

## **GRANT POLICIES**

The Health Department receives numerous grants each year and funds from a number of different agencies. The processes are complicated and the time frames many times are demanding.

The following grant policies were approved in the past and are intended to reaffirm the guidelines for effective grants management.

1. The Executive Director may approve the application for grants, which are consistent with the mission of the Department and its individual Service Areas. Service Area Director(s) must assure, when appropriate, grants are submitted for review by Administration. Grants must be submitted for review in a timely manner.
2. The Executive Director may approve the application for grants in which there is no local match. A local tax-levy match requires Board approval.
3. The Executive Director may accept and expend grant funds, which are a continuation, enhancement or expansion of current programs. This is contingent upon the Department having dollars available at the time in its appropriation for such expenditures.
4. The Executive Director shall seek Board acceptance for all new grants designated for new programs.
5. The Executive Director will inform the Board of all grants awarded.
6. The Executive Director may approve and sign grant reimbursement documents such as the following:
  - a. Agency plans and revision.
  - b. Documents that state that we will comply with State rules and regulations use grant funds appropriately and submit the required reports.
  - c. Documents that state to the best of our knowledge no conflict of interest exists between any Board Member and the grant contracts
  - d. Documents relating to Quality Care (Title XIX)
  - e. Documents that assign the duties of "authorized program representative" and the "organization, management, control and operation of the licensed treatment facilities"
  - f. Contracts and/or letters of agreement in order to receive and utilize grant funds and third party payments
  - g. Official reports per the grant and third party payment requirements.
7. The Executive Director may in turn delegate to the appropriate Service Area Director the above activities and functions as deemed appropriate.
8. All undergo review process by Administration, Finance and Human Resources.

## **JOINT PURCHASING PROGRAMS, CONSORTIUMS AND COOPERATIVES RESOLUTION**

WHEREAS, the Intergovernmental Cooperation Act in Illinois sets forth requirements for public letting of purchases and allows public agencies of the State of Illinois to participate jointly with any other public agency of any other state, or of the United States.

IS IT HEREBY RESOLVED BY THE Lake County Board of Health, Waukegan, Illinois that said Lake County Board of Health does hereby agree on a voluntary basis to enter into the following joint governmental purchasing programs, consortiums and cooperatives for the term of this Lake County Board of Health:

1. **Illinois Joint Purchasing Program** - Illinois General Assembly passed an Act authorizing certain governmental units to purchase personal property and supplies jointly, to include the State of Illinois.

2. **U.S. Communities Contracts** - U.S. Communities Government Purchasing Alliance is a government purchasing cooperative that reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide. More than 44,000 registered public agencies utilize U.S. Communities government cooperative contracts to procure more than 1 billion dollars in products and services annually. They achieve bulk volume discounts on behalf of public agencies, conduct competitive solicitations for quality products or services. Third party audits are performed on all contracts and benchmarking analyses ensure ongoing value.

U.S. Communities is the only government cooperative purchasing organization to be founded by the National Association of Counties (NACo), The National League of Cities (NLC), The Association of School Business Officials, International (ASBO), the National Institute of Governmental Purchasing (NIGP), and the U.S. Conference of Mayors (USCM). U.S. Communities is overseen by an Advisory Board of key public procurement professionals.

3. **National Intergovernmental Purchasing Alliance Company - NationalIPA**

National IPA is a cooperative purchasing organization, established through a collaborative effort of public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume. NationalIPA aggregates purchasing volume of participating agencies in order to receive larger volume discounts from suppliers. All master agreements are publicly solicited, awarded, and held by a Principal Procurement Agency (public agency). The agreements are made available to local units of government, public and private educational institutions, special districts, government-education healthcare entities, and nonprofits. There are no minimum volume requirements.

4. **Western States Contracting Alliance (WSCA)** - WSCA was formed in 1993 by the state purchasing directors from fifteen NASPO (National Association of State Procurement Officials) western states. The primary purpose of creating WSCA was to establish a process for participating states to join together in cooperative multi-state contracting. The cooperative multi-state contracting helps states achieve cost-effective and efficient acquisitions of quality products and services. Cooperative purchases are developed by member states; a "lead-state" model is used in undertaking the cooperative multi-state contracts.

5. **Suburban Purchasing Cooperative (SPC)** - The SPC is a joint purchasing program

sponsored by the Northwest Municipal Conference (NWMC), DuPage mayors & Managers Conference (DMMC), South Suburban Mayors and Management Association (SSMMA), and Will County Governmental League (WCGL). The SPC represents 150 municipalities and townships in the Chicago land region. The goal of the PCS is to combine the resources and purchasing power of governments and not-for-profits entities to jointly negotiate advantageous contract terms on a line of high quality products at the lowest possible price. Economics of scale in terms of pricing and staff resources are the prime objectives of the SPC Joint Purchasing Program. Participants not only save money but time as well.

