



# DU PAGE COUNTY

## Human Services

### Final Summary

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

---

**Tuesday, August 20, 2024**

**9:30 AM**

**Room 3500A**

---

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Renee Zerante (State's Attorney Office), Jeff Martynowicz, (Chief Financial Officer), Tim Harbaugh (Deputy Director of Facilities), Donna Weidman and Brian Rovik, (Procurement), Gina Strafford-Ahmed, Joan Fox, and Natasha Belli (Community Services Administrators), Inva Memisha (DPCC Financial Services Manager), Janelle Chadwick (Administrator of the DuPage Care Center), and Mary Keating (Director of Community Services).

<b>PRESENT</b>	DeSart, Galassi, Garcia, and Schwarze
<b>ABSENT</b>	Childress, and LaPlante

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

No remarks were offered.

**5. LENGTH OF SERVICE AWARD**

5.A. Length of Service Award - Regina Scarpace - 10 Years - Community Services

5.B. Length of Service Award - Gina Strafford-Ahmed - 30 Years - Community Services

**6. APPROVAL OF MINUTES**

6.A. [24-2259](#)

Human Services Committee - Regular Meeting - Tuesday, August 6, 2024

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

7. **COMMUNITY SERVICES - MARY KEATING**

7.A. [FI-R-0142-24](#)

Acceptance and appropriation of the HUD 2023 Continuum of Care Planning Grant PY25, Agreement No. IL1887L5T142300, Company 5000 - Accounting Unit 1510, in the amount of \$312,932. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi

7.B. [FI-R-0143-24](#)

Acceptance and appropriation of the HUD 2023 Continuum of Care Homeless Management Information System (HMIS) Coordinated Entity Grant PY25, Agreement No. IL1886L5T142300, Company 5000 - Accounting Unit 1480, in the amount of \$80,000. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi

7.C. [FI-R-0144-24](#)

Acceptance and appropriation of the HUD 2023 Continuum of Care Homeless Management Information System Grant PY25, Agreement No. IL0306L5T142316, Company 5000 - Accounting Unit 1480, in the amount of \$188,556. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Kari Galassi

7.D. [FI-R-0145-24](#)

Acceptance and appropriation of additional funding for the ILDCEO Community Services Block Grant PY24, Inter-governmental Agreement No. 24-231028, Company 5000 - Accounting Unit 1650, from \$1,196,614 to \$1,274,833, an increase of \$78,219. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi

**8. DUPAGE CARE CENTER - JANELLE CHADWICK**

8.A. [24-2260](#)

Recommendation for the approval of a contract purchase order issued to Direct Supply, Inc., for Joerns replacement bed parts, for the DuPage Care Center, for the period September 5, 2024 through September 4, 2025, for a total contract not to exceed \$15,000; under quote renewal #23-090-DCC, first of three one-year optional renewals.

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

**9. TRAVEL**

9.A. [24-2261](#)

Community Services Manager to attend the National Adult Protective Services Conference in Albuquerque, New Mexico from September 15, 2024 through September 19, 2024. Expenses to include registration, travel, lodging, and per diems for approximate total of \$2,540. Grant funded.

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

9.B. [24-2262](#)

Community Services Case Manager to attend the National Adult Protective Services Conference in Albuquerque, New Mexico from September 15, 2024 through September 19, 2024. Expenses to include registration, travel, lodging, and per diems, for approximate total of \$2,681. Grant funded.

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

**10. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

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

Mary Keating congratulated Lisa Snipes, the Community Services' Homelessness Continuum of Care Planner, and Joan Fox, FSS and Housing Supports Administrator, for receiving the Award of Excellence from the National Association of County, Community and Economic Development (NACCED) this week in the category of homelessness assistance coordination. Over the last year, Ms. Snipes has done an amazing job of putting together a Lived Experience Advisory Council. One of the things that HUD wants is for communities to ensure that individuals with past experience in homelessness are involved in the planning process. The individuals' perspective is considered when we are working on ways to do outreach and provide services. Ms. Snipes got creative with putting together this advisory committee. In addition to putting out calls to all the agencies Community Services works with, Ms. Snipes went into the community, distributing flyers in laundromats, train stations, post offices, and coffee shops. We now have five individuals that serve on our CoC Lived Experience Advisory Council. Ms. Snipes took a few of them down to the IL Conference on Homelessness, a valuable experience for everyone.

**12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK****12.A. 2025 DuPage Care Center Budget Request**

Janelle Chadwick gave a presentation for the DuPage Care Center's 2025 budget request, stating they always strive for a break-even budget, which they have achieved again this year. After she completed her presentation, Ms. Chadwick answered questions from the committee.

Nick Kottmeyer, Tim Harbaugh, and Ms. Chadwick are looking at opportunities to complete the renovation of the rest of the 421 building (not including the south wing). They will probably discuss one on one with board members about their plans. There are portions of this current \$31M ARPA project that had to be downsized to meet the budget. They are hopeful that funds may become available to finish those projects. Committee discussed the possibility of renovating the south wing, but until there becomes a waiting list for entry into the Care Center, Ms. Chadwick does not see a need.

Member DeSart asked about a cost analysis to finish the south wing to which Mr. Kottmeyer said a couple of years ago the cost would be a little less than \$20M.

**13. OLD BUSINESS**

Chair Schwarze stated that last year’s budget included an additional year for the small human services grant. He has reached out to the Finance chair, vice-chair and Finance team regarding changes needed to the application process and is waiting for feedback. Jeffrey Martynowicz replied that he will forward the request to Mary Catherine Wells, Deputy Chief Financial Officer, to begin the process and set up a meeting.

Member Galassi asked about a timeline. Nick Kottmeyer stated this is a critical time for ARPA, for all viable projects coming to a close at the end of 2024 and it is the same team administering both funding sources. He added we may have to push back the onset of the small human services grant to accommodate the staff overseeing both grants, but assured the committee the money is absolutely reserved for the small nonprofit grant program. The committee discussed the dates, some feeling that following the same timeline as 2024 may be critical to meet specific needs of the agencies within their district. Mr. Kottmeyer reminded all we just had a big reception for the nonprofits, another round for the same will be held in October. Mary Keating confirmed the 2nd round of transformational grant is \$3.5M. Mr. Kottmeyer stated we have several years of ARPA interest money saved and stated he will be having discussions with all departments heads individually but will schedule a meeting with Mary Keating’s staff, the Finance Staff, Vice Chair Garcia, Chair Schwarze, and himself to discuss the timelines and strategies for the small human service grant.

Member Galassi recommended an increase in marketing because some nonprofits were unaware of the funding.

**14. NEW BUSINESS**

No new business was discussed.

**15. ADJOURNMENT**

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia