

DuPage County Board of Health
February 10, 2007
8:45 a.m.
AGENDA

<u>PAGE</u>	<u>ITEM NO.</u>	<u>SUBJECT</u>
---	1.	CALL TO ORDER AND CALL OF THE ROLL
---	2.	APPROVAL OF MINUTES – January 11, 2007
---	3.	TREASURER’S REPORT – January 31, 2007
---	4.	PUBLIC COMMENT
---	5.	CONSENT ITEMS
2		a. Human Resources Transactions – BOS
5		b. Fund Transfers – BOS
---	6.	OLD BUSINESS
	7.	NEW BUSINESS
7		a. Purchasing – BOS
8		(1) S-BOS-02-10-094 – Lawn Care Services -Alaniz Landscaping
9		(2) P-BOS-02-10-095 – Professional Services -Arch Insurance Company
11		(3) P-BOS-020-6033 – Professional Services: John Wyma & Associates
		b. Grant Acceptance
13		(1) Cities Readiness Initiative Grant – EDC
14		(2) HIV Counseling, Testing, and Education Grant – EDC
15		(3) West Nile Virus Prevention Grant – EHS
16		c. Resolution - Mileage Reimbursement – BOS
19		d. Rules of Governance – BOH
---	8.	NEXT MEETING - MARCH 8, 2007
---	9.	ADJOURNMENT

AGENDA ITEM # 5. a.

(02/10/07)

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. Under Separation of Employees, six employees accepted other positions, five employees voluntarily resigned, three employees retired, one employee left for personal reasons and one employee left for health reasons.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed below, falling within the dates of December 16, 2006 and January 30, 2007.

The DuPage County Board of Health further authorizes the Human Resources Manager to sign these Status Change forms on behalf of the Board.

(02/10/07)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Christine Gesiorski	Respite Worker (on-call)	12.00 hr.	---	01/08/07
Jennifer Hawkins	Clinician/Consultant (on-call)	19.04 hr. – 28.56 hr.	207	01/08/07
Nadine Liceaga	Dental Hygienist (on-call)	20.31 hr. – 30.47 hr.	207	01/08/07
Stacy Zeng	Health Educator (temporary)	20.31 hr. – 30.47 hr.	207	01/16/07
Robert Eschmann	Respite Worker (on-call)	12.00 hr.	----	01/22/07
Dana Greer	Temporary Houseparent (on-call)	10.79 hr.	----	01/22/07
Mary LaBee	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/22/07
Brittany Laymon	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	01/22/07
Kelly Long	Dietetic Technician	15.95 hr. – 23.93 hr.	205	01/22/07
Stephen Penepacker	Psychiatrist (contractual)	91.50 hr.	----	01/22/07
Karen Reyes	Respite Worker (on-call)	12.00 hr.	----	01/22/07
Deana Spagnoletti	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	01/22/07

The changes of status of the following employees:

Samantha Oczak	From: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	01/14/07
	To: Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	01/14/07
William J. Smith	From: MH Program Manager	24.64 hr. – 36.95 hr.	209	01/15/07
	To: Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	01/15/07
Lorena Tapia	From: Clinic Assistant (part-time)	11.80 hr. – 17.70 hr.	108	01/29/07
	To: Clinic Assistant (full-time)	11.80 hr. – 17.70 hr.	108	01/29/07

The separation of the following employees:

Marilyn Grimes	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	12/16/06
Wendy Fegenhols	Sr. Clinician/Consultant	23.13 hr. – 34.69 hr.	208	01/05/07
Ruth Jacobs	CHS Program Manager	26.28 hr. – 39.42 hr.	209	01/05/07
Carol Olson	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	01/05/07
Lauren Gammans	Telephone Operator	10.17 hr. – 15.26 hr.	107	01/08/07
Anais Lara	Clinic Assistant	11.80 hr. – 17.70 hr.	108	01/12/07
Anise Silva	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	01/12/07
Barbara Gibson	Executive Secretary	18.57 hr. – 27.85 hr.	111	01/16/07
Ann Matich	Intern (on-call)	10.00 hr.	----	01/17/07
Katisha Nielsen	Intern (on-call)	10.00 hr.	----	01/17/07
Clara Castro	Clinic Assistant	11.80 hr. – 17.70 hr.	108	01/18/07
Calvin Phalen	Temporary Houseparent (on-call)	10.79 hr.	----	01/19/07
Melissa Stevens	Temporary Houseparent (on-call)	10.79 hr.	----	01/19/07
Erendira Ferrer	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	01/25/07
Gabrielle Henson	Psychiatric Nurse (on-call)	19.04 hr. – 28.56 hr.	207	01/29/07
Barbara Madigan	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	01/30/07

