

DUPAGE COUNTY BOARD OF HEALTH

February 7, 2009

8:30 A.M.

A G E N D A

<u>PAGE</u>	<u>ITEM NO.</u>	<u>SUBJECT</u>
---	1.	CALL TO ORDER AND CALL OF THE ROLL
---	2.	APPROVAL OF MINUTES – November 13, 2008
---	3.	TREASURER’S REPORT – November 30, 2008 December 31, 2008 January 31, 2009
---	4.	PUBLIC COMMENT
	5.	CONSENT ITEMS
2.		a. Personnel Transactions – BOS
7.		b. Fund Transfers - BOS
---	6.	OLD BUSINESS– Property Liability Ins. Update – Dave Green
---	7.	NEW BUSINESS
8.		1) 2009 Mileage Reimbursement
9.		2) Revision to Personnel Policies – Special Compensation
10.		3) Addition to Personnel Policies – Employee Health & Wellness
11.		4) Position List Change
12.		5) Purchasing – BOS
14.		a. S-BOS-02-09-129-Dell-Altiris & Symantec Support
15.		b. L-BOS-01-06-009.a - Core Print Solutions
16.		c. L-MHS-04-06-050 – NAMI – Two Group Home Leases
18.		d. P-BOS-02-10-095 – Arch Insurance Company
20.		e. P-BOS-02-07-144 – DuPage Health Coalition
---		6) Grant Acceptances
22.		a. IDPH Death Certificate Surcharge Fund - BOS
23.		b. IDPH Perinatal Hepatitis Prevention Grant - EDC
24.		c. IDPH Emergency and Disease Control Serv.- EDC
25.		d. National Assoc. of County & City Health Officials – EDC
26.		e. IDPH West Nile Virus Vector Surveillance Grant – EHS
27.		f. West Chicago Elementary School Dist. 33 – MHS
28.		g. Ortho-McNeil Janssen Scientific Affairs LLC-MHS
---	8.	NEXT MEETING – March 12, 2009
---	9.	ADJOURNMENT

(02/07/09)

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 10/27/08 and 01/30/09.

AGENDA ITEM # 5a

(02/07/09)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Barbara Bellar, MD	Physician (contractual)	60.47 hr.	---	10/27/08
Marcela Garcia	Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	11/12/08
Elvettia Armstrong	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	11/14/08
Jesica Wagner	Respite Worker (on-call)	12.00 hr.	----	11/17/08
Valerie Perez	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	12/01/08
Sandra Romero	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	12/01/08
Carrie Schulte	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/08
Amee Vermeire	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	12/01/08
Tijyana Williams	Billing Reimbursement Coordinator	13.69 hr. – 20.54 hr.	109	12/01/08
Lisa Grant	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	12/12/08
Anjali Nair	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	12/12/08
Marysely Hernandez	Client Benefits Specialist (temporary)	13.69 hr. – 20.54 hr.	109	12/15/08
Katharine Kohl	Temporary Houseparent (on-call)	10.79 hr.	----	12/15/08
Irene Ramos	Case Manager	16.00 hr. – 24.00 hr.	110	12/15/08
Vivienne Ridenhower-Krutzy	Mental Health Worker	15.95 hr. – 23.93 hr.	205	12/15/08
Rachael Browning	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	01/05/09
Kevin Dixon	Director of Environmental Health Services	42.35 hr. – 63.53 hr.	317	01/20/09

The changes of status of the following employees:

Victoria White	From: Overnight Support Staff (temporary)	9.54 hr. – 14.31 hr.	107	11/01/08
	To: Temporary Houseparent (on-call)	10.79 hr.	----	11/01/08

