

## NOTICE

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# DUPAGE COUNTY BOARD OF HEALTH

## Minutes of the Meeting

Wheaton, Illinois

August 9, 2007

Board Members Present	Dennis Brennan, Scott Cross, Dr. Peter Doris, Gary Grasso, Dolores Kopp, Linda Kurzawa Edward Merkel, Pam Rion, Dr. Robert Walz, and Dr. Lanny Wilson
Board Members Absent	Charlie Thurston
Board Treasurer Present	John Novak
Leadership Staff Present	Dr. Rashmi Chugh, David Hass, Michael Kiep, Tad Koeune, Maureen McHugh, Katy Yee, and Jane Zimmerman (for CHS)
Health Department Staff Present	Pat DelMastro, Pat Flaherty, Bette Lawrence-Water, Catherine O'Reilly and Maria Uribe
Public Present	Dick Andres, and Nancy Compton

### **CALL TO ORDER**

President Kurzawa called the August Board of Health (BOH) meeting to order at 6:25 p.m. There were ten members present for a quorum. See list above. Mr. Brennan joined us at 6:30 pm.

### **SUBCOMMITTEE REPORTS**

#### ***Executive – (BOS)***

Maureen McHugh gave an update on the Foundations project that it's going well and moving right along and on schedule. In June the call center was opened, Client Benefiting staff up and working in all the centers, Front Desk staff training will be on August 20<sup>th</sup>. Go live date for the electronic client record is November 26<sup>th</sup>. Staff has been tremendous. The agency had an Emergency Drill with the Carol Stream and Fox Valley Post Offices. The exercise simulated opening a dispensing site where we provided about 100 individuals with medication. The exercise was unannounced to evaluate the agency response time and staff did great.

#### ***Community Health Services (CHS)***

Jane Zimmerman provided information on the Tobacco Prevention Program working together with Chicago Bandits Softball team. CHS is also collecting about 1200 shoes to

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line up in Glen Ellyn to show how many people have died from smoke related illness.  
Jane invited donations from Board members and staff.

### ***Emergency Disease Control (EDC)***

No Report

### ***Environmental Health Services (EHS)***

Tad Koeune provided information on some recalls related to food that can produce Botulism. One other recall was on toothpaste from China and a seafood recall from Washington State. Also there has been an increase in cases of rabies related to bats.

### ***Mental Health Services (MHS)***

No Report

## **APPROVAL OF MINUTES**

Mr. Cross moved for approval of the minutes of the June 14, 2007 meeting. Ms. Rion seconded the motion. Motion passed.

## **TREASURER'S REPORT**

Mr. Novak reported the beginning balance for July in Fund 70 was \$17,113,886.47. During the month of July we had receipts of \$2,829,012.56 with disbursements of \$2,893,551.96 leaving us a July ending balance in Fund 70 of \$17,049,347.07

With earnings this year of approximately \$65,745.71 in comparison to about \$73,514.61 last year. YTD we have just over \$662,728.48 compared to about \$517,333.67 a year ago. Mr. Novak provided quarterly reports to the Board.

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

## **PUBLIC COMMENT**

There were no public comments.

## **PRESIDENT'S REMARKS**

President Kurzawa thanked everyone and that she was happy to be back. President also announced that this would be Mr. Roberts last meeting with us. He was reassigned to the Sheriff's Dept. and Mr. Francis Cermak would be joining us on the board. Also, announced that Karen Ayala would be joining us as the new CHS Director and thanked and recognized Jane Zimmerman for all her hard work as the Interim CHS Director. Board members were directed to the invitation in their Board packets and invited to attend the Bill Jacobs BMW Ultimate drive on Friday, August 24<sup>th</sup>. in Naperville. Bill Jacobs will donate \$1 to Susan Komen foundation for every mile driven during a test drive.

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**RESOLUTION**

Mr. Cross read the resolution and presented it to Mr. Dick Andres.

The signed resolution is included with the official copy of the minutes.

**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 06/04/07 and 08/20//07.

Ms. Rion moved for the approval of the Consent Items. Mr. Cross seconded the motion. A roll call vote was taken.

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

Nays: None

Motion Passed.

