



DU PAGE COUNTY

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

Human Services

Final Summary

Tuesday, February 6, 2024

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 Patty Gustin, and Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Renee Zerante (State's Attorney Office), Janelle Chadwick (Adminstrator of the DuPage Care Center), Donna Weidman and Brian Rovik (Procurement), Keith Jorstad and Mary Catherine Wells (Finance), Natasha Belli and Gina Strafford-Ahmed (Community Services Administrators), and Mary Keating, (Director of Community Services).

PRESENT	DeSart, Galassi, LaPlante, and Schwarze
LATE	Childress, and Garcia

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Greg Schwarze reminded the committee about the Valentine’s Day Balloon Fundraiser for the DuPage Care Center. The deadline to purchase balloons is February 10. There are opportunities for committee members to volunteer by filling balloons on February 13 at 1:00 p.m. and/or to deliver balloons on February 14 at 9:30 a.m.

5. APPROVAL OF MINUTES

5.A. [24-0571](#)

Human Services Committee - Regular Meeting - Tuesday, January 16, 2024

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, LaPlante, and Schwarze
LATE:	Childress, and Garcia

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0027-24](#)

Acceptance and appropriation of the Community Project Funding Environmental Review Records Program PY24, Company 5000 - Accounting Unit 1560, in the amount of \$19,000. Grant funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Kari Galassi
SECONDER:	Lynn LaPlante
AYES:	DeSart, Galassi, LaPlante, and Schwarze
LATE:	Childress, and Garcia

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

7.A. [24-0572](#)

Recommendation for Approval of a 2nd Modification, 2nd Time Extension of a Community Development Block Grant Agreement (CDBG) between DuPage County and the Village of Glendale Heights, Project Number CD22-05 – Norton Avenue & E. Schubert Avenue Water Main Replacement Project - Extending the Project Completion Date through March 1, 2024.

RESULT:	APPROVED
MOVER:	Kari Galassi
SECONDER:	Lynn LaPlante
AYES:	DeSart, Galassi, LaPlante, and Schwarze
LATE:	Childress, and Garcia

8. BUDGET TRANSFERS

Motion to Combine Items

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

Member Childress arrived from a prior meeting at 9:34 a.m. and joined the voting at item 8.A.

Member Garcia arrived from a prior meeting at 9:36 a.m., and joined the voting at item 8.G.

8.A. [24-0573](#)

Budget transfer to transfer funds from 5000-1760-51040 (Employee Medical and Hospital Insurance) to 5000-1760-51000 (Benefit Payments), in the amount of \$1,212, to cover the FY23 year-end compensated absences expense accrual entry for the IDHS Supportive Housing Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Kari Galassi
AYES:	DeSart, Galassi, LaPlante, and Schwarze
LATE:	Childress, and Garcia

8.B. [24-0574](#)

Budget transfer to transfer funds from 1200-2040-53010 (Engineering /Architectural Services) to 1200-2040-54110 (Equipment & Machinery), in the amount of \$18,210, for Clear Loss Prevention, Inc., amount originally coded to a different line, now correcting line to be made whole for FY23. This was for additional cameras in various areas at the DuPage Care Center.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi
AYES:	Childress, DeSart, Galassi, LaPlante, and Schwarze
LATE:	Garcia

8.C. [24-0575](#)

Budget Transfer to transfer funds within the Administration Department payroll from account 1200-2000-53080 (salary and wage adjustments) \$3,000 to account 1200-2000-51000 (benefit payments) in the amount of \$3,000 and to 1200-2000-51050 (flexible benefit earnings) in the amount of \$300 to balance the budget lines that are over budget while salary & wages are under budget in FY23 for a total of \$3,300. (DuPage Care Center)

- 8.D. [24-0576](#)
Budget Transfer to transfer funds within the Financial Services Department from 1200-2010-50080 (salary & wage adjustments) \$30,610 and \$2,000 from 1200-2010-50040 (part-time help) to 1200-2010-5000 (regular salaries) to adjust for shortages due to the 2% COLA budgeted to the salary & wage line as directed in FY2023, but paid out of regular salaries, for a total of \$32,610. (DuPage Care Center)
- 8.E. [24-0577](#)
Budget transfer to transfer funds within the Dining Services Department from 1200-2025-50080 (salary & wage adjustments) \$70,797 and 1200-2025-50040 (part-time help) \$100,000 to 1200-2025-50010 (overtime) to adjust for shortages due to the 2% COLA budgeted to salary & wage adjustments as directed, but paid from other budget lines in FY23, for a total of \$170,797. (DuPage Care Center)
- 8.F. [24-0578](#)
Budget Transfer to transfer funds within the Laundry Department from 1200-2030-50080 (salary & wage adjustments) \$1,200 to 1200-2030-50010 (overtime) \$200, 1200-2030-50040 (part-time help) \$700 and 1200-2030-51050 (flexible benefit earnings) \$300 to adjust for shortages due to the 2% COLA budgeted to salary and wage adjustments as directed in FY23, but paid out of other lines, for a total of \$1,200. (DuPage Care Center)
- 8.G. [24-0579](#)
Budget transfer to transfer funds within the Nursing Services Department from, 1200-2050-50080 (salary & wage adjustments) \$522,000 and 1200-2050-50000 (regular salaries) \$291,000 to 1200-2050-50010 (overtime) \$715,000, 1200-2050-50040 (part-time help) \$8,000, and 1200-2050-51000 (benefit payments) \$90,000 to adjust for shortages due to the 2% COLA budgeted to the salary & wage adjustments line as directed in FY23, but paid from other budgeted lines, for a total of \$813,000. (DuPage Care Center)
- 8.H. [24-0580](#)
Budget transfer to transfer funds within the Rehabilitation and Therapy Department from 1200-2060-50080 (salary & wage adjustments) \$7,000 to 1200-2060-51000 (benefit payments) payroll budget to balance budget lines where benefit payments are over budget and salary & wages adjustments are under budget for FY23 for a total of \$7,000. (DuPage Care Center)
- 8.I. [24-0581](#)
Budget transfer to transfer funds within the Recreation and Activities Department from 1200-2065-50080 (salary & wage adjustments) \$3,000, to 1200-2065-51050 (flexible benefit earnings) \$500 and 1200-2065-51070 (tuition reimbursement) \$2,500 to balance budget lines where benefit payments are over budget and salary & wages adjustments are under budget for FY23 for a total of \$3,000. (DuPage Care Center)

- 8.J. [24-0582](#)
Budget transfer to transfer funds within the Social Services Department from 1200-2070-50080 (salary & wage adjustments) \$2,000 to 1200-2070-51000 (benefit payments) to balance budget lines where benefit payments are over budget and salary & wages adjustments are under budget for FY23 for a total of \$2,000. (DuPage Care Center)
- 8.K. [24-0583](#)
Budget transfer to transfer funds within the Volunteer Services Department from 1200-2080-50080 (salary & wage adjustments) \$7,600 to 1200-2080-50000 (regular salaries), \$500, to 1200-2080-50010 (overtime) \$2,500, to 1200-2080-50040 (part-time help) \$4,000, and to 1200-2080-51050 (flexible benefit earnings) \$600 to adjust for shortages due to the 2% COLA budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines, for a total of \$7,600. DuPage Care Center)
- 8.L. [24-0584](#)
Budget transfer to transfer funds within the In-patient Pharmacy Department from 1200-2085-50080 (salary & wage adjustments) \$24,595 and 1200-2085-53090 (other professional services) \$13,805, to 1200-2085-50000 (regular salaries) \$33,000, 1200-2085-50010 (overtime) \$1,800, and 1200-2085-50040 (part-time help) \$3,600 adjust for shortages due to the 2% COLA being budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines for a total of \$38,400. Additionally, positions were filled negating the need for outside staffing agencies. (DuPage Care Center)
- 8.M. [24-0585](#)
Budget Transfer to transfer funds within the 421 Cafeteria Department from 1200-2100-50080 (salary & wage adjustments) \$9,300 to 1200-2100-50010 (overtime) \$8,200, 1200-2100-50020 (holiday pay) \$200, and 1200-2100-51000 (benefit payments) \$900 to adjust to shortages due to the 2% COLA budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines, for a total of \$9,300. (DuPage Care Center)
- 8.N. [24-0586](#)
Budget Transfer to transfer funds within the Housekeeping Department from 1200-2035-50080 (salary & wage adjustments) \$43,350 to 1200-2035-50010 (overtime) \$26,000, 1200-2035-50020 (holiday pay) \$200, 1200-2035-51000 (benefit payments) \$17,000, and 1200-2035-51050 (flexible benefit earnings) \$150 to adjust for shortages due to the 2% COLA budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines, for a total of \$43,350. (DuPage Care Center)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Greg Schwarze
SECONDER:	Dawn DeSart
AYES:	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

9. TRAVEL

9.A. [24-0587](#)

Travel Request - Community Services Manager to attend the National Human Services Data Consortium (NHSDC) for ongoing training provided by peers, HUD, and HUD Technical Assistance to support HMIS and Continuum of Care, from April 9, 2024 through April 13, 2024, Kansas City, Missouri. Expenses to include registration, transportation, lodging, and per diems, for approximate total of \$2,544. Grant funded. (Community Services)

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

10. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

11. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated the renovation of the 4N wing is well under way. Ceiling tiles and curtain tracks are being installed and furniture will be delivered next week. Anyone that attends the balloon fundraiser next week can tour the progress in lieu of the PowerPoint Ms. Chadwick had promised. Ms. Chadwick added the progress is very exciting, the difference is amazing. She noted the positive impact this will have on the residents and thanked the county board for their support.

The Care Center is currently planning for the next phase; 3N, 3Center, and the entrance. This will entail moving the residents of the dementia unit. They do have a plan and are holding strategy meetings.

There are no covid-19 cases at the Care Center.

The Care Center is returning to the in-house CNA class. The class currently has four students registered and will need seven to begin the class. Ms. Chadwick will check with the class leader regarding the maximum number of students allowed in the class. She noted there is a lot of interest within the Care Center, however, enrollment will be allowed to the public if they do not generate enough registrants from within.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, stated on Friday, February 2, they held an information session for the next round of the DuPage Community Transformation Partnership with the DuPage Foundation. About 50-60 participants attended the event where they went over the criteria for immediate intervention and the transformational grants. The Transformational Letters of Intent are due April 19 and the Immediate Intervention applications are due on May 24 (no LOI process). The DuPage Foundation, as well as us DuPage County, will be sending reminders to agencies regarding the opportunity.

Ms. Keating commended her Community Development staff on meeting their timeliness ratio determined by the Community Development Block Grant (CDBG) Their regulation requires that 60 days prior to the next program year you can't have more than 1½ times your annual allocations in your line of credit to ensure funds are being spent in a timely manner. The department is challenged with this due to the fact their program year starts in April and the earliest they receive their funding is July/August and as late as September/October. When they do finally receive the grant agreements, they have lost much of the construction season. Their timeliness ratio has hovered between 1.45 and 1.5, but as of yesterday, their timeliness ratio measured 1.1.

The capital applications for the food pantries will appear on the Finance and County Board agendas on February 13. \$1M was set aside for the agencies to apply to purchase vehicles, forklifts, shelving units, or any kind of capital that would help the efficiency of their operations. We received \$910,000 worth of applications from 16 different agencies and for over twenty different projects. Agencies were able to apply for different items by completing individual applications.

Ms. Keating answered questions from the committee.

13. OLD BUSINESS

No old business was discussed.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURNMENT

With no further business, Chair Scharze requested a motion to adjourn. Member LaPlante so moved, Member Galassi seconded, all ayes on a voice vote, the meeting was adjourned at 9:50 a.m.



Minutes

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
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File #: 24-0571

Agenda Date: 2/6/2024

Agenda #: 5.A.



