

# DUPAGE COUNTY BOARD OF HEALTH

## Minutes of Meeting

Wheaton, Illinois

January 11, 2007

Board Members Present: Dennis Brennan, Scott Cross, Dr. Peter Doris, Dolores Kopp, Linda Kurzawa, Edward Merkel, Pam Rion, and Dr. Robert Walz

Board Members Absent: Gary Grasso, Charlie Thurston, and Dr. Lanny Wilson

Board Treasurer: John Novak

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

Health Department Staff Present: Pat DelMastro, Pat Flaherty, Barb Gibson, Dave Hass, and Mary Prignano

Public Present: Naveen Jacob, Glenn Spachman (Roselle Park District), and Elaine Stefango (Mental Health Advisory Council)

### **CALL TO ORDER**

President Kurzawa called the January Board of Health (BOH) meeting to order at 6:22 p.m. There were eight members present for a quorum. See list above.

### **SUBCOMMITTEE REPORTS**

#### ***Executive Committee (BOS)***

Ms. McHugh discussed the PHN Architect contract and showed conceptual drawings of the new Central Intake areas in both the Central Office and the remote Public Health Centers (PHC's). This will give the buildings increased security in the Health Department buildings. NPHC will be piloting this Foundation For the Future (FFF) idea in February and the concept will go live in June.

The other January agenda items were discussed in the Executive Subcommittee.

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President Kurzawa said the architectural drawings are the visualization of the hard work that progressed during the last year and commended the staff for all the hard work that brought us a budget the BOH can live with and later I'll speak more to that budget. It is a great step forward.

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

Three items were discussed in the subcommittee meeting; (1) the dental van, (2) the new primary care provider system being administered by the Healthcare and Family Services; (3) the architectural plans. The fees for the dental van are on the agenda for your approval. The primary care provider system being administered by the Healthcare and Family Services is the old Public Aid. They implemented All Kids to provide health insurance to children and families who were unable to get insurance by other means. The State is moving this system to other managed care and fee-for-service. The purpose is to provide a medical home for the families that are enlisted in All Kids. They want a medical home so that they are more likely to go to the same physician and receive on-going care and not use urgent care or ER's. Physicians will be reimbursed on a fee-for-service and not a capitated rate. In DuPage County, there are 101 physicians that have been enlisted in the All Kids program. At the present time there are 49,000 clients enrolled in All Kids. The capacity of the 101 physicians is 74,000 clients. This is good news.

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

The subcommittee discussed the Public Act 930052. This took effect in July 2003, and is known as the tire fund bill. This act funded the vector borne disease control program, i.e. West Nile virus, by collecting 50 cents per new and used tires sold. This act is set to sunset on January 1, 2008. However the grant year starts in April and ends in March. EHS does not know how it will affect the grant this year. The State has been told the Federal funding has been cut 50 percent this year. It is imperative that this act be renewed.

The second item discussed was the Environmental Health Practitioners License's Act. This is the act that requires professional license for Environmental Health professionals. This was due to sunset January 1, 2007. The act was reinstated on January 1, 2007 for two years. This act needs to be made permanent.

The grant review from IDPH will be March 13, 14, and 15, 2007, on the food, water, and sewage programs.

Also discussed was the ground water contamination program. All but two houses are on clean water. EHS is working with those people.

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

The subcommittee discussed finances. From the State's side there have been some initiatives for reimbursements tied to the hospital tax. Speaker Madigan and his group are sorting it out this week. There are two items on the table – cost of doing business and some target enhancements. MHS has been advocating for the cost of doing business.

Items were discussed for the presentation at the BOH Retreat for MHS. In March, MHS will discuss software.

**APPROVAL OF MINUTES**

Ms. Rion moved for the approval of the January 11, 2007 meeting as written. Mr. Cross seconded the motion. Motion passed.

**TREASURER'S REPORT**

Mr. Novak reported the beginning balance for December in Fund 70 was \$19,083,012.41. During the month of December, there was \$2,162,882.52 in revenue and \$3,306,450.62 in expenditures leaving an ending balance of \$17,939,444.31. Interest earnings were \$92,909.93, which compares favorably with over \$65,000 from last year. In January, DuPage County Health Department should have in the area of \$114,000 worth of earning in comparison of \$65,000 in 2006.

