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DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

February 7, 2009

Board Members Present	Dennis Brennan, Scott Cross, Dr. Peter Doris, Kyle Gilgis, Gary Grasso, Dolores Kopp, Linda Kurzawa, Edward Merkel, Charlie Thurston, and Dr. Lanny Wilson
Board Members Absent	Dr. Robert Walz
Board Treasurer Present	Absent
Leadership Staff Present	Karen Ayala, Dave Christiansen, Dr. Rashmi Chugh, Kevin Dixon, Dan Harris, Dave Hass, Mary Lally, and Maureen McHugh
Health Department Staff Present	Maria Uribe, Pat DelMastro, Tom Rocco, Kim Siebert, Jeff Swim, Peggy Iverson, and Kay Yee
Public Present	Robert Douglas, State's Attorney, and David Green, Insurance Consultant

PRESIDENT'S REMARKS

President Kurzawa thanked everyone for attending on a beautiful Saturday morning. President Kurzawa introduced our new Board of Health member Kyle Gilgis and Kevin Dixon the new Environmental Health Director. We'll move through business since Board of Health did not meet in December or January, before we move on to the retreat.

CALL TO ORDER

President Kurzawa called the February Board of Health (BOH) meeting to order at 8:30 a.m. Dr. Lanny Wilson joined the meeting at 8:45 a.m. There were ten members present for a quorum. See list above.

SUBCOMMITTEE REPORTS – There were no subcommittee reports.

APPROVAL OF MINUTES

Mr. Merkel moved for approval of the minutes of the November 13, 2008 meeting. Mr. Cross seconded the motion. Motion passed.

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TREASURER'S REPORT

Mr. Harris reported the beginning balance in Fund 70 as of November 2008 was \$18,612,395.98. During the month of November we had receipts of \$1,099,270.73 with disbursements of \$3,804,116.81 leaving us a November ending balance in Fund 70 of \$15,907,549.90

With earnings this year of approximately \$722,002.76

The balance in Fund 70 as of December 2008 was \$15,907,549.90. During the month of December we had receipts of \$4,223,753.71 with disbursements of \$3,039,091.86 leaving us a December ending balance in Fund 70 of \$17,092,211.75.

With earnings this year of approximately \$11,019.94.

The balance in Fund 70 as of January 2009 was \$17,092,211.75. During the month of January we had receipts of \$2,379,256.34 with disbursements of \$4,450,438.06 leaving us a January ending balance in Fund 70 of \$15,021,030.03.

With earnings this year of approximately \$59,079.31

Mr. Cross moved for the approval of the Treasurer's Report for the months of November, December 2008 and January 2009. Mr. Thurston seconded the Motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

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 10/27/08 and 01/30/09.

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 2009 budget as set forth on the attached budget transfer form.

MOTION

The DuPage County Board of Health hereby approves

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the transfer of funds to the designated line items in the
FY 2009 budget as set forth in the attached Schedule
of Transfers.

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

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

Nays: None

Motion Passed.

OLD BUSINESS

Mr. David Green provided the Board with an update on the Property Liability insurance. At the November 13, 2008, Board of Health meeting, after reviewing significant changes made to the Health Department's Property and Liability Insurance Programs in 2004 and a review of how the insurance changes affected the loss at the West Chicago Group Home, the Board requested that another alternative quote be obtained. Alternative quotes reflect a premium cost of \$33,516 for a policy with a \$100,000 deductible for a habitational loss. This would result in an additional cost of \$17,058 out of the budget to pay the additional premium. As discussed at the November meeting, the Board agreed to continue its current property coverage as indicated in the December 1 renewal. Should the Board of Health decide to lessen the deductible based upon the new alternative quote, the policy can be amended. (seeattached)

Mr. Grasso asked why would Mr. Green not recommend the change?

Mr. Green responded, when we talk about the difference between \$100,000 deductible and \$250,000 so really what you pay for is \$17, 000 for the possibility of only another \$150,000 in comfort. A business of this size is usually looking for a higher deductible to save on upfront costs.

President Kurzawa, gaining agreement from the board, the policy will stay in place as is for now.

Attachments are included with the official copy of the minutes.

NEW BUSINESS

REIMBURSEMENT FOR USE OF PRIVATE AUTOMOBILES – BUSINESS OPERATIONS SERVICES

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Effective January 1, 2009, the Internal Revenue Service has established that the business standard mileage rate will be 55 cents per mile. Therefore, it is requested that the DuPage County Board of Health approve a decrease in the current mileage rate from 58.5 cents per mile to 55 cents per mile effective January 1, 2009

Mr. Cross moved for the approval of Item # 7 (1). Mr. Brennan seconded.
Motion passed.

REVISION TO PERSONNEL POLICIES

It is the practice of the Board of Health to approve and adopt Personnel Policies that provide employees with an accurate employment and benefits resource.

From time to time, it is necessary for the Human Resources staff to review such policies to ensure that they are current with State and Federal laws, as well as the mission and philosophy of the Health Department.