President, Board of Health

February 10, 2007

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 2007 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 2007 budget as set forth in the attached Schedule of Transfers.

**FEBRUARY SCHEDULE OF TRANSFERS
FISCAL YEAR 2007**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
901	105	4310	Building Remodeling	\$330,137.00	
901	121	4310	Building Remodeling	\$15,813.00	
901	122	4310	Building Remodeling	\$27,025.00	
901	123	4310	Building Remodeling	\$27,025.00	
901	101	3099	Other Professional Services		\$200,000.00
901	160	3099	Other Professional Services		\$200,000.00

The sum of FOUR HUNDRED THOUSAND DOLLARS (\$400,000)

To reclassify budgeted Other Professional Services into Building Remodeling capital account for the Foundation for the Future Project remodeling.

907	795	2020	Office Machines	\$2,475.00	
907	795	3090	Care & Support Services		\$2,475.00

The sum of TWO THOUSAND, FOUR HUNDRED AND SEVENTY-FIVE DOLLARS (\$2,475)

Funds needed to cover unbudgeted signage.

(02/10/2007)

PURCHASING

S-BOS-02-10-094 – Lawn Care Services issued to Alaniz Landscaping for lawn care services for 21 properties for the period 3/2007 through the lawn care season of 2008 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 for the two-year season not to exceed \$44,240.

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. Procurement Approval Checklist and Decision Memo included and staff recommends entering into contract in the amount of \$427,260.

P-BOS-020-6033 – Professional Services issued to John Wyma & Associates for lobbyist services in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends entering into contract in an amount not to \$80,000.

	<u>PROCUREMENT APPROVAL CHECKLIST</u>	DOCUMENT # SBOS021 0094
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This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	2007-2008 Lawn Care Season
DATE SUBMITTED	01/25/07	REQUESTING DEPT.	Business Operations Services
VENDOR	Alaniz	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	Ext.7390
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Contract for lawn care services.		
REASON FOR PROCUREMENT	Contract for lawn care services for 21 Department sites.		
BACKGROUND (HISTORY)	Current lawn care contract expires in 2007 so competitive bid was sent out in January.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 3608
- 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:

Pat Flaherty	01/25/07	/s/ M. Kiep	02/01/07
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
/s/ M. Kiep	02/01/07	/s/ P. Flaherty	02/01/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	02/01/07	/s/ M. McHugh	01/25/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE	EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

	<u>PROCUREMENT APPROVAL CHECKLIST</u>	DOCUMENT # PBOS021 0095
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This form must accompany all Purchase Requests in excess of \$15,000.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	March 1, 2007 – February 29, 2008
DATE SUBMITTED	02/01/07	REQUESTING DEPT.	Business Operations
VENDOR	Arch Insurance Company	DEPT. CONTACT	Pat Flaherty
PHONE #		PHONE #	7390
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Secure professional liability insurance to cover department employees and liability insurance to cover our employed physicians in an amount not to exceed \$427,260.		
REASON FOR PROCUREMENT	To provide liability coverage for department staff and employed physicians while performing services for the Health Department.		
BACKGROUND (HISTORY)	Professional liability coverage is need for the work staff and physicians perform for the Health Department.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 901-3320
- 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 #** _____ (ATTACH BID RECAP SHEET)
- 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):

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

REVIEWED AND APPROVED BY:

Pat Flaherty	02/01/07	/s/ M. Kiep	02/01/07
PREPARED BY:	DATE	SERVICE UNIT DIRECTOR	DATE
/s/ M. Kiep	02/01/07	/s/ P. Flaherty	02/01/07
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ M. Kiep	02/01/07	/s/ M. McHugh	02/01/07
DIRECTOR OF BUSINESS OPERATIONS (DECISION MEMOS OVER \$15,000 ONLY)	DATE	EXECUTIVE DIRECTOR (DECISION MEMOS OVER \$15,000 ONLY)	DATE

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 three (3) quotes are not feasible.

