

DUPAGE COUNTY BOARD OF HEALTH

January 11, 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 – November 9, 2006
---	4.	TREASURER’S REPORT – December 31, 2006
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
---	7.	CONSENT ITEMS <ul style="list-style-type: none">a. Personnel Transactions – BOS
2.		
---	8.	OLD BUSINESS <ul style="list-style-type: none">a. Touchpaper – BOS
6.		
---	9.	NEW BUSINESS <ul style="list-style-type: none">a. Purchasing – BOS<ul style="list-style-type: none">(1) S-BOS-01-06-022 – Cingular(2) P-BOS-02-06-035 – Beverly Healy(3) P-BOS-01-07-092 – PHN Architects(4) P-CHS-01-07-093 – First Care Health Servicesb. Position List Change – Position Addition – MHSc. Grant Acceptances<ul style="list-style-type: none">(1) Dental Program – CHS(2) Healthy Families – CHS(3) Perinatal Hepatitis Prevention – EDC(4) Reality Illinois - Tobacco Program – CHS(5) Immunization Program – CHS(6) TB Direct Observation Therapy – EDC
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---	10.	PRESENTATION – ONE YEAR REVIEW – SURFACE DISCHARGE – Mr. Tad Koeune
---	11.	NEXT MEETING – February 10, 2007
---	12.	ADJOURNMENT

(01/11/07)

PERSONNEL 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. Under Separation of Employees, nine employees voluntarily resigned, seven employees accepted other positions, seven employees retired, two employees left due to family obligations and two were involuntarily terminated.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed below, falling within the dates of 10/26/06 and 01/02/07.

(01/11/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Melissa Paulson	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	11/06/06
Jolene Bell	Temporary Houseparent (on-call)	10.79 hr.	----	11/13/06
Jacalyn Herbert	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	11/13/06
Mark Howard	Summer Employee (on-call)	7.50 hr.	----	11/13/06
Anna Kunneth	Programmer Analyst	20.47 hr. – 30.71 hr.	211T	11/13/06
George DeTella	Chief of Risk and Emergency Management	32.19 hr. – 48.28 hr.	315	11/20/06
Christopher Dusza	PC/LAN Specialist	18.96 hr. – 28.44 hr.	210T	11/27/06
Lorena Tapia	Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/27/06
Sini Eppurath	Programmer Analyst	20.47 hr. – 30.71 hr.	211T	12/04/06
Sanjeev Dwivedi	Psychiatrist (contractual)	90.04 hr.	----	01/01/07

The changes of status of the following employees:

Omar Vega	From: Custodian (on-call)	10.17 hr. – 15.26 hr.	107	11/06/06
	To: Custodian (part-time)	10.17 hr. – 15.26 hr.	107	11/06/06
Evelyn Henn	From: Administrative Support Supervisor	16.00 hr. – 23.99 hr.	110	11/13/06
	To: Division Assistant II	16.00 hr. – 23.99 hr.	110	11/13/06
Jessica Gallegos	From: Administrative Clerk I	8.95 hr. – 13.43 hr.	106	11/16/06
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/16/06
Miriam Dennise Garcia	From: Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	11/20/06
	To: Administrative Clerk I (full-time)	8.95 hr. – 13.43 hr.	106	11/20/06
Amanda Peterson	From: Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	11/27/06

	To: Administrative Clerk II (part-time)	10.17 hr. – 15.26 hr.	107	11/27/06
Laura Lombardo	From: Administrative Clerk III (part-time)	11.80 hr. – 17.70 hr.	108	11/28/06
	To: Administrative Clerk III (full-time)	11.80 hr. – 17.70 hr.	108	11/28/06
Miriam J. Garcia	From: Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	12/03/06
	To: Administrative Clerk I (full-time)	8.95 hr. – 13.43 hr.	106	12/03/06
Kimberly Bradley	From: Administrative Clerk II	10.17 hr. – 15.26 hr.	107	12/13/06
	To: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/13/06
Brian LaPorte	From: Group Home Resident Assistant	11.80 hr. – 17.70 hr.	108	12/31/06
	To: Mental Health Worker	15.95 hr. – 23.93 hr.	205	12/31/06
Clara Castro	From: Administrative Clerk III (full-time)	11.80 hr. – 17.70 hr.	108	01/01/07
	To: Clinic Assistant (p-t 30 hr/wk)	11.80 hr. – 17.70 hr.	108	01/01/07

