



DU PAGE COUNTY

Human Services

Final Summary

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

Tuesday, September 5, 2023

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.

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

2. ROLL CALL

Other Board members present: Member Yeena Yoo and Member Lucy Evans

Staff in Attendance: Nick Kottmeyer (Chief Administrative Office), Joan Olson (Chief Communications Officer), Conor McCarthy (State's Attorney Office) Renee Zerante (State's Attorney Office), Evan Shields (Public Information Officer), Jason Blumenthal (Policy and Program Manager), Mary Catherine Wells, Keith Jorstad, Gerald Smith (Finance), Nickon Etmanin (Procurement), Natasha Belli and Gina Strafford-Ahmed (Community Services).

PRESENT	Childress, DeSart, Galassi, Garcia, LaPlante, Schwarze, and Yoo
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3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze referred to the new Small Agency Grant Program (item 6.D), stating that included in the packet as part of this item is exhibit A, which is a chart showing the 501C-3 agencies in each of the six County Board districts recommended by County Board members to receive a grant. Included in the chart you will see the eligible dollar amount based on reviews by the Finance and States Attorney's office, and the dollar amount recommended by the Board members. There are two clarifications Chair Schwarze made regarding the chart. First, the maximum grant amount awarded to each organization is \$25,000, based on the resolution the County Board passed earlier this year. Second, the maximum amount of grant dollars given to each organization will not be greater than the amount indicated on each organization's application. Any questions can be addressed when the item is brought up for voting.

5. APPROVAL OF MINUTES**5.A. [23-2928](#)**

Human Services Committee - Regular Meeting - Tuesday, August 15, 2023

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

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0202-23](#)**

Recommendation of approval of renewal of an Intergovernmental Agreement between the County of DuPage and the Village of Addison for the Addison consolidated Dispatch Center to Provide 211 Services in the amount of \$649,912. (Community Services - ARPA ITEM)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Paula Garcia
AYES:	Childress, Galassi, Garcia, and Schwarze
ABSENT:	DeSart
LATE:	LaPlante

6.B. [FI-R-0203-23](#)

Additional appropriation for the ILDCEO Community Services Block Grant PY23 Inter-Governmental Agreement No. 23-231028, Company 5000, Accounting Unit 1650, from \$1,115,200 to \$1,328,747, an increase of \$213,547. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Michael Childress
AYES:	Childress, Galassi, Garcia, and Schwarze
ABSENT:	DeSart
LATE:	LaPlante

6.C. [FI-R-0204-23](#)

Acceptance and appropriation of additional funding for the Illinois Home Weatherization Assistance Program HHS Grant FY23 Inter-Governmental Agreement No. 22-221028, Company 5000, Accounting Unit 1430, from \$803,400 to \$881,832; an increase of \$78,432. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Michael Childress
SECONDER:	Paula Garcia
AYES:	Childress, Galassi, Garcia, and Schwarze
ABSENT:	DeSart
LATE:	LaPlante

Chair Schwarze noted Member LaPlante joined the meeting via Zoom.

MOTION TO ALLOW REMOTE PARTICIPATION AT 9:40 AM.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart

6.D. [HS-R-0058-23](#)

Resolution to approve the agencies under the Small Agency Grant Program

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

MEMBER CHILDRESS LEFT THE MEETING DURING DISCUSSION OF ITEM 6.D.AT 9:50 AM.

YEENA YOO APPOINTED TO JOIN COMMITTEE FOR QUORUM PURPOSES

Member Garcia noted on the attachment (Exhibit A) there are agencies the districts submitted for approval that were not approved by staff or the States Attorney's Office. She requested more information on agencies that do not meet the qualifications of the grant program.

Assistant States Attorney Conor McCarthy defined the funding, stating these are not ARPA funds, but general fund dollars. It is ARPA interest money which must meet the provisions of the general fund money. When staff identified the funding mechanism, staff were given two choices; ARPA money, which requires a lot more reporting and detailed info on the back end or general fund money which has stricter eligibility requirements on the front end. Staff opted to go with a hybrid of the two - interest from ARPA funds but governed by general fund principles. The program is structured under the general fund.

The committee discussed Exhibit A, the attachment that listed the agency recommendations from the districts. Some of the items were recommended by the districts but were not deemed eligible by the Finance staff, and/or Conor McCarthy, Assistant States Attorney. Mr. McCarthy explained the response towards specific agencies, stating that most agencies that were questionable did not supply enough information.

Mary Keating explained the reason for two different columns. It was determined that the State's Attorney would serve in an advisory roll along with Finance, who went through each application to make determinations. Programs were still recommended by the districts. The staffs' perspective was to present both what the districts have recommended and what the staff reviewed in terms of eligibility.

Member LaPlante joined the meeting via Zoom. Chair Schwarze asked for a motion to allow LaPlante to attend the meeting remotely. Garcia so moved, and Galassi seconded. All ayes.

