

DUPAGE COUNTY BOARD OF HEALTH

Minutes of Meeting

Oak Brook, Illinois

February 10, 2007

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

Board Members Absent: Dr. Robert Walz

Board Treasurer: John Novak was absent

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: Judy Straube

Presenter: Dick Endress, Access DuPage

PRESIDENT'S COMMENTS

President Kurzawa thanked everyone for attending and said the February meeting will be held first. She also stated we have a full agenda and the hope is to have a good discussion on the issues with this extra time. This is the day we set aside each year to get to the bigger issues facing us and have the time to get to any questions. We chart our course for the year.

The February Agenda items were discussed and it was noted they are on broader issues of public health, two are defined in our IPLAN: Access to Healthcare and Mental Health. President Kurzawa thanked Dick Endress for coming today. She noted we have a Retreat with policy issues, not emergency issues.

The thank you card to the Board from Barb Gibson, the secretary, was circulated as President Kurzawa said we all wish her well.

CALL TO ORDER

President Kurzawa called the February Board of Health (BOH) meeting to order at 8:55 a.m. There were ten members present for a quorum. See list above.

SUBCOMMITTEE REPORTS – There were no subcommittee reports.

APPROVAL OF MINUTES

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

TREASURER'S REPORT

Mr. Kiep reported the beginning balance for January in Fund 70 was \$17,939,444.31. During the month of January, there was \$2,054,737.51 in revenue and \$3,539,963.53 in expenditures leaving an ending balance of \$16,454,218.29. Interest earnings were \$119,176.70. Fiscal year-to-date reflects an increase of approximately \$86,000 over the same period in FY06.

Ms. Rion moved for the approval of the Treasurer's Report and to have it placed on file. Mr. Merkel seconded the motion. All were in favor. Motion passed.

PUBLIC COMMENT – There were no public comments.

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, six employees accepted other positions, five employees voluntarily resigned, three employees retired, one employee left for personal reasons, and one employee left for health reasons.

MOTION

The DuPage County Board of Health hereby approves the hiring, changes of status, and separations as listed below, falling within the dates of 12/16/06 and 01/30/07 and hereby approves the transfer of funds to the designated line items in the FY2007 budget as set forth in the attached Schedule of Transfers.

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.

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

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

Nays: None

Motion passed.

OLD BUSINESS – There was no old business.

NEW BUSINESS

PURCHASING – BUSINESS OPERATIONS SERVICES

S-BOS-02-10-094 – Lawn Care Services issued to Alaniz Landscaping for lawn care services for 21 properties for the period 3/2007 through the lawn care season of 2008 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 contract award for the two-year season not to exceed \$44,240.

P-BOS-02-10-095 – Professional Services issued to Arch Insurance Company to secure Professional Liability Insurance for department employees and employed physicians in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends entering into contract in the amount of \$427,260.

P-BOS-020-6033 – Professional Services issued to John Wyma & Associates for lobbyist services in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Decision Memo included and staff recommends entering into contract in an amount not to \$80,000.

M O T I O N

The DuPage County Board of Health hereby approves the Purchasing Agenda Items #7.a (1) through (3), as presented.

Ms. Rion moved for Purchasing Items 7.a.(1), (2) and (3) to be combined. Mr. Brennan seconded the motion. All were in favor. Motion passed.

Ms. Rion moved for approval. Mr. Brennan seconded the motion.

Dr. Doris asked if John Wyma & Associates have been our governmental representatives in the past? Ms. Kurzawa confirmed they were. Dr. Doris asked if they could summarize what they did for us last year and some of the strategies they would be facing this year.

Ms. Kurzawa explained we have asked for this in writing.

Ms. McHugh stated she has the report and said the main focus for John Wyma & Associates has been and is working with Environmental Health to obtain a grant from the EPA to help us with our well water testing. They have been very helpful in that strategy. Ms. McHugh gave a brief description of Mr. Wyma's background. We are also using them not only at a state level, but at the federal level, too. Ms. McHugh will be happy to distribute this report.

There were no other questions on Purchasing Items #7.a. (1), (2), and (3).

A roll call vote was taken.

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

Nays: None

Motion passed.

GRANT ACCEPTANCE

**OFFICE OF RISK AND EMERGENCY MANAGEMENT - DEPARTMENT OF
EMERGENCY AND DISEASE CONTROL**

Department of Emergency and Disease Control, Office of Risk and Emergency Management (OREM), requests approval to accept a grant from the Illinois Department of Public Health for Cities Readiness Initiative in the amount of \$78,250 for the period of August 31, 2006 through August 30, 2007. This grant is to be used to participate in a

cities readiness initiative strategic national stockpile assessment and to develop a corrective action plan.