The separation of the following employees:

Stefan Clouse	Respite Worker (on-call)	12.36 hr.	----	10/26/06
Mary Gaeta	Administrative Clerk I	8.95 hr. – 13.43 hr.	106	10/27/06
Jeanette Krass	Administrative Clerk II	10.17 hr. – 15.26 hr.	107	11/02/06
Margaret Tellone	Clinic Assistant	11.80 hr. – 17.70 hr.	108	11/06/06
M. Anne Sobocinski	Public Health Center Manager	30.19 hr. – 45.29 hr.	210	11/15/06
Bridget Kawecki	Respite Worker (on-call)	12.92 hr.	----	11/18/06
Karen Calderon	Administrative Clerk I	8.95 hr. – 13.43 hr.	106	11/20/06
Douglas Staszac	Group Home Resident Assistant	11.80 hr. – 17.70 hr.	108	11/21/06
Kristen Mshar	Dietetic Technician	15.95 hr. – 23.93 hr.	205	11/21/06
Paul Capriotti	Psychiatrist (contractual)	90.04 hr.	----	11/28/06
Patrick Stefanski	Network Administrator	22.02 hr. – 30.03 hr.	311	11/30/06
Betty Strunk	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	11/30/06
Chi Lam McCollum	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	12/01/06
Martha Strening	Nurse Practitioner (contractual)	23.13 hr. – 34.69 hr.	208	12/01/06
Steven Lamb Jr.	Sanitarian	20.31 hr. – 30.47 hr.	207	12/08/06
Melissa Martinez	Respite Worker (on-call)	12.36 hr.	----	12/11/06
Anne Vodopivec	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	12/15/06

Janice Williams	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/21/06
Patricia Castrogiovanni	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/21/06
Jacqueline J. Celmer	Public Health Nurse (part-time)	20.31 hr. – 30.47 hr.	207	12/21/06
Irma Guerra	Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/22/06
Keisha Williams	Mental Health Worker	15.95 hr. – 23.93 hr.	205	12/22/06
Mary LaBee	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/29/06
Ingrid Bridges	Clinician/Consultant (on-call)	20.31 hr. – 30.47 hr.	207	12/29/06
Andrea J. Jones	Public Health Nurse (on-call)	20.31 hr. – 30.47 hr.	207	01/02/07
Shirley J. Degenhart	Case Monitor	16.00 hr. – 23.99 hr.	110	01/02/07
Penny H. Fisher	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/02/07

President, Board of Health

January 11, 2007
Date

(01-11-07)

TOUCHPAPER – BUSINESS OPERATIONS SERVICES

Last June the Information Technology Division purchased “helpdesk” software to be used for tracking and analyzing IT related calls for service and support. In accordance with the Department’s Procurement Policy, staff researched available options, obtained three quotes and purchased Touchpaper Software for \$14,950. Four concurrent user licenses were included with the purchase.

Since that time, the Information Technology Division has been restructured and has introduced the “IT Service Desk” as the single point of contact for end users to report IT issues and request service and support. In order to maximize customer service, additional licenses to be used by staff from the IT Network, PC/LAN, and Application Development Teams are needed. Business Operations Services is requesting the purchase of five additional licenses and annual support for \$7,522.50. This additional procurement increases the contract with Touchpaper by \$7,522.50 to \$22,472.50.

Pursuant to the Health Department’s Procurement Policy, staff requests that the DuPage County Board of Health ratify the contract with Touchpaper totaling \$22,472.50.

MOTION

The DuPage County Board of Health hereby ratifies the contract with Touchpaper not to exceed \$22,472.50, as presented.