Requisition #		Requesting Program	Business Operations
Vendor	Arch Insurance Company	Program Contact	Pat Flaherty
Date Submitted for Review	02/01/07	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 changing coverage from existing carriers to Arch Insurance Company for both coverages at an annual costs savings of \$28,641.

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, 2007 through February 29, 2008 at a cost of \$427,260.

	<u>PROCUREMENT APPROVAL CHECKLIST</u>	DOCUMENT # PBOS020 6033
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This form must accompany all Purchase Requests in excess of \$5,000 and all Professional Service Contracts.

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	01/01/07 –102/31/07
DATE SUBMITTED	January 25, 2007	REQUESTING DEPT.	Business Operations
VENDOR	John Wyma & Associates	DEPT. CONTACT	Maureen McHugh
PHONE #	312-474-7943	PHONE #	7554
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Renew contract for Lobbyist Services not to exceed \$80,000.		
REASON FOR PROCUREMENT	Services needed to represent and promote DuPage County Health Department interests at the state and federal level working in partnership with DuPage County		
BACKGROUND (HISTORY)	In order to work in partnership with DuPage County in lobbying efforts on behalf of the Health Department, It is important to ensure that the views of the DuPage County Health Department are communicated to policy makers at the federal and state level. John Wyma & Associates will keep the Board of Health President, Board of Health members and staff apprised of key legislative issues; assist with the development of legislative strategies; assist in meetings with key state officials and policy makers; submit a quarterly report highlighting major activities; and offer counsel and advice regarding state and federal government issues and appropriations.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 103-3099
- BUDGET TRANSFER** _____
- FUNDS FOR THIS PROCUREMENT HAVE BEEN IDENTIFIED IN BUDGET** _____

DECISION MEMO NOT REQUIRED:

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

BASIS OF DECISION MEMO (ATTACH DECISION MEMO):

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

REVIEWED AND APPROVED BY:

Pat Flaherty	01/25/07
PREPARED BY:	DATE
BUYER	DATE
/s/ M. Kiep	02/01/07
DIRECTOR OF BUSINESS OPERATIONS	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

SERVICE UNIT DIRECTOR	DATE
/s/ P. Flaherty	02/01/07
PROCUREMENT MANAGER	DATE
/s/ M. McHugh	01/25/07
EXECUTIVE DIRECTOR	DATE
<small>(DECISION MEMOS OVER \$15,000 ONLY)</small>	

DECISION MEMO

Document# PBOS0206033

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

Requisition #		Requesting Program	Business Operations
Vendor	John Wyma & Associates	Program Contact	Maureen McHugh
Date Submitted for Review	January 25, 2007	Contact Phone #	7554

ISSUE

Renew contract for lobbyist services to represent and promote DuPage County Health Department interests at the state and federal level working in partnership with DuPage County.

BACKGROUND

In order to work in partnership with DuPage County in lobbying efforts on behalf of the Health Department, DuPage County has previously retained lobbyists at both the state and federal level.

John Wyma has over 15 years of government and private sector experience, with significant policy and legislative experience in the areas of finance, information technology, banking, judiciary, commerce, and healthcare.

DISCUSSION

It is important to ensure that the views of the DuPage County Health Department are communicated to policy makers at the federal and state level. John Wyma & Associates will keep the Board of Health President, Board of Health members and staff apprised of key legislative issues; assist with the development of legislative strategies; assist in meetings with key state officials and policy makers; submit a quarterly report highlighting major activities; and offer counsel and advice regarding state and federal government issues and appropriations.

