



DU PAGE COUNTY

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

Human Services Final Summary

Tuesday, August 1, 2023

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:35 AM.

2. ROLL CALL

Other Board members present: Member Lucy Chang Evans, Member Yeena Yoo, and Member Patty Gustin

Staff in attendance: Joan Olson (Chief Communications Officer) Renee Zerante (Assistant State's Attorney), Donna Weidman (Procurement), Mary Catherine Wells, Jennifer Sinn, Gerald Smith, and Keith Jorstad (Finance), Natasha Belli (Community Services)

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze stated the Small Human Services grant application period ended July 22. There were 72 non-duplicative applications for a total of \$1.5M submitted. All applications may not qualify. Finance staff will review the applications to determine what agencies meet the qualifications. We will have the information and next steps at the next Human Services committee meeting

Member Galassi asked about the agencies and number of applications from each district. Chair Schwarze did not have the agency names, but he did have the numbers per district.

District 1 \$192,00
District 2 \$170,000
District 3 Under \$101,000
District 4 \$393,000
District 5 \$450,000
District 6 under \$113,000

Some agencies, or a large part of them, fell outside of DuPage County.

He stated there will need to be some discussion amongst the County Board members. Obviously, districts four and five have more requests over \$175,000 and districts three and six are below the threshold.

There will be more information available at the next Human Services committee meeting. Chair Schwarze asked Vice Chair Garcia to update the committee on a request from the DuPage Senior Citizens Council. Vice Chair Garcia stated the Council reached out to Chair Schwarze, County Board member Liz Chaplin, and her, seeking a space for the Meals on Wheels preparation for Warrenville, Wheaton, Winfield, and West Chicago, to feed about 20,000 people in the area. Working with Facilities, Vice Chair Garcia found a small area that fits their need where the Juvenile Correction Center was. They will ask for about \$30,000 from the County Board on August 8 to complete some repairs, including changing a sink and updating electric. They toured the space last week, which has been vacant for years. The DuPage Senior Citizens Council will be charged a nominal fee of \$10 per year.

5. APPROVAL OF MINUTES

5.A. [23-2513](#)

Human Services Committee - Regular Meeting - Tuesday, July 11, 2023

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| RESULT: | APPROVED |
| MOVER: | Dawn DeSart |
| SECONDER: | Kari Galassi |

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0169-23](#)

Acceptance and appropriation of the Illinois Department of Human Services Supportive Housing Program Grant PY24 Inter-Governmental Agreement No. FCSCH00352, Company 5000, Accounting Unit 1760, \$137,747. (Community Services)

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

6.B. [FI-R-0175-23](#)

Acceptance and appropriation of additional funding for the Illinois Department of Human Services (IDHS) Supportive Housing Grant PY23, Agreement No. FCSBH00352, Company 5000, Accounting Unit 1760, from \$137,747 to \$151,563 (an increase of \$13,816). (Community Services)

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

6.C. [FI-R-0170-23](#)

Acceptance and appropriation of additional funding for the Aging Case Coordination Unit Fund PY23, Company 5000, Accounting Unit 1660, \$299,567. (Community Services)

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

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

7.A. [HS-P-0065-23](#)

Recommendation for the approval of a contract purchase order to Lakeshore Dairy, Inc. for fluid dairy, for the DuPage Care Center residents, cafeteria and cafes located in the JTK Administration Building and Judicial Office Facility, for the period September 1, 2023 through August 31, 2024, for a contract not to exceed \$83,000; under bid renewal #22-062-DCC, first of three one-year optional renewals.

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

7.B. [23-2514](#)

Recommendation for the approval of a contract purchase order to ARxIUM, Inc., for supplies for the FastPak Elite Medication Dispensing Machine, for the Pharmacy at the DuPage Care Center, for the period August 16, 2023 through August 15, 2024, for a contract total not to exceed \$26,500; per sole source.

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| RESULT: | APPROVED |
| MOVER: | Paula Garcia |
| SECONDER: | Kari Galassi |

7.C. [23-2515](#)

HS-CO-0009A-23 - Amendment to Contract 6005-0001 SERV, issued to Lifescan Laboratories of Illinois, for patient phlebotomy and lab services, for the DuPage Care Center, to extend contract through March 19, 2024 and to increase the encumbrance in the amount of \$32,500, for a new contract amount not to exceed \$67,500, an increase of 92.86%.

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

8. TRAVEL

Member DeSart commented all travel is grant funded. Member Galassi asked about the previous discussions regarding giving departments more authority to approve travel requests. Mary Keating replied that Jason Blumenthal from the County Board office is working with the auditor's office regarding the current travel policy. Ms. Keating added that under the County Board jurisdiction, Community Services does at least 75% of all the travel. 99% of the department's travel is grant funded and required to comply with grant requirements. Ms. Keating does not know what changes are being discussed regarding the threshold, if it is a dollar value, or based on instate versus out of state. Members DeSart and Galassi voiced that they feel the department directors should be authorized to make more decisions as to who should be able to travel. Ms. Keating spoke with auditor Bill White and his concern is that our policy accurately reflects what is in the IRS regulations regarding reimbursement for travel/business expenses.

8.A. [23-2516](#)

Travel Request for Housing and Community Development Planner to attend the National Association for County Community and Economic Development (NACCED) Annual Educational conference and Training in Salt Lake City, Utah, from September 18, 2023 through September 21, 2023. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems, for approximate total of \$2,334. 100% Community Development Block Grant funded. (Community Services)

8.B. [23-2517](#)

Travel Request for Weatherization Assessor to attend the Healthy Home Evaluator mandated training in Champaign, Illinois, from August 6, 2023 through August 11, 2023. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$1,699.39. 100% WEX grant funded. (Community Services)

- 8.C. [23-2518](#)
Travel Request for Senior Housing Community Development Planner to attend the annual Housing Action Illinois Conference in Bloomington, Illinois from October 19, 2023 through October 20, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$633.50. 100% grant funded. (Community Services)
- 8.D. [23-2519](#)
Travel Request for Community Services Director to attend the National Association for County community And Economic Development annual conference and training in Salt Lake County, Utah from September 18, 2023 through September 21, 2023. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$2,279. 100% Community Development grant funded. (Community Services)

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

9. INFORMATIONAL

- 9.A. [23-2520](#)
GPN 042-23 FY2022 Continuum of Care Program Competition - HMIS, U.S. Department of Housing and Urban Development - \$188,556. (Community Services)
- 9.B. [23-2521](#)
GPN 046-23 DHS Employment Barrier Reduction Program PY24, Illinois Association of Community Action Agencies (IACAA), US Department of Health and Human Services - \$45,600. (Community Services)
- 9.C. [23-2522](#)
GPN 047-23 FY2022 Continuum of Care Program Competition-Planning Grant, U.S. Department of Housing and Urban Development - \$170,370. (Community Services)

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

10. RESIDENCY WAIVERS - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated there are ten male beds and twenty-one female beds available at the DuPage Care Center. Five beds have been offered to DuPage County residents so no county residents will be displaced by accepting these two applicants.

Out of County Residency Waiver One

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| RESULT: | APPROVED |
| MOVER: | Dawn DeSart |
| SECONDER: | Paula Garcia |

Out of County Residency Waiver Two

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| RESULT: | APPROVED |
| MOVER: | Paula Garcia |
| SECONDER: | Dawn DeSart |

11. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

The DuPage Care Center is seeing some Rhinovirus cases. The Care Center has two units under isolation due to the virus, 1N and 2E, by recommendation of the DuPage County Health Department. On the isolated units staff are required to wear masks, and full PPE around residents testing positive for the virus. Symptoms are similar to covid: sinus issues, runny nose, coughing, and shortness of breath.

Since covid they do respiratory panels more often, which is how the Rhinovirus was discovered. The Care Center Annual Fall Festival is coming up on September 16 and will be virtual once again. The festival will include the sale of apple slices, cake rolls, apple butter, mums, and a resident art sale. There will be a raffle for quilts, baskets, and gift certificates. The virtual Fall Festival has been very successful and much less labor intensive then the in-person festival, actually resulting in more funds for the residents and various programs.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, gave an update on the Oak Brook Terrace fire, stating the majority of residents had renters’ insurance. According to the Red Cross,all residents have their immediate needs for short term housing met. On Monday, July 31, Community Services provided 211 information to the management company, both in physical flyers and a PDF to email to residents. One of the Intake & Referral Specialists also attended in person. She talked to one resident and connected her with resources the county has available. Ms. Keating suggested members refer constituents needing assistance call the 211 Support Services line for help.

