

DUPAGE COUNTY BOARD OF HEALTH

October 9, 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 <ol style="list-style-type: none">Executive – (BOS)Community Health Services (CHS) & (EDC)Mental Health Services (MHS)
---	3.	APPROVAL OF MINUTES – September 11, 2008
---	4.	TREASURER’S REPORT – September 30, 2008
---	5.	PUBLIC COMMENT
---	6.	PRESIDENT’S REMARKS
---	7.	RESOLUTIONS <ol style="list-style-type: none">Recognition of Breast Cancer Awareness Month – CHS
2		
---	8.	CONSENT ITEMS <ol style="list-style-type: none">Personnel Transactions – BOSFund Transfers – BOSBank Account Request - BOS
3		
6		
8		
---	9.	OLD BUSINESS <ol style="list-style-type: none">Group Home Update

---	10.	NEW BUSINESS <ol style="list-style-type: none">Purchasing – BOS<ol style="list-style-type: none">This End Up Furniture - MHS2008 Year End Encumbrances – BOSGrant Acceptances<ol style="list-style-type: none">Aids Foundation of Chicago/Ryan White Part A – CHS
9		
10		
11		

13		
---	11.	NEXT MEETING – November 13, 2008
---	12.	ADJOURNMENT

RESOLUTION

(CHS-08-01)

DuPage County Health Department

October, 2008 is National Breast Cancer Awareness Month

October 17 is National Mammography Day

WHEREAS, Breast cancer is a devastating disease affecting one of every eight women in the United States and in Illinois 1,740 will die in Illinois from the disease; and

WHEREAS, Because of its aggressive nature, it important to encourage people to be aware of the early warning signs of breast cancer, and

WHEREAS, When breast cancer is diagnosed at an early localized stage, the survival rate is ninety-six-percent, and that through screening, early detection and treatment, we give our mothers, daughters and sisters the best possible chance of survival, and

WHEREAS, mammography, an “x-ray” of the breast is recognized as the single most effective method of detecting breast changes that may indicate cancer long before physical symptoms can be seen or felt; and

WHEREAS, the Dupage County Health Department provides free screening to uninsured or under insured DuPage women over 40 who could not otherwise afford services, **thereby improving all women’s chances of survival, and provides** health education to all DuPage Women at risk for Breast Cancer; and

WHEREAS, the “Why Wait?” Breast and Cervical Cancer Screening Program at the Dupage County Health Department screened over 1200 women in 2007 and provided intervention classes for women enrolled in the Wise Woman wellness-screening program.

BE IT RESOLVED, that the DuPage County Health Department and the Well Woman Coalition of DuPage in urge our residents to consult their health care provider on breast cancer screening, and to tell others about the steps to early detection.

Enacted this 9th day of October, 2008 in Wheaton, Illinois

Linda A. Kurzawa
President, DuPage County Board of Health

Attest: _____
Scott J. Cross
Secretary, DuPage County Board of Health

(10/09/08)

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 09/03/08 and 10/03/08.

AGENDA ITEM # 8 a

(10/09/08)

NAME	TITLE	SALARY RANGE	CLASS	DATE
<u>The hiring of the following people:</u>				
Matthew Ellis	West Nile Virus Surveillance (temporary)	10.00 hr.	----	09/08/08
Juan Martinez	Customer Service Representative I (p-t)	13.69 hr. – 20.54 hr.	109	09/08/08
Nadia Lopez	Administrative Clerk III	11.80 hr. – 17.70 hr.	108	09/08/08
Danielle Romano	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	09/08/08
Susan Bloom	Senior Clinician/Consultant	23.13 hr. – 34.69 hr.	208	09/22/08
Yessica Martinez	Client Benefits Specialist	13.69 hr. – 20.54 hr.	109	09/22/08
<u>The changes of status of the following employees:</u>				
Renee Sanchez	From: Psychiatric Nurse (on-call)	19.04 hr. – 28.56 hr.	207	09/08/08
	To: Psychiatric Nurse (full-time)	20.31 hr. – 30.47 hr.	207	09/08/08
Maria Rincon	From: Clinic Assistant (f-t)	11.80 hr. – 17.70 hr.	108	09/08/08
	To: Vision & Hearing Technician (p-t)	11.80 hr. – 17.70 hr.	108	09/08/08
Elizabeth Valdez	From: Case Manager Assistant	13.69 hr. – 20.54 hr.	109	09/08/08
	To: Case Manager	15.99 hr. – 23.99 hr.	110	09/08/08
Kendra Mims	From: Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	09/08/08
	To: Client Benefits Specialist (f-t)	13.69 hr. – 20.54 hr.	109	09/08/08
Sharon Merrill	From: Training & Development Specialist	22.24 hr. – 33.36	312	09/22/08
	To: Quality Improvement Manager	28.19 hr. - 42.28	314	09/22/08
Lynn Hoette	From: Associate Sanitarian	15.95 hr. – 23.93 hr.	205	09/22/08
	To: Sanitarian	20.31 hr. – 30.47 hr.	207	09/22/08
Gladys Lasu	From: Administrative Clerk III (p-t)	11.80 hr. – 17.70 hr.	108	09/20/08
	To: Administrative Clerk III (on-call)	11.80 hr. – 17.70 hr.	108	09/20/08