County Board Member Yeena Yoo asked about the one agency's request for \$100. Mary Keating stated they requested \$20,000, \$100 was the district's recommendation. - Chair Schwarze stated Member Gustin had asked if the committee could move \$424 from another agency to the agency receiving \$100. Patty Gustin was not present at the meeting to answer questions.

Committee discussed the county's liability if agencies had concerns with the selection and/or approval process, the disparity of funds between districts, and the money that may be left on the table.

Both Conor McCarthy and Nick Kottmeyer, Chief Administrative Officer, stated that it is the County Board's program, and ultimately the decision how to proceed is up the members of the County Board. They also discussed the option of approving the agencies that met the requirements and giving the questionable agencies the ability to re-apply. It was noted with the latter option, any delays will affect the district's ability to move forward.

Mary Catherine Wells from Finance replied that the reporting end of the agreements would be on the back end, in 2024, to which Conor McCarthy stated if conditions by agencies are unmet, the county would have to try to collect the funds back. Conor McCarthy stated the county could be the subject of a lawsuit under the most extreme circumstance.

Chair Schwarze stated the current motion on the table is to accept the district's recommendation, which is about \$70,000 more than what the staff deems eligible. Chair Schwarze added that this being the first year, ultimately the districts and staff needed more information than asked for by the process. As a proponent to move forward with the grant in the future, he suggested they make the application front heavy, requesting more information and putting more stipulations on the applications to avoid the conflicts such as what they are discussing today. His recommendation was to amend the current motion to approve the eligible amount as indicated by staff and the

\$424 change, which does not affect the actual allocation of money.

Conor McCarthy stated the next step in the process is to put grant agreements together and negotiate for each of these different programs. There was a lot of unclarity in what the proposals were. He will try to fix what he can on the agreements on the back end to narrow what the agencies can and can't do with the funds.

Member Childress left the meeting.

Conor mentioned that the staff that would reach out for the further clarity from the agencies in question are the same staff that will be putting together the agreements. From a workflow perspective, he questioned how that might that affect him, along with staff in Finance and Community Services.

County Board Member Lucy Evans and Member LaPlante opined that the agencies that were recommended eligible should be awarded their funding. Member Garcia stated that she was not comfortable with moving the \$424 in District 5 from one agency to another without additional information.

Assistant State's Attorney Renee Zerante noted there is not a physical quorum present. She asked Chair Schwarze to table the motion until Member Yoo was made a part of the committee. Chair Schwarze appointed Member Yoo to the Human Services Committee to meet a quorum under the direction of State's Attorney Conor McCarthy.

Chair Schwarze did not want to table any agencies for \$424. Member Garcia amended the original motion, excluding the transfer of \$424 in funds requested by Member Gustin. Chair Schwarze defined that the motion was to approve the eligible amounts as listed on exhibit A, which have been approved by Finance and the SSA's office, and to not accepting the transfer of \$424 in funds from one agency to another.

The Exhibit A is attached hereto and made part of the minutes packet.

[23-3006](#)

Small Agency Grant Program - Exhibit A

6.E. [23-2930](#)

Recommendation for the approval of a contract purchase order to Lavi Industries, Inc. (Qtrac), for a streamlined queuing and appointment scheduling system, for the Department of Community Services, for the period of September 5, 2023 through September 5, 2026, for a contract total amount not to exceed \$28,423.18; per GSA Contract #47QSMA22D08P4.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

6.F. [23-2929](#)

HS-P-0029A-23 - Amendment to County Sub-Grantee Contract 6239-0001 SERV, issued to Teen Parent Connection through the FY23 Community Services Block Grant (CSBG), for the purchase of diapers, formula, car seats and staffing time to assist low income County residents, to increase encumbrance in the amount of \$10,000, resulting in a new contract total amount not to exceed \$40,000, an increase of 33.33%. CSBG Funded. (Community Services)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

7. **DUPAGE CARE CENTER - JANELLE CHADWICK**7.A. [FI-R-0205-23](#)

Acceptance of an Extension of Time and Appropriation for the United States Treasury American Rescue Plan Act Long Term Care Program Grant FY22 Grant, Agreement No. ARPA230229, Company 5000 - Accounting Unit 2115, extend through December 31, 2023, \$153,000. (DuPage Care Center)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

7.B. [23-2931](#)

Recommendation for the approval of a contract purchase order to Kronos, Inc., A UKG Company, for software support services for the Kronos automated time and attendance system and Knowledge Pass (educational services subscription), for the DuPage Care Center, for the period September 28, 2023 through September 27, 2024, for a contract total not to exceed \$25,038.45; per 55 ILCS 5/5-1022 Competitive Bids (d) IT/telecom purchases under \$35,000.00.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

8. TRAVEL

8.A. [23-2932](#)

Travel Request for Senior Housing & Development Planner to attend the HUD partnered Fall National Human Services Data Consortium (NHSDC) Conference in Philadelphia, PA, from October 22, 2023 through October 25, 2023. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$2,203.73. CoC grant funded. (Community Services)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

9. CONSENT ITEMS**9.A. [23-2933](#)**

Tabb Textile Company, Inc., 5958-0001 SERV - This purchase order is decreasing in the amount of \$15,450, and closing due to purchase order has expired.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

9.B. [23-2934](#)

Prescription Supply, Inc. 5882-0001 SERV - This purchase order is decreasing in the amount of \$16,180.51, and closing due to purchase order has expired.

