

DUPAGE COUNTY BOARD OF HEALTH

October 8, 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 – September 10, 2009
---	3.	TREASURER’S REPORT – September 30, 2009
---	4.	PUBLIC COMMENT
---	5.	PRESIDENTS REMARKS
---	6.	RESOLUTION
---		1. Recognition of Breast Cancer Awareness Month-CHS
---	7.	CONSENT ITEMS
2.		a. Personnel Transactions – BOS
5.		b. Fund Transfers - BOS
---	8.	OLD BUSINESS

---	9.	NEW BUSINESS
6.	---	1) FY 2010 Budget – BOS
9.	---	2) Purchasing – BOS
11.	---	a. S-EHS-09-10-150 – Garrison Enterprises, Inc. – EHS
12.	---	b. P-EDC-04-07-099 – Integrated Solutions – EDC
14.	---	c. C-EHS-03-08-130 – Adapco – West Nile Virus Testing Kits – EHS
15.	---	d. C-EDC-10-08-155 – CORE Print Solutions – EDC
16.	---	e. S-EDC-10-08-154 – CDW-G – Video Conferencing Equipment - EDC
17.	---	f. P-CHS-10-08-156 – AmeriCorps Program, Professional Services - CHS
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19.	---	3) Grant Acceptances
19.	---	a. IDOT Child Safety Seats Grant – CHS
20.	---	b. National Network of Libraries of Medicine Grant – CHS
20.	---	c. IDPH Cities Readiness Initiative Grant – EDC
22.	---	d. IDPH TB Directly Observed Therapy Grant – EDC
23.	---	e. IDPH Public Health Emergency Response (PHER) Grant- EDC
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24.	---	4) 2009 Year End Encumbrances - BOS

---	9.	NEXT MEETING – November 12, 2009
---	10.	ADJOURNMENT

RESOLUTION

(CHS-09-04)

DuPage County Health Department

October, 2009 is National Breast Cancer Awareness Month

October 16 is National Mammography Day

WHEREAS, Breast cancer is a devastating disease affecting one of every eight women in the United States and in Illinois 1,740 will die in Illinois from the disease; and

WHEREAS, Because of its aggressive nature, it important to encourage people to be aware of the early warning signs of breast cancer, and

WHEREAS, When breast cancer is diagnosed at an early localized stage, the survival rate is ninety-six-percent, and that through screening, early detection and treatment, we give our mothers, daughters and sisters the best possible chance of survival, and

WHEREAS, mammography, an “x-ray” of the breast is recognized as the single most effective method of detecting breast changes that may indicate cancer long before physical symptoms can be seen or felt; and

WHEREAS, the Dupage County Health Department provides free screening to uninsured or under insured DuPage women over 40 who could not otherwise afford services, **thereby improving all women’s chances of survival, and provides** health education to all DuPage Women at risk for Breast Cancer; and

WHEREAS, the “Why Wait?” Breast and Cervical Cancer Screening Program at the Dupage County Health Department screened over 1600 women in 2008 and provided intervention classes for women enrolled in the Wise Woman wellness-screening program.

BE IT RESOLVED, that the DuPage County Health Department and the Well Woman Coalition of DuPage urge our residents to consult their health care provider on breast cancer screening, and to tell others about the steps to early detection.

Enacted this 8th day of October, 2009 in Wheaton, Illinois

Linda A. Kurzawa
President, DuPage County Board of Health

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

AGENDA ITEM # 7 (a)

(10/08/09)

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 08/26/09 to 09/30/09.

AGENDA ITEM # 7 (a)

(10/08/09)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Vibha Kurdikar	Psychiatrist (contractual)	90.25 hr.	----	08/26/09
Marie Pena	Human Resources Generalist (temporary)	20.02 hr. – 30.03 hr.	311	09/15/09
Samina Azam	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	09/21/09
Lillian Bennett	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	09/21/09
Barbara Hook	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	09/21/09
Martha Long	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	09/21/09
Mashfiqur Rahman	Administrative Clerk II (temporary)	10.17 hr. – 15.26 hr.	107	09/21/09

The change of status of the following employee:

Angela Breen	From: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	09/19/09
	To: Division Assistant I	13.69 hr. – 20.54 hr.	109	09/19/09

The separation of the following employees:

