

DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

May 10, 2007

Board Members Present Dennis Brennan, Scott Cross, Dr. Peter Doris, Gary Grasso, Dolores Kopp, Edward Merkel, Pam Rion, Charlie Thurston, Dr. Robert Walz, and Dr. Lanny Wilson

Board Members Absent Linda Kurzawa

Board Treasurer Present John Novak

Leadership Staff Present Dr. Rashmi Chugh, Dave Christiansen, David Hass, Michael Kiep, Tad Koeune, Mary Lally, Maureen McHugh, Katy Yee, and Jane Zimmerman (for CHS)

Health Department Staff Present Pat DeMastro, Pat Flaherty, and Maria McGinn

Public Present None

CALL TO ORDER

Vice President Wilson called the May Board of Health (BOH) meeting to order at 6:15 p.m. There were ten members present for a quorum. See list above. Mr. Grasso joined us at 6:20 pm. and Mr. Brennan at 6:24 pm.

SUBCOMMITTEE REPORTS

Executive – (BOS)

Maureen McHugh updated us on the Senate 500 Bill that's awaiting the Governors signature and Illinois will then be smoke free. Also, the Foundation project is going well and right on target.

Community Health Services (CHS)

Jane Zimmerman provided an update on the Positive Parenting Program. Positive Parenting Kit will be distributed to all new parents in the community by the Dupage County Health Department and the hospitals.

Emergency Disease Control (EDC)

Mary Lally gave us a brief update on the article in the Advisory newsletter on Emergency Preparedness. And we are working on recruiting volunteers for the Medical Reserve Corp.

Environmental Health Services (EHS)

Tad Koeune gave an update on the article that came out on the first case of West Nile Virus. Mr. Koeune reported on the Cicadas that are coming. Small pamphlets were handed out on identifying the different ticks that we need to look out for. The IDPH conducted a review of the DuPage County Swimming Pool and Spa Program.

Mental Health Services (MHS)

Dave Christiansen updated us on the labor charts in Mental Health with people we serve each month. Mr. Christiansen also, gave a report on the Environment Care and the different processes.

APPROVAL OF MINUTES

Ms. Rion moved for approval of the minutes of the April 12, 2007 meeting. Mr. Merkel seconded the motion. Motion passed.

TREASURER’S REPORT

Mr. Novak reported the beginning balance for March in Fund 70 was \$13,567.621. During the month of April we had receipts of \$2,591,414.22 with disbursements of \$3,036.187.63 leaving us a April ending balance in Fund 70 of \$13,122.847.59

Interest Earnings for April of 2007 was 8 to 5 ratio this year. With earnings this year of approximately \$74,000 in comparison to about \$55,000 last year. YTD we have just over \$400,000 compared to about \$320,00 a year ago.

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

PUBLIC COMMENT

There were no public comments.

PRESIDENT’S REMARKS

Vice President Wilson remarked on how pleased he was the be attending the Safety Net Program meeting with Maureen McHugh, along with the some other organizations in DuPage County. Looking forward to sharing recommendations in the near future as how we can enhance access to healthcare for DuPage County citizens.

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 03/26/07 and 5/02/07.

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

Ayes: Ms. Rion, Mr. Thurston, Dr. Walz, Dr. Wilson, Mr. Brennan, Mr. Cross, Dr. Doris, and Mr. Grasso, Ms. Kopp, & 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. Brennan seconded the motion. There were no questions. A roll call vote was taken

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

Nays: None

Motion passed.

OLD BUSINESS

Amendment to contract P-BOS-10-05-0830 – Professional Services contract renewal issued to MTM Stragegies, LLC to provide services as Interim Executive Director. Contract term November 5, 2006 through November 4, 2007. Procurement Approval Checklist and decision memo included and staff recommends contract renewal not to exceed \$156,000.

Dr. Wilson asked for a motion to receive the letter of approval addressed to President Kurzawa from George S. Rudis, Acting Chief of Illinois Department of Public Helath into the minutes.

Ms. Rion moved for approval of the letter into the minutes, Mr. Merkel seconded the motion. Motion passed.

Dr. Wilson read the approval letter (attached to the official copy of the minutes) addressed to President Kurzawa.

Mr. Cross moved to amend contract P-BOS-10-05-0380, to change status from Interim Executive Director to Executive Director with no other changes at this time. Mr. Merkel seconded the motion. Motion passed.

