

DUPAGE COUNTY BOARD OF HEALTH

April 10, 2008

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) & (EDC)c. Environmental Health Services (EHS)d. Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – February 9, 2008
---	4.	TREASURER’S REPORT – February 29, 2008 March 31, 2008
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
---	7.	CONSENT ITEMS <ul style="list-style-type: none">a. Personnel Transactions – BOSb. Fund Transfers – BOSc. Bank Account Request – BOS
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---	8.	OLD BUSINESS
---	9.	NEW BUSINESS <ul style="list-style-type: none">1) Purchasing – BOS<ul style="list-style-type: none">a. C-CHS-0207-096 – Stanbio Laboratory - Diagnostic Testingb. S-BOS-02-10-094.a – Classic Landscape - Landscape & Snowplowc. C-EHS-03-13-130 – Adapco Inc. - West Nile Virus testsd. S-BOS-03-13-131 – Armbrust Plumbing – Plumbing Servicese. S-BOS-03-13-134 – Bremer Sheet Metal – Roof replacementf. P-MHS-03-13-133 – Joint Commission on Accreditationg. S-BOS-02-10-094 – Controlled Environmenth. C-BOS-02-07-097 – Inlander Brothers – Janitorial Suppliesi. C-BOS-04-06-052 – Gift Cards2) Grant Acceptances<ul style="list-style-type: none">a. Family Planning Program Grant - CHSb. Illinois Department of Human Service Grant - CHSc. Susan G. Komen Grant – CHSd. Illinois Department of Public Health Grant - EDCe. U. S. Department of Housing and Urban Development-MHS
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---	10.	PRESENTATION – DuPage Health Coalition - Health Safety Net Update
---	11.	NEXT MEETING – May 8, 2008
---	12.	ADJOURNMENT

AGENDA ITEM # 7 a

(04/10/08)

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 08/05/07 and 04/02/08.

AGENDA ITEM # 7 a

(04/10/08)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Amabel Raices	Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/11/08
Kathleen Bathum	Intake Nurse	20.31 hr. – 30.47 hr.	207	02/25/08
Beatrice Sisson	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	02/25/08
Edward Baum	Custodian	10.17 hr. – 15.26 hr.	107	03/03/08
Saritha Bhattathiri	Application Developer (temporary)	22.18 hr. – 33.27 hr.	212T	03/03/08
Ruby Crump	Billing Reimbursement Supervisor	25.02 hr. – 37.53 hr.	313	03/10/08
Paul Dwah Jr.	Temporary Houseparent (on-call)	10.79 hr.	----	03/10/08
Rachael Knudson	Respite Worker (on-call)	12.00 hr.	----	03/10/08
Joseph LoBue	Respite Worker (on-call)	12.00 hr.	---	03/10/08
Jerri Mitchell	Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	03/10/08
Elizabeth Tully	Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	03/10/08
India Willis	Health Educator	20.31 hr. – 30.47 hr.	207	03/10/08
Daniel Harris	Deputy Director	48.83 hr. – 73.24 hr.	318	03/17/08
David Alfaro	Temporary Houseparent (on-call)	10.79 hr.	----	03/24/08
Kimberly Forgie	Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	03/24/08
Maria Ruiz	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	03/24/08

The changes of status of the following employees:

Petra Aguirre	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08

Johanna Aquino	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Elizabeth Arana	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Eugenia Coletta	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Rose Encinas	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Maria Lang	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Sheila Orr	From: Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	02/04/08
	To: Psychiatric Nurse (part-time)	20.31 hr. – 30.47 hr.	207	02/04/08
Ana Ramirez	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Maria Rincon	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Veronica Salgado	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Bertha Vargas	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	02/04/08
	To: Clinic Assistant	11.80 hr. – 17.70 hr.	108	02/04/08
Elaine Schram	From: Dental Hygienist (part-time)	17.95 hr. – 26.93 hr.	206	02/09/08
	To: Dental Hygienist (full-time)	17.95 hr. – 26.93 hr.	206	02/09/08
Diane Sprauge	From: Temporary Houseparent (on-call)	10.79 hr.	----	02/11/08
	To: Overnight Support Staff (temporary)	9.54 hr. – 14.31 hr.	107	02/11/08
LaDonna Washington	From: Overnight Support Staff (on-call)	9.54 hr. – 14.31 hr.	107	02/11/08
	To: Overnight Support Staff (full-time)	9.54 hr. – 14.31 hr.	107	02/11/08
Brian Heiwig	From: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	02/25/08
	To: Sanitarian	20.31 hr. – 30.47 hr.	207	02/25/08
Janel Venegas	From: Temporary Houseparent (on-call)	10.79 hr.	----	02/25/08
	To: Overnight Support Staff	9.54 hr. – 14.31 hr.	107	02/25/08