Zoraida Laureano	Mental Health Worker	15.95 hr. – 23.93 hr.	205	09/01/09
Samar Mahmood	Psychiatrist (contractual)	91.00 hr.	----	09/03/09
Bradley Groenewold	Intern (temporary)	10.00 hr.	----	09/04/09
David Thaviphon	Intern (temporary)	10.00 hr.	----	09/08/09
Judy Straube	Division Assistant I	13.69 hr. – 20.54 hr.	109	09/09/09
Premilla Castelino	Psychiatric Nurse (on-call)	19.04 hr. – 28.56 hr.	207	09/13/09
Stacey Hopman	Mental Health Worker	14.96 hr. – 22.43 hr.	205	09/21/09
Katherine DelMastro	Intern (temporary)	10.00 hr.	----	09/22/09

Sonia Sujka	Sanitarian I	15.99 hr. – 23.99 hr.	110	09/23/09
Maria Castaneda-Garay	Clinic Assistant	11.80 hr. – 17.70 hr.	108	09/25/09
Jennifer Gleason	Community Support Specialist (on-call)	15.99 hr. – 23.99 hr.	110	09/25/09
Elaine Link	Clinician Consultant (on-call)	19.04 hr. – 28.56 hr.	207	09/27/09
Carlla Franklin	Dentist (contractual)	60.00 hr.	----	09/28/09
Jennifer Ptak	Public Health Nurse	20.31 hr. – 30.47 hr.	207	09/30/09

President, Board of Health

October 8, 2009
Date

AGENDA ITEM # 7 (b)
(10/08/09)

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.

1)	<u>REPORTING UNIT</u>	<u>ACCT</u>	<u>ACCT TITLE</u>	<u>TRANSFER FUNDS</u>	
				<u>TO</u>	<u>FROM</u>
	-			\$	-
	104	Information Technology	3011.00 IT Services	165,000	
	104	Information Technology	4530.00 Data Processing Equipment		\$ 18,000
	104	Information Technology	2116.00 IT Parts and Supplies		\$ 20,000
	104	Information Technology	2117.00 IT Equipment Non-Capital		\$ 46,268
	101	BOS Admin	1076.00 Salary Program		\$ 5,561
	102	Financial Services	1076.00 Salary Program		\$ 10,289
	103	Executive Office	1076.00 Salary Program		\$ 5,107
	104	Information Technology	1076.00 Salary Program		\$ 13,087
	106	Human Resources	1076.00 Salary Program		\$ 5,974
	107	Central Services	1076.00 Salary Program		\$ 3,887
	110	Health Education	1076.00 Salary Program		\$ 2,605
	125	Client Services	1076.00 Salary Program		\$ 30,956
	150	Lab Services	1076.00 Salary Program		\$ 3,266
			TOTAL	\$ 165,000	\$ 165,000

REASON FOR REQUEST: To help cover annual maintenance and support services for Avatar (paid to Netsmart) including co-terminating the Infoscriber agreement through 12/31/2010.

2)	<u>REPORTING UNIT</u>	<u>ACCT</u>	<u>ACCT TITLE</u>	<u>TRANSFER FUNDS</u>	
				<u>TO</u>	<u>FROM</u>
	104	Information Technology	2117.00 IT Equipment Non-Capital	\$ 120,000	
	104	Information Technology	4530.00 Data Processing Equipment	\$ 100,000	
	403	Water and Sewage	3110.00 Auto Mileage Reimbursement		\$ 7,000
	404	Food Protection	3110.00 Auto Mileage Reimbursement		\$ 15,000
	413	Private Well Water Sampling	3099.00 Other Professional Services		\$ 8,000
	403	Water and Sewage	1010.00 Regular Salary		\$ 10,000
	403	Water and Sewage	1076.00 Salary Program		\$ 5,456
	404	Food Protection	1010.00 Regular Salary		\$ 115,813
	404	Food Protection	1076.00 Salary Program		\$ 25,000
	404	Food Protection	1090.00 Employer Med/Hospital Ins		\$ 5,000
	406	Institutions	1010.00 Regular Salary		\$

				10,000	
				\$	
408	Recreational Sanitation	1076.00	Salary Program	2,639	
				\$	
410	Vectorborne Disease Prev	1010.00	Regular Salary	5,000	
				\$	
410	Vectorborne Disease Prev	1076.00	Salary Program	11,092	
				\$	
			TOTAL	220,000	\$220,000

REASON FOR REQUEST: Transfer some of the funds saved through restructure of EHS for the procurement of computer tablets and software that will provide the mobility for a more flexible and effective EHS workforce.

