

# DUPAGE COUNTY BOARD OF HEALTH

## Minutes of the Meeting

Wheaton, Illinois

May 8, 2008

Board Members Present	Mr. Scott Cross, Mr. Gary Grasso, Ms. Dolores Kopp, Ms. Linda Kurzawa, Mr. Edward Merkel, Ms. Rion, Mr. Charlie Thurston, Dr. Robert Walz, and Dr. Lanny Wilson
Board Members Absent	Dr. Peter Doris
Board Treasurer	John Novak
Leadership Staff Present	Dr. Rashmi Chugh, Dan Harris, David Hass, Tad Koeune, and Maureen McHugh.
Health Department Staff Present	Pat DelMastro, Pat Flaherty, Cathy O'Reilly, Maria F. Uribe, Jane Zimmerman, Carrie Jackson, Bette Lawrence-Water, Katy Yee, and Bryan Stoll.
Public Present	Kabir Syed, Brijesh Chewnar, Kristen Massey, Debra Habzda, Jacob Gettig, Jennifer Schwede, Nicole Panos, Han Aurj, Miluis E. Mamani, Sunita Qumari, and Samreen Khan are all students from Benedictine University. DCHD Volunteers Larry Buttimer and Gilda Ross

### CALL TO ORDER

President Kurzawa called the May Board of Health (BOH) meeting to order at 6:25 pm. Mr. Grasso joined the meeting at 6:45pm. There were ten members present for a quorum. See list above.

### SUBCOMMITTEE REPORTS

#### *Executive – (BOS)*

Maureen McHugh mentioned that the Joint Commission started the survey process in Mental Health and they expect positive results. At the June Board of Health meeting we will introduce the new logo design for board review. Ms. McHugh provided the board with information on the Najera Consulting Group who are working with Illinois African American Coalition for Prevention (ILAACP) and Aetna HealthCare to assist in the development of a PBS documentary called Unnatural Causes.

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

No Report

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

No Report

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

Tad Koeune provided the board with an update on a complaint related to the Smokefree Act regarding the Pipe Smokers convention on May 1<sup>st</sup>. in St. Charles. All was resolved, the smokers went 15 feet from the building to smoke. Mr. Koeune told the board he will soon provide a packet of information on the Change of Ownership process and expectations. The Farmers and French Market vendors new permit process is going well. Mr. Koeune also said that the testing program for birds, mosquitoes and ticks is underway.

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

No Report

**APPROVAL OF MINUTES**

Mr. Cross moved for approval of the April 10, 2008 meeting. Ms. Rion seconded the motion. Motion passed.

**TREASURER'S REPORT**

Mr. Novak reported the beginning balance in Fund 70 as of April 2008 was \$12,559,799.76. During the month of April, we had receipts of \$2,293,145.49 with disbursements of \$3,323,246.35 leaving us an April ending balance in Fund 70 of \$11,529,698.90

With earnings this year of approximately \$32,035.14 in comparison to about \$74,491.41 last year. YTD we have just over \$413,360.48 compared to about \$463,929.06 a year ago.

Mr. Cross moved for the approval of the Treasurer's Report for the month of April 2008. Mr. Thurston seconded the Motion. Motion passed.

**PUBLIC COMMENT**

There were no public comments.

**PRESIDENTS REMARKS**

President Kurzawa talked about the recommendation made at the 2008 Board retreat to seek out a PR firm that could help the Health Department craft an effective messaging campaign. The PR firm will focus on the value of Public Health and what our Health Department brings to the citizens of the DuPage County. President Kurzawa and Maureen McHugh have met with the firm and at the June Board meeting will bring the contract for review by the board. Since this project is a high priority for the upcoming budget I will have Maureen send out the contract prior to the June Board of Health meeting that way you can ask questions and we can get moving on the project prior to ratifying the contract in June.

**RESOLUTIONS**

#### NATIONAL NURSES WEEK RESOLUTION

Community Health Services is requesting the DuPage County Board of Health to proclaim May 6-12, 2008, as National Nurses Week. Nurses are an inspiration by being committed to a strong, responsive public health that meets the challenges of promoting and protecting the Community's health and adapting to a rapidly changing world and community environment. Nurses distinguish themselves everyday by creating conditions in which the Community can be healthy and meeting the goals of preventing disease and promoting and protecting good health for all Community residents.

Ms. Jane Zimmermann accepted the resolution.

