

# **DUPAGE COUNTY BOARD OF HEALTH**

February 9, 2008

9:00 A.M.

## **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>SUBCOMMITTEE REPORTS</b> <ul style="list-style-type: none"><li>a. Executive – (BOS)</li><li>b. Community Health Services (CHS) &amp; (EDC)</li><li>c. Environmental Health Services (EHS)</li><li>d. Mental Health Services (MHS)</li></ul>
---	3.	<b>APPROVAL OF MINUTES – December 13, 2007 January 24, 2007</b>
---	4.	<b>TREASURER’S REPORT – December 31, 2007 January 31, 2008</b>
---	5.	<b>PUBLIC COMMENT</b>
---	6.	<b>PRESIDENT’S REMARKS</b>
2.	7.	<b>CONSENT ITEMS</b> <ul style="list-style-type: none"><li>a. Personnel Transactions – BOS</li></ul>
---	8.	<b>OLD BUSINESS</b>
4.	9.	<b>NEW BUSINESS</b> <ul style="list-style-type: none"><li>1) Purchasing – BOS<ul style="list-style-type: none"><li>a. P-BOS-02-10-095 - Arch Insurance Company</li><li>b. P-BOS-020-6033 – Bell, Boyd &amp; Lloyd LLP</li><li>c. S-BOS-02-09-129 – Dell per Western States Contracting Alliance (WSCA)</li></ul></li></ul>
---	10.	<b>EXECUTIVE SESSION – Pursuant to 5ILCS 120/2 © (11) – Pending Litigation, Personnel</b>
---	11.	<b>NEXT MEETING – March 13, 2008</b>
---	12.	<b>ADJOURNMENT</b>

AGENDA ITEM #7a

(02/09/08)

**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.

**M O T I O N**

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed, falling within the dates of 01/25//08 and 02/01/08.

AGENDA ITEM #7a

(02/09/08)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<b><u>The hiring of the following people:</u></b>				
Jennifer Gleason	Respite Worker (on-call)	13.00 hr.	----	01/28/08
Brandy Gristick Dussinger	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	01/28/08
Stephanie Iwasko	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	01/28/08
Mary Whorlow	Mental Health Worker	15.95 hr. – 23.93 hr.	205	01/28/08
Guadalupe Mendoza	Clinic Assistant	11.80 hr. – 17.70 hr.	108	01/28/08
<b><u>The changes of status of the following employees:</u></b>				
Christine Ernst	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	01/28/08
	Mental Health Worker	15.95 hr. – 23.93 hr.	205	01/28/08
Kassandra Jedlikca	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	01/28/08
	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	01/28/08
Renee Sanchez	Psychiatric Nurse (part-time)	20.31 hr. – 30.47 hr.	207	01/28/08
	Psychiatric Nurse (full-time)	20.31 hr. – 30.47 hr.	207	01/28/08
Paul Wilhite	Overnight Support Staff	9.54 hr. – 14.31 hr.	107	01/28/08
	Group Home Resident Assistant	11.06 hr. – 16.59 hr.	108	01/28/08
<b><u>The separation of the following employees:</u></b>				
Linda Bahrey	Psychiatric Nurse	20.31 hr. – 30.47 hr.	207	01/25/08
Nancy E. Mulso	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	02/01/08

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President, Board of Health

February 9, 2008  
Date

AGENDA ITEM #9 (1)

(02/09/2008)

PURCHASING

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 \$414,007.

P-BOS-020-6033 – Professional Services contract to Bell, Boyd & Lloyd LLP to provide services, other professional services, in accordance with Article 4, Part A, Section 4-108 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 \$50,000. Funds have been budgeted for this contract.

S-BOS-02-09-129 – Purchase of Altiris software package and Symantec licensing from Dell per Western States Contracting Alliance (WSCA) joint purchase, in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included and staff recommends approval of the expenditure in an amount of \$120,315.95. Funds have been budgeted for these purchases.

**MOTION**

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



**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 3 quotes are not feasible.*

Requisition #		Requesting Program	Business Operations
Vendor	Arch Insurance Company	Program Contact	Pat Flaherty
Date Submitted for Review	01/31/08	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 renewing the expiring coverage at an annual cost savings of \$13,253.00.

**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, 2008 through February 28, 2009 at a cost of \$414,007.



**DECISION MEMO****Document #** PBOS020128

*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 #	PBOS020128	Requesting Program	Business Operations
Vendor	Bell, Boyd & Lloyd LLP	Program Contact	Maureen McHugh
Date Submitted for Review	01/30/08	Contact Phone #	Ext. 7554

**ISSUE:**

The Board of Health and the Department have needs relating to research and opinions.

**BACKGROUND:**

Due to situations that come up from time to time, the Board of Health and the Department have the need to have services relating to research and opinions, advisory in nature, provided.

**DISCUSSION:**

When situations arise where the Board of Health or the Department need to seek advisory information, it is in the best interest of the Board of Health and the Department to enter into a professional services contract with outside sources. The firm of Bell, Boyd & Lloyd has the experience and expertise needed to provide the Board of Health and the Department with applicable requests.

**OPTIONS (ITEMIZE):**

1. Contract with Bell, Boyd & Lloyd LLP to provide professional services.
2. Seek other providers to contract with.

**RECOMMENDATIONS:**

Staff recommends contracting with Bell, Boyd & Lloyd LLP to provide the necessary legal services.

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

Contract term effective January 1, 2008 through December 31, 2008 in an amount not to exceed \$50,000.00.



# PROCUREMENT APPROVAL CHECKLIST

SBOS02  
DOCUMENT # 09129

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

NEW PURCHASE ORDER REQUEST			
REQUISITION #/	SBOS0209129	CONTRACT TERM	February, 2008 to January, 2009
DATE SUBMITTED	January 29, 2008	REQUESTING DEPT.	Business Operations
VENDOR	Dell	DEPT. CONTACT	Pat DelMastro
PHONE #		PHONE #	630 682-7979 ext. 7666
DESCRIPTION OF PROCUREMENT / SCOPE OF WORK	Purchase of Altiris software package for network and hardware management in an amount of \$99,173.20. And purchase of Symantec licensing in the amount of \$21,142.75		
REASON FOR PROCUREMENT	Network upgrade and migration from Novell to Microsoft Active Directory network Infrastructure. Symantec Software requires an annual subscription.		
BACKGROUND (HISTORY)	Novell currently manages network and software assets, and purchase of this software is necessary for Migrating to Active Directory replacing functionality of Novell.  Symantec software packages have been implemented on the network and require licensing services to maintain current software versions.		

### SOURCE OF FUNDING:

- THIS PROCUREMENT WAS SPECIFICALLY BUDGETED FOR (BUDGET CODE) 104
- 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 WSCA
- 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:

/s/ M. Latham 01/30/08

PREPARED BY: \_\_\_\_\_ DATE \_\_\_\_\_

BUYER DATE

/s/ M. Kiep 01/30/08

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

SERVICE UNIT DIRECTOR DATE

/s/ P. Flaherty 01/31/08

PROCUREMENT MANAGER DATE

/s/ M. McHugh 01/31/08

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