

DUPAGE COUNTY BOARD OF HEALTH

May 14, 2009

Immediately Following the Committee of the Whole

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RESOLUTION

HONORING the Meadowlark Quilters of Lombard

WHEREAS, The Meadowlark Quilters of Lombard have for over 15 years provided beautiful, hand-made baby quilts to the DuPage County Health Department Public Health Centers to distribute to new Moms and their infants in the Family Case Management program.

WHEREAS, The Meadowlark Quilters of Lombard also provided quilts to PADS, the DuPage County Convalescent Home, Teen-Parent Connection and DuPage County Hospitals.

WHEREAS, Jean Blahnik and 35 coworkers, with the support of the Lombard Park District, have given hundreds of babies across DuPage County an extra layer of security and warmth through their tireless efforts to bring the concept of community to life via their quilting skills.

WHEREAS, The Meadowlark Quilters of Lombard have demonstrated the enormous power of community volunteers willing to give of their time and talents to support DuPage County residents in need.

THEREFORE, BE IT PROCLAIMED that the Dupage County Health Department commends Meadowlark Quilters efforts to provide new Moms and their babies with gifts that demonstrate a commitment to caring for the well-being of people living in our communities.

Approved this 14th day of May 2009

Linda Kurzawa, President
DuPage County Board of Health

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

RESOLUTION

DUPAGE COUNTY BOARD OF HEALTH RECOGNIZES

100 PERCENT SCORE ON TECHNIAL ASSISTANCE REVIEW

WHEREAS, The DuPage County Health Department achieved an incredible accomplishment this year with a perfect 100 percent score following its Technical Assistance Review by the Centers for Disease Control and Prevention; and

WHEREAS, A perfect score is attained by only a handful of counties throughout the entire United States; and

WHEREAS, The TAR is an annual requirement of the Cities Readiness Initiative grant which focuses on the ability to deliver the Strategic National Stockpile, which contains medical supplies, antibiotics and vaccines, within 48 hours of a public health emergency; and

WHEREAS, The Health Department coordinates the SNS planning throughout DuPage County and is thankful for the cooperation and support of other agencies and municipalities from throughout DuPage County; and

WHEREAS, Many persons within the Health Department worked very hard to attain this goal, especially the staff in the Office of Risk and Emergency Management and the leadership in OREM and Emergency and Disease Control; and

WHEREAS, Getting a plan in place is only the first step in preparing for a public health emergency and there is much work remaining; and the TAR is an important part of the Health Department's Comprehensive Emergency Management Plan, a widely respected model for preparing for public health emergencies and other emergencies; therefore

BE IT RESOLVED that the DuPage County Board of Health congratulates all Health Department personnel and especially the staff members in the Office of Risk and Emergency Management and the office of Emergency and Disease Control on this outstanding accomplishment.

Enacted this 14th day of May, 2009 in Wheaton, Illinois.

Linda Kurzawa, President
DuPage County Board of Health

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

AGENDA ITEM # 8a

(05/14/09)

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 04/04/09 to 05/04/09.

AGENDA ITEM # 8a

(05/14/09)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Mary Dee	Temporary Houseparent (on-call)	10.79 hr.	----	04/27/09
Mallory Enders	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	04/27/09
Karen Gleason	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	04/27/09
Leonard Lempa	Qualified Examiner (on-call)	21.68 hr. – 32.52 hr.	208	04/27/09

The changes of status of the following employees:

Eric Johnson	Sanitation Technician	13.69 hr. – 20.54 hr.	109	04/04/09
	Sanitarian I	15.99 hr. – 23.99 hr.	110	04/04/09
Renzo Manfredini	Sanitation Technician	13.69 hr. – 20.54 hr.	109	04/04/09
	Sanitarian I	15.99 hr. – 23.99 hr.	110	04/04/09
David Alfaro	Group Home Resident Assistant (part-time)	11.06 hr. – 16.59 hr.	108	04/18/09
	Group Home Resident Assistant (full-time)	11.06 hr. – 16.59 hr.	108	04/18/09
Heather Webb	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	05/02/09
	Mental Health Worker	15.95 hr. – 23.93 hr.	205	05/02/09
Oksana Gorbencko	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	05/04/09
	Customer Service Representative III	15.99 hr. – 23.99 hr.	110	05/04/09

The separation of the following employees:

Sudhir Bhatt	Temporary Houseparent (on-call)	10.79 hr.	----	04/13/09
Nancy Cammack	Temporary Houseparent (on-call)	10.79 hr.	----	04/13/09
Christina Zivec	Respite Worker (on-call)	12.00 hr.	----	04/17/09

Matthew Hetrick	Summer Employee (on-call)	10.00 hr.	----	04/24/09
Derek Nathan	Summer Employee (on-call)	10.00 hr.	----	04/24/09
Colleen Baehrend	Pool Inspector (on-call)	9.50 hr.	----	04/27/09
Rebecca Baehrend	Pool Inspector (on-call)	10.00 hr.	----	04/27/09
Heather Childs	Pool Inspector (on-call)	9.00 hr.	----	04/27/09
Kate Dorman	Pool Inspector (on-call)	9.00 hr.	----	04/27/09
John Howard	West Nile Virus Surveillance (on-call)	10.00 hr.	----	04/27/09
Ian Klein	Pool Inspector (on-call)	9.00 hr.	----	04/27/09
Jared Mead	West Nile Virus Surveillance (on-call)	10.00 hr.	----	04/27/09
Benjamin Ostick	Pool Inspector (on-call)	9.00 hr.	----	04/27/09
Mark Pisaneschi	Mental Health Worker	14.96 hr. – 22.43 hr.	205	04/27/09
Jared Stolt	West Nile Virus Surveillance (on-call)	10.00 hr.	----	04/27/09
Mohammad Sami	Psychiatrist (contractual)	91.50 hr.	----	04/30/09
Jeanette Schmidt	Vision and Hearing Technician	13.69 hr. – 20.54 hr.	109	04/30/09
Claudia Smogur	Customer Service Site Supervisor	18.57 hr. – 27.85 hr.	111	04/30/09
Geraldine Cunningham	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	05/01/09

President, Board of Health

May 14, 2009
Date

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.

**MAY SCHEDULE OF TRANSFERS
FISCAL YEAR 2009**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
901	125	1090	Employer Med/Hosp Ins Share		\$10,000.00
902	215	1090	Employer Med/Hosp Ins Share		\$10,000.00
902	220	1090	Employer Med/Hosp Ins Share		\$20,000.00
904	404	1090	Employer Med/Hosp Ins Share		\$20,000.00
901	103	3099	Other Professional Services	\$60,000.00	
The sum of SIXTY THOUSAND DOLLARS (\$60,000)					

Transfer funds to be used for FORWARD initiative consultant from projected savings from Employer share of medical and hospitalization insurance.

(5/14/2009)

ADDITION TO PERSONNEL POLICIES

It is the practice of the Board of Health to approve and adopt Personnel Policies that provide employees with an accurate employment and benefits resource.

In March 2009, the Mental Health Services Department began the process of contracting with PACE to provide the Health Department with passenger buses. In order to comply with the requirements established by PACE, employees who are responsible for driving the passenger buses must be subject to the Drug and Alcohol testing procedures established by the U.S. Department of Transportation.

Consequently, the following Personnel Policy, 6.11, Drug and Alcohol Testing, has been approved by PACE, and is consistent with the requirements of the U.S. Department of Transportation's rule 49 CFR, Part 40: *Procedures for Transportation Workplace Drug and Alcohol Testing Programs*.

MOTION

The DuPage County Board of Health hereby approves the adoption of Personnel Policy addition as recommended.



6.11 DRUG AND ALCOHOL TESTING

POLICY

It is the policy of the DuPage County Health Department to establish guidelines to maintain a drug and alcohol free workplace and reduce the probability of accidents or incidents related to the misuse of alcohol or controlled substances so that transportation services provided to clients are delivered safely, efficiently and effectively. The Omnibus Transportation Employee Testing Act of 1991 (the Act) requires the testing of covered employees and mandates anti-drug and alcohol misuse prevention program.

ELIGIBILITY

- All employees performing safety-sensitive functions, and all applicants for positions involving the performance of safety-sensitive functions, in accordance with the Omnibus Transportation Employee Testing Act of 1991 (The Act).

GUIDELINES

- A.** Safety-sensitive functions are performed by those employees who:
 1. Operate a revenue service vehicle;
 2. Operate a non-revenue service vehicle which requires the operator to maintain a valid commercial driver's license (CDL);
 3. Dispatch or control a revenue service vehicle;
 4. Maintain a revenue service vehicle and related equipment.

- B.** As prescribed by law, performing safety sensitive functions shall be defined as all time from the time that an employee reports to work, or is required to be ready to work, until the time he is relieved from all work duties and responsibilities.

- C.** As prescribed by law, alcohol and/or drug tests are required in the following situations:
 1. Pre-employment
 2. Post motor vehicle accident
 3. Documented reasonable suspicion
 4. Computer generated random pool selection
 5. Return to duty, when an employee has violated the prohibited drug and alcohol standards

- D.** Any applicant who tests positive for drugs and/or alcohol will be disqualified from consideration for positions which perform safety-sensitive functions.

- E.** Although alcohol is a legal substance, an employee covered by the policy is prohibited from any alcohol misuse that could affect the performance of safety-sensitive functions including:
1. Use or possession of alcohol while performing safety-sensitive job functions;
 2. Use of alcohol four (4) hours before performing safety-sensitive functions;
 3. Reporting for duty or remaining on duty with an alcohol concentration of 0.04 or greater
 - a. Breath alcohol test results with an alcohol concentration of .04 or above will be considered to be a positive test result under The Act and will be subject to disciplinary action, not to exclude termination.
 - b. A covered employee found to have an alcohol concentration of greater than 0.02 and less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours, and may be subject to the same procedures as that of a positive test result which may include disciplinary action, not to exclude termination.
 4. Use of alcohol during eight (8) hours following an accident, or until undergoing a post-accident test;
 5. Refusal to take a test.
- F.** Any drug use that could affect performance of a safety-sensitive function is prohibited. This includes the use of any drug, except by doctors' prescription and only then if the doctor has advised the covered employee that the drug will not adversely affect their ability to safely perform their job duties.
- G.** Controlled Substances testing shall include, but is not limited to, the following drugs:
1. Marijuana THC (metabolite)
 2. Cocaine, any form or derivative of
 3. Amphetamines (including methamphetamines)
 4. Opiates – Heroin, Opium, etc.
 5. Phencyclidine (PCP)

Refusal to submit to a required alcohol or drug test is prohibited. Refusal to submit to a test shall be defined as: failing to provide adequate samples for testing without medical reason; failing to show up at the testing site when instructed; engaging in conduct that obstructs the testing process, and/or other conduct as listed and available to covered employees in the procedures which accompany this policy. Refusal to submit to a test will result in the same procedures as a positive test result which may include disciplinary action, not to exclude termination.

- H.** An employee who does not pass a required alcohol or drug test shall be immediately relieved of safety-sensitive duties such as driving.
- I.** An employee who violates the alcohol or drug rules may be required to complete a program under the supervision of a substance abuse professional.
- J.** An employee violating this policy is subject to disciplinary action, not to exclude termination for a first offense.
- K.** Alcohol and drug testing records will remain confidential according to applicable laws.

PROCEDURES

- 1.** Both internal and external applicants being considered for positions which perform safety-sensitive functions must receive a negative drug test result prior to performing safety-sensitive functions for the first time.
- 2.** Covered employees are required to acknowledge and agree to this policy. Covered employees will receive:
 - a)** A copy of the drug and alcohol testing policy and procedures.
 - b)** Training in regards to the dangers of drug use and alcohol misuse.
 - c)** An acknowledgment form to sign, which will be placed in the employee's personnel file.
- 3.** It is the employee's responsibility to inform his Service Unit Director or Supervisor if he is currently on prescription medication that may affect his ability to safely and effectively perform the duties of his job.
- 4.** All drug and alcohol test results will be conducted, reviewed and interpreted by professionally trained and certified technicians and/or medical review officers who will follow a chain of custody, and other procedures prescribed by the Act, in order to ensure and confirm the accuracy of the test results.
- 5.** In cases where an employee receives a negative-dilute test result, the employee will be required to re-take the test. If there is a second negative-dilute test result, it will be accepted as a negative test result.
- 6.** In cases where an employee is notified of a positive drug or alcohol test, the employee will be removed from duty for up to 72 hours. The employee may request that the second sample of the split sample be tested, at their own expense. If the results of the second sample come back as negative, the Health Department will reimburse the employee for the cost of the test.

7. Upon being informed of a positive drug or alcohol test result, the employee will be encouraged to complete an evaluation with the Employee Assistance Program or another DOT approved Substance Abuse Professional (S.A.P.). The employee may choose to use accrued benefit time to receive pay during this evaluation period.
8. According to The Act, before any covered employee may return to performing safety sensitive functions following a positive test result, the employee must be evaluated by a Substance Abuse Professional (S.A.P.) and have passed a return to duty drug and alcohol test. The employee will also be subject to follow up testing in accordance with The Act and S.A.P. recommendations.
9. The Health Department reserves the right to offer employees participation in approved alcohol rehabilitation or drug abuse assistance programs, at the employee's cost, as an alternative to, or in conjunction with disciplinary action. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.
10. The Health Department reserves the right to terminate an employee based upon a positive drug or alcohol test result.
11. Disputes that arise under this policy shall be handled pursuant to the Problem Resolution/Grievance Policy, (Personnel Policy 6.2).
12. Questions regarding drug and alcohol testing policy and procedures should be directed to a Human Resources Representative.
13. For those employees responsible for the operation of vehicles provided through the PACE Vehicle Program, the Health Department will defer to the PACE Policy and Program Guide for specific procedural guidance.

(05/14/2009)

PURCHASING

P-MHS-06-06-063 – Professional Services to National Service Systems to provide reporting software utilization, data management, reports development and data warehousing services 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 have been budgeted for this service and staff recommends approval of the expenditure in an amount not to exceed \$16,800. There is no cost increase in this contract from last year.

C-MHS-05-06-054 – Fourth year bid renewal of contract to Supervalu, Inc (Osco Drug) for costs associated with retail prescription service 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 have been budgeted for this service and staff recommends approval of the expenditure in an amount not to exceed \$50,000. The renewal is a \$66,000.00 decrease from last year based upon our current rate of expenditure for medications.

S-BOS-11-06-086 – Third year joint purchase renewal of contract to Nextel Wireless for costs associated with cellular service and broadband wireless service in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. A recap of the cost associated with Nextel is: \$12,060 for cellular phone devices for operational services; e.g., in-home translation, emergency disease control; (covered by grant, fees and tax dollars), \$43,380.00 for 80 air cards for wireless service; and \$33,600 for an additional 70 air cards for mental health services (covered by grant, fees and tax dollars). Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$89,040.00. The renewal is a 65% decrease from last year due to the elimination of all blackberries and several cellular devices.

C-CHS-05-06-056.a – Bid award to the following suppliers for costs associated with medical and dental supplies in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy: Moore Medical, McKesson, Richmark, Benco, Dental Health Products and Patterson (bid recap included). The Procurement Approval Checklist is included. Funds have been budgeted for these supplies and staff recommends approval of the expenditure in an amount not to exceed \$90,000. There is no cost increase in this expenditure from last year.

C-EDC-08-06-076 – Fourth year bid renewal for purchase of first responder supplies from Cardinal National Pharmpak, in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Procurement Policy. The Procurement Approval Checklist is included. Funds for this purchase are available in the budget and staff recommends approval of the expenditure in an amount not to exceed \$18,500.00. This expenditure is a decrease of 40% due to a decrease in the amount purchased.

P-BOS-05-14-146 – Professional Services to ITS Partners for Altiris setup and design of asset management solution in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds for this purchase are available in the budget and staff recommends approval of the expenditure in the amount of \$38,000.00.

P-BOS-05-14-147 – Professional Services to A. W. Marchetti Consulting to provide leadership and oversight for the FORWARD Initiative in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the budget and staff recommends approval of the expenditure in an amount not to exceed \$108,000. Central DuPage Hospital will be contributing \$50,000.00 to the Department for this initiative.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 10 (3) A through G as presented.

DECISION MEMO

Document # PMHS0606063

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		Program Contact	Dave Christiansen
Date Submitted for Review	04/21/09	Contact Phone #	7547

ISSUE:

Ongoing need for productivity and utilization management data. While data resides within our financial software it is not easy to access and requires reports to be written. Managers needed drill down ability to identify issues and our UM staff need to pick up clinician and physician practice patterns.

BACKGROUND:

Mental Health Services has a need for specialized reporting data in the areas of productivity and utilization management that is not currently possible to obtain through our existing systems.

DISCUSSION:

The SPQM system starts with multiple reports appropriate to our productivity and utilization management needs and also provides custom reports to match our needs. Included in the cost is a monthly 2 hour web/phone consult by David Lloyd of our data. The use of the SPQM reports has been central to MHS productivity increases the last few years. The capability on the UM reports will become even more crucial as the state of Illinois continues to move to managed care in mental health services.