DU PAGE COUNTY

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Human Services

Final Summary

Tuesday, January 16, 2024

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 and Member Patty Gustin (remote)

Staff in Attendance: Renee Zerante (State's Attorney Office), Joan Olson (Chief Communications Officer), Evan Shields (Public Information Officer), Nickon Etminan and Brian Rovik (Procurement), Anita Rajagopal (DuPage Care Center Assistant Administrator), Victoria Kappas, Natasha Belli, and Gina Strafford-Ahmed (Community Services Administrators), and Mary Keating (Director of Community Services).

PRESENT Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze stated that on January 17, 2024, in cooperation with the DuPage Foundation, DuPage County will announce the opening of round four of the DuPage Community Transformational Partnership Grant. This grant will provide for transformational intervention in the areas of food insecurity, housing instability, mental health and substance use disorders. DuPage County will deliver a press release on Thursday, January 18. Please share with members of your district and on social media.

Members discussed the partnership grant, and a broader reach of agencies. Chair Schwarze replied there are only so many large organizations that can qualify for funding and recommended members canvas their district to inform agencies of the grant. Mary Keating responded that Giving DuPage has an email blast, and there is also a 211-email blast, reaching between 300 to 500 people. The DuPage Foundation notifies their entire database, which includes hundreds of nonprofits. The grant information is also sent out through our Homeless Continuum of Care. Ms. Keating emphasized the recipients must serve a larger area and their program must be serving one of the four areas; food insecurity, housing instability, mental health, or substance use disorders.

Members asked about obtaining information regarding who has applied and why agencies were rejected. Ms. Keating recommended members contact Barb Szczepaniak, Vice President of Programs at the DuPage Foundation. Chair Schwarze added that he will bring up the concerns when he attends the first meeting at the DuPage Foundation with Vice Chair Paula Garcia.

5. APPROVAL OF MINUTES

5.A. [24-0372](#)

Human Services Committee - Regular Meeting - Tuesday, December 5, 2023

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING

6.A. [HS-R-0004-24](#)

Authorizing execution of the intergovernmental agreement between PACE Suburban Bus and DuPage County Community Services for the Senior Transportation Grant Program - \$126,500. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

6.B. [HS-P-0011-24](#)

Awarding resolution issued to Teen Parent Connection, to provide car seats, booster seats, diapers, formula, wipes, and car seat safety training to low income residents of DuPage County, for the period of January 1, 2024 through December 31, 2024, for a Community Services Block Grant (CSBG) sub-grantee total of \$40,000. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

6.C. [HS-P-0012-24](#)

Awarding resolution issued to Catholic Charities to provide shelter, case management, and financial assistance to situationally homeless residents and at risk of homelessness residents of DuPage County for the period of January 1, 2024 through December 31, 2024. The Community Services Block Grant (CSBG) sub-grantee agreement also provides financial support for the Back to School Fair, for a contract total of \$65,000. (Community Services)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Paula Garcia
SECONDER: Lynn LaPlante

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

7.A. [HS-R-0005-24](#)

2024 Annual Action Plan, DuPage County Consortium – FIRST READING - Acceptance of the 2024 Annual Action Plan Element (Public Comment Period) of the 2020-2024 Consolidated Plan for Community Development Block Grant (CDBG) HOME investment Partnership (HOME) and Emergency Solutions Grant (ESG) programs to qualify and receive the Department of Housing and Urban Development (HUD) grant funds.

RESULT: APPROVED AT COMMITTEE
MOVER: Paula Garcia
SECONDER: Kari Galassi

7.B. [HS-R-0006-24](#)

Recommendation for Approval of a Third Modification to a HOME Investment Partnerships Act (HOME) Agreement with DuPage Habitat for Humanity, Inc, Project Number HM09-03 – Clarifying the Recapture Requirements as well as HOME Affordability Period for Homeownership Assistance.

RESULT: APPROVED AT COMMITTEE
MOVER: Paula Garcia
SECONDER: Michael Childress

7.C. [HS-R-0007-24](#)

Recommendation for Approval of a of HOME Investment Partnerships Act (HOME) Funds Agreement with DuPage Pads, Project Number HM21-02b – Tenant Based Rental Assistance – in the Amount of \$100,000 under FY2021, with an Additional \$100,000 in FY2024 funds contingent upon Approval by DuPage County Board and the Department of Housing and Urban Development (HUD) of the 2024 Action Plan Element of the 2020-2024 Consolidated Plan as well as receipt of the FY2024 HOME allocation.

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

7.D. [HS-R-0008-24](#)

Recommendation for Approval to Subordinate two Community Development Block Grant (CDBG) Liens with Serenity House Foundation (now known as Advance Resource Recovery Corporation), Projects CD19-07 and CD22-07, to St. Charles Bank & Trust Company (SCBT).

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

8. BUDGET TRANSFERS

8.A. [24-0373](#)

Budget Transfer to transfer funds for overtime incurred and paid for with Federal funding of the Aging Case Coordination Unit Seniors' grant which was not originally budgeted for in FY23 from 5000-1660/50000 to 5000-1660/50010, \$1,180. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

8.B. [24-0374](#)

Budget Transfer to transfer funds to cover employee benefit payments in the LIHEAP Program that exceeded original budget during the year FY23, \$1,000, from 5000-1420/50000 to 5000-1420/51000. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

8.C. [24-0375](#)

Budget Transfer to move overtime funds from 5000-1435/50010 to regular salaries 5000-1435/50000 for the LIHWAP Grant program as less overtime was worked than anticipated for FY23, \$3,000. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Lynn LaPlante

8.D. [24-0376](#)

Budget Transfer to transfer funds for benefit payouts from the U.S. Treasury Emergency Rent Assistance fund from unused overtime budget 5000-1770/50010 to benefit payments 5000-1770/51000, not budgeted for in FY23, \$1,320. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

9. TRAVEL

9.A. [24-0377](#)

Travel Request for Community Services Director to attend the NACCED CDBG Hill Briefing and Legislative Conference, and NACo Legislative Conference in Washington D.C. from February 7, 2024 through February 13, 2024. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems, for approximate total of \$3,638.50. CDBG grant funded. (Community Services)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi

10. CONSENT ITEMS

10.A. [24-0378](#)

Change Order to close P.O. 5957-0001 SERV issued to DuPage Federation on Human Services Reform in the amount of \$23,427.74. Contract expired on October 10, 2023. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

11. INFORMATIONAL

Motion to Combine Items

Member DeSart moved and Member Garcia seconded a motion to combine items 11.A. through 11.D. The motion was approved on voice vote, all "ayes".

