

DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

June 12, 2008

Board Members Present	Mr. Dennis Brennan, Mr. Scott Cross, Dr. Peter Doris, Ms. Dolores Kopp, Ms. Linda Kurzawa, Mr. Edward Merkel, Ms. Rion, Dr. Robert Walz, and Dr. Lanny Wilson
Board Members Absent	Mr. Gary Grasso and Mr. Charlie Thurston
Board Treasurer	John Novak
Leadership Staff Present	Karen Ayala, Dave Christiansen, Dr. Rashmi Chugh, Dan Harris, David Hass, Tad Koeune, Mary Lally and Maureen McHugh.
Health Department Staff Present	Pat DelMastro, Pat Flaherty, Kristin Hartsaw, John Kling, Cathy O'Reilly, Tom Rocco, Kim Siebert, Jeff Swim, Maria F. Uribe, Katy, Yee, Jane Zimmerman
Public Present	Francis Cermak, State's Attorney, Sara Feil, Nursing Student, J. Ledet, N. Petges, J. Wasylko, from Elmhurst College MSN, and Cathy Hetrick from Mosaic Initiative.

CALL TO ORDER

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

SUBCOMMITTEE REPORTS

Executive – (BOS)

Maureen McHugh asked Dr. Rashmi Chugh to give the board an overview of what the agency have been doing in terms of the Measles outbreak. Dr. Chugh said that in DuPage County we have 12 confirmed cases and 6 still under investigation, the Health Department along with the CDC public health advisor Mr. Ed Mihalek have been providing outreach education to hospital's and physicians. A measles toolkit has been developed and is in your board packet, for this purpose and is also available on our website.

Community Health Services (CHS)

No Report, Subcommittee met and are discussing the IPLAN

Emergency Disease Control (EDC)

No Report, Subcommittee met and are discussing the IPLAN and will have an update later in future months.

Environmental Health Services (EHS)

Tad Koeune provided the board with an update on the salmonella outbreak. FDA has sent out a news release warning consumers nationwide that the salmonellosis outbreak has been linked to consumption of certain tomatoes. Currently DuPage has 4 confirmed cases linked to this outbreak. Mr. Koeune also said that tic season is upon us again and to be vigilant of the deer tics when out in the woods because the deer tics are the ones that carry the Lyme disease.

President Kurzawa, from the experience of losing a dog to lyme's disease asked Mr. Koeune why veterinarians don't routinely test for lyme's disease?

Mr. Koeune responded that he sits on the Animal Control subcommittee and would bring attention to the subject. Animal Control has a web site where they can post information and email all the Veterinarians to get this information out to them.

Mental Health Services (MHS)

Dave Christiansen provided the board with an update on his visit to Springfield as they finish the budget; there were some significant pieces in the budget regarding mental health. JACHO survey results came back and we got a score of 97%. Mr. Christiansen also provided the board with some information on the mental health court conference hosted by the DuPage County Health Department and held at COD. This conference had statewide attendance and future opportunities for this group are being explored.

APPROVAL OF MINUTES

Mr. Merkel moved for approval of the May 8, 2008 meeting. Mr. Cross seconded the motion. Motion passed.

TREASURER'S REPORT

Mr. Novak reported the beginning balance in Fund 70 as of May 2008 was \$11,529,698.90 During the month of May, we had receipts of \$1,963,699.43 with disbursements of \$3,222,503.29 leaving us a May ending balance in Fund 70 of \$10,270,895.04

With earnings this year of approximately \$48,871.13 in comparison to about \$62,833.21 last year. YTD we have just over \$462,231.61 compared to about \$526,762.27 a year ago.

Mr. Cross moved for the approval of the Treasurer's Report for the month of May 2008. Mr. Brennan seconded the motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

PRESIDENTS REMARKS

President Kurzawa reviewed that it was discussed during the BOH retreat in February that it may be beneficial for the Board of Health to have a "mini" retreat during the year

to discuss strategic issues related to the budget process and overall business plan. President Kurzawa would like to propose that we do just that during our August 14th BOH meeting. We could meet starting at 4:00pm here at the Health Department and have a working dinner during the BOH meeting and move to retreat to discuss more strategic issues related to budget and our public affairs campaign. In the Board packet there was a memo outlining the elements of this campaign one of the items mentioned was a spokesperson training, which could be provided at that time. The meeting also marks the midway point of our fiscal year and I have asked Mike Kiep to provide you with an overview of our current financial position.

Mike Kiep reviewed the budget memo in the Board of Health packet - A copy of memo is included with an official copy of the minutes. There were no questions.

RESOLUTIONS

NATIONAL HIV TESTING DAY

Community Health Services is requesting the DuPage County Board of Health to proclaim June 27, 2008, as National HIV Testing Day. Each year the National Association of People with AIDS (NAPWA) organizes National HIV Testing Day (NHTD), in partnership with the federal Centers for Disease Control and Prevention (CDC) and other national and local entities across the country, approximately 40,000 people are infected with HIV each year in the United States and 25% of that population do not know that they are infected. HIV testing services have been provided to DuPage residents through the DuPage County Health Department since 1987, the DuPage County Health Department believes that knowing one's HIV status is an essential step in HIV prevention and in taking control of one's life and health.

