



# DU PAGE COUNTY

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

## Human Services

### Final Summary

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**Tuesday, July 2, 2024**

**9:30 AM**

**Room 3500A**

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**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 Patty Gustin, Member Yeena Yoo, and Member Brian Krajewski (9:45 AM)

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Renee Zerante (Assistant State's Attorney), Jeremy Custer and Evan Shields (County Board Office), MaryCatherine Wells, Keith Jorstad, Katrina Holman, Tabassum Haleem, and intern Braeden Smith (Finance), Valerie Calvente and Nick Etminan (Procurement), Gina Strafford-Ahmed (Community Services), Mary Keating (Director of Community Services), and Janelle Chadwick, remote (Administrator of the DuPage Care Center).

<b>PRESENT</b>	Childress, DeSart, Garcia, LaPlante, and Schwarze
<b>ABSENT</b>	Galassi

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIR REMARKS - CHAIR SCHWARZE**

Chair Schwarze stated that he met with Mary Keating, Paula DeaconGarcia, and the DuPage Foundation Transformational Grants team to continue discussing the next round of the immediate grant applications. More information will be provided as available.

**5. APPROVAL OF MINUTES**

5.A. [24-1926](#)

Human Services Committee - Regular Meeting - Tuesday, June 18, 2024

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Paula Garcia

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0112-24](#)

Acceptance and appropriation of the Illinois Home Weatherization Assistance Program (IHWAP) State Grant PY25 Inter-Governmental Agreement no. 25-251028, Company 5000 - Accounting Unit 1490, in the amount of \$426,227. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

6.B. [FI-R-0116-24](#)

Acceptance and appropriation of the Illinois Department of Human Services Supportive Housing Program Grant PY25 Inter-Governmental Agreement no. FCSDH00352, Company 5000 - Accounting Unit 1760, \$154,180. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

6.C. [FI-R-0119-24](#)

Acceptance and appropriation of additional funding for the Illinois Home Weatherization Assistance Program DOE-BIL Grant FY23 Inter-Governmental Agreement no. 23-461028, Company 5000 - Accounting Unit 1400, from \$1,074,096 to \$1,982,773; an increase of \$908,677. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

6.D. [24-1927](#)

Recommendation for the approval of a contract purchase order issued to Carahsoft Technology Corporation, to provide a survey system to collect and maintain resident satisfaction results post County Services, for Community Services, for the period July 10, 2024 through July 9, 2026, for a contract total not to exceed \$26,420, per RFP # 24-049-CS. (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia
<b>AYES:</b>	Childress, DeSart, Garcia, LaPlante, and Schwarze
<b>ABSENT:</b>	Galassi

6.E. [24-1928](#)

HS-P-0079A-23 - Amendment to Resolution HS-P-0079-23 issued to Healthy Air Heating & Air, Inc., to provide architectural weatherization labor and materials for the Weatherization Program, for the period October 30, 2023 through November 30, 2024, to increase encumbrance in the amount of \$40,000, for a new contract total amount of \$305,567, a 15.06% increase. (6791-0001 SERV) (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

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

7.A. [HS-P-0025-24](#)

Recommendation for the approval of a contract purchase order issued to Keurig Dr. Pepper/The American Bottling Company, for beverages and fountain drinks, for the DuPage Care Center and Cafes on County Campus, for the period July 30, 2024 through July 29, 2025, for a contract amount not to exceed \$30,600; under bid renewal #22-056-DCC, second of three one-year optional renewals.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

7.B. [HS-P-0026-24](#)

Recommendation for the approval of a contract purchase order to Alpha Baking Company, to furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center and Cafes on County Campus, for the period August 5, 2024 through August 4, 2025, for a contract total not to exceed \$43,200; under bid renewal #22-055-DCC, second of three one-year optional renewals.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

7.C. [HS-P-0027-24](#)

Recommendation for the approval of a contract purchase order issued to Medline Industries, Inc., to furnish and deliver various linens, for the DuPage Care Center, for the period August 10, 2024 through August 9, 2025, for a contract total not to exceed \$72,000. Contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Cooperative Contract #2021003157.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

8. **BUDGET TRANSFERS**

8.A. [24-1929](#)

Transfer of funds from account no. 5000-1420-53806 (Software & Maintenance) to 5000-1420-54107 (Software) in the amount of \$500 for the purchase of Carahsoft Survey System for the Low Income Home Energy Assistance Program (LIHEAP). (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

8.B. [24-1930](#)

Transfer of funds from account no. 5000-1720-53260 (Wireless Communication Services) in the amount of \$4,000, split between two accounts - \$1,683 to account no. 5000-1720-54107 (Software) and \$2,317 to account no. 5000-1720-53807 (Subscription IT Arrangements) for the purchase of a new software subscription purchase order for the Senior Services' Aging Case Coordinator Unit Grant. (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