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

**PUBLIC COMMENT**

Mr. Glenn Spachman, Vice President of the Roselle Park District, discussed the regulations of the reopening of their pool and concession stand. He wanted to know if there is an appeal body.

President Kurzawa directed Mr. Koeune to meet with Mr. Spachman, get a summary of the situation, and hopefully, there will not need to be an appeal process. However, any appeal would come to the BOH.

Ms. Barbara Gibson took the opportunity to thank the wonderful Board she has worked with for eight years. It has been a pleasure and an honor to serve the BOH and you will all be missed.

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**PRESIDENT'S COMMENTS**

President Kurzawa reminded the BOH that it is Barbara's last meeting and has been a very faithful and loyal employee who has worked very hard to make sure the BOH meetings go smoothly as possible. She has always gone one step further than was expected. The BOH wished her the best.

President Kurzawa informed the BOH regarding the DuPage County Healthcare Summit, which will be held Thursday, January 18. It is a summit Chairman Schillerstrom called and is asking for all people that deliver services to DuPage County to come together to identify the issues, what services can be provided in a changing demographic way, especially our senior citizens. One of the changes to be discussed is the change Cook County instituted this week – there is a residency requirement.

The annual BOH Retreat is Saturday, February 10, at the Oak Brook Bath & Tennis Club.

Lastly, there is a legislative session on Tuesday, January 30, also at the Oak Brook Bath & Tennis Club.

President Kurzawa updated the BOH that DuPage County was not successful in obtaining the cigarette tax. It is painful that it was left on the table and the issue not called. How does that affect the Health Department? The Health Department is in decent shape. The budget was prepared not in anticipation of the cigarette tax passing. There is a 60 percent reduction in the water Commission and there has been \$2M out of that subsidy. The Health Department has spent over one year preparing how to deliver services to the citizens of DuPage County. All things considered, the Health Department is in pretty good shape. The County however, is perusing other revenue sources.

**CONSENT ITEMS**

**PERSONNEL 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. Under Separation of Employees, nine employees voluntarily resigned, seven employees accepted other positions, seven employees retired, two employees left due to family obligations, and two were involuntarily terminated.

**MOTION**

The DuPage County Board of Health hereby

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approves the hiring, changes of status, and separations as listed below, falling within the dates of 10/26/06 and 01/02/07.

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

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Ms. Kurzawa, Mr. Merkel, Ms. Rion, and Dr. Walz

Nays: None

Motion passed.

**OLD BUSINESS**

**TOUCHPAPER – BUSINESS OPERATIONS SERVICES**

Last June the Information Technology Division purchased “helpdesk” software to be used for tracking and analyzing IT related calls for service and support. In accordance with the Department’s Procurement Policy, staff researched available options, obtained three quotes, and purchased Touchpaper Software for \$14,950. Four concurrent user licenses were included with the purchase.

Since that time, the Information Technology Division has been restructured and has introduced the “IT Service Desk” as the single point of contact for end users to report IT issues and request service and support. In order to maximize customer service, additional licenses to be used by staff from the IT Network, PC/LAN, and Application Development Teams are needed. Business Operations Services is requesting the purchase of five additional licenses and annual support for \$7,522.50. This additional procurement increases the contract with Touchpaper by \$7,522.50 to \$22,472.50.

Pursuant to the Health Department’s Procurement Policy, staff requests the DuPage County Board of Health ratify the contract with Touchpaper totaling \$22,472.50.

**MOTION**

The DuPage County Board of Health hereby ratifies the contract with Touchpaper not to exceed \$22,472.50, as presented.

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

Ayes: Mr. Cross, Dr. Doris, Ms. Kopp, Ms. Kurzawa, Mr. Merkel, Ms. Rion, and Dr. Walz

Nays: None

Motion passed.

Mr. Brennan joined the meeting at 6:53 p.m.

**NEW BUSINESS**

Mr. Merkel moved for items 9.a.1-4 to be combined. Mr. Cross seconded the motion. Motion passed.