Recent revisions to the practice of providing employees with reimbursement for mobile phone use have resulted in the need to recommend the attached changes to the following policy:

1. Personnel Policy 2.5, Special Compensation

MOTION

The DuPage County Board of Health hereby approves
the adoption of Personnel Policy revisions as recommended.

Mr. Merkel moved for the approval of Item # 7 (2). Ms. Kopp seconded.
Motion passed.

ADDITION TO PERSONNEL POLICIES

It is the practice of the Board of Health to approve and adopt Personnel Policies that provide employees with an accurate employment and benefits resource.

Accordingly, from time to time, the Human Resources Division will review such policies to ensure that they are current with State and Federal laws, as well as the mission and philosophy of the Health Department.

In conjunction with the Infection Control Committee, the Human Resources Division is recommending the addition of a new policy, Employee Health and Wellness, as follows.

The policy is consistent with State and Federal employment laws as well as Health Department organizational practices.

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MOTION

The DuPage County Board of Health hereby approves
the adoption of the new Personnel Policy 1.10, Employee
Health and Wellness, as recommended.

Dr. Wilson moved for the approval of Item # 7 (3). Mr. Cross seconded.
Motion passed.

**POSITION LIST CHANGE – ADDITION OF MENTAL HEALTH NURSE
PRACTITIONER – MENTAL HEALTH SERVICES**

Mental Health Services is requesting the addition of a full time Advanced Practice Nurse. While under the supervision of a Psychiatrist, Advanced Practice Nurses can deliver a majority of the same services that a Psychiatrist provides.

Therefore the following position list change is recommended:

Authorized Position List Revision

Department Name: 907 - Mental Health Services Reporting Unit: 715

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 (1)	1010	75	#7639 / Advanced Practice Nurse Salary Grade 209	\$51,243	\$64,054	\$76,000	\$30,400	\$106,400
Deletion (1)	1040		Contractual Psychiatrist	n/a		\$91.00/hour X 50 hrs biweekly = \$118,300	\$9,460	(\$127,764)
							Net Cost or Net Saving:	(\$21,360)

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

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

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Justification for Change: The addition of a full time Advanced Practice Nurse will equate to an additional 15 hours per week for client services, at a lower cost to the Health Department.

MOTION

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

Mr. Brennan moved for the approval of Item # 7 (4). Mr. Cross seconded.
Motion passed.

Mr. Thurston made a motion to combine Items # 7 (5) A through E. Mr. Merkel seconded.
Motion passed.

PURCHASING

S-BOS-02-09-129 – Purchase of Altiris and Symantec licensing support in an amount not to exceed \$70,000.00, and purchase of laptop and desktop computers from Dell in an amount not to exceed \$200,000.00, 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. Funds for this expenditure are available in the FY09 budget. Staff recommends approval of the Dell expenditure in an amount not to exceed \$270,000.00.

L-BOS-01-06-009.a – Forty-eight month lease agreement to Core Print Solutions for network copiers that will scan and fax, and network printers, 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. Funds for this expenditure are available in the FY09 budget. With the software application provided as part of this lease, staff estimates an annual reduction of \$50,000.00 in the purchase of paper, toner, and equipment repair. Staff recommends approval of the expenditure in an annual amount not to exceed \$165,000.00.

L-MHS-04-06-050 – Professional Services for lease agreements issued to National Alliance for Mentally Ill to allow the department to lease group homes to provide 24-hour supervised care to 16 DuPage County clients in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through January 31, 2011. The Procurement Approval Checklist and

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Decision Memo are included. Funds for this expenditure are available in the FY09 budget and a combination of client fees, grant revenue and tax dollars cover the cost. Staff recommends approval of the expenditure for the first of the two year contract term in the amount of \$57,600.00. There is no cost increase from last year.

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. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY09 budget. Staff recommends entering into the contract in an amount not to exceed \$388,320. This is a decrease of 2.46% which is reflective of the current market.

P-BOS-02-07-144 - Agreement issued to DuPage Health Coalition to work towards development of systems/programs that effectively and efficiently manage the health of low-income populations to strategically enhance the DuPage Health Safety Net 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 is included. Funds for this expenditure are available in the FY09 budget. Staff recommends entering into the agreement in an amount not to exceed \$600,000.

MOTION

The DuPage County Board of Health hereby
approves the Purchasing Agenda Items # 7 (5)
A through E as presented.

Discussion was held

Mr. Merkel asked about the cell phone policy and copiers, the specific savings as a result of these purchases. Does the Health Department have a procedure that reports on the results of actual savings?

Ms. McHugh responded that Mike Kiep is putting together a tool to track the savings and it will be brought back to the Board at a future meeting.

Mr. Cross asked about the copiers and Joint Purchase Agreement, if in the future the Board could see a summary of the competitive bids for commodities.

Ms. Flaherty explained the Joint Purchase Agreement.

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Ms. McHugh responded that a report would be added to the Purchasing Items in the Board packet.

Dr. Doris asked Mr. Green how solvent are the investments with Arch, Inc.?

Mr. Green responded that the company has a superior rating.

Mr. Grasso asked Mr. Green what an SIR program (Self Insured Retention) would cost?