8.C. [24-1931](#)

Transfer of funds from account no. 5000-1650-53820 (Grant Services) in the amount of \$8,393, split between two accounts - \$1,683 to account no. 5000-1650-54107 (Software) and \$6,710 to account no. 5000-1650-53807 (Subscription IT Arrangements) to purchase a new software subscription for the Community Services Block Grant (CSBG). (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

9. **CONSENT ITEMS**

9.A. [24-1932](#)

Comfort 1st Insulation 6789-0001-SERV - This purchase order is decreasing in the amount of \$40,000. This decrease is due to the lack of vendor availability to perform work as needed for the Weatherization Program. (Community Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Lynn LaPlante

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 construction continues to move forward. Contractors are working on the floor of the lobby area and welding the canopy. Demolition is beginning on the 3North unit.

Staff are working diligently on the budget, meeting with each department, which there are a lot of, and going line by line through their budget. The Care Center strives for a status quo, break-even budget, meaning their revenues match their expenses. So far, the budgets are doing okay. They did a wage adjustment based on the ASCME contract last year. Ms. Chadwick will present their budget request at an August Human Services Committee meeting.

Ms. Chadwick thanked everyone for their participation in the annual golf outing. The DuPage Care Center Foundation has already recognized greater than \$26,000 in profit, exceeding last year's performance.

**12. COMMUNITY SERVICES UPDATE - MARY KEATING**

Mary Keating, Director of Community Services, stated that she is working on the Community Services budget. Ms. Keating noted that her preparation is only for the funds in the general fund and does not represent the 17 grant funds the department administers. Ms. Keating added she will present her budget requests to the committee on August 6th and Ms. Chadwick will present on August 20th.

As Greg Schwarze said, they met to review the immediate grant applications with the DuPage Foundation. The awards will be presented to the County Board on August 13. Ms. Keating added she sent emails to the Human Services Committee members.

Mary encouraged all to attend the Community Development Executive Committee meeting at 11:35. They will be discussing what type of applications they will be reviewing for the Community Development Block Grants (CDBG) round of 2025/2026 funding. Those recommendations are based on stakeholder surveys, resident surveys, and nonprofit surveys. The department has an obligation when they do their 5-year consolidated plan to do a lot of community outreach, which they have done. They need to demonstrate to HUD how their priorities for how they use the funding align with what the surveys from the community indicated.

**13. OLD BUSINESS****Update on Food Pantry Infrastructure 2nd Round Applications**

Mary Catherine Wells, Deputy Chief Financial Officer, referred to the day's handout summarizing the latest numbers regarding the second round of food pantry funding updates. The top portion of the document showed a reduction of funding based on non-qualifiers. The Finance team went through every item and found a few items that are ineligible. The red list totaled \$295,000, 86% of that included Wayne Township because they requested basically the same thing as in round one. The HCS funding request was removed because the funding came out of the reserves. There is a series of corrections they did when they reconciled the requests with the

back-up documents. The first round they did a lot with procurements. MaryCatherine thanked Valerie Calvente, Procurement Officer, for her extensive time evaluating savings on all the different procurements. The specs for everything were all a little bit different so they decided not to take any savings on the procurements side of things, noting they cannot begin to know the agencies' business or operation, or what each agency specifically needs. In some cases, the costs increased when purchased, due to the lag time in purchasing after being approved in round one. Their modifications brought the total requests down from \$652,000 to \$356,000.

Nick Kottmeyer, Chief Administrative Officer, stated if the committee concurs with the \$356,000, they can bring the current recommendation to the County Board on July 9 and the agreements with the agencies to the August 13 meeting. He added they gathered money from a lot of different ARPA projects that were completed, giving us a little bit of money from different sources. There will be two streams of money, one is the newly available ARPA money and the second is ARPA interest money. We know food insecurity is a big need in DuPage County.

Chair Schwarze thanked the Finance team for reducing \$652,000 worth of infrastructure items down to \$356,000. The Chair requested a show of hands to approve the grants within the \$356,000. The committee unanimously showed support for awarding the current list of requests. Chair Schwarze added that after this allocation, there will be approximately \$593,000 left from the ARPA interest that was in the 2024 budget. Mr. Kottmeyer stated the committee will be able to determine how and when to utilize the balance of funds.

County Board Member Guston requested a list of the organizations that have already received infrastructure grants and direct cash for the food pantries.

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

[24-1968](#)

Handout - Food Pantry Infrastructure Investment Program - Round 2

**14. NEW BUSINESS**

No new business was discussed.

**15. ADJOURNMENT**

There being no further business, Chair Schwarze requested a motion to adjourn at 9:55 AM. Member LaPlante so moved, Member Garcia seconded, all ayes on a voice vote.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Paula Garcia