**PURCHASING – BUSINESS OPERATIONS SERVICES**

S-BOS-01-06-022 – Approval of expenditure for second year of two-year contract with Cingular for cellular phone service. Pricing through Western States Contract Alliance (W.S.C.A) joint purchase in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist included and staff recommends expenditure for cellular phone service not to exceed \$67,500.

P-BOS-02-06-035 – Change Order for Beverly Healy for professional services in accordance Article 4, Part D, section 4-405 of the Dupage County Health Department Procurement Policy. Request for Change Order and Decision Memo included and staff recommends change order in the amount of \$13,875.

P-BOS-01-07-092 – Professional Services contract to be issued to PHN Architects

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to provide architectural services including design and project management for remodeling portions of the Central Office and the three outlying Public Health Centers. Contract issuance in accordance with Article 4, Part A, Section 4-108, a), Engineering, Architects, and Land Surveyors, of the Dupage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends contracting with PHN Architects not to exceed \$400,000.

A lengthy discussion was held regarding the \$400,000 fee. This amount includes all of the build-out fees as well as the architect fees. The question was asked if this was brought to competitive bid? Ms. McHugh deferred to Pat Flaherty who stated the statute does not require us to go to competitive bid for professional services. Ms. Flaherty also explained that PHN would act as an agent of the Health Department and abide by our purchasing orders for all billable items for construction.

Ms. Kopp asked if the computer items were complete. Ms. McHugh stated any necessary computer purchases were approved in the 2007 budget the BOH approved in November 2006.

P-CHS-01-07-093 – Professional Services contract to First Care Health Services to provide storage space, maintenance, and operation for the new Dental Van in accordance with Article 4, Part A, Section 4-108, b), Other Professional Services, of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends contracting with First Care Health Services not to exceed \$63,000.

**MOTION**

The DuPage County Board of Health hereby approves the Purchasing Agenda Items #9.a (1) through (4), as presented.

There were extensive questions and discussion on the dental van. Dr. Walz wanted a breakdown of the \$63,000. Dr. Walz was surprised there is not a county facility to house the van, this is a new vehicle – there should be warranties for maintenance on the van. In general Dr. Walz is not content voting on \$63,000 without knowing specifics. Ms. McHugh discussed the storage, and the driver. The spot at the County was not heated. The County did not feel they have the expertise to handle the maintenance of the van. Dr. Walz stated the dental supply people would maintain the dental equipment for a number of months or years and questioned the amount of maintenance on that equipment.

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Ms. McHugh said it was the mechanical infrastructure of the van. The storage unit is heated, the ambulance company has the same expertise and understood the electrical system to maintain it but they also have a CDL licensed driver. They are providing a driver and will provide some of the staff intake. The BOH asked for the breakdown of each segment of the contract amount. Ms. McHugh said she would provide the breakdown to each BOH member.

The competitive bid process of the PHN contract was discussed at length.

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

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

Nays: None

Motion passed.

**POSITION LIST CHANGE – ADDITION OF STAFF – MENTAL HEALTH SERVICES**

Mental Health Services requests the addition of the following position:

**#7612 –Clinician / Consultant**  
Salary Grade 207: \$39,610 -49,512 -59,414  
Full Time, 1010 status

The DuPage County State's Attorney's Office is anticipating a 50 percent increase in Mental Health Court clients by the end of June 2007. The costs associated with this position will be billed to Mental Health Court, requiring no additional Health Department funding.

In the event the funding for this position shall cease, the Mental Health Services Department will review the need for the continuation of funding and related position list head count.

**MOTION**

The DuPage County Health Department hereby approves the addition of one full-time Clinician Consultant, as presented.

Ms. Kopp moved for the approval of the motion. Mr. Cross seconded the motion.

Mr. Merkel moved to combine Agenda Item #9.c.1 through 6. Dr. Doris seconded the motion. Motion passed.

**DENTAL PROGRAM -COMMUNITY HEALTH SERVICES**

Community Health Services, Dental Program, requests the approval to accept a grant from the Illinois Department of Public Health, (IDPH), Office of Health Promotion in the amount of \$30,000 for the period October 1, 2006 through June 30, 2007. This grant is to be used to provide dental sealants to appropriate permanent molars for children 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 Sealants RU budget for fiscal year 2007.

