



# DU PAGE COUNTY

## Human Services

### Final Summary

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

---

**Tuesday, April 1, 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.

**2. ROLL CALL**

Members Cahill and LaPlante arrived at 9:32 AM.

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Renee Zerante ( State's Attorneys Office), Mary Catherine Wells, Keith Jorstad, and Katrina Holman (Finance), Donna Weidman (Procurement), Julie Hamlin and Gina Strafford-Ahmed (Community Services Administrators), Mary Keating (Director of Community Services), and Shauna Berman, remote (Assistant Administrator of the DuPage Care Center).

<b>PRESENT</b>	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze
----------------	--

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze stated that as the small human services grant application deadline to apply is this Friday, April 4, 2025, there are 44 applications submitted, nine of them in the last 24 hours. We will discuss the grant applications more in depth at the next meeting, Tuesday, April 15, 2025. Member Galassi asked if she could get a list of the applicants from each district before Friday's deadline. Mary Catherine Wells, the Deputy Chief Financial Officer, responded that she would email the current list to the committee.

Member DeSart asked about getting a list of the agencies within their districts that may have errors in their applications before Friday, so they have the ability to correct them and resubmit them. Ms. Wells responded that the Finance team has been tracking the applications and following up with the agencies throughout the application process with errors or missing documentation.

Greg confirmed with Mary Catherine that the April 4 date is a firm deadline for all applications to be completed and/or corrected.

**5. APPROVAL OF MINUTES****5.A. [25-0908](#)**

Human Services Committee - Regular Meeting - Tuesday, March 4, 2025

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

**6. COMMUNITY SERVICES - MARY KEATING****6.A. [FI-R-0057-25](#)**

Acceptance and appropriation of the DuPage Housing Authority Family Self-Sufficiency Program PY25, Agreement No. FSS25IL, Company 5000 - Accounting Unit 1740, from January 1, 2025 through December 31, 2025, in the amount of \$184,000. (Community Services)

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

**7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING****7.A. [FI-R-0054-25](#)**

Acceptance and appropriation of the fifty-first (51st) year of the Community Development Block Grant (CDBG) PY25, Company 5000 - Accounting Unit 1440, for the period April 1, 2025 through March 31, 2026, in the amount of \$3,744,889, for Community Development. (Community Services)

Member Garcia asked if there is a time frame to spend the funds and if there are any repercussions with unspent grant funds. Mary Keating, Director of Community Services, replied that the amounts listed on today's agenda items are planning numbers, based on the anticipation that the continuing resolution will have the same 2024 funding level. They typically submit the acceptance and appropriation to meet the April 1st program year deadline. This is always a planning number, and they will tweak as necessary when the actual allocations are awarded, which HUD informed staff should be in mid-May. As far as retribution for unspent funds, the 2025 budget has been passed and if our funds are at risk, then all federal funds are at risk. CDBG and ESG funds are spent quickly. The 2025 HOME funding is going to the Naperville housing project. Ms. Keating believes they have seven years to spend the HOME funds, but they will spend the money well before that deadline.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
----------------	------------------------------

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

7.B. [FI-R-0055-25](#)

Acceptance and appropriation of the thirty-seventh (37th) year of the Emergency Solutions Grant (ESG) PY25, Company 5000 - Accounting Unit 1470, for the period April 1, 2025 through March 31, 2026, in the amount of \$286,741, for Community Development. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Cynthia Cronin Cahill
<b>SECONDER:</b>	Kari Galassi

7.C. [FI-R-0056-25](#)

Acceptance and appropriation of the thirty-fourth (34th) year of the HOME Investment Partnerships Grant PY25, Company 5000 - Accounting Unit 1450, for the period April 1, 2025 through March 31, 2026, in the amount of \$1,727,602, for Community Development. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Cynthia Cronin Cahill

7.D. [HS-R-0008-25](#)

Recommendation for Approval of a Memorandum of Understanding (MOU) between the Village of Glen Ellyn and DuPage County, with DuPage County to act as the Responsible Entity and perform the Environmental Review, under 24 CFR Part 58, as necessary for Glen Ellyn's Community Project Funding (CPF) Grant.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Cynthia Cronin Cahill

**8. DUPAGE CARE CENTER - JANELLE CHADWICK****8.A. [HS-P-0017-25](#)**

Recommendation for the approval of a contract purchase order issued to CareVoyant, Inc., for historical access data license fee for CareVoyant LTC Software to reside on DuPage County's file server, and support, for the period May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500. Other professional services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b).

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

**8.B. [25-0909](#)**

Recommendation for the approval of a contract purchase order to Yami Fresh, to manage beverage and snack vending machines at various locations on County Campus, at no cost to the County, for the period of May 5, 2025 through May 4, 2026, per bid #24-004-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>	Cronin Cahill, DeSart, Galassi, Garcia, LaPlante, and Schwarze

**8.C. [25-0910](#)**

Recommendation for the approval of a contract purchase order to Redsail Technologies, LLC, for software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$19,000; Competitive bids per 55 ILCS 5/5-1022(d) (IT/Telecom purchases under \$35,000).

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

**9. BUDGET TRANSFERS****9.A. [25-0911](#)**

Transfer of funds from account no. 5000-1495-54100-0000 (IT equipment) to account no. 5000-1495-54100-0700 (IT equipment - capital lease) in the amount of \$320, adding the sub account for leases for the Low Income Home Energy Assistance Program (LIHEAP). (Community Services)

**RESULT:** APPROVED

**MOVER:** Paula Garcia

**SECONDER:** Kari Galassi

**10. INFORMATIONAL****10.A. [25-0912](#)**

GPN 005-25: 2024 HUD Continuum of Care Program Competition - Planning PY26, U.S. Department of Housing and Urban Development - \$328,070. (Community Services)

**RESULT:** APPROVED AND SENT TO FINANCE

**MOVER:** Paula Garcia

**SECONDER:** Lynn LaPlante

**11. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

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

Shauna Berman, Assistant Administrator of the DuPage Care Center, stated that a resident tested positive for covid over the weekend. It is contained so no unit quarantine is needed. Staff continue to do contact tracing.

The Illinois Department of Public Health (IDPH) inspected and cleared the 3N unit for occupancy. The residents from the second floor will be moving up to the third floor, so there are boxes everywhere and a lot of excitement with the residents.

The DuPage Care Center Foundation's annual golf outing will be held on June 27, 2025, at Prairie Landing Golf Club in West Chicago. There are almost 50 golfers registered already.

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

Mary Keating shared a voice mail from a past Family Self-Sufficiency participant thanking the staff, stating in May she will be graduating from Aurora University with her master's degree. She attributes Family Self-Sufficiency, a long-term case management program, for assisting with her GED, associate's, and bachelor's degrees, leading up to the master's degree this year. She has also become a homeowner during the process.

Ms. Keating spoke regarding the federal continuing resolution, stating there was a recent announcement that the federal government will be cutting 10,000 staff from the Federal Health and Human Services (HHS), including the elimination of the division called the Administration for Community Living which houses all our senior service's programs. The press release said all programs will be absorbed into something else, but we do not know who or when or where. HHS is also the agency where our LIHEAP, CSBG, and Weatherization funds come from. We do not know the status of these programs. They are funded in the 2025 budget, but we don't know how the 25% staff reduction at HHS will impact the funds we get from that federal agency. The GPN on today's agenda, item number 10.A., is for our planning grant for the Continuum of Care (CoC). They are waiting for their agreement with the new language adhering to the current executive orders. Upon receipt, Ms. Keating will forward the agreement to the state's attorney for review. She will report to the county board if there will be any changes in their current practices.

**14. OLD BUSINESS**

No old business was discussed.

**15. NEW BUSINESS**

Member DeSart thanked Mary Catherine Wells, Assistant State's Attorney Conor McCarthy, and the Finance staff for their unrelenting assistance with her and her constituents during the application process of the small human services grant.

Chair Schwarze stated that the next Human Services Committee meeting will provide a couple of presentations, one about remodeling the east wing of the DuPage Care Center, which is not part of the current remodel, and the other will be regarding food insecurity and what the potential is with the Northern Illinois Food Bank. (NIFB). Member DeSart asked about the monthly updates from the NIFB. Chair Schwarze said he discussed this with the Executive Director Julie Yurko and we should expect an update soon.

**16. ADJOURNMENT**

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi



## Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 25-0908

**Agenda Date:** 4/1/2025

**Agenda #:** 5.A.

---



# DU PAGE COUNTY

## Human Services

### Final Summary

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

---

**Tuesday, March 4, 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.

**2. ROLL CALL**

Other board members present: Member Lucy Evans, Member Saba Haider, Member Andrew Honig, and Member Sheila Rutledge

Vice Chair Paula Garcia was present but had to leave the meeting for her 10:00 meeting, after the presentation but before the voting items were presented.

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Joan Olson (Chief Communications Officer), Renee Zerante (State's Attorney Office), Mary Catherine Wells, Keith Jorstad, and Katrina Holman (Finance), Donna Weidman (Procurement), Julie Hamlin (Community Development Administrator), Mary Keating, remote (Community Services Director), and Janelle Chadwick, remote (DuPage Care Center Administrator).

<b>PRESENT</b>	Cronin Cahill, DeSart, Galassi, LaPlante, and Schwarze
<b>EXCUSED</b>	Garcia

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze thanked everyone for attending, noting the additional county board members in attendance for the presentation.

**4.A. Presentation - Northern Illinois Food Bank - Julie Yurko**

Chair Schwarze introduced Hester Bury and the Executive Director of the Northern Illinois Food Bank (NIFB), Julie Yurko. The Chair explained that Julie Yurko will talk about the money DuPage County has given the NIFB for the prior three years.

Ms. Yurko gave her presentation for the Northern Illinois Food Bank covering the impact in DuPage County, the list of participating food pantries, the list of produce, and the increased need in the county. The PowerPoint is attached hereto and made part of the minutes packet.

She answered questions from the committee. They discussed the numbers, demographics, administrative costs, the quality of the produce, and if the NIFB saw any indication that people were afraid to attend the pantries. Ms. Yurko replied that 45% are Hispanic or Latinx. Tariffs, which are expected to increase by \$65,000 to \$80,000 a month, and inflations are expected to

increase attendance by 80,000 to 100,000 visits across the network. 42% of the households in the 13 counties live under the minimum wage which equates to half a million households within the 13 counties.