11.A. [24-0379](#)

GPN 001-24 Community Services Block Grant (CSBG) PY24, Illinois Department of Commerce and Economic Opportunity, US Department of Health & Human Services \$1,196,614. (Community Services)

11.B. [24-0380](#)

GPN 003-24 Community Development Block Grant PY24, U.S. Department of Housing and Urban Development \$3,663,480. (Community Services)

11.C. [24-0381](#)

GPN 004-24 HOME Investment Partnership Program FY24 U.S. Department of Housing and Urban Development \$1,860,190. (Community Services)

11.D. [24-0382](#)

GPN 005-24 Emergency Solutions Grant FY24, U.S. Department of Housing and Urban Development \$288,247. (Community Services)

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Dawn DeSart
SECONDER:	Kari Galassi
AYES:	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

12. RESIDENCY WAIVERS - JANELLE CHADWICK

Anita Rajagopal stated there are currently 14 male beds and over 20 female beds available at the DuPage Care Center. Six of the beds have been offered to DuPage County residents, so there will be no displacement of residents by acceptance of this individual to the Care Center.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Anita Rajagopal, Assistant Administrator to the DuPage Care Center stated there are currently no units on isolation due to Covid-19. The Care Center is still following masking protocols. They monitor hospital re-admissions related to covid to determine what protocol they will follow. DuPage County is currently at a medium level, higher than surrounding counties. The Care Center often takes a more conservative approach to the state guidance, including additional masking.

Ms. Rajagopal gave an update on the remodel at the Care Center, stating the floors have all been laid, bathroom tiling and painting in resident rooms has been completed. Cabinets are being installed, and the front lobby’s installation of the nursing station cabinets is complete. Tours are available to County Board members. The remodel of the 4N unit should be completed in mid-March. They will need approval from the Illinois Department of Public Health (IDPH) before occupancy is allowed.

The Valentine Balloon Fundraiser will be in February. The Care Center will be seeking the County Board members’ support.

14. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, offered a statistic from the 2023 Annual Report, stating the Community Services’ outreach team was at 129 different events in 2023, reaching over 6000 people. Community Services was able to obtain these numbers through ARPA funding, allowing Community Services to hire a specific person to reach out to communities in need.

Mary Keating introduced Victoria Kappas, the Administrator of the Family Center to discuss the impact of the new daytime security staff, approved by the 2024 county budget. Ms. Kappas thanked the committee for the new security guard, stating that the presence has been amazing, both for de-escalation of volatile situations and the comfort of staff having them present.

Two judges from juvenile court have reached out to the Family Center to establish services at a neutral site for the foster parent/biological parent dynamics for child exchange and/or to obtain information through reports. Ms. Kappas concluded that this is another untapped referral source and another way to serve children in DuPage County. She will keep the committee updated with numbers as the program develops.

15. OLD BUSINESS

No old business was discussed.

16. NEW BUSINESS

No new business was discussed.

17. ADJOURNMENT

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Paula Garcia



Finance Resolution

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

File #: FI-R-0027-24

Agenda Date: 2/6/2024

Agenda #: 10.D.

ACCEPTANCE AND APPROPRIATION OF THE
COMMUNITY PROJECT FUNDING
ENVIRONMENTAL REVIEW RECORDS PROGRAM PY24
COMPANY 5000 - ACCOUNTING UNIT 1560
\$19,000

(Under the administrative direction of the Community Services department)

WHEREAS, the County of DuPage has been requested by the United States Department of Housing and Urban Development (HUD) to act as the Responsible Entity and pursuant to 24 CFR Part 58, complete the Environmental Review for Community Project Funding (CPF) grants awarded to the Village of Addison, City of Wheaton, and Wood Dale Park District; and

WHEREAS, the County of DuPage previously entered into Memorandums of Understanding (MOUs) on November 14, 2023, with each entity, to be reimbursed for the wages and associated fringe benefits required to complete an Environmental Review Record for each entity, under Resolution #HS-R-0066-23, #HS-R-0067-23, and #HS-R-0068-23; and

WHEREAS, the period of performance is November 14, 2023, through November 30, 2024; and

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

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

WHEREAS, the DuPage County Board finds that the need to appropriate funding to cover expenses relating to payroll and fringe benefits prior to reimbursement, 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 \$19,000 (NINETEEN THOUSAND AND NO/100 DOLLARS) be made to establish the Community Project Funding - Environmental Review Record Program PY24, Company 5000 - Accounting Unit 1560, for the period November 14, 2023, through November 30, 2024; 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 program, 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 13th day of February, 2024 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH
COMMUNITY PROJECT FUNDING
ENVIRONMENTAL REVIEW RECORDS PROGRAM PY24
COMPANY 5000 – ACCOUNTING UNIT 1560
\$19,000

REVENUE

41710-0000 - Other Governmental Services Reimb \$ 19,000

TOTAL ANTICIPATED REVENUE \$ 19,000

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 10,500
50010-0000 - Overtime 4,000
51010-0000 - Employer Share I.M.R.F. 1,400
51030-0000 - Employer Share Social Security 1,300
51040-0000 - Employee Med & Hosp Insurance 1,800

TOTAL PERSONNEL \$ 19,000

TOTAL ADDITIONAL APPROPRIATION \$ 19,000



Action Item

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

File #: 24-0572

Agenda Date: 2/6/2024

Agenda #: 7.A.



**DUPAGE
COUNTY**

COMMUNITY SERVICES

630-407-6500
Fax: 630-407-6501
csprograms@dupageco.org

www.dupageco.org/community

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

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

DATE: January 19, 2024

SUBJECT: CD22-05 Glendale Heights Norton Ave & E. Schubert Ave Water Main Replacement – Agreement Modification #2, Second Time Extension

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

This item is being presented directly to the HS Committee, as allowed per CDC procedures.

Action Requested: CDC staff recommend approval of Agreement Modification #2 for the Villag of Glendale Heights Norton Ave & E. Schubert Ave Water Main Replacement project, extending the timeline to 03/01/2024.

Details: The project provided watermain replacement in the Village of Glendale Heights along Norton Avenue from Pearl Avenue to Winthrop Avenue, and E. Schubert Avenue from President Street to Bloomingdale Road.

Modification #1 was approved by the Director of Community Services on 10/16/2023 extending the timeline of the project from 10/31/2023 to 12/31/2023.

Substantial completion was reached mid-October 2023 with punch list items completed in early November 2023. A discrepancy between the General Contractor (GC) and one Sub-Contractor regarding final quantities and amounts due resulted in delayed submission of required final paperwork to the department for review and approval.

The Village is working with the GC on final paperwork and staff anticipates receipt of final documentation prior to the requested extension date of 03/01/2024.



January 5, 2024

DuPage County
Community Development Commission
421 N. County Farm Road, Room 2-800
Wheaton, IL 60187

Attention: Mary Keating
Director of Community Services

Subject: Second Request for Time Extension CDBG Funds
Village of Glendale Heights
Norton Avenue and E. Schubert Avenue Water Main Replacement Project (CD22-05)

Dear Ms. Keating:

In accordance with Section XI – Timeliness of the Community Development Block Grant (CDBG) Agreement between the County of DuPage and the Village of Glendale Heights for the subject project, the Village is requesting an additional two (2) month extension. It is understood via Modification One that the project was to be completed by December 31, 2023. If approved, the revised date for the grant extension shall be March 1, 2024.

Since Modification One was approved, the Contractor completed the heavy construction portion of their contract (mid-October 2023). After construction and the punch list were completed (early November 2023), the Contractor began finalizing their closeout documentation. During this process, the Contractor encountered issues with their subcontractors out of their control. These currently unresolved issues have delayed closing out the project. If approved, the time extension will allow for the Contractor to resolve the outstanding issues and complete the remainder of the required process for project closeout.

The Village is continually thankful for the CDBG department for their ongoing mission to help serve our community and looks forward to continuing our great working relationship in the future.

Your consideration is deeply appreciated. If you have any questions, please do not hesitate to contact me at (630) 260-6040 or our Village Engineer, Andrew Pufundt, with Christopher B. Burke Engineering, Ltd. at (847) 823-0500.

Sincerely,



Rachael Kaplan
Director of Public Works

cc: Julie Hamlin – DuPage County Community Development
Momina Baig – DuPage County Community Development
Bill Poling – Glendale Heights Finance
Roman Corsini – Glendale Heights Public Works
Andrew Pufundt – CBBEL
Andrew Bourke - CBBEL

N:\GLENDALEHEIGHTS\040051C197\Admin\CDBG\2 Extensionrequest2.0_01052024 Docx


2022 DUPAGE COUNTY CDBG NEIGHBORHOOD INVESTMENT PROJECT IMPLEMENTATION SCHEDULE

Agency Name: Village of Glendale Heights

Project: Norton and East Schubert Watermain Replacement Project

Total Project Cost: \$1,791,364.13 (Construction Cost)

CDBG Award: \$600,000


Signature

1/05/2024
Date

Chodri Ma Khokhar
Name

Village President
Title

- Project Timeline:** Community Development Block Grant (CDBG) program funds are required by the U.S. Department of Housing and Urban Development (HUD) to be spent in a timely fashion. If HUD determines there is an excess amount of unexpended CDBG funds for a given program year, corrective action will be required by HUD. Corrective action includes, and is not limited to, a reduction of the unexpended funds. Projects that lead to a slow expenditure of CDBG funds and/or a reduction of CDBG funds by HUD are subject to a reduction in the project award amount.

As reflected in the CDBG Neighborhood Investment Application, it is expected that all projects awarded CDBG funding will be completed within one year of the Agreement date.

In the table below, please complete the implementation schedule for the awarded project. If the awarded project does not include acquisition or zoning change, please reflect "N/A" for those activities. All aspects of the project must be completed within one year of the Agreement date.

REVISION OF PROJECT TIMELINE/IMPLEMENTATION SCHEDULE	
Activity	Date (mm/dd/yyyy)
All Sources of Funding Obtained	05/01/2022
Property Acquisition Complete	N/A
Easements Acquisition Complete	N/A
Special Service Area Approval Complete	N/A
Facilities Planning Area (FPA) Approval Complete	N/A
Property Annexation Complete	N/A
Preliminary Engineering or Project Design Complete	09/19/2022
Final Engineering or Project Design Complete	12/01/2022
Bid Manual w Detailed Project Scope Complete	01/24/2023
Bid Manual Advertised	01/26/2023
Sealed Bid Opening Complete	02/22/2023
Construction Contract Awarded & Fully Executed	03/20/2023
Construction to Begin	06/09/2023
50% of Construction Complete	08/11/2023
100% of Construction Complete	10/13/2023
Final Inspections Completed & Passed	11/6/2023
Final Request for Payment & All Required Documentation Submitted to CDC	3/1/2024

MODIFICATION TWO TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE
OF GLENDALE HEIGHTS PROJECT NUMBER CD22-05

THIS MODIFICATION TWO TO AGREEMENT is entered into this __ day of February, 2024 by and between the COUNTY OF DU PAGE, Illinois (hereinafter called “COUNTY”) and THE VILLAGE OF GLENDALE HEIGHTS with a principal place of business located at 300 CIVIC CENTER PLAZA, GLENDALE HEIGHTS, IL, (hereinafter called “SUBGRANTEE”). The purpose of this MODIFICATION TWO TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CD22-05, which was adopted by Resolution HHS-R-0052-22 on February 8, 2022, to grant funding in the amount of \$600,000 of which \$30,000.00 is unexpended, for the purpose of replacing existing watermains along Norton Avenue from Pearl Avenue to Winthrop Avenue, and E. Schubert Avenue from President Street to Bloomingdale Road and repairing the related road and sidewalks after completion, and ADA accessibility work where necessary, all within THE VILLAGE OF GLENDALE HEIGHTS, IL. MODIFICATION ONE to the Agreement was entered into on October 16, 2023, which was approved by the Director of Community Services, for the purpose of a time extension to extend the period covered by the Agreement to 12/31/2023, (hereinafter, together with any previous modifications thereto, called “Agreement”).