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, Schwarze, and Yoo
ABSENT:	Childress, and DeSart
REMOTE:	LaPlante

10. INFORMATIONAL**10.A. [FM-P-0078-23](#)**

Recommendation for the approval of a contract to Commercial Mechanical, Inc., to replace existing convectors (radiative heaters) in the North building resident shower, bath, and laundry rooms, replace existing VAV controls, and replace existing corridor linear diffuser controls at the Care Center, for Facilities Management, for the period of September 12, 2023, through November 30, 2025, for a total contract amount not to exceed \$407,100, per lowest responsible bid #22-141-FM. (ARPA ITEM)

11. RESIDENCY WAIVERS - JANELLE CHADWICK

Anita Rajagopal, Assistant Administrator at the DuPage Care Center, stated that there are currently eleven male and twenty-three female beds available. Four beds have been offered to DuPage County residents, so there are no county residents that will be displaced accepting the two out of county applicants.

Out of County Residency Waiver One (1)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, LaPlante, Schwarze, and Yoo
ABSENT:	Childress, and DeSart

Out of County Residency Waiver Two (2)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Kari Galassi
AYES:	Galassi, Garcia, LaPlante, Schwarze, and Yoo
ABSENT:	Childress, and DeSart

12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Anita Rajagopal announced there are no current covid or rhinovirus cases at the DuPage Care Center. Per the Illinois Department of Public Health (IDPH) guidance, the masking requirements are not mandatory at this point.

The Care Center is in the annual IDPH annual survey window, beginning in August. Staff are preparing for the visit.

Ms. Rajagopal reminded the committee of the virtual Fall Festival on September 16. All email users have been sent a link to pre-order delicious fall treats; apple slices, cake rolls, and apple butter. There will also be some exciting raffle prizes. Ms. Rajagopal added the Care Center would really appreciate everyone's support for this event.

13. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, stated the letters giving the townships the ability to opt out of the Northern Illinois Food Bank (NIFB) Produce Program have been mailed. There has been no official response from any of the townships, although one township unofficially indicated to Mary Keating that they would stay in the program.

The Family Center's construction of the new playground is progressing well. There is currently a large yellow shade covering the area. The goal is to have the construction complete and a ribbon cutting on October 3, 2023. The staff are very excited for the opportunity for parents to be able to spend quality time outdoors with their children. This is something we have all wanted for a very long time.

Paul Hoss and Ms. Keating had a conversation with the Chicago Metropolitan Agency for Planning (CMAP) regarding a notice of funding opportunity released by HUD they are calling CBBG-Pro. CMAP is accepting applications for regional efforts to identify ways to reduce the barriers to the construction of affordable housing. CMAP is looking to put together a regional application and asked if DuPage County would be interested in signing on, which we answered yes. Paul Hoss will take this to Community Development committee meeting today to get a formal endorsement enabling staff to proceed with CMAP discussions.

14. OLD BUSINESS

Chair Schwarze stated the committee voted today on many good things.

The 211 Customer Service line will continue for another year. Gina Strafford-Ahmed, Administrator of the Information & Referral unit stated the Community Services' link on the DuPage County Website has a 211 dashboard with details of the number of calls and the nature of the calls received monthly. Ms. Keating added that people seeking information regarding housing is by far the most common request.

Member Galassi asked if the monthly calls are increasing with the word getting out. Ms. Strafford-Ahmed replied the numbers are increasing slightly. She added there is funding coming in to do a public relations campaign, but she is tentative to move forward until the funding actually arrives. The funding should enable them to have television and radio spots which should help. Ms. Keating added that any calls coming in after business hours gives residents access to assistance that was not available before.

Chair Schwarze noted they approved additional funding for the Teen Parent Connection, which is a terrific organization.

Chair Schwarze expressed his appreciation to everyone on the Human Services committee, the County Board members, the Finance staff, and Mary Keating. He acknowledged the amount of work involved in administering the Small Agency Grant Program, and added all the elected officials appreciate this program and the people they help. He commended the Finance staff especially, noting they are not in the human services field, that the things they worked on to help the residents of DuPage County is exponentially wonderful and not done in vain. His sentiment was seconded by the committee members.

15. NEW BUSINESS

No new business was discussed.

16. ADJOURNMENT

With no further business, the meeting was adjourned at 10:18 AM.

RESULT:	APPROVED
MOVER:	Lynn LaPlante
SECONDER:	Yeena Yoo
AYES:	Galassi, Garcia, LaPlante, Schwarze, and Yoo
ABSENT:	Childress, and DeSart