



DU PAGE COUNTY

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

Human Services

Final Summary

Tuesday, January 21, 2025

9:30 AM

Room 3500A

1. CALL TO ORDER

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

Chair Schwarze appointed County Board member Lucy Evans to serve as a member of the committee for the purposes of a quorum.

Member Evans left the meeting at 10:00 to attend another committee meeting, before voting took place.

Chair Schwarze appointed County Board member Michael Childress to serve as a member of the committee for quorum purposes.

2. ROLL CALL

Other Board members present: Member Lucy Evans and Member Michael Childress

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Conor McCarthy, Lisa Smith, and Renee Zerante (State's Attorney Office), Evan Shields (Public Information Officer), Jason Blumenthal (Policy & Program Manager), DeAndre Redd (Contracting Equity Administrator), Mary Catherine Wells, Keith Jorstad, and Tabassum Haleem (Finance), Valerie Calvente and Henry Kocker (Procurement), Natasha Belli and Gina Strafford Ahmed (Community Services Administrators), Ashley Miller (Community Development Manager), Mary Keating (Director of Community Services), and Janelle Chadwick (Administrator of the DuPage Care Center)

PRESENT	DeSart, Garcia, Schwarze, Evans, and Childress
ABSENT	Cronin Cahill, Galassi, and LaPlante

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

[25-0354](#)

Small Nonprofit Grant Program Round 2 Goals and Objectives and Summary Report on the Small Nonprofit Grant Program, Round 1

Chair Schwarze introduced Mary Catherine Wells, the Deputy Chief Financial Officer, to speak regarding the approval of round two of the Small Agency Grant Program, item 6.B. on the day's agenda. Round one allocated \$1,050,000 but awarded \$653,993 in total funds. The lower distribution of funds was partly due to some districts that were oversubscribed, while other districts were undersubscribed. Noted ineligibilities included forms and certifications missing, car repairs, holiday parties, medical expenses, and cash

requests.

The round one reports were due at the end of 2024. 23 out of 37 of awarded recipients have not submitted their performance metrics reports. The reporting metrics will be critical in determining eligibility for the round two funding. Ms. Wells distributed a report showing the performance measures of reports received, which is attached hereto and made part of the minutes packet.

Ms. Wells presented a recap of round one and an overview of round two via a PowerPoint and noted what can be done better in round two. She stated as a goal towards efficiencies in round two, they would like to streamline the volume of staff needed to implement the program, make sure the application process includes performance metrics, and develop a more standardized agreement across all the applications. Under round two agencies will be required to submit their 501(c)3 current status certification when applying, they must be physically located in DuPage County as noted on the AG990-IL form, and must have completed round one reporting requirements. Additionally, the agency's annual revenue can be averaged over three years, no District Board Member can serve on the nonprofit's board, and the program will run one year, June 1, 2025 through May 31, 2026.

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

The committee discussed the outreach that would be involved to reach the nonprofit agencies. Joan Olson, Communications Director, said they would send out a news release. Small media, particularly suburban newspapers and the Daily Herald often bring good results, and they will repeat messages on social media. Mary Keating added they have email blasts that go to hundreds of the nonprofits. They will utilize their connection with the DuPage Foundation, Mayors and Managers Conference (DMMC) and the DuPage municipalities.

The committee discussed the under \$30,000 funding threshold and the agencies that have not submitted their metrics. MaryCatherine said one round of reminders for the agency reporting has been sent but encouraged district members to contact their districts' agencies regarding missing reporting.

26:36 Greg Schwarze asked about the premise of sharing the money within districts. Nick Kottmeyer explained that the program belongs to the County Board members, and it is ultimately their decision on how they want to run the program. After discussion, the Human Services committee members present stated they did not want to share funds within districts, rather delegate unspent funds back to the ARPA Interest Funds, as in 2024. Mr. Kottmeyer stated the program will be presented at Finance/County Board next week so any requests for changes should be forwarded this week to staff to have vetted with the Assistant State's Attorney, if needed. Assistant State's Attorney, Conor McCarthy, recommended adding the verbiage to the recitals stating any unused funds shall be swept into the ARPA Interest funds and shall not be redistributed amongst other districts.

Mr. McCarthy added that the categories and language of the presentation are rather broad and he is willing to explain any topics more extensively if needed.

County Board member Lucy Evans left the meeting at 10:00 AM to attend another committee meeting. Chair Schwarze appointed CB member Michael Childress to serve

on the committee for quorum purposes.

5. APPROVAL OF MINUTES

5.A. [25-0317](#)

Human Services Committee - Regular Meeting - Tuesday, January 7, 2025

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia
AYES:	DeSart, Garcia, Schwarze, and Childress
ABSENT:	Cronin Cahill, Galassi, LaPlante, and Evans

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0018-25](#)

Acceptance and appropriation of additional funding for the Aging-Case Coordination Unit for PY25 in the amount of \$10,000, for the period of October 1, 2024 through September 30, 2025, Company 5000 - Accounting Unit 1660. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart
AYES:	DeSart, Garcia, Schwarze, and Childress
ABSENT:	Cronin Cahill, Galassi, LaPlante, and Evans

6.B. [FI-R-0017-25](#)

Approval of "Round 2" of the Small Agency Grant Program, in the amount of \$1,050,000. (ARPA INTEREST)

Chair Schwarze amended item 6.B., the Approval of "Round 2" of the Small Agency Grant Program, to include a sentence to indicate that any unused funds shall be transferred to the ARPA Interest funds and shall not be redistributed among the current applicant agencies. The item was approved as amended, all ayes on a voice vote.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Greg Schwarze
SECONDER:	Dawn DeSart

6.C. [FI-R-0019-25](#)

Acceptance and appropriation of interest earned on investment for the Family Self-Sufficiency Program, Company 5000 - Accounting Unit 1700 in the amount of \$1,365. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Greg Schwarze
SECONDER:	Michael Childress

6.D. [FI-R-0021-25](#)

Acceptance and appropriation of the ILDCEO Community Services Block Grant PY25 Inter-Governmental Agreement no. 25-231028, Company 5000 - Accounting Unit 1650, in the amount of \$1,269,609. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Michael Childress

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

7.A. [HS-R-0003-25](#)

Recommendation of approval of a first modification to Community Development Block Grant (CDBG) Agreement with Bridge Communities, Inc., Stability Program for Families Experiencing Homelessness, Project Number CD24-05, adding eligible reimbursement of costs for two additional direct service staff to the project scope. (Community Services)

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

7.B. [HS-R-0004-25](#)

2025-2029 Consolidated Plan and 2025 Annual Action Plan element of the Consolidated Plan, DuPage County Consortium – FIRST READING - Acceptance of the 2025-2029 Consolidated Plan and 2025 Annual Action Plan element of the 2025-2029 Consolidated Plan (Public Comment Period) for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs to qualify and receive the Department of Housing and Urban Development (HUD) grant funds.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Michael Childress

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

8.A. [25-0185](#)

Recommendation for the approval of a contract purchase order issued to Henry Schein, Inc., for deluxe top over bed tables, for the DuPage Care Center, for the period of January 22, 2025 through January 21, 2026, for a contract total not to exceed \$16,485. Contract pursuant to the Intergovernmental Cooperation Act (OMNIA Partners Contract #2021002973).

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia
AYES:	DeSart, Garcia, Schwarze, and Childress
ABSENT:	Cronin Cahill, Galassi, LaPlante, and Evans

8.B. [25-0201](#)

Recommendation for the approval of a contract purchase order issued to Equipment International, Ltd., for laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period of March 1, 2025 through February 28, 2026, for a contract total not to exceed \$23,750, under bid renewal #24-014-DCC, first of three one-year optional renewals.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Michael Childress
AYES:	DeSart, Garcia, Schwarze, and Childress
ABSENT:	Cronin Cahill, Galassi, LaPlante, and Evans

9. BUDGET TRANSFERS

Janelle Chadwick, Administrator of the DuPage Care Center prefaced the Care Center's budget transfers, stating the Care Center accommodates a 2% COLA increase in their annual budget, placed under salary and wage adjustments, which have to be moved into the proper departments at the end of the year. In addition, they have the \$1M place holder for the AFSCME wage adjustments, originally placed under the contingency budget line, which now must be moved into the correct departments.