The money the food bank received from the federal government is all being passed through the state. The Local Food Purchase Assistance Program (LFPA) and the Farm to Food Bank Programs are state allocations that make up 30% of our federal funding. The funds are currently frozen and expected to go away. This may not impact on our budget much this year but will significantly so next year. The Biden administration increased the SNAP benefits by 20% and that is one of the largest areas the federal government is looking to cut.

Additional funding should provide 1.6M lbs. of food. On average the food bank is spending about \$100,000 monthly. They could spread out the funds throughout the course of the year, which would be a little less monthly or at the current level for nine to ten months.

Member LaPlante asked that the county board members receive monthly updates from the NIFB of the numbers so they can follow the trend with the federal government's looming budget cuts and react and respond quickly.

**25-0691**

Handout - Northern Illinois Food Bank ARPA Funding Impact

**5. APPROVAL OF MINUTES**

**5.A. 25-0646**

Human Services Committee - Regular Meeting - Tuesday, February 18, 2025

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Cynthia Cronin Cahill

**6. COMMUNITY SERVICES - MARY KEATING**

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

**7.A. HS-P-0013-25**

Recommendation for the approval of a contract purchase order issued to Novastaff Healthcare Services, for Supplemental Nursing Staffing Services, for the Care Center, for the period April 13, 2025 through April 12, 2026, for a total contract amount not to exceed \$650,000; under RFP renewal #24-002-DCC, first of three one-year optional renewals.

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

7.B. [HS-P-0014-25](#)

Recommendation for the approval of a contract purchase order issued to Brightstar Care of Central DuPage, for Supplemental Nursing Staffing Services, for the Care Center, for the period April 13, 2025 through April 12, 2026, for a total contract amount not to exceed \$330,000; under RFP renewal #24-002-DCC, first of three one-year optional renewals.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Cynthia Cronin Cahill

7.C. [HS-P-0015-25](#)

Recommendation for the approval of a contract purchase order issued to RCM Health Care Services, for Supplemental Nursing Staffing Services, for the Care Center, for the period April 13, 2025 through April 12, 2026, for a total contract amount not to exceed \$100,000; under RFP renewal #24-002-DCC, first of three one-year optional renewals.

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

**8. CONSENT ITEMS**

## Motion to Combine Items

Member DeSart moved and Member Galassi seconded a motion to combine items 8.A. through 8.D. The motion was approved on voice vote, all "ayes".

8.A. [25-0647](#)

Pulmonary Exchange PEL/VIP - Contract 6677-0001 SERV. This purchase order is decreasing in the amount of \$16,390 and closing due to purchase order has expired. (DuPage Care Center)

8.B. [25-0648](#)

Symbria Rehab, Inc. - Contract 6746-0001 SERV. This purchase order is decreasing in the amount of \$624,041.75 and closing due to purchase order has expired. (DuPage Care Center)

8.C. [25-0649](#)

Sysco Food - Contract 6752-0001 SERV. This purchase order is decreasing in the amount of \$97,882.54 and closing due to purchase order has expired. (DuPage Care Center)

8.D. [25-0650](#)

Valdes Supply - Contract 6676-0001 SERV. This purchase order is decreasing in the amount of \$51,437.88 and closing due to purchase order has expired. (DuPage Care Center)

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Kari Galassi
<b>AYES:</b>	Cronin Cahill, DeSart, Galassi, LaPlante, and Schwarze
<b>EXCUSED:</b>	Garcia

**9. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

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

Janelle Chadwick, Administrator of the DuPage Care Center, explained the agency contracts and costs. Three vendors are kept on contract to assist with staff coverage, mainly for the Certified Nursing Assistants (CNA's). The money is moved between the three vendors, based on who is providing the most staff as necessary. The three contracts total about \$1M. In 2024 the budget for the agencies was \$990,000, the actual expense came to \$780,000. The total budget for 2025 for the agencies is \$895,000, down from 2024. The Care Center is also paying less in bonuses to their own staff to pick up shifts.

Answering Chair Schwarze's question regarding the percentage of contract staff versus full time staff, Ms. Chadwick answered that the Care Center runs about 23 CNA's on each of the AM and PM shifts, averaging about five agency staff during the day, and a little less at night. This is down from the previous number of 10 to 12 agency staff. Staff will need to be added when the newly remodeled units are open.

The Care Center will struggle with employee retirements. The CNA tenure program pays CNA's a stipend with six or more years' experience, which constitutes 99% of their CNA staff. The Care Center is having had a good up tick in hiring, more so in dining services and housekeeping. Nursing hiring is still occurring, but at a slower rate than before.

One person tested positive today for covid, keeping one unit in quarantine.

The Care Center experienced a three-week delay in the inspection for the 3N unit when the architect waived their inspection which resulted in a lack of communication between the architect and the Illinois Department of Public Health (IDPH) to notify the local office. They are expecting the local IDPH inspector any day, which will allow the 3N unit to open. 3C is going to be 90% complete this week, which means that the unit is ready for inspection.

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

Mary Keating, Director of Community Services, reported from the NACo conference in Washington D.C., and stated it has been an interesting week. Ms. Keating met with committee staff relevant to the Community Services department and stated there was a lot of good information shared between peers that manage the same funds as she does in Community Services. They discussed what people are hearing from their local field offices and what instruction or lack of communication they are getting. All in all, Ms. Keating felt it has been helpful to have an opportunity to find out what is going on in other areas.

There was no indication what Congress will do come March 14 when the current funding bill expires; pass a final spending bill, extend the current budget, or face a partial shutdown.

Chair Schwarze asked if the state is having struggles accessing funds that have already been approved and if there were any related discussions in Washington D.C.? Ms. Keating replied that she has not been part of any related discussions in Washington D.C. They did get instructions from the state to request the second quarter CSBG and LIHEAP funds as the state has received them. The county has not had any difficulty drawing down the funds they were allocated with one exception. There is funding that came from the bi-partisan infrastructure law that they have been instructed to hold off on accessing, which is one of the funds from the Weatherization department.

**12. OLD BUSINESS**

Chair Schwarze asked Finance for an update on the Small Human Services Grant, noting the portal closes in one month. Mary Catherine Wells, the Deputy Chief Financial Officer, replied there are nine current applications, and staff has taken a lot of questions. Ms. Wells is hoping to get information out by the end of this week, including a recap of questions answered and the list of agencies that are ineligible. Staff is trying to do a little more work upfront this year.

Member DeSart commended Mary Catherine Wells for meeting with constituents directly to address questions. Member Haider added that agencies from District 5 attended the ZOOM webinar and found it extremely helpful.

Nick Kottmeyer, Chief Administrative Officer, replied that \$600,000 in ARPA interest has been reserved. Chair Conroy allocated \$500,00 in the 2025 budget, approved by the county board, also ARPA interest, with no expiration of when it needs to be spent.

Greg Schwarze noted the committee has a little over \$1M towards food insecurity. He commented that the deadline to provide financial assistance is the end of June when the current food program agreement ends. Any agency/township can get back into the program. Looking at the amounts allocated in the last few years, he noted \$1M is not a lot, especially considering the current federal climate. He was seeking a consensus from the committee regarding support of providing funding to the NIFB.

Mr. Kottmeyer clarified the intent moving forward; this will be an extension of the same program encapsulated in the agreement they bring forward, that the amount available, \$1,025,000 would provide the NIFB as close to the \$100,000 per month as possible, and they would retain an allowance for dairy and protein in the agreement. They discussed the administrative fees, Mary Catherine stated they are at about 5% with the ARPA grant for administration fees. Mary Keating surmised the 6% to 7% is an appropriate level to expect.

Mr. Kottmeyer recommended that Mary Keating, the Finance Team, NIFB, Greg Schwarze and

Paula Garcia meet to negotiate the contract. He asked to review the contract before it is brought to committee and County Board.

All committee members in attendance raised their hands to support that the allocation to the NIFB move forward.

**13. NEW BUSINESS**

No new business was discussed.

**14. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:18 AM.



## Finance Resolution

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

---

**File #:** FI-R-0057-25

**Agenda Date:** 4/1/2025

**Agenda #:** 10.D.

---

ACCEPTANCE AND APPROPRIATION OF THE  
DUPAGE HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM PY25  
AGREEMENT NO. FSS25IL  
COMPANY 5000 - ACCOUNTING UNIT 1740  
\$184,000

(Under the administrative direction of  
the Community Services Department)

WHEREAS, the County of DuPage has been notified by the DuPage Housing Authority that grant funds in the amount of \$184,000 (ONE HUNDRED EIGHTY-FOUR THOUSAND AND NO/100 DOLLARS) are available to be used to pay for the staffing of individuals who serve those in the Family Self-Sufficiency Program and for related training and travel; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into an Agreement with the DuPage Housing Authority, a copy of which is attached to and incorporated as part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the term of the agreement is from January 1, 2025 through December 31, 2025; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said grant funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the Agreement (ATTACHMENT II) between DuPage County and DuPage Housing Authority is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$184,000 (ONE HUNDRED EIGHTY-FOUR THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Housing Authority Family Self-Sufficiency Program PY25, Company 5000 - Accounting Unit 1740, for the period January 1, 2025 through December 31, 2025; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Human Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED that should the Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 8<sup>th</sup> day of April, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH THE  
DUPAGE HOUSING AUTHORITY FAMILY SELF-SUFFICIENCY PROGRAM PY25  
COMPANY 5000 – ACCOUNTING UNIT 1740  
\$184,000

REVENUE

41000-0001 - Federal Operating Grant - HUD \$ 184,000

TOTAL ANTICIPATED REVENUE \$ 184,000

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 132,468  
51010-0000 - Employer Share I.M.R.F. 11,803  
51030-0000 - Employer Share Social Security 10,134  
51040-0000 - Employee Med & Hosp Insurance 24,595

TOTAL PERSONNEL \$ 179,000

CONTRACTUAL

53510-0000 - Travel Expense \$ 2,500  
53610-0000 - Instruction & Schooling 2,500

TOTAL CONTRACTUAL \$ 5,000

TOTAL ADDITIONAL APPROPRIATION \$ 184,000

## ATTACHMENT II

**Family Self- Sufficiency Program  
SERVICE CONTRACT  
Du Page Housing Authority  
&  
DuPage County Community Services**

**Background:** The DuPage Housing Authority has been administering the Family Self-Sufficiency program in cooperation and coordination with DuPage County Community Services since 1992. Continued funding for this initiative has been provided by the U.S. Department of Housing and Urban Development (HUD) under the Public and Indian Housing Family Self- Sufficiency (FSS) program. Acceptance of this award requires the DuPage Housing Authority to administer the FSS Program in accordance with HUD regulations and requirements in 24 CFR 984 and to comply with HCV program requirements, notices, and guidebooks.