Mr. Merkel moved for the approval of the resolution, Mr. Thurston seconded the motion. Motion passed.

#### HONORING TOBACCO PROGRAM VOLUNTEER LARRY BUTTIMER

Community Health Services is requesting the DuPage County Board of Health to issue a special proclamation to recognize Larry Buttimer, of Naperville for outstanding volunteer service to the Smoke Free Solutions Program and Support Group since completing the program nearly two years ago. Larry is a true advocate for our programs and overall mission. Despite working fulltime he has donated nearly 1000 hours since 2006 to assist wherever he is needed to help others quit smoking. In December, he visited more than 100 physicians to distribute our program's flyers to medical provider offices and facilities to encourage them to refer patients to our programs who want to quit. He gives people hope that they can become smoke free forever through telling his personal story, letting others know it is possible to quit, and where to seek help from Smoke Free Solutions.

Mr. Larry Buttimer accepted the resolution

Ms. Kopp moved for the approval of the resolution, Dr. Wilson seconded the motion. Motion passed.

#### HONORING TOBACCO PROGRAM VOLUNTEER GILDA ROSS

Community Health Services is requesting the DuPage County Board of Health to issue a special proclamation to recognize Gilda Ross, Special Projects Counselor at Glenbard West High school, Glen Ellyn for outstanding service to the Reality Illinois Program. Her volunteer spirit and tireless effort has been invaluable in making the program a success. She has helped us in recruiting youth, stimulating school and parent support, and providing guidance as we encourage teens to take a stand against tobacco use by educating their peers and communities about the adverse health effects and deceptive marketing practices of tobacco companies. Her work has enabled students to discover leadership skills that will help drive their future.

Ms. Gilda Ross accepted the resolution

Mr. Brennan moved for the approval of the resolution, Ms. Rion seconded the motion. Motion passed.

The signed resolutions are included with the official copy of the minutes.

**CONSENT ITEMS**

Mr. Merkel moved for the Consent Items # 8 A through B to be combined. Mr. Cross 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 01/02/08 and 04/28/08.

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 # 8 A through B Mr. Merkel seconded the motion. A roll call vote was taken.

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

Nays: None

Motion passed.

**NEW BUSINESS**

Ms. Rion moved for the purchasing Items # 10 (1) A through D to be combined. Mr. Merkel seconded the motion. All were in favor. Motion passed.

PURCHASING

P-MHS-06-06-063 – Professional Services to National Service Systems to provide reporting software utilization, data management, reports development and data warehousing services. The Procurement Approval Checklist and Decision Memo are included. Funds are budgeted and staff recommends approval of the expenditure in an amount not to exceed \$16,800. There is no cost increase in this contract from last year.

C-MHS-05-06-054 – Third year bid renewal of contract to Albertson’s (Osco Drug) for costs associated with retail prescription service 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 service and staff recommends approval of the expenditure in an amount not to exceed \$116,000. The renewal is a decrease from last year based upon our current rate of expenditure for medications.

S-BOS-11-06-086 – Third year joint purchase renewal of contract to Nextel Wireless for costs associated with cellular service, blackberry and broadband wireless service in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. A recap of the cost associated with Nextel is: \$65,076 for blackberry devices (covered by grant and fees), \$20,724 for cellular phone devices for other operational services; e.g., in-home translation, \$61,200 for 100 air cards for wireless service. Funds have been budgeted for these services with approximately forty-five percent of the total expenditure covered by fees and grant dollars, and staff recommends approval of the expenditure in an amount not to exceed \$147,000. The renewal is an increase from last year due to the addition of air cards for the agency and blackberry devices for Environmental Health Services.

C-CHS-05-06-056 – Third year bid renewal to various suppliers for costs associated with medical and dental 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 \$90,000. There is no cost increase in this expenditure from last year.

### **MOTION**

The DuPage County Board of Health hereby approves the Purchasing Agenda Items # 10 (1) A through D as presented.

Discussion was held

Mr. Cross asked the following question on the renewal of the Nextel Wireless contract,

- What other phone bids have we done in the last six months?
- How are the air cards utilized?
- Break down of Blackberry costs both long term for the agency and short term for Environmental Health?
- How much do we pay for the blackberries and what is the cost of airtime?

Mr. Merkel: I presume all these expenses were approved and presented in the budget? I think the time to look at some of your questions are at that time when we do the budget, and say how are we going to spend this money that we allocated to computer equipment,

than tracking it through out the year. As you are now, as we meet for the next budget we can be more specific what's in these various line items. Do you agree with that?