3)	<u>REPORTING UNIT</u>	<u>ACCT</u>	<u>ACCT TITLE</u>	<u>TRANSFER FUNDS</u>	
				<u>TO</u>	<u>FROM</u>
				\$	
	104 Information Technology	3012.00	IT Licenses	60,000	
					\$
	104 Information Technology	4620.00	Other Communication Devices		60,000
				\$	\$
			TOTAL	60,000	60,000

REASON FOR REQUEST: Re-alignment of IT budget to help cover the cost of Microsoft licensing from 1/10 through 12/10

4)	<u>REPORTING UNIT</u>	<u>ACCT</u>	<u>ACCT TITLE</u>	<u>TRANSFER FUNDS</u>	
				<u>TO</u>	<u>FROM</u>
				\$	
	009 Grant Applications	3997.00	Cont Services-Grant Applications	300,000	
					\$100,000
	009 Grant Applications	2997.00	Commodities-Grant Applications		
					\$200,000
	009 Grant Applications	4997.00	Capital-Grant Applications		
				\$	
			TOTAL	300,000	\$300,000

REASON FOR REQUEST: To recalibrate the Grant Applications budget in anticipation of how the Public Health Emergency Response (PHER) grant will be utilized (i.e. funds may be used for contracting with private vaccine administrators). The spending plan for this grant is in the process of being finalized and will be impacted by pending directions from the CDC and IDPH.

5)	<u>REPORTING UNIT</u>	<u>ACCT</u>	<u>ACCT TITLE</u>	<u>TRANSFER FUNDS</u>	
				<u>TO</u>	<u>FROM</u>
				\$	
	105 Facilities Management	3610.00	Repair/Maintenance Buildings	40,000	
					\$
	101 BOS Admin	1010.00	Regular Salary		40,000
				\$	\$
			TOTAL	40,000	40,000

REASON FOR REQUEST: Transfer unused payroll funds to cover year-end maintenance projects.

FY 2010 BUDGET – BUSINESS OPERATIONS SERVICES

Business Operations Services has finalized the FY 2010 Budget proposal for your consideration. This proposal, prepared and approved by Health Department Leadership, balances projected revenues with expenditures for the General Fund (70), Social Security Fund (71) and IMRF Fund (72). This proposal also includes \$3,000,000 in balanced revenue and expenditures for Grant Applications. Grant Applications allow the Board of Health to accept additional or unforeseen grant funding during the fiscal year without requiring an amended budget.

Business Operations Services is requesting that the DuPage County Board of Health adopt the FY 2010 Budget contingent upon DuPage County Board approval.

RESOLUTION

(BOS- 09-05)

DUPAGE COUNTY HEALTH DEPARTMENT

FY 2010 BUDGET

WHEREAS, at the September 10, 2009 Board of Health meeting, the FY 2010 Budget was presented and reviewed with the Board of Health. The final FY 2010 Budget amounts for the Health Department General Operating Fund (70), Social Security Fund (71) and IMRF Fund (72) are balanced for revenues and expenditures as presented at that September 10, 2009 Board of Health meeting.

WHEREAS, the final proposal for the FY 2010 Budget appropriation for the General Operating Fund (70), Social Security Fund (71) and IMRF Fund (72) is presented on the following page. Business Operations Services, with the approval of the Executive Director, requests the Board of Health adopt the FY 2010 Budget as presented;

NOW, THEREFORE BE IT RESOLVED that the DuPage County Board of Health hereby adopt the DuPage County Health Department's FY 2010 Budget for the General Operating Fund (70), Social Security Fund (71) and IMRF Fund (72) for a combined budget of \$48,541,445 which includes \$3,000,000 for Grant Applications.

Enacted this 8th day of October 2009 in Wheaton, Illinois.

