



DU PAGE COUNTY

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

Human Services

Final Summary

Tuesday, July 11, 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.

Chair Schwarze stated that Member DeSart and Member Garcia were present but will be late to the Human Services meeting due to attending the Public Works meeting, which was running late.

2. ROLL CALL

Other Board members present: Member Patty Guston and Member Yeena Yoo

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

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze announced the DuPage Care Center Renovation Kickoff will be held today at 1:00 p.m. in the north wing. He looks forward to seeing everyone there.

Chair Schwarze said he has been meeting with Vice Chair Garcia, Mary Keating, and the local food pantries over the last several months. DuPage County has approximately \$1.75M left earmarked strictly for food. The team will hold a final meeting with the Township Supervisors and their pantry staff on July 13 in room 3500B to discuss the pantry needs and get additional feedback about the quality of the food they are receiving.

Member Galassi asked if there has been improvement since the concerns were raised after the discussion at the County Board meeting. Chair Schwarze responded Addison had a delivery that same day and reported the food was good. We also met with six of the smaller pantries and they all left positive feedback. Member Childress asked if we do we do random inspections? Chair Schwarze responded that we had staff attend the Addison delivery but was not sure if random checks were done. Mary Keating responded that she has received unsolicited feedback that the product is outstanding and feels there is a significant disconnect in information. The food pantries report to her that the food from Northern Illinois Food Bank (NIFB) has been below the 10% industry wide spoilage level.

Member Galassi stated all food pantries are seeing significant increases in need. This was confirmed by Chair Schwarze and Mary Keating. Ms. Keating added this is why we released the additional \$500,00 to the individual food pantries so they can source food on their own. The meetings continue to determine if the needs are being met and if the funds are better spent on longer term success, refrigerators, transportation, etc., or more food. Member Galassi asked that the results from Thursday's meeting be sent to the committee members.

5. APPROVAL OF MINUTES

5.A. [23-2357](#)

Human Services Committee - Regular Meeting - Tuesday, June 20, 2023

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

6. LENGTH OF SERVICE AWARDS

Length of Service Award - Laura Ekelund - 20 Years - Community Services

Mary Keating and Gina Strafford-Ahmed presented Laura Ekelund with a 20 Year Anniversary Award.

Length of Service Award - David Watkins - 10 Years - Weatherization

Mary Keating and Gina Strafford-Ahmed presented David Watkins with a 10 Year Anniversary Award.

7. COMMUNITY SERVICES - MARY KEATING

7.A. [FI-R-0165-23](#)

Acceptance and appropriation of the Illinois Home Weatherization Assistance Program State Grant FY24 Inter-Governmental Agreement No. 24-251028, Company 5000 - Accounting Unit 1490, \$368,559. (Community Services)

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

7.B. [FI-R-0166-23](#)

Acceptance and appropriation of the Illinois Weatherization Assistance Program HHS Grant PY24 Inter-Governmental Agreement No. 23-221028, Company 5000 - Accounting Unit 1430, \$736,590. (Community Services)

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

8. DUPAGE CARE CENTER - JANELLE CHADWICK

8.A. [HS-P-0062-23](#)

Recommendation for the approval of a contract purchase order to Professional Medical & Surgical Supply, Inc., to furnish and deliver Ostomy, Tracheostomy, Urological and Enteral supplies and services (MED B) and Eternal feeding formulas, for the DuPage Care Center, for the period July 30, 2023 through July 29, 2024, for a total contract not to exceed \$72,000, under bid renewal #22-040-DCC, first of three on-year optional renewals.

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

8.B. [HS-P-0063-23](#)

Recommendation for the approval of a contract purchase order to Medline Industries, Inc., to provide various linens, for the DuPage Care Center, for the period August 10, 2023 through August 9, 2024, for a contract total not to exceed \$72,000, contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157.

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

8.C. [HS-P-0064-23](#)

Recommendation for the approval of a contract purchase order to Alpha Baking Company, to provide assorted sliced breads, rolls and sandwich buns, for the DuPage Care Center, JTK Administration Building and JOF Building Cafes, for the period August 5, 2023 through August 4, 2024, for a contract total not to exceed \$37,000, under bid renewal #22-055-DCC, first of three one-year optional renewals.

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

8.D. [23-2358](#)

Recommendation for the approval of a contract purchase order to Keurig Dr. Pepper, for canned, bottled and fountain beverages, for the DuPage Care Center, for the period July 30, 2023 through July 29, 2024, for a contract amount not to exceed \$21,000, under bid renewal #22-056-DCC.