**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 2007 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 2007 budget as set forth in the attached Schedule of Transfers.

Ms. Rion moved for the approval of the Consent Items. Mr. Cross seconded the motion. There were no questions. A roll call vote was taken

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

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Nays:           None

Motion passed.

**OLD BUSINESS**

Heartland Alliance-Agency Interpreting Services, Pursuant to the Health Department’s Procurement Policy, staff request the contract be ratified by the DuPage County Board of Health not to exceed \$32,000, for the remainder of the contract term.

**MOTION**

The DuPage County Board of Health hereby ratifies  
the contract with Heartland Alliance in an amount not  
to exceed \$32,000 as presented.

Dr. Wilson moved for the approval of the Heartland Alliance contract to be ratified. Ms. Kopp seconded the motion. There were no questions. A roll call vote was taken

Ayes:           Dr. Wilson, President Kurzawa, Mr. Brennan, Mr. Cross, Dr. Doris,  
Mr. Grasso, Ms. Kopp, Mr. Merkel, Ms. Rion an Dr. Walz

Nays:           None

Motion passed.

**NEW BUSINESS**

S-BOS-08-09-109 – Bid award for costs associated with asphalt maintenance in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Pavement Systems Inc., in the amount of \$64,015.00.

S-BOS-08-09-110 – Bid award for annual costs associated for various electrical work in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Haynes Electric, in an amount not to exceed \$25,000.

S-BOS-08-09-112 – Bid award for two-year costs associated with landline phone services in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and

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staff recommends two-year award to lowest responsible bidder, MIDCO, in an amount not to exceed \$44,500 for the two-year period.

S-BOS-08-09-113 – Rooftop replacement unit in accordance with Article 4, Part A, Section 4-106 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends purchase, design and installation from Carrier Corporation in an amount not to exceed \$64,358.

S-BOS-08-09-111 – Bid award for costs associated with purchase and installation of HVAC equipment needed for IT server rooms at the Central Office and three outlying Public Health Centers and Central Office telephone equipment room in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible bidder, Ridgewood Engineering, in the amount of \$102,600.

P-BOS-01-07-092 - Change Order for PHN Architects 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 an amount not to exceed \$60,000.

C-CHS-06-06-066 – Bid award renewal for dental supplies issued to Benco Dental and Henry Schein in an amount not to exceed \$35,000. Procurement Approval Checklist included and staff recommends contract renewal to Benco Dental and Henry Schein.

S-EDC-08-09-114 – Request for Proposal award for enhancement of paging system and installation of video messaging system needed for Central Office to assist in emergency operations in accordance with Article 4, Part A, Section 4-104 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends award to lowest responsible offeror, ADT, in the amount of \$34,388.00

## **MOTION**

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

Mr. Merkel made a motion to combine the Purchasing Item 10 #1 A-H. Mr. Cross seconded. Motion passed.

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The motion to approve the Combined Purchasing Items was made by Ms. Rion. Seconded by Mr. Merkel. Dr. Doris asked staff what the change order to the PHN contract was related to. Ms. McHugh stated the increase was related to the permit process specifically in Wheaton. A roll call vote was taken.

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

Nays: None

Motion passed.

**MOTION**

Ms. Rion made a motion to combine the Grant Item 10 #2 1-11. Mr. Merkel seconded. Motion was passed.

The motion to approve the Combined Purchasing Items was made by Ms. Rion Seconded by Mr. Merkel. A roll call vote was taken.

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

Nays: None

Motion Passed.

**ILLINOIS BREAST AND CERVICAL CANCER PREVENTION – COMMUNITY HEALTH SERVICES**

Community Health Services, Breast Cancer Screening Program, wishes to accept a grant from the Illinois Department of Public Health for Breast and Cervical Cancer Prevention in the amount of \$378,750 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide education, access to screening services and data collection for eligible women.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$600 from the anticipated budget amount therefore a budget transfer from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

**MOTION**

The DuPage County Board of Health hereby approves

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the acceptance of the grant from the Illinois Department of Public Health for the Breast and Cervical Cancer Prevention Grant in the amount of \$378,750 as presented.