Puneet Khan	From: Health Educator (on-call)	20.31 hr. – 30.47 hr.	207	09/22/08
	To: Emergency Response Coordinator	22.24 hr. - 33.36 hr.	312	09/22/08

The separation of the following employees:

Janet Schlemmer	Psychiatric Nurse (on-call)	20.31 hr. – 30.47 hr.	207	09/03/08
Deana Johnson	Clinician/Consultant	20.31 hr. – 30.47 hr.	207	09/05/08
Amabel J. Raices	Clinic Assistant	11.80 hr. – 17.70 hr.	108	09/08/08
Ryan Chrisman	Consumer Specialist	11.80 hr. – 17.70 hr.	108	09/12/08
Lea Mendoza	Customer Service Representative II (p-t)	13.69 hr. – 20.54 hr.	109	09/24/08
Cori Harley	Respite Worker (on-call)	12.00 hr.	----	09/26/08
Dayna Gaskins	Public Health Nurse	20.31 hr. – 30.47 hr.	207	09/26/08
Graciela Gonzalez	Respite Worker (on-call)	12.00 hr.	----	09/29/08
Jeffrey Lem	Associate Sanitarian	15.95 hr. – 23.93 hr.	205	09/29/08
Adriana R. Robles	Public Health Nurse	20.31 hr. – 30.47 hr.	207	10/03/08

October 9, 2008

President, Board of Health

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 2008 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 2008 budget as set forth in the attached Schedule of Transfers.

**OCTOBER SCHEDULE OF TRANSFERS
FISCAL YEAR 2008**

Service Unit	Reporting Unit	Line Item	Description	To: Debit	From: Credit
902	201	1076	Salary Program		\$4,781.00
902	204	1076	Salary Program		\$6,069.00
902	207	1076	Salary Program		\$831.00
902	208	1076	Salary Program		\$735.00
902	209	1076	Salary Program		\$3,603.00
902	213	1076	Salary Program		\$7,511.00
902	227	1076	Salary Program		\$2,114.00
902	231	1076	Salary Program		\$4,791.00
902	239	1076	Salary Program		\$466.00
902	241	1076	Salary Program		\$1,283.00
902	244	1076	Salary Program		\$557.00
902	246	1076	Salary Program		\$2,633.00
902	248	1076	Salary Program		\$4,061.00
902	252	1076	Salary Program		\$4,519.00
902	254	1076	Salary Program		\$5,105.00
902	260	1076	Salary Program		\$340.00
902	261	1076	Salary Program		\$8,574.00
902	263	1076	Salary Program		\$1,093.00
901	104	3011	D/P Services	\$59,066.00	

The sum of FIFTY NINE THOUSAND SIXTY SIX DOLLARS (\$59,066)

Transfer funds for IT contractual service project.

903	310	1076	Salary Program		\$6,164.00
903	312	1076	Salary Program		\$3,837.00
903	320	1076	Salary Program		\$8,711.00
903	321	1076	Salary Program		\$8,953.00
903	322	1076	Salary Program		\$1,503.00
903	324	1076	Salary Program		\$5,564.00
903	330	1076	Salary Program		\$7,007.00
904	401	1076	Salary Program		\$1,000.00
904	402	1076	Salary Program		\$383.00
904	403	1076	Salary Program		\$9,876.00
904	404	1076	Salary Program		\$90.00
904	405	1076	Salary Program		\$854.00
904	406	1076	Salary Program		\$967.00
904	408	1076	Salary Program		\$2,401.00
904	413	1076	Salary Program		\$409.00
907	702	1076	Salary Program		\$5,259.00
907	703	1076	Salary Program		\$8,442.00
901	104	3011	D/P Services	\$41,420.00	
901	105	3420	Electric Service	\$30,000.00	

The sum of SEVENTY ONE THOUSAND FOUR HUNDRED TWENTY DOLLARS (\$71,420)

Transfer funds for IT project and electrical service.

901	102	1076	Salary Program		\$14,176.00
-----	-----	------	----------------	--	-------------

901	104	2117	D/P Equip Non-Capital		\$12,000.00
907	710	1076.0015	Salary Program		\$6,094.00
907	710	1076.0025	Salary Program		\$6,095.00
907	710	1076.0060	Salary Program		\$9,348.00
907	713	1076	Salary Program		\$515.00
907	748	1076	Salary Program		\$4,654.00
907	750	1076	Salary Program		\$47.00
907	776	1076	Salary Program		\$1,168.00
907	777	1076.0001	Salary Program		\$3,216.00
907	780	1076	Salary Program		\$1,941.00
901	103	3097	Other Government Services	\$30,000.00	
901	104	4530	D/P Equipment	\$12,000.00	
901	105	2490	Other Maintenance Supplies	\$3,078.00	
901	105	3610	Repair & Maint-Buildings	\$14,176.00	

The sum of FIFTY NINE THOUSAND TWO HUNDRED FIFTY FOUR DOLLARS (\$59,254)

Transfer funds to cover IT equipment, maintenance supplies and other government services.