6. **Illinois Primary Health Care Association (IPHCA)** - LCHD/CHC is a member of IPHCA. IPHCA's Primary Health Purchasing Alliance is an arrangement that leverages purchasing power of IPHCA members, allowing members to save money on products and services already used by the members. IPHCA members can access products and services from affiliated vendors at no cost with no volume requirements or limitations.

7. **National Association of Community Health Centers (NACHC)** - LCHD/CHC is a member of NACHC. NACHC is the only national membership organization representing all Federally Qualified Health Centers. Community Health Ventures (CHV) is the business development affiliate of NACHC, responsible for developing products around health center business. The Value in Purchasing (ViP) program is one of three programs developed by CHV to date. It is administered by both CHV and Provista/Novation. Specifically, ViP is a group purchasing program for medical, dental and office supplies as well as capital equipment. Provista/Novation is responsible for negotiating costing with manufacturers of products to ensure the lowest price. There are no membership fees, no contractual obligation, and no volume ordering limitations. NACHC offers a 340Better pharmacy program that contracts with pharmacy manufacturers for pricing below 340B and locks that contract pricing in for at least one calendar year.

8. **United States General Services Administration (GSA)** - GSA offers a cooperative purchasing program, GSA Schedule 70 and Consolidated Schedule contracts for Information Technology Special Item Numbers, to state and local units of government to certain items offered through the GSA department. GSA establishes long-term government wide contracts with commercial firms to provide access to millions of commercial products and services at volume discount pricing through contracted suppliers. GSA offers fast, flexible, cost-effective procurement solutions. These can be ordered directly from GSA Schedule contractors.

9. **Lake County** - LCHD/CHC is included on many crossover Bids or Requests for Proposals Lake County issues, especially when there may be cross-over usage by LCHD/CHC. LCHD/CHC's Purchasing Department will encourage staff to purchase from the County's solicitations if they are cheaper and products or services meet LCHD/CHC's business model (purchase orders) and purchasing methodology.

BE IT FURTHER RESOLVED that Director of Administrative Services be and is Hereby authorized and directed to execute on behalf of LAKE COUNTY BOARD OF HEALTH all necessary forms applications, requisitions and other documents relating to the above named programs.

DATE OF PASSAGE: December 11, 1989

REAFFIRMED: November 18, 2015

NAME: LAKE COUNTY HEALTH DEPARTMENT

ADDRESS: 3010 Grand Avenue

CITY/STATE: Waukegan, IL 60085

PHONE: 847/377-8000

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OFFICIAL MEMBER OF THE GOVERNING BODY

Timothy Sashko, President

LAKE COUNTY BOARD OF HEALTH

## **RESOLUTION ON AUTHORIZED SIGNATORS**

WHEREAS, the Lake County Health Department (LCHD) is a duly authorized and existing county health department under the provisions of the laws of the State of Illinois, and

WHEREAS, the LCHD is authorized by the Act to lease real and personal property, and to enter into contractual agreements, as may be reasonably necessary for the housing, supply, and proper functioning of such Health Department, and the programs carried out by the Health Department, (55 ILCS 5/5 - 250001 et seq.); and

WHEREAS, the Board of Health does find it convenient and necessary to designate those individuals authorized to execute any such property lease (s) and contracts, as designated by the Board, on behalf of the LCHD.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the Lake County Health Department of the County of Lake, Illinois as follows:

SECTION 1: The Board of Health hereby finds that all the recitals contained in the preambles to this resolution are full, true and correct and does incorporate them into this resolution by this reference.

SECTION 2: It is hereby found and determined that the following individuals be and they are hereby authorized to do all things necessary and essential to effectuate programs approved by this Board of Health, including the authority to execute, attest, seal and deliver leases involving the LCHD as a party or guarantor, or contracts for services, materials, or supplies which have been approved by the Board of Health. Those individuals authorized as signatories are any of the following:

- [a] President, Board of Health
- [b] Executive Director
- [c] Executive Director Designee

SECTION 3: This resolution is intended as an annual resolution, thereby being in effect until the annual organizational meeting of the Board of Health each year.

SECTION 4: This resolution shall be effective forthwith upon its adoption.

Adopted this 18th day of November 2015.

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President, Board of Health

ATTEST:

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Secretary, Board of Health

## **RESOLUTION ON CHARGES FOR EXPERT WITNESSES IN PRIVATE LITIGATION**

WHEREAS, the Lake County Health Department/Community Health Center ("LCHD") employs a number of medical professionals, including medical doctors, psychiatrists, and licensed clinical social workers, to provide public health professional services to and for residents and recipients in Lake County, Illinois; and

WHEREAS, the Board of Health is advised by its attorney and Executive Director that, as there have been numerous situations in the past, and continue to be instances, where private attorneys in private litigation (in which the LCHD is not a party) have attempted to obtain free or uncompensated expert (opinion) testimony by subpoena of LCHD professionals for deposition or trial expert witness testimony in that private litigation; and

