



**DUPAGE
COUNTY**

DUPAGE CARE CENTER

MEMORANDUM

TO: HUMAN SERVICES COMMITTEE

FROM: Janelle Chadwick, Care Center Administrator

DATE: May 28, 2026

RE: Nurses' Week Expenditures

The purpose of this Memo is to provide details regarding the DuPage Care Center Purchase Requisition dated March 25, 2026, and the DuPage County Payment Voucher dated April 30, 2026. Both documents are for purchases made to celebrate National Nurses' Week which took place the week of May 6, 2026, through May 12, 2026. At the Care Center, we recognize RNs, LPNs and CNAs (approximately 160 employees) during National Nurses' Week. I have been with the Care Center for 9 years and we have consistently recognized our professional nursing staff during that time as well as for many years before my tenure. We purchased the following items through Positive Promotions, Inc.: cooler totes and beach mats, 3-in-1 insulated cooler bags, roll-up blankets, mini totes with a mug, hot chocolate, bracelet/keychain/phone holders, insulated backpack cooler bags. In addition, decorative items and snacks were also purchased. These items of goodwill and recognition totaled \$1,431.43 (less than \$9 per professional). The 2026 annual spending for National Nurses' Week is consistent with prior years' expense. I believe it is critical for our operations to provide this recognition, and it is customary in the industry to do so. Therefore, I ask this Committee to approve the Purchase Requisition and the Payment Voucher so payments may issue.

