

DUPAGE COUNTY BOARD OF HEALTH

April 12, 2007

6:15 P.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.	SUBCOMMITTEE REPORTS <ul style="list-style-type: none">a. Executive – (BOS)b. Community Health Services (CHS)c. Environmental Health Services (EHS)d. Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – March 8, 2007
---	4.	TREASURER’S REPORT – March 31, 2007
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
--	7.	RESOLUTIONS <ul style="list-style-type: none">a. Commendation for Norman Bartels – BOHb. Resolution in support of Senate Bill 500 - BOH
2.	8.	CONSENT ITEMS <ul style="list-style-type: none">a. Personnel Transactions – BOSb. Fund Transfers - BOS
7.	9.	OLD BUSINESS
--	10.	NEW BUSINESS <ul style="list-style-type: none">a. Purchasing – BOS<ul style="list-style-type: none">1) P-EDC-04-07-099 – Integrated Solutions Consulting2) C-BOS-04-06-052 – Gift Cards3) C-BOS-04-07-100 – Symantec/SSI4) S-BOS-04-07-101 – Oury Roofing – Roof Replacement - TSCb. Grant Acceptances<ul style="list-style-type: none">(1) Ryan White Title II – AIDS Foundation of Chicago-EDCc. Appointments to Mental Health Advisory Council<ul style="list-style-type: none">1) Tedd Taylor Termunde, J.D.2) Ruby D. Khan, Executive Director, Hamdard Center
8.	11.	PRESENTATION – Access Community Health Network – Linda Shapiro, VP Strategy, Planning & External Affairs with Dr. Abedl Pfhmy
11.	12.	NEXT MEETING – May 10, 2007
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18.		
	11.	PRESENTATION – Access Community Health Network – Linda Shapiro, VP Strategy, Planning & External Affairs with Dr. Abedl Pfhmy
---	12.	NEXT MEETING – May 10, 2007

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AGENDA ITEM # 8a

(04/12/07)

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.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 03/02/07 and 04/02/07.

AGENDA ITEM # 8a

(04/12/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Premilla Castelino	Psychiatric Nurse	19.04 hr. – 28.56 hr.	207	03/12/07
Julie Hackman	Administrative Clerk (temporary)	11.80 hr. – 17.70 hr.	108	03/12/07
Pauline Nolan	Respite Worker (on-call)	12.00 hr.	----	03/12/07
Kathleen Brower	Health Educator (temporary)	20.31 hr. – 30.47 hr.	207	03/19/07
Maria McGinn	Executive Secretary	18.57 hr. – 27.85 hr.	111	03/19/07
Jaymes Parker	Mental Health Worker	15.95 hr. – 23.93 hr.	205	03/19/07
Patricia Castrogiovanni	Administrative Clerk (temporary)	11.80 hr. – 17.70 hr.	108	03/26/07
Celina Mendez	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	03/26/07
Daniel Urban	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	03/26/07
JoAnne Avalos	Administrative Clerk (temporary)	11.80 hr. – 17.70 hr.	108	03/26/07
Vanessa Sanchez	Administrative Clerk (temporary)	11.80 hr. – 17.70 hr.	108	03/26/07

The changes of status of the following employees:

Dimitria Vandarakis	From: Mental Health Worker	15.95 hr. – 23.93 hr.	205	03/05/07
	To: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	03/05/07
Kimberly Walker	From: Mental Health Worker	15.95 hr. – 23.93 hr.	205	03/19/07
	To: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	03/19/07
Randi Luna	From: Mental Health Program Manager	24.64 hr. – 36.95 hr.	209	03/26/07
	To: Mental Health Administrator	32.54 hr. – 48.81 hr.	211	03/26/07

Lorena Tapia	From: Clinic Assistant	11.80 hr. – 108	04/02/07
		17.70 hr.	
	To: Case Manager Assistant	13.69 hr. – 109	04/02/07
		20.54 hr.	