WHEREAS, LCHD medical and social work professional employees consistently have waiting lists of public health clients/patients in need of their professional services, and time spent in giving deposition or trial testimony in private litigation results in the cancellation and/or rearranging of dozens of scheduled appointments of LCHD clients/patients; and

WHEREAS, in an attempt to minimize disruptions in the provision of public health professional services to LCHD clients/patients, the Health Department's attorney and Administration has, over the last 8-10 years, implemented a policy that attorneys who subpoena LCHD physicians or licensed clinical social workers for deposition or trial testimony in private litigation (in which the LCHD is not a party) are required to pre-pay to the LCHD for the witness time away from LCHD duties, at the rate of \$350.00/hour for physicians, \$175.00/hour for Psychologists, and \$150.00/hour for licensed clinical social workers (in ½ hour increments) and Licensed Clinical Professional Counselors, together with travel costs, if any; and

WHEREAS, this Board of Health is advised that, in the event of a disagreement relating to the reasonable fee for services, where an attorney has subpoenaed a LCHD professional health care worker, that a written Resolution of this Board will assist the Circuit Court in its determination of a reasonable expert witness fee, pursuant to 735 ILCS 5/2-1101; and

WHEREAS, it is anticipated that the LCHD will continue to have its professional employees be subject to subpoena by private attorneys in private litigation, and the LCHD attorney and Executive Director recommend that there be a written Resolution of this Board of Health formally stating the policy of this Board relating to the charge(s) for the time of LCHD physicians, psychologists, licensed clinical social workers, and licensed clinical professional counselors when subpoenaed to testify in private litigation, in which the LCHD is not a party.

NOW, THEREFORE, BE IT RESOLVED, by this Board of Health of the Lake County Health Department/Community Health Center:

1. That, while the clear expectation and preference of this Board of Health is and remains that LCHD physical and mental health care workers devote all of their working hours towards the provision of public health services to and for LCHD clients/patients, it is recognized that there may be certain instances where LCHD physicians, psychologists, and licensed clinical social workers are called upon to testify in matters

involving private litigation. This Resolution states the Board of Health determination of the reasonable charge for time expended by LCHD health care workers as expert, opinion or occurrence witnesses in private litigation matters.

2. That the following rates shall be charged for LCHD health care professionals as witnesses in private litigation, where the LCHD is not a party:

- a) Doctors (licensed physicians and psychiatrists) ..... \$350.00 per hour;
- b) Psychologists ..... \$175.00 per hour,
- c) Licensed Clinical Social Workers ..... \$150.00 per hour,
- d) Licensed Clinical Professional Counselors ..... \$150.00 per hour.

All time shall be billed or charged in ½ hour increments, based upon a reasonable estimate of time away from job duties. Payment for services shall be pre-paid, prior to the scheduled time of testimony.

3. The Director of Administrative Services is directed to place this Resolution bi-annually on the Board of Health list of annual resolutions, for reconsideration, and possible adjustment, to the hourly rates charged herein.

**DATED**, at Waukegan, Lake County, Illinois on this 27th day of June, A.D., 2007.

Amended: November 18, 2015

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President, Board of Health

ATTEST:

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Secretary, Board of Health

## **RESOLUTION ON LIVESTOCK AGREEMENTS**

WHEREAS, the apprehension and impoundment of livestock at large is consistent with the philosophy and principles of preventive public health and Rabies/Animal Control: and

WHEREAS, a standard form Livestock Agreement has been prepared by the Department and is recommended for these purposes.

NOW, THEREFORE, BE IT RESOLVED, by this Board of Health of Lake County, Illinois, that the President of the Lake County Board of Health or the Executive Director of the Lake County Health Department, or his designee, be and are authorized to execute Livestock Agreements with qualified area stables.

Adopted this 18th day of November 2015.

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President, Board of Health

ATTEST:

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Secretary, Board of Health



## **RESOLUTION ON PREVAILING WAGE RATES**

WHEREAS, the State of Illinois has enacted "An Act regulating wages 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," approved June 26, 1941, as amended. (820 ILCS' 130/0.01 ET seq.)

WHEREAS, the County Board of Lake County, Illinois on June 13, 2006 adopted an Ordinance, establishing prevailing wage rates for laborers, workers and mechanics employed by contractors or subcontractors in the performance of public works contracts in the County of Lake; and

WHEREAS, the Board of Health of Lake County, and the Lake County Health Department, as an agency of the County, are similarly responsible for compliance with all relevant State laws.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of Lake County, Illinois, as follows:

SECTION I: The Board of Health agrees to conform to the above referenced Ordinance of the County of Lake, as adopted by the County Board on June 13, 2006, and as subsequently amended in future years.

SECTION 2: The Board of Health directs the Executive Director of the Lake County Health Department, or his designee, to annually review any changes in the relevant County Ordinance, and to report such changes to the Board of Health.

Adopted this 18th day of November 2015.

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President, Board of Health

ATTEST:

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Secretary, Board of Health