

DUPAGE COUNTY BOARD OF HEALTH

August 9, 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. Emergency Disease Control (EDC)d. Environmental Health Services (EHS)e. Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – June 14, 2007
---	4.	TREASURER’S REPORT – July 31, 2007
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
2	7.	RESOLUTION – DuPage Health Safety Net Plan
---	8.	CONSENT ITEMS <ul style="list-style-type: none">a. Personnel Transactions – BOSb. Fund Transfers - BOS
3		
8		
---	9.	OLD BUSINESS – Heartland Alliance Agency Interpreting Service
---	10.	NEW BUSINESS <ul style="list-style-type: none">1) Purchasing – BOS<ul style="list-style-type: none">14 a. S-BOS-08-09-109 – Pavement Systems, Inc.15 b. S-BOS-08-09-110 – Haynes Electric16 c. S-BOS-08-09-111 – Ridgewood Engineering17 d. S-BOS-08-09-112 – MIDCO18 e. S-BOS-08-09-113 – Carrier Corporation20 f. P-BOS- 01-07-092 –PHN Architects21 g. C-CHS- 06-06-066 – Benco Dental/Henry Schein22 h. S-EDC-08-09-114 – ADT-- 2) Grant Acceptances<ul style="list-style-type: none">23 (1) IL Breast & Cervical Cancer Prev. – CHS24 (2) Dental Sealant Grant – CHS25 (3) Genetics Education & Follow Up – CHS26 (4) IL Tobacco Free Communities – CHS28 (5) Local Health Protection Grant – CHS,EHS,MHS29 (6) Position List Change – CHS31 (7) Realty Illinois Grant – CHS32 (8) Vision & Hearing Grant – CHS33 (9) Wisewoman – CHS34 (10) Ryan White Title I Grant Amendment – EDC35 (11) Screening, Assessment & Support (SASS) - MHS
---	12.	NEXT MEETING – September 13, 2007
---	13.	ADJOURNMENT

DUPAGE COUNTY BOARD OF HEALTH RESOLUTION
(BOH – 07-04)

Support of the DuPage Health Safety Net Plan

WHEREAS, since the year 2000 DuPage County has seen a 40% increase in the number of individuals living below 100% of poverty level; and

WHEREAS, forty percent of adults living under 200% of poverty in DuPage County are uninsured;

WHEREAS, in January 2007 Robert Schillerstrom convened a meeting of top leaders from health, governmental and human services organizations in DuPage County with the goal to lay the foundation for a Healthcare Safety Net that will sufficiently handle the healthcare needs of a growing population of low income persons; and

WHEREAS, the DuPage Health Safety Net Plan is built on a collaborative, fair share principal that all sectors of the community with a stake in the issue ought to contribute to the solution; and

WHEREAS, DuPage Health Coalition comprises over 150 public and private healthcare and social services entities working together to create a sustainable, integrated healthcare safety net for the medically underserved in DuPage County; and

WHEREAS, through implementation of a five year DuPage Health Safety Net Plan, the coalition seeks to create a comprehensive healthcare system that will be a model for others to follow in managing the health of a defined low-income population effectively and efficiently across the entire continuum of care; and

THEREFORE, BE IT RESOLVED, that the DuPage County Board of Health supports the DuPage Health Coalition goals to develop and implement the DuPage Health Safety Net Plan.

Enacted this 9th day of August 2007, in Wheaton, Illinois.

Linda A. Kurzawa
President, DuPage County Board of Health

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

AGENDA ITEM # 9

(08/09/07)

HEARTLAND ALLIANCE – AGENCY INTERPRETING SERVICES

As a part of the Foundations for the Future Project, agency wide interpreting services including telephonic, written, and on-site interpretation has been under reviewed. Not knowing the actual usage of these interpreting services, purchasing obtained three quotes from suppliers, and a contract with Heartland Alliance was entered into through December 17, 2007.

Now that functions including staffing of the Client Registration, Resources and Referral and the call center are being implemented use of interpreting services has been increasing and costs will exceed \$15,000.

Pursuant to the Health Department's Procurement Policy, staff request the contract be ratified by the DuPage County Board of Health not to exceed \$32,000, for the remainder of the contract term.