Melissa Jandt	From: Respite Coordinator	23.13 hr. – 34.69 hr.	208	03/10/08
	To: Mental Health Program Coordinator	24.64 hr. – 36.95 hr.	209	03/10/08
Annelise Wagner	From: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	03/10/08
	To: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	03/10/08
Jeffrey Lata	From: Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	03/22/08
	To: Respite Coordinator	23.13 hr. – 34.69 hr.	208	03/22/08
William Piekarz	From: Clinician/Consultant	20.31 hr. – 30.47 hr.	207	03/22/08
	To: Senior Clinician/Consultant	21.68 hr. – 32.52 hr.	208	03/22/08
Jessica Nuno	From: Clinic Assistant	11.80 hr. – 17.70 hr.	108	03/24/08
	To: Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	03/24/08
Norma Rosado	From: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	03/24/08
	To: Customer Service Representative II	13.69 hr. – 20.54 hr.	109	03/24/08

The separation of the following employees:

Meghan Joyner	Temporary Houseparent (on-call)	10.79 hr.	----	08/05/07
Gregory Holich	Temporary Houseparent (on-call)	10.79 hr.	----	11/29/07
Linda Arriaga	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	01/22/08
Linda Cielinski	Vision & Hearing Technician	11.80 hr. – 17.70 hr.	108	01/31/08
Kiyone Horne	Respite Worker (on-call)	12.00 hr.	----	01/31/08
Jessica Liptak	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	02/07/08
Carmen Velez	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	02/07/08
Olga Lozano	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	02/08/08
Fay Rose Shehadeh	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	02/08/08
Entela Tabaku	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	02/08/08
Bridget Downey	Reimbursement and Benefits Analyst	25.02 hr. – 37.53 hr.	313	02/11/08
Paul Wilhite	Group Home Resident Assistant	11.06 hr. – 17.70 hr.	108	02/12/08
Yolanda Chrusciel	Billing Reimbursement Supervisor	20.02 hr. – 30.03 hr.	311	02/15/08
Christian Locke	MH Program Manager	24.64 hr. – 36.95 hr.	209	02/15/08
Rosario Bularzik	Case Manager	15.95 hr. – 23.93 hr.	205	02/19/08

Gloria Evans	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	02/22/08
Matthew Yee	Intern (temporary)	10.00 hr.	---	02/25/08
Daniel Martin	Sanitation Technician	13.69 hr. – 20.54 hr.	109	02/28/08
Michelle Nickelson	Respite Worker (on-call)	12.00 hr.	----	02/28/08
Pearl Nickelson	Respite Worker (on-call)	12.00 hr.	----	02/28/08
Tabasm Naz Ali	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	03/03/08
Anthony DelMastro	Intern (on-call)	10.00 hr.	---	03/03/08
Samina Kheiri	Administrative Clerk I (on-call)	8.95 hr. – 13.43 hr.	106	03/03/08
Michael Letts	Intern (on-call)	10.00 hr.	---	03/03/08
Andrew McGinn	Intern (on-call)	10.00 hr.	---	03/03/08
Nicole Vergara	Intern (on-call)	10.00 hr.	---	03/03/08
Daniel Bush	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	03/05/08
Joel Rojas	Custodian (on-call)	10.17 hr. – 15.26 hr.	107	03/10/08
Linda Pituch	Clinician/Consultant (on-call)	20.31 hr. – 30.47 hr.	207	03/18/08
Jeffrey Cisowski	Pool Inspector (temporary)	9.00 hr.	----	03/20/08
Stephen Hockett	Pool Inspector (temporary)	9.75 hr.	----	03/20/08
Gabrielle Mackay	Pool Inspector (temporary)	9.00 hr.	----	03/20/08
Cassandra Peletis	Pool Inspector (temporary)	10.00 hr.	----	03/20/08
Andrew Renke	Pool Inspector (temporary)	9.50 hr.	----	03/20/08
Joanna Aquino	Clinic Assistant	11.80 hr. – 17.70 hr.	108	03/28/08
Brenda Resendez	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	03/28/08
Hung Tu	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	03/28/08
Larry Test	Temporary Houseparent (on-call)	10.79 hr.	----	04/02/08

President, Board of Health

April 10, 2008

Date

APRIL SCHEDULE OF TRANSFERS

FISCAL YEAR 2008

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
	9	2997	Grant Applications-Commodities		\$68,000.00
	9	3997	Grant Applicatins-Contractual		\$10,342.00
	9	5899	Grant Applications		\$78,342.00
902	207	2150	Medical/Dental Supplies	\$10,000.00	
902	207	2151	Drugs/Vaccines	\$58,000.00	
902	207	3080	Medical Services	\$8,342.00	
902	207	3820	Instruction & Schooling	\$2,000.00	
902	207	5411	DHS-Family Planning	\$78,342.00	
	The Sum of ONE HUNDRED FIFTY SIX THOUSAND SIX HUNDRED EIGHTY FOUR DOLLARS (\$156,684).				
To transfer the one time spending amount from the Family Planning Amendment #1.					
902	254	1010	Regular Salary		\$10,000.00
902	254	3225	Promotional Services	\$10,000.00	
	The sum of TEN THOUSAND DOLLARS (\$10,000)				
To transfer funds to cover the cost of promotional services planned.					
903	310	2010	Office Supplies		\$500.00
903	320	2010	Office Supplies		\$500.00
903	312	2112	Promotional Materials		\$500.00
903	312	3090	Care & Support Services	\$1,500.00	
	The sum of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500).				
To transfer funds to purchase household items for the Food Box Program that provides for HIV Case Management clients.					
	9	1997	Grant Applications-Personnel		\$2,307.00
	9	3997	Grant Applications-Contractual		\$8,000.00
	9	5899	Grant Applications		\$10,307.00
903	322	1010	Regular Salary	\$2,307.00	
903	322	3090	Care & Support Services	\$8,000.00	
903	322	5410.02	IDPH-TB Direct Observed Therapy	\$10,307.00	
	The sum of TWENTY THOUSAND SIX HUNDRED FOURTEEN DOLLARS (\$20,614).				
To transfer funds from grant award increase to cover client care & support expenses.					

(04/10/08)

BANK ACCOUNT REQUEST – BUSINESS OPERATIONS SERVICES

The DuPage County Health Department established a Money Market checking account with The Illinois Funds to receive remittances from the Illinois State Treasurer's Office for credit card transactions processed at the Department's front desk operations. This account was authorized by the BOH as required in Policy No. 421, Checking Accounts, and established on August 16, 2005.

Business Operations Services requests that the Board of Directors authorizes the establishment of an additional Money Market checking account with The Illinois Funds to receive payments for on-line transactions, which will include credit cards, debit cards, and e-checks. Both accounts will have the same authorized signors.

MOTION

The DuPage County Board of Health hereby approves the establishment of one additional Money Market checking account with The Illinois Funds.

AGENDA ITEM # 9 (1)

(04/10/2008)

PURCHASING

C-CHS-02-07-096 – Second year renewal of contract to Stanbio Laboratory for costs associated with in-house diagnostic testing supplies in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these supplies and staff recommends approval of the expenditure not to exceed \$30,000.

S-BOS-02-10-094.a – Bid award to Classic Landscape for costs associated with lawn care and snow plowing for eighteen properties in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$75,000.

C-EHS-03-13-130 - Purchase of RAMP West Nile Virus tests from Adapco Inc. in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Sole Source Justification Form are included. Funds have been budgeted for this purchase and are covered entirely by grant dollars, and staff recommends approval of the expenditures in an amount not to exceed \$25,000.

S-BOS-03-13-131 – Bid award to Armbrust Plumbing for costs associated with plumbing services in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$30,000.

S-BOS-03-13-134 – Bid award to Bremer Sheet Metal for HVAC rooftop replacement unit in Accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this purchase and staff recommends approval of the expenditure in the amount of \$54,300.