**MOTION**

The DuPage County Board of Health approves  
The acceptance of the grant from the Illinois  
Department of Public Health for the Dental  
Program in the amount of \$30,000, as presented.

**HEALTHY FAMILIES ILLINOIS -COMMUNITY HEALTH SERVICES**

Community Health Services, Family Services Program, requests the approval to accept a grant increase from the Illinois Department of Human Services, (IDHS), in the amount of \$10,814 for the Healthy Families Illinois Grant FY07. This grant is to be used for the Healthy Families intensive home visits program targeting first-time mothers.

A budget transfer will be processed from the Grant Applications line items into the appropriate line items within the Healthy Families Illinois RU budget in the amount of the grant increase.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant amendment to the Healthy Families Illinois Program from the Illinois Department of Public Health in the amount of \$10,814, as presented.

**PERINATAL HEPATITIS PREVENTION GRANT – EMERGENCY AND DISEASE CONTROL SERVICES**

Emergency and Disease Control Services, Communicable Disease Prevention Program, requests the approval to accept a grant from the Illinois Department of Public Health (IDPH), for Perinatal Hepatitis Prevention in the amount of \$28,350 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.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the Epidemiology 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 Perinatal Hepatitis Prevention Grant in the amount of \$28,350, as presented.

**REALITY ILLINOIS -TOBACCO PROGRAM -COMMUNITY HEALTH SERVICES**

Community Health Services, Tobacco Program, requests the approval to accept a grant from the Illinois Department of Public Health, (IDPH), in the amount of \$55,000 for the period of November 1, 2006 through June 30, 2007. This grant is to be used for a tobacco counter-marketing campaign and other projects/events/initiatives in support of the statewide REALITY ILLINOIS movement.

Community Health Services, Tobacco Program, is recommending the addition of the following position:

**#7522 – Health Educator**  
Salary Grade 207: \$39,610 - \$49,512 - \$59,414  
Temporary, 1040, status

This position will provide tobacco prevention; education and marketing in accordance with the REALITY ILLINOIS grant requirements.

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

A budget transfer will be processed from the Grant Applications line items into appropriate line items within the Illinois Tobacco Free Communities RU budget in the amount of the grant.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant for the Tobacco Program in the amount of \$55,000 and approves the addition of one temporary Health Educator, Salary Grade 207, as presented.

**IMMUNIZATION PROGRAM -COMMUNITY HEALTH SERVICES**

Community Health Services, Immunization Program, requests the approval to accept a grant from the Illinois Department of Public Health's Vaccines for Children Plus Program in the amount of \$2,000 for the period of November 13, 2006 through January 31, 2007. This grant is to be used for the purchase of four (4) new refrigerators to ensure adequate vaccine storage capacity at the Addison, Lombard, Wheaton, and Westmont sites.

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

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Immunization Program's purchase of the refrigerators in the amount of \$2,000, as presented.

**TB DIRECT OBSERVED THERAPY GRANT – EMERGENCY AND DISEASE  
CONTROL SERVICES**

Emergency and Disease Control Services, Tuberculosis Program, request the approval to accept a grant from the Illinois Department of Public Health for TB Direct Observed Therapy in the amount of \$36,256 for the period of January 1, 2007 through December 31, 2007. This grant is to be used to track, monitor, and provide a therapy program to clients with Tuberculosis.

This grant was anticipated during the budget preparation process and the amount of the grant has already been included in the TB Direct Observed Therapy 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 TB Direct Observed Therapy Grant in the amount of \$36,256 as presented.

Mr. Cross moved for approval of the motion. Dr. Doris seconded the motion. A roll call vote was taken.

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

Nays: None

Motion passed.

**PRESENTATION**

Mr. Koeune gave a presentation on a one-year review of the Surface Discharge Program. The slides are attached to the official copy of the minutes.

**NEXT MEETING**

The next meeting will be Saturday, February 10, 2007, at the Oak Brook Bath & Tennis Club. After the meeting the BOH Retreat will be held.

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**ADJOURNMENT**

Mr. Cross moved for the adjournment of the January BOH meeting. Mr. Brennan seconded the motion. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

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Scott J. Cross  
Secretary  
DuPage County Board of Health