OPTIONS (ITEMIZE)

- 1) Selection of John Wyma & Associates.
- 2) Selection of other entity
- 3) Selection of no entity

RECOMMENDATIONS

John Wyma has over 15 years of government experience; maintains excellent relationships with legislators in the General Assembly and Congress, as well as key officials in the state executive branch of government. John Wyma has a thorough understanding of the legislative process and understands the issues confronting County Government.

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

This contract will be in effect from January 1, 2007 through October 31, 2007 in the amount of \$80,000.

**CITIES READINESS INITIATIVE GRANT – DEPARTMENT OF EMERGENCY
AND DISEASE CONTROL**

Department of Emergency and Disease Control, Office of Risk and Emergency Management (OREM), wishes to accept a grant from the Illinois Department of Public Health for Cities Readiness Initiative in the amount of \$78,250 for the period of August 31, 2006 through August 30, 2007. This grant is to be used to participate in a cities readiness initiative strategic national stockpile assessment and develop a corrective action plan.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items of the OREM 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 Cities Readiness Initiative in the amount of \$78,250 as presented.

IPHA HIV PREVENTION AND EDUCATION AND HIV COUNSELING, TESTING, AND REFERRAL GRANT – DEPARTMENT OF EMERGENCY AND DISEASE CONTROL

Department of Emergency and Disease Control, HIV Program, wishes to accept a grant from the Illinois Public Health Association (IPHA) for HIV Prevention and Education and HIV Counseling, Testing, and Referral in the amount of \$140,000 for the period of January 1, 2007 through December 31, 2007. This grant is to be used to provide HIV counseling and testing and education for specific high-risk target populations.

The grant was anticipated during the budget preparation process and the amount of this grant has been increased by \$5,000 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 Public Health Association for HIV Prevention and Education and HIV Counseling, Testing, and Referral in the amount of \$140,000 as presented.

**IDPH WEST NILE VIRUS PREVENTION GRANT –
ENVIRONMENTAL HEALTH SERVICES**

Environmental Health Services, Vector-Borne Diseases Prevention Program, wishes to accept a grant from the Illinois Department of Public Health for West Nile Virus Prevention in the amount of \$207,280 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to conduct a mosquito vector prevention program.

The grant was anticipated during the budget preparation process and the amount of this grant has been increased by \$10,545 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 West Nile Virus Prevention Grant in the amount of \$207,280 as presented.

REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES
BUSINESS OPERATIONS SERVICES

Effective January 1, 2007, the Internal Revenue Service has established the business standard mileage rate at 48.5 cents per mile.

Therefore, it is requested the DuPage County Board of Health approve an increase in the current mileage rate from 44.5 cents per mile to 48.5 cents per mile.

RESOLUTION
(BOS 07 - 01)

**INCREASING REIMBURSEMENT FOR USE OF PRIVATE
AUTOMOBILES ON HEALTH DEPARTMENT BUSINESS
FROM \$0.44.5 (44.5 CENTS) TO \$0.48.5 (48.5 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 \$0.48.5 (48.5 cents) per mile.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board of Health the rate for reimbursement for private automobile travel on Health Department business is hereby established at \$0.48.5 (48.5 cents) per mile, effective January 1, 2007, and

BE IT FURTHER RESOLVED copies of this resolution be transmitted to the Director of Business Operations.

Approved this 10th day of February 2007.

Linda A. Kurzawa
President, DuPage County Board of Health

Scott J. Cross
Secretary, DuPage County Board of Health

Mileage Reimbursement Table, Effective January 1, 2007

1	\$0.485	51	\$24.735	101	\$48.985	151	\$73.235
2	\$0.970	52	\$25.220	102	\$49.470	152	\$73.720
3	\$1.455	53	\$25.705	103	\$49.955	153	\$74.205
4	\$1.940	54	\$26.190	104	\$50.440	154	\$74.690
5	\$2.425	55	\$26.675	105	\$50.925	155	\$75.175
6	\$2.910	56	\$27.160	106	\$51.410	156	\$75.660
7	\$3.395	57	\$27.645	107	\$51.895	157	\$76.145
8	\$3.880	58	\$28.130	108	\$52.380	158	\$76.630
9	\$4.365	59	\$28.615	109	\$52.865	159	\$77.115
10	\$4.850	60	\$29.100	110	\$53.350	160	\$77.600
11	\$5.335	61	\$29.585	111	\$53.835	161	\$78.085
12	\$5.820	62	\$30.070	112	\$54.320	162	\$78.570
13	\$6.305	63	\$30.555	113	\$54.805	163	\$79.055
14	\$6.790	64	\$31.040	114	\$55.290	164	\$79.540
15	\$7.275	65	\$31.525	115	\$55.775	165	\$80.025
16	\$7.760	66	\$32.010	116	\$56.260	166	\$80.510
17	\$8.245	67	\$32.495	117	\$56.745	167	\$80.995
18	\$8.730	68	\$32.980	118	\$57.230	168	\$81.480
19	\$9.215	69	\$33.465	119	\$57.715	169	\$81.965
20	\$9.700	70	\$33.950	120	\$58.200	170	\$82.450
21	\$10.185	71	\$34.435	121	\$58.685	171	\$82.935
22	\$10.670	72	\$34.920	122	\$59.170	172	\$83.420
23	\$11.155	73	\$35.405	123	\$59.655	173	\$83.905
24	\$11.640	74	\$35.890	124	\$60.140	174	\$84.390
25	\$12.125	75	\$36.375	125	\$60.625	175	\$84.875
26	\$12.610	76	\$36.860	126	\$61.110	176	\$85.360
27	\$13.095	77	\$37.345	127	\$61.595	177	\$85.845
28	\$13.580	78	\$37.830	128	\$62.080	178	\$86.330
29	\$14.065	79	\$38.315	129	\$62.565	179	\$86.815
30	\$14.550	80	\$38.800	130	\$63.050	180	\$87.300
31	\$15.035	81	\$39.285	131	\$63.535	181	\$87.785
32	\$15.520	82	\$39.770	132	\$64.020	182	\$88.270
33	\$16.005	83	\$40.255	133	\$64.505	183	\$88.755
34	\$16.490	84	\$40.740	134	\$64.990	184	\$89.240
35	\$16.975	85	\$41.225	135	\$65.475	185	\$89.725
36	\$17.460	86	\$41.710	136	\$65.960	186	\$90.210
37	\$17.945	87	\$42.195	137	\$66.445	187	\$90.695
38	\$18.430	88	\$42.680	138	\$66.930	188	\$91.180
39	\$18.915	89	\$43.165	139	\$67.415	189	\$91.665
40	\$19.400	90	\$43.650	140	\$67.900	190	\$92.150
41	\$19.885	91	\$44.135	141	\$68.385	191	\$92.635
42	\$20.370	92	\$44.620	142	\$68.870	192	\$93.120
43	\$20.855	93	\$45.105	143	\$69.355	193	\$93.605
44	\$21.340	94	\$45.590	144	\$69.840	194	\$94.090
45	\$21.825	95	\$46.075	145	\$70.325	195	\$94.575
46	\$22.310	96	\$46.560	146	\$70.810	196	\$95.060
47	\$22.795	97	\$47.045	147	\$71.295	197	\$95.545
48	\$23.280	98	\$47.530	148	\$71.780	198	\$96.030
49	\$23.765	99	\$48.015	149	\$72.265	199	\$96.515
50	\$24.250	100	\$48.500	150	\$72.750	200	\$97.000

RULES OF GOVERNANCE – DUPAGE COUNTY BOARD OF HEALTH

The current bylaws of the DuPage County Board of Health have been revised and meet the requirements of the State of Illinois statues and Open Meetings Act. These revisions have been reviewed and recommended by the Office of the DuPage County State’s Attorney.

MOTION

The DuPage Board of Health hereby approves the acceptance of the Rules of Governance dated February 10, 2007, which will completely replace the Rules of Governance dated March 7, 1991.

RULES OF GOVERNANCE

DUPAGE COUNTY BOARD OF HEALTH

ARTICLE I

NAME, PURPOSES, AND DUTIES

SECTION I. NAME. The name of this board shall be DuPage County Board of Health (hereinafter, "Board of Health").

SECTION II. NATURE AND PURPOSES. The Board of Health shall be organized under the laws of the State of Illinois, and its purposes shall be to make, adopt and implement such policies and procedures as are necessary for its governance and for the governance of the DuPage County Health Department in order to promote physical and emotional health; prevent illness, injury and disability; protect health from environmental risk factors; and assure the provision of accessible, quality public health care services for all residents of DuPage County .

SECTION III. DUTIES. The duties of the Board of Health, as enumerated in the laws of the State of Illinois, shall include:

- (a) providing, equipping and maintaining suitable offices, facilities and appliances for the DuPage County Health Department;
- (b) within its jurisdiction, and professional and technical competence, enforcing and observing all State laws pertaining to the preservation of health and all county and municipal ordinances except as otherwise provided;
- (c) within its jurisdiction, and professional and technical competence, investigating the existence of any contagious or infectious disease and adopting measures, not inconsistent with the regulations of the State Department of Public Health, to arrest the progress of the same;
- (d) within its jurisdiction, and professional and technical competence, making all necessary sanitary and health investigations and inspections;
- (e) upon request, giving professional advice and information to all city, village, incorporated town and school authorities, within its jurisdiction, in all matters pertaining to sanitation and public health;
- (f) establishing and carrying out programs and services in mental health, including mental retardation and alcoholism and substance abuse, not inconsistent with the regulations of the Department of Human Services;
- (g) submitting an annual budget to the DuPage County Board;
- (h) submitting an annual report to the DuPage County Board explaining all DuPage County Health Department activities and expenditures;
- (i) consulting with all other private and public health agencies in DuPage County in the development of plans for the most efficient and cost effective delivery of public health services.

ARTICLE II

POWERS, COMPOSITION AND FUNCTION

SECTION I. GENERAL POWERS. The affairs of the DuPage County Health Department shall be managed by the Board of Health including the responsibility to appoint an executive officer for the department and such other officers and employees as may be necessary, prescribe the powers and duties of all such officers and employees and fix their compensation and authorize the payment of the same and all other department expenses from the DuPage County Health Fund. Payment of expense will be consistent with and subject to the Illinois Prompt Payment Act.

SECTION II. NUMBER, APPOINTMENT, AND QUALIFICATIONS. The affairs of the DuPage County Health Department shall be managed by the Board of Health consisting of eleven (11) voting members. Voting members of the Board of Health shall be appointed by the Chairman of the DuPage County Board, with the approval of the DuPage County Board. At least two members of the Board of Health shall be members of the DuPage County Board. At least two (2) members of the Board of Health shall be physicians licensed under the Medical Practice Act to practice medicine in Illinois and at least one shall be a dentist licensed to practice in Illinois. If possible, one member shall have experience in the field of mental health. All members shall have a known interest in public health activities.

SECTION III. TERM OF OFFICE. Members of the Board of Health shall serve terms of three (3) years except those members who are members of the DuPage County Board whose term shall be one year. Each member shall hold office until a successor has been appointed and qualified.

SECTION IV. RESIGNATION OF MEMBER. Any member may resign in writing for any reason.

SECTION V. APPOINTMENT OF REPLACEMENT MEMBERS. Whenever a vacancy occurs in the position of member of the Board of Health through resignation, death or otherwise, such vacancy may be filled by appointment of the Chairman of the DuPage County Board, with the approval of the DuPage County Board.

SECTION VI. REGULAR MEETINGS. Regular meetings of the Board of Health will be held at least quarterly consistent with and subject to the Illinois Open Meetings Act.

SECTION VII. SPECIAL MEETINGS. Special meetings of the Board of Health may be called by or at the request of the president or any two members or the Executive Director or the Medical Health Officer. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

SECTION VIII. NOTICE. Notice of regular meetings shall be provided as required by applicable law, these bylaws or board resolution consistent with and subject to the Illinois Open Meetings Act. If mailed, notice shall be deemed delivered when deposited in the United States mail in a sealed and addressed envelope, with proper postage paid. If by facsimile, such notice shall be deemed to be delivered when the facsimile is transmitted by telephone connection. If by e-mail, such notice shall be deemed to be delivered when the electronic mail message is transmitted by electronic means to a confirmed address. Any member may waive notice of any meeting, and attendance of a member at any

meeting shall constitute a waiver of notice except where a member attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened. Notice of any special meeting shall be given in accordance with then applicable state law for a meeting of members, normally upon three (3) days notice delivered to members. Notice of any special meeting, rescheduled regular meeting or reconvened meeting shall be given consistent with applicable law and said notice shall include the subject or subjects to be considered at any such meeting as required.

SECTION IX. QUORUM. A majority of the Board of Health shall be physically present at the location of a meeting shall constitute a quorum for the transaction of business; provided that notice has been sent to all members. If less than a majority of the board is present at said meeting, and majority of the members present may adjourn the meeting to another time and place without further notice.

SECTION X. TELEPHONIC MEETINGS. Members of the Board of Health or any committee of the Board of Health may participate in and act at any meeting of the Board of Health or any said committee through the use of a telephone conference, electronic mail, or other means by which all persons participating in the meeting can communicate with each other as long as a majority of Board Members are physically present at the location of the meeting. Said participation in such meetings constitutes attendance and presence in person at the meeting of the person or persons so participating, but a person's participation by telephone shall not be considered for purposes of establishing a quorum.

SECTION XI. MANNER OF ACTING. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board of Health, unless the act of a greater number is required by statute or these bylaws.

SECTION XII. COMPENSATION AND EXPENSES. Members may receive monthly compensation for their services in an amount up to \$200.00 except that, in the case of the president of the Board of Health, monthly compensation for services may not exceed \$400.00. Members may be reimbursed for actual necessary expenses incurred in the performance of their duties.

ARTICLE III

OFFICERS

SECTION I. OFFICERS. The officers of the Board of Health shall be president, vice president, secretary, treasurer and such other officers as may be elected to offices created by the board.

SECTION II. ELECTION AND TERM OF OFFICE. The officers of the Board of Health shall be elected by the Board of Health members annually at the last regularly scheduled meeting of the fiscal year. Vacancies may be filled or new offices created and filled at any meeting of the Board of Health. Each officer shall hold office until a successor has been duly selected and qualified.

SECTION III. PRESIDENT. Subject to the direction and control of the Board of Health, the president shall be in charge of the business and affairs of DuPage County Health Department; shall see that the resolutions and directives of the board are carried into effect except in those instances in which that responsibility is assigned to some other person by the board; and, in general, shall discharge all duties

incident to the office of president and such other duties as may be prescribed by the board. The president shall preside at all meetings of the Board of Health.

SECTION IV. VICE PRESIDENT. The vice president shall assist the president in the discharge of such duties as the president may direct and shall perform such other duties as from time to time may be assigned to him or her by the president or by the Board of Health. In the absence, inability or refusal of the president to act, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restrictions upon the president.

SECTION V. TREASURER. The treasurer shall be appointed by the board annually. The treasurer shall: (a) have charge of and be responsible for the maintenance of adequate books of account of Health Department; (b) have charge and custody of all funds and securities of Board of Health, and be responsible therefore, and for the receipt and disbursement thereof; and (c) perform all the duties as incident to the office of treasurer and such other duties as from time to time may be assigned by the president or by the board.

SECTION VI. SECRETARY. The secretary shall record the minutes of the meetings of the Board of Health in one or more forms provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of all records of the Board of Health; keep a register of the post office address of each member which shall be furnished to the secretary by each such member; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president of the Board of Health.

