



# DU PAGE COUNTY

## Human Services

### Final Summary

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

---

**Tuesday, March 19, 2024**

**9:30 AM**

**Room 3500A**

---

**1. CALL TO ORDER**

**2. ROLL CALL**

Other Board members present: Member Yeena Yoo

Staff in Attendance: Joan Olson (Chief Communications Officer), Renee Zerante (State's Attorney Office), Mary Catherine Wells, Keith Jorstad, and Tabassum Haleem (Finance), Nickon Etminan, Henry Kocker (Procurement), Natasha Belli, Joan Fox, and Julie Hamlin (Community Services), Mary Keating (Director of Community Services), and Janelle Chadwick (Administrator of DuPage Care Center), remote.

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

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze announced the Food Assistance Network Infrastructure Investment Program portal opened on March 15, 2024, and will be open for 60 days.

Member Galassi welcomed several students from the Hinsdale Central High School AP Government class that are shadowing her throughout the day. Chair Schwarze explained Human Services is the social services arm of DuPage County.

**5. APPROVAL OF MINUTES**

**5.A. [24-0966](#)**

Human Services Committee - Regular Meeting - Tuesday, March 5, 2024

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

**6. DUPAGE CARE CENTER - JANELLE CHADWICK****6.A. [FI-R-0058-24](#)**

Recommendation for approval of employee compensation and job classification adjustment for the DuPage Care Center. (1200-2100)

Member DeSart asked about the purpose of the reclass. Ms. Chadwick replied that the resolution was meant to change the position itself from assistant supervisor to supervisor due to the responsibilities of the position.

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

**6.B. [24-0967](#)**

Recommendation for the approval of a contract purchase order to Yami Vending, Inc., to manage beverage and snack vending machines at various locations on County Campus, at no cost to the County, for the period of April 5, 2024 through April 4, 2025, per bid #24-004-DCC.

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

**6.C. [24-0968](#)**

HS-P-0054B-23 - Amendment to Resolution HS-P-0054A-23, issued to Maxim Healthcare Services, to provide supplemental nursing staffing services, for the DuPage Care Center, for the period April 13, 2023 through April 12, 2024, to increase encumbrance in the amount of \$28,715, for a new contract amount of \$244,025, a 13.34% increase. (6363-0001 SERV)

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

**7. TRAVEL****7.A. [24-0969](#)**

Travel Request for Weatherization Assessor to attend the National Home Performance Conference and Trade Show in Minneapolis, Minnesota, from April 8, 2024 through April 11, 2024. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems, for approximate total of \$3566. Weatherization grant funded. (Community Services)

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

**7.B. [24-0974](#)**

Travel Request for Weatherization Supervisor to attend the National Home Performance Conference and Trade Show in Minneapolis, Minnesota, from April 8, 2024 through April 11, 2024. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems, for approximate total of \$3766. Weatherization grant funded. (Community Services)

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

**8. CONSENT ITEMS****8.A. [24-0970](#)**

Novastaff Healthcare Services, Contract Purchase order 6400-0001 SERV, is decreasing in the amount of \$28,715.36, to offset the increase to Maxim Healthcare Services for supplemental staffing. (DuPage Care Center).

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**9. RESIDENCY WAIVERS - JANELLE CHADWICK**

One out of county Residency Waiver was submitted for approval. Janelle Chadwick stated there are currently six male and ten female beds available so no county residents would be displaced by accepting this applicant.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Michael Childress

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

Janelle Chadwick, Administrator of the DuPage Care Center, gave an update on the renovations, stating they closed the main entrance the day before, requiring staff to be moved out of the lobby area, relocating parking in that area, and installing fencing around the exterior renovation area. Ms. Chadwick thanked her staff for their coordination in the relocation, adding staff have been phenomenal.

They are hoping to get the final phase for 4N completed and to get their temporary occupancy letter submitted to the Illinois Department of Public Health (IDPH). The 4N unit is being cleaned from all the construction dust.

Member LaPlante thanked Ms. Chadwick for allowing her to play the violin for the residents at the DuPage Care Center. Ms. Chadwick responded that she noticed some lower functioning residents really enjoy the concert and she looks forward to having Member LaPlante return to play again.

**11. COMMUNITY SERVICES UPDATE - MARY KEATING****11.A. [24-0971](#)****ERA Update**

Mary Keating, Director of Community Services, updated the committee on the emergency rent assistance program. Ms. Keating reviewed the history of the original programs run by the Illinois Housing Development Authority (IHDA) which started in 2021 with funding from the U.S. Treasury, expending about \$40M and assisted about 4000 households.

IHDA closed the programs in 2023 but are continuing to use state funds to assist individuals currently in eviction court. They have assisted about 1500 DuPage County households for about \$15M dollars. DuPage County still has about \$10M left.

Ms. Keating stated we should see an open contract consisting of several different agencies we will work with to process applications for rent assistance at the Finance Committee on Tuesday, March 26. The agencies will assist residents with applications by gathering all pertinent information from the household and from the landlord. Prairie State Legal will have a contract for legal services.

The pending program's primary focus will be on homeless prevention. The program will serve households below 50% of the area median income which is about \$55,000 for a household of four. Funding will cover rent arrearages for up to six months, and up to three months in advance. They will be able to rehouse individuals provided they show a futurability to pay rent.

The contracts will be in effect April 1, 2024, but we do not anticipate the program to be fully functional until July, as we are still working to establish the process and the workflow. What we expect to happen is that individuals reaching out will be referred to the agency that will best serve them, based on population, geography, or who may be processing applications for the general public. The agency will pay the landlord and we will then reimburse the agency, giving the agency a 10% administration fee.

The funds must be expended by September 2025. The contracts will go through January 2026, to ensure we can close out funding applications and complete all reporting.

Mary Keating answered questions regarding the pending program.

**12. OLD BUSINESS**

No old business was discussed.

**13. NEW BUSINESS**

No new business was discussed.

**14. ADJOURNMENT**

With no further business, the meeting was adjourned at 9:50 a.m.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress