

NOTICE

**DUPAGE COUNTY BOARD OF HEALTH**

**Minutes of the Meeting**

**Wheaton, Illinois**

**June 11, 2009**

Board Members Present	Dennis Brennan, Dr. Peter Doris, Gary Grasso, Dolores Kopp, Linda Kurzawa, Edward Merkel, Charlie Thurston, Dr. Robert Walz, and Dr. Lanny Wilson.
Board Members Absent	Scott Cross and 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, Sue Kowalczak, & Mary Prignano
Public Present	Kara Murphy from Access DuPage

**PRESIDENT'S REMARKS**

President Kurzawa updated the Board on the DuPage County Health Department orientation for new County Board members which will be presented by Maureen McHugh at the Health and Human Services Committee meeting on June 16<sup>th</sup>. President Kurzawa also mentions Ms. Gilgis absence was due to her son being deployed to Iraq.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Dr. Wilson moved for approval of the minutes of the May 14, 2009 meeting. Mr. Brennan seconded the motion. Motion passed.

**TREASURER'S REPORT**

Mr. Novak reported the beginning balance in Fund 70 as of May 2009 was \$11,716,105.16 During the month of May we had receipts of \$1,434,451.79 with disbursements of \$4,055,482.55 leaving us a May ending balance in Fund 70 of \$9,095,074.40

With earnings this year of approximately \$84,161.10

**NOTICE**

Mr. Merkel moved for the approval of the Treasurer's Report for the month of May 2009. Ms. Kopp seconded the Motion. Motion passed.

**PUBLIC COMMENT**

Ms. Kara Murphy from ACCESS DuPage gave the Board an overview of ACCESS, and due to the impact of the economy there was a 35% increase in clients this fiscal year. ACCESS looks forward to the continued support from the Board of Health as the current fiscal year budget included \$600,000 from the Board.

**CONSENT ITEMS**

Mr. Merkel made a motion to combine Items # 6 A and B. Dr. Wilson 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 05/11/09 to 06/01/09.

**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. Dr. Wilson seconded the motion. A roll call vote was taken.

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

Nays: None

Motion Passed.

**OLD BUSINESS**

## NOTICE

None

### **NEW BUSINESS**

#### RULES OF GOVERNANCE – DUPAGE COUNTY BOARD OF HEALTH

The current bylaws of the DuPage County Board of Health have been revised and meet the requirements of the State of Illinois statutes and Open Meetings Act. These revisions have been reviewed and recommended by the Office of the DuPage County Stat's Attorney.

### **MOTION**

The DuPage Board of Health hereby approves the acceptance of the Rules of Governance dated June 11, 2009, which will completely replaced the Rules of Governance dated February 10, 2007.

Discussion was held

Mr. Grasso stated that upon review of the bylaws, he did not see anything indicating that a member who is participating by phone can or cannot vote.

State's Attorney Francis Cermak responded that a member participating by phone does not count for quorum, but can vote if the Board has passed a resolution allowing those members to participate by teleconference.

President Kurzawa asked for clarification on the bylaws that were about to be approved. Specifically asking if the Board should amend the section on telephonic meetings.

Mr. Grasso responded, that section 10 and 11 of the bylaws seem to imply that we should be able to vote by phone.

Mr. Merkel added that the intent is that you can vote 'yes' or 'no' on any items, and that it was discussed at the time the bylaws were prepared. He added that he did not believe that there is any need to change the bylaws.

Mr. Grasso responded that maybe section 10 should be clarified to read, "Said participation in such meetings constitutes attendance and presence in person at the meeting of the person or persons so participating, including voting by person participation by telephone shall not be considered for purpose of establishing quorum".

Francis Cermak responded that he believes section 10 covers the statement as is.

President Kurzawa suggested inserting "including voting would be"

Francis Cermak stated that he would review the Act, but believes that section 10, as is, constitutes voting whether participating by video, or telephone conference. He added that he will check to see if email meets the standard under the open meetings act.

## NOTICE

President Kurzawa stated the bylaws as presented tonight look good, and asked for a vote on the bylaws.

Mr. Thurston moved for approval of the Rules of Governance. Mr. Merkel seconded the motion. Motion passed.

