



DU PAGE COUNTY

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

Human Services Final Summary

Tuesday, August 15, 2023

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 10:40 AM.

2. ROLL CALL

Other Board members present: Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Renee Zerante (State's Attorney Office), Jeffrey Martynowicz, Mary Catherine Wells, Gerald Smith, Keith Jorstad (Finance), Donna Weidman (Procurement), Janelle Chadwick and Anita Rajagopal (DuPage Care Center), Mary Keating, Gina Strafford-Ahmed (Community Services)

PRESENT	Childress, DeSart, Galassi, LaPlante, and Schwarze
LATE	Garcia

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze stated he would update the committee on small Human Services Grant during Old Business in order to give Vice-Chair Garcia time to finish her Public Works Committee meeting.

5. APPROVAL OF MINUTES

5.A. [23-2730](#)

Human Services Committee - Regular Meeting - Tuesday, August 1, 2023

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0178-23](#)

Acceptance and Appropriation of the HUD 2022 Continuum of Care Planning Grant, Agreement No. IL1841L5T142200, Company 5000, Accounting Unit 1510, \$170,370. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

6.B. [FI-R-0183-23](#)

Acceptance and Appropriation of the HUD 2022 Continuum of Care Homeless Management Information System Grant PY24 Agreement No. IL0306L5T142215 Company 5000, Accounting Unit 1480, \$188,556. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Michael Childress

6.C. [FI-R-0184-23](#)

Acceptance and Appropriation of the IACAA Employment Barrier Reduction Pilot Program PY2024 Agreement No. FCSCG05509, Company 5000 - Accounting Unit 1675, \$45,600. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Michael Childress

7. DUPAGE CARE CENTER - JANELLE CHADWICK

7.A. [HS-P-0066-23](#)

Recommendation for the approval of a contract purchase order to Joerns Healthcare, LLC, for rental of fluid immersion simulation mattress system for beds, for the DuPage Care Center, for the period September 8, 2023 through September 7, 2024, for a contract total amount not to exceed \$36,600, per bid #23-087-DCC. (DuPage Care Center)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

7.B. [HS-P-0067-23](#)

Recommendation for the approval of a contract purchase order to Cardinal Health, Inc., for primary pharmaceuticals for in and out patient pharmacy services, for the DuPage Care Center, for the period September 1, 2023 through August 31, 2025, for a contract total not to exceed \$4,800,000; contract pursuant to State of IL Contract #22-416CMS-BOSS4-P-33618. (DuPage Care Center)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

7.D. [23-2733](#)

HHS-P-0289A-22 - Amendment to Resolution HHS-P-0289-22, issued to Sysco Chicago, Inc., for primary food, supplies and chemicals for the DuPage Care Center and campus cafes at the JTK Administration Building and the Judicial Office Facilities, for a change order to increase the contract in the amount of \$270,210, resulting in a new total contract amount not to exceed \$1,139,378, an increase of 31.09%. (DuPage Care Center)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

7.C. [23-2732](#)

Recommendation for the approval of a contract purchase order to Direct Supply, Inc., for Joerns replacement bed parts, for the DuPage Care Center, for the period of September 5, 2023 through September 4, 2024, for a total contract amount not to exceed \$28,800; per quote #23-090-DCC. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi
AYES:	Childress, DeSart, Galassi, LaPlante, and Schwarze
LATE:	Garcia

8. BUDGET TRANSFERS

8.A. [23-2734](#)

Budget Transfer to transfer funds from Regular Salaries (5000-1430/50000) to Flexible Benefit Earnings (5000-1430/51050) to cover greater than expected Flex Benefit expenses incurred - \$500. (Community Services/Weatherization)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Kari Galassi

8.B. [23-2735](#)

Budget Transfer to transfer funds from Regular Salaries (5000-1400/50000) to Flexible Benefit Earnings (5000-1400/51050) to cover greater than expected Flex Benefit expenses incurred - \$200. (Community Services/Weatherization)

Member Paula Garcia arrived from her Public Works Meeting at 9:50 AM.

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Kari Galassi

8.C. [23-2736](#)

Budget Transfer to transfer funds from Building Improvements (1200-2040/54010) to Repair & Maintenance - Facilities (1200-2040/53300) for fire damper inspection for the Care Center, per IDPH - \$20,000. (Community Services - Care Center)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

9. TRAVEL

9.A. [23-2737](#)

Travel Request for Administrator of Intake and Referral to attend the Weatherization Coordinator training put on by DECO to better understand the weatherization process, program planning, budgeting and weatherization job development, in Champaign, Illinois, from October 23, 2023 to October 27, 2023. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diems, for approximate total of \$880. 100% Weatherization Grant funded. (Community Services)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

10. CONSENT ITEMS

Motion to Combine Items

Member DeSart moved and Member Childress seconded a motion to combine items 10.A. through 10.P. The motion was approved on voice vote, all "ayes".