Support through the Community Services Block Grant (CSBG) funds can provide security

deposit and the first month's rent for income eligible households. The DuPage Social Services Association (DSSA) is Community Services' own 501C-3 charitable fund and is funded 95% from employee contributions. The DSSA can provide gift cards for Target and Jewel, clothing vouchers for Repeat Boutique, and referrals to the Sharing Connections, a furniture provider.

The Health Department has a trauma response program to assist displaced residents.

Member DeSart stated she discussed distributing a care package for detainees being released from the county jail with Sheriff Mendrick. Her thought is to include a transportation voucher, bottle of water and Community Services' leads. Member Gustin stated she previously worked with an outside agency, passing out postcards with several agency names and contact information. The committee discussed the feasibility of a program. Chair Schwarze suggested they follow up with Mary and Sheriff Mendrick. Vice Chair Garcia added she has been discussing this issue with the State's Attorney's office. Ms. Keating stated the department does have a small number of essential supplies but suggested this service be handled from the jail, as the Community Services department has limited hours of operation.

Ms. Keating presented her 2024 budget request. She stated Community Services operates from twenty different budgets. For the budget requests, she focused on the three non-grant funds. The department manages about \$30M in an average year and with covid, and additional \$105M has been added to the Community Services administration. Asked when the covid funds will fall off, Ms. Keating replied that the majority will be done in 2026, one fund lasts through 2030, and some funds have already been expended.

Ms. Keating stated she will send the budget presentation to the members The presentation is attached hereto and made part of the minutes packet.

Member DeSart left the meeting during the budget presentation at 10:00 a.m. to attend another committee meeting.

Chair Schwarze stated ARPA interest funds were used for the small human services fund for \$1,050,000. He asked the committee how they feel about the continuance of a small agency grant fund and if they should encourage the rest of the board to continue this. The County Board members in attendance discussed a future grant with county funds. Member Galassi was particularly interested in funding for a tutoring program in District 3. Ms. Keating stated through the DuPage Community Transformation Partnership with the DuPage Foundation, there is some significant financial assistance going to Willowbrook Corners, largely for mental health. Ms. Keating added the small grant program was established to be sure the county was not duplicating funds the DuPage Foundation was issuing to agencies. The DuPage Foundation partnership money will probably all be allocated in 2024 due to the ARPA guidelines. Member Galassi would like the process amended if moved forward to have more balance between districts.

Ms. Keating explained the prior Human Services Grant fund, adding some small amounts were given to agencies that did not make a substantial impact. She stated it entails additional staff to manage the grant, which prompted response from the Finance staff at the meeting, as who would manage and staff the administration of a future fund. Ms. Keating added having the County Board members complete the programmatic review takes a burden off the staff.

Chair Schwarze promoted keeping this grant fund going, acknowledging this would rely on the Finance department and questioning how it would affect their budget. He would like this discussed at the Finance and/or County Board meeting. Mary Catherine Wells stated the process extends beyond just Finance, including the auditor's office and the State's Attorney's office. Everyone agreed the vision may be clearer within the next few weeks as they progress through

the current small human services fund.

2024 Community Services Budget Request

[23-2632](#)

2024 Budget Presentation PowerPoint

[23-2633](#)

2024 Budget Presentation Spreadsheets

13. OLD BUSINESS

Chair Schwarze talked about the meeting he had with Mary Keating, Vice Chair Garcia, and the township pantries. The Addison Township and York Township expressed concern with the current program. After the meeting they came to a consensus to take money earmarked for the Northern Illinois Food Bank (NIFB) produce program, and to give it to the townships requesting to buy their own produce. Ms. Keating explained the thought was to give the townships the option to opt out of the NIFB produce program. The townships are already receiving funding directly from the county for their food pantries and those who opt out of the NIFB would receive an additional monetary amount relative to the number of people served, funds allocated from the remaining \$1.75M.

The NIFB contract expires in November with the fiscal year and we will need to decide how to allocate the \$1.75M.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURNMENT

With no further business, the meeting was adjourned at 10:30 AM.

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| RESULT: | APPROVED |
| MOVER: | Paula Garcia |
| SECONDER: | Kari Galassi |