**Purpose:** This service agreement between the DuPage Housing Authority (DHA) and the DuPage County Community Services (COUNTY) County Department of Community Services (COUNTY) seeks to define the relative roles and responsibilities of each partner in this program during the contract period.

**Contract Period:** This agreement shall be effective from January 1, 2025, through December 31, 2025.

**Source of funding is HUD Fiscal Year:** 2024

**Scope of Project:** The DuPage Housing Authority administers the Family Self Sufficiency program and in this role is responsible for the maintenance of the waiting list for the program, client eligibility determinations and redeterminations, completion of the Contract of Participation for each client, unit inspections, maintenance of client escrow accounts, program accounting, grant management and other administrative functions. In addition, the DHA will ensure that the Program Coordinating Council convenes at least annually and the FSS Action Plan is updated as required.

The COUNTY will continue to coordinate the FSS program using rental assistance under the Housing Choice Voucher Programs together with public and private resources to provide supportive services to enable participating families to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance and make progress toward economic independence and self-sufficiency.

These services include the development of the client individual Training and Service Plans (also called the Personal Development Plan), case management and supportive service referral activities, service plan updates, planning visits with program participants and other direct services. The COUNTY will hire, train, and supervise FSS Coordinators. The COUNTY will comply with the program. requirements of FSS Program Coordinator Role, Staffing Guidelines and other Requirements.

**Reporting Requirements:** The DHA shall grant to the COUNTY, as payment for all HUD eligible expenses for activities performed by the COUNTY pursuant to the Agreement, compensation not to exceed \$184,00 for salary and training needs of program coordinator (s). The COUNTY will invoice DHA monthly. DHA will pay compensation to the COUNTY according to the invoice, except the COUNTY will submit the invoice for the final month of the contract along with the previous month's invoice.

**Term and Termination:** Either party can terminate the agreement and its respective responsibilities after notifying the other party, in writing, of its intent to terminate in thirty (30) days. In the event of termination by either party, the sole remedy to each shall be according to quantum merit for services

performed under this agreement.

**Retention of Records:** The COUNTY shall maintain records to show actual time devoted and cost incurred with respect to services under this agreement. Upon fifteen (15) days' notice from the DHA, all time sheets, billing and other documentation, used in preparation of monthly billings shall be made available for inspection, copying or auditing by the DHA at any time during normal billing hours at 421 N. County Farm Road, Wheaton, Illinois. All records in connection with this project shall be retained by COUNTY for a period of three years following project completion. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three- year period, whichever is later.

**Audit and Inspection of Records:** The COUNTY shall, as often as deemed necessary by the DHA or any of their duly authorized representatives, grant full access and the right to examine any pertinent books, documents, papers and records of this grant for three years from the date of submission or the final expenditure report or until all audit findings have been resolved, whichever is later.

**Exchange of Information:** The parties of this agreement are committed to strict standards of confidentiality with regard to interagency communication concerning people in need of rental assistance and the Family Self- Sufficiency Program service and will observe both agencies, confidentiality policies as well applicable confidentiality laws. All clients enrolled in the FSS shall sign an authorization to exchange information that identifies all of the organizations and agencies who will be supporting the individual and their need to exchange information.

**Legal Status.** This Agreement does not create any agency, employment, joint employer, joint venture or partnership between the parties and neither party will have the right, power or authority to act for the other in any manner.

Terms of the agreement accepted and agreed to:

Du Page Housing Authority  
711E. Roosevelt Road  
Wheaton, Illinois 60187  
630.690.3555

DuPage County Community Services  
421 N. County Farm Road  
Wheaton, Illinois 60187  
630-407-6500

By:

By:

Cheron Corbett  
Title: CEO  
Date:

Mary A. Keating  
Title: Director of Community Services  
Date:

**DUPAGE HOUSING AUTHORITY**

RESOLUTION NO. 2025-05 APPROVAL of MOU to RENEW FSS  
Coordinator/Administrative Services with DuPage County.

***BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE DUPAGE HOUSING AUTHORITY (DHA), as follows:***

**Section 1:** It is in the best interests of the DuPage Housing Authority to take the following action:

RESOLUTION NO. 2025-05 APPROVAL of MOU to RENEW FSS  
Coordinator/Administrative Services with DuPage County.

*Approved by the DuPage Housing Authority Board of Commissioners on this 20th day  
of March, 2025.*

Signature on File

Sherrin R. Ingram  
Chair

Signature on File

JOHN W. Berley  
Vice-Chairman

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_



## Finance Resolution

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

---

**File #:** FI-R-0054-25

**Agenda Date:** 4/1/2025

**Agenda #:** 7.A.

---

ACCEPTANCE AND APPROPRIATION  
OF THE FIFTY-FIRST (51<sup>ST</sup>) YEAR  
COMMUNITY DEVELOPMENT BLOCK GRANT PY25  
COMPANY 5000 - ACCOUNTING UNIT 1440  
\$3,744,889

(Under the administrative direction of  
the Community Services Department)

WHEREAS, the DuPage County Board passed a motion on February 11, 2025, which adopted the 2025 Action Plan for Housing and Community Development and accepted the Community Development Commission's recommendations on projects and funding amounts for the Fifty-First (51<sup>st</sup>) Year Community Development Block Grant PY25 of \$3,663,504 (THREE MILLION, SIX HUNDRED SIXTY-THREE THOUSAND, FIVE HUNDRED AND FOUR AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, it appears that \$11,724 (ELEVEN THOUSAND SEVEN HUNDRED TWENTY-FOUR AND NO/100 DOLLARS) will be unexpended from the Community Development Act Fund, Company 5000 - Accounting Unit 1440 to continue certain program year activities which began under the Fiftieth (50<sup>th</sup>) Year Community Development Block Grant FY24; and

WHEREAS, DuPage County's Community Development Block Grant program expects \$69,661 (SIXTY NINE THOUSAND AND SIX HUNDRED SIXTY ONE AND NO/100 DOLLARS) in program income to be available in Program Year 2025 that should be included in the program's budget; and

WHEREAS, the period of performance of this grant is April 1, 2025 to March 31, 2026; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds the need to appropriate said funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003)

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$3,744,889 (THREE MILLION, SEVEN HUNDRED FOURTY-FOUR THOUSAND, EIGHT HUNDRED EIGHTY NINE AND NO/100 DOLLARS) be made to establish the Fifty-First (51<sup>st</sup>) Year Community Development Block Grant PY25, Company 5000 - Accounting Unit 1440, for the period of April 1, 2025 to March 31, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Human Services Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Human Services Committee determine the need for other funding is appropriate, it may recommend action to the DuPage County Board by resolution.

Enacted and approved this 8<sup>th</sup> day of April, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

# ATTACHMENT I

## ACCEPTANCE AND APPROPRIATION TO ESTABLISH THE FIFTY-FIRST (51<sup>st</sup>) YEAR OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PY25 COMPANY 5000 – ACCOUNTING UNIT 1440 \$3,744,889

### REVENUE

41000-0001 - Federal Operating Grant - HUD	\$	3,675,228
46011-0000 - Program Income		<u>69,661</u>

TOTAL ANTICIPATED REVENUE \$ 3,744,889

### EXPENDITURES

#### PERSONNEL

50000-0000 - Regular Salaries	\$	450,000
50040-0000 - Part Time Help		20,850
51000-0000 - Benefit Payments		10,500
51010-0000 - Employer Share I.M.R.F.		38,000
51030-0000 - Employer Share Social Security		35,000
51040-0000 - Employee Med & Hosp Insurance		<u>65,000</u>

TOTAL PERSONNEL \$ 619,350

#### COMMODITIES

52000-0000 - Furn/Mach/Equip Small Value	\$	250
52100-0000 - I.T. Equipment-Small Value		5,000
52200-0000 - Operating Supplies & Materials		600
52260-0000 - Fuel & Lubricants		500
52280-0000 - Cleaning Supplies		<u>250</u>

TOTAL COMMODITIES \$ 6,600

#### CONTRACTUAL

53000-0000 - Auditing & Accounting Services	\$	2,500
53090-0000 - Other Professional Services		45,000
53100-0000 - Auto Liability Insurance		500
53260-0000 - Wireless Communication Svc		2,000
53380-0000 - Repair & Mtce Auto Equipment		750
53500-0000 - Mileage Expense		500
53510-0000 - Travel Expense		25,000
53600-0000 - Dues & Memberships		3,500

53610-0000 - Instruction & Schooling	10,000
53800-0000 - Printing	4,500
53804-0000 - Postage & Postal Charges	500
53806-0000 - Software Licenses	10,000
54100-0000 - It Equipment	2,000
53820-0000 - Grant Services	<u>3,012,189</u>

TOTAL CONTRACTUAL	\$ <u>3,118,939</u>
-------------------	---------------------

TOTAL APPROPRIATION	\$ <u><u>3,744,889</u></u>
---------------------	----------------------------



## Finance Resolution

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

---

**File #:** FI-R-0055-25

**Agenda Date:** 4/1/2025

**Agenda #:** 10.B.

---

ACCEPTANCE AND APPROPRIATION  
OF THE THIRTY-SEVENTH (37<sup>th</sup>) YEAR  
EMERGENCY SOLUTIONS GRANT PY25  
COMPANY 5000 - ACCOUNTING UNIT 1470  
\$286,741

(Under the administrative direction of  
the Community Services Department)

WHEREAS, the DuPage County Board passed a motion on February 11, 2025 which adopted the 2025 Action Plan for Housing and Community Development and accepted the Community Development Commission's recommendations on projects and funding amounts for the Thirty-Seventh (37<sup>th</sup>) Year Emergency Solutions Grant PY25 of \$286,741 (TWO HUNDRED EIGHT-SIX THOUSAND, SEVEN HUNDRED FORTY-ONE AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, the period of performance of this grant is April 1, 2025 to March 31, 2026; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds the need to appropriate said funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$286,741 (TWO HUNDRED EIGHTY-SIX THOUSAND, SEVEN HUNDRED FORTY-ONE AND NO/100 DOLLARS) be made to establish the Thirty-Sixth (37<sup>th</sup>) Year Emergency Solutions Grant PY25, Company 5000 - Accounting Unit 1470, for the period of April 1, 2025 to March 31, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Human Services Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Human Services Committee determine the need for other funding is appropriate, it may recommend action to the DuPage County Board by resolution.