Linda A. Kurzawa, President
DuPage County Board of Health

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

**DUPAGE COUNTY HEALTH DEPARTMENT
ANTICIPATED APPROPRIATION FOR FISCAL YEAR 2010
WITH GRANT APPLICATIONS**

70 HEALTH DEPARTMENT OPERATING FUND

PERSONNEL	\$32,170,209
COMMODITIES	\$2,288,803
CONTRACTUAL	\$8,347,386
CAPITAL OUTLAY	\$918,000
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$43,724,398</u></u>

71 HEALTH SOCIAL SECURITY FUND

PERSONNEL	\$2,274,042
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$2,274,042</u></u>

72 HEALTH I.M.R.F. FUND

PERSONNEL	\$2,543,005
TOTAL DEPARTMENTAL APPROPRIATION	<u><u>\$2,543,005</u></u>

<u>TOTAL APPROPRIATION - FUND 70, 71 & 72</u>	<u><u>\$48,541,445</u></u>
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PURCHASING

S-EHS-09-10-150 – Request for Proposal award to Garrison Enterprises, Inc., for a field electronics system in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds for the expenditure are available in the FY09 budget. Staff recommends approval of the expenditure in an amount not to exceed \$100,000.00.

P-EDC-04-07-099 – Professional Services contract to Integrated Solutions Consulting to continue development and implementation of the department's Comprehensive Emergency Management Plan in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds for FY09 have been budgeted and are covered in full by grant dollars. Staff recommends approval of the contract with Integrated Solutions Consulting in an amount not to exceed \$70,000.00. This is a cost decrease of 25.7% and reflects the level of the scope of services.

C-EHS-03-08-130 – Change Order for Adapco to purchase additional West Nile Virus testing kits, 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 \$14,000.00 through the end of the current contract.

C-EDC-10-08-155 – Purchase of Ricoh copier from CORE Print Solutions, 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 and are fully covered by grant dollars. Staff recommends approval of the expenditure in an amount not to exceed \$60,052.00.

S-EDC-10-08-154 – Purchase of video conferencing equipment from CDW-G, 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 and are fully covered by grant dollars. Staff recommends approval of the expenditure in an amount not to exceed \$157,093.72.

P-CHS-10-08-156 – Professional services agreement with the Illinois Public

Health Association to participate in the AmeriCorps program 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 \$52,200.00.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 9 (2) A through F as presented.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT SEHS0910150

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

REQUISITION #/	S-EHS-09-10-150	CONTRACT TERM	Single Purchase
DATE SUBMITTED	9-27-09	REQUESTING DEPT.	Environmental Health
VENDOR	Garrison Enterprises, Inc.	DEPT. CONTACT	Kevin Dixon
PHONE #	800-303-0950	PHONE #	630-682-7979 ext. 7216
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Development of new data acquisition and reporting software system, training and first year annual maintenance fee in an amount not to exceed \$100,000.		
REASON FOR PROCUREMENT	The new software system will allow sanitarians using portable wireless Internet based computers to enter inspection and data results directly into a database while in the field using input forms that resemble current paper forms.		
BACKGROUND (HISTORY)	Currently, sanitarians record inspection and data results onto paper forms, return the forms to the office and then staff later enters information into a computer database system. Field entry of data into the system will increase efficiency and accuracy. Staff computers will be upgraded to small tablet/laptop computers to allow switch to new system. System is expected to become fully operational in approximately mid-2010.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- BUDGET TRANSFER _____
- X FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET 904 _____

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
- X REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # SEHC0910150

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

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

REVIEWED AND APPROVED BY:

Kevin Dixon 09/28/09

PREPARED BY: DATE

BUYER DATE

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

/s/ Kevin Dixon 09/28/09

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 10/01/09

PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 09/28/09

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

DECISION MEMO

Document PEDC0407099

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	Integrated Solutions	Program Contact	George DeTella
Date Submitted for Review	09-22-09	Contact Phone #	Ext. 7121

ISSUE:

The Office of Risk and Emergency Management is currently engaged in preparedness planning for the H1N1 event and will be responsible for the coordination of the Regional Full Scale Exercise. To ensure operational readiness, plans must be continually reviewed, maintained and updated with current guidance and information. The updates are critical to maintaining compliance recognized by the CDC in previous Technical Assistance Reviews.

BACKGROUND:

Emergency Planning Doctrine requires continual review and adjustment consistent with new event, guidance and regulatory changes. Integrated Solutions will provide professional consultation in the continued development of the Comprehensive Emergency Management Plan (CEMP) system which is required to ensure operational readiness.