MOTION

The DuPage County Board of Health hereby ratifies the contract with Heartland Alliance in an amount not to exceed \$32,000 as presented.

AGENDA ITEM 8a

(08/09/07)

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 06/04/07 and 08/20/07.

AGENDA ITEM 8a

(08/09/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Jeffrey Cisowski	Pool Inspector (temporary)	9.00 hr.	----	06/11/07
Sandra Fernandez	Respite Worker (on-call)	12.00 hr	---	06/11/07
Giordan Kaplan	Food Program Technician (temporary)	10.00 hr	---	06/11/07
Kaitlin Kiburz	Administrative Clerk III (temporary)	12.00 hr.	108	06/11/07
James "Tylor" Smith	Custodian (temporary)	10.17 hr. – 15.26 hr.	107	06/11/07
Kathryn Sperlik	Mental Health Worker	14.96 hr. – 22.43 hr.	205	06/11/07
Elizabeth C. Valdez	Clinic Assistant	11.80 hr. – 17.70 hr.	108	06/11/07
Catherine Abraham	Intern (temporary)	10.00 hr.	---	06/11/07
Hossanna Virella	Administrative Clerk III (temporary)	12.00 hr.	108	06/11/07
Juan Orozco Jr.	Summer Employee (temporary)	7.50 hr.	----	06/18/07
Kathryn Brubaker	Respite Worker (on-call)	12.18 hr.	----	06/25/07
Noe Hernandez	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	06/25/07
Jessica Liptak	Administrative Clerk I (temporary)	8.95 hr. – 13.43 hr.	106	06/25/07
Sherry McGovern	Administrative Clerk II	10.17 hr. – 15.26 hr.	107	06/25/07
Mark Pisaneschi	Mental Health Worker	14.96 hr. – 22.43 hr.	205	06/25/07
Daniel Post	Temporary Houseparent (temporary)	10.79 hr.	----	06/25/07
Carlla Franklin	Dentist (contractual)	56.00 hr.	----	07/01/07
Kristen Badsing	Mental Health Worker	15.95 hr – 23.93 hr.	205	07/09/07
Marcella Santos	Health Educator	20.31 hr.- 30.47 hr.	207	07/09/07
Brooke Wiedenbeck	Respite Worker (temporary)	12.00 hr.	----	07/09/07
Ingrid Cruz	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	07/23/07
Deborah Mitchell	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	07/23/07
Cassandra Ortiz	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	07/23/07

Aaron Seymon	Respite Worker (temporary)	12.00 hr.	----	07/23/07
August V Sandri III	Intern (on-call)	10.00 hr.	---	07/25/07
Karen Ayala	Director of CHS	48.83 hr. – 73.24 hr.	318	08/20/07

The changes of status of the following employees:

Stephanie Lessentien	From: West Nile Virus Surveillance (temporary)	10.00 hr.	----	06/04/07
	To: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	06/04/07
Joann Avalos	From: Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	06/18/07
	To: Administrative Clerk III (full-time)	11.80 hr. – 17.70 hr.	108	06/18/07
Cassidy Anderson	From: Clinician/Consultant (on-call)	20.31 hr. – 30.47 hr.	207	06/22/07
	To: Respite Worker (on-call)	13.19 hr.	----	06/22/07
Joan Garcia	From: Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	07/01/07
	To: Psychiatric Nurse (part-time)	19.04 hr. – 28.56 hr.	207	07/01/07
Bruce Schroer	From: Senior Sanitarian	23.13 hr. – 34.69 hr.	208	07/02/07
	To: Sanitarian	20.31 hr. – 30.47 hr.	207	07/02/07
Mary Ragel	From: Consumer Specialist	11.80 hr. – 17.70 hr.	108	07/03/07
	To: Mental Health Worker	15.95 hr. – 23.93 hr.	205	07/03/07
Pamela Moore	From: Intern (temporary)	10.00 hr.	----	07/16/07
	To: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	07/16/07
Michael DeSmedt	From: Senior Sanitarian	23.13 hr. – 34.69 hr.	208	07/23/07
	To: Program Manager	30.19 hr. – 45.29 hr.	210	07/23/07
Melissa Snoble	From: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	07/23/07
	To: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	07/23/07
Nancy Mulso	From: Program Manager	26.27 hr. – 39.42 hr.	209	07/23/07
	To: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	07/23/07
Mark Zipprich	From: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	07/30/07
	To: Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	07/30/07

