

# **DUPAGE COUNTY BOARD OF HEALTH**

January 24, 2008

5:00 p.m.

Special Call Meeting

## **A G E N D A**

<b><u>PAGE</u></b>	<b><u>ITEM NO.</u></b>	<b><u>SUBJECT</u></b>
---	1.	<b>CALL TO ORDER AND CALL OF THE ROLL</b>
---	2.	<b>PRESIDENT'S REMARKS</b>
---	3.	<b>CONSENT ITEMS</b>
2		a. Personnel Transactions – BOS
6		b. Fund Transfers - BOS
---	4.	<b>NEW BUSINESS</b>
7		1) Purchasing – BOS
8		a. L-BOS-01-06-009 – Distinctive Office Equipment
9		b. P-MHS-01-24-127 – Universal Restoration Services
---		2) Grant Acceptances
12		a. Ryan White Part B – Collar County Consortium - EDC
13		b. Emergency Preparedness Grant – EDC
14		c. HIV/AIDS Prevention Grant - EDC
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---	5.	<b>NEXT MEETING – February 9, 2008</b>
---	6.	<b>ADJOURNMENT</b>

(01/24/08)

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 08/27/07 and 01/14/08.

AGENDA ITEM #3 (a)

(01/24/08)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<b><u>The hiring of the following people:</u></b>				
Edward Amendola	Mental Health Worker	15.95 hr. – 23.93 hr.	205	12/10/07
Lindsay Calvario	Dietitian	20.31 hr. – 30.47 hr.	207	12/10/07
Evelyn Herrera	Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/10/07
Rasheed Latif	Laboratory Manager	23.13 hr. – 34.69 hr.	208	12/10/07
Laura Lopez	Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/10/07
Michelle Nickelson	Respite Worker (temporary)	12.00 hr.	----	12/10/07
Gabriela Saltigeral	Customer Service Representative I	11.80 hr. – 17.70 hr.	108	12/10/07
Melissa Alford	Public Health Nurse	20.31 hr. – 30.47 hr.	207	12/17/07
Anthony DelMastro	Intern (temporary)	10.00 hr.	----	12/17/07
Andrew McGinn	Intern (temporary)	10.00 hr.	----	12/17/07
Frank Stock	Network Administrator	22.18 hr. – 33.27 hr.	212	12/17/07
Nicole Vergara	Intern (temporary)	10.00 hr.	----	12/17/07
Dayna Gaskins	Public Health Nurse	20.31 hr. – 30.47 hr.	207	01/02/08
Linda Arriaga	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	01/07/08
Condra Bartolott	Temporary Houseparent (on-call)	10.79 hr.	----	01/07/08
Jessica Nuno	Clinic Assistant	11.80 hr. – 17.70 hr.	108	01/07/08
Diane Sprauge	Temporary Houseparent (on-call)	10.79 hr.	----	01/07/08
Christine Gesiorski	Group Home Resident Assistant	11.80 hr. – 17.70 hr.	108	01/10/08
Patricia Thorsen	Parent Partner (on-call)	12.00 hr.	----	01/10/08
Rebecca Feick	Case Manager Assistant	13.69 hr. – 20.54 hr.	109	01/14/08
Alejandro Godinez	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	01/14/08
Gladys Lasu	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	01/14/08
Bhavika Mehta	Dietitian	20.31 hr. – 30.47 hr.	207	01/14/08

Pearl Nickelson	Respite Worker (on-call)	12.00 hr.	----	01/14/08
Phyllis Pojman	Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	01/14/08

**The changes of status of the following employees:**

Guadalupe Hernandez	From: Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	11/26/07
	To: Customer Service Representative I	11.80 hr. – 17.70 hr.	108	11/26/07
Gloria Evans	From: Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	12/03/07
	To: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/03/07
Andrew Fortin	From: Security Officer (part-time)	11.06 hr. – 16.59 hr.	108	12/03/07
	To: Security Officer (full-time)	11.06 hr. – 16.59 hr.	108	12/03/07
Shaneah Taylor	From: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	12/03/07
	To: Case Manager	16.00 hr. – 23.99 hr.	110	12/03/07
Leslie Gustin	From: Clinician/Consultant (on-call)	19.04 hr. – 28.56 hr.	207	12/15/07
	To: Clinician/Consultant	19.04 hr. – 28.56 hr.	207	12/15/07
Kimberly Bradley	From: Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	01/14/08
	To: Administrative Clerk III	11.80 hr. – 17.70 hr.	108	01/14/08

**The separation of the following employees:**

Katie Johnson	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	08/27/07
Marcela Garcia	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	11/26/07
Susan Levine	Psychiatrist (contractual)	96.13 hr.	----	11/30/07
Karen Savage	Parent Partner (on-call)	12.36 hr.	----	12/03/07
Lynette Creagh	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	12/04/07
Eufemia Medina	Clinic Assistant	11.80 hr. – 17.70 hr.	108	12/10/07
Karen Marik	Dietitian	20.31 hr. – 30.47 hr.	207	12/12/07