(01/11/07)

PURCHASING – BUSINESS OPERATIONS SERVICES

S-BOS-01-06-022 – Approval of expenditure for second year of two-year contract with Cingular for cellular phone service. Pricing through Western States Contract Alliance (W.S.C.A) joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends expenditure for cellular phone service not to exceed \$67,500.

P-BOS-02-06-035 – Change Order for Beverly Healy for professional services in accordance Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order and Decision Memo included and staff recommends change order in the amount of \$13,875.

P-BOS-01-07-092 – Professional Services contract to be issued to PHN Architects to provide architectural services including design and project management for remodeling portions of the Central Office and the three outlying Public Health Centers. Contract issuance in accordance with Article 4, Part A, Section 4-108, a), Engineering, Architects and Land Surveyors, of the Dupage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends contracting with PHN Architects not to exceed \$400,000.

P-CHS-01-07-093 – Professional Services contract to First Care Health Services to provide storage space, maintenance and operation for the new Dental Van 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 First Care Health Services not to exceed \$63,000.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda Items #9.a (1) through (4), as presented.



PROCUREMENT APPROVAL CHECKLIST

SBOS01
DOCUMENT # 06022

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	02/2006-02/2008
DATE SUBMITTED	December 11, 2006	REQUESTING DEPT.	Business Operations
VENDOR	Cingular	DEPT. CONTACT	Pat DelMastro
PHONE #		PHONE #	Ext. 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Provide cellular phone service.		
REASON FOR PROCUREMENT	Needed for staff in operation of program needs.		
BACKGROUND (HISTORY)	The approval of this expenditure is for the second year of a two-year contract not to exceed \$67,500.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 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 # _____
- PER JOINT PURCHASING Western States Contract Alliance
- 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:

P. Flaherty	12/11/06	/s/ M. Kiep	12/20/06
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	12/20/06	/s/ M. McHugh	12/20/06
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
(DECISION MEMOS OVER \$15,000 ONLY)		(DECISION MEMOS OVER \$15,000 ONLY)	

CHANGE ORDER REQUEST

BUYER		P.O. DATE	
CHANGE ORDER #		REQUEST DATE	January 2, 2007
VENDOR NAME	Beverly Healy	VENDOR #	Beverly Healy
ACCOUNT CODE	3099	DEPARTMENT	Business Operations

BID #		PROJECT NAME	
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BACKGROUND/ISSUE/REASON FOR CHANGE ORDER REQUEST

In FY06 the Health Department's IT Division underwent a significant restructuring. The last of the three (3) Programmer/Analysts on staff resigned in September. Support for our current client/billing software was needed until new staff could be hired and trained. Beverly's IT background and knowledge of Health Department business provided necessary IT programming support throughout this transition. Beverly performed daily maintenance and assisted with system support on our current client/billing software. She also interfaced with users on priority programming projects gathering requirements and coordinating with the impacted business areas.

Process contract Change Order for final payment on the Beverly Healy contract, expired November 30, 2006. This change results in the total amount of the contract increasing from \$67,500 to \$81,375. Funding to increase and close out this contract is available in the budget.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

<input type="checkbox"/>	(A) WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED
<input checked="" type="checkbox"/>	(B) THE CHANGE IS GERMANE TO THE ORIGINAL CONTRACT AS SIGNED
<input type="checkbox"/>	(C) IS IN THE BEST INTEREST OF THE COUNTY OF DUPAGE AND AUTHORIZED BY LAW

DECISION MEMO NOT REQUIRED

- CANCEL ENTIRE ORDER
- CHANGE BUDGET CODE FROM ____ TO _____
- INCREASE/DECREASE QUANTITY FROM ____ TO _____
- PRICE SHOWS \$ _____ SHOULD BE _____
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

DECISION MEMO REQUIRED

- INCREASE/DECREASE CONTRACT EXPIRATION FROM __ TO _____

X OTHER (PLEASE EXPLAIN HERE): Close out contract and increase hours/expenditure
 IF TOTAL CURRENT CONTRACT VALUE (F) OR CUMULATIVE PERCENTAGE BELOW (G) EXCEEDS 10% (OR \$2,500) INCREASE, INCLUDE A DECISION MEMO WITH CHANGE ORDER

