

DUPAGE COUNTY BOARD OF HEALTH

MEETING MINUTES

Wheaton, Illinois

Sept. 9, 2021

Board Members Present

Lori Bottoms, Mindy Finch, Paula Garcia, Janice Guider,
Dr. Nadeem Hussain, Dr. Uzma Muneer, Dr. Lawrence
Schouten, Robert Spadoni, President Tornatore, Dr. Wilson

Board Members Absent

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, Mike Kiep, Nathan
Kraiss, Juana Vazquez

Public Present:

CALL TO ORDER: The September 9, 2021 meeting of the Board Health was called to order at 6:15PM. Ten members were present. Dr. Muneer arrived after roll call at 6:27PM. Quorum was met.

2. PUBLIC COMMENT

Public comment appears at the end of the minutes.

3. PRESIDENT'S REMARKS

President Tornatore welcomed everyone to the September meeting and shared the following comments.

- President Tornatore asked for a moment of silence in recognition of the recent passing of former Board of Health member, Charlie Thurston. Dr. Wilson also provided comments of sympathy.
- President Tornatore introduced Executive Director, Karen Ayala to provide a presentation on the proposed FY 2022 budget and information on future Health Department plans for the new fiscal year.

4. PUBLIC HEALTH UPDATES

Executive Director Ayala provided an update on the agency's COVID-19 response which included the following information.

- Director Ayala shared that the current level of transmission in DuPage County is high and also shared current numbers of hospitalizations and ICU status.
- Director Ayala also shared information on additional COVID-19 booster doses as well as the most current information on vaccinations for individuals less than 12 years of age.

Director Ayala and Asst. Director for Finance, Mike Kiep presented the proposed FY 2022 Budget which will be voted on at the October meeting of the Board of Health. Key points addressed included the following:

- Environmental pressures including financial, workforce constraints, and the COVID-19 response across different sectors within the agency. Information was also provided on community health factors, the need for increased behavioral health services and health disparities in the community.
- Workforce challenges including mental health conditions for public health workers, and COVID-19 impact on employee recruitment and retention.
- Information was provided on the Health Department's business model evolution.
- Review of the FY 2022 Proposed Budget including revenue, expenditures, highlights, projected COVID-19 spending and American Rescue Plan funds and personnel costs.
- Director Ayala also shared information on the Health Department's 2022-2024 Strategic Plan including investments in the agency's workforce, infrastructure enhancements in Information Technology, and addressing community health disparities.

A copy of the PowerPoint is posted with the minutes.

Ms. Guider provided comments of appreciation for the excellent work of the Health Department staff and for the forwarding looking presentation. Dr. Hussain and Ms. Garcia echoed Ms. Guider sentiments. Dr. Hussain also emphasized the importance of focusing on employee wellness and thinking ahead on what type of programming can be offered to assist employees. Ms. Garcia also shared that she was pleased to see the focus on behavioral health services in the presentation.

5. APPROVAL OF MINUTES

It was noted that the August 2021 Board of Health meeting minutes, had the following errors: Ms. Bottoms and Ms. Finch were listed as present which was incorrectly reflected. It was also noted that eight members were present to constitute the quorum but the minutes inaccurately reflected 10 members present. President Tornatore asked for a motion to approve the minutes with the corrections. Ms. Guider motioned for the approval of the minutes of the August 12, 2021 meeting of the Board of Health. Seconded by Ms. Garcia.

Motion Passed

6. TREASURER’S REPORT

Mike Kiep presented the July 2021 Treasurer’s Report. President Tornatore asked for a motion to accept the July Treasurer’s Report as presented. Ms. Garcia motioned to accept the treasurer’s report as presented. Ms. Guider seconded the motion.

Motion Passed

TOTAL Health Department Funds:
Beginning Balance as of 07 /01/2021: \$ 42,830,681.75
Total Receipts: \$ 2,118,443.81
Total Disbursements: \$6,017,899.52
Total Ending Balance as of 7/31/2021: \$ 38,931,226.04
FY 2021 Interest Earnings for July 2021: \$ 2,730.78 YTD: \$ 29,794.42

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 the Human Resources Transactions as presented. Seconded by Ms. Finch.

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 08/23/2021 and 09/03/2021.

8. ACTION ITEMS

8:1 – *Purchasing Agenda*

President Tornatore asked for a motion to combine the purchasing agenda items as presented. Dr. Wilson motioned to combine the purchasing items as presented. Seconded by Ms. Garcia.

Motion Passed

President Tornatore asked for a motion to approve the purchasing items as presented. Ms. Guider motioned to approve. Seconded by Dr. Wilson.

Motion Passed

PURCHASING

- a. S-CAS-10-17-229 – Expenditure to Bertelsmann Learning (fka Relias) for learning management system in accordance with Article 4, Part A, Section 4-105, Sole Source, of the DuPage County Health Department Procurement Policy. The Procurement Approval Checklist and Justification for Sole Source Form are included. Funds have been budgeted for this expenditure and staff recommends approval of the expenditure in an amount not to exceed \$69,833.14.

- b. P-CHR-05-08-243 – Professional Services to Conduent (FKA-Health Communities Institute) for a web-based dashboard 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 \$42,500.00. There is no increase in expenditure from last year.

- c. S-PHS-0313131.a – Change Order to Armbrust Plumbing in accordance with Article 4, Part D, Section 4-405 of the DuPage County Health Department Procurement Policy. The Change Order form is included. Staff recommends approval of the expenditure in an amount not to exceed \$22,000.00.

- d. S-PHS-09-12-222 – Third year bid renewal to Pro Nova Contracting to provide painting supplies and materials 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 \$50,000.00. There is no increase in expenditure from last year.

- e. P-PHS-09-09-097 – Professional Services to DuPage Health Coalition for the 2021 - 2022 flu vaccination campaign 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 \$200,000.00.

- f. S-BRS-09-09-098 – Professional Services to Mindsight to provide telephony engineering 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 \$25,000.00.

- g. S-BRS-09-09-099 – Second year bid renewal to CDW-G for twelve-month subscription to Nutanix's Xi Leap disaster recovery 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 \$30,000.00.

h. P-BAS-09-09-101 – Professional Services to Knight Engineers & Architects for further evaluation of exterior site conditions for the Central Receiving site 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 \$25,000.00.

MOTION

The DuPage County Board of Health hereby approves the Purchasing Agenda Items A- H as presented.

9. UNFINISHED BUSINESS

There was no unfinished business before the board.

10. NEW BUSINESS

There was no new business before the board.

11. NEXT MEETING

The next meeting of the Board of Health is October 14, 2021

12. EXECUTIVE SESSION

There was not a need for an Executive Session.

13. ADJOURNMENT

President Tornatore asked for a motion to adjourn.
Ms. Finch motioned to adjourn. Seconded by Ms. Garcia

Motion Passed

The meeting was adjourned at 7:39PM

Respectfully Submitted,

Robert Spadoni, Secretary
DuPage County Board of Health