



DU PAGE COUNTY

Human Services

Final Summary

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

Tuesday, November 5, 2024

9:30 AM

Room 3500A

1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Greg Schwarze at 9:32 AM.

2. ROLL CALL

Staff in Attendance: Nick Kottmeyer (Chief Administrative Office) at 9:40 a.m., Paul Bruckner (State's Attorney Office), Valerie Calvente (Procurement Officer), Janelle Chadwick (DuPage Care Center Administrator), Mary Keating (Community Services Director)

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Schwarze wished everyone a Happy Election Day.

5. APPROVAL OF MINUTES

5.A. [24-2951](#)

Human Services Committee - Regular Meeting - Tuesday, October 15, 2024

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0205-24](#)**

Acceptance and appropriation of the Section 5310 Regional Transportation Authority (RTA) Grant PY24, Agreement No. S5310-2024-04, Company 5000 - Accounting Unit 1710, in the amount of \$607,086. (Community Services)

Mary Keating, Director of Community Services, referred to her statement from the previous Human Services Committee meeting that there was a difference of opinion on whether to resolve contract disputes in Cook County or DuPage County courts, the RTA insisting any disputes be adjudicated in Cook County. Although we are not prohibited in signing this agreement, Ms. Keating noted our State's Attorney preferred a different outcome.

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

6.B. [FI-R-0207-24](#)

Acceptance and appropriation of additional funding for the Low Income Home Energy Assistance Program (LIHEAP), HHS Grant PY24 Inter-Governmental Agreement No 24-224028, Company 5000 - Accounting Unit 1420, from \$2,948,471 to \$3,298,471 (an increase of \$350,000), for the period of October 1, 2023 through August 31, 2025. (Community Services)

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

6.C. [HS-R-0020-24](#)

Approval of issuance of payments by DuPage County to energy assistance providers through the Low-Income Home Energy Assistance Program (LIHEAP) HHS Grant PY24 Inter-Governmental Agreement No. 24-224028 in the amount of \$301,000 for the period of October 1, 2023 through August 31, 2025. (Community Services)

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

6.D. [HS-P-0046-24](#)

Awarding resolution issued to Chicago United Industries, LTD., to furnish, deliver and install Energy Star Appliances, for the Weatherization Program, for Community Services, for the period of October 29, 2024 through June 30, 2025, for a contract total of \$67,367, per bid #22-065-CS, second of three optional renewals.

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

6.E. [HS-P-0047-24](#)

Awarding Resolution issued to Optimum Management Resources, Inc., to provide technical assistance and consultation services to the DuPage County Homeless Continuum of Care (CoC), for Community Services, for the period of January 1, 2025 through December 31, 2025, for a contract total amount not to exceed \$30,660.

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

6.F. [HS-CO-0003-24](#)

Amendment to Purchase Order 6640-0001 SERV, issued to Benevate, Inc. D/B/A Neighborly Software, for grants management software, to increase the contract in the amount of \$99,000, resulting in an amended contract total of \$241,000. (Community Services)

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

7. DUPAGE CARE CENTER - JANELLE CHADWICK**7.A. [HS-P-0048-24](#)**

Recommendation for the approval of a contract purchase order issued to Symbria Rehab, Inc., for Community Wellness Partner for the Wellness Center staffing and management for Outpatient Center at the DuPage Care Center, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$66,000; per renewal under RFP #21-073-CARE, third and final optional renewal.

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

7.B. [HS-P-0049-24](#)

Recommendation for the approval of a contract purchase order issued to Symbria Rehab, Inc., for Physical, Occupational, Speech and Respiratory Therapy and Consulting Services at the DuPage Care Center, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$700,000; per renewal under RFP #21-057-CARE, third and final optional renewal.

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

7.C. [HS-P-0050-24](#)

Recommendation for the approval of a contract purchase order issued to Sysco Chicago, Inc., for primary food, supplies and chemicals, for the DuPage Care Center, for the period December 1, 2024 through November 30, 2025, for a total contract amount not to exceed \$1,297,000; under bid renewal #22-082-DCC, second of three one-year optional renewals.

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

7.D. [HS-P-0051-24](#)

Recommendation for the approval of a contract purchase order issued to Professional Medical & Surgical, to provide examination gloves, for the DuPage Care Center, for the Period January 1, 2025 through December 31, 2025, for a total contract amount not to exceed \$95,000; under bid renewal #23-102-DCC, first of three one-year optional renewals.

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

7.E. [HS-P-0052-24](#)

Recommendation for the approval of a contract purchase order issued to National Auto Fleet Group, for a 2024 Ford Super Duty F-550 XL Bus (6 passenger & 7 wheelchairs), for the DuPage Care Center, for the period of November 13, 2024 through November 30, 2025, for a contract not to exceed \$202,044.27. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell Cooperative Contract #091521-NAF.

Dawn DeSart asked if the vehicle purchase was in the budget for this year and if the vehicle was a replacement or brand new. Janelle Chadwick, Administrator of the DuPage Care Center, replied that the purchase of the vehicle is a replacement and the current vehicle is beyond useful life. The miles are low, but parts are becoming obsolete. The funding is in the 2025 budget. The one-year contract is due to not knowing the length of time to get the vehicle built.

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

8. BUDGET TRANSFERS**8.A. [24-2952](#)**

Transfer of funds from account no. 1200-2035-52000 (furniture/machinery/equipment small value) to 1200-2035-54110 (equipment and machinery) in the amount of \$3,800, to allow for the purchase of Advanced Sanitation Verification System for the DuPage Care Center.

Janelle Chadwick stated the Advanced Sanitation Verification System audits the infection control effectiveness of the staff. This process is not mandated by the Illinois Department of Public Health (IDPH) but new guidance from IDPH is pushing a robust infection control program. The Care Center had an Infection Control Assessment and Response Survey (ICAR), completed by a person representing the Health Department and IDPH specifically for infection control. They are always very pleased with the Care Center's serious and conservative approach.

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Dawn DeSart

8.B. [24-2953](#)

Transfer of funds from account no. 5000-1495-53807 (Subscription IT arrangements) to account no. 5000-1495-54107 (Software) in the amount of \$1,500, to comply with the Generally Accepted Accounting Principles (GAAP). Total contract with renewal will be greater than \$30,000 and longer than one year, necessitating all budget related to Carahsoft Survey software and implementation to be recorded to Capital Outlays in 54107, for the Low Income Home Energy Assistance Program (LIHEAP). (Community Services)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

8.C. [24-2954](#)

Transfer of funds from account no. 5000-1555-53807 (Subscription IT Arrangements) and from account no. 5000-1555-53090 (Other Professional Services) to account no. 5000-1555-54107 (Software) in the amount of \$9,341, to comply with the Generally Accepted Accounting Principles (GAAP). Total contract with renewal will be greater than \$30,000 and longer than one year, necessitating all budget related to Carahsoft Survey software and implementation to be recorded to Capital Outlays in 54107, for the Income Eligible Retrofits Program Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Michael Childress

8.D. [24-2955](#)

Transfer of funds from account no. 5000-1720-53807 (Subscription IT Arrangements) to account no. 5000-1720-54107 (Software) in the amount of \$6,317, to comply with the Generally Accepted Accounting Principles (GAAP). Total contract with renewal will be greater than \$30,000 and longer than one year necessitating all budget related to Carahsoft Survey software and implementation to be recorded to Capital Outlays in 54107, for the Aging Case Coordinator Unit Grant. (Community Services)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

8.E. [24-2956](#)

