



DU PAGE COUNTY

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

Finance Committee

Summary

Tuesday, May 28, 2024

5:00 PM

County Board Room

1. CALL TO ORDER

5:00 PM meeting was called to order by Chair Chaplin at 5:00 PM.

2. ROLL CALL

PRESENT	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Gustin, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT	Covert, and Tornatore

Member Gustin arrived at 5:24 PM.

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRWOMAN'S REMARKS - CHAIR CHAPLIN

No remarks were offered.

5. APPROVAL OF MINUTES

5.A. [24-1548](#)

Finance Committee - Regular Meeting - Tuesday, May 14, 2024

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Jim Zay
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

6. BUDGET TRANSFERS

6.A. [24-1607](#)

Transfer of funds from 1100-4320-53090 (other professional services) to 1100-4320-51040 (employee medical & hospital insurance), in the amount of \$7,500, to cover employee medical and hospital costs that were not budgeted for in FY2024. (Recorder G.I.S.)

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Mary Ozog
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

6.B. [24-1608](#)

Transfer of funds from 1100-4310-53807 (subscription IT arrangements) to 1100-4310-54107 (software), in the amount \$96,000, to move funds to a Capital Account - Software line for fixed invoices for server hosting services in the Recorder's Office. (Recorder Document Storage)

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Sheila Rutledge
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

6.C. [24-1610](#)

Transfer of funds from 1100-4310-50010 (overtime) to 1100-4310-51000 (benefit payments), in the amount of \$400, to cover amount of benefit payments that are over the budgeted amount for FY2024. (Recorder Document Storage)

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Mary Ozog
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

6.D. [24-1611](#)

Transfer of funds from 1000-1120-50000 (regular salaries) to 1000-1120-50010 (overtime), in the amount of \$30,000, to cover additional overtime in the current fiscal year. (Human Resources)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Brian Krajewski
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

6.E. [24-1612](#)

Transfer of funds from 1000-1150-50000 (regular salaries) to 1000-1150-50010 (overtime), in the amount of \$7,500, to cover future overtime expenses in the mailroom due to current staffing shortage and coverage for remainder of FY2024.

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Paula Garcia
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7. **PROCUREMENT REQUISITIONS**

A. **Finance - Chaplin**

7.A.1. [FI-P-0016-24](#)

Recommendation for the approval of a contract purchase order issued to Alliant Insurance Services, Inc., to provide commercial insurance brokerage services to the County, for the Finance Department, for the period of June 1, 2024 through May 31, 2027, for a contract total amount not to exceed \$234,000, per RFP # 24-048-FIN.

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Paula Garcia

AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

B. Development - Tornatore

7.B.1. [DC-O-0033-24](#)

An Ordinance to Amend Chapter 3 - Alcoholic Liquor of the DuPage County Code

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Brian Krajewski
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.B.2. [DC-O-0034-24](#)

An Ordinance to Amend Chapter 4 of the DuPage County Code

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Brian Krajewski
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

C. Economic Development - LaPlante

7.C.1. [ED-CO-0001-24](#)

Increase purchase order 6457-0001 SERV, issued to Turning Pointe Autism Foundation, in the amount of \$139,441, a 156.43% increase, for a new contract amount of \$228,582, and extend the contract through May 31, 2025. This will allow the vendor to successfully continue serving youth in DuPage County with Workforce Innovation & Opportunity Grant funding. (Workforce Development)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Yeena Yoo

AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.C.2. [ED-CO-0002-24](#)

Increase purchase order 6027-0001 SERV, issued to Parents Alliance Employment Project, in the amount of \$123,925, a 50% increase, for a new contract amount of \$371,775, and extend the contract through September 30, 2025, to continue to successfully serve in-school-youth in DuPage County. (Workforce Development)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Brian Krajewski
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.C.3. [ED-CO-0003-24](#)

Increase purchase order 6028-0001 SERV, issued to Parents Alliance Employment Project, in the amount of \$434,123, a 68.34% increase, for a new contract amount of \$1,069,409, and extend the contract through September 30, 2025, to continue to successfully serve out-of-school youth in DuPage County. (Workforce Development)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Yeena Yoo
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

D. Judicial and Public Safety - Evans

7.D.1. [JPS-CO-0004-24](#)