Donald Penney	From: PC/LAN Specialist (on-call)	18.96 hr. – 28.44 hr.	210T	11/03/08
	To: PC/LAN Specialist (full-time)	18.96 hr. – 28.44 hr.	210T	11/03/08
Gabriela Saltigeral	From: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	11/03/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/03/08
Dana Greer	From: Temporary Houseparent (on-call)	10.79 hr.	----	11/15/08
	To: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	11/15/08
Diane Sprauge	From: Overnight Support Staff (temporary)	9.54 hr. – 14.31 hr.	107	11/15/08
	To: Overnight Support Staff (full-time)	9.54 hr. – 14.31 hr.	107	11/15/08
Constance Taylor	From: Temporary Houseparent (on-call)	10.79 hr.	----	11/15/08
	To: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	11/15/08
Anna Greiner	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	11/17/08
	To: Case Manager	16.00 hr. – 24.00 hr.	110	11/17/08
Pamela Moore	From: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	11/17/08
	To: Sanitarian	20.31 hr. – 30.47 hr.	207	11/17/08
Joyce Nelson-Avila	From: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	11/17/08
	To: Continuous Quality Imp. Specialist	22.24 hr. – 33.36 hr.	312	11/17/08
Daniel Urban	From: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	11/17/08
	To: Sanitarian	20.31 hr. – 30.47 hr.	207	11/17/08
Jamila Moore	From: Temporary Houseparent (on-call)	10.79 hr.	----	12/15/08
	To: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	12/15/08
Sheila Philo	From: Sr. PHN	23.13 hr. – 34.69 hr.	208	12/15/08
	To: Physician Liaison	26.28 hr. – 39.42 hr.	209	12/15/08
Annelise Wagner	From: Customer Service Representative III	16.00 hr. – 24.00 hr.	110	12/15/08
	To: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	12/15/08
Giordan Kaplan	From: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	12/27/08
	To: Sanitarian	20.31 hr. – 30.47 hr.	207	12/27/08
Ingrid Cruz	From: Group Home Resident Assistant (80)	11.06 hr. – 16.59 hr.	108	01/10/09
	To: Mental Health Worker (80)	14.96 hr. – 22.43 hr.	205	01/10/09
Carolee Eagan	From: Administrative Clerk III (75)	11.80 hr. – 17.70 hr.	108	01/12/08
	To: Customer Service Representative I (75)	11.80 hr. – 17.70 hr.	108	01/12/08
Linda Haerr	From: Administrative Clerk III (75)	11.80 hr. – 17.70 hr.	108	01/12/08

	To: Customer Service Representative I (75)	11.80 hr. – 17.70 hr.	108	01/12/08
Patricia Jaglinski	From: Administrative Clerk III (75)	11.80 hr. – 17.70 hr.	108	01/12/08
	To: Customer Service Representative I (75)	11.80 hr. – 17.70 hr.	108	01/12/08
Donna Manfredini	From: Administrative Clerk III (75)	11.80 hr. – 17.70 hr.	108	01/12/08
	To: Customer Service Representative I (75)	11.80 hr. – 17.70 hr.	108	01/12/08
Aldmettrice Riley	From: Administrative Clerk III (75)	11.80 hr. – 17.70 hr.	108	01/12/08
	To: Customer Service Representative I (75)	11.80 hr. – 17.70 hr.	108	01/12/08
Hossanna Virella	From: Administrative Clerk III (75)	11.80 hr. – 17.70 hr.	108	01/12/08
	To: Customer Service Representative I (75)	11.80 hr. – 17.70 hr.	108	01/12/08

The separation of the following employees:

Matthew Ellis	West Nile Virus Surveillance (temporary)	10.00 hr.	----	10/31/08
Melissa Golden	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	11/04/08
Rebecca Feick	Case Manager	16.00 hr. – 24.00 hr.	110	11/13/08
Kathryn Brubaker	Respite Worker (on-call)	12.18 hr.	----	11/14/08
Letha Merchant	Vision & Hearing Technician	11.80 hr. – 17.70 hr.	108	11/14/08
Sarah Henrie	Human Resources Generalist (on-call)	20.02 hr. – 30.03 hr.	311	11/21/08
Lisa Martin	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	11/24/08
Andrew Kutemeier	Respite Worker (on-call)	12.28 hr.	----	11/30/08
Fairel DeBerry	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	12/01/08
Carole DeSimone	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/01/08
Lynn Hoette	Sanitarian	20.31 hr. – 30.47 hr.	207	12/02/08
Alejandro Godinez	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	12/12/08
Katherine Riordan	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	12/15/08
Karen Termion	Account Clerk (temporary)	11.80 hr. – 17.70 hr.	108	12/18/08
Bernardine Roy	Medical Technologist	15.95 hr. – 23.93 hr.	205	12/19/08
Elyse Wilson	Respite Worker (on-call)	12.00 hr.	----	12/21/08
Alyssa Browder	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	12/29/08
Terri Aylward	Sanitarian	20.31 hr. – 30.47 hr.	207	12/31/08
Mary LaBee	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/02/09