The DuPage County Health Department will be partnering with Mosaic Initiative and other organizations during the month of June to provide HIV testing and education in the community.

Ms. Kristin Hartsaw and Cathy Hetrick from Mosaic Initiative accepted the resolution.

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

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 02/29/08 and 06/03/08.

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. Merkel moved for the approval of the Consent Items # 8 A through B Mr. Cross seconded the motion. A roll call vote was taken.

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

Nays: None

Motion passed.

OLD BUSINESS

President Kurzawa decided to pull the Supplemental Well Pilot Project until the subcommittee has had a chance to meet. It will be brought back in August.

NEW BUSINESS

DCHD Logo Redesign was presented by Kim Siebert and Tom Rocco. The Board discussed the three logo design options and voted to approve option #1 with minimal modifications.

REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES – BUSINESS OPERATIONS SERVICES

Effective January 1, 2008 the Internal Revenue Service has established the business standard mileage rate at 50.5 cents per mile.

Therefore, it is requested that the DuPage County Board of Health approve an increase in the current mileage rate from 48.5 cents per mile to 50.5 cents per mile effective June 1, 2008.

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

PREVAILING WAGE RATE-BOARD OF HEALTH

The State of Illinois has enacted “An Act regulating wage of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works.

Therefore, the attached resolution is presented for approval to be in compliance with the terms of the Act.

Ms. Rion moved for the approval of Prevailing Wage Rate. Mr. Cross seconded the motion. Motion passed.

Ms. Rion moved for the purchasing Items # 10 (4) A through G to be combined. Mr. Cross seconded the motion. All were in favor. Motion passed.

PURCHASING

S-BOS-06-06-067 – Third year bid renewal of contract to Controlled Environmental Systems for HVAC maintenance, replacement and repair of equipment 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 for FY08 are budgeted, and funds for the contract period into next year will be included in the FY09 budget. Staff recommends approval of the expenditure in an amount not to exceed \$83,500. There is a cost increase from last year due to replacement of a rooftop unit at the Crisis Unit (\$8,500).

P-BOS-06-12-137 – Professional Services to Jasculca-Terman and Associates, Inc., to provide advisory information in the area of public affairs and strategic development in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Decision memo are included. Funds for this expenditure are available in the FY08 Professional Services budget and staff recommends approval of the expenditure in an amount not to exceed \$25,000 through the end of the fiscal year.

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, joint purchase, 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-06-14-104 and C-CHS-06-14-104.a – Purchase of flu vaccine from Novartis, joint purchase, in accordance with Article 4, Part A, Section 4-107 and from Sanofi, emergency procurement, in accordance with Article 4, Part A, Section 4-106 of the DuPage County Health Department Procurement Policy. 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 \$54,306.70. This expenditure is a 42.9% decrease (\$40,730) from last year due to the partnership program and lessor cost for vaccines under joint purchase.

C-CHS-04-08-135 – Purchase of IUD's, from Paraguard, in accordance with Article 4, Part A, Section 4-107, joint purchase, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included.

Funds are budgeted and covered in full by grant dollars, and staff recommends approval of the expenditure in an amount not to exceed \$25,000 for FY08. Prior year's expenditure did not exceed \$15,000, but the program is experiencing an increased use of IUD's of 100% that will result in the expenditure exceeding \$15,000. The increased use of IUD's from last year is due to an increase in clients choosing this option and more clients that are medically eligible based upon the American College of Obstetricians and Gynecologists (ACOG) recommendations.

C-EDC-08-06-076 – Third year bid renewal for purchase of first responder supplies from Cardinal National Pharmapak, in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Procurement Policy. The Procurement Approval Checklist is included. Funds for this purchase have been identified from savings generated by less than budgeted for items, and staff recommends approval of the expenditure in an amount not to exceed \$26,000 for FY08. There is no cost increase from the last purchase.

C-MHS-06-12-136 – Bid award to This End Up Furniture for the purchase of group home and apartment furniture 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 are fully covered by grant dollars and insurance reimbursement dollars. Staff recommends approval of the expenditure in an amount not to exceed \$26,000.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Items # 10 (4) A through G as presented.

The motion to approve the Combined New Business Items # 10 (4) A through G was made by Mr. Cross seconded by Ms. Rion. A roll call vote was taken.

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

Nays: None

Motion passed.

GRANT ACCEPTANCE

Mr. Merkel moved for Grant Items # 10 (5) A through G to be combined. Ms. Rion seconded the motion. All were in favor. Motion passed.

ILLINOIS DEPARTMENT OF HUMAN SERVICES GRANT – BREAST AND CERVICAL CANCER PROGRAM

Community Health Services wishes to accept a grant of \$666,180 from the Illinois Department of Human Services for the Breast and Cervical Cancer Program. The grant period is July 1, 2008 through June 30, 2009. The original grant for State FY 2008 was \$378,750 and was increased to \$578,010 by the Illinois Department of Human Services.

