



# DU PAGE COUNTY

## Human Services

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, February 21, 2023**

**9:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:30.

**2. ROLL CALL**

Also in attendance were Assistant State's Attorney Paul Bruckner, County Board Members Yeena Yoo and Lucy Evans, Chief Policy and Program Officer Sheryl Markay, Buyer Valerie Calvente, Community Services Administrators David McDermott and Natasha Belli, and Jan Kay from the League of Women Voters.

<b>PRESENT</b>	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze
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**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze commented that Vice Chair Garcia is chairing another committee and will be attending the meeting shortly.

Chair Schwarze stated that Vice Chair Garcia, Mary Keating, the Finance Chair and Vice Chair, and DuPage County staff met to further discuss the re-creation of the \$1M Human Services Grant Fund for nonprofits that have an annual revenue below \$300,000. The tentative plan is to divide \$1,050,000 into six segments, allocating about \$175,00 per DuPage County district. The goal is to have the three County Board members of each district work together to determine how to divide the funds amongst their nonprofits. More information will be forthcoming. The next Finance agenda will have an item to approve using ARPA interest or general fund money in the amount of \$1,050,000 for this purpose.

Asked about the timeline, Chair Schwarze estimated it will be a few months. Mary Keating added that they will have to develop a portal for agencies to complete applications. The portal may be based on the model used for the ARPA applications. All plans are tentative, she is hoping this may be ready by the beginning of April. Ms. Keating added they are thinking about keeping allocations under \$24,999 to keep approvals at the parent committee level.

The Round Three Immediate Intervention Grants will be coming out later this spring. There will be an information session for any nonprofit with questions regarding the DuPage Foundation and the Transformation Partnership Grants on February 27, 2023, at 11:00 a.m. Individuals can register by going to [dupagefoundation.org/dctp](http://dupagefoundation.org/dctp). Mary Keating stated there is a press release going out today regarding the information session.

**421 and 505 Cafeterias Modernization**

Chair Schwarze introduced the Policy and Program Manager Jason Blumenthal, and the DuPage Care Center Dining Supervisor Diane Borske, to give a presentation regarding the 421 and 505 cafeteria modernizations. Jason stated it has been 15-20 years since there has been an overhaul of the cafeterias. An inspection by the dining services team indicated that there is some equipment that needs to be replaced as well as the need for some new equipment to expand services. The new total is less than the \$189,000 originally submitted. There are items on the agenda today addressing the project, 7.A., 7.B., and 7.E. Jason and Diane answered questions from the committee. The PowerPoint presentation is attached hereto and made part of the minutes packet.

**5. APPROVAL OF MINUTES****5.A. [23-0864](#)**

Approval of Minutes from February 7, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

**6. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING****6.A. [HS-R-0043-23](#)**

Recommendation for Approval of a 1st Modification to a Community Development Block Grant (CDBG) Memorandum of Understanding with the DuPage County Department of Community Services – Single Family Rehabilitation Program - Project Number CD21-14, Increasing the Award Amount by \$60,000.00 for a total of \$219,175.00.

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

**7. DUPAGE CARE CENTER - JANELLE CHADWICK****7.A. [FI-R-0077-23](#)**

Authorization to transfer \$169,766 in budget to General Fund Special Accounts for Fiscal Year 2023. (Care Center)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia

7.B. [FI-R-0078-23](#)

Additional appropriation for the DuPage Care Center Fund, Company 1200, Accounting Unit 2000, \$169,766. (Care Center)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia

7.C. [HS-P-0048-23](#)

Recommendation for the approval of a contract purchase order to UNITED Pharmacy Staffing, to provide supplemental pharmacy staffing to the DuPage Care Center, Pharmacy Department, for the period March 1, 2023 through February 29, 2024, for a total contract not to exceed \$30,000.00, per Bid #23-030-DCC.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

7.D. [HS-P-0049-23](#)

Recommendation for the approval of a contract purchase order to SpotOn, for Point of Sale System, for the DuPage Care Center Dining Services and other cafes on County Campus, for three one-year periods, March 1, 2023 through February 28, 2026, for a total contract not to exceed \$47,713.45, per bid #23-002-DCC.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

7.E. [HS-P-0050-23](#)

Recommendation for the approval of a contract purchase order to Cook's Direct, Incorporated, to furnish and deliver various kitchen equipment for the JTK Administration Building and the Judicial Office Facility Cafeterias, for the period March 1, 2023 through November 30, 2023, for a contract not to exceed \$169,765.64, per Cooperative Government Joint Purchasing, Sourcewell contract #063022.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

7.F. [HS-P-0051-23](#)

Recommendation for the approval of a contract to Performance FoodService, for secondary food supplier and chemicals, for the DuPage Care Center, for the period March 1, 2023 through February 29, 2024, for a contract total not to exceed \$122,000; per bid #23-020-DCC.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

7.G. [HS-CO-0008-23](#)

Amendment to contract purchase order 5974-0001 SERV, issued to Packaging Hero, for corrugated disposable trays for the DuPage Care Center, for the period of August 26, 2022 through August 25, 2023, to increase encumbrance in the amount of \$13,960, resulting in a new contract total amount of \$27,920, a 100% increase. (ARPA ITEM)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

7.H. [23-0865](#)

Recommendation for the approval of a contract to Equipment International, LTD, for laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period March 1, 2023 through February 29, 2024, for a contract not to exceed \$27,000; per bid #23-015-DCC.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

**8. BUDGET TRANSFERS**

Motion to Combine Budget Transfers

Member DeSart moved and Member Garcia seconded a motion to combine items 8.A. through 8.J. The motion was approved on voice vote, all "ayes".