Nadine Liceaga	Dental Hygienist (on-call)	17.95 hr. – 26.93 hr.	206	01/05/09
Kathleen Shurba	Dental Hygienist (on-call)	17.95 hr. – 26.93 hr.	206	01/05/09
Michael Angelo	Temporary Houseparent (on-call)	10.79 hr.	----	01/08/09
Gerardo Rojas	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	01/08/09
Robert Siemer	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	01/08/09
Beatrice Sisson	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	01/08/09
Raquel Fonseca	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	01/09/09
Janna Divito	Sr. Clinician/Consultant (job share 38.5 bi-weekly)	23.13 hr. – 34.69 hr.	208	01/30/09
Timothy Fuja	Sanitarian	20.31 hr. – 30.47 hr.	207	01/30/09

President, Board of Health

February 7, 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.

**JANUARY SCHEDULE OF TRANSFERS
FISCAL YEAR 2009**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
901	104	2117	D/P Equip Non-Capital		\$50,000.00
901	104	3011	D/P Services		\$100,000.00
901	104	4530	DP Equipment	\$150,000.00	
The sum of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000)					
Transfer funds for Avatar purchases and upgrades and hardware network upgrades.					
902	231	3080	Medical Services		\$30,000.00
902	231	1072	Contractual Salary	\$30,000.00	
The sum of THIRTY THOUSAND DOLLARS (\$30,000)					

Transfer funds to provide IBCCP nurse practitioner and physician services through in house providers.

REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES – BUSINESS OPERATIONS SERVICES

Effective January 1, 2009, the Internal Revenue Service has established that the business standard mileage rate will be 55 cents per mile.

Therefore, it is requested that the DuPage County Board of Health approve a decrease in the current mileage rate from 58.5 cents per mile to 55 cents per mile effective January 1, 2009.

RESOLUTION

(BOS 09-01)

DECREASING REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES ON HEALTH DEPARTMENT BUSINESS FROM \$0.58.5 (58.5 CENTS) TO \$0.55 (55 CENTS) PER MILE

WHEREAS, it is in the interest of the DuPage County Health Department that personnel traveling in their private automobiles on Health Department business be reimbursed at an appropriate level; and

WHEREAS, the Internal Revenue Service has determined that a rate of reimbursement can be established at \$0.55 (55 cents) per mile.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board of Health that the rate for reimbursement for private automobile travel on Health Department business is hereby established at \$0.55 (55 cents) per mile, effective January 1, 2009, and

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to the Deputy Director of Business Operations and the Finance Manager.

Approved this 7th day of February 2009.