The grant for the State FY 2009 is an increase of \$287,430 or 76% over the original grant and \$88,170 or 15% over the final award. This grant was budgeted for FY 2008 at the original award of \$378,750.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Human Services for the Breast and Cervical Cancer Program in the amount of \$666,180 as presented.

POSITION LIST CHANGE – ADDITION OF STAFF AND INCREASE IN GRANT FUNDING – COMMUNITY HEALTH SERVICES

The Women, Infants, and Children Supplemental Food Program (WIC) has been successful in exceeding its caseload over the past year, and grant funding for WIC is directly tied to caseload. Consequently, the DuPage County Health Department has received a new caseload assignment of 9,966 cases for FY 2008; this represents an increase of approximately 200 cases. Along with this increase in cases, effective July 1st, the Health Department will receive an increased grant award of \$15,900. In order to maintain a quality level of service, it is being recommended that this increase be used for the following position list change:

Authorized Position List Revision

Department Name: 902 - Community Health Services Reporting Unit: 215 - WIC

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			
Deletion (1)	1070	58	#7322 / Lactation Specialist Salary Grade 206	\$17.95/hr	\$26.92/hr	\$32,693	\$4,905	(\$37,598)
Addition (1)	1010	75	#7322 / Lactation Specialist Salary Grade 206	\$35,002	\$52,504	\$42,276	\$16,910	\$59,186
							Net Cost or Net Saving:	\$21,588

Status:	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

Benefit Cost:	
Full-Time:	40%
Part-Time:	15%
Temporary:	8%

Justification for Change: * The increase in the grant of \$15,900 will be used to cover the above cost. The remaining cost can be absorbed through attrition related savings.

MOTION

The DuPage County Board of Health hereby approves the authorized position list changes as recommended.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – WISEWOMAN PROGRAM

Community Health Services wishes to accept an amendment \$9,960 from the Illinois Department of Public Health for the Illinois WISEWOMAN program. The period being amended is July 1, 2007 through June 30, 2008. The grant is being reduced by \$9,960 or 11% from the original funded amount of \$91,775. The grant was included in the FY 2008 budget at \$91,775 for FY 2008, which was the prior year award amount.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Department of Public Health for the WISEWOMAN program in the amount of \$9,960 as presented.

DHS COMMUNITY SERVICES AGREEMENT – COMMUNITY HEALTH SERVICES AND MENTAL HEALTH SERVICES

Community Health Services and Mental Health Services wish to accept the Community Services Agreement from the Illinois Department of Human Services for a total of 26 programs. The agreement totals \$13,028,898 and is for the period of July 1, 2008 through June 30, 2009. The Agreement provides funding from three divisions of the Illinois Department of Human Services to twenty-six programs managed by Community Health Services and Mental Health Services:

Division of Community Health & Prevention	\$4,131,300	7 CHS programs
Division of Mental Health	8,752,166	18 MHS programs
Division of Rehabilitative Services	<u>145,432</u>	1 MHS program
Total	\$13,028,898	

The agreement is an increase of \$105,971 or .8%, over the original award for FY 2008. The twenty-six programs included in this funding were budgeted at FY 2008 actual levels.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the agreement from the Illinois Department of Human Services for twenty-six programs in the amount of \$13,028,898 as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – PERINATAL HEPATITIS PREVENTION INITIATIVES GRANT

Emergency and Disease Control Services wishes to accept a grant of \$35,000 from the Illinois Department of Public Health for continued Perinatal Hepatitis Prevention

Initiatives. The grant period is January 1, 2008 through December 31, 2008 and is an increase of \$6,650 or 24% over prior year funding. The grant was budgeted at \$28,350, which was the prior year award amount.

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 Initiatives in the amount of \$35,000 as presented.

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

Emergency and Disease Control wishes to accept an amendment from the AIDS Foundation of Chicago for the Ryan White Part A Grant in the amount of \$1,383.17. This grant was approved at the Board of Health’s May 8, 2008 meeting for \$77,415.83, which equaled the prior year and budgeted funding for the grant. DCHD staff requested this amendment to fund fringe benefit costs. The total amended grant is \$78,799.00 for the period March 1, 2008 through July 31, 2008.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the AIDS Foundation of Chicago/Ryan White Part A for \$1,383.17 as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – SUMMER FOOD PROGRAM

Environmental Health Services wishes to accept a grant of up to \$1,200 from the Illinois Department of Public Health for continuing the Summer Food Program of food inspection. The grant period is May 1, 2008 through August 31, 2008 and the maximum reimbursement was increased by \$200 or 20% over prior year. The grant was budgeted at \$1,000, which was the prior year amount.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Department of Public Health for the Summer Food Program of up to \$1,200 as presented.

The motion to approve the Combined Grant Items # 10 (5) A through G was made by Ms. Kopp seconded by Mr. Cross. A roll call vote was taken.

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

Nays: None

Motion passed.

NEXT MEETING – August 14, 2008 at 4:00pm

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

ADJOURNMENT

Mr. Merkel made the motion to adjourn. Mr. Brennan seconded it. The meeting adjourned at 7:40 pm.

Respectfully submitted,

Scott J. Cross, Secretary
DuPage County Board of Health