Recommendation for the approval of an amendment to purchase order 5757-0001-SERV, for a contract issued to Flock Group, Inc., for the purchase of flock falcon cameras, to increase the contract in the amount of \$17,500, resulting in an amended contract total amount not to exceed \$280,000, an increase of 6.67%. (Sheriff's Office)

RESULT:	APPROVED
MOVER:	Lucy Evans
SECONDER:	Cynthia Cronin Cahill
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.D.2. [JPS-P-0016-24](#)

Recommendation for the approval of a contract to JusticeText, Inc., for the purchase of audiovisual evidence management software licenses, for the Public Defender’s Office, for the period July 1, 2024 through June 30, 2025, for an amount not to exceed \$45,000. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids - Sole Source. (Public Defender's Office)

RESULT:	APPROVED
MOVER:	Lucy Evans
SECONDER:	Yeena Yoo
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

E. Public Works - Garcia

7.E.1. [FM-P-0023-24](#)

Recommendation for the approval of a contract to Weatherproofing Technologies, Inc., for annual roof inspection, maintenance, and minor repair, as needed for campus roofs, for Facilities Management, for the period of May 29, 2024 through October 31, 2026, for a total contract amount not to exceed \$289,469.22. Contract pursuant to the Intergovernmental Cooperation Act – Omnia Partners Contract #R230404.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.E.2. [FM-P-0024-24](#)

Recommendation for the approval of a contract to Clark Dietz, Inc., to provide Professional Engineering & Design Services, for the installation of new photovoltaic systems at the 421 & 501 buildings, and on-call engineering & design services for the County campus, for Facilities Management, for the period May 28, 2024 through November 30, 2025, for a total contract amount not to exceed \$68,400. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq. (Partial EECBG Funded)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

F. **Transportation - Ozog**

7.F.1. [DT-P-0037-24](#)

Recommendation for the approval of a contract to Traffic Control Corporation, for annual maintenance and support services for the Division of Transportation’s Centraacs ATMS software system, for the period July 1, 2024 through June 30, 2025, for a contract total not to exceed \$36,052. Per 55 ILCS 5/5-1022 (c) "not suitable for competitive bids". (Sole Source-Proprietary Software Maintenance and Support).

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Yeena Yoo
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.F.2. [DT-P-0038-24](#)

Recommendation for the approval of a contract to Collins Engineers, Inc., to provide Professional Bridge Inspection Services for various locations upon request, Section 24-BRDGE-09-EG, for the period May 28, 2024 through May 31, 2026, for a contract total amount of \$250,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Paula Garcia
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, Gustin, and Tornatore

7.F.3. [DT-R-0021-24](#)

Recommendation for the approval of a contract to Morton Salt, Inc. to furnish and deliver bulk rock salt, as needed for the Division of Transportation, for the period June 1, 2024 through May 31, 2025, for a contract total amount of \$1,108,500; per lowest responsible bid.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Paula Garcia

7.F.4. [DT-R-0022-24](#)

Intergovernmental Agreement between the County of DuPage and York Township to extend road resurfacing beyond County Right-of-Way on multiple side streets along Meyers Road, within the Township. County to be reimbursed \$6,333.53.

RESULT:	APPROVED
MOVER:	Mary Ozog
SECONDER:	Yeena Yoo

8. FINANCE RESOLUTIONS

8.A. [FI-R-0088-24](#)

Additional appropriation for the Illinois State Opioid Response Criminal Justice Medication-Assisted Treatment Integration Grant PY23, MOU Number 2023-102, Company 5000, Accounting Unit 4496, from \$75,000 to \$105,000, an increase of \$30,000. (Sheriff's Office)

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Patty Gustin

8.B. [FI-R-0089-24](#)

Acceptance and appropriation of additional funding for the Illinois Department of Human Services (IDHS) Supportive Housing Grant PY24 inter-governmental agreement No. FCSCH00352, Company 5000 - Accounting Unit 1760, from \$154,180 to \$167,996, an increase of \$13,816. (Community Services)

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Greg Schwarze

8.C. [FI-R-0090-24](#)

Resolution Authorizing the Addition of One (1) Full-Time Headcount to the Staff of the Building & Zoning Department for the Position of Zoning Administration Coordinator.