Linda A. Kurzawa
President, DuPage County Board of Health

Scott J. Cross
Secretary, DuPage County Board of Health

Mileage Reimbursement Table, Effective January 1, 2009

1	\$0.550	51	\$28.050	101	\$55.550	151	\$83.050
2	\$1.100	52	\$28.600	102	\$56.100	152	\$83.600
3	\$1.650	53	\$29.150	103	\$56.650	153	\$84.150
4	\$2.200	54	\$29.700	104	\$57.200	154	\$84.700
5	\$2.750	55	\$30.250	105	\$57.750	155	\$85.250
6	\$3.300	56	\$30.800	106	\$58.300	156	\$85.800
7	\$3.850	57	\$31.350	107	\$58.850	157	\$86.350
8	\$4.400	58	\$31.900	108	\$59.400	158	\$86.900
9	\$4.950	59	\$32.450	109	\$59.950	159	\$87.450
10	\$5.500	60	\$33.000	110	\$60.500	160	\$88.000
11	\$6.050	61	\$33.550	111	\$61.050	161	\$88.550
12	\$6.600	62	\$34.100	112	\$61.600	162	\$89.100
13	\$7.150	63	\$34.650	113	\$62.150	163	\$89.650
14	\$7.700	64	\$35.200	114	\$62.700	164	\$90.200
15	\$8.250	65	\$35.750	115	\$63.250	165	\$90.750
16	\$8.800	66	\$36.300	116	\$63.800	166	\$91.300
17	\$9.350	67	\$36.850	117	\$64.350	167	\$91.850
18	\$9.900	68	\$37.400	118	\$64.900	168	\$92.400
19	\$10.450	69	\$37.950	119	\$65.450	169	\$92.950
20	\$11.000	70	\$38.500	120	\$66.000	170	\$93.500
21	\$11.550	71	\$39.050	121	\$66.550	171	\$94.050
22	\$12.100	72	\$39.600	122	\$67.100	172	\$94.600
23	\$12.650	73	\$40.150	123	\$67.650	173	\$95.150
24	\$13.200	74	\$40.700	124	\$68.200	174	\$95.700
25	\$13.750	75	\$41.250	125	\$68.750	175	\$96.250
26	\$14.300	76	\$41.800	126	\$69.300	176	\$96.800
27	\$14.850	77	\$42.350	127	\$69.850	177	\$97.350
28	\$15.400	78	\$42.900	128	\$70.400	178	\$97.900
29	\$15.950	79	\$43.450	129	\$70.950	179	\$98.450
30	\$16.500	80	\$44.000	130	\$71.500	180	\$99.000
31	\$17.050	81	\$44.550	131	\$72.050	181	\$99.550
32	\$17.600	82	\$45.100	132	\$72.600	182	\$100.100
33	\$18.150	83	\$45.650	133	\$73.150	183	\$100.650
34	\$18.700	84	\$46.200	134	\$73.700	184	\$101.200
35	\$19.250	85	\$46.750	135	\$74.250	185	\$101.750
36	\$19.800	86	\$47.300	136	\$74.800	186	\$102.300
37	\$20.350	87	\$47.850	137	\$75.350	187	\$102.850
38	\$20.900	88	\$48.400	138	\$75.900	188	\$103.400
39	\$21.450	89	\$48.950	139	\$76.450	189	\$103.950
40	\$22.000	90	\$49.500	140	\$77.000	190	\$104.500
41	\$22.550	91	\$50.050	141	\$77.550	191	\$105.050
42	\$23.100	92	\$50.600	142	\$78.100	192	\$105.600
43	\$23.650	93	\$51.150	143	\$78.650	193	\$106.150
44	\$24.200	94	\$51.700	144	\$79.200	194	\$106.700
45	\$24.750	95	\$52.250	145	\$79.750	195	\$107.250
46	\$25.300	96	\$52.800	146	\$80.300	196	\$107.800
47	\$25.850	97	\$53.350	147	\$80.850	197	\$108.350
48	\$26.400	98	\$53.900	148	\$81.400	198	\$108.900
49	\$26.950	99	\$54.450	149	\$81.950	199	\$109.450
50	\$27.500	100	\$55.000	150	\$82.500	200	\$110.000

(02/07/09)

REVISION 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.

From time to time, it is necessary for the Human Resources staff to review such policies to ensure that they are current with State and Federal laws, as well as the mission, philosophy and practices of the Health Department.

Recent revisions to the practice of providing employees with reimbursement for mobile phone use have resulted in the need to recommend the attached changes to the following policy:

1. Personnel Policy 2.5, Special Compensation

MOTION

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

(02/07/2009)

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.

Accordingly, from time to time, the Human Resources Division will review such policies to ensure that they are current with State and Federal laws, as well as the mission and philosophy of the Health Department.

In conjunction with the Infection Control Committee, the Human Resources Division is recommending the addition of a new policy, Employee Health and Wellness, as follows.

The policy is consistent with State and Federal employment laws as well as Health Department organizational practices.

MOTION

The DuPage County Board of Health hereby approves the adoption of the new Personnel Policy 1.10, Employee Health and Wellness, as recommended.

POSITION LIST CHANGE – ADDITION OF MENTAL HEALTH NURSE PRACTITIONER – MENTAL HEALTH SERVICES

Mental Health Services is requesting the addition of a full time Advanced Practice Nurse. While under the supervision of a Psychiatrist, Advanced Practice Nurses can deliver a majority of the same services that a Psychiatrist provides.