Mr. Cross: conceptually speaking I would agree, practically speaking I don't know. I don't remember looking at the budget and a huge technology number jumping out for phones.

Mr. Merkel: at the budget is when we should get a better understanding of were this money is going. Not the current budget but the one we are going to be working on. So we start the year with a much better knowledge and we can keep track of it.

Ms. Kopp asked what is going to happen to the blackberries once EHS is done utilizing them?

Ms. McHugh: What I would like to do is put together a narrative so you understand the whole piece.

President Kurzawa: I distinctly remember the conversation regarding technology and understand as this organization gets more nimble and technology changes that we knew that there were going to be a lot of changes coming up in 08 and we budgeted for them and their will be more changes coming in 09 but it never hurts an organization to understand exactly where you've been, where your at and where your going so I'm just gone make an executive decision and pull this right now. We have a motion on the floor then that will delete item C and the motion will be on items A, B, and D are there any questions on those items?

The motion to approve the Combined New Business Items # 10 (1) A, B and D was made by Ms. Rion seconded by Mr. Merkel. A roll call vote was taken.

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

Nays: None

Motion passed.

#### GRANT ACCEPTANCE

Ms. Rion moved for Grant Items # 10 (2) A through E to be combined. Mr. Brennan seconded the motion. All were in favor. Motion passed.

#### AIDS FOUNDATION OF CHICAGO/RYAN WHITE PART A GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the AIDS Foundation of Chicago for the Ryan White Part A Grant in the amount of \$77,455.00. This is a five-month extension of the current grant and covers the period March 1, 2008 through July 31, 2008. The grant supports case management and other services supplied through the AIDS program. The grant was budgeted in FY 2008 at \$185,798 for a twelve-month period, which equates to \$77,415.83 for a five-month period.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago/Ryan White Part A for \$77,455.00 as presented.

AIDS FOUNDATION OF CHICAGO/RYAN WHITE PART B GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the AIDS Foundation of Chicago for the Ryan White Part B Grant in the amount of \$19,000.00. The grant is for the period April 1, 2008 through March 31, 2009 and supports mental health counseling supplied through the AIDS program. The grant was budgeted at \$19,000.00 for FY 2008, which is a 111% increase over the \$9,000.00 received in FY 2007.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the AIDS Foundation of Chicago/Ryan White Part B for \$19,000.00 as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH VECTOR-BORNE DISEASE PREVENTION GRANT – ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services wishes to accept a grant from the Illinois Department of Public Health in the amount of \$218,288.98 to enhance the mosquito vector prevention program. The grant period is April 1, 2008 through March 31, 2009. The funding increased by \$10,609.16, or 5%, from the \$207,679.82 received in FY 2007 and budgeted for FY 2008. This increase partially offsets the decrease funding received in a separate grant for West Nile virus vector surveillance.

**MOTION**

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health in the amount of \$218,288.98 to enhance the mosquito vector prevention program as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH WEST NILE VIRUS VECTOR SURVEILLANCE GRANT – ENVIRONMENTAL HEALTH SERVICES

Environmental Health Services wishes to accept a grant from the Illinois Department of Public Health in the amount of \$20,000.00 for West Nile vector surveillance. This is a two-year grant covering the period July 1, 2008 through June 30, 2010 and will be paid at \$10,000.00 per year. The funding decreased by \$34,000.00, or 77%, from the \$44,000.00 received in FY 2007 and budgeted for FY 2008. The decrease is partially offset by the increase of \$10,609.16 received in a separate grant for virus vector-borne disease prevention.

**MOTION**

The DuPage County Board of Health hereby approves

the acceptance of the grant from the Illinois Department of Public Health in the amount of \$20,000.00 for West Nile vector surveillance as presented.

**ILLINOIS DEPARTMENT OF HUMAN SERVICES GRANT – SUPPORTIVE HOUSING PROJECT GRANT – MENTAL HEALTH SERVICES**

Mental Health Services wishes to accept a grant from the Illinois Department of Human Services in the amount of \$44,044.00 for the period May 1 through June 30, 2008 and \$120,260.00 for the period July 1, 2008 through June 30, 2009. This new funding represents the Illinois Department of Human Services support of the effort to add housing options for homeless individuals with serious mental illness. The grants pay for staffing, materials and general operating expenses for additional housing units. The rental cost of the units is being underwritten by a \$50,000.00 commitment from HUD through the Community Association of DuPage. The new funding was not included in the FY 2008 Budget. For staffing purposes, the following head count additions are being recommended:

**Authorized Position List Revision**

Department Name: 907 – Mental Health Services Reporting Unit: 763-Supportive Housing

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			
Addition (2)	1010	75	#7610/Mental Health Wrk Salary Grade: 205	\$31,107	\$46,661	\$33,000 X (2) = \$66,000	\$13,200 X (2) = \$26,400	\$92,400
Net Cost or Net Saving:								\$92,400

<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:** New positions will be responsible for: providing services to chronically homeless individuals in DuPage County; community outreach with other community providers and shelter services; and, networking with other providers to connect homeless individuals with other Health Department services.

In the event that the funding for these positions, or other positions funded by this grant, shall cease, the Mental 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 grant from the Illinois Department of Human Services in the amount of \$44,044.00 for the period May 1 through June 30, 2008 and \$120,260.00 for the period July 1, 2008 through June 30, 2009 as presented.

The motion to approve the Combined Grant Items # 10 (2) A through E was made by Ms. Rion seconded by Mr. Cross. A roll call vote was taken.

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

Nays: None

Motion passed.

SALARY INCREASE GUIDELINES AND COMPENSATION STRUCTURE - BUSINESS OPERATIONS SERVICES

The Board of Health approved the FY2008 budget during the November 2007 meeting. Included within the FY2008 budget were funds available for employee performance increases; therefore, the following resolution, Resolution BOS #08-01 shall formalize the compensation items that are included in the budget.

**MOTION**

The DuPage County Board of Health hereby approves  
the Salary Increase Guidelines and Compensation Structure  
Item # 10 (3) as presented.

Mr. Merkel moved for the approval of the Salary Increase Guidelines and Compensation Structure. Mr. Thurston seconded the Motion.

Mr. Thurston made a request to see a distribution of Merit percentages by salary grade after the process is complete.

Motion passed

SUPPLEMENTAL WELL PILOT PROJECT

Tad explained we have supplemental wells or irrigation wells in the County, basically the majority of them are when public water supply comes to an area and they want to keep the private wells to water the lawns etc. there are a lot of areas in the County that do not allow supplemental wells and there is a lot that do. We know of about thirteen hundred supplemental wells within the County however, these are unique because if a person has a supplemental well and a public water supply usually it just takes a simple plumbing change within the home to tap into the supplemental well water. Since these communities are on public water nobody is really looking at these supplemental wells.

This pilot project, what we are looking to do is go out and see a certain number about of 100 to 150 to see what's going on with these out there. We know that there are wells that go back many decades that are supplemental wells some of them will be abandoned we expect some will not be functioning not maintained and some will not be producing good water, the reason for this pilot project we don't want to make it regulatory I don't envision a new program or permit or have an annual fee or anything like that I just want to see what's going on out there.

If there is something going on that we should be concerned about than we look for a funding source. I need the data first before I can look for a funding source, before I can go to EPA, USEPA the State. Most Counties know that there is issues with these supplemental wells as I talk to my compatriots in McHenry and Lake etc. McHenry is actually moving towards doing something with it also, but again I don't want any program I have enough programs I just want to do a pilot to see what's going on.

President Kurzawa: It's been brought to us for really a policy discussion Tad's memo pretty much outlined what he thinks his department can do and does the board feel it has value as a policy?

Ms. Kopp: What time frame do you want to implement this project? I feel it's definitely a health issue and it probably is necessary because there are no rules, no guidelines for people at all and I think it's a good idea.

Tad: For this pilot project we have funds within the private water well sampling program, so I think it would be about a three month period. 10% would be a good random through out the County it would be a good represented sample.

Mr. Grasso: How do you test them and what is the estimated staff time?

Tad: Staff can perform about 50 a month easily. When you do the math it's not a lot for a sanitarian and we are coming into our summer time and we get summer interns to come help so it will free up some of the other staff but it's not a problem I can guarantee we can get it done within a month.

Mr. Grasso: What about travel time?

President Kurzawa: Tad, your staff is out in the field anyway so this may be more efficient. Have we thought what the next step would be if we find negative results. And I'm gone go back to what Dolores said, this is about public health these supplemental wells can be dangerous as you know. But have thought through the process of what if we get a hits?

