

COUNTY OF KANE

Christopher J. Lauzen
Kane County Board Chairman



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DOCUMENT VET SHEET

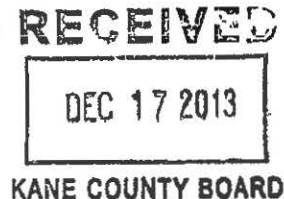
for
Christopher J. Lauzen
Chairman, Kane County Board

Name of Document: Memorandum of Agreement between Hesed House Resolution No.: 13-374
and Kane County Health Department

Submitted by: Barbara Jeffers, Executive Director Dept. Head Signature: *Barbara J. Jeffers*

Date Submitted: 18 November 2013 Dept. Head Sign-off Date: 12-10-13

Examined by: *Joseph Lylves*
(Print name)
Joseph F. [Signature]
(Signature)
12-19-13
(Date)



Post on the Web: YES NO Atty. Initials *[Signature]*

Comments:

KCHD desires to purchase emergency, short and long term supportive housing services for homeless person who are
suspect or confirmed to have infectious tuberculosis (TB) and who currently are currently a guest of Hesed House, formerly
a guest of Hesed, or who have an affiliation with Hesed House guests. Term 12/01/13 - 11/30/14

Chairman signed: YES NO (Date) 12/22/13

Document returned to: *Barb Jeffers*
(Name/Department)



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item # 13-374

- Resolution
 Ordinance

Name: AUTHORIZATING FY2014 AGREEMENT BETWEEN THE KANE COUNTY HEALTH DEPARTMENT AND HESED HOUSE, INC.

Presenter/Sponsor: Barbara Jeffers, Executive Director

Budget Information: Was this item budgeted? Yes No N/A
Appropriation Amount: \$95,000

If not budgeted, explain funding source

SUMMARY: The Kane County Health Department, in collaboration with the Federal Centers for Disease Control and Prevention and the Illinois Department of Public Health, is currently managing an outbreak of tuberculosis (TB) among homeless individuals in Kane County. Since 2009 KCHD has contracted with Hesed House to provide housing, nutrition, transportation, and other social support services to homeless individuals with active TB in order to assure completion of medical treatment.

The purpose of this resolution is to authorize the FY2014 agreement with Hesed House to provide funding for balance of year. Included in the adopted FY2014 budget for the Kane County Health Department are grant funds from the Illinois Department of Public Health to fund the agreement with Hesed House Inc. to provide the required services.

Attachments:

Detailed information available from: Staff Name: Barbara Jeffers, Executive Director Phone: 630-444-3021

Resolution/Ordinance Tracking:
Assigned Committee: Public Health Passed Sent to: Finance/Budget on: 11/19/2013

If Other, specify:

Committee Remarks:

Next Committee: Finance/Budget Passed Sent to: Executive on: 11/27/2013

If Other, specify:

Committee Remarks:

Next Committee: Executive Passed Sent to: County Board on: 12/04/2013

Committee Remarks:

County Board Date: 12/10/2013

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. 13 - 374

AUTHORIZING FY2014 AGREEMENT BETWEEN THE KANE COUNTY HEALTH DEPARTMENT AND HESED HOUSE INC.

WHEREAS, the Kane County Health Department, in collaboration with the Federal Centers for Disease Control and Prevention and the Illinois Department of Public Health, is currently managing an outbreak of tuberculosis (TB) among homeless individuals in Kane County; and

WHEREAS, organized, concerted public health, medical and social support activities must be directed toward the homeless population in Kane County in order to identify TB infections and assure treatment and control, in order to contain the outbreak; and

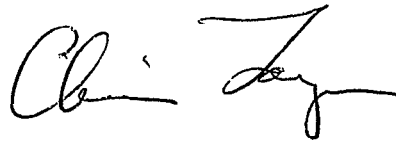
WHEREAS, the County of Kane Health Department has contracted with Hased House since 2009 for the purpose of providing housing, nutrition, transportation, and other social support services to homeless individuals with active TB in order to assure completion of medical treatment; and

WHEREAS, included in the adopted FY2014 budget for the Kane County Health Department are grant funds from the Illinois Department of Public Health to fund the agreement with Hased House Inc. to provide the required services.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Chairman be, and herby is, authorized to enter into an agreement with Hased House for housing, nutrition, transportation, and other social support services to homeless individuals with active TB in order to assure completion of medical treatment in an amount not to exceed Ninety Five Thousand Dollars (\$95,000) for the term beginning December 1, 2013 ending November 30, 2014.

