

DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

April 10, 2008

Board Members Present	Mr. Scott Cross, Dr. Peter Doris, Ms. Linda Kurzawa, Dr. Lanny Wilson, Mr. Edward Merkel, Ms. Rion
Board Members Absent	Mr. Dennis Brennan, Mr. Gary Grasso, Ms. Dolores Kopp, Mr. Charlie Thurston, and Dr. Robert Walz
Board Treasurer	John Novak
Leadership Staff Present	Karen Ayala, Dave Christiansen, Dr. Rashmi Chugh, Dan Harris, David Hass, Mary Lally, Tad Koeune, and Maureen McHugh
Health Department Staff Present	Pat DelMastro, Pat Flaherty, Cathy O'Reilly, Mila Tsagalidis, Maria F. Uribe, and Jane Zimmerman
Public Present	Katheryn Ardiente-Cruz, Amanda Kaiser, Alicia Wiese, and Michelle Zbylut all from Lewis University

CALL TO ORDER

President Kurzawa called the April Board of Health (BOH) meeting to order at 6:25 pm. There were six members present for a quorum. See list above.

SUBCOMMITTEE REPORTS

Executive – (BOS)

Maureen McHugh introduced Dan Harris as the new Deputy Director of Operations. Ms. McHugh provided the board with an update on West Chicago Group Home and that it's going well, scheduled and on track to reopen at the end of July. In Addison they did find some asbestos as expected. Abatement is being completed and the overall process is under control and the construction schedule is intact. More discussion of Addison during Ms. McHugh presentation. Ms. McHugh also discussed the Flu Vaccine Partnership and that we are evaluating how we did this year and are more than pleased with the results. The partnership is something that our partners want to do again with us next year. We reduced our adult flu immunization rate by 50%, and what Osco and Dominick's saw was a growth compared to the other Counties and their stores by 70%. We will be meeting our partners to talk strategically what we are going to do next year.

Community Health Services (CHS)

No Report

Emergency Disease Control (EDC)

Mary Lally provided the board with an update on the Emergency Preparedness Plan. In November of 2007 the CDC & IDPH reviewed the emergency plan and assessed for readiness as a County to respond to a large scale emergency. The Health Department received a rating of 92 out of 100, which is an outstanding rating. We accept a CRI Grant (Cities Readiness Initiative Grant) which requires us to workout the details of how we would get medication out to every persons in this County within 48 hours. The Audit will be done on an annual basis. A few notable accomplishments cited in the report were: all Health Department staff have been assigned to a role and trained and we have participated in regional exercises. Prepositioning of medications for first responders out in the community, and the Planning and Exercising that we have been doing with all our community partners are also notable accomplishments. Mary thanked Maureen, the leadership team, George DeTella, his staff and the Health Department staff for all the hard work in achieving this score.

Environmental Health Services (EHS)

Tad Koeune provided the board with an update on West Nile Virus season being upon us again. A new testing system called RAMP, required for the detection of West Nile Virus in mosquitoes and birds was purchased. Mr. Koeune also updated the board on a new market food vendor permitting process specifically for French and Farmers markets. They can now apply for 5 events and up to 14 dates for each event on the same form, which will make it easier for vendors and Environmental Health.

Mental Health Services (MHS)

Dave Christiansen provided the board with an update on the Mental Health committee exploring properties. The goal of the committee is having a set of recommendations for the board at the next Board of Health Retreat. Mental Health, along with the cosponsorship from College of DuPage, Linden Oaks and the State, are sponsoring a Health conference on skills and strategies for Mental Health Court in II on June 11, 2008. Mental Health staff is still going to NIU and working directly with students from the class that was effected by the tragedy.

APPROVAL OF MINUTES

Mr. Cross moved for approval of the February 9, 2008 meeting. Dr. Wilson seconded the motion. Motion passed.

TREASURER'S REPORT

Mr. Novak reported the beginning balance in Fund 70 as of February 2008 was \$16,631,540.38. During the month of February, we had receipts of \$1,831,482.45 with disbursements of \$4,591,036.90 leaving us a February ending balance in Fund 70 of \$13,871,985.93

With earnings this year of approximately \$109,047.15 in comparison to about \$68,523.15 last year. YTD we have just over \$342,652.98 compared to about \$280,609.78 a year ago.

The balance in Fund 70 as of March 2008 was \$13,871,985.93. During the month of March, we had receipts of \$2,291,981.33 with disbursements of \$3,604,167.50, leaving us a March ending balance in Fund 70 of \$12,559,799.76.

With earnings this year of approximately \$38,672.36 in comparison to about \$108,827.87 last year. YTD we have just over 381,325.34 compared to about \$389,437.65 a year ago.

Mr. Merkel moved for the approval of the Treasurer's Report for the months of February 2008 and March 2008. Mr. Cross seconded the Motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

PRESIDENTS REMARKS

President Kurzawa first wished Ms. Rion a very Happy Birthday tonight. President Kurzawa then updated the board on the County Board amending its budget. The County amended it's budget based upon receiving 20 million dollars from the sales tax revenue that will come in beginning 1st of this month, but we won't see those receipts until about July 1. There were no attempts to amend the Health Department budget. The County did pass a recommendation of a three and half percent salary increase for employees. At next month's board meeting, we will have the recommendations for Health Department staff here, so that it will go into effect in June.

CONSENT ITEMS

Mr. Merkel moved for the Consent Items # 7 A through C to be combined. Ms. Rion seconded the motion. All were in favor. Motion passed.

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 08/05/07 and 04/02/08.

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 Transfer

Mr. Cross moved for the approval of the Consent Items # 7 A through C Ms. Rion seconded the motion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Mr. Merkel, Ms. Rion, Dr. Wilson and President Kurzawa

Nays: None

Motion passed.

OLD BUSINESS

There was no old business

NEW BUSINESS

Mr. Cross moved for Purchasing Items # 9 (1) A through I to be combined. Ms. Rion seconded the motion. All were in favor. Motion passed.

PURCHASING

C-CHS-02-07-096 – Second year renewal of contract to Stanbio Laboratory for costs associated with in-house diagnostic testing supplies in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these supplies and staff recommends approval of the expenditure not to exceed \$30,000.

S-BOS-02-10-094.a – Bid award to Classic Landscape for costs associated with lawn care and snow plowing for eighteen properties in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$75,000.

C-EHS-03-13-130 - Purchase of RAMP West Nile Virus tests from Adapco Inc. in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. Procurement Approval Checklist and Sole Source Justification Form are included. Funds have been budgeted for this purchase and are covered entirely by grant dollars, and staff recommends approval of the expenditures in an amount not to exceed \$25,000.

S-BOS-03-13-131 – Bid award to Armbrust Plumbing for costs associated with plumbing 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. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$30,000.

S-BOS-03-13-134 – Bid award to Bremer Sheet Metal for HVAC rooftop replacement unit in Accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this purchase and staff recommends approval of the expenditure in the amount of \$54,300.

P-MHS-03-13-133 – Professional Services to Joint Commission on Accreditation of Healthcare Organizations for accreditation survey. The Procurement Checklist and

Decision Memo are included. Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$30,000.

S-BOS-02-10-094 – Change Order for Controlled Environment, 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 the amount of \$25,000.

C-BOS-02-07-097 – Bid award to Inlander Brothers for custodial supplies in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for these supplies and staff recommends approval of the expenditure in an amount not to exceed \$43,000.

C-BOS-04-06-052 – Third year renewal of contract for the purchase of gift cards in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this purchase with approximately eighty percent covered by grant dollars, and staff recommends approval of the expenditure in an amount not to exceed \$90,000.

MOTION

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

The motion to approve the Combined New Business Items # 9 (1) A through I was made by Mr. Cross seconded by Ms. Rion. A roll call vote was taken.

Discussion was held

Mr. Cross had a question regarding the gift cards, what dual control procedures we might have in place?

Ms. McHugh responded that we put in very extensive dual controls last year and it paid off. We have tight control in terms of inventory and check in and check out processes. The gift card program is 80 percent of expenditures related to the teen parent services that are completely grant funded. They are incentives for teens to come in. The other 20 percent is Mental Health and a portion, which is about \$18,000, is grant funded. Through our SASS and our special outpatient services.

Mr. Cross asked how long does it last?

Ms. McHugh responded that it's annually.

Dr. Wilson asked on the landscaping?

Ms. McHugh responded that it's mostly general maintenance.

Pat Delmastro responded that the increase was due to added additional properties and the majority increase was due to snowplowing; we had an unusual snow season.

Ayes: Mr. Cross, Dr. Doris, Mr. Merkel, Ms. Rion, Dr. Wilson and President Kurzawa

Nays: None

Motion passed.

GRANT ACCEPTANCE

Mr. Cross moved for Grant Items # 9 (2) A through E to be combined. Ms. Rion seconded the motion. All were in favor. Motion passed.

FAMILY PLANNING PROGRAM GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept an amendment of \$78,342 the Illinois Department of Human Services for the Family Planning Program. The grant period is July 1, 2007 through June 30, 2008. The grant was originally budgeted at \$401,900 and received a 3% COLA that was accepted by the Board of Health on October 11, 2007. With this additional amendment, the total received for the grant will be \$492,342.

The additional funding will be used to continue to support the goals of the program.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the amendment from the Illinois Department of Human Services for the Family Planning Program Grant in the amount of \$78,342 as presented.

ILLINOIS DEPARTMENT OF HUMAN SERVICES GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept an amendment of \$16,700 the Illinois Department of Human Services for the Teen Parent Services Program. The grant period is July 1, 2007 through June 30, 2008. The grant was originally budgeted at \$283,300. With this amendment, the total received for the grant will be \$300,000.

The additional funding will be used to continue to support the goals of the program.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the amendment from the Illinois Department of Human Services for the Teen Parent Services Program Grant in the amount of \$16,700 as presented.

SUSAN G. KOMEN GRANT – COMMUNITY HEALTH SERVICES

Community Health Services wishes to accept a grant from the Susan G. Koman for the Cure Foundation in the amount of \$75,000 for the Breast and Cervical Cancer Prevention Program. The grant period is April 1, 2008 through March 31, 2009. The program received a grant for \$75,000 in FY 2007 from this foundation and budgeted the same amount, \$75,000, for the grant in FY 2008. Grant funds will be used for breast cancer education and screening.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Susan G. Koman for the Cure Foundation in the amount of \$75,000 as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept an amendment of \$22,167 to the Illinois Department of Public Health Grant for TB Directly Observed Therapy. This is a retroactive amendment for the period ending December 31, 2007. The total received for the grant, with this amendment, is \$58,423. The grant funds will be used for case management, travel costs, incentives and other expenses to support treatment of active tuberculosis disease. The grant was budgeted at \$36,256 for FY 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the additional retroactive funding from the Illinois Department of Public Health for TB Directly Observed Therapy of \$22,167 as presented.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT - MENTAL HEALTH SERVICES

Mental Health Services wishes to accept a grant from the U.S. Department of Housing and Urban Development in the amount of \$567,717 for the supportive housing program. The grant combines three FY 2007 grants into a single grant that will end on January 31, 2009. The program received \$567,717 in FY 2007 and budgeted the same amount, \$567,717, in FY 2008. Grant funds will be used for the supportive housing program.

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 \$567,717 as presented.

The motion to approve the Combined Grant Items # 9 (2) A through E was made by Mr. Cross seconded by Ms Rion. A roll call vote was taken.

Ayes: Mr. Cross, Dr. Doris, Mr. Merkel, Ms. Rion, Dr. Wilson and
President Kurzawa

Nays: None

Motion passed.

PRESENTATION

Maureen McHugh gave a presentation on the DuPage Health Coalition – Health Safety Net Update. The slides of the presentation are included with the official copy of the minutes.


NEXT MEETING – May 8, 2008

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

ADJOURNMENT

Dr. Wilson made the motion to adjourn. Mr. Cross seconded it. The meeting adjourned at 7:37 pm.

Respectfully submitted,



Scott J. Cross, Secretary
DuPage County Board of Health