

DUPAGE COUNTY BOARD OF HEALTH

MEETING MINUTES

Wheaton, Illinois

February 9, 2023

Board Members Present	Dr. Douglas Chang, Janice Guider, Dr. Nadeem Hussain, Lynn LaPlante, Dr. Uzma Muneer, Robert Spadoni, President Sam Tornatore, Dr. Lanny Wilson
Board Members Absent	Mindy Finch, Dr. Lawrence Schouten
State's Attorney	Lisa Smith
Leadership Staff Present	Karen Ayala, Lori Carnahan, Dr. Rashmi Chugh, Adam Forker, Andrea Gargani, Chris Hoff
Health Department Staff Present	Dennis Brennan, Penny Chanez, Pat Flaherty, Nathan Kraiss, Mike Kiep, Michelle Rojo
Public Present:	Ms. Karen Rugg

CALL TO ORDER: The February 9, 2023 meeting of the Board Health was called to order at 6:19PM. Eight members were present. Quorum was met.

2. PUBLIC COMMENT

Karen Rugg addressed the board on the ongoing flooding concerns at her residence in Itasca and adjacent properties including a nursing home. Ms. Rugg also shared photos with board members.

3. PRESIDENT'S REMARKS

President Tornatore welcomed everyone to the February meeting of the Board of Health and provided the following remarks.

Tonight's meeting agenda includes:

- a request for investments in the Health Department's facilities in response to expanded expectations and needs;
- a request for improving the security for staff and clients; and
- The recent contract for HR Recruiting has resulted in significant hiring over the past 2 months, and the need to increase our contract with them, utilizing the ARPA allocation

President Tornatore also noted a recent decrease in staff who were temporary employees assisting with the COVID19 response.

President Tornatore reminded board members that next month's meeting will be the board's annual retreat and will be held on Saturday, March 11, 2023 at the LAK Community Center. The focus of the retreat will be on how the Health Department plans to continue to address the health needs of our community.

4. PUBLIC HEALTH UPDATES

1. A 10-minute video was shown highlighting the various aspects of the Health Department.
2. Director Ayala presented an overview of the request for funding appearing on the agenda for design and construction costs related to an expansion of Behavioral Health Services out of the Health Department's Wheaton locations—both the Central Public Health Center and the Kurzawa Community Center.

Design Considerations:

- Reconfigure the workspace at CPHC and LKCC to align with remote/hybrid work.
- Repurpose office space for the delivery of direct clinical services.
- Evaluate office space for technical, teamwork, and training needs.
- Ensure staff can interact and work collaboratively with co-workers while on-site.
- Evaluate space for client care, privacy, and safety.

CPHC Workspace Redesign:

- Expand/reconfigure clinical areas and client meeting spaces.
- Clinical services will be concentrated on the lower level, first and second floors.
- Administrative/business support functions will be concentrated on the third and fourth floors.
- Office space will be designed with a more flexible approach such as shared workspaces for staff with hybrid work schedules.
- Create more small meeting rooms for collaborative work.

LKCC Workspace Redesign:

- Remodel the production kitchen and build out expanded workspaces for staff.

3. Director Ayala introduced Jason Dywer of Wight & Co, who provided a PowerPoint presentation on the proposed building plans for the construction of a Central Receiving Center. The presentation included conceptual designs and a comparison of the two sites considered as possible locations. It is recommended that after a cost analysis and the square footage needed for the proposed site, the proposed site should be located on the Health Department's premises at the DuPage County Complex. More information will be provided to board members at the upcoming annual retreat in March.

5. APPROVAL OF MINUTES

President Tornatore asked for a motion to accept the December 8, 2022 minutes as presented.

Mr. Spadoni motioned for the approval of the minutes of the December 8, 2022 meeting of the Board of Health. Seconded by Dr. Wilson.

Motion Passed

6. TREASURER'S REPORT

Mike Kiep presented the December 2022 Treasurers report. President Tornatore asked for a motion to accept the December Treasurer's Report as presented.