Enacted and approved this 8<sup>th</sup> day of April, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH  
THE THRITY-SEVENTH (37<sup>th</sup>) YEAR OF THE  
EMERGENCY SOLUTIONS GRANT PY25  
COMPANY 5000 – ACCOUNTING UNIT 1470  
\$286,741

REVENUE

41000-0001 - Federal Operating Grant - HUD \$ 286,741

TOTAL ANTICIPATED REVENUE \$ 286,741

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 16,000  
51010-0000 - Employer Share I.M.R.F. 1,750  
51030-0000 - Employer Share Social Security 1,750  
51040-0000 - Employee Med & Hosp Insurance 2,005

TOTAL PERSONNEL \$ 21,505

CONTRACTUAL

53820-0000 - Grant Services \$ 265,236

TOTAL CONTRACTUAL \$ 265,236

TOTAL APPROPRIATION \$ 286,741



---

**File #:** FI-R-0056-25

**Agenda Date:** 4/1/2025

**Agenda #:** 10.C.

---

ACCEPTANCE AND APPROPRIATION  
OF THE THIRTY-FOURTH (34<sup>TH</sup>) YEAR  
HOME INVESTMENT PARTNERSHIPS GRANT PY25  
COMPANY 5000 - ACCOUNTING UNIT 1450  
\$1,727,602

(Under the administrative direction of  
the Community Services Department)

WHEREAS, the DuPage County Board passed a motion on February 11, 2025 which adopted the 2025 Action Plan and authorized the submission of an application for the Thirty-Fourth (34<sup>th</sup>) Year HOME Investment Partnership Program for \$1,556,110 (ONE MILLION, FIVE HUNDRED FIFTY-SIX THOUSAND, ONE HUNDRED TEN AND NO/100 DOLLARS); and

WHEREAS, all funding for the program will be provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, DuPage County's HOME Investment Partnerships Program expects \$171,492 (ONE HUNDRED SEVENTY-ONE THOUSAND, FOUR HUNDRED NINETY-TWO and NO/100 DOLLARS) in program income to be available in Program Year 2025 that should be included in the program's budget; and

WHEREAS, the period of performance of this grant is April 1, 2025 to March 31, 2026; and

WHEREAS, no additional County funds are required to receive said funding from the U.S. Department of Housing and Urban Development; and

WHEREAS, acceptance of this funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds the need to appropriate said funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of 1,727,602 (ONE MILLION, SEVEN HUNDRED TWENTY SEVEN THOUSAND, SIX HUNDRED AND TWO AND NO/100 DOLLARS) be made to establish the Thirty-Fourth (34<sup>th</sup>) Year HOME Investment Partnerships Program PY25, Company 5000 - Accounting Unit 1450, for the period of April 1, 2025 to March 31, 2026; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Director of Community Services is approved as the County's Authorized Representative; and

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Human Services Committee shall review the need for continuing the specified program and related head count; and

BE IT FURTHER RESOLVED that should the Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 8<sup>th</sup> day of April, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ACCEPTANCE AND APPROPRIATION TO ESTABLISH  
THE THIRTY-FORTH (34<sup>th</sup>) YEAR OF THE  
HOME INVESTMENT PARTNERSHIPS GRANT PY25  
COMPANY 5000 – ACCOUNTING UNIT 1450  
\$1,727,602

REVENUE

41000-0002 - Federal Operating Grant - HHS	\$	1,556,110
46011-0000 - Program Income		<u>171,492</u>

TOTAL ANTICIPATED REVENUE	\$	<u><u>1,727,602</u></u>
---------------------------	----	-------------------------

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries	\$	97,000
50040-0000 - Part Time Help		8,684
51000-0000 - Benefit Payments		2,500
51010-0000 - Employer Share I.M.R.F.		7,500
51030-0000 - Employer Share Social Security		8,500
51040-0000 - Employee Med & Hosp Insurance		<u>15,500</u>

TOTAL PERSONNEL	\$	139,684
-----------------	----	---------

CONTRACTUAL

53090-0000 - Other Professional Services	\$	2,500
53500-0000 - Mileage Expense		500
53510-0000 - Travel Expense		7,500
53610-0000 - Instruction & Schooling		5,000
53800-0000 - Printing		427
53820-0000 - Grant Services		<u>1,571,991</u>

TOTAL CONTRACTUAL	\$	<u><u>1,587,918</u></u>
-------------------	----	-------------------------

TOTAL APPROPRIATION	\$	<u><u>1,727,602</u></u>
---------------------	----	-------------------------



## HS Resolution

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

---

**File #:** HS-R-0008-25

**Agenda Date:** 4/1/2025

**Agenda #:** 7.D.

---

### MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF DUPAGE AND VILLAGE OF GLEN ELLYN

WHEREAS, the Illinois General Assembly has granted COUNTY authority to make all contracts and do all other acts in relation to the property and concerns of the county necessary to the exercise of its corporate powers (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1005), and to enter into agreements for the purposes of receiving funds from the United States government under the “Housing and Community Development Act of 1974”, the National Affordable Housing Act of 1990, and the Housing and Community Development Act of 1992, and COUNTY may disburse those funds and other county funds for community development and other housing program activities (Illinois Compiled Statutes, Chapter 55, paragraph 5/5 1093); and

WHEREAS, COUNTY has been a participating jurisdiction in the United States Department of Housing and Urban Development’s (“HUD’s”) Housing and Community Development Program since 1975, and has applied for Community Development Block Grant Funds from HUD as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383)(“ACT”); and

WHEREAS, HUD has indicated the COUNTY is qualified and the appropriate staff agency to act as a Responsible Entity under 24 CFR Part 58 and to carry out and complete an Environmental Review Record (ERR) for Community Project Funding (CPF) projects on behalf of CPF Awardees; and

WHEREAS, the Village of Glen Ellyn has received a CPF award, hereinafter known as the “CPF Awardee”; and

WHEREAS, the CPF Awardee wishes to enter into an MOU with the COUNTY for the purposes of utilizing COUNTY staff to complete the required ERR; and

WHEREAS, an MOU has been prepared outlining the CPF Awardee’s responsibilities for compliance with 24 CFR Part 58 Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities and obligations to the COUNTY.

NOW THEREFORE BE IT RESOLVED by the County Board that said MOU between the County of DuPage and the Village of Glen Ellyn, attached hereto, is hereby approved; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board is authorized and directed to execute said MOU on behalf of DuPage County and the Clerk is hereby authorized and directed to attest to such execution and affix the official seal thereto; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board, or his designee, is authorized and directed to execute additional documents that may be required to complete the transaction on behalf of DuPage County and the Clerk is hereby authorized and directed to attest to such execution and affix the official seal thereto; and

BE IT FURTHER RESOLVED, that the Chair of the DuPage County Board is hereby authorized to approve amendments to MOU so long as such amendments further the completion of the project and are in accordance with regulations applicable to 24 CFR Part 58 and the policies of DuPage County; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send certified copies of this Resolution to the VILLAGE OF GLEN ELLYN, 535 Duane Street, Glen Ellyn, IL 60137.

Enacted and approved this 8<sup>th</sup> day of April, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



**DUPAGE  
COUNTY**

**Community  
Development**  
630-407-6600  
Fax: 630-407-6601

**Family Center**  
422 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-2450  
Fax: 630-407-2451

**Housing Supports  
and Self-Sufficiency**  
630-407-6500  
Fax: 630-407-6501

**Intake and Referral**  
630-407-6500  
Fax: 630-407-6501

**Senior Services**  
630-407-6500  
Fax: 630-407-6501

## COMMUNITY SERVICES

630-407-6500  
Fax: 630-407-6501  
[csprograms@dupageco.org](mailto:csprograms@dupageco.org)

[www.dupageco.org/community](http://www.dupageco.org/community)

**TO:** Greg Schwarze, Chairman and Committee Members  
Human Services Committee

**FROM:** Mary A. Keating, Director,  
Department of Community Services

**DATE:** March 21, 2025

**SUBJECT: Community Project Funding Memorandum of Understanding –  
Environmental Review Records**

---

**Action Requested:** The Community Development Commission staff recommends approval of a Memorandum of Understanding (MOU) between DuPage County and the Village of Glen Elly, a Community Project Funding (CPF) Awardee, to allow for completion of Environmental Review Records (ERR) under 24 CFR Part 58.

**Details:** HUD's Office of Community Planning and Development, Congressional Grants Division is responsible for the administration of congressionally-directed spending under the Economic Development Initiative - Community Project Funding (CPF). CPF grants are selected through a congressionally-directed application process. HUD does not facilitate the grant application process.

CPF grants, like all awards funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and all appropriate federal environmental and historic preservation laws, regulations, and Executive Orders. All projects must have a completed environmental review, and where applicable, an approved Request for Release of Funds/Certification, prior to committing Federal or non-Federal funds for choice-limiting actions or undertaking such actions on the project. HUD's Region 5 Office of Environment and Energy has requested DuPage County act as the Responsible Entity and complete CPF ERRs under Part 58 to alleviate the burden of HUD completing the ERR under Part 50. To accommodate HUD's request, an MOU has been prepared outlining responsibilities of the County and CPF Awardee, along with reimbursement requirements to County staff for time put forth completing each ERR. CPF has been allocated directly to each CPF Awardee and has not been appropriated to DuPage County.

Of note, a preliminary set-aside of HOME Investment Partnerships Program (HOME) funding has been made for development of affordable housing to be constructed at the site where CPF will be used for demolition. The ERR will cover the full scope of activities proposed for the site.