10.A. [23-2738](#)

Benevate, Inc. dba Neighborly Software, 5888-0001 SERV - This purchase order is decreasing in the amount on \$15,400 and closing due to the contract expiring.

10.B. [23-2739](#)

Advacare Systems 5639-0001 SERV - This purchase order is decreasing in the amount of \$18,242.77 due to the purchase order expiring.

10.C. [23-2740](#)

Professional Medical & Surgical Supply, Inc. 5518-0001 SERV - This purchase order is decreasing in the amount of \$15,750.00 and closing due to the purchase order expiring.

10.D. [23-2741](#)

KCI USA, Inc., 5649-0001 SERV - This purchase order is decreasing in the amount of \$32,678.27 and closing due to the purchase order expiring.

10.E. [23-2742](#)

Medsearch Staffing Services dba United Pharmacy 5271-0001 SERV - This purchase order is decreasing in the amount of \$26,385.50 and closing due to the purchase order expiring.

10.F. [23-2743](#)

American Bottling Company dba Keurig Dr. Pepper 5908-0001 SERV - This purchase order is decreasing in the amount of \$23,300.00 to offset the Sysco Chicago, Inc. change order increase.

- 10.G. [23-2744](#)
Novastaff Healthcare Services 5758-0001 SERV, This purchase order is decreasing in the amount of \$60,134.00 and closing due to the purchase order expiring.
- 10.H. [23-2745](#)
Maxim Healthcare Services 5759-0001 SERV - This purchase order is decreasing in the amount of \$50,127.75 and closing due to the purchase order expiring.
- 10.I. [23-2746](#)
EZ Way, Inc. 5742-0001 SERV - This purchase order is decreasing in the amount of \$16,238.76 and closing due to the purchase order expiring.
- 10.J. [23-2747](#)
Ecolab, Inc. 5760-0001 SERV - This purchase order is decreasing in the amount of \$13,412.67 and closing due to the purchase order expiring.
- 10.K. [23-2748](#)
Airdo Werwas, LLC 5699-0001 SERV - This purchase order is decreasing in the amount of \$11,422.39 and closing due to the purchase order expiring.
- 10.L. [23-2749](#)
Fox River Foods dba Performance Foodservice Chicago 6330-0001 SERV - This purchase order is decreasing in the amount of \$39,188.92 to offset the Sysco Chicago, Inc. change order increase.
- 10.M. [23-2750](#)
Lakeshore Dairy, Inc. 5988-0001 SERV - This purchase order is decreasing in the amount of \$33,000.00 to offset the Sysco Chicago Inc. change order increase.
- 10.N. [23-2751](#)
Alpha Baking Company 5909-0001 SERV - This purchase order is decreasing in the amount of \$18,000.00, to offset the Sysco Chicago, Inc. change order increase.
- 10.O. [23-2752](#)
AMS Mechanical Systems, Inc. 5489-0001 SERV - This purchase order is decreasing in the amount of \$59,138.55 due to the purchase order expiring.
- 10.P. [23-2753](#)
Change order to extend the DuPage Federation contract end date by 30 days, from September 10, 2023 to October 10, 2023, to allow for RFP #23-072-CS to be completed, awarded, and implemented. No change in contract total.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Michael Childress
SECONDER:	Kari Galassi
AYES:	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

11. INFORMATIONAL

11.A. [JPS-CO-0006-23](#)

Recommendation for the approval of an amendment to Resolution JPS-P-0079A-22, for a change order amending purchase order 5690-0001 SERV, issued to Clear Loss Prevention, Inc., to increase the contract in the amount of \$18,209, resulting in an amended contract total amount not to exceed \$324,148.19, an increase of 5.95%, for the DuPage Care Center. (Office of Homeland Security and Emergency Management/Campus Security)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Michael Childress
SECONDER: Kari Galassi

12. RESIDENCY WAIVERS - JANELLE CHADWICK

One Out of County Residency Waiver

Janelle Chadwick, Administrator of the DuPage Care Center, stated the Care Center currently has ten male beds and fourteen female beds available. There are three beds offered to DuPage County residents, therefore no DuPage County residents will be displaced by accepting this applicant.

RESULT: APPROVED
MOVER: Lynn LaPlante
SECONDER: Kari Galassi

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Care Center Budget Presentation

Janelle Chadwick gave her 2024 budget presentation, noting the County subsidy has previously been \$2M and this year is zero.

Ms. Chadwick noted the annual per diems for each category for 2021 through 2024, explaining the Care Center will request an annual rate increase as their private pay per diem must be above the Medicaid per diem per the OIG. As the Care Center does well and maintains a 5-star quality rating, and their Medicaid rate remains high, their private pay may need to be increased to stay within the guidelines.