The separation of the following employees:

Daniel Cote	Intern (temporary)	10.00 hr.	----	06/05/07
Attila Kutashy	Mental Health Worker	15.95 hr. – 23.93 hr.	205	06/14/07
Craig Salisbury	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	06/14/07
Lindsey Brashler	Mental Health Worker	15.95 hr. – 23.93 hr.	205	06/15/07
Brittany Laymon	Associate Sanitarian	15.95 hr. - 23.93 hr.	205	06/15/07
Shelley Skas	Respite Worker (on-call)	12.00 hr.	----	06/18/07
Janice Knudson	Respite Worker (on-call)	12.92 hr	---	06/20/07
Sonia Vajaria	Respite Worker (on-call)	12.00 hr.	---	06/21/07
Cindy Zamora	Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	06/22/07
Lynn Pistorio	Public Health Nurse	20.31 hr. – 30.47 hr.	207	06/26/07
William Hilsabeck	Respite Worker (on-call)	12.18 hr.	---	06/28/07
Beverly Parota	Emergency Response Coordinator	22.24 hr. – 33.36 hr.	312	06/29/07
Charlotte Schmidgall	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	06/29/07
Jennifer Subia	Respite Worker (temporary)	12.00 hr.	----	07/02/07
Greg Stonehocker	Network Administrator	20.02 hr. – 30.03 hr.	311	07/03/07
Bonnie J. Adelman	Public Health Nurse	20.31 hr. – 30.47 hr.	207	07/06/07
Chris Foley	Mental Health Worker	15.95 hr – 23.93 hr.	205	07/06/07
Dawn DeBoer	Public Health Nurse	20.31 hr. – 30.47 hr.	207	07/06/07
Tiffany Loth	Respite Worker (on-call)	12.00 hr.	----	07/11/07
Timothy Schwarz	Sanitarian	20.31 hr. – 30.47 hr.	207	07/13/07
Susan Eagan	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	07/16/07
Victoria Krofta-Thompson	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	07/18/07
Sandra Fernandez	Respite Worker (on-call)	12.00 hr.	----	07/20/07
Mykel Selph	Mental Health Worker	15.95 hr. – 23.93 hr.	205	07/27/07
Greg Stonehocker	Network Administrator	20.02 hr. – 30.03 hr.	311	07/03/07
Kevin M. Helwig	PC/LAN Specialist	20.47 hr. – 30.71 hr.	210T	07/23/07
Roberta Stahnke	Qualified Examiner (on-call)	23.13 hr. – 34.69 hr.	208	07/25/07
Lauren Michalek	Public Health Nurse	20.31 hr. – 30.47 hr.	207	07/27/07
Laurene Cote-Clarke	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	07/27/07

Mary Grossmayer	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	07/27/07
Krista Bohl	Public Health Nurse	20.31 hr. – 30.47 hr.	207	07/27/07
Patricia Olszanowski	Public Health Nurse	20.31 hr. – 30.47 hr.	207	07/27/07
Ellen Winkler	Public Health Nurse	20.31 hr. – 30.47 hr.	207	07/27/07
Lorena Tapia	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	07/27/07
MaryEllen DiPadova	Administrative Clerk III	11.80 hr. – 17.70 hr	108	07/27/07

President, Board of Health

August 9, 2007

Date

**AUGUST SCHEDULE OF TRANSFERS
FISCAL YEAR 2007**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
901	106	2010 Office Supplies		\$1,500.00	
901	106	3098 In-Service			\$1,500.00
The Sum of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500).					
To transfer funds for additional office supplies to support training.					
903	330	3011 D/P Services		\$5,000.00	
903	330	2010 Office Supplies			\$5,000.00
The Sum of FIVE THOUSAND DOLLARS (\$5,000)					
To transfer funds for MRC-Disaster Help.Net cost.					
903	330	3099 Other Professional Services		\$6,821.00	
903	330	4530 D/P Equipment			\$6,821.00
The Sum of SIX THOUSAND EIGHT HUNDRED TWENTY ONE DOLLARS (\$6,821)					
To transfer funds to cover the revised spending plan approved by IDPH.					
903	330	2117 D/P Equipment Non-Capital		\$4,500.00	
903	330	3110 Auto Mileage			\$4,500.00
The Sum of FOUR THOUSAND FIVE HUNDRED DOLLARS (\$4,500)					
To transfer funds to cover the revised spending plan approved by IDPH.					
903	330	2020 Office Machines		\$150.00	
903	330	2140 Technical Supplies		\$2,000.00	
903	330	2117 D/P Equipment Non-Capital		\$3,000.00	
903	330	2010 Office Supplies		\$3,350.00	
903	330	3120 Travel			\$8,500.00
The Sum of EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$8,500)					

To transfer funds to cover the revised spending plan approved by IDPH.

PURCHASING

S-BOS-08-09-109 – Bid award for costs associated with asphalt maintenance in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Pavement Systems Inc., in the amount of \$64,015.00.

S-BOS-08-09-110 – Bid award for annual costs associated for various electrical work in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Haynes Electric, in an amount not to exceed \$25,000.

S-BOS-08-09-112 – Bid award for two-year costs associated with landline phone services in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends two-year award to lowest responsible bidder, MIDCO, in an amount not to exceed \$44,500 for the two-year period.

S-BOS-08-09-113 – Rooftop replacement unit in accordance with Article 4, Part A, Section 4-106 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends purchase, design and installation from Carrier Corporation in an amount not to exceed \$64,358.

S-BOS-08-09-111 – Bid award for costs associated with purchase and installation of HVAC equipment needed for IT server rooms at the Central Office and three outlying Public Health Centers and Central Office telephone equipment room in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Ridgewood Engineering, in the amount of \$102,600.

P-BOS-01-07-092 - Change Order for PHN Architects in accordance with Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order included and staff recommends change order in an amount not to exceed \$60,000.

C-CHS-06-06-066 – Bid award renewal for dental supplies issued to Benco Dental and Henry Schein in an amount not to exceed \$35,000. Procurement Approval Checklist included and staff recommends contract renewal to Benco Dental and Henry Schein.

S-EDC-08-09-114 – Request for Proposal award for enhancement of paging system and installation of video messaging system needed for Central Office to assist in emergency operations in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible offeror, ADT, in the amount of \$34,388.00

MOTION

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



PROCUREMENT APPROVAL CHECKLIST

SBOS08
DOCUMENT # 09110

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	August, 2007 through August, 2008
DATE SUBMITTED	07/24/07	REQUESTING DEPT.	Business Operations
VENDOR	Haynes Electric	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Provide for various electrical work (e.g., new circuits, circuit repairs, lighting retrofit, etc.) throughout department facilities not to exceed \$25,000		
REASON FOR PROCUREMENT	Necessary electrical work will exceed \$15,000		
BACKGROUND (HISTORY)	Over the past few years the electrical work needed by the department has been under \$15,000 requiring the department to obtain three competitive quotes. The department's electrical work needs have been increasing partially due to the Foundations for the Future projects as they relate to Information Technology areas, and will now exceed \$15,000 annually requiring the Department to go out for bid.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 105-3610
- 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 # SBOS0809007110
- 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:

Greg Bucheit 7/24/07
 PREPARED BY: _____ DATE

BUYER _____ DATE
 /s/ M. Kiep 7/30/07
 DIRECTOR OF BUSINESS OPERATIONS _____ DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 7/30/07
 SERVICE UNIT DIRECTOR _____ DATE

/s/ P. Flaherty 7/31/07
 PROCUREMENT MANAGER _____ DATE

/s/ M. McHugh 7/30/07
 EXECUTIVE DIRECTOR _____ DATE
 (DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

SBOS08
DOCUMENT # 09111

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	Single Purchase
DATE SUBMITTED	07/26/07	REQUESTING DEPT.	Business Operations
VENDOR	Ridgewood Engineering	DEPT. CONTACT	G. Bucheit
PHONE #		PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase and installation of HVAC equipment required for IT server room and telephone equipment room in the amount of \$102,600.		
REASON FOR PROCUREMENT	Increased IT server capacity producing increased heat.		
BACKGROUND (HISTORY)	Additional air conditioning in the department's IT server rooms and telephone equipment room has become necessary due to increased capacity in order to ensure that the equipment doesn't overheat and result in malfunctioning equipment.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 105-3610
- 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 # SBOS0809113
- 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	7/26/07	/s/ M. Kiep	7/27/07
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
		/s/ P. Flaherty	7/27/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	7/27/07	/s/ M. McHugh	7/27/07
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
(DECISION MEMOS OVER \$15,000 ONLY)		(DECISION MEMOS OVER \$15,000 ONLY)	