The MOU is pending approval from the Village of Glen Ellyn Board, which the CDC staff anticipates will be approved at their next meeting on April 14, 2025.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF DUPAGE AND  
VILLAGE OF GLEN ELLYN**

This AGREEMENT is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025, between the COUNTY OF DUPAGE, a politic body and corporate of the State of Illinois (hereinafter called "COUNTY") with offices at 421 N. County Farm Road, Wheaton, IL 60187 and the VILLAGE OF GLEN ELLYN, an Illinois Municipal Corporation, (hereinafter called "Community Project Funding AWARDEE") having a principal place of business at 535 Duane Street, Glen Ellyn, IL 60137. The parties to this Agreement may also be referred to as a "Party" or collectively as the "Parties."

**RECITALS**

WHEREAS, the Illinois General Assembly has granted COUNTY authority to make all contracts and do all other acts in relation to the property and concerns of the county necessary to the exercise of its corporate powers (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1005), and to enter into agreements for the purposes of receiving funds from the United States government under the "Housing and Community Development Act of 1974", and other subsequent housing acts, and may disburse those funds and other county funds for community development and other housing program activities (Illinois Compiled Statutes, Chapter 55, paragraph 5/5-1093); and

WHEREAS, COUNTY has been a participating jurisdiction in the United States Department of Housing and Urban Development's ("HUD's") Housing and Community Development Program since 1975, and has applied for Community Development Block Grant Funds from HUD as provided by the Housing and Community Development Act of 1974, as amended (P.L. 93-383)("ACT"); and

WHEREAS, the COUNTY, as a Responsible Entity and pursuant to 24 CFR Part 58, will complete the Environmental Review for the Community Project Funding ("CPF") Grant the CPF Awardee has applied for; and

WHEREAS, HUD has indicated the COUNTY is a qualified and appropriate staff agency to carry out the environmental review required for CPF awards to the extent required under 24 CFR part 58; and

WHEREAS, the COUNTY and the CPF Awardee enter into this Memorandum of Understanding (MOU or MEMORANDUM) pursuant to their respective powers to enter into such agreements, as those powers are defined in the Illinois Constitution and applicable statutes.

NOW, THEREFORE, in consideration of the premises, the mutual covenants, terms and conditions hereinafter set forth, and the understandings of each party to the other, the parties do hereby mutually covenant, promise and agree as follows:

## I. INCORPORATION AND CONSTRUCTION

- A. All recitals set forth above are incorporated herein and made part hereof, the same constituting the factual basis for this MEMORANDUM.
- B. The headings of the paragraphs and subparagraphs of this MOU are inserted for convenience of reference only and this shall not be deemed to constitute part of this MOU or to affect the construction hereof.
- C. The following Exhibit is incorporated herein:
  - 1. Exhibit A. Scope of Work Disclosure

## II. SCOPE OF THE PROJECT

- A. The CPF AWARDEE shall provide the COUNTY with a full detailed project scope in accordance with 24 CFR part 58, including but not limited to all individual activities which are related either on a geographical or functional basis, or are logical parts of a composite of contemplated actions.
- B. The scope of the activities for the CPF awarded project includes:
  - 1. Demolition of the structures located on the properties of 640, 650, and 656 Taft Avenue, Glen Ellyn, IL 60137. 640 Taft Avenue contains a two-story building approximately 7,600 square feet with an additional 160 square feet of concrete walkway to be removed. 650 Taft Avenue contains a three-story building approximately 4,500 square feet plus an 800 square foot garage with an additional 230 square feet of concrete walkway to be removed. 656 Taft Avenue contains a two-story building approximately 4,500 square feet, an indoor pool, a drive through canopy approximately 300 square feet, and concrete patio approximately 1,100 square feet to be removed. All buildings were constructed in the 1960s.
  - 2. CPF AWARDEE shall reimburse fifty percent (50%) of costs/services associated with the DuPage County Community Services staff completing the Environmental Review process, pursuant to Section III. F. below.

## III. CPF AWARDEE'S COMPLIANCE WITH THE ACT

- A. The CPF Awardee shall comply and assist the COUNTY in complying with 24 CFR part 58 during the environmental review process. Failure to comply with or violate the provisions in subparagraphs (1), (2), and (3) set forth below may result in the COUNTY'S and/or DEPARTMENT'S inability to complete the Environmental Review Record (ERR). CPF Awardee shall:
  - 1. At COUNTY'S request, supply COUNTY with all available and relevant information necessary for COUNTY to perform any environmental review

required by 24 CFR part 58 for the project; and

2. Carry out required mitigating measures identified and included in the Environmental Review Record; and
  3. Not acquire, rehabilitate, convert, lease, repair or construct property, nor commit or expend CPF or local funds for these program activities on a HUD assisted project until COUNTY has completed an environmental review to the extent required under 24 CFR part 58 and has given notification of its approval in accordance with 24 CFR part 58.
- B. Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review under 24 CFR part 58. The parties further agree that the provision of any funds to the project is conditioned on HUD's determination to proceed with, modify, or cancel the project based on the results of a subsequent environmental review.
- C. REPORTS: CPF Awardee shall provide the COUNTY with any and all reports necessary for the COUNTY to complete the environmental review. CPF Awardee understands and agrees that there may be certain testing/reports required under 24 CFR part 58 that the COUNTY staff is not qualified to complete. Any and all additional testing/reports identified by the COUNTY, which is necessary for the completion of the environmental review, is the responsibility of the CPF Awardee to obtain and pay for. Any and all results from additional testing/reports must be provided to the COUNTY for review and inclusion in the environmental review. The CPF Awardee must ensure any procurement requirements associated with obtaining the testing/reporting are followed. The COUNTY will not be responsible for assisting in the procurement or providing guidance related to any aspect of the CPF award. The CPF Awardee must direct all CPF related questions to the appropriate federal agency administering the grant.
- D. SITE VISITS: CPF Awardee agrees and authorizes the COUNTY staff to conduct on-site visits and to conduct any other procedures or practices to ensure compliance with the provisions set forth in Paragraph A above. CPF awardee shall make the site accessible to COUNTY staff as needed to complete the environmental review.
- E. TIMEFRAME: CPF awardee acknowledges and agrees that COUNTY projects will take priority over their environmental review process. As such, County does not guarantee a specific completion timeline. CPF awardee acknowledges and agrees that the environmental review process could take a year or more, depending on the demands of the COUNTY'S current projects and planning processes.
- F. PAYMENT FOR SERVICES: CPF awardee acknowledges and agrees that the environmental review process is estimated to take approximately 100 hours to

complete.

1. Upon completion of the ERR by County staff, the CPF Awardee shall reimburse the COUNTY for expenses incurred by the COUNTY upon the COUNTY'S submission of an invoice for services rendered. Should environmental conditions be identified prohibiting the project from moving forward, COUNTY staff will be reimbursed by the CPF Awardee for fifty percent (50%) of time spent on preparation of the ERR.
2. CPF Awardee agrees that it shall be responsible for making all required payments against expenses incurred by COUNTY under this Memorandum.
3. Compensation for COUNTY staff's time and reimbursement for expenses shall be paid by the CPF Awardee with the CPF funding and/or general funds available from the CPF Awardee that are directly attributable to completion of the Environmental Review subject to a maximum of fifty percent (50%) of such staff time and expenses. COUNTY shall forward an invoice for services rendered to the CPF Awardee for reimbursement of the hourly rate plus benefit rate of each COUNTY staff member's hours worked on the CPF Awardee's Environmental Review pursuant to this section
4. The County will invoice the CPF Awardee on a quarterly basis for the actual time spent on the project at the assigned employee's hourly rate, including fringe benefits.

IV. INDEMNIFICATION AND HOLD HARMLESS: CPF Awardee shall assume the defense of and shall pay, indemnify, and hold harmless COUNTY, its designees, and its employees from all suits, actions, claims, demands, damages, losses, expenses, and costs of every kind and description to which the COUNTY, its designees, and its employees may be subject by reason of any act or omission of CPF Awardee, its agents or employees, in undertaking and performing the environmental review process under this Agreement.

- A. In the event of any violation or breach of this Agreement by CPF Awardee, misuse or misapplication of funds derived from this Agreement by CPF Awardee, or any violation of any statutes, rules and regulations, directly or indirectly, by the CPF Awardee and/or any of its agents or representatives, then CPF Awardee, to the fullest extent permitted by law, agrees to indemnify, and hold the COUNTY harmless from any damages, penalties, and expenses, including attorneys' fees and other costs of defense, resulting from such act or omission by CPF Awardee.
- B. As long as the COUNTY is not in jeopardy of losing any other Federal funding, of any kind or description, as a result of the alleged breach, the CPF Awardee shall have complete right to settle or compromise any claim and to pay any judgment to the Federal government, so long as the COUNTY is indemnified.

- C. If the COUNTY has lost or been prevented from receiving any Federal funds as a result of any alleged violation of 24 CFR part 58, the CPF Awardee shall repay, upon demand by the COUNTY, such amount of GRANT FUNDS allegedly due, as a result of the alleged breach.

## V. MISCELLANEOUS PROVISIONS

- A. AMENDMENTS - This AGREEMENT constitutes the entire agreement between the parties hereto. Any proposed change in this AGREEMENT shall be submitted to the other party for prior approval. No modifications, additions, deletions, or the like, to this AGREEMENT shall be effective unless and until such changes are executed, in writing, by the authorized officers of each party.
- B. ATTORNEY'S OPINION - If requested, CPF Awardee shall provide an opinion of its attorney, in a form reasonably satisfactory to the State's Attorney's Office, that all steps necessary to adopt this AGREEMENT, in a manner binding upon CPF Awardee, have been taken by CPF Awardee, and that CPF Awardee is in compliance with applicable local, State and Federal statutes, rules and regulations for the purpose of complying with this AGREEMENT.
- C. DURATION – Unless determined otherwise by the COUNTY pursuant to the terms of this Agreement above, this Agreement will remain in effect for the period of compliance required by federal regulations under the ACT.
- D. SEVERABILITY – In the event any provision of this AGREEMENT is held to be unenforceable or invalid for any reason, the enforceability thereof shall not affect the remainder of the AGREEMENT. The remainder of this AGREEMENT shall be construed as if not containing the particular provision and shall continue in full force, effect, and enforceability, in accordance with its terms.
- E. DISCLAIMER – Nothing in this AGREEMENT is to be construed as creating a partnership between the COUNTY and any other party to this AGREEMENT.
- F. EFFECTIVE DATE. The effective date of this AGREEMENT shall be the last date of its execution by one of the Parties as set forth below.
- G. BINDING AUTHORITY – The COUNTY and the CPF Awardee warrant and represent that the persons executing this Agreement on the Parties behalf have the full and complete right, power, and authority to bind their respective Parties to the terms, provisions, and conditions set forth in this Agreement.