Therefore the following position list change is recommended:

Authorized Position List Revision

Department Name: 907 - Mental Health Services Reporting Unit: 715

Addition or Deletion/#	Status	Bi-Wkly Hrs.	Job Code# / Job Title Salary Grade	Salary Range		Actual / Hiring Salary	Benefit Cost	Total Annual Cost
				Min	Max			
Addition (1)	1010	75	#7639 / Advanced Practice Nurse Salary Grade 209	\$51,243	\$64,054	\$76,000	\$30,400	\$106,400
Deletion (1)	1040		Contractual Psychiatrist	n/a		\$91.00/hour X 50 hrs biweekly = \$118,300	\$9,460	(\$127,764)
							Net Cost or Net Saving:	(\$21,360)

Status:	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

Benefit Cost:	
Full-Time:	40%
Part-Time:	15%
Temporary:	8%

Justification for Change: The addition of a full time Advanced Practice Nurse will equate to an additional 15 hours per week for client services, at a lower cost to the Health Department.

MOTION

The DuPage County Board of Health hereby approves the authorized position list change as recommended.

PURCHASING

S-BOS-02-09-129 – Purchase of Altiris and Symantec licensing support in an amount not to exceed \$70,000.00, and purchase of laptop and desktop computers from Dell in an amount not to exceed \$200,000.00, joint purchase, in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds for this expenditure are available in the FY09 budget. Staff recommends approval of the Dell expenditure in an amount not to exceed \$270,000.00.

L-BOS-01-06-009.a – Forty-eight month lease agreement to Core Print Solutions for network copiers that will scan and fax, and network printers, 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. With the software application provided as part of this lease, staff estimates an annual reduction of \$50,000.00 in the purchase of paper, toner, and equipment repair. Staff recommends approval of the expenditure in an annual amount not to exceed \$165,000.00.

L-MHS-04-06-050 – Professional Services for lease agreements issued to National Alliance for Mentally Ill to allow the department to lease group homes to provide 24-hour supervised care to 16 DuPage County clients in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through January 31, 2011. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY09 budget and a combination of client fees, grant revenue and tax dollars cover the cost. Staff recommends approval of the expenditure for the first of the two year contract term in the amount of \$57,600.00. There is no cost increase from last year.

P-BOS-02-10-095 – Professional Services issued to Arch Insurance Company to secure Professional Liability Insurance for department employees and employed physicians 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 FY09 budget. Staff recommends entering into the contract in an amount not to exceed \$388,320. This is a decrease of 2.46% which is reflective of the current market.

P-BOS-02-07-144 - Agreement issued to DuPage Health Coalition to work towards development of systems/programs that effectively and efficiently manage the health of low-income populations to strategically enhance the DuPage Health Safety Net 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 is included. Funds for this expenditure are available in the FY09 budget. Staff recommends entering into the agreement in an amount not to exceed \$600,000.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items # 7 (5) A through E as presented.



PROCUREMENT APPROVAL CHECKLIST

**SBOS02
DOCUMENT 09129**

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

REQUISITION #/	SBOS0209129	CONTRACT TERM	February, 2009 to January, 2010
DATE SUBMITTED	December 19, 2008	REQUESTING DEPT.	Business Operations
VENDOR	Dell	DEPT. CONTACT	Jeff Swim
PHONE #		PHONE #	Ext. 7995
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of Altiris and Symantec licensing and support in an amount not to exceed \$70,000.00, and purchase of laptop and desktop computers in an amount not to exceed \$200,000.00. Equipment to be purchased in fiscal year 2009 include approximately 50 laptops and 100 desktop computers. Total Dell expenditure not to exceed \$270,000.00.		
REASON FOR PROCUREMENT	Altiris support and Symantec software requires an annual subscription. Purchase of laptop and desktop computers are in line with the standard computer upgrade policy. The purchase of computers will finish equipping our mobile workforce in Mental Health Services with mobile computers to use in the field and connect securely back to the office.		
BACKGROUND (HISTORY)	Altiris manages network and software assets, and Symantec software packages have been implemented on the network and require licensing services to maintain current software versions. IT in cooperation with Purchasing has researched several laptop and desktop options. It has been determined that a partnership with Dell Computers, under joint purchasing, is a cost effective and efficient option. This has been the standard for two years.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104
- 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 Western States Contracting Alliance (WSCA)
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

Jeff Swim 12/19/09
PREPARED BY: DATE

/s/ Dan Harris 01/08/09

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 01/08/09

BUYER DATE
/s/ Dan Harris 01/08/09

PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 01/08/09

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

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

DECISION MEMO**Document PBOS210095***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
Vendor	Arch Insurance Company	Program Contact	Pat Flaherty
Date Submitted for Review	01/26/09	Contact Phone #	7390

ISSUE:

To obtain coverage for professional liability insurance for the Department's employees and employed physicians.

BACKGROUND:

The department has maintained professional liability coverage for employees and employed physicians while performing services for the department. The State's Attorneys Office has determined that it is not statutorily required to bid property or liability type insurance.

DISCUSSION:

To perform due diligence in the selection of liability insurance carriers, it was determined after discussions with DuPage County's insurance consultant, David Green, that soliciting price quotes from various brokers would satisfy this requirement. Information was solicited and analysis of responses shows that Arch Insurance would be the best price-coverage option available.

OPTIONS (ITEMIZE):

- 1) Renew existing policy at the rate offered
- 2) Obtain new policy with different carrier

RECOMMENDATIONS:

After review and analysis of all options provided, staff in conjunction with DuPage County's insurance consultant, recommend renewing the expiring coverage at an annual cost savings of \$9,563.00

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

Contract with Arch Insurance Company for Professional Liability and Employed Physicians Liability Coverage from March 1, 2009 through February 28, 2010 in an amount not to exceed \$388,320.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT PBOS02
07144

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

REQUISITION #/		CONTRACT TERM	March 1, 2009 – November 30, 2009
DATE SUBMITTED	January 29, 2009	REQUESTING DEPT.	Business Operations Services
VENDOR	DuPage Health Coalition	DEPT. CONTACT	Maureen McHugh
PHONE #		PHONE #	Ext. 7554
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Enter into an agreement to work towards development of systems/programs that effectively and efficiently manage the health of low-income populations to strategically enhance the DuPage Health Safety Net. Expenditure not to exceed \$600,000.00.		
REASON FOR PROCUREMENT	The DuPage Health Coalition with the funding provided by the DuPage County Board of Health can address DuPage Health Safety Net projects that will meet the greatest needs in the County and produce the greatest good for the greatest number of residents.		
BACKGROUND (HISTORY)	In the past, DuPage County Government provided funds to the Corporation (Access DuPage). Funds provided were designated for specific purposes. Beginning in 2009 the expectation for funding will be utilized not only to continue the Access DuPage program but also enhance the DuPage Health Safety Net.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 103
- 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 01/30/09
 PREPARED BY: _____ DATE

SERVICE UNIT DIRECTOR DATE

BUYER _____ **DATE** _____
 /s/ Dan Harris 01/30/09
DIRECTOR OF BUSINESS OPERATIONS _____ **DATE** _____
 (DECISION MEMOS OVER \$15,000 ONLY)

PROCUREMENT MANAGER _____ **DATE** _____
 /s/ Maureen McHugh 01/30/09
EXECUTIVE DIRECTOR _____ **DATE** _____
 (DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMO**Document #** PBOS0107144*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	DuPage Health Coalition	Program Contact	Maureen McHugh
Date Submitted for Review	January 29, 2009	Contact Phone #	Ext 7554

ISSUE:

Enter into an agreement to work towards development of systems/programs that effectively and efficiently manage the health of low-income populations to strategically enhance the DuPage Health Safety Net.

BACKGROUND:

In the past, DuPage County Government provided funds to the Corporation (Access DuPage). Funds provided were designated for specific purposes. Beginning in 2009 the expectation for funding will be utilized not only to continue the Access DuPage program but also enhance the DuPage Health Safety Net.

DISCUSSION:

The DuPage Health Coalition with the funding provided by the DuPage County Board of Health can address DuPage Health Safety Net projects with the greatest needs in the County and produce the greatest good for the greatest number of residents.

OPTIONS (ITEMIZE):

1. Enter into agreement and provide necessary funding

RECOMMENDATIONS:

Staff recommends entering into agreement with DuPage Health Coalition.

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

Agreement expenditure not to exceed \$600,000.00. Funds are available in the FY09 budget.

(02/07/09)

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH DEATH CERTIFICATE
SURCHARGE FUND – BUSINESS OPERATIONS SERVICES**

Business Operations Services wishes to accept a grant from the Illinois Department of Public Health from the Death Certificate Surcharge Fund for \$35,612. The funding is for the period July 1, 2008 through June 30, 2009. The grant represents payments pursuant to Public Act 93-0045 Section 25.5 The Death Certificate Surcharge Fund.

The grant was funded at \$13,400 in FY 2008 and \$11,300 in FY 2007. The current funding of \$35,612 is a 266% increase over prior year due to a one-time reallocation of excess balances held in the fund. The grant was budgeted in FY 2009 at \$13,400.

MOTION

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

(02/07/09)

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH – PERINATAL HEPATITIS
PREVENTION INITIATIVES GRANT**

Emergency and Disease Control Services wishes to accept a grant of \$35,000 from the Illinois Department of Public Health for continued Perinatal Hepatitis Prevention Initiatives. The grant period is January 1, 2009 through December 31, 2009 and is being funded at \$35,000, the same funding as prior year. The grant was budgeted at \$35,000 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 Perinatal Hepatitis Prevention Initiatives as presented.

(02/07/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Tuberculosis Program, wishes to accept an addition to the grant from the Illinois Department of Public Health for TB Direct Observed Therapy in the amount of \$20,000 for the period of July 1, 2008 through December 31, 2008. This grant is to be used to track, monitor and provide a therapy program to clients with Tuberculosis.

The original grant was funded at \$47,500. With this increase, the grant will be funded at \$67,500. The grant was budgeted at \$47,500 for FY 2009.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional funding from the Illinois Department of Public Health for the TB Direct Observed Therapy Grant as presented.

(02/07/09)

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS -
EMERGENCY PREPAREDNESS GRANT**

Emergency and Disease Control Services, Emergency Preparedness, wishes to accept a grant from the National Association of County and City Health Officials in the amount of \$5,000 to build the capacity of local Medical Reserve Corps. The grant period is January 1, 2009 through December 31, 2009. This grant was funded at \$5,000 in FY 2008 but was not expected to continue and was not contemplated in the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the National Association of County and City Health Officials as presented.

(02/07/09)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH WEST NILE VIRUS VECTOR SURVEILLANCE GRANT – ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services wishes to accept additional funding from the Illinois Department of Public Health in the amount of \$14,000 for West Nile vector surveillance. This is a two-year grant covering the period July 1, 2008 through June 30, 2010. In May 2008, the grant was funded at \$20,000 for a 2-year period and was budgeted at that amount. With this additional funding, the grant will total \$34,000 over a 2-year period. This is a \$10,000 decrease over the last two-year grant of \$44,000 but an increase of \$14,000 over the FY 2009 and FY 2010 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of additional funding from the Illinois Department of Public Health for West Nile vector surveillance as presented.

(02/07/09)

WEST CHICAGO ELEMENTARY SCHOOLS DISTRICT 33 – MENTAL HEALTH SERVICES

Mental Health Services wishes to continue a professional service agreement to provide consultation and early intervention services for the West Chicago Elementary Schools District 39, We Go Together for Kids Project. In addition to these services, the Health Department staff will provide screening, linkage and necessary counseling services for District 33 staff and students.

The agreement is for the time period October 1, 2008 through September 30, 2009 for \$236,671. This is a \$15,868 or a 7% increase over the \$220,803 funding in FY 2008. The agreement was budgeted at \$220,000 for FY 2009.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the professional service agreement from the West Chicago Elementary Schools District 39, We Go Together for Kids Project as presented.

(02/07/09)

ORTHO-MCNEIL JANSSEN SCIENTIFIC AFFAIRS LLC – MENTAL HEALTH SERVICES

Mental Health Services wishes to accept a grant from Ortho-McNeil Janssen Scientific Affairs LLC to defer some of the costs associated with a June 4, 2009 training in Innovative Approaches to Mental Health Courts the Mental Health staff is preparing. The grant is for \$5,000.00 and is restricted to use for this training.

The purpose of the grant is to subsidize part of the costs associated with this event on June 4, 2009. This 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 Ortho-McNeil Janssen Scientific Affairs LLC as presented.