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

8.E. [23-2359](#)

Recommendation for the approval of a contract purchase order to NDC Homecare, LLC dba Preferred Medical, for rental of Zyno pumps and accessories as needed, for the DuPage Care Center, for the period August 1, 2023 through July 31, 2024, for a contract not to exceed \$17,000, under quote renewal #21-048-CARE, second of three one-year optional renewals.

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

8.F. [23-2325](#)

FM-P-0103A-22 - Amendment to Resolution FM-P-0103-22, issued to Door Systems ASSA ABLOY US Inc., for preventive maintenance and repair services for automatic and manual doors with threshold closers, as needed for County Facilities, for Facilities Management, for a change order to include the DuPage Care Center and increase the contract in the amount of \$35,000, resulting in a new total contract amount not to exceed \$95,780, an increase of 57.58%

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

9. BUDGET TRANSFERS

9.A. [23-2360](#)

Budget Transfer to transfer funds to provide for payment of overtime in the LIHEAP program - \$9,500. (Community Services)

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

9.B. [23-2361](#)

Budget Transfer to transfer funds since the Illinois Housing Development Authority ended its ERA2 program early prior to spending out allotted funds, there is surplus in the ERA2 program. To use this federal funding, going forward the Eviction Mediation Program will be charged to ERA2 instead of ARPA. Surplus Funding will be used to directly pay the Project Manager's salary, which is fully eligible under the ERA2 grant. Transfer is to cover the remainder of FY23 - \$50,500. (Community Services)

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

10. TRAVEL

Member Childress moved and Member DeSart seconded a motion to combine items 10.A. through 10.G. The motion was approved on voice vote, all "ayes".

10.A. [23-2362](#)

Travel Request - Community Services Manager to attend the mandatory Regional Ombudsman Quarterly Meeting and Long-Term Care Advisory Group Meeting for Senior Services in Springfield, Illinois from July 11, 2023 through July 13, 2023. (Travel approved by Human Services Chair Greg Schwarze) Expenses to include transportation, lodging, and per diems for approximate total of \$560. Senior Services grant funded 5000/1720.

10.B. [23-2363](#)

Travel Request - Community Services Manager to attend the National Adult Protective Services Conference to Learn the most current trends in Adult Protective Services (APS) in Boston, MA, from August 27, 2023 through August 31, 2023. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$2,506.50. Senior Services grant funded - 5000/1720.

- 10.C. [23-2364](#)
 Travel Request - Community Services Case Manager to attend the National Adult Protective Services Conference to Learn the most current trends in Adult Protective Services (APS) in Boston, MA, from August 27, 2023 through August 31, 2023. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$2,516.50. Senior Services grant funded - 5000/1720.
- 10.D. [23-2365](#)
 Travel Request - Six employees working with the Low Income Home Energy Assistance Program (LIHEAP) will travel to Springfield, Illinois for the annual LIHEAP mandated grant training pertaining to the 2024 funding for the State and Federal LIHEAP/PIPP grants, from August 7, 2023 through August 8, 2023. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), one car rental to drive all six staff to training, and per diems, for approximate combined total cost of \$1,463. LIHEAP Grant funded. (Community Services)
- 10.E. [23-2366](#)
 Travel Request - Community Services Administrator to attend the annual Weatherization Roundtable put on by DECO and IACAA to discuss Weatherization Strategic Plan for the State of Illinois in Springfield, Illinois from July 19, 2023 through July 20, 2023. Expenses to include lodging and per diems for approximate total of \$186. Weatherization grant funded.
- 10.F. [23-2367](#)
 Travel Request - Community Services Supervisor to attend the annual Weatherization Roundtable put on by DECO and IACAA to discuss Weatherization Strategic Plan for the State of Illinois in Springfield, Illinois from July 19, 2023 through July 20, 2023. Expenses to include lodging, miscellaneous expenses (parking, gasoline for County vehicle, etc.), and per diems for approximate total of \$261. Weatherization grant funded.
- 10.G. [23-2368](#)
 Travel Request - Four (4) Community Development staff 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 an approximate total for all four employees of \$9,261., 100% funded by the Community Development Block Grant. (Community Services)

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

11. INFORMATIONAL

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

11.A. [23-2369](#)