NOTICE - Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic mail to the persons and addresses indicated below or to such other addresses as either Party hereto shall notify the other Party of in writing pursuant to the provisions of this subsection:

If to the CPF Awardee:

Sabrina Irizarry  
Assistant Village Manager  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, Illinois 60137  
Email: [sirizarry@glenellyn.org](mailto:sirizarry@glenellyn.org)

If to the COUNTY:

County of DuPage  
Community Development Commission  
421 North County Farm Road, Room 2-800  
Wheaton, Illinois 60187  
Email: [communitydev@dupagecounty.gov](mailto:communitydev@dupagecounty.gov)

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing. Notice by email transmission shall be effective as of the date and time of email transmission, provided that the notice transmitted shall be sent on a business day during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of the notice is the first hour of the first business day after transmission.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the dates recited below.

COUNTY OF DU PAGE, a body politic in the State of Illinois

BY:

\_\_\_\_\_  
Deborah A. Conroy, DuPage County Board Chair

DATE:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Jean Kaczmarek, County Clerk

CPF AWAREDEE: VILLAGE OF GLEN ELLYN, an Illinois  
Municipal Corporation

ADDRESS: 535 Duane Street  
Glen Ellyn, IL 60137

BY:

\_\_\_\_\_  
Mark Franz, Village Manager

DATE:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Caren Cosby, Village Clerk



## Care Center Requisition \$30,000 and Over

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

---

**File #:** HS-P-0017-25

**Agenda Date:** 4/1/2025

**Agenda #:** 16.B.

---

AWARDING RESOLUTION ISSUED TO  
CAREVOYANT, INC  
TO PROVIDE HISTORICAL ACCESS DATA LICENSE FEE  
FOR SOFTWARE TO RESIDE ON DUPAGE COUNTY'S FILE SERVER  
FOR THE DUPAGE CARE CENTER  
(CONTRACT TOTAL AMOUNT \$55,500.00)

WHEREAS, an agreement for professional services not subject to competitive bidding per 55 ILCS 5/5-1022(c) has been negotiated in accordance with 2-353(1)(b) of the DuPage County Procurement Ordinance; and

WHEREAS, the Human Services Committee recommends County Board approval for the issuance of a contract to CareVoyant, Inc., to provide historical access data license fee for software to reside on DuPage County's file server, for the period of May 1, 2025 through April 30, 2026, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide historical access data license fee for software to reside on DuPage County's file server, for the period of May 1, 2025 through April 30, 2026 for the DuPage Care Center, be, and it is hereby approved for the issuance of a contract by the Procurement Division to CareVoyant, Inc., 3701 West Algonquin Road, Suite 530, Rolling Meadows, Illinois 60008, for a contract total amount of \$55,500.00.

Enacted and approved this 8th day of April, 2025 at Wheaton, Illinois.

---

DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-0815	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$55,500.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$55,500.00
	CURRENT TERM TOTAL COST: \$55,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CareVoyant, Inc.	VENDOR #: 13829	DEPT: DuPage Care Center	DEPT CONTACT NAME: Shauna Berman
VENDOR CONTACT: Janice Pasupathy	VENDOR CONTACT PHONE: 847-925-9148	DEPT CONTACT PHONE #: 630-784-4261	DEPT CONTACT EMAIL: shauna.berman@dupagecounty.gov
VENDOR CONTACT EMAIL: janice@carevoyant.com	VENDOR WEBSITE:	DEPT REQ #: 7499	

#### Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Historical access data License Fee for CareVoyant LTC Software to reside on DuPage County's file server, and support for the period covering May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500.00, per Other Professional Services.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  
Currently CareVoyant stores data from our Legacy Medical Records, as DuPage Care Center is required by law to maintain Medical records. After working with Information Technology and analyzing the data hosting contract, it was determined that it is in the best interest of the County that we maintain our own information on our servers and no longer pay a continuous increasing yearly cost for CareVoyant to store our own data. The Care Center has partnered with Information Technology to have the County store our medical records and create and supply a mechanism to access the needed information, that would best serve the DuPage Care Center.

NOTE: By implementing this change, the Care Center will achieve a longterm cost savings.

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. The DuPage Care Center owns the CareVoyant Clinical/Financial System, that is at the DuPage Care Center. CareVoyant currently stores the medical records, that is required by law. the DPCC feels that it is in the best interest of the County to have this information stored on Servers at the DuPage Care Center.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) DuPage Care Center recommends the approval of the Contract to CareVoyant, Inc. for historical access to data License Fee for CareVoyant LTC Software to reside on DuPage County's file server, and support for the period covering May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500.00, per Other Professional Services. 2) Do not approve Contract to CareVoyant, Inc. for historical access data License Fee for CareVoyant LTC Software to reside on DuPage County's file server, and support for the period covering May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500.00, per Other Professional Services, however, the Care Center needs to meet regulatory expectations and legal requirements.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CareVoyant, Inc.	Vendor#: 13289	Dept: DuPage Care Center	Division: Administration
Attn: Janice Pasupathy	Email: janice@carevoyant.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 3701 W. Algonquin Road, Ste 530	City: Rolling Meadows	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 847-925-9148	Fax:	Phone: 630-784-4261	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CareVoyant, Inc.	Vendor#: 13289	Dept: DuPage Care Center	Division: Administration
Attn: Janice Pasupathy	Email: janice@carevoyant.com	Attn: Shauna Berman	Email: shauna.berman@dupagecounty.gov
Address: 3701 W. Algonquin Road, Ste 530	City: Rolling Meadows	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 847-925-9148	Fax:	Phone: 630-784-4261	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2025	Contract End Date (PO25): April 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Historical Access Data License	FY25	1200	2000	53806		45,000.00	45,000.00
2	1	EA		Support	FY25	1200	2000	53806		4,500.00	4,500.00
3	1	EA		Set up Server to County Server	FY25	1200	2000	53806		3,600.00	3,600.00
4	1	EA		Training (16 hours) @ \$150.00	FY25	1200	2000	53610		2,400.00	2,400.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 55,500.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Historical access data License Fee for CareVoyant LTC Software to reside on DuPage County's file server, and support for the period covering May 1, 2025 through April 30, 2026, for a total contract amount not to exceed \$55,500.00, per Other Professional Services.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 1, 2025 Human Services Committee    April 8, 2025 County Board
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

QUOTE

CareVoyant, Inc.  
3701 W. Algonquin Road  
Suite 530  
Rolling Meadows, IL 60008  
(847) 925-9148

Quote: 2025-1-DUP002

Date: 03/19/2025

Page 1

Bill To:

DuPage Care Center  
Attn: Shauna Berman  
400 N County Farm Road  
Wheaton, IL 60187

Ship To:

DuPage Care Center  
Attn: Shauna Berman  
400 N County Farm Road  
Wheaton, IL 60187

Customer ID:		Sales Person ID	Purchase Order#		
DUP002		CV		Payment Terms: Due Upon Receipt	
Qty	Description	Unit Amount	Extended Amount		
1	Historical Access License Fee for CareVoyant LTC Software .to reside on client's fileservr.	\$45,000.00	\$45,000.00		
1	Basic Support for one year 5/1/2025-4/30/2026	\$ 4,500.00	\$ 4,500.00		

Order Total	\$49,500.00
Discount	\$0.00
Misc Charges	\$0.00
Tax	<u>\$0.00</u>
Total	\$49,500.00

QUOTE

CareVoyant, Inc.  
3701 W. Algonquin Road  
Suite 530  
Rolling Meadows, IL 60008  
(847) 925-9148

Quote: 2025-2-DUP002

Date: 03/19/2025

Page 1

Bill To:

DuPage Care Center  
Attn: Shauna Berman  
400 N County Farm Road  
Wheaton, IL 60187

Ship To:

DuPage Care Center  
Attn: Shauna Berman  
400 N County Farm Road  
Wheaton, IL 60187

Customer ID:	Sales Person ID	Purchase Order#	Payment Terms: Due Upon Receipt	
DUP002	CV			
Qty	Description	Unit Amount	Extended Amount	
1	TECHSVC Setup of CareVoyant software on DuPage County server.	\$ 3,600.00	\$ 3,600.00	
1	DEV SVC Training and Consulting Services (16 Hrs @150.00/Hr)	\$ 2,400.00	\$ 2,400.00	

Order Total	\$ 6,000.00
Discount	\$0.00
Misc Charges	\$0.00
Tax	\$0.00
Total	\$ 6,000.00



DuPage County  
Finance Department  
Procurement Division  
421 North County Farm Road  
Room 3-400  
Wheaton, Illinois 60187-3978

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Care Voyant, Inc.
CONTACT PERSON:	Kandasamy Pasupathy
CONTACT EMAIL:	pasu@carevoyant.com

### Section II: Procurement Ordinance Requirements

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the County, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any Incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors, and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

### **Section III: Violations**

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner;
- 30 days prior to the optional renewal of any contract;
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text of the County's Ethics Ordinance is available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

The full text of the County's Procurement Ordinance is available at:

[https://www.dupagecounty.gov/government/departments/finance/procurement/procurement\\_ordinance\\_and\\_guiding\\_principles.php](https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php)

### **Section IV: Certification**

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Kandasamy Prasupathy

Signature: Signature on File

Title: President

Date: 03/19/2025



## Care Center Requisition Under \$30,000

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 25-0909

**Agenda Date:** 4/1/2025

**Agenda #:** 8.B.

---



# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0780	RFP, BID, QUOTE OR RENEWAL #: 24-004-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$0.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$0.00
	CURRENT TERM TOTAL COST: \$0.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Yami Fresh	VENDOR #: 32905	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Liat Segal	VENDOR CONTACT PHONE: 847-423-2448	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: liat@yamifresh.com	VENDOR WEBSITE:	DEPT REQ #: 7492	
<b>Overview</b>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Manages beverage and snack vending machines at various locations on the DuPage County Campus for the period May 5, 2025 through May 4, 2026, under bid renewal #24-004-DCC, first of three one-year optional renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Yami Fresh will pay DuPage Care Center profit sharing with percentages of profit sharing increases every year. Monthly Commission Payable to DuPage Care Center based on machine's Gross Income. For year two (2) Yami Fresh will pay DuPage Care Center monthly, 29% profit sharing along with a one-time payment of \$6,500.00.			