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$ 60,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ 7,500
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 67,500
D	AMOUNT OF THIS CHANGE ORDER: <input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	\$ 13,875
E	NEW CONTRACT AMOUNT (C+D)	\$ 81,375
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A): (50% MAXIMUM ON CONSTRUCTION CONTRACTS)	%

REVIEWED AND APPROVED BY:

PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
Mike Kiep	01/02/07	/s/ M. Kiep	01/03/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	01/03/07	/s/ P. Flaherty	01/04/07
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
		/s/ M. McHugh	01/04/07

DECISION MEMO**Document #** PBOS0206035

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	Beverly Healy	Program Contact	Mike Kiep
Date Submitted for Review	01/02/07	Contact Phone #	Ext. 7791

ISSUE:

Process contract Change Order for final payment on the Beverly Healy contract, expired November 30, 2006. This change results in the total amount of the contract increasing from \$67,500 to \$81,375. Funding to increase and close out this contract is available in the budget.

BACKGROUND:

In FY06 the Health Department's IT Division underwent a significant restructuring. The last of the three (3) Programmer/Analysts on staff resigned in September. Support for our current client/billing software was needed until new staff could be hired and trained. Beverly's IT background and knowledge of Health Department business provided necessary IT programming support throughout this transition. Beverly performed daily maintenance and assisted with system support on our current client/billing software. She also interfaced with users on priority programming projects gathering requirements and coordinating with the impacted business areas.

DISCUSSION:

Beverly Healy's IT experience, as well as her familiarity with Health Department operations and our current client/billing software (CMHC) made her the logical and most cost effective choice to provide the needed temporary support.

OPTIONS (ITEMIZE):

1. Contract with Netsmart for additional temporary on-site consultation
2. Contract with other temporary agency
3. Continue with contract for Beverly Healy's services. This Change Order closes out Healy's contract.

RECOMMENDATIONS:

Staff recommends the Change Order and close out of Beverly Healy's contract.

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

Change Order is for \$13,875. Funding is available in the budget.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # PBOS01
07092

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	December 18, 2006	REQUESTING DEPT.	Business Operations
VENDOR	PHN Architects	DEPT. CONTACT	Mike Kiep
PHONE #	665-8400	PHONE #	7791
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Remodeling portions of the Central Office and the three outlying Public Health Centers not to exceed \$400,000.		
REASON FOR PROCUREMENT	As a result of the Foundations for the Future Project, the Department is moving forward with setting up a centralized intake function and a centralized check in/check out station at all sites.		
BACKGROUND (HISTORY)	Currently clients and visitors come in for services at various sites, different intake functions; e.g., obtaining demographic information, are taking place across the service units, and collection of fees is occurring at numerous locations with varying procedures for this process. Centralizing this function will simplify the process for obtaining and finding service locations for clients, and will ensure that the department is not duplicating intake efforts and is optimizing its ability to collect/bill for services clients receive.		

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 # _____
- 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:

P. Flaherty	12/18/06	/s/ M. Kiep	12/20/06
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
_____ BUYER	_____ DATE	_____ PROCUREMENT MANAGER	_____ DATE
/s/ M. Kiep	12/20/06	/s/ M. McHugh	12/20/06
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>		<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

DECISION MEMO

Document #PBOS0107092

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	PHN Architects	Program Contact	Mike Kiep
Date Submitted for Review	December 18, 2006	Contact Phone #	7791

ISSUE:

As a result of the Foundations for the Future Project, the Department is moving forward with setting up a centralized intake function and a centralized check in/check out station at all sites.

BACKGROUND:

Currently clients and visitors come in for services at various sites, different intake functions; e.g., obtaining demographic information, are taking place across the service units, and collection of fees is occurring at numerous locations with varying procedures for this process. Centralizing this function will simplify the process for obtaining and finding service locations for clients, ensure that the department is not duplicating intake efforts, and is optimizing its ability to collect/bill for services clients receive.