P-MHS-03-13-133 – Professional Services to Joint Commission on Accreditation of Healthcare Organizations for accreditation survey. The Procurement Checklist and Decision Memo are included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$30,000.

S-BOS-02-10-094 – Change Order for Controlled Environment, 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 the amount of \$25,000.

C-BOS-02-07-097 – Bid award to Inlander Brothers for custodial supplies in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these supplies and staff recommends approval of the expenditure in an amount not to exceed \$43,000.

C-BOS-04-06-052 – Third year renewal of contract for the purchase of gift cards in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this purchase with approximately eighty percent covered by grant dollars, and staff recommends approval of the expenditure in an amount not to exceed \$90,000.

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

NEW PURCHASE ORDER REQUEST

REQUISITION #/		CONTRACT TERM	2008 LAWN CARE/2008-2009 SNOW PLOW
DATE SUBMITTED	2/20/2008	REQUESTING DEPT.	Business Operations
VENDOR	Classic Landscape	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	7677
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Provide lawn care services at 21 properties and provide snow plow and salting services at 18 properties in an amount not to exceed \$75,000.		
REASON FOR PROCUREMENT	Routine lawn care needed to insure up-keep of facilities. Snow plow and salting needed for routine winter maintenance.		
BACKGROUND (HISTORY)	Health Department maintains several properties. These properties include office sites and residential sites. Routine lawn care and snow plow/salting services are required to maintain these properties.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE)** 105-3608
- 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 #** _____ (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 DelMastro 02/20/08

PREPARED BY: **DATE**

BUYER **DATE**

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

SERVICE UNIT DIRECTOR **DATE**

/s/ Pat Flaherty 03/04/08

PROCUREMENT MANAGER **DATE**

/s/ Maureen McHugh 03/04/08

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



PROCUREMENT APPROVAL CHECKLIST

DOCUMENT # C-EHS-03-13-

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

NEW PURCHASE ORDER REQUEST

REQUISITION #/		CONTRACT TERM	
DATE SUBMITTED	February 14, 2008	REQUESTING DEPT.	EHS
VENDOR	Adapco, Inc.	DEPT. CONTACT	Rick Daugherty
PHONE #	800-367-0659	PHONE #	5311
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of required West Nile Virus testing supplies for use in the West Nile Virus Surveillance program in an amount not to exceed \$25,000.		
REASON FOR PROCUREMENT	Supplies necessary to perform required testing for the detection of West Nile Virus in mosquitoes and birds.		
BACKGROUND (HISTORY)	Environmental Health had purchased the Vectest West Nile Virus testing supplies from Microgenetics Inc. Staff has determined the RAMP test manufactured by Response Biomedical Corporation and distributed solely in the United States by Adapco Inc offers a more sensitive and reliable testing method.		

SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR** _____ 410 - 2140 _____
- 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):

- 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:

Rick Daugherty _____ 02/28/08 _____

PREPARED BY: _____ **DATE** _____

_____ **BUYER** _____ **DATE** _____

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

/s/ Tad Koeune _____ 03/04/08 _____

SERVICE UNIT DIRECTOR _____ **DATE** _____

/s/ Pat Flaherty _____ 03/04/08 _____

PROCUREMENT MANAGER _____ **DATE** _____

/s/ Maureen McHugh _____ 03/04/08 _____

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

**DU PAGE COUNTY HEALTH DEPARTMENT
JUSTIFICATION FOR SOLE SOURCE**
(PLEASE COMPLETE AND ATTACH TO PURCHASE REQUISITION)

REQUISITION #	C-EHS-03-13-130	DEPARTMENT	EHS
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ITEM BEING JUSTIFIED:

MANUFACTURER	Response Biomedical Corporation	PART NUMBER	Ramp Testing Supplies
DESCRIPTION	Ramp testing supplies are solely distributed in the by Adapco Inc.		