PROCUREMENT APPROVAL CHECKLIST

SBOS08
DOCUMENT # 09112

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	09/10/07-09/10/09
DATE SUBMITTED	07/25/07	REQUESTING DEPT.	Business Operations
VENDOR	MIDCO	DEPT. CONTACT	John Kling
PHONE #		PHONE #	7404
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need for landline phone services not to exceed \$44,500 for the two-year period.		
REASON FOR PROCUREMENT	Current three year contract expires.		
BACKGROUND (HISTORY)	In May, 2004, the Board approved a three year contract with XO Communications that will be expiring.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104-3430
- 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 # SBOS0809112
- 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:

John Kling 07/25/07

PREPARED BY: _____ DATE

BUYER _____ DATE

/s/ M. Kiep 7/27/07

DIRECTOR OF BUSINESS OPERATIONS _____ DATE

(DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 7/27/07

SERVICE UNIT DIRECTOR _____ DATE

/s/ P. Flaherty 7/27/07

PROCUREMENT MANAGER _____ DATE

/s/ M. McHugh 7/26/07

EXECUTIVE DIRECTOR _____ DATE

(DECISION MEMOS OVER \$15,000 ONLY)



PROCUREMENT APPROVAL CHECKLIST

SBOS08
DOCUMENT # 09113

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	Single Purchase
DATE SUBMITTED	7/10/07	REQUESTING DEPT.	Business Operations
VENDOR	Carrier Corporation	DEPT. CONTACT	G. Bucheit
PHONE #		PHONE #	Ext. 7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase HVAC Rooftop replacement unit for Central Office, East wing.		
REASON FOR PROCUREMENT	The HVAC rooftop unit on the Central Office, East wing is 14 years old, scheduled for replacement in the next year, and the compressor is not working. Cost to replace the compressor is approximately \$10,000.00. Since the unit is schedule for replacement it is not prudent to spend \$10,000 to replace the compressor and since this is the most critical cooling part of the year, the Department in accordance with the Department's Procurement Policy, Emergency Procurement, has ordered a replacement unit from Carrier Corporation.		
BACKGROUND (HISTORY)	This HVAC unit is scheduled for replacement based upon its years and a new unit needed to be ordered quickly so the equipment could be shipped and installed while still in a critical cooling part of the year versus expending \$10,000 to have the compressor replaced.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) _____
- BUDGET TRANSFER _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET 105-3610

DECISION MEMO NOT REQUIRED:

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

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

- UNABLE TO OBTAIN THREE QUOTES
- EXPLANATION OF REQUEST FOR PROPOSAL (RFP) INSTEAD OF BID. MOST QUALIFIED OFFEROR PER PROPOSAL # _____ (ATTACH EVALUATION SUMMARY)
- PROFESSIONAL SERVICES PER 50 ILCS 510 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)
- OTHER PROFESSIONAL SERVICES
- EMERGENCY PROCUREMENT AUTHORIZED BY: Maureen McHugh DATE: 7/27/07

REVIEWED AND APPROVED BY:

G. Bucheit 7/10/07
 PREPARED BY: _____ DATE

BUYER DATE
 /s/ M. Kiep 7/27/07
 DIRECTOR OF BUSINESS OPERATIONS DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

/s/ M. Kiep 7/27/07
 SERVICE UNIT DIRECTOR DATE

/s/ P. Flaherty 7/27/07
 PROCUREMENT MANAGER DATE

/s/ M. McHugh 7/27/07
 EXECUTIVE DIRECTOR DATE
 (DECISION MEMOS OVER \$15,000 ONLY)

DECISION MEMODocument # SBOS0809113

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	Carrier Corporation	Program Contact	G. Bucheit
Date Submitted for Review	7/26/07	Contact Phone #	Ext. 7677

ISSUE:

The HVAC rooftop unit on the Central Office, East wing is 14 years old, scheduled for replacement in the next year, and the compressor is not working. Cost to replace the compressor is approximately \$10,000.00. Since the unit is schedule for replacement it is not prudent to spend \$10,000 to replace the compressor and since this is the most critical cooling part of the year, the Department in accordance with the Department's Procurement Policy, Emergency Procurement, has ordered a replacement unit from Carrier Corporation.