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Paula Garcia

8.D. [FI-R-0091-24](#)

Resolution to approve a payment to Downers Grove Area Fish, in the amount of \$50,000, for funding approved under the Infrastructure Investment Grant Program (Round 1). (ARPA ITEM)

RESULT:	APPROVED
MOVER:	Brian Krajewski
SECONDER:	Greg Schwarze

9. INFORMATIONAL

A motion was made by Member Krajewski and seconded by Member Garcia to receive and place on file: Payment of Claims, Wire Transfers, and Grant Proposal Notifications. Upon a voice vote, the motion passed.

A. Payment of Claims9.A.1. [24-1514](#)

05-10-2024 Paylist

9.A.2. [24-1516](#)

05-10-2024 Auto Debit Paylist

9.A.3. [24-1538](#)

05-14-2024 Paylist

9.A.4. [24-1584](#)

05-17-2024 Paylist

9.A.5. [24-1591](#)

05-17-2024 Auto Debit

9.A.6. [24-1600](#)

05-21-2024 Paylist

9.A.7. [24-1615](#)

05-22-2024 Polling Place Paylist

B. Wire Transfers9.B.1. [24-1515](#)

05-13-2024 IDOR Wire Transfer

C. Grant Proposal Notifications9.C.1. [24-1574](#)

GPN 019-24 Low Income Home Energy Assistance Program (LIHEAP) Grant PY25, Illinois Department of Commerce and Economic Opportunity, U.S. Department of Health and Human Services - \$3,487,312. (Community Services)

9.C.2. [24-1575](#)

GPN 020-24 Low Income Home Energy Assistance Program (LIHEAP) State Supplemental Grant PY25, Illinois Department of Commerce and Economic Opportunity - \$3,681,051. (Community Services)

9.C.3. [24-1576](#)

GPN 021-24 Weatherization DOE Grant PY25, Illinois Department of Commerce and Economic Opportunity, U.S. Department of Energy - \$734,681. (Community Services)

9.C.4. [24-1577](#)

GPN 022-24 Weatherization HHS Grant PY25, Illinois Department of Commerce and Economic Opportunity, U.S. Department of Health and Human Services - \$967,886. (Community Services)

9.C.5. [24-1578](#)

GPN 023-24 Weatherization State Grant PY25, Illinois Department of Commerce and Economic Opportunity - \$426,227. (Community Services)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Brian Krajewski
SECONDER:	Paula Garcia
AYES:	Chaplin, Childress, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Gustin, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Yoo, and Zay
ABSENT:	Covert, and Tornatore

10. **DISCUSSION**

10.A. Travel Agency Discussion

Discussion was held regarding the use of a travel agency for company travel. The proposed agency, Riverdale Travel, requires a one-time cost of \$1,000 for the travel system to be implemented. Costs are then accrued on an as-needed basis as employees use the service. Utilizing a travel service will provide clear and organized invoices, as well as cut down on employees needing to use their personal credit card for travel-related expenses. Employees may choose to use the travel service, or they may still book travel on their own. While the travel agency cannot register employees for conferences or pay for registration fees, most conferences will invoice the County for registration fees and the department can pay the invoice following regular procedures. By a show of hands, Committee members gave consensus to move forward with a vote on the purchase requisition at the next Finance Committee meeting. It was asked that both Elected Officials and County Board Departments be included in the estimated travel costs.

10.B. County Credit Card Discussion

The County will not be issuing additional credit cards to any departments at this time. Once the new travel agency service is in place, managers and supervisors will be able to monitor how much employees still purchase on their personal credit cards for work-related travel and other miscellaneous work-related items. For any conference registration fees, employees are encouraged to request an invoice from the agency and have it be paid following regular procedures.

10.C. Budget Survey Discussion

Chair Chaplin asked Committee members for their opinion on the draft budget survey. A request was made to include food insecurity as an option under the Community Well Being question. Committee members gave consensus to proceed with rolling out the budget survey in early June.

11. OLD BUSINESS

No old business was discussed.

12. NEW BUSINESS

Member Krajewski brought up a change involving credit card convenience/surcharge fees. Staff will look into the details of the related legislation to see how it may impact the County.

13. ADJOURNMENT

A motion was made by Member Ozog and seconded by Member Garcia to adjourn at 6:20 PM. Upon a voice vote, the motion passed.