OPTIONS (ITEMIZE):

1. Continue SPQM contract
2. Discontinue SPQM while developing Netsmart reporting capabilities to replace SPQM in the future.
Discontinuing services would result in valuable data not being available while developing Netsmart.

RECOMMENDATIONS:

Staff recommends continuing SPQM contract until the Department is able to generate similar reporting capabilities in the new Netsmart software.

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

One year contract in an amount not to exceed \$16,800.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT C-CHS-05-06-056.a

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

REQUISITION #/		CONTRACT TERM	1-Year
DATE SUBMITTED	4/23/2009	REQUESTING DEPT.	Community Health and Emergency Disease Control
VENDOR	Various	DEPT. CONTACT	Karen Ayala/Mary Lally
PHONE #	Various	PHONE #	7401 and 7582
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Bid approval for the purchase of medical and dental supplies in an amount not to exceed \$90,000.		
REASON FOR PROCUREMENT	Health Department programs require basic medical and dental supplies for various clinics. The Health Department maintains an inventory of consumable clinic supplies, but also requires "just in time" supplies on non-stocked items. Medical and dental suppliers are required to quick ship needed product at a competitive price. The agency has found using several preferred suppliers to provide needed supplies is the most efficient and economic practice.		
BACKGROUND (HISTORY)	Maintaining a stocked inventory of consumable medical and dental supplies provides an efficient and economic approach to making available needed clinic supplies. A bid was completed to identify preferred suppliers which would be used to purchase medical and dental supplies from. The following suppliers responded: Henry Schein, Richmark Medical, Popp Dental, Smart Practice, Benco, Patterson Dental, Dental Health Products, McKesson, and Moore Medical. Purchasing has determined Benco, Patterson, Dental Health Products, Moore Medical, Richmark and McKesson will be used for these purchases.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) Various - 2150
- 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 # 1st year
- 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:

Pat Delmastro 05/01/09
 PREPARED BY: _____ DATE

BUYER DATE
 /s/ Dan Harris 05/05/09
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ Karen Ayala and Mary Lally 05/06/09
 SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 05/06/09
 PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 05/05/09
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

MEDICAL/DENTAL SUPPLY BID RECAP

SUPPLIER	# ITEMS IN BID	# ITEMS BID ON	#ITEMS LOW BID	SAVINGS TO CURRENT PRICING	USE AS PREFERRED SUPPLIER
MOORE MEDICAL	62	32	20	\$3,850.00	YES
MCKESSON	62	38	8	\$5,215.00	YES
RICHMARK	62	28	4	\$1,200.00	YES
POPP	62	53	2	\$100.00	NO
BENCO	62	40	6	\$1,000.00	YES
DENTAL HEALTH PRODUCTS	62	35	5	N/A	YES
HENRY SCHEIN	62	62	1	\$0.00	NO
SMART PRACTISE	62	34	1	\$0.00	NO
PATTERSON	62	30	16	\$1,200.00	YES

RECAP EXPLANATION

Column #1	All qualified suppliers who responded to bid
Column #2	Number of stocked commodity items in bid
Column #3	Number of items supplier bid on
Column #4	Number of items supplier was the low bid
Column #5	Savings to the department based upon lower per unit cost. The “N/A” is due to the commodity price coming in higher than current pricing
Column #6	Suppliers that provide the most cost efficiencies of supplies. Additionally, most of these are current vendors and have demonstrated their value and reliability to the Department

DECISION MEMO**Document #PBOS0514146**

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	IT
Vendor	ITS	Program Contact	Jeff Swim
Date Submitted for Review	5/4/2009	Contact Phone #	(630) 221-7995

ISSUE:

The Health Department would like to begin using the complex asset management solution of Altiris. Due to the complex nature of the system, IT requires the assistance of ITS to setup the asset management solution to ensure it is done properly.

BACKGROUND:

Altiris was purchased in 2008 to assist IT with day to day management of workstations in the Health Department. The software was also purchased with the plan to eventually utilize its asset management solution to gain better control of the resources in IT.

DISCUSSION:

The timing of this procurement is so that we are able to show Service Unit Directors actual costs per computer for staff. This will allow us to show actual costs to the organization for all IT items and relate those to specific departments.

OPTIONS (ITEMIZE):

1. Allow ITS to assist with the setup of the asset management software to ensure it is done properly.
2. Attempt to setup the software internally without insight and assistance from ITS.
3. Postpone the project till a later time.