Transfer of funds from account no. 5000-1650-53807 (Subscription IT Arrangements) to account no. 5000-1650-54107 (Software) in the amount of \$7,000, to comply with the Generally Accepted Accounting Principles (GAAP). Total contract with renewal will be greater than \$30,000 and longer than one year necessitating all budget related to Carahsoft Survey software and implementation to be recorded to Capital Outlays in 54107, for the Community Services Block Grant (CSBG). (Community Services)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Michael Childress

8.F. [24-2957](#)

Transfer of funds from account no. 5000-1420-53090 (Other Professional Services) to account no. 5000-1420-54107 (Software) in the amount of \$1,500, to comply with the Generally Accepted Accounting Principles (GAAP). Total Contract with renewal will be greater than \$30,000 and longer than one year, necessitating all budget related to Carahsoft Survey software and implementation to be recorded to Capital Outlays in 54107, for the Low Income Home Energy Assistance Program (LIHEAP). (Community Services)

RESULT:	APPROVED
MOVER:	Michael Childress
SECONDER:	Paula Garcia

9. TRAVEL

9.A. [24-2958](#)

Community Services Administrator to attend the 2025 National Community Action Partnership Management and Leadership Training Conference in New Orleans, Louisiana, travel from January 27, 2025 through January 31, 2025. Expenses to include registration, transportation, lodging, and per diems, for approximate total of \$3,199. Grant funded.

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

9.B. [24-2959](#)

Community Services Director to attend the NACCED and NACo Legislative conferences in Washington D.C. from February 27, 2025 through March 4, 2025. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3,635. Grant funded.

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

10. CONSENT ITEMS

Motion to Combine Items

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

10.A. [24-2960](#)

Direct Supply, Inc., Contract 6576-0001 SERV - this purchase order is decreasing in the amount of \$16,710.05 and closing due to purchase order has expired.

10.B. [24-2961](#)

Medline Industries, Contract 6518-0001 SERV - this purchase order is decreasing in the amount of \$22,012.94 and closing due to purchase order has expired.

10.C. [24-2962](#)

Prescription Supply, Contract 6481-0001 SERV - this purchase order is decreasing in the amount of \$23,796.93 and closing due to purchase order has expired.

10.D. [24-2963](#)

Professional Medical & Surgical Supply, Inc., Contract 6530-0001 SERV - this purchase order is decreasing in the amount of \$27,057.57 and closing due to the purchase order has expired.

10.E. [24-2964](#)

The Standard Companies, Contract 6484-0001 SERV - this purchase order is decreasing in the amount of \$32,555.50 and closing due to purchase order has expired.

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

11. RESIDENCY WAIVERS - JANELLE CHADWICK

No residency waivers were offered.

12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Although there are no units under quarantine, the IDPH requirements are keeping them in outbreak status.

The construction of the front entry way is complete. It was wonderful to see the flatbed of plants arrive. The completed entryway was included in some pictures Ms. Chadwick sent the members and on the website. They are currently installing Acrovyn in the lobby, a very durable material that will go along the lower edge of the walls to guard against wheelchairs and other markings on the walls. The renovation created so much space in the lobby, which will prevent overcrowding when multiple residents are waiting for transport.

The construction in 3N and 3C are doing well.

The Care Center will hold a flag raising ceremony with their three new flagpoles on November 12 at 2:00 PM in the front circle. They are including the Veterans Service Association (VETSO). Ms. Chadwick invited the members to attend.

13. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating explained all the similar budget transfers are to replace Survey Monkey, which was a cost effective and simple survey tool but did not give the department the ability to survey in depth. Carahsoft will be the new platform for surveys. Members can contact Gina Strafford-Ahmed for a tutorial, if interested. Carahsoft will be used for many different programs, thus the multiple budget transfers to spread the cost over the various grants.

Happy Election Day and best of luck to anyone on the ballot.

14. OLD BUSINESS

No old business was discussed.

15. NEW BUSINESS

No new business was discussed.

16. ADJOURNMENT

With no further business, the meeting was adjourned at 9:50 AM.