

DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

December 13, 2007

Board Members Present	Mr. Dennis Brennan, Mr. Gary Grasso, Dolores Kopp, Linda Kurzawa Edward Merkel, Mr. Charlie Thurston, Dr. Robert Walz and Dr. Wilson
Board Members Absent	Mr. Scott Cross, Dr. Peter Doris and Ms. Pam Rion
Board Treasurer Present	John Novak
Leadership Staff Present	Karen Ayala, Dave Christiansen, Dr. Rashmi Chugh, David Hass, Michael Kiep, Mary Lally, Tad Koeune, Maureen McHugh, and Katy Yee
Health Department Staff Present	Maria Uribe, Catherine O'Reilly, Pat Flaherty, Jane Zimmerman and Frank Smogur
Public Present	Mike Hayes and Hasina Hafiz

CALL TO ORDER

President Kurzawa called the December Board of Health (BOH) meeting to order at 6:23 p.m., Mr. Brennan joined the meeting at 6:25pm. There were eight members present for a quorum. See list above.

SUBCOMMITTEE REPORTS

Executive – (BOS)

Maureen McHugh provided the board with an update on Foundation for the Future project, the Avatar system went live on November 26th. Ms. McHugh complimented staff on a job well done. Ms. McHugh also proposed having a ribbon cutting ceremony to introduce the front desk on January 24th. As an FYI the Board was informed of a letter from the Cook County Bureau of Health Service regarding cutting off prescriptions for non-Cook County residents. Ms. McHugh hopes to have an update at the January or February board meeting regarding the West Chicago Group Home and it's renovations.

Community Health Services (CHS)

Karen Ayala provided the board with an update on the Tobacco Program along with Tad's staff in preparing business for the Smoke Free Illinois on January 1st. Ms. Ayala was also happy to report that Mila Tsigalis from our Dental program was named Advocate of the Year by the Ray Graham Foundation for her Outreach program in bringing prevented dental services to the disabled.

Emergency Disease Control (EDC)

Mary Lally provided the board with an update on the 20 year celebration of World Aids Day on December 1st. with a theme of Leadership. Ms. Lally also gave board some information people living in the US with HIV, the CDC reports about one million people

and 25% don't know they are infected with the Aids virus. They would like to have people between 13-64 years of age get routinely screened for the virus. The Board was also informed of the Emergency Preparedness program in regards to the CDC and IDPH Audit and working with the Sheriff's Dept. and community partners.

Environmental Health Services (EHS)

Tad Koeune provided the board with an update on the methane gas found at the Mallard Lake landfill. Mr. Koeune reported that the US EPA & Illinois Env. Protection agency have been working on resolving the issue.

Mental Health Services (MHS)

Dave Christiansen provided the board with an update of the Avatar System being implemented into Mental Health. Mr. Christiansen also updated the board on the WeGo project in West Chicago received an extension of funding from Federal, the extension takes us into the summer of 2009 and possibly 4 additional years.

APPROVAL OF MINUTES

Mr. Merkel moved for approval of the minutes of the November 8, 2007 meeting. Dr. Wilson seconded the motion. Motion passed.

PRESIDENT'S REMARKS

President Kurzawa thanked staff for the dedication and persistence they have demonstrated throughout the Foundations project.

Regarding the budget process at the county, President Kurzawa advised the Board of Health that because of the current financial situation at the County, the County Board did pass a difficult budget with deep cuts, but stayed those cuts until after the February 5th primary when they have a public safety referendum on the ballot with the hopes that it will pass and the cuts will not be necessary. Leading up to the passage of the county budget, the County Board review was lengthy with over 4 days of budget hearings. There was much discussion at the County Board regarding the relationship between the County Board and the Board of Health and what authority the County Board had to amend the Health Department budget, or if they could cut the levy to the Health Department. Nancy Wolfe, Chief of the States Attorney Civil Division, advised the County Board that they should proceed very cautiously in any attempt to substitute the judgment of the County Board over the judgment of the Board of Health, who's responsibility it is to prepare a budget for the health needs of the county and present them to the county board for approval and passage of the necessary levy. President Kurzawa and Executive Director McHugh researched the archived minutes of the Board of Health and found similar attempts to interfere and override the approved Health Department budget and levy dating back to 1979. The research discovered previous opinions from previous States Attorneys explaining to the County Board that they did not have such authority. Since the Board of Health had passed the 2008 budget on 11/8/2007 with a necessary tax levy of \$17,900,000 and the County Board proposed budget had a cut in that levy of \$600,000, and with the discovered prior State's Attorney opinion that the levy must match the budget; President Kurzawa made a motion to the county board that they amend their budget to restore the Health Department levy back to \$17,900,000 and