9.A. [25-0275](#)

Transfer of funds from account no. 5000-1720-54100 (IT equipment) to account no. 5000-1720-54100 (IT equipment - capital lease) in the amount of \$5,100 to reclass the capital equipment balance to capital lease sub-account to cover the FY25 copier lease for Senior Services. (Community Services)

RESULT: APPROVED
MOVER: Dawn DeSart
SECONDER: Michael Childress

9.B. [25-0323](#)

Transfer of funds from account no. 1200-2010-50080 (salary and wage adjustments) to account no. 1200-2010-50000 (regular salaries) and account no. 1200-2010-51000 (benefit payments) in the amount of \$15,000, to adjust shortages in FY24 within the Financial Services Budget. (DuPage Care Center)

RESULT: APPROVED
MOVER: Michael Childress
SECONDER: Paula Garcia

9.C. [25-0277](#)

Transfer of funds from account no. 1200-2000-50080 (salary and wage adjustments) and account no. 1200-2000-53828 (contingencies) to account no. 1200-2000-50000 (regular salaries), account no. 1200-2000-50040 (part-time help), account no. 1200-2000-51000 (benefit payments), and account no. 1200-2000-51040 (employee medical and hospital insurance), in the amount of \$42,900 to adjust shortages in FY24 for Administration. (DuPage Care Center)

RESULT: APPROVED
MOVER: Michael Childress
SECONDER: Dawn DeSart

9.D. [25-0279](#)

Transfer of funds from account no. 1200-2025-50040 (part-time help), 1200-2025-50080 (salary and wage adjustments), 1200-2000-53828 (contingencies), to account no. 1200-2025-50000 (regular salaries), 1200-2025-50010 (overtime), 1200-2025-51000 (benefit payments), 1200-2025-51010 (employer share I.M.R.F.), 1200-2025-51030 (employer share social security), and 1200-2025-51040 (employee medical and hospital insurance), in the amount of \$357,700 to adjust shortages for FY24 for Dining Services. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

9.E. [25-0280](#)

Transfer of funds from account no. 1200-2050-50080 (salary and wage adjustments), 1200-2050-50000 (regular salaries), 1200-2050-50040 (part-time help), 1200-2050-50050 (temporary salaries), 1200-2050-53090 (other professional services), and 1200-2000-53828 (contingencies) to account no. 1200-2050-50010 (overtime), 1200-2050-50020 (holiday pay), 1200-2050-51000 (benefit payments), 1200-2050-51010 (employer share I.M.R.F.), 1200-2050-51030 (employer share social security), and 1200-2050-51040 (employee medical and hospital insurance) in the amount of \$1,370,840 to adjust shortages for FY24 for Nursing Services. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

9.F. [25-0281](#)

Transfer of funds from account no.1200-2070-50080 (salary and wage adjustments) to account no. 1200-2070-51000 (benefit payments) in the amount of \$8,000 to adjust shortages in FY24 within the Social Services budget line. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

9.G. [25-0282](#)

Transfer of funds from account no. 1200-2065-50000 (regular salaries) to account no. 1200-2065-50010 (overtime), 1200-2065-50040 (part-time help), 1200-2065-51000 (benefit payments), and 1200-2065-51040 (employee medical and hospital insurance) in the amount of \$19,750 to adjust shortages for FY24 within the Recreation Department. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

9.H. [25-0283](#)

Transfer of funds from account no. 1200-2100-50080 (salary and wage adjustments), 1200-2100-50000 (regular salaries), 1200-2100-50040 (part-time help), and 1200-2100-50050 (temporary salaries), to account no. 1200-2100-50010 (overtime), 1200-2100-50020 (holiday pay), 1200-2100-51000 (benefit payments), and 1200-2100-51010 (employer share I.M.R.F.) in the amount of \$33,850 to adjust shortages for FY24 within the 421 building's cafeteria payroll budget lines. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Dawn DeSart

9.I. [25-0284](#)

Transfer of funds from account no. 1200-2080-50080 (salary and wage adjustments), 1200-2080-50000 (regular salaries), 1200-2000-53828 (contingencies) to account no. 1200-2080-50010 (overtime), 1200-2080-50040 (part-time help), 1200-2080-51000 (benefit payments), and 1200-2080-51010 (employer share I.M.R.F), 1200-2080-51030 (employer share social security), and 1200-2080-51040 (employee medical and hospital insurance) in the amount of \$42,700 to adjust shortages for FY24 within the Volunteer Services payroll budget lines. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Michael Childress

9.J. [25-0285](#)

Transfer of funds from account no. 1200-2030-50080 (salary and wage adjustments), 1200-2030-50010 (overtime), 1200-2030-51000 (benefit payments), and 1200-2000-53828 (contingencies) to account no. 1200-2030-50000 (regular salaries), 1200-2030-50040 (part-time help), 1200-2030-51010 (employer share I.M.R.F.), 1200-2030-51030 (employer share social security), and 1200-2030-51040 (employee medical and hospital insurance) in the amount of \$66,600 to adjust shortages for FY24 for Laundry Services. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

9.K. [25-0286](#)