### APPROVAL OF DELEGATION OF AUTHORITY TO EXECUTIVE DIRECTOR TO ENTER INTO A THREE-YEAR LEASE – BUSINESS OPERATIONS SERVICES

In continuing efforts to strengthen the DuPage Healthcare Safety Net Plan, a presentation was made at the May 14<sup>th</sup> Committee of the Whole meeting regarding a partnership with the DuPage Community Clinic to lease space at the Department's Westmont Public Health Center. The DuPage Community Clinic provides community based health care services for low income residents who are medically uninsured and are without access to other services. This partnership will allow the DuPage Community Clinic to expand and make its services more easily accessible for qualified individuals residing in this area of the county.

In order to proceed with lease terms and conditions, the Board of Health expressly delegates to the DuPage Health Department Executive Director authority to enter into a three-year lease with the DuPage Community Clinic.

President Kurzawa asked for a show of hands as to who would approve Ms. McHugh to have delegation of authority to enter into a three year lease with DuPage Community Clinic.

By a show of hands it was a unanimous vote.

### 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.

Dr. Wilson moved for approval of the Prevailing Wage Rate. Mr. Brennan seconded the motion. Motion passed.

Mr. Merkel abstained

Dr. Wilson made a motion to combine Items # 8 (4) A through D. Mr. Merkel seconded. Motion passed.

### PURCHASING

S-BOS-06-06-067 – Fourth year bid renewal of contract to Controlled Environmental Systems for HVAC maintenance, replacement and repair of equipment in

## NOTICE

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 FY09 are budgeted, and funds for the contract period into next year will be included in the FY10 budget. Staff recommends approval of the expenditure in an amount not to exceed \$60,000.00. This is a decrease of 39% from last year based on actual expenditures.

C-EDC-01-06-005 – Purchase of various medications from VersaPharm for the TB Clinic, 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 expenditure in an amount not to exceed \$26,000.00. Prior purchases from VersaPharm did not exceed \$15,000.00 but there has been a 50% increase in TB cases since 2007.

L-MHS-06-11-148 – Professional Services for lease agreement issued to Stahelin Properties to lease office space for the West Chicago Mental Health Center operation in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. Contract term through June 30, 2011. The Procurement Approval Checklist and Decision Memo are included. Funds for this expenditure are available in the FY09 budget. Staff recommends approval of the expenditure for the first year of the two-year contract term in the amount of \$91,571.04. There is no cost increase from the last lease.

P-MHS-03-06-039 – Change Order for April Nowak, Professional Services contract in accordance with Article 4, Part D, and section 4-405 of the DuPage County Health Department Procurement Policy. The Request for Change Order is included. Funds for this Change Order are available in the FY09. Staff recommends approval of the Change Order in an amount not to exceed \$10,000.00 through the end of the fiscal year.

## **MOTION**

The DuPage County Board of Health hereby  
approves the Purchasing Agenda Items # 8 (4)  
A through D as presented.

The motion to approve the Combined New Business Items #8 (4) A through D was made by Dr. Wilson seconded by Mr. Brennan. A roll call vote was taken.

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

Nays: None

Motion passed.

**NOTICE**

**GRANT ACCEPTANCE**

Mr. Brennan made a motion to combine Items # 8 (5) A and B. Ms. Kopp seconded.

Motion passed.

**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 for \$18,490. The grant is for the period April 1, 2009 through March 31, 2010 and supports mental health counseling supplied through the AIDS program. The grant was budgeted at \$19,000 for FY 2009, so this award is \$510 or 3% less than expected. The Department received \$19,000 for this grant in FY 2008.

**MOTION**

The DuPage County Board of Health hereby approves  
the acceptance of the grant from the AIDS Foundation of  
Chicago/Ryan White Part B as presented.

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH GRANT – BREAST AND  
CERVICAL CANCER PROGRAM**

Community Health Services wishes to accept an increase of \$65,000 from the Illinois Department of Public Health for the Breast and Cervical Cancer Program. The increase is for the same period as the underlying grant: July 1, 2008 through June 30, 2009. This is a 9% increase to provide additional support for the program without requiring an increase in the number of clients served. With this increase, the grant will total \$786,180. The grant was included in the FY 2009 Budget at \$666,180.

**MOTION**

The DuPage County Board of Health hereby approves  
the acceptance of the grant increase from the Illinois  
Department of Public Health for the Breast and Cervical  
Cancer Program as presented.

The motion to approve the New Business Items #8 (4) A and B was made by Dr. Wilson seconded by Mr. Brennan. A roll call vote was taken.

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

Nays: None

Motion Passed.

**NOTICE**

**NEXT MEETING – August 13, 2009**

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

**ADJOURNMENT**

Mr. Brennan made the motion to adjourn. Mr. Grasso seconded it. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

---

Scott J. Cross, Secretary  
DuPage County Board of Health