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement in accordance with Section XII. A. of the Agreement:

1. The time period covered by the Agreement is hereby extended to March 1, 2024.
2. Section XI. A. Timeliness Progress Schedule is hereby amended to reflect a 100% of funds expended date of March 1, 2024.
3. Section XI. B is hereby amended to replace Subgrantee project completion date of 12/31/2023 with 03/01/2024.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.

It is acknowledged that the Agreement Modification is being requested after the grant expiration date of December 31, 2023, however, there has not been a lapse in grant funding.

IN WITNESS WHEREOF, the parties hereto have executed this Modification on the dates recited below:

VILLAGE OF GLENDALE HEIGHTS, a Municipal Corporation in the
State of Illinois

By: _____
CHODRI MA KHOKHAR,
Village President

Date: _____

Attest: _____
Signature

Printed Name

Title

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

By: _____
Deborah A. Conroy
DuPage County Board Chair

Date: _____

Attest: _____

Jean Kaczmarek
DuPage County Clerk



Budget Transfer

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

File #: 24-0573

Agenda Date: 2/6/2024

Agenda #: 8.A.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective October, 2022

IDHS SUPPORTIVE HOUSING GRANT

From: 5000
Company #

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	
1760	51040		EMPLOYEE MED & HOSP INSURANCE	\$ 1,212.00	13,529.57	12,317.27	1/16/24
Total				\$ 1,212.00			

IDHS SUPPORTIVE HOUSING GRANT

To: 5000
Company #

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	
1760	51000		BENEFIT PAYMENTS	\$ 1,212.00	(1,211.67)	0.33	1/16/24
Total				\$ 1,212.00			

Reason for Request:

Budget transfer to account for FY23 year-end compensated absences expense accrual entry.

Signature on File

Department [Signature]
Signature on File

1/16/24
Date
1/17/24
Date

Activity _____
(optional)

Chief Financial Officer _____

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

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS-2/6/23
FIN/CB-2/13/23

[Handwritten mark]



Budget Transfer

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

File #: 24-0574

Agenda Date: 2/6/2024

Agenda #: 8.B.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective May 3, 2023

From: 1200
Company #

MAINTENANCE & CAPITAL
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	
2040	53010		ENGINEERING/ARCHITECTURAL SVC	\$ 18,210.00	131,499.00	113,289.00	1/18/24
Total				\$ 18,210.00			

To: 1200
Company #

MAINTENANCE & CAPITAL
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	
2040	54110		EQUIPMENT AND MACHINERY	\$ 18,210.00	(18,209.69)	0.31	1/18/24
Total				\$ 18,210.00			

Reason for Request:

Transfer monies for Clear Loss Prevention, Inc. Amount originally coded to a different line, now correcting line to be made whole for FY23. This was for additional cameras in various areas at the DuPage Care Center

Signature on File

Department Head
Chief Financial Officer

Signature on File

2-1-18-24
Date 1/28/24
Date

Activity _____
(optional)

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

Finance Department Use Only	
Fiscal Year <u>23</u>	Budget Journal # _____ Acctg Period _____
Entered By/Date _____	Released & Posted By/Date _____

HS - 2/6/24
FIN/CB - 2/13/24

6



Budget Transfer

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

File #: 24-0575

Agenda Date: 2/6/2024

Agenda #: 8.C.

FY23

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

ADMINISTRATION
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2000	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 3,300.00	44,825.00	41,525.00	1/30/24	1200-9100
				Total	\$ 3,300.00			

To: 1200
 Company #

ADMINISTRATION
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2000	51000	0	BENEFIT PAYMENTS	\$ 3,000.00	(2,859.88)	140.12	1/30/24	1200-9100
2000	51050	0	FLEXIBLE BENEFIT EARNINGS	\$ 300.00	(250.00)	50.00	1/30/24	1200-9100
				Total	\$ 3,300.00			

Reason for Request:

Transfer funds within Care Center's Administration Payroll budget to "true up" budget lines for Payroll categories where Benefit payments and Flexible benefits are over while Salary & Wages Adjustments are under.

Signature on File

Department Head Signature on File

Chief Financial Officer

Date 1/30/24
 Date 1/30/24

Activity _____
 (optional)

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/6/24
 FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0576

Agenda Date: 2/6/2024

Agenda #: 8.D.

FY23

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

FINANCIAL SERVICES DEPARTMENT
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2010	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 30,610.00	30,610.00	0	1/30/24	1200-9100
2010	50040	0	PART TIME HELP	\$ 2,000.00	27,300.00	25,300.00	1/30/24	1200-9100
Total				\$ 32,610.00				

To: 1200
 Company #

FINANCIAL SERVICES DEPARTMENT
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2010	50000	0	REGULAR SALARIES	\$ 32,610.00	(31,547.23)	1,062.77	1/30/24	1200-9100
Total				\$ 32,610.00				

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) and Part time help for Financial services department to its rightful place under Regular Salaries to adjust for shortages due to COLA wages applied.

Signature on File

Department _____
 Signature on File

Chief Financial Officer

Date 1/30/24
1/30/24
 Date

Activity _____
 (optional)

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

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS - 2/16/24

FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0577

Agenda Date: 2/6/2024

Agenda #: 8.E.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

DINING SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 70,797.00	70,797.00	0	1/30/24	1200-9100
2025	50040	0	PART TIME HELP	\$ 100,000.00	150,014.43	50,014.43	1/30/24	1200-9100
Total				\$ 170,797.00				

To: 1200
Company #

DINING SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2025	50010	0	OVERTIME	\$ 170,797.00	168,596.10	1,200.90	1/30/24	1200-9100
Total				\$ 170,797.00				

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Dining Services department to Overtime to adjust for the shortages due to COLA wages applied. Also, we are transferring funds within department's Payroll budget to "true up" budget lines for Payroll categories where Part Time salaries are under and Overtime is over.