increase the county revenue by \$600,000 for services that the Health Department will reimburse the county for. That motion was passed by the County Board, thereby amending the County budget. Those charges will be charged back to the Health Department on a quarterly basis. A question was asked by County Board Member James Healy if the cash situation of the Health Department was sufficient enough to handle the charged back expenses. An inquiry was made as to what the Health Department cash balance was. The most current balance for October was given to them. That spurred a lengthy discussion and speculation as to whether the Health Department had too much cash. (See more in Treasurer Novak's report). The County Board was advised by President Kurzawa that the balance you need to look at is our lowest cash point of May 31st, and that it is the goal of the Board of Health to have approximately three months cash on hand at that date. That would be approximately \$12,000,000 from all cash sources. There was then a motion by county board member Brien Sheahan to cut the Health Department levy by \$3,000,000.

That motion was defeated. The 2008 Health Department Budget was passed by the County Board as presented and the amended tax levy of \$17,900,000 was also passed.

TREASURER'S REPORT

Mr. Novak reported the beginning balance for November in Fund 70 was \$21,369,156.46. During the month of November we had receipts of \$1,303,855.42 with disbursements of \$4,091,677.67 leaving us a November ending balance in Fund 70 of \$18,581,334.21

With earnings this year of approximately \$98,199.82 in comparison to about \$117,685.66 last year. YTD we have just over \$1,018,584.13 compared to about \$874,078.69 a year ago.

Mr. Novak: In reviewing the packet in your packet.

On the larger several page document you go to the second page it talks about the cash balances at the end of each month in the period of 1993 thru 2007 and it even projects 2008. You scan down 531 in the middle of the page which is outlined you notice back 5 or 6 years, which you were referring to, we have 531 balances of 2 million, 200 hundred, 3 million, 900 hundred so forth and so on. About that time if my memory serves me correctly Deloitte & Tuche, who was a well recognized consulting CPA firm gave us some not marching orders but a very strong suggest as they have to many entities that we ought to have 3 months working cash, 3 months times the monthly expenditures. Just go over the report in this month you will notice that we have revenues of 1million 3 and expenditures of 4 million 1 in the figures, do the math to that and that a down draft of 2.7 million we're at the end of November, multiply 2.7 million times Dec. Jan. Feb. Mar. Apr. and May and you come out with a profit. Now there are other revenues coming in than which negates some of the real seriousness if you just did it that way. But, that can show you the dangers of taking cash balances on any specific day and drawing conclusions from it.

The simplest thing to take a look at and what really zeros in on this is the single page which talks about projected cash balance of 5/31/08 this is were we expect the cash balance to be at what I would call the end of the practical fiscal year before we get our

tax revenues. This is the low point of the season. You notice we start out with a balance of 12 million 419 projected May of revenue is at 2 million 5 projected May expenditures of 3.4 million leaving us with a 531 balance of 11 million 572. However, we got honored revenue this would be grants that we just got the day before, that we haven't earned that it's going to last the entire year if you subtracted unearned revenue out of there, you come out with an earned balance of 9 million 276 simple multiplication says that 3 months expenditures and this would be an average expenditure comes to 10 million 7 which means we don't have at May 31 the 3 months cash reserve.

To go to cash balances in question and without doing the homework, we aren't on an accrual system our two largest payments are June and September and those are tax payments which amount to a significant amount of our money, so this is a defensible position, our May 31st. cash position will be less than 3 months expenditures. And I think with that overview I want you to be comfortable that we have a defensible position when people talk about having a 20million dollar cash balance. Yes we do and we should be proud of it because we worked hard to make things come out like that. Without that cash balance we will not make it to May.

Mr. Brennan moved for the approval of the Treasurer's Report and to have it placed on file. Mr. Thurston seconded the Motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

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 08/14/07 and 12/03//07.

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.

Mr. Merkel moved for the approval of the Consent Items. Mr. Thurston seconded the motion. A roll call vote was taken.

Ayes: Mr. Merkel, Mr. Thurston, Dr. Walz, Dr. Wilson,
President Kurzawa, Mr. Brennan, Mr. Grasso and Ms. Kopp

Nays: None

Motion Passed.

OLD BUSINESS

None

NEW BUSINESS

PURCHASING

S-BOS-01-06-022 – Approval of costs associated with a two-year contract with Cingular per Western States Contract 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 annual expenditure to Cingular in an amount not to exceed not to exceed \$67,500. Funds have been budgeted for this purchase.

C-BOS-09-06-080 - Purchase of various office supplies from Warehouse Direct per DuPage County contract, 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 not to exceed \$50,000. Funds have been budgeted for these purchases.

S-BOS-08-09-107.a – Bid award to DuPage Federation on Human Services Reform for costs associated with interpreting 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 and staff recommends approval of the expenditure in an amount not to exceed \$60,000. Funds have been budgeted for these services.

P-CHS-01-07-093 – Professional Services contract to First Care Health Services to provide storage space, maintenance and operation for the Dental Van, 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 \$66,160.20. Funds have been budgeted for this contract.

S-BOS-12-13-126 – Contract with Netsmart to purchase AVATAR general ledger interface, sole source, in accordance with Article 4, Part A, Section 4-105 of the DuPage County Health Department Procurement Policy. The Sole Source form is included and staff recommends approval of the expenditure in the amount of \$22,040. Funds have been budgeted for this purchase.

S-BOS-01-06-027.a – Request for Proposal award to NACR for telephone system maintenance agreement 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 annual amount not to exceed \$53,676.50. Funds have been budgeted for this contract.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items # 9, A through F as presented.

Mr. Merkel made a motion to combine Items # 9 (1) A through F. Mr. Brennan seconded. Motion passed.

The motion to approve the Combined New Business Items #9 (1) A through F was made by Mr. Merkel, Mr. Brennan seconded by. A roll call vote was taken.

Ayes: Mr. Merkel, Mr. Thurston, Dr. Walz, Dr. Wilson,
President Kurzawa, Mr. Brennan, Mr. Grasso and Ms. Kopp

Nays: None

Motion passed.

GRANT ACCEPTANCE

CITIES READINESS INITIATIVE GRANT, EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health for the Cities Readiness Initiative in the amount of \$78,250 for the period August 31, 2007 through July 31, 2008. This grant funding is from the Public Health Preparedness and Response to Bioterrorism Program in cooperation with the Centers for Disease Control. The grant of \$78,250 is an addition to funding expected in the FY 2008 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional funding from the Illinois Department of Public Health for the Cities Readiness Initiative Grant in the amount of \$78,250 as presented.

Mr. Thurston moved for the approval of the Cities Readiness Initiative Grant. Dr. Wilson seconded the motion. A roll call vote was taken.

Ayes: Mr. Thurston, Dr. Walz, Dr. Wilson, President Kurzawa,

Mr. Brennan, Mr. Grasso, Ms. Kopp and Mr. Merkel

Nays: None

Motion Passed.

EXECUTIVE SESSION - PENDING LITIGATION BOARD OF HEALTH

MOTION

The DuPage County Board of Health, in compliance with the provisions of the Illinois Open Meeting Act (5ILCS 120 120/2 (c) (11) et seq.), declare this portion of its regularly scheduled meeting closed to the public for the purpose of litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into minutes of the closed meeting.

Dr. Wilson moved for the approval of the motion. Mr. Merkel seconded the motion.

Ayes: Dr. Wilson, President Kurzawa, Mr. Brennan, Mr. Grasso, Ms. Kopp, Mr. Merkel and Mr. Thurston

Nays: None

Motion passed.

The meeting was declared closed by President Kurzawa at 7:32 P.M.

The open meeting was reconvened at 8:20 P.M.

NEXT MEETING – January 24, 2008

Reminder: BOH meetings are held on the second Thursday of each month.

ADJOURNMENT

Mr. Grasso made the motion to adjourn. Dr. Wilson seconded it. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Scott J. Cross, Secretary
DuPage County Board of Health