A budget transfer will be processed from the Grants Applications line items into the appropriate line items of the OREM 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 Illinois Department of Public Health to Emergency and Disease Control for the Cities Readiness Initiative in the amount of \$78,250 as presented.

HIV PREVENTION AND EDUCATION AND HIV COUNSELING, TESTING, AND REFERRAL GRANT – DEPARTMENT OF EMERGENCY AND DISEASE CONTROL

Department of Emergency and Disease Control, HIV Program, requests the approval to accept a grant from the Illinois Public Health Association (IPHA) for HIV Prevention and Education and HIV Counseling, Testing, and Referral in the amount of \$140,000 for the period of January 1, 2007 through December 31, 2007. This grant is to be used to provide HIV counseling and testing and education for specific high-risk target populations.

The grant was anticipated during the budget preparation process and the amount of this grant has been increased by \$5,000 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.

M O T I O N

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Public Health Association for HIV Prevention and Education and HIV Counseling, Testing, and Referral in the amount of \$140,000 as presented.

IDPH WEST NILE VIRUS PREVENTION GRANT – ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services, Vector-Borne Diseases Prevention Program, wishes to accept a grant from the Illinois Department of Public Health for West Nile Virus Prevention in the amount of \$207,280 for the period of April 1, 2007 through March 31, 2008. This grant is to be used to conduct a mosquito vector prevention program.

The grant was anticipated during the budget preparation process and the amount of this grant has been increased by \$10,545 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.

M O T I O N

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the West Nile Virus Prevention Grant in the amount of \$207,280 as presented.

Ms. Brennan made a motion to combine the Grant Acceptance Items 7. b. (1), (2), and (3). Seconded by Mr. Cross. All were in favor of combining. Motion passed.

Ms. Rion moved for approval of the combined Grant Acceptance Items and Mr. Brennan seconded the motion. A roll call vote was taken.

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

Nays: None

Motion passed

REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES - BUSINESS OPERATIONS SERVICES

Effective January 1, 2007, the Internal Revenue Service has established the business standard mileage rate at 48.5 cents per mile.

Therefore, it is requested the DuPage County Board of Health approve an increase in the current mileage rate from 44.5 cents per mile to 48.5 cents per mile.

Mr. Cross made a motion to approve and Mr. Brennan seconded. All were in favor. Motion passed.

RULES OF GOVERNANCE – DUPAGE COUNTY BOARD OF HEALTH

The current bylaws of the DuPage County Board of Health have been revised and meet the requirements of the State of Illinois statutes and Open Meetings Act. These revisions have been reviewed and recommended by the Office of the DuPage County State's Attorney.

M O T I O N

The DuPage Board of Health hereby approves the acceptance of the Rules of Governance dated February 10, 2007, which will completely replace the Rules of Governance dated March 7, 1991.

President Kurzawa thanked Mr. Merkel for working on our Rules of Governance. It was discussed at last year's retreat Mr. Merkel would do this. He worked with our State's attorneys on several levels. These are before us as a result of his efforts.

Mr. Merkel gave credit to Bill Roberts and Nancy Wolf, the Assistant State's Attorneys, for all of their research and work on the proposed rules. Mr. Merkel and Mr. Roberts added other pertinent sections and prepared a second draft with input from President Kurzawa and Ms. McHugh. It complies completely with the legal requirements and the State legislation. The Rules of Governance were prepared with three objectives in mind and summarized in the memo each member received.

Mr. Merkel moved the DuPage County Board of Health hereby approves the acceptance of the Rules of Governance, dated February 10, 2007, which will completely replace the bylaws dated March 7, 1991. Ms. Rion seconded the motion.

Mr. Grasso questioned, from Section VII, Special Meetings, on page 2 of 6, the right to fix the place of the meeting by whomever calls the meeting. Is it for emergency meetings? Should it be any place in the County? Should it be in any place with reasonable certainty of a quorum?

Mr. Roberts stated it has to be a place available to the public.

Ms. McHugh said some emergency meetings have been called in the Executive Director's office. If, in an emergency, we can't utilize the Wheaton office, it gives us flexibility to use an area geographically that works and still get business done.

Mr. Grasso thanked Mr. Merkel for his hard work and for stepping up.

As of January 1, 2007, the rule that a quorum must be physically present to conduct a meeting was discussed. Phone calls are permitted only if a quorum is present.

No amendments were made.

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A roll call vote was taken to have the Rules approved as presented.

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

Motion passed.

NEXT MEETING

President Kurzawa reminded everyone of the new meeting schedule, the second Thursday of every month. The next meeting is March 8, 2007.

ADJOURNMENT

Mr. Merkel made the motion to adjourn the business meeting. Ms. Kopp seconded. The meeting was adjourned at 9:07 a.m.

Respectfully submitted,

Dr. Lanny F. Wilson
for Scott J. Cross, Secretary
DuPage County Board of Health