Clara Castro	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	12/17/07
Juan Orozco, Jr.	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	12/17/07
Michael Vargas Correa	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	12/17/07
Melinda Panzer	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	12/19/07
Bethany Daniel	Respite Worker (on-call)	12.10 hr.	----	12/27/07
Kelly Miller	Administrative Clerk III (temporary)	11.80 hr. – 17.70 hr.	108	12/28/07
Amie Prchal-Guglielmo	Mental Health Worker	15.95 hr. – 23.93 hr.	205	12/28/07
Catherine Abraham	Intern (temporary)	10.00 hr.	----	12/31/07
Margaret Maione	Respite Worker (on-call)	12.00 hr.	----	12/31/07
James ‘Tylor’ Smith	Custodian (temporary)	10.17 hr. – 15.26 hr.	107	12/31/07
Anna Czipri	Mental Health Worker	15.95 hr. – 23.93 hr.	205	01/02/08
Seferino Rojas	Custodian	10.17 hr. – 15.26 hr.	107	01/03/08
Annamarie Wagner	Laboratory Supervisor	23.13 hr. – 34.69 hr.	208	01/04/08
Michael Berg	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	01/11/08
Francesca Ramirez	Clinic Assistant	11.80 hr. – 17.70 hr.	108	01/11/08

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President, Board of Health

**January 24, 2008**

Date

**TRANSFER OF FUNDS– BUSINESS OPERATIONS SERVICES**

The FY 2008 Budget includes authorization to spend \$325,000 from the Contingency Fund (73) for estimated reconstruction costs associated to the September 11, 2007 West Chicago Group Home fire. In order to restore the Contingency Fund balance, Business Operations Services requests that \$325,000 be transferred from the General Fund (70) to the Contingency Fund (73).

AGENDA ITEM #4 (1)

(01/24/08)

PURCHASING

L-BOS-01-06-009 – Approval for costs associated with renewal of lease of copiers through Distinctive Office Equipment and its leasing company GE Capital, per competitive bid in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. This is the last 15 months of the contract term. The Procurement Approval Checklist is included and staff recommends approval of the expenditure to Distinctive Office Equipment/GE capital, in an amount not to exceed \$178,000.00. Funds have been budgeted for this expenditure.

P-MHS-01-24-127 – Request for Proposal award to Universal Restoration Services for restoration/redesign of the West Chicago Group Home in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision Memo are included and staff recommends approval of the expenditure in an amount not to exceed \$375,667.97. Funds are available to cover this contract.



# PROCUREMENT APPROVAL CHECKLIST

DOCUMENT #

L-BOS-0106009

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/		CONTRACT TERM	12/24/07 – 5/24/09
DATE SUBMITTED	01/17/08	REQUESTING DEPT.	Business Operations
VENDOR	Distinctive Capital	DEPT. CONTACT	Pat DelMastro
PHONE #		PHONE #	Ext. 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Lease of copiers not to exceed \$178,000.		
REASON FOR PROCUREMENT	Agency requires copiers and related supplies to support its operations.		
BACKGROUND (HISTORY)	The department leases through Distinctive Office Equipment and their leasing company, GE capital through a bid process. The department requests approval for the costs associated with the last 15 months of this contract.		

**SOURCE OF FUNDING:**

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

Pat Flaherty	01/17/08
PREPARED BY:	DATE
BUYER	DATE
/s/ Mike Kiep	01/18/08
DIRECTOR OF BUSINESS OPERATIONS	DATE
(DECISION MEMOS OVER \$15,000 ONLY)	

/s/ Mike Kiep	01/18/08
SERVICE UNIT DIRECTOR	DATE
/s/ P. Flaherty	01/17/08
PROCUREMENT MANAGER	DATE
/s/ Maureen McHugh	01/18/08
EXECUTIVE DIRECTOR	DATE
(DECISION MEMOS OVER \$15,000 ONLY)	



**DECISION MEMO**

**Document #** \_\_\_\_\_

*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	Mental Health Services
Vendor	Universal Restoration Services	Program Contact	Dave Christiansen
Date Submitted for Review	01/17/08	Contact Phone #	7547

**ISSUE:**

A fire at the West Chicago Group Home located at 142 Wood Street on 9/11/2007 has resulted in temporary relocation of Clients to two Department owned homes on Finley Road in Lombard. While these homes provide adequate temporary housing, they do not meet State and Joint Commission requirements for permanent housing. Joint Commission accreditation and BALC licensing (Bureau of Accreditation and Licensing) are required by the State of Illinois (DHS) in order to provide services and receive funding for the Department’s Mental Health Programs. Annual funding for the Department in FY 2008 is approximately \$5,000,000.

The Department is scheduled for it’s Joint Commission three-year survey in 2008. A “Statement of Conditions” documenting compliance with Life Safety Code (LSC) will be required for every residential site. Automatic failure of this survey results if a documented “Statement of Conditions” for every site is not completed. If the Department can’t demonstrate that expedient progress in reconstructing the group home is underway, a Statement of Condition “ will be required on the two Finley Road homes and substantial work would be required to avoid the potential for a lapse in Joint Commission accreditation and BALC licensing. Since the West Chicago site was established as a supervised residential CILA (Community Integrated Living Arrangement) group home, and the State of Illinois is no longer funding new providers of this program, any lapse in accreditation or licensing would result in permanent loss of this funding. Annual funding for the CILA Program in FY 2008 is approximately \$700,000.

In addition to the funding concerns, additional costs to maintain and staff the additional housing units for displaced clients as well as lost rental revenue is costing the Health Department approximately \$7,450 monthly.

**BACKGROUND:**

On September 11, 2007, there was a fire at the Department’s group home at 142 Wood Street in West Chicago that caused

substantial damage to the house leaving it uninhabitable. The West Chicago group home houses eight Clients. Seven of these Clients have been temporarily relocated in two Department owned homes on Finley Road in Lombard that were previously occupied by Department staff one Client is with family.

**DISCUSSION:**

Chubb Insurance, the Department's insurance carrier, upon notification of this property loss immediately contracted with Universal Restoration Services to work with the Department. Universal Restoration Services had inspected the building, completed a survey of the damaged structure, prepared the initial damage evaluation report and provided a very preliminary cost estimate to the insurance carrier for the restoration that attempts to also address building code requirements.

Based upon the issues outlined above including "expedient progress" the Department asked the Office of the State's Attorney to review whether or not the Department could proceed with contracting with Universal under exception provisions provided for in the Procurement Policy in order to begin restoration quickly. The State's Attorneys Office indicated that the exception provisions under the policy would not apply.

A Request for Proposals was prepared and advertised for on December 24, 2007. Requests for Proposals had to be submitted no later than 8:30 a.m. on January 15, 2008.

Universal Restoration Services was the only proposal received meeting the Request for Proposals requirements.

Department staff has been reviewing all the information provided for in the Request for Proposal including potential re-design options. Based upon a thorough review of the proposal, staff recommends the Request for Proposal award to Universal Restoration Services. If approved, once the project commences, anticipated completion date would be approximately four months.

**OPTIONS (ITEMIZE):**

1. Contract with Universal Restoration Services to restore the West Chicago Group Home.
2. Re-bid the project and jeopardize Joint Commission accreditation and BALC licensing.

**RECOMMENDATIONS:**

Staff recommends contracting with Universal Restoration Services to begin restoring the West Chicago Group Home immediately.

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

Cost to Health Department is not to exceed \$375,667.97.

(01/24/08)

**RYAN WHITE PART B – COLLAR COUNTY CONSORTIUM – EMERGENCY AND DISEASE CONTROL SERVICES**

Emergency and Disease Control Services, AIDS Program, wishes to accept a grant amendment from the AIDS Foundation of Chicago for the Ryan White Part B – Collar County Consortium Grant in the amount of \$5,000 for the period of April 1, 2007 through March 31, 2008. The total funding for Part B will increase from \$19,000 to \$24,000 as a result of this amendment.

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

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the AIDS Foundation of Chicago for the AIDS Ryan White Part B Grant in the amount of \$5,000 as presented.

(01/24/08)

**EMERGENCY PREPAREDNESS GRANT – EMERGENCY AND DISEASE CONTROL SERVICES**

Emergency and Disease Control Services, Emergency Preparedness, wishes to accept a grant from the National Association of County and City Health Officials in the amount of \$5,000 to build the capacity of local Medical Reserve Corps. The grant period is December 18, 2007 through July 31, 2008 and this contract is an addition to the funds budgeted in FY 2008.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Emergency Preparedness budget in the amount of the contract.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the National Association of County and City Health Officials in the amount of \$5,000 as presented.

(01/24/08)

**HIV/AIDS PREVENTION GRANT – EMERGENCY AND DISEASE CONTROL SERVICES**

Emergency and Disease Control Services, AIDS Program, wishes to accept a grant from the Illinois Public Health Association in the amount of \$140,000 for the HIV/AIDS Prevention Program. The grant period is January 1, 2008 through December 31, 2008 and this grant was the same amount in FY 2007 and was budgeted at this level for FY 2008.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Public Health Association in the amount of \$140,000 as presented.