DISCUSSION:

After months of reviewing current processes and flows of how the service units intake clients, process paperwork, check clients out, collect fees, etc., it has been determined that a centralized intake and centralized check in/check out delivery system be developed in all our facilities that serve clients. The review and development of this system requires that some of our facilities need to be remodeled/redesigned in order to accommodate this new centralized function.

OPTIONS (ITEMIZE):

1. Issue contract to PHN who have provided architectural services for additions and remodeling of Health Department facilities in the past to provide the remodeling/redesign, and project management of the project.
2. Do not proceed with the facility structural changes as needed to accomplish a department-wide centralized intake and check in/check out system.

RECOMMENDATIONS:

Issue contract to PHN Architects to provide services including project manager for the remodeling/redesign of portions of the Central Office, and the three outlying Public Health Centers.

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

Enter into contract effective January 2007 for an amount not to exceed \$400,000.



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # PCHS50
107093

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	02-01-07 through 12/31/07
DATE SUBMITTED	December 19, 2006	REQUESTING DEPT.	Community Health Services
VENDOR	First Care Health Services	DEPT. CONTACT	Mila Tsagalis
PHONE #	851-3181	PHONE #	7336
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Need to store, maintain and operate newly purchased Dental Van not to exceed \$63,000.		
REASON FOR PROCUREMENT	This vehicle requires heated storage, has maintenance requirements and needs a driver with a CDL license.		
BACKGROUND (HISTORY)	The Illinois Children's Health Foundation provided funding for a dental van to be operated by the Department's Dental Health Unit. Due to the size and nature of the vehicle, a licensed CDL driver is required to drive, and the vehicle requires heated storage. Staff exhausted all efforts in trying to find an agency that could provide these services for the Department and First Care Health Services was the only provider staff could locate at this time.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 260-3510
- 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 BY: _____ DATE: _____

REVIEWED AND APPROVED BY:

P. Flaherty	12/19/06	/s/ J. Zimmerman	12/21/06
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
		/s/ P. Flaherty	12/21/06
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	12/20/06	/s/ M. McHugh	12/20/06
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE
(DECISION MEMOS OVER \$15,000 ONLY)		(DECISION MEMOS OVER \$15,000 ONLY)	

DECISION MEMO

Document #PCHS0107093

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

Requisition #		Requesting Program	Community Health Service
Vendor	First Care Health Services	Program Contact	Mila Tsagalis
Date Submitted for Review	December 19, 2006	Contact Phone #	7336

ISSUE:

Need to store, maintain and operate newly purchased Dental Van.

BACKGROUND:

The Illinois Children’s Health Foundation provided funding for a dental van to be operated by the Department’s Dental Health Unit. Due to the size and nature of the vehicle, a licensed CDL driver is required to drive, and the vehicle requires heated storage. Staff exhausted all efforts in trying to find an agency that could provide these services for the Department and First Care Health Services was the only provider staff could locate at this time.

DISCUSSION:

The new dental van arrived in October, 2006, and due to its size and the related necessary equipment a mobile dental van needs, staff had to try to locate a facility to store the vehicle in a heated located, particularly in the winter months, and since a driver with a CDL is required for operation, staff were looking for options to achieve that service as well. After months of reviewing options and making inquiries, First Care Health Services was the only agency that could provide all the services needed.

OPTIONS (ITEMIZE):

1. Issue contract to First Health Care Services through the remainder of the calendar year.
2. Continue to explore other options to meet the needs of the operation of the dental van, which could jeopardize its use due to not being stored in a heated environment.

RECOMMENDATIONS:

Issue contract to First Care Health Services.

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

Contract through the end of the calendar year not to exceed \$63,000.

(01/11/07)

POSITION LIST CHANGE – ADDITION OF STAFF – MENTAL HEALTH SERVICES

Mental Health Services requests the addition of the following position:

#7612 –Clinician / Consultant
Salary Grade 207: \$39,610 - 49,512 - 59,414
Full Time, 1010 status

The DuPage County State’s Attorney’s Office is anticipating a 50% increase in Mental Health Court clients by the end of June 2007. The costs associated with this position will be billed to Mental Health Court, requiring no additional Health Department funding.

