



# DU PAGE COUNTY

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

## Human Services

### Final Summary

---

**Tuesday, June 18, 2024**

**9:30 AM**

**Room 3500A**

---

**1. CALL TO ORDER**

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:35 AM.

**2. ROLL CALL**

Other Board members present: Member Sheila Rutledge, Member Yeena Yoo, Member Cindy Cronin Cahill

Staff in Attendance: Nick Kottmeyer (Chief Administrative Office), Conor McCarthy (State's Attorney Office), Jeff Martynowicz (Chief Financial Officer), Tim Harbaugh (Deputy Director of Facilities), MaryCatherine Wells, Keith Jorstad, Katrina Holman, and intern Braeden Smith (Finance), Valerie Calvente and Donna Weidman (Procurement), Gina Strafford-Ahmed, Natasha Belli, and Julie Hamlin (Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center).

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

**MOTION TO ALLOW REMOTE PARTICIPATION**

Member DeSart so moved, seconded by Member LaPlante to allow Member Galassi to participate remotely.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Lynn LaPlante
<b>AYES:</b>	Childress, DeSart, LaPlante, and Schwarze
<b>LATE:</b>	Garcia

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze thanked Community Services and Adult Protective Services for their participation in the Senior Fair on Friday, June 14. There was a great turnout and all the Community Services staff that were there were great.

**5. APPROVAL OF MINUTES**

5.A. [24-1817](#)

Human Services Committee - Regular Meeting - Tuesday, June 4, 2024

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

**6. COMMUNITY SERVICES - MARY KEATING**

6.A. [FI-R-0101-24](#)

Acceptance and appropriation of the Illinois Home Weatherization Assistance Program HHS Grant PY25 Inter-Governmental Agreement No. 24-221028, Company 5000, Accounting Unit 1430, \$967,886. (Community Services)

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

6.B. [FI-R-0102-24](#)

Acceptance and appropriation of the Low-Income Home Energy Assistance Program (LIHEAP) State Grant PY25, Company 5000, Accounting Unit 1495, \$3,681,051. (Community Services)

Member Garcia arrived from her previous meeting at 9:39 AM.

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

6.C. [FI-R-0103-24](#)

Acceptance of an extension of time and modification of funding allocation for the Illinois Department of Commerce and Economic Opportunity (ILDCEO) Low-Income Home Energy Assistance Program (LIHEAP) HHS Supplemental Grant PY23 Inter-Governmental Agreement No. 23-274028, Company 5000, Accounting Unit 1420. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Lynn LaPlante

6.D. [FI-R-0104-24](#)

Acceptance of an extension of time for the Illinois Department of Commerce and Economic Opportunity (ILDCEO) Low-Income Home Energy Assistance Program (LIHEAP) HHS Grant PY23 Inter-Governmental Agreement No. 23-224028, Company 5000, Accounting Unit 1420. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Lynn LaPlante

6.E. [HS-R-0015-24](#)

Approval of issuance of payments by DuPage County to energy assistance providers through the Low-Income Home Energy Assistance Program (LIHEAP) State Grant PY25 Inter-Governmental Agreement No. 25-254028 in the amount of \$3,092,083. (Community Services)

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

6.F. [HS-P-0022-24](#)

Recommendation for the approval of a contract issued to Benevate, Inc. D/B/A Neighborly Software, for the purchase of a grants management software system, for Community Development, for the period of July 1, 2024 through June 30, 2025, for a contract total of \$45,000, per renewal of RFP # 21-011-CD, third and final renewal. (Community Services)

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

**7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING**

7.A. [24-1818](#)

Recommendation for Approval of a 2nd Modification, 2nd Time Extension of a Community Development Block Grant Agreement (CDBG) between DuPage County and the Carol Stream Park District, Project Number CD22-04 – Community Park - Extending the Project Completion Date through September 1, 2024.

Member DeSart asked about the need for a second extension on item 7.A. Julie Hamlin responded that this is a large park improvement project in Carol Stream, with Community Services funding \$1M of the \$2M project. There were weather delays for laying asphalt and the construction firm has been working through the final punch list items.

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

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

8.A. [HS-P-0023-24](#)

Recommendation for the approval of a contract purchase order issued to The Standard Companies, for trash can liners, for the DuPage Care Center, for the period July 14, 2024 through July 13, 2025, for an amount not to exceed \$75,000, under bid renewal #21-036-FM, second of two one-year optional renewals.

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

8.B. [HS-P-0024-24](#)

Recommendation for the approval of a contract purchase order to Equipment International Ltd., for aseptic barrier washer extractors, for the DuPage Care Center, for the period June 26, 2024 through November 30, 2024, for an amount not to exceed \$260,090, per bid #24-067-FM. (Partially grant funded - \$200,000 to be reimbursed, per grant SD230048)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

8.C. [24-1819](#)

Recommendation for the approval of a contract purchase order to ARxIUM, Inc., for supplies for the FastPak Elite medication dispensing machine, for the DuPage Care Center Pharmacy, for the period August 16, 2024 through August 15, 2025, for a contract total not to exceed \$26,000. Per 55 ILCS 5/5-1022 (c) not suitable for competitive bids - compatible supplies for existing equipment. (DuPage Care Center)

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

9. **BUDGET TRANSFERS**

9.A. [24-1820](#)

