

DUPAGE COUNTY BOARD OF HEALTH

Minutes of the Meeting

Wheaton, Illinois

May 14, 2009

Board Members Present	Dennis Brennan, Scott Cross, Dr. Peter Doris, Dolores Kopp, Linda Kurzawa, Edward Merkel, Charlie Thurston, Dr. Robert Walz, and Dr. Lanny Wilson. Gary Grasso joined the meeting by phone
Board Members Absent	Kyle Gilgis
Board Treasurer Present	John Novak
Leadership Staff Present	Karen Ayala, Dave Christiansen, Dr. Rashmi Chugh, Kevin Dixon, Dave Hass, and Maureen McHugh
Health Department Staff Present	Maria Uribe, Pat Flaherty, Pat Delmastro, Cathy O'Reilly, Jeff Swim, Mike Keip, Katy Yee, Gine, Yarusso, David Bunge, Bryan Stoll, Puneet Khan, and George DeTella
Public Present	Eleanor Burton, and LeeAnn Ladewig, Members of the Meadowlark Quilters of Lombard

PRESIDENT'S REMARKS

President Reirated how proud everyone is of the staff during this difficult month. Everyone did a wonderful job.

CALL TO ORDER

President Kurzawa called the May Board of Health (BOH) meeting to order at 7:10 p.m. There were nine members present for a quorum. See list above.

EXECUTIVE REPORT

No report.

APPROVAL OF MINUTES

Mr. Cross moved for approval of the minutes of the April 9, 2009 meeting. Mr. Brennan seconded the motion. Motion passed.

TREASURER'S REPORT

Mr. Novak reported the beginning balance in Fund 70 as of April 2009 was \$11,558,826.19 During the month of April we had receipts of \$3,328,204.18 with disbursements of \$3,170,925.21 leaving us an April ending balance in Fund 70 of \$11,716,105.16

With earnings this year of approximately \$11,205.00

Mr. Cross moved for the approval of the Treasurer's Report for the month of April 2009. Dr. Wilson seconded the Motion. Motion passed.

PUBLIC COMMENT

There were no public comments.

RESOLUTIONS

HONORING the Meadowlark Quilters of Lombard

The Meadowlark Quilters of Lombard have for over 15 years provided beautiful, hand-made baby quilts to the DuPage County Health Department Public Health Centers to distribute to new Moms and their infants in the Family Case Management program. The Meadowlark Quilters of Lombard also provided quilts to PADS, the DuPage County Convalescent Home, Teen-Parent Connection and DuPage County Hospitals. Jean Blahnik and 35 coworkers, with the support of the Lombard Park District, have given hundreds of babies across DuPage County an extra layer of security and warmth through their tireless efforts to bring the concept of community to life via their quilting skills. The Meadowlark Quilters of Lombard have demonstrated the enormous power of community volunteers willing to give of their time and talents to support DuPage County residents in need. Dupage County Health Department commends Meadowlark Quilters efforts to provide new Moms and their babies with gifts that demonstrate a commitment to caring for the well-being of people living in our communities.

Members of the Meadowlark Quilters accepted the resolution.

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

DUPAGE COUNTY BOARD OF HEALTH RECOGNIZES 100 PERCENT SCORE ON TECHNIAL ASSISTANCE REVIEW

The DuPage County Health Department achieved an incredible accomplishment this year with a perfect 100 percent score following its Technical Assistance Review by the Centers for Disease Control and Prevention. A perfect score is attained by only a handful of counties throughout the entire United States. The TAR is an annual requirement of the Cities Readiness Initiative grant which focuses on the ability to deliver the Strategic National Stockpile, which contains medical supplies, antibiotics and vaccines, within 48 hours of a public health emergency. The Health Department coordinates the SNS planning throughout DuPage County and is thankful for the cooperation and support of other agencies and municipalities from throughout DuPage County. Many persons within the Health Department worked very hard to attain this goal, especially the staff in the Office of Risk and Emergency Management and the leadership in OREM and Emergency and Disease Control. Getting a plan in place is only the first step in preparing for a public health emergency and there is much work remaining; and the TAR is an important part of the Health Department's Comprehensive Emergency Management Plan, a widely respected model for preparing for public health emergencies and other emergencies. DuPage County Board of Health congratulates all Health Department personnel and especially the staff

members in the Office of Risk and Emergency Management and the office of Emergency and Disease Control on this outstanding accomplishment.

George DeTella and members of his staff accepted the resolution.

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

CONSENT ITEMS

Mr. Merkel made a motion to combine Items # 8 A and B. Mr. Cross seconded. 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 04/04/09 to 05/04/09.

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

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

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

Nays: None

Motion Passed.

OLD BUSINESS

None

NEW BUSINESS

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.

In March 2009, the Mental Health Services Department began the process of contracting with PACE to provide the Health Department with passenger buses. In order to comply with the requirements established by PACE, employees who are responsible for driving the passenger buses must be subject to the Drug and Alcohol testing procedures established by the U.S. Department of Transportation.

Consequently, the following Personnel Policy, 6.11, Drug and Alcohol Testing, has been approved by PACE, and is consistent with the requirements of the U.S. Department of Transportation’s rule 49 CFR, Part 40: *Procedures for Transportation Workplace Drug and Alcohol Testing Programs.*

MOTION

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

The motion to approve the New Business Item # 10 (1) was made by Mr. Merkel, 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		\$91.50/hour X 42 hrs biweekly = \$99,918	\$7,994	(\$107,912)

Net Cost or Net Saving:	(\$1,512)
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Status:	
Full-Time:	1010
Part-Time:	1070
Temporary:	1040

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

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 approximately the same cost to the Health Department. The additional service hours will reduce wait times for client appointments.

MOTION

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

The motion to approve the New Business Items # 10 (2) was made by Mr. Cross, Mr. Thurston seconded

Motion passed.

Mr. Merkel made a motion to combine Items # 10 (3) A through G. Mr. Cross seconded.

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 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 have been budgeted for this service 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 – Fourth year bid renewal of contract to Supervalu, Inc (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 \$50,000. The renewal is a \$66,000.00 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 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: \$12,060 for cellular phone devices for

operational services; e.g., in-home translation, emergency disease control; (covered by grant, fees and tax dollars), \$43,380.00 for 80 air cards for wireless service; and \$33,600 for an additional 70 air cards for mental health services (covered by grant, fees and tax dollars). Funds have been budgeted for these services and staff recommends approval of the expenditure in an amount not to exceed \$89,040.00. The renewal is a 65% decrease from last year due to the elimination of all blackberries and several cellular devices.

C-CHS-05-06-056.a – Bid award to the following 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: Moore Medical, McKesson, Richmark, Benco, Dental Health Products and Patterson (bid recap included). 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.

C-EDC-08-06-076 – Fourth year bid renewal for purchase of first responder supplies from Cardinal National Pharmpak, 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 are available in the budget and staff recommends approval of the expenditure in an amount not to exceed \$18,500.00. This expenditure is a decrease of 40% due to a decrease in the amount purchased.

P-BOS-05-14-146 – Professional Services to ITS Partners for Altiris setup and design of asset management solution 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 purchase are available in the budget and staff recommends approval of the expenditure in the amount of \$38,000.00.

P-BOS-05-14-147 – Professional Services to A. W. Marchetti Consulting to provide leadership and oversight for the FORWARD Initiative 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 budget and staff recommends approval of the expenditure in an amount not to exceed \$108,000. Central DuPage Hospital will be contributing \$50,000.00 to the Department for this initiative.

MOTION

The DuPage County Board of Health hereby
approves the Purchasing Agenda Items # 10 (3)
A through G as presented.

The motion to approve the Combined New Business Items #10 (3) A through G was made by Dr. Wilson seconded by Mr. Cross. A roll call vote was taken.

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

Nays: None

Motion passed.

GRANT ACCEPTANCE

Ms. Kopp made a motion to combine Items # 10 (4) A and B. Mr. Cross seconded.

Motion passed.

CENTRAL DUPAGE HOSPITAL GRANT – BUSINESS OPERATIONS SERVICES

Business Operations Services wishes to accept a grant from Central DuPage Hospital for the FORWARD Initiative. The grant is for \$50,000 for the period of May 1, 2009 through April 30, 2010 and will be used to support the collaborative effort of 20 organizations to develop a strategic plan for overcoming obesity in DuPage County. The DuPage County Health Department is the lead coordinating agency for this initiative. The grant 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 Central DuPage Hospital for the FORWARD Initiative of \$50,000 as presented.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – EMERGENCY AND DISEASE CONTROL

Emergency and Disease Control wishes to accept a grant from the Illinois Department of Public Health Grant for TB Directly Observed Therapy. The grant is for \$35,442, or \$3,935 per month, for the nine-month period of January 1, 2009 through September 30, 2009. 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 \$47,500, or \$3,958 per month, for FY 2009. In FY 2008, the original award of \$36,256 was increased to \$58,423, or \$4,869 per month.

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 \$35,422 as presented.

The motion to approve the New Business Items #10 (4) A and B was made by Mr. Cross seconded by Mr. Thurston. A roll call vote was taken.

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

Nays: None

Motion Passed.

NEXT MEETING – June 11, 2009

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

ADJOURNMENT

Mr. Cross made the motion to adjourn. Dr. Doris seconded it. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Scott J. Cross, Secretary
DuPage County Board of Health