In the event that the funding for this position shall cease, the Mental Health Services Department will review the need for the continuation of funding and related position list head count.

MOTION

The DuPage County Health Department hereby approves the addition of one full-time Clinician Consultant as presented.

DENTAL PROGRAM - COMMUNITY HEALTH SERVICES

Community Health Services, Dental Program, requests the approval to accept a grant from the Illinois Department of Public Health, (IDPH), Office of Health Promotion in the amount of \$30,000 for the period October 1, 2006 through June 30, 2007. This grant is to be used to provide dental sealants to appropriate permanent molars for children 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 Sealants RU budget for fiscal year 2007.

MOTION

The DuPage County Board of Health approves the acceptance of the grant from the Illinois Department of Public Health for the Dental Program in the amount of \$30,000, as presented.

HEALTHY FAMILIES ILLINOIS - COMMUNITY HEALTH SERVICES

Community Health Services, Family Services Program, requests the approval to accept a grant increase from the Illinois Department of Human Services, (IDHS), in the amount of \$10,814 for the Healthy Families Illinois Grant FY07. This grant is to be used for the Healthy Families intensive home visits program targeting first time mothers.

A budget transfer will be processed from the Grant Applications line items into the appropriate line items within the Healthy Families Illinois RU budget in the amount of the grant increase.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment to the Healthy Families Illinois Program from the Illinois Department of Public Health in the amount of \$10,814, as presented.

PERINATAL HEPATITIS PREVENTION GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Communicable Disease Prevention Program, requests the approval to accept a grant from the Illinois Department of Public Health (IDPH), for Perinatal Hepatitis Prevention in the amount of \$28,350 for the period of January 1, 2007 through December 31, 2007. This grant is to be used for the tracking and implementation of prevention measures related to perinatal hepatitis.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Epidemiology 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 Perinatal Hepatitis Prevention Grant in the amount of \$28,350, as presented.

REALITY ILLINOIS - TOBACCO PROGRAM - COMMUNITY HEALTH SERVICES

Community Health Services, Tobacco Program, requests the approval to accept a grant from the Illinois Department of Public Health, (IDPH), in the amount of \$55,000 for the period of November 1, 2006 through June 30, 2007. This grant is to be used for a tobacco counter-marketing campaign and other projects/events/initiatives in support of the statewide REALITY ILLINOIS movement.

Community Health Services, Tobacco Program, is recommending the addition of the following position:

#7522 – Health Educator

Salary Grade 207: \$39,610 - \$49,512 - \$59,414

Temporary, 1040, status

This position will provide tobacco prevention; education and marketing in accordance with the REALITY ILLINOIS grant requirements.

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

A budget transfer will be processed from the Grant Applications line items into appropriate line items within the Illinois Tobacco Free Communities RU budget in the amount of the grant.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant for the Tobacco Program in the amount of \$55,000 and approves the addition of one temporary Health Educator, Salary Grade 207, as presented.

IMMUNIZATION PROGRAM - COMMUNITY HEALTH SERVICES

Community Health Services, Immunization Program, requests the approval to accept a grant from the Illinois Department of Public Health's Vaccines For Children Plus Program in the amount of \$2,000 for the period of November 13, 2006 through January 31, 2007. This grant is to be used for the purchase of four (4) new refrigerators to ensure adequate vaccine storage capacity at the Addison, Lombard, Wheaton and Westmont sites.

A budget transfer will be processed from the Grant Applications line items into the appropriate line items within the Immunizations Clinic RU budget in the amount of the grant.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Immunization Program's purchase of the refrigerators in the amount of \$2,000, as presented.

(01/11/07)

TB DIRECT OBSERVED THERAPY GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Tuberculosis Program, Request the approval to accept a grant from the Illinois Department of Public Health for TB Direct Observed Therapy in the amount of \$36,256 for the period of January 1, 2007 through December 31, 2007. This grant is to be used to track, monitor and provide a therapy program to clients with Tuberculosis.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the TB Direct Observed Therapy 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 TB Direct Observed Therapy Grant in the amount of \$36,256 as presented.