens.

WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT? **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: N/A

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

Radio Disney is the only radio station in the Chicago market that programs to both children 2-14 years old and adults as a family station. There is no other family station that has a stronger brand associated with the Disney company to reach families locally in the Chicago area. “SUDZEE” is a Disney character specifically targeted toward the H1N1 campaign and can not be duplicated.

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

Radio Disney station and characters can not be duplicated nor have similar venues been found that offer the educational material required.

(09/10/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant from the Illinois Department of Public Health for the Breast and Cervical Cancer Program. The reimbursement grant is funded at \$687,855. The contract covers the period July 1, 2009 through June 30, 2010.

The funding of \$687,855 is a \$33,325 or 5% decrease over the prior year funding of \$721,180 but is \$21,675 or 3% better than the \$666,180 budgeted for FY 2009.

MOTION

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

(09/10/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – COMMUNITY HEALTH SERVICES

Community Health Services, Wisewoman Program, wishes to accept a grant from the Illinois Department of Public Health for the Illinois Wisewoman Program in the amount of \$95,225 for the period of July 1, 2009 through June 30, 2010. This grant is to be used to provide cardiovascular screening and an intervention program for participants.

The grant of \$95,225 is a \$25 increase over the FY 2009 grant and the FY 2009 budget of \$95,200 for this program.

MOTION

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

(09/10/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant from the Illinois Department of Public Health for the Dental Sealant Program in the amount of \$35,000 for the period of July 1, 2008 through June 30, 2009. This grant is to be used to apply dental sealants to children ages five through seventeen who are eligible for the program.

The grant amount of \$35,000 is a \$6,000 or 15% decrease from the \$41,000 that was received in FY 2009. The program was budgeted at \$41,000 for FY 2009.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Dental Sealant Program as presented.

(09/10/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – COMMUNITY HEALTH SERVICES

Community Health Services, Vision and Hearing Program, wishes to accept a grant from the Illinois Department of Public Health for Vision and Hearing services not to exceed \$47,000 for the period of July 1, 2009 through June 30, 2010. This grant is to be used to provide vision and hearing screenings.

The grant limit of \$47,000 is the same as the prior year agreement and was included at this amount for the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Vision and Hearing Program as presented.

(09/10/09)

ILLINOIS DEPARTMENT OF HUMAN SERVICES – COMMUNITY HEALTH SERVICES AND MENTAL HEALTH SERVICES

Community Health Services and Mental Health Services wish to accept a grant from the Illinois Department of Human Services for Community Health and Mental Health programs. The total funding is \$12,619,718 for the period of July 1, 2009 through June 30, 2010. The original funding for FY 2009 was \$13,040,231, which was revised during the year to \$12,739,848. The FY 2010 funding is a reduction of \$120,130 or 1% from the revised funding received last year.

The agreement funds:

Community Health Services programs	\$4,298,877
Mental Health Services programs	<u>8,320,841</u>
Total	<u>\$12,619,718</u>

MOTION

The DuPage County Board of Health hereby approves the acceptance of the Illinois Department of Human Services grant agreement for Community Health and Mental Health programs as presented.

(09/10/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH - EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services wishes to accept a grant from the Illinois Department of Public Health for the Emergency Preparedness Program in the amount of \$631,784. The grant covers the period of August 1, 2009 through July 31, 2010. This grant is to be used to participate in the emergency response program under a cooperative agreement with the Centers for Disease Control and Prevention.

The grant amount is an increase of \$2,668 from the \$629,116 funded last year. The grant was budgeted at \$629,116 in the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Emergency Preparedness Program as presented.

(09/10/09)

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

Environmental Health Services wishes to accept a grant from the Illinois Department of Public Health to conduct the Potable Water Supply Program (NCW). The funding of up to \$16,050 is for the period of October 1, 2009 through September 30, 2010.

The grant of up to \$16,050 is a \$100 decrease over the \$16,150 funded in FY 2009. The FY 2009 Budget included \$15,800 for the program.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Potable Water Supply Program (NCW) as presented.

(09/10/09)

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

Environmental Health Services wishes to accept a grant from the Illinois Department of Public Health to conduct inspections and investigations of body art (tattoo and body piercing) establishments. The funding of up to \$10,000 is for the ten-month period of September 1, 2009 through June 30, 2010.

Environmental Health Services will act as an agent of the Illinois Department of Public Health to make inspections and investigations under the authority of the Tattoo and Body Piercing Establishment Registration Act (410 ILCS 54). This new funding was not included in the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Body Art program as presented.

(09/10/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – DUPAGE COUNTY HEALTH DEPARTMENT

The DuPage County Health Department wishes to accept a grant from the Illinois Department of Public Health for Local Health Protection in the amount of \$728,037 for the period of July 1, 2009 through June 30, 2010. This grant is to be used for the various health protection initiatives.

The grant amount of \$728,037 is a 3%, or \$21,842, increase from the \$706,195 received in FY 2009. The grant was budgeted at \$702,702 for FY 2009.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Local Health Protection Grant as presented.