Transfer of funds from account no. 1200-2035-50080 (salary and wage adjustments), 1200-2035-50010 (overtime), 1200-2035-50040 (part-time help), 1200-2000-53828 (contingencies) to account no. 1200-2035-50000 (regular salaries), 1200-2035-50020 (holiday pay), 1200-2035-51000 (benefit payments), and 1200-2035-51040 (employee medical and hospital insurance) in the amount of \$142,800 to adjust shortages for FY24 for Housekeeping Services. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Michael Childress

9.L. [25-0287](#)

Transfer of funds from account no. 1200-2085-50080 (salary and wage adjustments), and 1200-2085-50000 (regular salaries) to account no. 1200-2085-50010 (overtime) and 1200-2085-50040 (part-time help) in the amount of \$14,000 to adjust shortages for FY24 within the inpatient pharmacy payroll budget lines. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

9.M. [25-0289](#)

Transfer of funds from account no. 1200-2060-50080 (salary and wage adjustments) to account no. 1200-2060-51000 (benefit payments) and account no. 1200-2060-51040 (employee medical and hospital insurance) in the amount of \$14,000 to adjust shortages for FY24 within the Rehab and Therapy Services payroll budget lines. (DuPage Care Center)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

9.N. [25-0296](#)

Transfer of funds from account no. 5000-1650-50000 (regular salaries) to account no. 5000-1650-51000 (benefit payments) in the amount of \$2,450 to cover the benefit payments paid out during FY24 within the Community Services Block Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

9.O. [25-0309](#)

Transfer of funds from account no. 5000-1480-50000 (regular salaries) to account no. 5000-1480-51000 (benefit payments) in the amount of \$1,675 to cover employee benefit payments paid in FY24 within the Homeless Management Information System Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

9.P. [25-0310](#)

Transfer of funds from account no. 5000-1420-50000 (regular salaries) to account no. 5000-1420-51000 (benefit payments) in the amount of \$29,950 to cover employee benefit payments paid out in FY24 within the LIHEAP Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

9.Q. [25-0311](#)

Transfer of funds from account no. 5000-1430-50000 (regular salaries) to account no. 5000-1430-51000 (benefit payments) in the amount of \$415 to cover employee benefit payments for FY24 within the Weatherization grant. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

9.R. [25-0312](#)

Transfer of funds from account no. 5000-1400-50000 (regular salaries) to account no. 5000-1400-50010 (overtime) in the amount of \$445 to cover employee overtime payments paid out during FY24 within the Weatherization grant. (Community Services)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

10. INFORMATIONAL

Motion to Combine Items

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

10.A. [25-0290](#)

GPN 001-25 PY25 Community Development Block Grant, U.S. Department of Housing and Urban Development, Community Services, \$3,663,504.

10.B. [25-0291](#)

GPN 002-25 PY25 HOME Investment Partnerships Program, U.S. Department of Housing and Urban Development , Community Services, \$1,556,110.

10.C. [25-0292](#)

GPN 003-25 PY25 Emergency Solutions Grant, U.S. Department of Housing and Urban Development, Community Services, \$286,741.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Paula Garcia
SECONDER:	Michael Childress
AYES:	DeSart, Garcia, Schwarze, and Childress
ABSENT:	Cronin Cahill, Galassi, LaPlante, and Evans

11. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick stated there are no units under quarantine due to covid or other ailments. The Care Center is expecting the Illinois Department of Public Health (IDPH) to arrive the week of January 27th to perform the initial architectural inspection of the most recent renovations.

13. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, commented on item 7.B. the 2025-2029 Consolidated Plan and Annual Action Plan, which are also related to the three Grant Proposal Notifications under Informational items. The 5-year Consolidated Plan lays out the priorities for the county for the CDBG, ESG, and H.O.M.E. funds for the next five years and are the guiding documents that will help Community Development staff determine how they will fund projects. The plan includes projects in 2025, however, the department has not received a 2025 budget yet from the federal government, so their plan is based on status quo from 2024. Community Development is still operating on a continuing resolution for the 2025 budget. Under the new federal administration, 2025 and future funding is unknown. Staff has made plans for what would not be funded and how they would accommodate a small cut. If the budget is cut, Ms. Keating would address the committee. A large cut would require further conversations. HUD still requires the county to submit their Consolidated Plan by February 15, even without a federal budget.

14. OLD BUSINESS

No old business was discussed.

15. NEW BUSINESS

No new business was discussed.

16. ADJOURNMENT

With no further business, Chair Schwarze adjourned the meeting at 10:22 AM.