GPN 037-23 Weatherization DOE Grant FY24 - Illinois Department of Commerce and Economic Opportunity - U.S. Department of Energy - \$595,551. (Community Services)

11.B. [23-2370](#)

GPN 038-23 Weatherization HHS Grant FY24 - Illinois Department of Commerce and Economic Opportunity - U.S. Department of Health and Human Services - \$736,590. (Community Services)

11.C. [23-2371](#)

GPN 039-23: Weatherization State Grant FY24 - Illinois Department of Commerce and Economic Opportunity - \$368,559. (Community Services)

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

12. RESIDENCY WAIVERS - JANELLE CHADWICK

Janelle Chadwick stated that there are nine male and twenty-three female beds available at the DuPage Care Center. Four beds have been offered to DuPage County residents. There will be no DuPage County residents misplaced by accepting the three residency waivers.

12.A. Out of County Residency Waiver One

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

12.B. Out of County Residency Waiver Two

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

12.C. Out of County Residency Waiver Three

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

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated that for those that cannot attend the DuPage Care Center Renovation Kickoff Tuesday, there will be a special ceremony Wednesday for their Resident Executive Council residents. There will one resident representative at Tuesday’s kickoff, but the special blessing will be held at 10:00 a.m. on the fourth floor Wednesday and all are welcome.

The DuPage Care Center is still Covid and Rhinovirus free.

14. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating commented on the travel requests, stating she continues to appreciate the support of the County Board. Community Services is a large department with a lot of state and federal funding and all the travel is grant funded and directly related to the programs Community Services runs. Ms. Keating added there has been discussion regarding the current travel policy at DuPage County. State law requires that local units of government must have a travel policy approved by the board. Any travel by an elected official needs board approval, or any travel not in line with an accepted travel policy. Community Services consistently follows state law in terms of County Board approval and policy. Committee members gave input regarding the current travel and asked Ms. Keating what her recommendation was. Without giving a tangible financial threshold, Ms. Keating’s recommendation was that in-state travel, and some very low dollar amounts in travel should be a consideration of department head approval. Chair Schwarze suggested that this be discussed at the next Finance meeting.

Ms. Keating stated that she submitted the Community Services’ budget materials on June 30. Typically, Mary presents her budget requests to Human Services at the first August meeting and Ms. Chadwick at the second August meeting. Mary will discuss this with Ms. Chadwick to see if the schedule works for her.

Ms. Keating reported that we will receive just over \$200,000 to support 211 from the State of Illinois. The plan is to use a significant amount for marketing and advertising to inform the public about the 211 service. She will also work with Finance to see if they want to offset some of the ARPA funds we are using for other resources. The ARPA funds currently support the Addison Dispatch Center contract to cover nights and weekends, as well as salaries for the 211 staff we have in I&R. We are not at capacity for phone calls.

Asked about marketing to individual towns and cities, Ms. Keating replied that the DuPage County Communications Office is part of a DuPage Communicators consortium, consisting of all the Public Information Officers. We can share any materials we create with them.

Ms. Keating answered to the annual budget for 211, replying that the Addison Dispatch Center contract is about \$190,000 annually. The county is budgeted for three headcounts (two call takers and a manager), for a total annual budget of \$250,000 to \$300,000.

Gina Strafford-Ahmed recently completed the Annual Report for 2022, laying out some statistics, performance measures, and where the Community Services’ budget comes from. The report includes a summary of the client satisfaction survey. Community Services scored a 93.4% overall satisfaction rate. we do need improvement in ‘informing about other agencies and community services.’ Ms. Keating distributed the summary of all the surveys and the written comments, which are attached hereto and made part of the minutes packet.

Member Galassi asked about the submission of applications to the small food agency portal. Ms. Keating replied there are presently 37 applications for a total of approximately \$700,000. History tells us that with most grants, people submit their application within the last three days before the deadline, which is July 22nd. Chair Schwarze added that he will meet with Member Garcia and Ms. Keating and send an email to members regarding the next step.

Ms. Keating confirmed that the agencies must physically be in DuPage County. The submissions will be broken down and distributed by district. It will be up to the district members to decide how they want to distribute and allocate funds within the individual districts.

[23-2396](#)

2022 Community Services Annual Report

[23-2398](#)

Client Survey Summary 2022

15. OLD BUSINESS

No old business was discussed.

16. NEW BUSINESS

No new business was discussed.

17. ADJOURNMENT

Chair Schwarze requested a motion to adjourn at 10:25 AM.

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