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Yami Fresh	Vendor#: 32905	Dept: DuPage Care Center	Division: Dining Services
Attn: Liat Segal	Email: Liat@yamifresh.com	Attn: Mario Plata	Email: Mario.plata@dupagecounty.gov
Address: 8141 Austin Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-423-2448	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Yami Fresh	Vendor#: 32905	Dept: DuPage Care Center	Division: Dining Services
Attn: Liat Segal	Email: Liat@yamifresh.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 8141 Austin Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-423-2448	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 5, 2025	Contract End Date (PO25): May 4, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Managing Vending Services	FY25						0.00
2	1	EA		Managing Vending Services	FY26						0.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 0.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Manages beverage and snack vending machines at various locations on the DuPage County Campus for the period May 5, 2025 through May 4, 2026, under bid renewal #24-004-DCC, first of three one-year optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 1, 2025 Human Services Committee
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



The County of DuPage  
Finance Department  
Procurement Division, Room 3-400  
421 North County Farm Road  
Wheaton, Illinois 60187

### CONTRACT RENEWAL AGREEMENT

This contract, made and entered into by The County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "COUNTY" and Yami Vending Inc. DBA Yami Fresh located at 8141 Austin Avenue, Morton Grove, IL 60053 hereinafter called the "CONTRACTOR", witnesseth;

The COUNTY and the CONTRACTOR have previously entered into a Contract, pursuant to Bid #24-004-DCC which became effective on 4/5/2024 and which will expire 5/4/2025. The contract is subject to the first of three options to renew for a twelve (12) month period.

The contract renewal shall be effective on the date of last signature and shall terminate on 5/4/2026.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

#### THE COUNTY OF DUPAGE

\_\_\_\_\_  
SIGNATURE

Henry Kocker

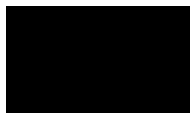
\_\_\_\_\_  
PRINTED NAME

Buyer I

\_\_\_\_\_  
PRINTED TITLE

\_\_\_\_\_  
DATE

#### CONTRACTOR



\_\_\_\_\_  
SIGNATURE

Liat Segal

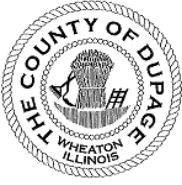
\_\_\_\_\_  
PRINTED NAME

PRESIDENT

\_\_\_\_\_  
PRINTED TITLE

03/25/2025

\_\_\_\_\_  
DATE



THE COUNTY OF DUPAGE  
FINANCE - PROCUREMENT  
VENDING MACHINE SERVICES 24-004-DCC  
BID TABULATION

✓

			Yami Fresh	
NO.	ITEM	CONTRACT YEAR	PERCENT	PAYMENT
1	One-Time Payment	1		\$ 5,500.00
2	Commission Based on Gross Sales		27%	
3	One-Time Payment	2		\$ 6,500.00
4	Commission Based on Gross Sales		29%	
5	One-Time Payment	3		\$ 7,500.00
6	Commission Based on Gross Sales		30%	
7	One-Time Payment	4		\$ 8,500.00
8	Commission Based on Gross Sales		31%	
GRAND TOTAL				\$ 28,000.00

NOTES
-------

Bid Opening 3/11/2024 @ 2:30 PM	NE, BR
Invitations Sent	18
Total Vendors Requesting Documents	2
Total Bid Responses	1

### SECTION 7 - BID FORM PRICING

Commissions shall be paid on gross vending revenues with no deductions for any fees or expenses. One-time yearly payments to the County shall be paid during the first month of the contract.

NO	ITEM	CONTRACT YEAR	PERCENTAGE	PAYMENT
1	One-Time Payment	1		\$ 5,500.00
2	Commission Based on Gross Sales		27 %	
3	One-Time Payment	2		\$ 6,500.00
4	Commission Based on Gross Sales		29 %	
5	One-Time Payment	3		\$ 7,500.00
6	Commission Based on Gross Sales		30 %	
7	One-Time Payment	4		\$ 8,500.00
8	Commission Based on Gross Sales		31 %	
GRAND TOTAL				\$ 28,000.00
GRAND TOTAL (In words) TWENTY EIGHT THOUSAND DOLLARS AND ZERO CENTS				

**SECTION 8 - BID FORM SIGNATURE PAGE**

The Contractor agrees to provide the service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

Signature on File

X \_\_\_\_\_  
PRESIDENT  
(Signature and Title)

CORPORATE SEAL  
(If available)

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public) My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
SEAL

**SECTION 9 - MANDATORY FORM**  
**VENDING MACHINE SERVICES 24-004-DCC**  
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Yami Vending Inc. dba Yami Fresh		
Main Business Address	8141 Austin Ave.		
City, State, Zip Code	Morton Grove, IL 60053		
Telephone Number	847-423-2448 x102	Email Address	Liat@yamivending.com
Bid Contact Person	Liat Segal		

The undersigned certifies that he is:

☒ the Owner/Sole Proprietor      ☐ a Member authorized to sign on behalf of the Partnership      ☐ an Officer of the Corporation      ☐ a Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Liat Segal \_\_\_\_\_  
(President or Partner) (Vice-President or Partner)

Ran Golan \_\_\_\_\_  
(Secretary or Partner) (Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including

Addenda No. \_\_, \_\_\_\_, \_\_\_\_, and \_\_\_\_ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that he has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

**CONTRACT ADMINISTRATION INFORMATION:**

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Yami Vending Inc. dba Yami Fresh	NAME	SAME AS CORRESPONDENCE
CONTACT	Liat Segal	CONTACT	
ADDRESS	8141 Austin Ave.	ADDRESS	
CITY ST ZIP	Morton Grove, IL 60053	CITY ST ZIP	
TX	847-779-3255	TX	
FX		FX	
EMAIL	Liat@yamivending.com	EMAIL	
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
Not Applicable		Various vending machines around County	

ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DESTINATION, DELIVERED AND INSTALLED  
(FREIGHT INCLUDED IN PRICE)



## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### **Section I: Contact Information**

Please complete the contact information below.

BID NUMBER:	
COMPANY NAME:	Yami Vending Inc. dba Yami Fresh
CONTACT PERSON:	Liat Segal
CONTACT EMAIL:	Liat@yamifresh.com

### **Section II: Procurement Ordinance Requirements**

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the County, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors, and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

### **Section III: Violations**

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner;
- 30 days prior to the optional renewal of any contract;
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text of the County's Ethics Ordinance is available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

The full text of the County's Procurement Ordinance is available at:

[https://www.dupagecounty.gov/government/departments/finance/procurement/procurement\\_ordinance\\_and\\_guiding\\_principles.php](https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php)

### **Section IV: Certification**

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Signature on File

Printed Name: Liat Segal

Signature:                     

Title: President

Date: 03/13/2025



## Care Center Requisition Under \$30,000

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 25-0910

**Agenda Date:** 4/1/2025

**Agenda #:** 8.C.

---



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-0787	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$19,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$19,000.00
	CURRENT TERM TOTAL COST: \$19,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Redsail Technologies, LLC	VENDOR #: 34012	DEPT: DuPage Care Center	DEPT CONTACT NAME: Jonathan Klimek
VENDOR CONTACT: Brent Thomasson	VENDOR CONTACT PHONE: 864-253-8632	DEPT CONTACT PHONE #: 630-784-4275	DEPT CONTACT EMAIL: jonathan.klimek@dupagecounty.gov
VENDOR CONTACT EMAIL: brent.thomasson@redsailtechnologies.com	VENDOR WEBSITE:	DEPT REQ #: 7498	

#### Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2025 through April 30, 2026, for a total contract not to exceed \$19,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDS" (D) IT/TELECOM PURCHASES UNDER \$35,000.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  
The Pharmacy Department uses a data system to electronically store prescriptions. The system keeps track of patient information, inventory and billing. DPCC purchases a maintenance agreement each year to keep the system up to date on pricing clinical information and regulatory information. The software allows new prescriptions and filling refills quick and easy. HIPAA-compliant system makes processing claims, reporting, managing inventory and maintaining and updating data easier. Redsail offers a range of integrated services and systems that enhance work flow and patient safety in our pharmacy while providing the comprehensive management tools necessary for better service and profitability. The DPCC Pharmacy has utilized the data system since 1998 with little to no interruption in service. The system is flexible enough to interface with new technology and is adaptable with the needs to our inpatient and outpatient needs of our Pharmacy Department.

### SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.  
PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
<b>MARKET TESTING</b>	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
<b>AVAILABILITY</b>	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Redsail Technologies, LLC	Vendor#: 34012	Dept: DuPage Care Center	Division: Pharmacy
Attn: Brent Thomasson	Email: brent.thomasson@redsailtechnologies.com	Attn: Jonathan Klimek	Email: jonathan.klimek@dupagecounty.gov
Address: 201 W. St. John Street	City: Spartanburg	Address: 400 N. County Farm Road	City: Wheaton
State: SC	Zip: 29306	State: IL	Zip: 60187
Phone: 800-845-7558	Fax:	Phone: 630-784-4275	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Redsail Technologies, LLC	Vendor#: 34012	Dept: DuPage Care Center	Division: Pharmacy
Attn:	Email:	Attn: Jonathan Klimek	Email: jonathan.klimek@dupagecounty.gov
Address: 201 W. St. John Street	City: Spartanburg	Address: 400 N. County Farm Road	City: Wheaton
State: SC	Zip: 29306	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4275	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2025	Contract End Date (PO25): April 30, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53250		4,000.00	4,000.00
2	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY25	1200	2085	53807		9,000.00	9,000.00
3	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY26	1200	2085	53250		3,000.00	3,000.00
4	1	EA		Software & Software Maintenance for the Data System in the Pharmacy Department	FY26	1200	2085	53807		3,000.00	3,000.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 19,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Software and software maintenance for the data system in the Pharmacy Department, for the period May 1, 2025 through April 30, 2026, for a total contract not to exceed \$19,000.00. Also to include miscellaneous other charges as necessary, per 55 ILCS 5/5-1022 "COMPETITIVE BIDES" (D) IT/TELECOM PURCHASES UNDER \$35,000.00.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 1, 2025 Human Services
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



## Memorandum

*From: Ashley Ray*  
*Date: March 13, 2025*  
*QUOTE FOR 2025-2026*

Please find below the charges that we show you are currently being billed for. Please keep in mind as items (software/ hardware) are added they would not be reflected below. These prices are firm only if no changes are made.

