



DU PAGE COUNTY

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

Human Services

Final Summary

Tuesday, September 17, 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 Patty Gustin and Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Renee Zerante (Assistant State's Attorney), Evan Shields (Public Information Officer), MaryCatherine Wells, Keith Jorstad, and Tabassum Haleem (Finance), Gina Strafford-Ahmed, Joan Fox, and Lisa Snipes (Community Services), and Janelle Chadwick (DuPage Care Center, remote).

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

3. PUBLIC COMMENT

An online submission for public comment from the September 17, 2024, DuPage County regular meeting of the Human Services Committee is included for the record in its entirety. It is found in the minutes packet and at the link below.

[24-2556](#)

Online Public Comment

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze, Vice Chair Garcia, Nick Kottmeyer, Mary Keating and the senior Finance staff held a very good 90-minute discussion regarding all aspects of the original small human services grant program. They discussed how to improve the program, including improvements on the application process for both the applicants and the finance staff who evaluate the applications. Staff will be working on changes as discussed in the meeting and are also waiting for feedback from the State's Attorney's office on some issues. When edits are complete, they will meet again to finalize the process and then bring the application process to the Human Services Committee for review, and then to the County Board for approval.

It was determined that the kickoff for this program will not be until January 2025. First, it will take some time to make the changes, and secondly, finance staff will be occupied with the funding related to the ARPA deadlines through the end of this year.

Answering questions from committee, Chair Schwarze outlined the dates, stating the application portal will open in mid-January with a 60-day timeline to apply. The goal for the payouts should take about 30 days after the application process closes to distribute the funds.

5. APPROVAL OF MINUTES

5.A. [24-2506](#)

Human Services Committee - Regular Meeting - Tuesday, September 3, 2024

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0162-24](#)

Acceptance and appropriation of the Aging Case Coordination Unit Fund PY25, in the amount of \$7,713,844, Company 5000 - Accounting Units 1660 and 1720. (Community Services)

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

6.B. [FI-R-0164-24](#)

Acceptance and appropriation of the Illinois Home Weatherization Assistance Program DOE Grant PY25 Inter-Governmental Agreement No. 22-403028, Company 5000 - Accounting Unit 1400, in the amount of \$734,681. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Dawn DeSart

6.C. [24-2507](#)

Recommendation for the approval of a contract purchase order to Meghan Butcher, to enter into an Independent Contractor Agreement to provide case management assistance to Senior Services, for the period of September 1, 2024 through August 31, 2025, for a contract total amount not to exceed \$22,000. Other Professional Services not subject to competitive bidding per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (Senior Services Grant Funded)

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

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

7.A. [HS-P-0031-24](#)

Recommendation for the approval of a contract purchase order issued to Prairie Farms Dairy, Inc., for fluid dairy, for the DuPage Care Center residents, cafeteria and cafes located on County Campus, for the period September 25, 2024 through September 24, 2025, for a contract not to exceed \$53,000; per bid #24-100-DCC.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Michael Childress

7.B. [HS-P-0032-24](#)

Recommendation for the approval of a contract purchase order issued to McMahon Food Corporation, for fluid dairy, for the DuPage Care Center residents, cafeteria and cafes located on the County Campus, for the period September 25, 2024 through September 24, 2025, for a contract not to exceed \$30,000; per bid #24-100-DCC.

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Kari Galassi

7.C. [HS-P-0033-24](#)

Recommendation for the approval of a contract to Senior Medical Care, PLLC, to provide Medical Director Services, for the period September 1, 2024 through August 31, 2025, for an amount not to exceed \$48,000. 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). (DuPage Care Center)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Paula Garcia
SECONDER: Kari Galassi

8. CONSENT ITEMS

8.A. [24-2508](#)

Lakeshore Dairy, Contract 6570-0001 SERV - This purchase order is decreasing in the amount of \$25,451.45 and closing due to purchase order has expired.

RESULT: APPROVED AT COMMITTEE
MOVER: Michael Childress
SECONDER: Kari Galassi

9. INFORMATIONAL

Motion to Combine Items

Member DeSart moved and Member Childress seconded a motion to combine items 9.A. through 9.D. The motion was approved on voice vote, all "ayes".

County Board Member Gustin asked about the purpose of the Grant Proposal Notifications (GPNs) and if it was an IT process. Lisa Snipes, Senior Housing and Community Development Planner, stated these are HUD mandated. The GPN's are for databases. This is how information is collected for the individuals experiencing homelessness throughout DuPage County. These GPN's are renewal applications (not new) within the Continuum of Care. This is the first year that HUD has asked for a consolidated appropriations act in 2024 to apply for a two-year application cycle. The grant has less to do with IT infrastructure, as it does with staff, user licenses, training, and related opportunities.

9.A. [24-2509](#)

GPN 032-24 PY26 Continuum of Care Program Competition - Homeless Management Information System (HMIS), U.S. Department of Housing and Urban Development, Community Services \$188,556.

- 9.B. [24-2510](#)
GPN 033-24 PY26 Continuum of Care Program Competition - Homeless Management Information System (HMIS) Coordinated Entry, U.S. Department of Housing and Urban Development, Community Services, \$80,000.
- 9.C. [24-2511](#)
GPN 034-24 PY27 Continuum of Care Program Competition - Homeless Management Information System (HMIS), U.S. Department of Housing and Urban Development, Community Services, \$188,556.
- 9.D. [24-2512](#)
GPN 035-24 PY27 Continuum of Care Program Competition - Homeless Management Information System (HMIS) Coordinated Entry, U.S. Department of Housing and Urban Development, Community Services, \$80,000.

RESULT:	APPROVED THE CONSENT AGENDA
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart
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 that this has been an extremely busy two weeks at the Care Center. As they were presenting their 2025 budget requests to the committee, the Illinois Department of Public Health (IDPH) arrived to do the annual survey. Ms. Chadwick received word yesterday that everything submitted to the IDPH relating to their Plan of Corrections has been accepted. They are still waiting for some life safety code resolution. All documentation has been submitted but the review takes a while. All-in-all the survey revealed nothing significant, and all corrections were completed with a desk review.

The Care Center is still struggling with covid. A resident tested positive for covid yesterday, quarantining unit 4N. Most of the residents with covid have not had a lot of symptoms. The Care Center is now facing cases of rhinovirus, quarantining unit 1N. Some residents have had significant symptoms resulting in a couple of residents being taken to the hospital. The Care Center is taking their normal conservative approach with staff wearing N95 masks and working closely with the health department.

The Care Center had a covid and influenza vaccine clinic for their staff. The influenza vaccine is underway for residents, with covid vaccines to follow shortly.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

No report was offered.

13. OLD BUSINESS

No old business was discussed.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURNMENT

With no further business, the meeting was adjourned at 9:43 AM.

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