### **DENTAL SEALANT GRANT – COMMUNITY HEALTH SERVICES**

Community Health Services, Dental Program, wishes to accept a grant from the Illinois Department of Public Health for Dental Sealants in the amount of \$40,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide dental sealants to appropriate permanent molars for children ages five through seventeen who are eligible for the free or reduced school meals program.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Dental Sealant RU budget year 2007.

### **MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Dental Sealant Grant in the amount of \$40,000 as presented.

### **GENETICS EDUCATION AND FOLLOW UP GRANT – COMMUNITY HEALTH SERVICES**

Community Health Services, Genetics Program, wishes to accept a grant from the Illinois Department of Public Health for Genetics Education and Follow Up in the amount of \$30,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide education and referral services to the population of newborns, children and adults whose genetic conditions necessitate coordinated health care services.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$3,000 from the anticipated budget amount therefore a budget transfer from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

### **MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Genetics Education and Follow Up Grant in the amount of \$30,000 as presented.

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**ILLINOIS TOBACCO FREE COMMUNITIES GRANT – COMMUNITY HEALTH SERVICES**

Community Health Services, Illinois Tobacco Free Communities Program, requests the acceptance of a continuation grant from the Illinois Department of Public Health for the period of July 1, 2007 through June 30, 2008. This grant shall be used to reduce tobacco consumption, prevent youth tobacco use, promote smoke free public spaces, and encourage tobacco cessation among residents of DuPage County.

Included in this grant year is a change in the authorized position list head count. This change is an increase in the bi-weekly hours of one (1) Health Educator position, from (60) to (75). The results of this change will be as follows:

**Authorized Position List Revision**

Department Name: 902 - Community Health Services Reporting Unit: 254 – IL Tobacco Free

Addition or Deletion/#	Status	Bi-Wkly Hrs.	Job Code# / Job Title Salary Grade	Salary Range		Actual / Hiring Salary	Benefit Cost	Total Annual Cost
				Min	Max			
Deletion (1)	1070	60	#7522 / Health Educator Salary Grade 207	\$39,610	\$59,414	\$31,356	\$12,542	(\$43,898)
Addition (1)	1010	75	#7522 / Health Educator Salary Grade 207	\$39,610	\$59,414	\$39,195	\$15,678	\$54,873
							Net Cost or Net Saving:	\$10,975*

<b>Status:</b>	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

<b>Benefit Cost:</b>	
Full-Time:	40%
Part-Time:	15%
Temporary:	8%

**Justification for Change:** \* Although this change appears as a cost, it does not impact the funding level of the grant, which remains the same as fiscal year 2007 at \$311,696. No additional tax dollars are required to fund this change.

In the event that the funding for this position, or other positions funded by this grant, shall cease, the Community Health Services Department will review the need for the continuation of the funding and related position list head count.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the continuation grant as presented.

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**LOCAL HEALTH PROTECTION GRANT – COMMUNITY HEALTH, ENVIRONMENTAL HEALTH & MENTAL HEALTH SERVICES**

Community Health, Environmental Health & Mental Health Services, wishes to accept a grant from the Illinois Department of Public Health for Local Health Protection services in the amount of \$728,037 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to assure the provision of health protection program services such as infectious diseases, food protection and private sewage disposal.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Community Health, Environmental Health & Mental Health Services RU budgets for fiscal year 2007.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Local Health Protection Grant in the amount of \$728,037 as presented.

**POSITION LIST CHANGE – ADDITION OF STAFF AND INCREASE IN GRANT FUNDING – COMMUNITY HEALTH SERVICES**

The Women, Infants, and Children Supplemental Food Program (WIC) has exceeded its caseload over the past year, and grant funding for WIC is directly linked to caseload. Consequently, the DuPage County Health Department has received an increase its caseload of 550 cases, or a total of 9,733 cases for FY 2008. With the increase in cases, the Health Department will receive an increase in its grant award of \$66,900, bringing the total WIC grant award to \$1,311,300. To stay in compliance with the grant regulations pertaining to acceptable wait times for individuals to receive services, the WIC Program is requesting the following position list changes:

**Authorized Position List Revision**

Department Name: 902 - Community Health Services Reporting Unit: 215 - WIC

Addition or Deletion/#	Statu s	Bi-Wkly Hrs.	Job Code# / Job Title Salary Grade	Salary Range		Actual / Hiring Salary	Benefit Cost	Total Annual Cost
				Min	Max			
Deletion (1)	1070	40	#7319 / Dietetic Technician Salary Grade 205	\$15.95/hr	\$19.94/hr	\$16,640	\$2,496	(\$19,136)

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Addition (2)	1010	75	#7319 / Dietetic Technician Salary Grade 205	Min Mid Max	\$31,107 \$38,884 \$46,661	\$31,200 X (2) = \$62,400	\$12,480 X (2) = \$24,960	\$87,360	
								Net Cost or Net Saving:	\$68,224

<b>Status:</b>	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

<b>Benefit Cost:</b>	
Full-Time:	40%
Part-Time:	15%
Temporary:	8%

<p><b><u>Justification for Change:</u></b> * The increase in the grant of <u>\$66,900</u> will be used to cover almost all of the above cost. The remaining cost can be absorbed through attrition related savings.</p>
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In the event that the funding for these positions, or other positions funded by this grant, shall cease, the Community Health Services Department will review the need for the continuation of the funding and related position list head count.

**MOTION**

The DuPage County Board of Health hereby approves the authorized position list changes as recommended.

**REALTY ILLINOIS GRANT – COMMUNITY HEALTH SERVICES**

Community Health Services, Illinois Tobacco Free Communities Program, wishes to accept a continuation grant from the Illinois Department of Public Health for the period of July 1, 2007 through June 30, 2008. This grant is to be used to manage special events, media advocacy initiatives in support of the statewide REALTY ILLINOIS movement.

This grant was anticipated during the budget preparation process and the amount of the grant has been decreased by \$26,000.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the continuation grant as presented.

**DIVISION & HEARING GRANT – COMMUNITY HEALTH SERVICES**

Community Health Services, Vision & Hearing Program, wishes to accept a grant from the Illinois Department of Public Health for Vision and Hearing services in the

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amount of \$47,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide vision and hearing screening services.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Vision & Hearing RU budget year 2007.

### **MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Vision & Hearing Grant in the amount of \$47,000 as presented.

### **WISEWOMAN– COMMUNITY HEALTH SERVICES**

Community Health Services, Wisewoman Program, wishes to accept a grant from the Illinois Department of Public Health for the Illinois Wisewoman Program in the amount of \$91,775 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to provide cardiovascular screening and an intervention program for participants.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Wisewoman RU budget for fiscal year 2007.

### **MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Illinois Wisewoman Grant in the amount of \$91,775 as presented.

### **RYAN WHITE TITLE I (PART A) GRANT AMENDMENT – EMERGENCY & 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 Title I (Part A) Grant in the amount of \$185,798 for the period of March 1, 2007 through February 29, 2008. This grant is to be used to provide medical and/or supportive case management services to HIV positive individuals.

This grant was anticipated during the budget preparation process and the amount of the grant has been increased by \$7,333 from the anticipated budget amount therefore a budget transfer from the grant appropriations line items will be processed into the appropriate RU budget for the amount of the increase.

### **MOTION**

The DuPage County Board of Health hereby approves the

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acceptance of the grant from the AIDS Foundation of Chicago  
for the Ryan White Title I Grant in the amount of \$185,798  
as presented.

## **SCREENING, ASSESSMENT AND SUPPORT SERVICES(SASS)– MENTAL HEALTH SERVICES**

Mental Health Services, SASS Program, wishes to accept a contract renewal from the State of Illinois, Department of Healthcare and Family Services for the period of July 1, 2007 through June 30, 2008. This contract is to provide screening, assessment and support services for SASS enrolled children and adolescents.

## **MOTION**

The DuPage County Board of Health hereby approves the  
acceptance of the contract renewal as presented.

## **NEXT MEETING – September 13, 2007**

Reminder: BOH meetings will now be held on the second Thursday of each month.

## **ADJOURNMENT**

Dr. Wilson made the motion to adjourn. Ms. Rion seconded it. The meeting adjourned at 7:45 p.m.