Signature on File

Department Head

Signature on File

Chief Financial Officer

Activity

(optional)

Date

1/30/24
1/20/24

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/6/24

FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0578

Agenda Date: 2/6/2024

Agenda #: 8.F.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

LAUNDRY
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2030	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 1,200.00	19,855.00	18,655.00	1/30/24	1200-9100
		0						
Total				\$ 1,200.00				

To: 1200
Company #

LAUNDRY
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2030	50010	0	OVERTIME	\$ 200.00	(197.92)	2.08	1/30/24	1200-9100
2030	50040	0	PART TIME HELP	\$ 700.00	(608.61)	91.39	1/30/24	1200-9100
2030	51050	0	FLEXIBLE BENEFIT EARNINGS	\$ 300.00	(250.00)	50.00	1/30/24	1200-9100
Total				\$ 1,200.00				

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Laundry department to its rightful place under Overtime and Part time Salaries to adjust for shortages due to COLA wages applied. In addition we are transferring \$ to cover Flexible benefits 2023 shortages.

Signature on File

Department Head
Signature on File

Chief Financial Officer

1/30/24
Date
1/30/24
Date

Activity _____
(optional)

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

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS - 2/6/24
FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0579

Agenda Date: 2/6/2024

Agenda #: 8.G.

FY23

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

NURSING SERVICES
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2050	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 522,000.00	522,000.00	0	1/30/24	1200-9100
2050	50000	0	REGULAR SALARIES	\$ 291,000.00	1,253,719.10	962,719.10	1/30/24	1200-9100
				Total	\$ 813,000.00			

To: 1200
 Company #

NURSING SERVICES
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2050	50010	0	OVERTIME	\$ 715,000.00	(712,159.61)	2,840.39	1/30/24	1200-9100
2050	50040	0	PART TIME HELP	\$ 8,000.00	(7,287.86)	712.14	1/30/24	1200-9100
2050	51000	0	BENEFIT PAYMENTS	\$ 90,000.00	(87,758.04)	2,241.96	1/30/24	1200-9100
				Total	\$ 813,000.00			

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Nursing department to Overtime to adjust for the shortages due to COLA wages applied. Also, we are transferring funds within department's Payroll budget to "true up" budget lines for Payroll categories where Overtime, Part Time help and Benefits are over, while Regular salaries are under.

Signature on File

Department Head
 Signature on File

Chief Financial Officer

Activity _____
 (optional)

1/30/24
 Date
 1/30/24
 Date

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

AS - 2/16/24
 FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0580

Agenda Date: 2/6/2024

Agenda #: 8.H.

FY23

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

REHAB & THERAPY SERVICES
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2060	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 7,000.00	31,613.00	24,613.00	1/30/24	1200-9100
Total				\$ 7,000.00				

To: 1200
 Company #

REHAB & THERAPY SERVICES
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2060	51000	0	BENEFIT PAYMENTS	\$ 7,000.00	(6,825.75)	174.25	1/30/24	1200-9100
Total				\$ 7,000.00				

Reason for Request:

Transfer funds within Care Center's Rehab & therapy services Payroll budget to "true up" budget lines for Payroll categories where Benefit payments are over while Salary & Wages Adjustments are under.

Signature on File
 Department Head
 Signature on File
 Chief Financial Officer

Date 1/30/25
 Date 1/30/24

Activity _____
 (optional)

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/6/24
 FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0581

Agenda Date: 2/6/2024

Agenda #: 8.I.

FY23

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

RECREATION/ACTIVITIES
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2065	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 3,000.00	27,888.00	24,888.00	1/30/24	1200-9100
Total				\$ 3,000.00				

To: 1200
 Company #

RECREATION/ACTIVITIES
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2065	51050	0	FLEXIBLE BENEFIT EARNINGS	\$ 500.00	400.00	100.00	1/30/24	1200-9100
2065	51070	0	TUITION REIMBURSEMENT	\$ 2,500.00	2,250.00	250.00	1/30/24	1200-9100
Total				\$ 3,000.00				

Reason for Request:

Transfer funds within Care Center's Recreation/Activities Payroll budget to "true up" budget lines for Payroll categories where Flexible Benefit and Tuition reimbursement are over while Salary & Wages Adjustments are under.

Signature on File
 Department Head _____
 Signature on File
 Chief Financial Officer _____

1/30/24
 Date
 1/30/24
 Date

Activity _____
 (optional)

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

Finance Department Use Only		
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____
Entered By/Date _____	Released & Posted By/Date _____	

HS - 2/6/24
 FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0582

Agenda Date: 2/6/2024

Agenda #: 8.J.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

SOCIAL SERVICES
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2070	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 2,000.00	30,288.00	28,288.00	1/30/24	1200-9100
				Total	\$ 2,000.00			

To: 1200
Company #

SOCIAL SERVICES
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2070	51000	0	BENEFIT PAYMENTS	\$ 2,000.00	(1,747.23)	252.77	1/30/24	1200-9100
		0						
				Total	\$ 2,000.00			

Reason for Request:

Transfer funds within Care Center's Social Services department Payroll budget to "true up" budget lines for Payroll categories where Benefit payments are over while Salary & Wages Adjustments are under.

Signature on File

Department Head

Signature on File

Chief Financial Officer

1/22/24
Date
1/20/24
Date

Activity _____
(optional)

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

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HS - 2/6/24
FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0583

Agenda Date: 2/6/2024

Agenda #: 8.K.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

VOLUNTEER SERVICES

From: 1200
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2080	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 7,600.00	16,040.00	8,440.00	1/30/24	1200-9100
Total				\$ 7,600.00				

VOLUNTEER SERVICES

To: 1200
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2080	50000	0	REGULAR SALARIES	\$ 500.00	(447.88)	52.12	1/30/24	1200-9100
2080	50010	0	OVERTIME	\$ 2,500.00	(2,365.92)	134.08	1/30/24	1200-9100
2080	50040	0	PART TIME HELP	\$ 4,000.00	(3,737.35)	262.65	1/30/24	1200-9100
2080	51050		FLEXIBLE BENEFIT EARNINGS	\$ 600.00	(600.00)	0	1/30/24	1200-9100
Total				\$ 7,600.00				

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Volunteer Services department to its rightful place under Regular, Overtime and Part time salaries to adjust for the shortages due to COLA wages applied.