- SOLE SOURCE** - AVAILABLE FROM ONLY ONE SOURCE (e.g. only sold by the manufacturer)
- X SOLE AUTHORIZED DISTRIBUTOR** – MANUFACTURER HAS ESTABLISHED TERRITORIES (e.g. Caterpillar Parts)
- OTHER** – EXPLAIN: _____

REQUESTED SOURCE:

COMPANY NAME	Adapco	CONTACT	Steve Molnar
ADDRESS	8841 Argyle Ave.	PHONE	800-367-0659 x-7334
		FAX	866-330-9888
CITY, STATE ZIP	Overland, MO 63114-4901	e-mail/website	www.myadapco.com

BRIEFLY DESCRIBE WHAT THIS ITEM OR SERVICE IS USED FOR: Testing Mosquitoes and Birds for West Nile Virus.

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

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

WHAT IS UNIQUE ABOUT THE ITEM OR SERVICE TO BE PURCHASED?
 The RAMP test is a highly sensitive and accurate test used to identify West Nile Virus in mosquitoes and birds.

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

Vectest from Microgenetics is not as sensitive as the RAMP test and has had major quality assurance issues as well as production issues.

	PROCUREMENT APPROVAL CHECKLIST	DOCUMENT # <u>S BOS 0313131</u>
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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	04/11/08 – 04/10/09
DATE SUBMITTED		REQUESTING DEPT.	Business Operations
VENDOR	Armbrust Plumbing	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	

DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Bid award for plumbing services as needed over a 12-month period. Not to exceed \$30,000.00.
REASON FOR PROCUREMENT	Throughout the year the agency requires plumbing services. Required plumbing services are often unanticipated and urgent in nature. The agency can expend over \$15,000 per year for plumbing related services. To remain compliant with procurement policy, a bid was done to identify a plumbing company that could provide required services.
BACKGROUND (HISTORY)	In the past plumbing costs have remained under \$15,000.00 with competitive quotes being obtained as needed. This year, costs are expected to exceed \$15,000.00. Some typical repairs are fixture replacement, sewer and domestic water line repairs, RPZ valve testing.

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 #** S-BOS-03-08-131
- 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 02/19/08

PREPARED BY: DATE

BUYER DATE

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

SERVICE UNIT DIRECTOR DATE

/s/ Pat Flaherty 03/04/08

PROCUREMENT MANAGER DATE

/s/ Maureen McHugh 03/04/08

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

	PROCUREMENT APPROVAL CHECKLIST	SBOS03
		DOCUMENT # <u>13134</u>

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	03/03/08	REQUESTING DEPT.	Business Operations
VENDOR	Bremer Sheet Metal	DEPT. CONTACT	Greg Bucheit
PHONE #		PHONE #	Ext. 7677

DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	HVAC Rooftop Replacement Unit in an amount not to exceed \$54,300.
REASON FOR PROCUREMENT	Replacement needed due to age of unit and continued failure of equipment.
BACKGROUND (HISTORY)	Existing unit is 15 years old and has been experiencing continuous failures.

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

REVIEWED AND APPROVED BY:

Greg Bucheit 03/03/08

PREPARED BY: DATE

BUYER DATE

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

SERVICE UNIT DIRECTOR DATE
 /s/ Pat Flaherty 03/04/08

PROCUREMENT MANAGER DATE
 /s/ Maureen McHugh 03/04/08

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

DECISION MEMODocument # PMHS0313133

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	MHS
Vendor	JCAHO	Program Contact	Dave Christiansen
Date Submitted for Review	03/31/08	Contact Phone #	X7547

ISSUE:

To contract with the Illinois DHS, assure quality services, and receive reimbursement requires the Department, Mental Health Services be accredited by a national accrediting agency.

BACKGROUND:

The Joint Commission on Accreditation of Healthcare Organizations has been the accrediting agency for the Department's Mental Health Services since the 1980's. This year is the Department's cycle for a full survey resulting in fees exceeding \$15,000.00.

DISCUSSION:

While there are three national accrediting agencies, the Joint Commission on Accreditation of Healthcare Organizations is the only appropriate agency for an agency that is operating in a medical model.

OPTIONS (ITEMIZE):

1. Maintain existing accreditation, as it is the only match to our services.
2. Utilize a different accrediting agency.

RECOMMENDATIONS:

Continue to contract with the Joint Commission on Accreditation of Healthcare Organization.

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

This year's full survey expenditure will not exceed \$30,000.00.