It should be noted that the agency preparedness doctrine is currently being shared with a multitude of public safety entities and will entail the incorporation of all county hospitals in this fiscal year grant. The assistance of Integrated Solutions consulting is essential to effectively meet these demands and to ensure maintenance/sustainability and operational readiness.

Integrated Solutions Consulting has been utilized in actual real time events and continues to successfully provide comprehensive emergency management and preparedness services in the development and implementation of our emergency planning doctrine and subsequent implementation strategies. Integrated Solutions’ unique familiarity and proven track record is an essential part of our emergency planning cycle.

DISCUSSION:

In conjunction with the Office of Risk and Emergency Management the contractor shall:

1. Review agency Pandemic Influenza, communicable disease, mass vaccination and first responder medication plan and ensure compliance with Standard Local Guidance 101 and eventual CEMP implementation.
2. Provide technical assistance in the development of preparedness planning and implementation strategies.
3. Assist with the “build-out” of the POD plans in conjunction with the approved county SNS preparedness doctrine
4. Assist with the FY 2010 Technical Assistance Review and the Regional Full Scale Exercise.
5. Assist with the After Action Reports and Improvement Plans of the recent H1N1 event.

OPTIONS (ITEMIZE):

1. Contract with Integrated Solutions Consulting
2. Redeploy in house personnel to meet requirements

RECOMMENDATIONS:

1. Contract with Integrated Solutions Consulting

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

Contract with Integrated Solutions in an amount not to exceed \$70,000. Expenditure is fully funded by grant dollars.

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	
CHANGE ORDER #	CEHS0308130	REQUEST DATE	9/9/2009
VENDOR NAME	ADAPCO INC	VENDOR #	18414
ACCOUNT CODE	410 2140	DEPARTMENT	Environmental Health Services
BID #		PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	Increase in West Nile Virus testing facilities and testing caused an increase in test kits needed.		
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 \$ 28,000 SHOULD BE \$42,000
 DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
 PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$ 28,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 28,000
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 14,000
E	NEW CONTRACT AMOUNT (C+D)	\$ 42,000
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:

Pat DelMastro	09/09/2009	/s/ Kevin Dixon	09/29/09
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ Pat Flaherty	10/01/09
BUYER	DATE	PROCUREMENT MANAGER	DATE
		/s/ Maureen McHugh	10/01/09
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT SEDC10
08154

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

REQUISITION #/		CONTRACT TERM	Single Purchase
DATE SUBMITTED	09/28/09	REQUESTING DEPT.	Emergency & Disease Control
VENDOR	CDW-G	DEPT. CONTACT	Mary Lally
PHONE #		PHONE #	Ext. 7582
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of video conferencing software and hardware for the agency to use during the flu season for training and communications in an amount not to exceed \$157,093.72. The expenditure is fully covered by grant dollars.		
REASON FOR PROCUREMENT	Upgrading our methods of communications to allow instant collaboration on projects and trainings between multiple locations.		
BACKGROUND (HISTORY)	The agency has limited capacity for delivering training to multiple staff at multiple locations without requiring travel. Presentation of information to multiple people at multiple sites is also limited.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET 332

DECISION MEMO NOT REQUIRED:

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

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

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

REVIEWED AND APPROVED BY:

Jeff Swim	09/28/09	/s/ Mary Lally	10/01/09
PREPARED BY:	DATE	<i>SERVICE UNIT DIRECTOR</i>	<i>DATE</i>
		/s/ Pat Flaherty	10/01/09
BUYER	DATE	PROCUREMENT MANAGER	DATE
		/s/ Maureen McHugh	10/01/09
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE	EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

DECISION MEMO

Document # PCHS1008156

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

Requisition #		Requesting Program	Community Health Services/Emergency & Disease Control
Vendor	Illinois Public Health Association	Program Contact	Karen Ayala/Mary Lally
Date Submitted for Review	September 29, 2009	Contact Phone #	Ext. 7401/7582

ISSUE:

The purpose of the Illinois Public Health Association’s AmeriCorps program is “Getting Things Done”. This agreement allows the department an opportunity to enhance the existing services available to our county.