Tad: We are not going to be testing for chemical contamination, we've already done the chemical contamination in all the areas the ground water moves, that's why we are not to concerned if somebody is on a supplemental well and it's not maintained there is direct route to the aquafir, the aquafir is contaminated ground water moves to areas that use that water for their sole source.

Mr. Grasso: What are you looking for then?

Tad: We are looking at these wells basically, if they are functional

President Kurzawa: So mainly it would be abandoned, maintained and cross contamination. Do we have consensus? Tad needs direction as to whether he should move forward with this project or not.

Mr. Cross moved for approval of the Supplement Well Pilot Project Mr. Thurston seconded the motion. Motion passed.

The Members so moved, with one opposing.

Mr. Grasso: I want it on the record that I want somebody to come to my house and inspect my well. I'm not voting against it because I have a well.

But, I'm confused there are 1100 wells he tested two years ago now he's really looking to see what is abandoned or not abandoned and therefore tell the homeowners that have abandoned wells, you now have to seal it and expend that money.

President Kurzawa: Gary as you know a supplemental well is really a kind of privilege. People have asked for those and it's really their responsibility to make sure it's maintained appropriately and we have no knowledge as to whether they are or not. Dr. Walz brought up a really good point people are moving into areas like DuPage County and they think oh I turn on the water and it's coming from someplace they don't realize they have a little system down there in the basement or the back yard that are producing the water that they are drinking and they might mistake that shaft in the ground for a convenient place to get rid of all their stuff or who knows. Tad, how did we do the random sampling?

Tad: It's one thing we discussed but I haven't worked that out.

Ms. Rion: The problem is knocking on somebody's door and saying surprise we are here to sample your well,?? as appose to sending a letter and saying we need to sample your well. What kind of process are we going to use?

Mr. Grasso: You probably should send a letter out some people may want to know if their well is working right.

President Kurzawa: If you recall we did have a potential annual permit for supplemental wells, this program that sort of got pull back for enforcement due to implementation issues and what not. But if we go forward with this and find out that there is no major problem with the supplemental wells in DuPage County than we don't have to worry about it. If we find out that there is a problem and some of these are plumbing connects inside the basement. People don't understand plumbing all the time somebody could have thrown the switch and they are running off the wrong well for all they know. That's the stuff we have to find out, do we have a problem or not. From a public health perspective supplemental wells have potential of being a problem and maybe we don't, they are not a problem in DuPage County and we can just sort of move on but if it looks like we find a problem like we did find which were serious problems when we did the ground water testing than we take action and that's the stuff public health does, that's what we should be doing when your talking about protecting your water supply it's absolutely the most important thing we could be doing.

Dr. Walz: I have a question Tad, do we have any idea of what the cost of this pilot program might be, did you do any estimating?

Tad: Yes, the laboratory cost will be between \$2000 and \$3000 dollars and the only other cost will be staff time and it's time when they are in the area anyway.

Dr. Walz: That doesn't sound like a lot of money to me.

Mr. Grasso: That's not the issue, it's that you get a department that is already full engaged, who have a lot to do and they do a lot of good work. It seems to me this is labor intensive project it has nothing to do with \$2000 or \$3000 dollars in lab costs, it's going to be labor intensive and frankly I haven't even heard what the plan is going to be.

Ms. Rion: Tad, we both know cause we discussed this in our committee, before we get a process put together we wanted to have feed back from the board as a whole as to whether they thought this would be a valuable program to start. Tad can put together his process and come back to either to the committee or if this board would like specific cost and perhaps even a letter that will be sent out to as an education piece so people can understand why we are doing testing and what a supplemental well is. Many of them may not know the dangers that might exist and we can also bring it back to the board before we proceed and get a better idea of the man hours and what the cost would be.

President Kurzawa: We approved the Pilot but let's bring it back to the June meeting a proposal of what that process will be, including full cost, projections, letter to residents, potential outcomes and next steps does everyone understand that's the motion.

#### **OLD BUSINESS**

Mr. Cross asked for some clarification on the Gift Card memo that was included in the Board of Health Packet.

Ms. Kopp requested information on genital herpes, in response to inquiries she received based on recent advertising.

Dr. Chugh confirmed that nationwide, approximately one out of five adolescents and adults has had genital herpes infection.

#### **NEXT MEETING – June 12, 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,

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Scott J. Cross, Secretary  
DuPage County Board of Health