Chair Schwarze asked if the \$2M not being allocated with county funds to the Care Center will be available to them if needed. Jeffrey Martynowicz replied that the Care Center is at the point their revenues are self-sustaining and they have a \$20M fund balance in cash. Coupled with expenses and personnel being down, this is a wait and see projection year. Ms. Chadwick announced that reaching a self-sustaining level at the Care Center is remarkable and the Medicaid rate reform has been a huge benefit to the Care Center.

Currently, the Care Center has 366 licensed beds and 294 available beds. Prior to covid, the Care Center consistently housed 312-320 residents. The current occupancy at the Care Center fluctuates between 212 to 215 residents and Ms. Chadwick does not want the numbers to be any less than they are now. The Care Center must provide additional beds for isolation of residents when needed for infection control.

The DuPage Care Center 2024 budget request and PowerPoint presentation are attached hereto and made part of the minutes packet.

[23-2818](#)

DuPage Care Center 2024 Budget Presentation Data and PowerPoint Handouts

14. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, praised her outreach team under Gina Strafford-Ahmed, Rabia Baig and Julie Burdick. They have scheduled 24 outreach events for August and September.

The request for an updated travel policy will be on the Finance agenda August 22, 2023. If approved, the change will allow the committee chair to approve travel below \$2500, negating the need to submit to the committee or County Board for approval. Ms. Keating added that Community Services will develop a process with Chair Schwarze. Under state law, any travel by elected officials regardless of the dollar amount must be approved by the County Board. Additionally, the current policy requires employees to use their personal credit card for conference registration and not be reimbursed until after attending the conference, creating financial burden on some employees. The new policy will allow for employees to submit a reimbursement before the attendance of the conference with the committee chair approval. However, if the employee cannot attend the conference for any reason, the employee will be responsible to reimburse the County.

15. OLD BUSINESS

Chair Schwarze stated all County Board members should have received by email a list of the Small Human Services Grant Program applicants on Monday, August 14 from Mary Catherine Wells in Finance. Mary-Catherine presented a draft spreadsheet to committee and explained the next steps and how to navigate the information to determine their selections for funding. The spreadsheet consisted of the agencies that have applied, the requested amounts, and an individual description of each project. All agencies were reviewed by Finance staff and the County Auditor for eligibility but are awaiting final review from the State's Attorney's office, which is expected to be completed by Friday, July 18, 2023.

Ms. Wells noted the deadline to return the selections is August 30, 2023, in order to have a final vote at the Human Services Committee on September 5, 2023. Chair Schwarze added that questions may be directed to committee but should be discussed within members of the district when possible.

Chair Schwarze responded to a question regarding the ability to re-apply, stating the consensus is that agencies had the opportunity to apply this year. For whatever reason they did not meet eligibility requirements this year, they can reapply next year if the program continues. Member

DeSart noted the ARPA interest funds used this year will not be available for next year. Chair Schwarze responded he has been in discussions with Liz Chaplin, Finance Chair, regarding continuing this program. Jeffrey Martynowicz stated there is a lot of interest money for funding projects.

Asked by Member Galassi if the district members could use unrequested funds for areas of need within the district, specifically for the benefit of Willowbrook Corners, Ms. Keating said that would require a different action by the board. In terms of the leftover funds with this grant, we would have to un-allocate the \$150,000 and make a new resolution. Also, this program is for agencies under the \$300,00 revenue threshold. At the staff level, Ms. Keating stated they had an excellent meeting with the Community House and the YMCA. Ms. Keating is waiting for a proposal from the Community House to submit to the County Board for funding for the area, using other available resources. The County Board does recognize the need for financial assistance in the area. Chair Schwarze stated there is about \$150,000-\$160,000 unaccounted for by not fulfilling the \$175,000 per district.

Ms. Keating praised the Finance department staff for their work on this project, acknowledging the immense amount of work included. Chair Schwarze reiterated that final requests be submitted by August 30. He asked all to share the current information with district partners and said that Mary Keating, Mary Catherine Wells, Paula Garcia, and him are all available for questions.

Member DeSart asked Nick Kottmeyer, Chief Administrative Officer, about the policy in process. Can an ineligible agency re-apply by the August 30 deadline? Does the chair of a committee not have the letter of control over policy? Mr. Kottmeyer replied that the board sets policy and protocol, changes must come from the full County Board. The committee was given the purview to oversee this process with the chair having some authority. The board can modify the process and resolution but there currently is a resolution in place for this grant that includes the deadline. The three members of each district can make discretionary decisions within their own district.

Chair Schwarze wrapped up stating there is a link in the email from Mary Catherine that asks for committee members to respond with the organizations they are going to fund. It is the discretion of the districts to fund partial amounts to agencies. Nick asked if two districts can come together to fund a single agency that serves both districts. Mary Catherine answered “no”, that the grant was set up to serve the district where the agency is physically located.

16. NEW BUSINESS

No new business was discussed.

17. ADJOURNMENT

With no further business, Chair Schwarze requested a motion to adjourn. Member Childress so moved, Member LaPlante seconded, the meeting was adjourned at 10:26 AM.