Transfer of funds from account no. 5000-1675-53824 (housing assistance) for a total amount of \$4,000 to account no. 5000-1675-50000 (regular salaries) in the amount of \$2,439, to account no. 5000-1675-51010 (employer share I.M.R.F.) in the amount of \$523, to account no. 5000-1675-51030 (employer share social security) in the amount of \$401, and to account no. 5000-1675-51040 (employee medical & hospital insurance) in the amount of \$637, to cover additional cost of salaries and wages based on actual hours worked under the Illinois Association of Community Action Agencies (IACAA) grant. (Community Services)

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

9.B. [24-1821](#)

Transfer of funds from account nos. 5000-1765-53801 (advertising) and 5000-1765-53806 (software & maintenance) in the amount of \$14,921 to account nos. 5000-1765-50000 (regular salaries) in the amount of \$11,723, 5000-1765-51010 (employer share I.M.R.F.) in the amount of \$964, 5000-1765-51030 (employer share social security) in the amount of \$873, and 5000-1765-51040 (employee medical & hospital insurance) in the amount of \$1,361, to cover the partial payroll of an employee and close out the 211 Illinois Program Grant. (Community Services)

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

9.C. [24-1822](#)

Transfer of funds from account no. 1200-2040-54010 (building improvements) in the amount of \$260,090 to account no. 1200-2040-54110 (equipment and machinery) to allow for purchasing Barrier Washers for the laundry, per Bid #24-067-FM, moving monies into the correct budget line (\$200,000 to be reimbursed per grant). (DuPage Care Center)

**RESULT:** APPROVED  
**MOVER:** Dawn DeSart  
**SECONDER:** Lynn LaPlante

**10. INFORMATIONAL**

10.A. [24-1823](#)

GPN 024-24: DCEO Equipment Replacement Grant, Illinois Department of Commerce & Economic Opportunity (DCEO) - \$200,000. (DuPage Care Center)

**RESULT:** APPROVED AND SENT TO FINANCE  
**MOVER:** Lynn LaPlante  
**SECONDER:** Paula Garcia

**11. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

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

Janelle Chadwick, Administrator of the DuPage Care Center, said that two air handler units were installed in the north unit, one to serve the resident rooms, and one for the common areas. Ms. Chadwick toured the area stating the air handlers are large boxes that transfer the air through the unit to cool and get treated with an anti-microbial light system. This was a huge project and is quite impressive. Ms. Chadwick encouraged the committee to come and see the units and how they operate.

Ms. Chadwick stated that today, Tuesday, is day two of moving day for the residents. Half the residents were moved the previous day and the other half today. The 4N unit is up and running.

Asked about the covid status, Ms. Chadwick replied there are no active covid cases although the Care Center may be in outbreak status due to the counting of days. Masks are optional.

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

No remarks were offered. Mary Keating, Director of Community Services was not present at the meeting.

**14. OLD BUSINESS**

Chair Schwarze referred to the discussion held at the previous Human Services Committee regarding the round two infrastructure grant requests totaling \$551,000, but only \$500,000 was earmarked for this grant. Finance staff were going to attempt to find additional reductions within the organizations that submitted qualifying applications.

Chair Schwarze added that after careful vetting by the Finance group, it will be difficult to reduce the requests from \$551,000 to meet the \$500,000 threshold for the organizations that did not receive funding in round one. His request to the committee was to approve of taking the \$51,000 out of the food funds, (leaving us with \$550,000), to get the items for those agencies that have not received any infrastructure funding at all, to get this on the next Finance and County Board agendas. After that, we will revisit the remaining \$550,000.

After discussions with Nick Kottmeyer and Jeff Martynowicz, Chair Schwarze stated there may be funds available either from unused ARPA funds and/or contingency funds to fund the entire round two grants at \$1.2M. although the funds will be available, requests will still be required to be approved by the County Board.

Nick Kottmeyer, Chief Administrative Officer, clarified that the \$500,000 or \$551,000 for the first group of requests in round two will come out the food insecurity funds already reserved for this purpose (\$1.2M). Moving on to the second part of group two, agencies that received funding in round one, for total requests of \$652,000, Nick stated the Finance team will be going through all the ARPA requests and recouping any unused money, excluding any funds in the elected officials' budgets, which cannot be reclaimed until the end of the budgeted year. If the County Board agrees, Nick will recommend the money recalled from the County funded departments be used to fund the second part of round two requests, which he projects to be around \$600,000. The thought process is that Human Services is building the infrastructure for food insecurity for the next ten to twenty years by the present funding to the food insecurities. If not enough ARPA money is available, the County will supplement that with contingency funds within the 2024 budget.

Nick stated he has discussed food insecurity with the chair and board members. Food insecurity is here to stay and will be an issue year after year, coming out of covid. Constant need and a constant funding issue is the new norm we are facing. Funding will be revisited and be a recurring process as time goes on.

It was noted that the Finance team was able to get a better vehicle for HCS for less money due to Valerie Calvente's procurement process, which will be continued for all agencies' requests. After discussion within the committee and questions answered, Chair Schwarze requested a show of hands in support of approving the \$551,000 for the first round of requests in round two. The show of hands was unanimous.

Nick Kottmeyer stated that MaryCatherine Wells will be giving an ARPA update at the Finance and/or County Board on July 9, which will give Human Services a clearer vision of what unused ARPA funds may be available for the round two funding requests.

The discussion handout is attached hereto and made part of the minutes packet.

14.A. [24-1875](#)

Food Pantry Infrastructure Investment Program Table

**15. NEW BUSINESS**

No new business was discussed.

**16. 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 10:05 AM.