The separation of the following employees:

Margaret Wojtczak	Epidemiology Assistant	15.99 hr. – 110	03/02/07
		23.99 hr.	
Carlene Hamrin	Clinician/Consultant	20.31 hr. – 207	03/09/07
		30.47 hr.	
Lisa Chiavetta	Parent Partner (temporary)	12.00 hr. ----	03/12/07
Mariko Sumi	Temporary Houseparent (on-call)	10.79 hr. ----	03/13/07
Rocio Barrera	Clinic Assistant	11.80 hr. – 108	03/16/07
		17.70 hr.	
Jack Enright	Network Engineer	28.19 hr. – 314	03/16/07
		42.28 hr.	
Steffon Newsome	Associate Sanitarian	15.95 hr. – 205	03/16/07
		23.93 hr.	
Judith Poskonka	Administrative Clerk III (temporary)	11.80 hr. – 108	03/19/07
		17.70 hr.	
Dina Zaccaria	Clinician/Consultant	20.31 hr. – 207	03/23/07
		30.47 hr.	
Oscar Canale	Psychiatrist (contractual)	98.51 hr. ----	03/31/07
Ashok Gupta	Psychiatrist (contractual)	94.13 hr. ----	03/31/07
Hasina Javed	Psychiatrist (contractual)	96.54 hr. ----	03/31/07
Aqeel Khan	Psychiatrist (contractual)	94.13 hr. ----	03/31/07
Helena Muirragui	Psychiatrist (contractual)	92.19 hr. ----	03/31/07
Jael Robles	Psychiatrist (contractual)	97.53 hr. ----	03/31/07
Karen Dieckhoff	Program Coordinator	23.13 hr. – 208	04/02/07
		34.69 hr.	

President, Board of Health

April 12, 2007
Date

**APRIL SCHEDULE OF TRANSFERS
FISCAL YEAR 2007**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
903	330	2117	D/P Equipment Non-Capitl	\$10,105.00	
903	330	4510	Office Equipment		\$10,105.00
The Sum of TEN THOUSAND, ONE HUNDRED AND FIVE DOLLARS (\$10,105).					

To transfer funds for the purchase of grant budgeted equipment that is under the capitalization limits on a per item basis.

AGENDA ITEM # 10a

(04/12/2007)

PURCHASING

P-EDC-04-07-099 – Professional Services contract to Integrated Solutions Consulting to develop a natural hazard plan to be incorporated into the department's Emergency Operations Plan in accordance with Article 4, Part A, Section 4-108, b), Other Professional Services, of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends contracting with Integrated Solutions Consulting not to exceed \$50,000.

C-BOS-04-06-052 – Bid renewal for the purchase of gift cards used by various Community Health and Mental Health programs. Staff recommends bid renewal includes suppliers, which provide discounted rates on gift card orders. Bid award will include Jewel Food Store, Speedway Gas, Meijer Food Store and Great Lake Scrip Company. Procurement Approval Checklist included and staff recommends purchases not to exceed \$90,000 for a one-year period per lowest responsive, responsible bid.

C-BOS-04-07-100 – Purchase of a Back up and Restore System to insure business continuity and file integrity in the event of a network failure. Back up and Restore System to include Symantec software and a HP Drive Library in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist, Decision Memo, and Sole Source Justification Form included and staff recommends purchase in the amount of \$50,000.

S-BOS-04-07-101 – Roof replacement at Transitional Services Center to Oury Roofing in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Award to lowest responsible bidder and staff recommends contract award to exceed \$23,000.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items # ____ through ____ as presented.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # PEDC04
07099

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	04/15/07 – 08/15/07
DATE SUBMITTED	03/13/07	REQUESTING DEPT.	EDC
VENDOR	Integrated Solutions Consulting	DEPT. CONTACT	G. DeTella
PHONE #	773-383-7221	PHONE #	Ext. 7121
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Development of Natural Disaster Annexes for Department Emergency Operations Plan. <ol style="list-style-type: none"> 1. Organize resources 2. Obtain Information and review data 3. Coordinate with local, state, and federal governments 4. Identify natural hazards (including but not limited to weather and disease related) 5. Assess hazards, assets, and vulnerabilities 6. Develop procedures and techniques to quantify hazards events based on duration, intensity and severity 7. Develop inventory of related assets 8. Conduct a hazard analysis 9. Integrate with future trends and projects 10. Provide hazard assessment report 11. Develop natural hazard plan 12. Assure plan compliant with NIMS 13. Assure plan integrates with other key components of Department EOP 		
REASON FOR PROCUREMENT	The Department requires assistance in plan development.		
BACKGROUND (HISTORY)	Based on grant requirements and perceived risk for natural disasters, an "all-hazard" plan is necessary to facilitate the Department's appropriate response and to mitigate current risks.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET 330)
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET _____

DECISION MEMO NOT REQUIRED:

- THREE WRITTEN QUOTES (ATTACH COMPETITIVE PRICE EVALUATION)
- LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER BID # _____
- PER JOINT PURCHASING _____
- SOLE SOURCE (ATTACH SOLE SOURCE JUSTIFICATION FORM) - EXEMPT FROM BIDDING PER DuPage COUNTY HEALTH DEPARTMENT PURCHASING POLICY, ARTICLE 4-105

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

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

REVIEWED AND APPROVED BY: _____

G. DeTella 3/13/07

PREPARED BY: **DATE**

BUYER **DATE**

/s/ M. Kiep 4/3/07

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

/s/ M. Lally 3/22/07

SERVICE UNIT DIRECTOR **DATE**

/s/ P. Flaherty 4/3/07

PROCUREMENT MANAGER **DATE**

/s/ M. McHugh 4/3/07

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

DECISION MEMODocument # 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	EDC
Vendor	Integrated Solutions Consulting	Program Contact	George DeTella
Date Submitted for Review	March 13, 2007	Contact Phone #	Ext. 7121

ISSUE:

Emergency response and management are key functions of the Department. Based on perceived and assessed risks additional annexes to the DuPage County Health Department Emergency Operations Plan are required to facilitate appropriate actions when faced with naturally occurring disasters.

BACKGROUND:

The nation's vulnerability was demonstrated in the terrorist attacks of 9/11, bioterrorism utilizing anthrax in our nation's postal system, and natural disasters such as; Hurricane Katrina, Rita the possibility of the pandemic influenza; extreme heat and cold; the Utica or Plainfield tornadoes; or fires. For several years, the Department has worked diligently to develop; bioterrorism plans, receiving, distributing, and dispensing the Strategic National Stockpile, and pandemic influenza. An Emergency Operations plan that guides the Department through "all-hazards" is necessary to augment and expand these plans. To fulfill this need, annexes and guidelines addressing natural disasters, including but not limited to weather and diseases, are required.

DISCUSSION:

Key to successful plan development is scope of experience and knowledge. Based on grant requirements an "all-hazards" plan must include; data analysis, hazard and risk assessment, plan development, and education of appropriate staff. The Department requires individuals with extensive expertise in natural hazard planning to assist in this project.

OPTIONS (ITEMIZE):

1. Based on review of data and discussions with other agencies, it is the opinion of the Office of Risk and Emergency Management that the Department should issue a

contract to ISC. This is based on review of information documenting more than 30 years experience developing and implementing comprehensive crisis management plans; their demonstrated expertise in the field of emergency preparedness and response; and their ability to meet grant timelines.

2. Continue to seek the assistance of other consulting firms.

RECOMMENDATIONS:

Contract with ICS to develop the natural hazard annexes to the Department Emergency Operations Plan.

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

Contract period of 4/15/07 through 8/15/07 in an amount not to exceed \$50,000. Funds are from grants received for Emergency Preparedness from the Illinois Department of Public Health.

DECISION MEMODocument # CBOS0407100*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	104 – IT
Vendor	SYMANTEC/SSI	Program Contact	M. Latham
Date Submitted for Review	4/3/2007	Contact Phone #	Ext. 7394

ISSUE:

The Symantec back up and restore solution recommended by our IT Team can be purchased from an authorized WSCA supplier. SSI is an authorized WSCA supplier that has provided consulting services for the Health Department this past year and has considerable knowledge of our IT infrastructure. As a result, Symantec has authorized SSI to provide the recommended solution to the Department at discounted pricing.

BACKGROUND:

Back up and restore are critical elements of data management and disaster recovery. Currently the Department does not have the appropriate back up and restore system in place and is therefore vulnerable to loss of data in the event of a network failure.

DISCUSSION:

After researching several potential solutions, the IT Team has recommended Symantec as having the appropriate solution for meeting the agency's needs. Symantec licensing in conjunction with recommended HP Drive Libraries will provide the Department with a cost effective, scalable and reliable solution to satisfy data back up and recovery needs.

OPTIONS (ITEMIZE):

- 1) Purchase Symantec licenses from SSI at below WSCA pricing. Also, purchase the required HP Drive Libraries from SSI at WSCA pricing.
- 2) Purchase Symantec licenses and the required HP Drive Libraries from any other WSCA supplier at WSCA pricing.

RECOMMENDATIONS:

Purchase Symantec licenses from SSI at below WSCA pricing. Also, purchase the required HP Drive Libraries from SSI at WSCA pricing. Savings to the agency is approximately \$35,000.