8.A. [23-0866](#)

Budget Transfer to transfer funds to cover Other Contractual Expenses for the Administration Department FY22 - \$241,325. (DuPage Care Center)

- 8.B. [23-0867](#)  
Budget Transfer to transfer funds to cover Regular Salaries - Part of the original salaries were budgeted under Other Professional Services (Agency), which were not needed due to hiring staff. Additionally, there are no longer part-time positions. FY22 - \$60,000. (DuPage Care Center)
- 8.C. [23-0868](#)  
Budget Transfer to transfer funds to cover employer share of IMRF and Social Security shortages FY22 - \$525,000. (DuPage Care Center)
- 8.D. [23-0869](#)  
Budget Transfer to transfer funds to cover Overtime salaries due to 2022 shortages FY22 - \$160,000.00. (DuPage Care Center)
- 8.E. [23-0870](#)  
Budget Transfer to transfer funds to cover new monthly repair costs of liquid oxygen portables instead of repair cost of canister. This is new and never budgeted previously but will be budgeted moving forward. FY23 \$4,000. (DuPage Care Center)
- 8.F. [23-0871](#)  
Budget Transfer to transfer funds to cover overtime for budget shortages in 1200-2080/50010 for FY22 - \$13,000. (DuPage Care Center)
- 8.G. [23-0872](#)  
Budget Transfer - To transfer funds to cover budget shortages for unplanned retirement - \$60,000. (DuPage Care Center)
- 8.H. [23-0873](#)  
Budget Transfer - To transfer funds to cover Operating Supplies & Materials for the Nursing Department for final FY22 expenses \$47,366. (DuPage Care Center)
- 8.I. [23-0874](#)  
Budget Transfer - To transfer funds for the 2022 grant modification for the Community Services Block Grant FY22 (CSBG) \$35,595. (Community Services)
- 8.J. [23-0875](#)  
Budget Transfer to transfer funds to the correct line to cover point of sale system contract for the cafeteria, budgeted for FY23 - \$14,500. (DuPage Care Center)

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

**9. TRAVEL****9.A. [23-0876](#)**

Travel Request - Database & Report Specialist to attend the National Human Services Data Consortium (NHSDC) to further address reporting, data and policy needs, in Chandler, Arizona, from April 2, 2023 through April 6, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$2935.50. Grant funded. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Michael Childress

**9.B. [23-0877](#)**

Travel Request - HMIS Manager to attend the National Human Services Data Consortium (NHSDC) to further address reporting, data and policy needs, in Chandler Arizona, from April 1, 2023 through April 6, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3,435.50 Grant funded. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Paula Garcia

**9.C. [23-0878](#)**

Travel Request - Weatherization Supervisor to attend the PY24 Grant Illinois Home Weatherization Assistance Program (IHWAP) Application Workshop in Springfield, Illinois, from March 8 through March 9, 2023. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$350. Grant funded (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**10. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

**11. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

Janelle Chadwick, Administrator of the DuPage Care Center, stated there are no units under quarantine for covid at this time.

The renovation kick-off is being planned for March. Since there is no groundbreaking to speak of, the event will involve a sledgehammer wall smash. Committee members will be invited to attend. The formal permit issued by the state, Certificate of Need (CON), was completed and sent to the Illinois Department of Public Health, required for the renovation projects.

**12. COMMUNITY SERVICES UPDATE - MARY KEATING**

Mary Keating, Director of Community Services, commented about budget transfers, stating all departments were notified that budget transfers will be done in real time rather than waiting until the end of the year to close out the fiscal year. For commodities and contractual expenses, invoices cannot be paid until a budget transfer is completed. Ms. Keating explained that funds may end up being moved back and forth between line items, particularly with the grants, which can fluctuate depending on staffing levels. She noted that this will be a different way of operating this year as directed by the Finance Department and may result in budget transfers coming to the committee more frequently.

Janelle Chadwick commented that in the healthcare industry, the Care Center has to move salary funds, depending on employee turnover, overtime positions being filled, etc. Each department head in the building is required to keep a budget control log and track their expenses, which is necessary to keep the budgets under control.

Ms. Keating commented on her attendance at the NACo Legislative Conference last week, stating she is also on the NACo Housing Affordability Task Force. There are about 30 task force members consisting of county commissioners down through staff level, all working on recommendations for counties across the country. The task force will again meet in person in May to have a report ready for the annual NACo Conference in July. The report will have categories of consideration and best practice guidelines for urban, suburban, and rural counties, some home rule and some not. Ms. Keating is excited about developing plans and information being exchanged between county members from other parts of the country. She thanked everyone for their support.

**13. OLD BUSINESS**

No old business was discussed.

**14. NEW BUSINESS**

No new business was discussed.

**15. ADJOURNMENT**

With no further business, Chair Schwarze requested a motion to adjourn. Member LaPlante so moved, Member Childress seconded, all ayes on a voice vote. The meeting was adjourned at 10:02 AM.