RECOMMENDATIONS:

Staff recommends entering into contract with ITS for this project.

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

The impact is \$38,000 for 4 weeks of consulting time onsite from an ITS employee.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT PBOS05
14147

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

REQUISITION #/		CONTRACT TERM	5/01/2009-04/30/2010
DATE SUBMITTED	05/04/2009	REQUESTING DEPT.	Business Services Operations
VENDOR	A. W. Marchetti Consulting	DEPT. CONTACT	Maureen McHugh
PHONE #		PHONE #	Ext. 7554
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Contract for services to ensure the vision of the FORWARD initiative as a community wide collaborative in an amount not to exceed \$108,000.00. Central DuPage Hospital will be contributing \$50,000.00 to the Department for this initiative.		
REASON FOR PROCUREMENT	If the FORWARD initiative is going to be successful, a large effort in the development and implementation stages including development of a strong and permanent Advisory Committee as well as identification of funding/revenue sources to sustain the initiative will need to be accomplished. Staff feels it is in the best interest of the Department to enter into a professional services contract with and outside source. The A.W. Marchetti Consulting firm has the experience and expertise needed to provide the required services.		
BACKGROUND (HISTORY)	In order to achieve a county-wide initiative to motivate children and families (households) to adopt healthier lifestyles through healthier choices utilizing the FORWARD initiative, executive level leadership and oversight to implement is necessary.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 3099
- 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
- 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:

Maureen McHugh 05/04/09
PREPARED BY: _____ DATE

BUYER DATE
/s/ Dan Harris 05/06/09
DIRECTOR OF BUSINESS OPERATIONS DATE
(DECISION MEMOS OVER \$15,000 ONLY)

/s/ Dan Harris 05/06/09

SERVICE UNIT DIRECTOR DATE
/s/ Pat Flaherty 05/06/09
PROCUREMENT MANAGER DATE
/s/ Maureen McHugh 05/06/09
EXECUTIVE DIRECTOR DATE
(DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO**Document PBOS0514147**

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 #	PBOS0514147	Requesting Program	Business Operations
Vendor	A. W. Marchetti	Program Contact	Maureen McHugh
Date Submitted for Review	05/04/09	Contact Phone #	Ext. 7554

ISSUE:

Contract for services to ensure the vision of the FORWARD initiative as a community wide collaborative.

BACKGROUND:

In order to achieve a county-wide initiative to motivate children and families (households) to adopt healthier lifestyles through healthier choices utilizing the FORWARD initiative, executive level leadership and oversight to implement is necessary.

DISCUSSION:

If the FORWARD initiative is going to be successful, a large effort in the development and implementation stages including development of a strong and permanent Advisory Committee as well as identification of funding/revenue sources to sustain the initiative will need to be accomplished. Staff feels it is in the best interest of the Department to enter into a professional services contract with and outside source. The A.W. Marchetti Consulting firm has the experience and expertise needed to provide the required services.

OPTIONS (ITEMIZE):

Contract with A.W. Marchetti Consulting to provide professional services.

RECOMMENDATIONS:

Staff recommends contracting with A.W. Marchetti Consulting.

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

Contract term effective May 1, 2009 through April 30, 2010 in an amount not to exceed \$108,000.00. Central DuPage Hospital will be contributing \$50,000.00 to the Department for this initiative.

(05/14/09)

CENTRAL DUPAGE HOSPITAL GRANT – BUSINESS OPERATIONS SERVICES

Business Operations Services wishes to accept a grant from Central DuPage Hospital for the FORWARD Initiative. The grant is for \$50,000 for the period of May 1, 2009 through April 30, 2010 and will be used to support the collaborative effort of 20 organizations to develop a strategic plan for overcoming obesity in DuPage County. The DuPage County Health Department is the lead coordinating agency for this initiative. The grant 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 Central DuPage Hospital for the FORWARD Initiative of \$50,000 as presented.

(05/14/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health Grant for TB Directly Observed Therapy. The grant is for \$35,442, or \$3,935 per month, for the nine-month period of January 1, 2009 through September 30, 2009. The grant funds will be used for case management, travel costs, incentives and other expenses to support treatment of active tuberculosis disease. The grant was budgeted at \$47,500, or \$3,958 per month, for FY 2009. In FY 2008, the original award of \$36,256 was increased to \$58,423, or \$4,869 per month.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional retroactive funding from the Illinois Department of Public Health for TB Directly Observed Therapy of \$35,422 as presented.