Mr. Merkel made a recommendation for the Executive Committee to prepare an employment contract for Maureen McHugh for Board review at the August meeting.

NEW BUSINESS
PURCHASING

P-MHS-06-06-063 – Professional Services issued to National Service Systems to provide reporting software utilization, data management, reports development and data warehousing services. Contract term June, 2007 through May, 2008. Procurement Approval Checklist and Decision Memo included and staff recommends contracting with National Service Systems not to exceed \$20,000.

C-MHS-05-06-054 – Bid renewal for retail pharmacy services for Behavioral and Mental Health programs, issued to Albertson’s (Osco Drug) in an amount not to exceed \$175,000 annually. Staff recommends bid renewal to Albertson’s (Osco Drug) per lowest responsive, responsible bid.

C-BOS-04-07-102 – Purchase of a cargo van from Elmhurst Ford in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. Award to lowest responsible bidder and staff recommends the purchase in the amount of \$17,493.00.

C-BOS-07-06-071 – Change Order for Printing Services in accordance 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 the amount of \$10,000.

C-CHS-05-06-056 – Bid renewal for medical supplies issued to Caligor, McKesson, Moore Medical and Richmark in an accumulative amount not to exceed \$60,000. Staff recommends bid renewal to Caligor, McKesson, Moore Medical and Richmark and Professional Medical per lowest responsive, responsible bid.

MOTION

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

Ms. Rion made a motion to combine the Purchasing Item 9 #1 A-E. Ms. Kopp seconded. Motion was passed.

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

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

Nays: None

Motion passed.

MOTION

Ms. Rion made a motion to combine the Grant Item 9 #2 1-11. Mr. Thurston seconded. Motion was passed.

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

Ayes: Mr. Merkel, Ms. Rion, Mr. Thurston, Dr. Walz, Dr. Wilson, Mr. Brennan, Mr. Cross, Dr. Doris, Mr. Grasso & Ms. Kopp

Nays: None

Motion Passed.

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 \$19,000 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to provide 169 hours of counseling through individual and group therapy for at least 12 individuals with HIV disease in DuPage County.

This grant was originally included as part of the FY2007 budget. A budget transfer will be processed from the Grants Applications line items into the appropriate AIDS Program RU budget in the amount that the actual grant received exceeded the anticipated budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago for the AIDS Ryan White Part B Grant in the amount of \$19,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion. Motion passed

MEDICAL RESERVE CORPS GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Bio Terrorism Program, wishes to accept a Medical Reserve Corps Grant from the National Association of County and City Health Officials in the amount of \$10,000 for the period of April 9, 2007 through July 31, 2007. This grant is to be used to house an MRC Unit in good standing and to undertake the activities indicated in their capacity building award application.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Bio Terrorism Program RU budget in the amount of the grant.

M O T I O N

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 \$10,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion.
Motion passed

PERINATAL HEPATITIS PREVENTION GRANT – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Epidemiology Program, wishes to accept a grant amendment from the Illinois Department of Public Health for Perinatal Hepatitis Prevention in the amount of \$5,000 for the period of January 1, 2007 through December 31, 2007. This grant is to be used for the tracking and implementation of prevention measures related to perinatal hepatitis.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items with the Epidemiology RU budget in the amount of the grant amendment.

M O T I O N

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Department of Public Health for the Perinatal Hepatitis Prevention Grant in the amount of \$5,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion.
Motion passed.

ILLINOIS BREAST AND CERVICAL CANCER PROGRAM – OUTREACH GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Breast and Cervical Cancer Program, wishes to accept a grant amendment from the Illinois Department of Public Health for Illinois Breast and Cervical Cancer Program – Outreach Grant in the amount of \$10,000 for the period of September 1, 2006 through June 30, 2007. This additional funding is to be used to provide the Health Department with additional outreach funds to help meet the Illinois Breast and Cervical Cancer Program caseload for FY2007.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items with the Breast and Cervical Cancer Program RU 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 Illinois Department of Public Health in the amount of \$10,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion. Motion passed.

ILLINOIS BREAST AND CERVICAL CANCER PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Breast and Cervical Cancer Program, has received notification from the Illinois Department of Public Health that the Illinois Breast and Cervical Cancer Program Grant has been reduced in the amount of \$70,000 for the period of July 1, 2006 through June 30, 2007. This reduction will effect funding for clinical services provided to clients directly or through referral.