DUPAGE COUNTY CONV CENTER	7569IL	PRIMECARE SOFTWARE	\$3164.00/ YR
		PRICE UPDATES	\$150.00/ QTR
		CLINICAL UPDATES	\$190.00/ QTR
		AUTOMED YRLY SOFT.	\$150.00/ YR
		DRUG IMAGES/ IMPRINTS	\$60.00/ QTR
		ARCHITEXT SOFT UPDATES	\$150.00/ YR
		POINT CLICK CARE INT.	\$106.25/ MO
	7569WC	WEBCONNECT SOFTWARE	\$1050.00/ YR
DUPAGE CONV. COUNTY SVR PHCY	7569I1	REMOTE PRIMECARE SOFT.	\$865.00/ YR
		PRICE UPDATES	\$75.00/ QTR
		CLINICAL UPDATES	\$75.00/ QTR
		ARCHITEXT SOFT UPDATES	\$150.00/ YR
	7569S1	POS SOFTWARE MAIN.	\$568.00/ YR
	7569V1	IVR SOFTWARE MAIN.	\$630.00/ YR

Powerline transactions are billed at .076/transaction, however, there are some plans that will have a higher rate due to the fact that they go through a third party and not directly through QS/1. These third parties bill QS/1 therefore we pass those charges along to you.

QS/1® | INTEGRA® | POWERLINE® | PUBLIQ®

RedSail Technologies, LLC | 201 W. Saint John St., Spartanburg, SC 29306 | 800.845.7558 | [redsailtechnologies.com](http://redsailtechnologies.com)



DuPage County  
Finance Department  
Procurement Division  
421 North County Farm Road  
Room 3-400  
Wheaton, Illinois 60187-3978

## REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

### Section I: Contact Information

Please complete the contact information below.

BID NUMBER:	N/A
COMPANY NAME:	RedSail Technologies
CONTACT PERSON:	Ashley Ray
CONTACT EMAIL:	Ashley.Ray@redsailtechnologies.com

### Section II: Procurement Ordinance Requirements

Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the County, shall provide to the Procurement Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor to any incumbent County Board member, County Board chairman, or Countywide elected official whose office the contract to be awarded will benefit within the current and previous calendar year. The contractor, union, or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors, and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

Has the Bidder made contributions as described above?

☐ Yes

☒ No

If "Yes", complete the required information in the table below.

RECIPIENT	DONOR	DESCRIPTION (e.g., cash, type of item, in-kind services, etc.)	AMOUNT/VALUE	DATE MADE

All contractors and vendors who have obtained or are seeking contracts with the County shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

Has the Bidder had or will the Bidder have contact with lobbyists, agents, representatives or individuals who are or will be having contact with county officers or employees as described above.

☐ Yes

☒ No

If "Yes", list the name, phone number, and email of lobbyists, agents, representatives, and all individuals who are or will be having contact with county officers or employees in the table below.

NAME	PHONE	EMAIL

### **Section III: Violations**

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future County contracts. Continuing and supplemental disclosure is required. The Bidder agrees to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner;
- 30 days prior to the optional renewal of any contract;
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text of the County's Ethics Ordinance is available at:

[http://www.dupagecounty.gov/government/county\\_board/ethics\\_at\\_the\\_county/](http://www.dupagecounty.gov/government/county_board/ethics_at_the_county/)

The full text of the County's Procurement Ordinance is available at:

[https://www.dupagecounty.gov/government/departments/finance/procurement/procurement\\_ordinance\\_and\\_guiding\\_principles.php](https://www.dupagecounty.gov/government/departments/finance/procurement/procurement_ordinance_and_guiding_principles.php)

### **Section IV: Certification**

By signing below, the Bidder hereby acknowledges that it has received, read, and understands these requirements, and certifies that the information submitted on this form is true and correct to the best of its knowledge.

Printed Name: Brent Thomasson Signature: 

Title: SVP and Corporate Controller Date: 2/26/2025



## Budget Transfer

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 25-0911

**Agenda Date:** 4/1/2025

**Agenda #:** 9.A.

---

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective October 1, 2024

From: 5000  
Company #

LIHEAP GRANTS  
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1495	54100	0	IT EQUIPMENT	\$ 320.00	1,339.00	1,019.00	3/18/25
Total				\$ 320.00			

To: 5000  
Company #

LIHEAP GRANTS  
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1495	54100	0700	IT EQUIPMENT - CAPITAL LEASE	\$ 320.00	(28.42)	291.58	3/18/25
Total				\$ 320.00			

Reason for Request:

The Purpose of this Budget Transfer is to cover Expenses for Toshiba Copier Lease Charges.  
*Adding Sub account for leases.*

*Signature on File*  
 Department Head \_\_\_\_\_ Date 3/17/25  
*Signature*  
 Chief Financial Officer \_\_\_\_\_ Date 3/18/2025

Activity 25-254028  
(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only			
Fiscal Year <u>25</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS - 4/1/25  
FIN/LB - 4/8/25



## Grant Proposal Notifications

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

---

**File #:** 25-0912

**Agenda Date:** 4/1/2025

**Agenda #:** 9.C.1.

---



## Grant Proposal Notification

GPN Number: 005-25  
(Completed by Finance Department)

Date of Notification: 03/11/2025  
(MM/DD/YYYY)

Parent Committee Agenda Date: 04/01/2025  
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 03/11/2025  
(MM/DD/YYYY)

Name of Grant: 2024 HUD Continuum of Care Program Competition-Planning PY26

Name of Grantor: U.S. Department of Housing and Urban Development

Originating Entity: \_\_\_\_\_  
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Community Services

Department Contact: Joan Fox, Administrator Housing Supports & Self Sufficiency, 6426  
(Name, Title, and Extension)

Parent Committee: HHS

Grant Amount Requested: \$ 328,070.00

Type of Grant: Project/Continuation  
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☐ Yes ☒ No

Source of Grant: ☒ Federal ☐ State ☐ Private ☐ Corporate

If Federal, provide CFDA: 14.267 If State, provide CSFA: \_\_\_\_\_



## Grant Proposal Notification

1. Justify the department's need for this grant.

A grant received from US Department of Housing and Urban Development through the 2024 Continuum of Care Competition for the purpose of assisting the Continuum of Care with planning activities. These activities are: coordination of activities within the Continuum, evaluation and monitoring of Continuum projects, participating in the Consolidated Planning process of DuPage County, applying for future funds with the HUD competitive process and activities related to the application, development of a Continuum system, and undertaking HUD required compliance activities.

2. Based on the County's Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

Quality of Life: The planning grant assists the Continuum of Care (CoC) to maintain a strong governance, strong data and strong projects to lead us to our goal of ending homelessness.

Customer Service: The planning grant supports efforts like the Coordinated Entry System which outreaches to and connects our vulnerable residents to needed resources.

Financial Planning: The planning grant helps the CoC plan and prioritize projects in a consolidated application to HUD's Program Competition.

3. What is the period covered by the grant?

10/01/2025 to: 09/30/2026  
(MM/DD/YYYY) (MM/DD/YYYY)

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. \_\_\_\_\_ and \_\_\_\_\_  
(MM/YY) (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No)

No

4.1. If yes, please identify the Company-Accounting Unit used for the funding

\_\_\_\_\_

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☐

5.2. After expenditure of costs (reimbursement-based) ☒

## Grant Proposal Notification

6. Does the grant allow for Personnel Costs? (Yes or No) Yes
- 6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.
- 6.1.1. Total salary \$267,229.89      Percentage covered by grant 46%
- 6.1.2. Total fringe benefits \$96,957.36      Percentage covered by grant 44%
- 6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No
- 6.1.3.1. If yes, which ones are disallowed?
- 6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?
- 5000-1470, 1000-1750
- 6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No
- 6.2.1. If yes, how many new positions will be created?
- 6.2.1.1. Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_
- 6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit?
- (Yes or No)
- 6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

## Grant Proposal Notification

<p>6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)</p>	<p>No</p> <hr style="border: 0; border-top: 1px solid black;"/>
<p>6.3.1. If yes, please answer the following:</p>	
<p>6.3.1.1. How many years beyond the grant term?</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>6.3.1.2. What Company-Accounting Unit(s) will be used?</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>6.3.1.3. Total annual salary</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>6.3.1.4. Total annual fringe benefits</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>7. Does the grant allow for direct administrative costs? (Yes or No)</p>	<p>No</p> <hr style="border: 0; border-top: 1px solid black;"/>
<p>7.1. If yes, please answer the following:</p>	
<p>7.1.1. Total estimated direct administrative costs for project</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>7.1.2. Percentage of direct administrative costs covered by grant</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>7.1.3. What percentage of the grant total is the portion covered by the grant</p>	<hr style="border: 0; border-top: 1px solid black;"/>
<p>8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?</p>	<p>49%</p> <hr style="border: 0; border-top: 1px solid black;"/>
<p>9. Are matching funds required? (Yes or No):</p>	<p>Yes</p> <hr style="border: 0; border-top: 1px solid black;"/>
<p>9.1. If yes, please answer the following:</p>	
<p>9.1.1. What percentage of match funding is required by granting entity?</p>	<p>25%</p> <hr style="border: 0; border-top: 1px solid black;"/>
<p>9.1.2. What is the dollar amount of the County's match?</p>	<p>\$82,018.00</p> <hr style="border: 0; border-top: 1px solid black;"/>



## Grant Proposal Notification

---

9.1.3. What Company-Accounting Unit(s) will provide the matching requirement?	<u>1000 1750</u>
10. What amount of funding is already allocated for the project?	<u>\$0.00</u>
10.1. If allocated, in what Company-Accounting Unit are the funds located?	<u></u>
10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):	<u>No</u>
11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?	<u>\$410,088.00</u>