Line Item	Line Item Description	Was personnel/item/service approved in original budget or a subsequent budget revision?	Are funds currently available for this personnel/item/service in the specific line item?	If funds are not currently available in the specified line item, where are the funds available?
350.580.631.50150	Contractual/Consulting	Yes	Yes	N/A

Passed by the Kane County Board on December 10, 2014.



John A. Cunningham
Clerk, County Board
Kane County, Illinois

Christopher J. Lauzen
Chairman, County Board
Kane County, Illinois

Vote:
Yes 21
No 0
Voice _____
Abstentions _____
12HesedHouse



**Kane County
Health Department**

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made between Hesed House, Inc. (Hesed), an Illinois not-for-profit corporation, having its principal office at 659 South River Street, Aurora, Illinois 60506, and the Kane County Health Department (KCHD), having its principal office at 1240 N. Highland Ave. Suite 26, Aurora, Illinois 60506. KCHD desires to purchase emergency, short and long term supportive housing services for the homeless who are suspect or confirmed to have infectious tuberculosis (TB) and who currently reside at Hesed, were formerly a guest of Hesed, or who have an affiliation with Hesed guests.

Hesed agrees to:

- Provide appropriate housing for person(s) who are suspect or confirmed to have infectious TB, at location(s) and for time periods approved by KCHD.
- Provide social support services to isolated person(s) due to high risk of infectious tuberculosis to include: transportation to and from clinic appointments; food & household supplies; personal hygiene supplies and appropriate counseling and social support.
- Provide the support service based on the position description for TB Community Outreach Worker in exhibit A of this agreement
- Cooperate fully with designated KCHD staff in order to assure coordination of TB care and medical case management of the persons referred to Hesed under this agreement.
- Hesed will provide a monthly invoice with a summary report of all invoices/receipts included in the invoice to be reimbursed. Hesed will provide a copy of all invoices/receipts included in the invoice. Hesed will send the monthly invoice to KCHD (address listed above) no later than 20th day of the following month being billed.
- The monthly billing (invoice) must adhere to the following criteria: 1) the monthly food and household supplies amount of a single case may not exceed \$700 per case - KCHD pre-approval is required for amounts that exceed the \$700 single case limit. Copies of the invoices/receipts must be submitted with the monthly invoice to be reimbursed. Any cost not approved by KCHD will be disallowed and will not be paid; 2) the monthly personal hygiene supplies amount of a single case may not exceed \$150 per case- KCHD pre-approval is required for amounts that exceed the \$150 single case limit. Copies of the invoices/receipts must be submitted with the monthly invoice to be reimbursed. Any cost not approved by KCHD will be disallowed and will not be paid; 3) a copy of the mileage log must be submitted with the invoice to be reimbursed. Mileage is for the current billing month only. Mileage will be paid at a rate equal to the current IRS published rate. Mileage from prior months is disallowed cost and will not be paid. 4) Staffing is 1 FTE for 0-6 cases in a monthly amount not to exceed \$3,613. Above 6 cases requires written approval from KCHD. The additional required hours and cost (in dollars) for each case over 6 cases must be proposed by Hesed and approved by KCHD before the hours are worked; 5) housing at Serengeti is \$650 per room per month for a

single case: Above 4 cases requires written approval from KCHD; and 6) the monthly cost for the use of a cell phone may not exceed \$45. The total amount of the contract is not to exceed \$95,000.