ARTICLE IV

COMMITTEES

SECTION I. EXECUTIVE COMMITTEE. Consists of the President, Vice-President and Secretary. The committee is charged with consideration of the administration of the Health Department and shall have the power to act on behalf of the entire Board in matters declared by the Executive Director and Legal Counsel to be of an emergency in nature. For purposes of the authority of the Executive Committee to transact business in the interim between Board meetings, an emergency would involve such circumstances that would result in an absolute danger in delaying business and would not otherwise be in conflict with the statutory authority of the Board of Health, the Board's expressed actions and policies and these bylaws. Any action taken by the Executive Committee must be reviewed and ratified by the Board of Health at the next meeting of the Board following the Executive Committee's action. The Executive Director is to be a non-voting member.

SECTION II. COMMITTEES OF MEMBERS. The Board of Health may, by resolution, designate various committees, each of which shall consist of two or more members of the Board of Health or other non Board of Health members who are appointed by the president of the Board. Meetings of said various committees will be conducted consistent with and subject to the Illinois Open Meetings Act. Except as otherwise provided by Board resolution, the president of the Board of Health may designate an ad hoc/other committee and shall appoint those persons whose special fitness qualifies them for appointment.

SECTION III. TERM OF OFFICE. Each member of a committee shall continue as such until the next annual election of officers meeting of the Board of Health and until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

SECTION IV. CHAIRMAN. One member of the Board of Health of each committee shall be appointed chairman by the president of the Board of Health, unless otherwise provided by resolution of the board.

SECTION VI. VACANCIES. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

ARTICLE V

OTHER PROVISIONS

SECTION I. CONTRACTS. The Board of Health may authorize any agent or agents of the Board of Health to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Board of Health and such authority may be general or confined to specific instances as required by the DuPage County Health Department Procurement Policy, adopted by the Board of Health on November 11, 2005 and consistent with and subject to 55 ILCS 5/5-1022.

SECTION II. CHECKS, DRAFTS, ETC. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Board of Health shall be signed by such agent or agents of the Board of Health and in such manner as shall from time to time be determined by the policies and procedures of the Board of Health. Two signatories shall be required unless otherwise specifically provided for by resolution of the Board of Health.

SECTION III. ETHICS. Members of the Board of Health subscribe to and are bound by the DuPage County Ethics Ordinance enacted and approved by the DuPage County Board on September 14, 2004.

SECTION IV. INDEMNIFICATION OF MEMBERS, OFFICERS AND OTHER AGENTS.

Consistent with DuPage County Ordinance Chapter 2, Article X, Section 2-700 of the DuPage County Code, all members of the Board of Health, their agents and DuPage County Health Department employees shall be indemnified, defended and held harmless by DuPage County from any and all liabilities, expenses, judgments and amounts paid in settlement which may be imposed or reasonably incurred or paid by any member of the Board of Health, their agents or any DuPage County Health Department employee in connection with or resulting from any claim made against him or her, or any action, suit, proceeding or investigation in which he or she may be involved by reason of him or her being or having been such member of the Board of Health, their agent or DuPage County Health Department employee subject to those exceptions enumerated in said DuPage County ordinance.

SECTION V. PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern all meetings of the Board of Health.

SECTION VI. BOOKS AND RECORDS. The Board of Health shall keep correct and complete books and records of account and shall also keep minutes of its proceedings of its committees' proceedings having any of the authority of the board consistent with and subject to the Illinois Open Meetings Act. All books and records of the board shall be published and may be inspected by any person as provided by the Illinois Freedom of Information Act.

SECTION VII. FISCAL YEAR. The fiscal year of the Board of Health shall be December 1st through November 30th. All books and records of account will be made available at least annually for an independent audit.

SECTION VIII. AMENDMENTS. The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the Board of Health. Such action may be taken at a regular or special board meeting for which written notice of the purpose shall be given. The bylaws may contain any provisions for the regulation and management of the affairs of the Board of Health not inconsistent with applicable law.

Approved this day: Saturday, February 10, 2007.

Linda A. Kurzawa
President, Board of Health

Scott J. Cross
Secretary, Board of Health