BACKGROUND:

AmeriCorps is a volunteer program that allows participating individuals to earn tuition forgiveness on student loans and education-related expenses. The Illinois Public Health Association has developed a program by which it serves as the coordinating and administrative organization for this program in Illinois. The Illinois Public Health Association provides opportunities for local health departments to apply for AmeriCorps positions. The Illinois Public Health Association facilitates the recruitment, application and hiring of these individuals, and in return, the department is asked to provide a payment of \$8,700 per volunteer, to assist in covering the administrative costs of the program.

DISCUSSION:

Entering into this agreement provides for professional positions to be added to provide services to the county without adding head count and other related personnel costs.

OPTIONS (ITEMIZE):

1. Not provide additional services to the county.
2. Enter into agreement with the Illinois Public Health Association.

RECOMMENDATIONS:

Staff recommends entering into an agreement with the Illinois Public Health Association.

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

Enter into agreement to obtain a maximum of six volunteers in an amount not to exceed \$52,200.00 for the term of the agreement.

(10/08/09)

ILLINOIS DEPARTMENT OF TRANSPORTATION – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant from the Illinois Department of Transportation, Division of Traffic Safety, for \$36,369 for the period of October 1, 2009 through September 30, 2010. The grant provides funding to purchase child safety seats and to provide child safety seat education for low-income families served in the WIC Program. The grant also includes funding for staff travel and training for the program.

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

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Transportation, Division of Traffic Safety, as presented.

(10/08/09)

NATIONAL NETWORK OF LIBRARIES OF MEDICINE – COMMUNITY HEALTH SERVICES

Community Health Services, WIC Program, wishes to accept a grant from the National Network of Libraries of Medicine, administered by the University of Illinois at Chicago, for \$26,327 for the period of August 1, 2009 through July 31, 2010. The grant provides funding for computers and kiosks in the five WIC clinic sites and reimbursement for staff salary costs associated with the program. The computers, with specifically designed web pages, will provide online links to health and nutritional information for multilingual and multicultural WIC clients.

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

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the National Network of Libraries of Medicine, administered by the University of Illinois at Chicago, as presented.

(10/08/09)

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 Cities Readiness Initiative Grant in the amount of \$155,859 for the period of August 1, 2009 through July 31, 2010. This grant is to be used to participate in cities readiness initiatives.

The grant amount is an increase of \$11,063 or 8% from the FY 2009 award of \$144,796. This grant was budgeted at \$200,202 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 Cities Readiness Initiative Grant as presented.

(10/08/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept additional funding of \$29,000 for the Illinois Department of Public Health Grant for TB Directly Observed Therapy. This amendment covers the period July 1, 2009 through December 31, 2009. The grant funds will be used for case management, travel costs, incentives and other expenses to support treatment of active tuberculosis disease.

The total received for the grant, with the amendment, is \$64,442. This is an increase of \$16,942 or 36% over the \$47,500 budgeted for FY 2009.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the amendment from the Illinois Department of Public Health for TB Directly Observed Therapy as presented.

(10/08/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health for Public Health Emergency Response (PHER) in the amount of \$1,012,210. The grant covers the period July 31, 2009 through July 30, 2010. The grant provides funding for services related to pandemic influenza.

The grant of \$1,012,210 is new funding and 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 Public Health Emergency Response (PHER) as presented.

(10/08/09)

FY 2009 YEAR-END RE-ENCUMBRANCES – BUSINESS OPERATIONS SERVICES

Business Operations Services requests Board of Health approval to re-encumber \$67,550 from FY 2009 into the FY 2010 budget for items or services reflected on the following list. This is an annual year-end process that allocates funds for items on approved contracts or purchase orders and for expenditures that are expected to be incurred on or before November 30, 2009 but are not expected to be invoiced and paid until after the start FY 2010.

MOTION

The DuPage County Board of Health hereby approves the incorporation of \$67,550 as detailed on the FY 2009 Re-Encumbrance Request List into the FY 2010 Budget as presented.

2009 RE-ENCUMBRANCE REQUEST

Service Unit	RU	Account	Obligation #	Description	Vendor Name	Amount
EHS	401	4530	***	EHS Field Electronic System	Garrison Ent. Inc.	\$ 67,550
					TOTAL	\$ 67,550

*** Pending BOH approval