- The period of this agreement: December 1, 2013 to November 30, 2014.
- Maintain a policy of professional liability insurance, which shall be deemed as primary coverage for Hesed. Hesed shall provide to KCHD evidence of professional liability insurance upon request. Hesed agrees to indemnify and hold harmless the County of Kane, the Kane County Health Department and their officers, agents, or employees from and against any and all losses, claims and actions, including but not limited to attorney's fee, cost and interest, audit deficiencies, disallowed expenses, disallowed cost, lost incentives, loss of perspective grant dollars and other direct and or indirect losses based upon acts or omissions of Hesed and its officers, employees, agents, independent contractors, subcontractors, volunteers or other associations and or arising out of any services performed under this Agreement by the Hesed and its offices, employees, agents, independent contractors, subcontractors, volunteers or other associates. Hesed shall further indemnify and hold harmless the County of Kane, the Kane County Health Department and their offices, agents and employees from any and all liabilities, demands, claims, damages, suits, costs, fees and expenses incidental thereto, for injuries and or death to persons and for loss or damage to or destruction of property because of negligence, intentional acts, or omissions in the part of the contractor, its officers, employees, agents, independent contractors, subcontractors, volunteers or other associates, arising out of any services performed under this Agreement. Hesed shall additionally agree to defend, indemnify, and hold harmless KCHD, the County of Kane, and its officers and agents in their acts in pursuance of this Agreement, except to the extent that such acts are intentional or in reckless disregard towards the well-being and safety of others.

KCHD agrees to:

- Provide Hesed House with all relevant clinical and social assessment information known to KCHD regarding persons referred to Hesed for these services.
- Provide medical case management of all persons referred to Hesed for services, including directly observed therapy for any medications prescribed for these persons.
- Fully coordinate services and relevant clinical and social support information with Hesed to assure the highest possible quality of services for the persons referred to Hesed under the terms of this agreement.
- Pay Hesed within 60 days upon receipt of invoice for services provided under the terms of this agreement for the current contract period.
- Indemnify and hold harmless Hesed and their officers, agents, or employees, from and against any and all losses, claims and actions, including but not limited to attorneys' fees, cost and interest, audit deficiencies, disallowed expenses, disallowed cost, lost incentives, loss of perspective grant dollars and other direct and or indirect losses based upon acts or omissions of the KCHD and its officers, employees, agents, independent contractors, subcontractors, volunteers or other associations and or arising out of any services performed under this Agreement by the KCHD and its officers, employees, agents, independent contractors, subcontractors, volunteers or other associates. The KCHD shall further indemnify and hold harmless Hesed and their officers, agents and employees from any and all liabilities, demands, claims, damages, suits, costs, fees and expenses incidental thereto, for injuries and or death to persons and for loss of damage to or destruction of property because of negligence, intentional acts, or omission in the part of KCHD, it's officers, employees, agents, independent contractors, subcontractors, volunteers or other associates, arising out of any services performed under this Agreement. KCHD shall additionally agree to defend, indemnify, and hold harmless Hesed and its officers and agents in their acts in pursuance of this Agreement, except to the extent that such acts are intentional or in reckless disregard toward the well-being and safety of others.

IN WITNESS WHEREOF, the AGENCY and the VENDOR have caused the AMENDMENT to be executed on the dates shown below by representatives authorized to bind the respective PARTIES.

HESED HOUSE, INC.

KANE COUNTY

Printed Name: **Michael Cobb**

Printed Name: **Christopher J. Lauzen**

Title: **Executive Director**

Title: **Chairman, County Board
Kane County, Illinois**

Signature: _____

Signature:  _____

Date: _____

Date: 12-22-13 _____

KCHD and Hesed Agreement
Exhibit A



Position Description

Job Title: TB Community Outreach Worker

Ministry: SEEDS

Reports to: Associate Director of Hesed & Director of SEEDS Program

FLSA Status: Exempt

Date Prepared: Revised 2013

CORE REQUIREMENTS:

- Employee must be able to provide proof of eligibility to work in the United States.
- Depending on position, employee may be required to have a current driver's license and proof of automobile insurance.
- Candidate must pass DCFS and criminal background check.
- Employee must ascribe to the Hesed mission: "To – without judgment and with compassion and understanding – feed, clothe, shelter and provide comfort and services to those who turn to Hesed House in their time of need."
- On-Going Professional Development: Employee must have the ability and desire to attend courses, seminars, lectures, workshops, etc. to maintain and enhance knowledge relative to position responsibilities.
- Professional Conduct: Within the work environment employees are expected to demonstrate tact, diplomacy and professional conduct, display a professional image, maintain confidentiality, and not fraternize with residents and/or guests.
- Have demonstrated written and verbal communication skills; excellent people and organizational skills; above average ability to handle multiple priorities.
- Have the ability and desire to work in a team-oriented environment.
- Must be able to work in a fast paced, sometimes chaotic environment.
- Have the ability to work flexible hours, nights, holidays and weekends as requested/required.
- Accept other duties as assigned.
- Sign off on Job Description Sheet.

JOB SUMMARY

The TB Community Outreach Worker provides crisis management, case management and service coordination to guests/residents of PADS and TLC that are TB Suspect, Latent, and/or Active.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Transportation of TB patients to and from necessary medical appointments.
2. Provide holistic case management for the daily needs of guests in isolation, including providing for items such as food, laundry, and household items.

KCHD and Hesed Agreement Exhibit A: TB Community Outreach Worker

3. Track and monitor guests who are on treatment regimens, at times this will include having to search for those who discontinue meds and/or disappear from Hesed.
4. Assist KCHD staff in active case finding, including regular search of locations where guests and former guests may be frequenting.
5. Attend KCHD meetings if requested and coordinate with KCHD nurses to carry out other related duties as assigned.
6. Other pertinent TB case management duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES INCLUDED IN TB CASE MANAGEMENT:

1. Is responsible for entering onto database any incidents, services, outcomes and/or relevant information pertinent to the SEEDS program.
2. Assesses guests' situations, helps them develop a workable and feasible service plan with specific goals and manageable steps.
3. Assists guests to obtain identification, if needed (birth certificate, social security card, Veteran discharge, ID card).
4. Assists guests with paperwork for benefits, if needed (Public Housing, Food Stamps, Medicaid, SSDI, SSI).
5. Sends in necessary documents for guest benefits. (Verification letter to Hospital to write off patient bills, verification letter for Aurora Housing Authority, Department of Human Services and Social Security).
6. Distributes transportation passes to guests with verified appointments.
7. Links guests to appropriate agency services.
8. Assists guests getting prescriptions filled.
9. Sets up dental appointments
10. Must be flexible to working evenings, weekends and holidays as needed/required

QUALIFICATIONS, EDUCATION and/or EXPERIENCE:

- Minimum of a bachelor's degree in a Human Services field preferred or lesser degree/certificate in addition to significant relevant experience in a related field.
- Experience with Microsoft Word, Excel and Access Database

WORK ENVIRONMENT – Direct Service: Many duties are conducted in areas with a high level of activity, frequent stressful situations and a diverse group of individuals who are under duress. Various errands and/or attending business-related matters involve travel in personal automobile or public transportation for which mileage/travel reimbursement is made.

KCHD and Hesed Agreement Exhibit A: TB Community Outreach Worker

PHYSICAL DEMANDS/REQUIREMENTS – Direct Service: While performing duties of this job, the employee is frequently required to stand, walk, bend, use hands and arms, handle or feel objects, supplies/equipment; reach with hands and arms; stoop, sit, talk and hear and climb stairs several times a day. Office work includes viewing a computer screen, keyboarding and using the telephone for a portion of the work day. Employee may, from time to time, be required to effectively lift and/or move up to 25 pounds.

ATTIRE/DRESS POLICY - Direct Service: This position generally requires work within the office with limited contact with outside constituents and requires various degrees of physical mobility. Jeans are permitted when a Hesed House t-shirt is worn with them.

SIGN OFF:

Supervisor discussed this job description with Employee and provided the Employee with a copy of same.

Employee Signature – Date

Supervisor Signature – Date