Signature on File

Department Head Signature on File

Chief Financial Officer

1/30/24
Date
1/30/24
Date

Activity _____
(optional)

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/6/24
FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0584

Agenda Date: 2/6/2024

Agenda #: 8.L.

FY23

DuPage County, Illinois
 BUDGET ADJUSTMENT
 Effective January 22, 2024

From: 1200
 Company #

INPATIENT PHARMACY
 From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2085	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 24,595.00	24,595.00	0	1/30/24	1200-9100
2085	53090	0	OTHER PROFESSIONAL SERVICES	\$ 13,805.00	23,076.25	9,271.25	1/30/24	1200-9100
Total				\$ 38,400.00				

To: 1200
 Company #

INPATIENT PHARMACY
 To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2085	50000	0	REGULAR SALARIES	\$ 33,000.00	32,481.77	518.23	1/30/24	1200-9100
2085	50010	0	OVERTIME	\$ 1,800.00	1,760.56	39.44	1/30/24	1200-9100
2085	50040	0	PART TIME HELP	\$ 3,600.00	3,598.29	1.71	1/30/24	1200-9100
Total				\$ 38,400.00				

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Pharmacy department to its rightful place under Regular, Overtime and Part time salaries to adjust for the shortages due to COLA wages applied. In addition we are transferring the dollars budgeted and not used under staffing agency (other professional services) to regular salaries because the positions were filled with no need for outside agencies.

Signature on File

Department Head Signature on File

Chief Financial Officer

1/30/24
 Date
 1/30/24
 Date

Activity (optional)

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Actg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/16/24
 FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0585

Agenda Date: 2/6/2024

Agenda #: 8.M.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

CAFETERIA - 421 BUILDING
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2100	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 9,300.00	20,037.00	10,737.00	1/30/24	1200-9100
				Total	\$ 9,300.00			

To: 1200
Company #

CAFETERIA - 421 BUILDING
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2100	50010	0	OVERTIME	\$ 8,200.00	(8,073.20)	126.80	1/30/24	1200-9100
2100	50020	0	HOLIDAY PAY	\$ 200.00	(138.72)	61.28	1/30/24	1200-9100
2100	51000	0	BENEFIT PAYMENTS	\$ 900.00	(867.79)	32.21	1/30/24	1200-9100
				Total	\$ 9,300.00			

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Cafeteria department to its rightful place under Overtime, Holiday pay and benefit payments salaries to adjust for the shortages due to COLA wages applied.

Signature on File _____ Date 1/30/24
 Department Head
 Signature on File _____ Date 1/20/24
 Chief Financial Officer

Activity _____
(optional)

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/16/24
 FIN/CB - 2/13/24



Budget Transfer

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

File #: 24-0586

Agenda Date: 2/6/2024

Agenda #: 8.N.

FY23

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024

From: 1200
Company #

HOUSEKEEPING
From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2035	50080	0	SALARY & WAGE ADJUSTMENTS	\$ 43,350.00	70,024.00	26,674.00	1/30/24	1200-9100
		0						
Total				\$ 43,350.00				

To: 1200
Company #

HOUSEKEEPING
To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
2035	50010	0	OVERTIME	\$ 25,000.00	(25,555.93)	444.07	1/30/24	1200-9100
2035	50020	0	HOLIDAY PAY	\$ 200.00	(126.10)	73.90	1/30/24	1200-9100
2035	51000	0	BENEFIT PAYMENTS	\$ 17,000.00	(16,415.73)	584.27	1/30/24	1200-9100
2035	51050	0	FLEXIBLE BENEFIT EARNINGS	\$ 150.00	(150.00)	0	1/30/24	1200-9100
Total				\$ 43,350.00				

Reason for Request:

For the 2023 Budget the Care Center budgeted a 2% COLA within each department of the Care Center on a budget line titled Salary and Wage Adjustments as directed. We are transferring the dollars under this category (Salary and Wage Adjustments) for the Housekeeping department to Overtime and Holiday pay to adjust for the shortages due to COLA wages applied. Also we are transferring the remaining funds to cover Benefit payments and Flexible benefit earnings shortages.

(Signature on File

Department Head Signature on File

Date: 1/30/24
1/30/24

Activity _____
(optional)

Chief Financial Officer

Date,

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

Finance Department Use Only

Fiscal Year 23 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

HS - 2/6/24
FIN/CB - 2/13/24



Authorization to Travel

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

File #: 24-0587

Agenda Date: 2/6/2024

Agenda #: 9.A.

OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel
Revised 1-08-2019

REQUEST DATE: 1/19/2023	
NAME: J	TITLE: HMIS Manager
DEPARTMENT: Community Services	ACCOUNT CODE: 5000-1470 and 5000-1480
PURPOSE OF TRIP: (explain fully the necessity of making the trip) Attendance at the National Human Services Data Consortium (NHSDC) 4/10-4/12/2024 for ongoing training provided by peers, HUD, and HUD Technical Assistance to support HMIS and Continuum of Care staff to further address reporting, data and policy needs. Travel expenses are grant authorized and will be paid out of our HUD CoC HMIS (5000-1480) and ESG (5000-1470) funding sources.	
DESTINATION: Kansas City, MO	
DATE OF DEPARTURE: 4/9/2024	DATE OF RETURN ARRIVAL: 4/13/2024
(Please include a detailed explanation if different from official business dates) Arrive day prior and return day after conference.	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$780.00
TRANSPORTATION:	\$550.00
LODGING:	\$1,000.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.):	\$0.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$214.00
TOTAL	\$2,544.00

REVIEWED BY AND DATE APPROVED:
Signature on File

Department Head: _____

(Signature)

Date: 1/23/24

Committee Name: _____

ALL OVERNIGHT TRAVEL

Date: _____

County Board: _____

ONLY OUT-OF-STATE TRAVEL

Date: _____

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.