Mr. Green responded that he would research the information and bring back at a future meeting.

The motion to approve the Combined New Business Items # 7 (5) A through E was made by Ms. Kopp seconded by Dr. Wilson. A roll call vote was taken.

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

Nays: None

Motion passed.

GRANT ACCEPTANCE

Mr. Merkel made a motion to combine Items # 7 (6) A through G. Dr. Wilson seconded. Motion passed.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH DEATH CERTIFICATE SURCHARGE FUND – BUSINESS OPERATIONS SERVICES

Business Operations Services wishes to accept a grant from the Illinois Department of Public Health from the Death Certificate Surcharge Fund for \$35,612. The funding is for the period July 1, 2008 through June 30, 2009. The grant represents payments pursuant to Public Act 93-0045 Section 25.5 The Death Certificate Surcharge Fund.

The grant was funded at \$13,400 in FY 2008 and \$11,300 in FY 2007. The current funding of \$35,612 is a 266% increase over prior year due to a one-time reallocation of excess balances held in the fund. The grant was budgeted in FY 2009 at \$13,400.

MOTION

The DuPage County Board of Health hereby

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approves the acceptance of the grant from the
Illinois Department of Public Health 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, 2009 through December 31, 2009 and is being funded at \$35,000, the same funding as prior year. The grant was budgeted at \$35,000 for FY 2009.

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 as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH – EMERGENCY AND DISEASE CONTROL SERVICES

Emergency and Disease Control Services, Tuberculosis Program, wishes to accept an addition to the grant from the Illinois Department of Public Health for TB Direct Observed Therapy in the amount of \$20,000 for the period of July 1, 2008 through December 31, 2008. This grant is to be used to track, monitor and provide a therapy program to clients with Tuberculosis.

The original grant was funded at \$47,500. With this increase, the grant will be funded at \$67,500. The grant was budgeted at \$47,500 for FY 2009.

MOTION

The DuPage County Board of Health hereby
approves the acceptance of the additional funding
from the Illinois Department of Public Health for
the TB Direct Observed Therapy Grant as presented.

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS - EMERGENCY PREPAREDNESS GRANT

Emergency and Disease Control Services, Emergency Preparedness, wishes to accept a grant from the National Association of County and City Health Officials in the amount of \$5,000 to build the capacity of local Medical Reserve Corps. The grant period

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is January 1, 2009 through December 31, 2009. This grant was funded at \$5,000 in FY 2008 but was not expected to continue and was not contemplated in the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the National Association of County and City Health Officials as presented.

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

Environmental Health Services wishes to accept additional funding from the Illinois Department of Public Health in the amount of \$14,000 for West Nile vector surveillance. This is a two-year grant covering the period July 1, 2008 through June 30, 2010. In May 2008, the grant was funded at \$20,000 for a 2-year period and was budgeted at that amount. With this additional funding, the grant will total \$34,000 over a 2-year period. This is a \$10,000 decrease over the last two-year grant of \$44,000 but an increase of \$14,000 over the FY 2009 and FY 2010 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of additional funding from the Illinois Department of Public Health for West Nile vector surveillance as presented.

WEST CHICAGO ELEMENTARY SCHOOLS DISTRICT 33 – MENTAL HEALTH SERVICES

Mental Health Services wishes to continue a professional service agreement to provide consultation and early intervention services for the West Chicago Elementary Schools District 33, We Go Together for Kids Project. In addition to these services, the Health Department staff will provide screening, linkage and necessary counseling services for District 33 staff and students.

The agreement is for the time period October 1, 2008 through September 30, 2009 for \$236,671. This is a \$15,868 or a 7% increase over the \$220,803 funding in FY 2008. The agreement was budgeted at \$220,000 for FY 2009.

MOTION

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The DuPage County Board of Health hereby approves the acceptance of the professional service agreement from the West Chicago Elementary Schools District 39, We Go Together for Kids Project as presented.

ORTHO-MCNEIL JANSSEN SCIENTIFIC AFFAIRS LLC – MENTAL HEALTH SERVICES

Mental Health Services wishes to accept a grant from Ortho-McNeil Janssen Scientific Affairs LLC to defer some of the costs associated with a June 4, 2009 training in Innovative Approaches to Mental Health Courts the Mental Health staff is preparing. The grant is for \$5,000.00 and is restricted to use for this training.

The purpose of the grant is to subsidize part of the costs associated with this event on June 4, 2009. This is new funding and was not included in the FY 2009 Budget.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from Ortho-McNeil Janssen Scientific Affairs LLC as presented.

The motion to approve the Combined New Business Items # 7 (6) A through G was made by Ms. Kopp seconded by Mr. Merkel. A roll call vote was taken.

Ayes: Ms. Kopp, Mr. Merkel, Mr. Thurston, Dr. Wilson, President Kurzawa,
Mr. Brennan, Mr. Cross, Dr. Doris, Ms. Gilgis, and Mr. Grasso
Nays: None

Motion Passed.

NEXT MEETING – March 12, 2009

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 9:30 a.m.