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

Symantec Licenses - \$40,000
 HP Drive Library and extended warranty - \$10,000



JUSTIFICATION FOR SOLE SOURCE

(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #	CBOS0407100	DEPARTMENT	BOS
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ITEM BEING JUSTIFIED:

MANUFACTURER	Symantec/SSI	PART NUMBER	
DESCRIPTION	Licenses and hardware for back-up and restore system.		

- SOLE SOURCE - AVAILABLE FROM ONLY ONE SOURCE** (e.g. only sold by the manufacturer)
- SOLE AUTHORIZED DISTRIBUTOR – MANUFACTURER HAS ESTABLISHED TERRITORIES**
(e.g. Caterpillar Parts)
- OTHER – EXPLAIN:** Not in the department’s best interest due to ability to purchase at a lesser cost than through joint purchasing.

REQUESTED SOURCE:

COMPANY NAME	Symantec	CONTACT	
ADDRESS		PHONE	
		FAX	
CITY, STATE ZIP		e-mail/website	

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Back-up and Restore System

WILL THE ITEM OR SERVICE BE USED WITH EXISTING EQUIPMENT? **YES**
 IF YES, AS A COMPONENT TO BE INTERFACED WITH EXISTING EQUIPMENT (e.g. machine accessory)? **YES**
 NO

IF YES, GIVE MANUFACTURER AND MODEL NUMBER OF EXISTING EQUIPMENT: _____

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

Ability to purchase this product at a reduced cost versus obtaining through a joint purchase.

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # SBOS04
07101

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	
DATE SUBMITTED	04/05/07	REQUESTING DEPT.	BOS
VENDOR	Oury Roofing	DEPT. CONTACT	G. Bueheit
PHONE #	681-0091	PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Roof replacement for shingled area only of original building at Transitional Services Center.		
REASON FOR PROCUREMENT	Existing shingles are curled and deteriorating.		
BACKGROUND (HISTORY)	Existing shingles are more than 14 years of age and due to the deterioration, replacement of shingles is necessary in order to avoid imminent water leaks.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- 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 # SBOS0407101
- 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:

G. Bucheit	4/3/07
PREPARED BY:	DATE
BUYER	DATE
/s/ M. Kiep	4/5/07
DIRECTOR OF BUSINESS OPERATIONS	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

/s/ M. Kiep	4/5/07
SERVICE UNIT DIRECTOR	DATE
/s/ P. Flaherty	4/5/07
PROCUREMENT MANAGER	DATE
/s/ M. McHugh	4/5/07
EXECUTIVE DIRECTOR	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

AGENDA ITEM #10b

(04/12/07)

RYAN WHITE TITLE II – COLLAR COUNTY CONSORTIUM – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, AIDS Program, wishes to accept a grant amendment from the AIDS Foundation of Chicago for the Ryan White Title II – Collar County Consortium Grant in the amount of \$15,000 for the period of April 1, 2006 through March 31, 2007. This grant is to be used to provide counseling through individual and group therapy for at least 16 individuals with HIV disease in DuPage County.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the AIDS Ryan White RU budget in the amount of the grant amendment.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the AIDS Foundation of Chicago for the AIDS Ryan White Title II Grant in the amount of \$15,000 as presented.

AGENDA ITEM #10c (1)

(4/12/07)

APPOINTMENT TO THE MENTAL HEALTH ADVISORY COUNCIL

The Mental Health Advisory Council requests the Board of Health consider the appointment of one new member to the Mental Health Advisory Council. The individual being submitted for new appointment is Tedd Taylor Termunde, J.D. A copy of his resume is attached. The addition of this member will bring the total Advisory Council membership to ten.

The term for this candidate will begin immediately and end June 30, 2009 upon Board approval.

MOTION

The DuPage County Health Department approves the appointment of Tedd Taylor Termunde, J.D. to the Mental Health Services Advisory Council. His term will begin immediately and end June 30, 2009 upon Board approval.

AGENDA ITEM #10c (2)

(04/12/07)

APPOINTMENT TO THE MENTAL HEALTH ADVISORY COUNCIL

The Mental Health Advisory Council requests the Board of Health consider the appointment of one new member to the Mental Health Advisory Council. The individual being submitted for new appointment is Ruby D. Khan, Executive Director, Hamdard Center. A copy of her resume is attached. The addition of this member will bring the total Advisory Council membership to eleven.

The term for this candidate will begin immediately and end June 30, 2009 upon Board approval.

MOTION

The DuPage County Health Department approves the appointment of Ruby D. Khan, to the Mental Health Services Advisory Council. Her term will begin immediately and end June 30, 2009 upon Board approval.