Ms. LaPlante motioned to accept the treasurer’s report as presented. Dr. Wilson seconded the motion.

Motion Passed

TOTAL Health Department Funds:
Beginning Balance as of 12/01/2022: \$ 55,060,149.22
Total Receipts: \$ 4,218,274.35
Total Disbursements: \$ 5,533,765.74
Total Ending Balance as of 12/31/2022: \$ 53,744,657.83
FY 2022 Interest Earnings for December 2022: \$ \$902.84 YTD: \$ \$139,096.01

7. CONSENT ITEMS

7:1 Human Resource Transactions – Business Operations Services

President Tornatore asked for a motion to accept the Human Resource’s transactions as presented. Dr. Wilson motioned to approve. Seconded by Mr. Spadoni.

Motion Passed

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 12/10/2022 and 02/03/2023.

ACTION ITEMS

8:1 –Grant Acceptances

President Tornatore asked for a motion to combine the grant items # 8 -1 (a-c) as presented.

Dr. Wilson motioned to combine the grant items #8-1(c) as presented. Seconded by Ms. LaPlante.

Motion Passed

President Tornatore asked for a motion to approve the grants #8 -1 (a-c) as presented.

Dr. Wilson motioned to approve the grants as presented. Seconded by Mr. Spadoni

Motion Passed

ILLINOIS DEPARTMENT OF HUMAN SERVICES – DIVISION OF MENTAL HEALTH – BEHAVIORAL HEALTH SERVICES - CRISIS CARE SYSTEM – FIRST AMENDMENT

Behavioral Health Services wishes to accept a grant amendment from the Illinois Department of Human Services for Crisis Care System in the amount of \$38,000. The original grant amount funds are used to provide staffing to ensure mental health crisis response is available 24/7/365, including the expansion of mobile crisis response abilities. This additional funding will be used to cover expenses to co-chair the Community Emergency Services and Support Act of 2021 (CESSA) regional advisory committee meetings. The original contract term of July 1, 2022, through June 30, 2023, remains with the new award amount of \$2,828,813 reflecting an increase of \$38,000 compared to the prior contract amount.

This grant is included in the FY 2023 Health Department Original Budget at \$2,790,813.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant amendment from the Illinois Department of Human Services as presented.

ILLINOIS PUBLIC HEALTH ASSOCIATION – COMMUNITY HEALTH SERVICES - HIV TESTING AND PREVENTION SERVICES

Public Health Services wishes to accept a grant from the Illinois Public Health Association for HIV testing and prevention services in the amount of \$95,138.10. This funding will be used for the provision of risk reduction interventions for HIV-positive and negative individuals, surveillance-based linkage to care interventions, surveillance-based partner services, and risk targeted HIV counseling and testing interventions. The grant period for this agreement is July 1, 2022, through June 30, 2023. This reflects an increase of \$45,138.10 in funding from the previous contract amount.

This grant is included in the FY 2023 Health Department original budget at \$50,000.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the Illinois Public Health Association as presented.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES – FOOD AND DRUG ADMINISTRATION (FDA) – NEHA RETAIL FLEXIBLE FUNDING MODEL

The DuPage County Health Department wishes to accept a grant from the U.S. Department of Health and Human Services – FDA, National Environmental Health Association (NEHA), Retail Flexible Funding Model (RFFM) in the amount of \$5,000 to be used in establishing a solid training base for new hires, to advance our conformance with the Voluntary National Retail Food Regulatory Program Standards and promote adoption/compliance of the Standards regionally and throughout the state. The grant period for this agreement is January 1, 2023 through December 31, 2023.

This grant was included in the FY 2023 Health Department Original Budget at \$5,000.

MOTION

The DuPage County Board of Health hereby approves the acceptance of the grant from the US Department of Health and Human Services – Food and Drug Administration (FDA) as presented.

8:2 Purchasing

President Tornatore asked for a motion to combine purchasing items # 8-2 (a-e and g-j). Item f was pulled for separate action.

Dr. Wilson motioned to combine the purchasing items # 8-2 (a-e and g-j). Seconded by Mr. Spadoni.