A budget transfer will be processed from the Breast and Cervical Cancer Program RU budget into the Grants Applications RU from the appropriate line items effected by the reduction in the amount of \$70,000 as presented.

MOTION

The DuPage County Board of Health hereby approves the reduction of the grant from the Illinois Department of Public Health in the amount of \$70,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion. Motion passed.

SUSAN G. KOMEN BREAST CANCER FOUNDATION GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Breast and Cervical Cancer Program, wishes to accept a grant from the Susan G. Komen Breast Cancer Foundation in the amount of \$75,000 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to provide staff for recruitment, case management, and support services for approximately 250 DuPage County women, funds will also be used to cover breast cancer related clinical services.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Komen Foundation Grant RU budget in the amount of the grant.

MOTION

The DuPage County Board of Health hereby approves the reduction of the grant from the Illinois Department of Public Health in the amount of \$75,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion.
Motion passed.

VISION AND HEARING PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services, Vision and Hearing Program, wishes to accept a grant amendment from the Illinois Department of Public Health for the Vision and Hearing Grant in the amount of \$5,000 for the period of July 1, 2006 through June 30, 2007. This additional funding is to be used by the Health Department to provide additional vision and hearing screening during the remainder of the grant year.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items within the Vision and Hearing Program RU budget in the amount of the grant amendment.

MOTION

The DuPage County Board of Health hereby approves the reduction of the grant from the Illinois Department of Public Health in the amount of \$5,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion.
Motion passed.

CAP V RESIDENTIAL PROGRAM – MENTAL HEALTH SERVICES

Mental Health Services, CAP V Residential Program, wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$99,437 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to help Mental Health clients obtain and remain in permanent housing, increase their skills and/or income levels and achieve greater self-determination.

These grants were anticipated during the budget preparation process and the amount of the grant has already been included in the CAP V Residential Program RU budgets for fiscal year 2007.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the U.S. Department of Housing and Urban Development in the amount of \$99,437 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion.
Motion passed.

CAP VI & VII RESIDENTIAL PROGRAM – MENTAL HEALTH SERVICES

Mental Health Services, CAP VI & VII Residential Program, wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$385,000 for the period of July 1, 2007 through June 30, 2008. This grant is to be used to help Mental Health clients obtain and remain in permanent housing, increase their skills and/or income levels and achieve greater self-determination.

These grants were anticipated during the budget preparation process and the amount of the grant has already been included in the CAP VI & VII Residential Program RU budgets for fiscal year 2007.

M O T I O N

The DuPage County Board of Health hereby approves the acceptance of the grant from the U.S. Department of Housing and Urban Development in the amount of \$385,000 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion. Motion passed.

MISA RESIDENTIAL PROGRAM – MENTAL HEALTH SERVICES

Mental Health Services, MISA Residential Program, wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$83,280 for the period of February 1, 2007 through January 31, 2008. This grant is to be used to help Mental Health clients obtain and remain in permanent housing, increase their skills and/or income levels and achieve greater self-determination.

These grants were anticipated during the budget preparation process and the amount of the grant has already been included in the MISA Residential Program RU budgets for fiscal year 2007.

M O T I O N

The DuPage County Board of Health hereby approves the acceptance of the grant from the U.S. Department of Housing and Urban Development in the amount of \$83,280 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion. Motion passed.

PRE- ADMISSION SCREENING PROGRAM – MENTAL HEALTH SERVICES

Mental Health Services, Pre-Admission Screening Program, wishes to accept a one-time grant from the Illinois Department of Human Service – Division of Mental Health in the amount of \$2,500 to be spent by June 20, 2007. This one-time funding is to be used to offset the costs of converting from the old OBRA reporting system to the new electronic PASRR product.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items with the Pre-Admission Screening RU budget in the amount of the one-time funding.

MOTION

The DuPage County Board of Health hereby approves the acceptance of this one-time grant from the Illinois Department of Human Services – Division of Mental Health in the amount of \$2,500 as presented.

Mr. Merkel moved for the approval of the motion. Mr. Cross seconded the motion.
Motion passed.

NEXT MEETING – June 14, 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 6:50 p.m.

Respectfully submitted,

Scott J. Cross, Secretary
DuPage County Board of Health