(10/09/08)

BANK ACCOUNT REQUEST – BUSINESS OPERATIONS SERVICES

Business Operations Services requests that the Board of Directors authorizes the establishment of third Money Market checking account with The Illinois Funds. This account will receive payments for Vital Records orders placed and paid on-line using the Illinois Treasurer’s E-Pay system. Vital Records will have a separate web link with instructions, forms, documentation requirements and payment options.

The third account will have the same authorized signors as the two existing accounts with The Illinois Funds. The two existing accounts are:

- Account #1 Approved on August 16, 2005 - Receives remittances from the Illinois State Treasurer’s Office for credit card transactions processed at DHCD’s front desk operations.
- Account #2 Approved on April 10, 2008 - Receives remittances from the Illinois State Treasurer’s Office for selected EHS and CHS payments processed on line via E-Pay.

MOTION

The DuPage County Board of Health hereby approves the establishment of a third Money Market checking account with The Illinois Funds for Vital Records on-line transactions.

(10/09/08)

PURCHASING

C-MHS-04-08-136 – Change Order to bid award for This End Up Furniture in accordance with Article 4, Part D, and section 4-405 of the DuPage County Health Department Procurement Policy. The Request for Change Order is included. Funds for this Change Order are available in the FY08 budget. Staff recommends approval of the Change Order in an amount not to exceed \$6,963.00.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Item # 10 a (1) as presented.

CHANGE ORDER REQUEST			
BUYER		P.O. DATE	
CHANGE ORDER #		REQUEST DATE	October 2, 2008
VENDOR NAME	This End Up	VENDOR #	
ACCOUNT CODE	907-2450	DEPARTMENT	Mental Health Services
BID #	CMHS0408136	PROJECT NAME	
BACKGROUND/ISSUE/ REASON FOR CHANGE ORDER REQUEST	Due to a large infestation of bed bugs, several furniture items from the clustered apartment programs had to be destroyed and replacement of these furnishings is necessary.		
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 \$ \$26,000 SHOULD BE _____
- DECREASE REMAINING ENCUMBRANCE AND CLOSE CONTRACT
- PROFESSIONAL SERVICES CONTRACT TIME EXTENSION ONLY (ARCHITECTS, ENGINEERS & LAND SURVEYORS ONLY)

ITEM	DESCRIPTION	AMOUNT
A	ORIGINAL CONTRACT VALUE:	\$26,000
B	AMOUNT OF PREVIOUS CHANGE ORDERS:	\$
C	CURRENT CONTRACT AMOUNT (A+B)	\$26,000
D	AMOUNT OF THIS CHANGE ORDER: X INCREASE <input type="checkbox"/> DECREASE	\$ 6,963
E	NEW CONTRACT AMOUNT (C+D)	\$32,963
F	PERCENT OF CURRENT CONTRACT VALUE THIS CHANGE ORDER REPRESENTS (D/C):	26.78%
G	CUMULATIVE PERCENT OF CONTRACT CHANGE FOR OF ALL CHANGE ORDERS (B+D/A):	%

REVIEWED AND APPROVED BY:

Dave Christiansen	10/02/08	/s/ Dave Christiansen	10/02/08
PREPARED BY:	DATE	DEPARTMENT HEAD	DATE
		/s/ P. Flaherty	10/02/08
BUYER	DATE	PROCUREMENT MANAGER	DATE
/s/ Dan Harris	10/02/08	/s/ Maureen McHugh	10/02/08
DIRECTOR OF BUSINESS OPERATIONS	DATE	EXECUTIVE DIRECTOR	DATE

(10/09/08)

2008 YEAR-END ENCUMBRANCES – BUSINESS OPERATIONS SERVICES

Business Operations Services wishes to encumber \$11,405 from FY 2008 into the FY 2009 Budget as detailed on following FY 2008 Encumbrance Request. This is a normal accounting procedure that occurs at the end of each fiscal year.

The encumbrances represent items on approved purchase orders and expenditures that will be incurred on or before November 30, 2008 and will not be invoiced until FY 2009. This procedure will allocate funds for these expenditures and incorporate them into the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the incorporation of \$11,405 as detailed on the FY 2008 Encumbrance Request into the FY 2009 Budget as presented.

(10/09/08)

**AIDS FOUNDATION OF CHICAGO/RYAN WHITE PART A GRANT –
EMERGENCY AND DISEASE CONTROL**

Emergency and Disease Control wishes to accept a grant from the AIDS Foundation of Chicago for the Ryan White Part A Grant. This is an extension of an existing grant. The funding is \$86,354, or \$12,336 per month for the seven-month period of August 1, 2008 through February 28, 2009. The grant supports case management and other services supplied through the AIDS program.

The grant was budgeted in FY 2008 at \$185,798 for a twelve-month period, or \$15,483 per month. This extension represents a decrease of \$3,147 per month, or 20%, over the prior grant.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago/Ryan White Part A for \$86,354 as presented.