Motion Passed

President Tornatore asked for a motion to approve purchasing items #8-2 (a-e and g-j). as presented.

Dr. Wilson motioned to approve the purchasing items as presented. Seconded by Mr. Spadoni.

Motion Passed

President Tornatore asked for a motion to approve purchasing item #8-2 (f) - Professional Services to Wight & Company.

Ms. LaPlante motioned to approve the purchasing item as presented. Seconded by Dr. Wilson.

A roll call was taken

Ayes: Ms. LaPlante, Dr. Muneer, Mr. Spadoni, President Tornatore, Dr. Wilson, Dr. Chang, Ms. Guider, Dr. Hussain

Motion Passed

PURCHASING

a) P-BAS-02-09-125 – Professional Services to Candeco Consulting to provide focus groups 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 purchase and staff recommends approval of the expenditure in an amount not to exceed \$20,000.00.

b) P-BAS-02-09-126 – Professional Services to DuPage County ROSC to conduct focus groups in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Policy. The Procurement Approval Checklist and Decision Memo are included. Funds have been budgeted for this purchase and staff recommends approval of the expenditure in an amount not to exceed \$45,000.00.

c) P-PHS-05-14-238 – Professional Services to Colette Petit to provide communicable disease and adult health 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, and staff recommends approval in an amount not to exceed \$26,356.00.

d) P-CAS-09-10-255 – Professional Services to Advantage xPO, Recruiter on Demand, in accordance with Article 4, Part A, Section 4-108 of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist is included. Funds have been budgeted

for this expenditure and staff recommends approval of the expenditure in an amount not to exceed \$96,000.00.

e) P-BRS-02-09-127 – Joint Purchase to Insight for laptops 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 have been budgeted for this purchase and staff recommends approval of the expenditure in an amount not to exceed \$80,000.00.

f) P-BAS-02-09-129 – Professional Services to Wight & Company for remodeling at the Central Public Health Center and the Community Center 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 identified in the budget and staff recommends approval of the expenditure in an amount not to exceed \$5,800,000.00.

g) S-CAS-10-17-229 – Change Order to Relias for learning management system in accordance with Article 4, Part A, Section 4-103 of the DuPage County Health Department Procurement Policy. The Change Order form is included and staff recommends approval of the expenditure in an amount not to exceed \$3,491.00.

h) C-BRS-02-09-128 – Joint Purchase to Stanley to replace current badge readers and door controllers in accordance with Article 4, Part A, Section 4-107 of the DuPage County Health Department Policy. The Procurement Approval Checklist is included. Funds have been budgeted for this purchase and staff recommends approval of the expenditure in an amount not to exceed \$115,000.00.

i) S-BRS-02-10-104 – Joint Purchase to SHI for ZenDesk software 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 have been budgeted for this purchase and staff recommends approval of the expenditure in an amount not to exceed \$40,000.00.

j) P-PHS-02-09-130 – Professional Services to About Us Consulting LLC to assist the Department in transitioning DuPage Early Childhood Collaborative (DECC) to the Department 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 have been budgeted for this purchase and staff recommends approval of the expenditure in an amount not to exceed \$24,750.00.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda

Items: #8-2 (A-J) as presented.

9. UNFINISHED BUSINESS

Ms. Guider requested if at a future meeting, a presentation could be given on Impact DuPage.

10. NEW BUSINESS

There was no new business before the board.

11. EXECUTIVE SESSION

There was not a need for an executive session.

12. NEXT MEETING

The next meeting of the Board of Health is scheduled for Saturday, March 11, 2023, at 8:00AM and will be the Board of Health's annual retreat and business meeting at the Linda A. Kurzawa Community Center.

13. ADJOURNMENT

President Tornatore asked for a motion to adjourn.

Dr. Wilson motioned to adjourn. Seconded by Dr. Chang.

Motion Passed

The meeting was adjourned at 7:42PM.

Respectfully Submitted,

Robert Spadoni, Secretary/Treasurer
DuPage County Board of Health