BACKGROUND:

This HVAC unit is scheduled for replacement based upon its years and a new unit needed to be ordered quickly so the equipment could be shipped and installed while still in a critical cooling part of the year versus expending \$10,000 to have the compressor replaced.

DISCUSSION:

Since the department has used Carrier Corporation for many of its HVAC units and Carrier has proved to be a responsible supplier, with capabilities for design specifications of the equipment, and can provide for a quick ship, the Department has processed this order.

OPTIONS (ITEMIZE):

1. Replace compressor
2. Go through the competitive bid process

RECOMMENDATIONS:

In accordance with the procurement policy, emergency procurement, the purchase of the unit has been made and the Board of Health is being notified of this emergency procurement.

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

\$64,358.00.

BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	7/27/07	/s/ M. McHugh	7/27/07

DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
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(08/09/07)

ILLINOIS BREAST AND CERVICAL CANCER PREVENTION – COMMUNITY HEALTH SERVICES

Community Health Services, Breast Cancer Screening Program, wishes to accept a grant from the Illinois Department of Public Health for Breast and Cervical Cancer Prevention in the amount of \$378,750 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide education, access to screening services and data collection for eligible women.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$600 from the anticipated budget amount therefore a budget transfer from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Breast and Cervical Cancer Prevention Grant in the amount of \$378,750 as presented.

(08/09/07)

DENTAL SEALANT GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Dental Program, wishes to accept a grant from the Illinois Department of Public Health for Dental Sealants in the amount of \$40,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide dental sealants to appropriate permanent molars for children ages five through seventeen who are eligible for the free or reduced school meals program.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Dental Sealant RU budget year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Dental Sealant Grant in the amount of \$40,000 as presented.

(08/09/07)

GENETICS EDUCATION AND FOLLOW UP GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Genetics Program, wishes to accept a grant from the Illinois Department of Public Health for Genetics Education and Follow Up in the amount of \$30,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide education and referral services to the population of newborns, children and adults whose genetic conditions necessitate coordinated health care services.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$3,000 from the anticipated budget amount therefore a budget transfer from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Genetics Education and Follow Up Grant in the amount of \$30,000 as presented.

(08/09/07)

ILLINOIS TOBACCO FREE COMMUNITIES GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Illinois Tobacco Free Communities Program, requests the acceptance of a continuation grant from the Illinois Department of Public Health for the period of July 1, 2007 through June 30, 2008. This grant shall be used to reduce tobacco consumption, prevent youth tobacco use, promote smoke free public spaces, and encourage tobacco cessation among residents of DuPage County.

Included in this grant year is a change in the authorized position list head count. This change is an increase in the bi-weekly hours of one (1) Health Educator position, from (60) to (75). The results of this change will be as follows:

Authorized Position List Revision

Department Name: 902 - Community Health Services Reporting Unit: 254 – IL Tobacco Free

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			
Deletion (1)	1070	60	#7522 / Health Educator Salary Grade 207	\$39,610	\$59,414	\$31,356	\$12,542	(\$43,898)
Addition (1)	1010	75	#7522 / Health Educator Salary Grade 207	\$39,610	\$59,414	\$39,195	\$15,678	\$54,873
							Net Cost or Net Saving:	\$10,975*

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

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

Justification for Change: * Although this change appears as a cost, it does not impact the funding level of the grant, which remains the same as fiscal year 2007 at \$311,696. No additional tax dollars are required to fund this change.

In the event that the funding for this position, or other positions funded by this grant, shall cease, the Community Health Services Department will review the need for the continuation of the funding and related position list head count.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the continuation grant as presented.

(08/09/07)

**LOCAL HEALTH PROTECTION GRANT – COMMUNITY HEALTH,
ENVIRONMENTAL HEALTH & MENTAL HEALTH SERVICES**

Community Health, Environmental Health & Mental Health Services, wishes to accept a grant from the Illinois Department of Public Health for Local Health Protection services in the amount of \$728,037 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to assure the provision of health protection program services such as infectious diseases, food protection and private sewage disposal.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Community Health, Environmental Health & Mental Health Services RU budgets for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Local Health Protection Grant in the amount of \$728,037 as presented.

COMMITTEE ITEM 10 #2 (6)

(8/9/2007)

POSITION LIST CHANGE – ADDITION OF STAFF AND INCREASE IN GRANT FUNDING – COMMUNITY HEALTH SERVICES

The Women, Infants, and Children Supplemental Food Program (WIC) has exceeded its caseload over the past year, and grant funding for WIC is directly linked to caseload. Consequently, the DuPage County Health Department has received an increase in its caseload of 550 cases, or a total of 9,733 cases for FY 2008. With the increase in cases, the Health Department will receive an increase in its grant award of \$66,900, bringing the total WIC grant award to \$1,311,300. To stay in compliance with the grant regulations pertaining to acceptable wait times for individuals to receive services, the WIC Program is requesting the following position list changes:

Authorized Position List Revision

Department Name: 902 - Community Health Services

Reporting Unit: 215 - WIC

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			
Deletion (1)	1070	40	#7319 / Dietetic Technician Salary Grade 205	\$15.95/hr	\$23.93/hr	\$16,640	\$2,496	(\$19,136)
Addition (2)	1010	75	#7319 / Dietetic Technician Salary Grade 205	\$31,107	\$46,661	\$31,200 X (2) = \$62,400	\$12,480 X (2) = \$24,960	\$87,360
							Net Cost or Net Saving:	\$68,224

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

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

Justification for Change: * The increase in the grant of \$66,900 will be used to cover almost all of the above cost. The remaining cost can be absorbed through attrition related savings.

In the event that the funding for these positions, or other positions funded by this grant, shall cease, the Community Health Services Department will review the need for the continuation of the funding and related position list head count.

MOTION

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

AGENDA ITEM 10 #2 (7)

(08/09/07)

REALTY ILLINOIS GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Illinois Tobacco Free Communities Program, wishes to accept a continuation grant from the Illinois Department of Public Health for the period of July 1, 2007 through June 30, 2008. This grant is to be used to manage special events, media advocacy initiatives in support of the statewide REALTY ILLINOIS movement.

This grant was anticipated during the budget preparation process and the amount of the grant has been decreased by \$26,000.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the continuation grant as presented.

(08/09/07)

VISION & HEARING GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Vision & Hearing Program, wishes to accept a grant from the Illinois Department of Public Health for Vision and Hearing services in the amount of \$47,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide vision and hearing screening services.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Vision & Hearing RU budget year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Vision & Hearing Grant in the amount of \$47,000 as presented.

(08/09/07)

WISEWOMAN– COMMUNITY HEALTH SERVICES

Community Health Services, Wisewoman Program, wishes to accept a grant from the Illinois Department of Public Health for the Illinois Wisewoman Program in the amount of \$91,775 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide cardiovascular screening and an intervention program for participants.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Wisewoman RU budget for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Illinois Wisewoman Grant in the amount of \$91,775 as presented.

(08/09/07)

RYAN WHITE TITLE I (PART A) GRANT AMENDMENT – EMERGENCY & 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 I (Part A) Grant in the amount of \$185,798 for the period of March 1, 2007 through February 29, 2008. This grant is to be used to provide medical and/or supportive case management services to HIV positive individuals.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$7,333 from the anticipated budget amount therefore a budget transfer from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago for the Ryan White Title I Grant in the amount of \$185,798 as presented.

AGENDA ITEM 10 #2 (11)

(08/09/07)

SCREENING, ASSESSMENT AND SUPPORT SERVICES(SASS)– MENTAL HEALTH SERVICES

Mental Health Services, SASS Program, wishes to accept a contract renewal from the State of Illinois, Department of Healthcare and Family Services for the period of July 1, 2007 through June 30, 2008. This contract is to provide screening, assessment and support services for SASS enrolled children and adolescents.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the contract renewal as presented.