CHANGE ORDER REQUEST

BUYER		P.O. DATE	
CHANGE ORDER #	SBOS0210094	REQUEST DATE	03/04/08
VENDOR NAME	Controlled Environment	VENDOR #	18790
ACCOUNT CODE	105-3610	DEPARTMENT	Business Operations
BID #		PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	The Board of Health approved a second year bid renewal for Controlled Environment for preventative maintenance and repair for HVAC systems at all departmental locations. The annual approved expenditure was for \$50,000 and due to multiple repair items for some units; a change order is needed to cover expenditures for the four months remaining of the contract.		
IN ACCORDANCE WITH 720 ILCS 5/33E-9			
<input checked="" type="checkbox"/>	(A) WERE NOT REASONABLY FORESEEABLE AT THE TIME THE CONTRACT WAS SIGNED		
<input 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 DU PAGE AND AUTHORIZED BY LAW		

- CANCEL ENTIRE ORDER**
- CHANGE BUDGET CODE FROM _____ TO _____**
- INCREASE/DECREASE QUANTITY FROM _____ TO _____**
- PRICE SHOWS \$ _____ \$50,000 SHOULD BE _____ \$75,000**
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT**
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
A	ORIGINAL CONTRACT VALUE:	\$ 50,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$ N/A
C	CURRENT CONTRACT AMOUNT (A+B)	\$ 50,000
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 25,000
E	NEW CONTRACT AMOUNT (C+D)	\$ 75,000
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	50%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	%

REVIEWED AND APPROVED BY:

G. Bucheit	03/04/08	/s/ Dan Harris	04/01/08
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ Pat Flaherty	04/01/08
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ Dan Harris	04/01/08	/s/ Maureen McHugh	04/01/08
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE

(04/10/08)

FAMILY PLANNING PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept an amendment of \$78,342 the Illinois Department of Human Services for the Family Planning Program. The grant period is July 1, 2007 through June 30, 2008. The grant was originally budgeted at \$401,900 and received a 3% COLA that was accepted by the Board of Health on October 11, 2007. With this additional amendment, the total received for the grant will be \$492,342.

The additional funding will be used to continue to support the goals of the program.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the amendment from the Illinois Department of Human Services for the Family Planning Program Grant in the amount of \$78,342 as presented.

AGENDA ITEM # 9 (2) b

(04/10/08)

ILLINOIS DEPARTMENT OF HUMAN SERVICES GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept an amendment of \$16,700 the Illinois Department of Human Services for the Teen Parent Services Program. The grant period is July 1, 2007 through June 30, 2008. The grant was originally budgeted at \$283,300. With this amendment, the total received for the grant will be \$300,000.

The additional funding will be used to continue to support the goals of the program.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the amendment from the Illinois Department of Human Services for the Teen Parent Services Program Grant in the amount of \$16,700 as presented.

(04/10/08)

SUSAN G. KOMEN GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant from the Susan G. Koman for the Cure Foundation in the amount of \$75,000 for the Breast and Cervical Cancer Prevention Program. The grant period is April 1, 2008 through March 31, 2009. The program received a grant for \$75,000 in FY 2007 from this foundation and budgeted the same amount, \$75,000, for the grant in FY 2008. Grant funds will be used for breast cancer education and screening.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Susan G. Koman for the Cure Foundation in the amount of \$75,000 as presented.

(04/10/08)

ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept an amendment of \$22,167 to the Illinois Department of Public Health Grant for TB Directly Observed Therapy. This is a retroactive amendment for the period ending December 31, 2007. The total received for the grant, with this amendment, is \$58,423. The grant funds will be used for case management, travel costs, incentives and other expenses to support treatment of active tuberculosis disease. The grant was budgeted at \$36,256 for FY 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional retroactive funding from the Illinois Department of Public Health for TB Directly Observed Therapy of \$22,167 as presented.

(04/10/08)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - MENTAL HEALTH SERVICES

Mental Health Services wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$567,717 for the supportive housing program. The grant combines three FY 2007 grants into a single grant that will end on January 31, 2009. The program received \$567,717 in FY 2007 and budgeted the same amount, \$567,717, in FY 2008. Grant funds will be used for the supportive housing program.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the U.S. Department of Housing and Urban Development in the amount of \$567,717 as presented.