



# DU PAGE COUNTY

## Human Services

### Final Summary

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

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**Tuesday, March 7, 2023**

**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 9:32 AM.

**2. ROLL CALL**

Also in attendance at the meeting were Assistant State's Attorneys Paul Bruckner, Lisa Smith, and Renee Zerante, County Board Member Yeena Yoo, Chief Communications Officer Joan Olson, Community Services Administrators Natasha Belli, Gina Strafford-Ahmed, and David McDermott, Buyer Donna Weidman, Jan Kay from League of Women Voters, and Mary Keating, Director of Community Services.

<b>PRESENT</b> 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 invited everyone to enjoy pastries donated by Chef Rafael from the cafeteria to express his gratitude for supporting the updates and new equipment for the 421 building cafeteria.

Chair Schwarze recognized outgoing Community Development Administrator David McDermott for his time working for DuPage County. David resigned effective March 8, 2023. Mr. McDermott responded that he has enjoyed his three years at DuPage County and working with everyone.

Chair Schwarze talked of the Transformational Renovation kickoff and asked Joan Olson, Chief Communications Officer, to speak. Ms. Olson stated the renovation celebration is going to be a smashing good time because the actual renovations will kick off with sledgehammers and not a ribbon cutting. Everyone is invited to attend the event on March 21 at 12:00 p.m., which has been three decades in the making. All the County Board members and the DuPage Care Center Foundation are invited. Food will be served, tours will be available, and pictures will be taken with the sledgehammer. Ms. Olson encouraged attendees to arrive early as current covid status may require a covid screening.

**5. APPROVAL OF MINUTES****5.A. [23-1054](#)**

Human Services Committee - Regular Meeting - Tuesday, February 21, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**6. COMMUNITY SERVICES - MARY KEATING****6.A. [FI-R-0088-23](#)**

Acceptance and Appropriation of the HOME Investment Partnership Grant - American Rescue Plan Grant Agreement No. M21-DP170214, Company 5000 - Accounting Unit 1450, \$6,179,987. (Community Services)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Kari Galassi

**7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING****7.A. [23-1055](#)**

Recommendation for Approval of a 3rd Modification, 2nd Time Extension of a Community Development Block Grant Agreement (CDBG) between DuPage County and Kenneth Moy DuPage Care Center, Project Number CD21-15 – Air Handling Units - extending the Project Completion Date through April 30, 2023.

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

**8. DUPAGE CARE CENTER - JANELLE CHADWICK****8.A. [FI-R-0089-23](#)**

Correction of a Scrivener's Error in Resolution FI-R-0077-23. (Care Center)

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

**9. BUDGET TRANSFERS****9.A. [23-1056](#)**

Budget Transfer for the Aging Case Coordinator Unit grant to correct the line items due to the FY23 budget template populated incorrectly and line item 53834 omitted. A portion of the ARPA funding for operating supplies is now being allocated to mileage expense. \$141,295. (Community Services)

Member DeSart asked for an explanation on the budget transfer for the Aging Case Coordinator Unit grant. Mary Keating explained that the grant monies are often carried over from one county budget year to the next. In the process of uploading the carryover funds to the FY23 fiscal year, the Paratransit line item was inadvertently uploaded to the wrong expense line (home repairs) and not discovered until an expense to the Paratransit was being entered.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**9.B. [23-1057](#)**

Budget Transfer to transfer monies for cleaning supplies for the ARPA2 line that have been encumbered for Sysco and Performance Food Contracts \$15,000. (DuPage Care Center)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Michael Childress

**10. TRAVEL****10.A. [23-1058](#)**

Travel Request for Weatherization Assessor to attend the Annual National Home Performance Conference hosted by the Building Performance Association and the Department of Energy for Weatherization agencies. Training to be held in Seattle, Washington from April 16, 2023 through April 20, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3,590. Weatherization Grant funded 5000-1440. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

10.B. [23-1059](#)

Travel Request for Weatherization Assessor to attend the Annual National Home Performance Conference hosted by the Building Performance Association and the Department of Energy for Weatherization agencies. Training to be held in Seattle, Washington from April 16, 2023 through April 20, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3,590. Weatherization Grant funded 5000-1440. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi

10.C. [23-1060](#)

Travel Request for Weatherization Supervisor to attend the Annual National Home Performance Conference hosted by the Building Performance Association and the Department of Energy for Weatherization agencies. Training to be held in Seattle, Washington from April 16, 2023 through April 20, 2023. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.) and per diems for approximate total of \$3,700. Weatherization Grant funded 5000-1440. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

10.D. [23-1061](#)

Travel Request for Weatherization Assessor to attend the Weatherization Quality Control Inspector (QCI) training and take the BPI Proficiency exam in Champaign, Illinois from April 24, 2023 through April 27, 2023. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$1,640.97. Weatherization Grant funded. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Kari Galassi

**11. RESIDENCY WAIVERS - JANELLE CHADWICK**

No residency waivers were offered.

**12. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK**

Christine Kliebhan, Financial Analyst, spoke on behalf of the DuPage Care Center, stating the DuPage Care Center is out of outbreak status.

Ms. Kliebhan also referred to the Transformational Renovation kickoff mentioned in Chair Schwarze's remarks.

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

Mary Keating, Director of Community Services, commented on the challenge David McDermott faced starting at DuPage County the week preceding the onset of Covid-19. She thanked Mr. McDermott for his service and wished him well.

Ms. Keating referred to the contract approval at Public Works at the earlier meeting for the playground equipment being built at the Family Center and how this will enhance the supervised visitations with the families. At the request of Member DeSart, Ms. Keating explained the functions of the Family Center, stating the Family Center provides supervised visitation, mediation, and neutral exchange for divorced or never married parents. As part of the supervised visitation, staff have to observe the interaction of the parents and children. The playground will elevate the opportunities of families to engage with each other outside with a basketball hoop, hopscotch, swings, and a picnic table with shelter for families to share meals.

There will be a ribbon cutting to celebrate the opening of the playground when complete.

Ms. Keating added she is excited about the Americans with Disabilities Act (ADA) parking spots being constructed at the front of the building.

Ms. Keating expressed her appreciation to the County Board members touring the Family Center either today after the meeting or in the next couple of weeks.

**14. OLD BUSINESS**

No old business was discussed.

**15. NEW BUSINESS**

Assistant State's Attorney Paul Bruckner introduced the new Assistant State's Attorney, Renee Zerante, who will soon be presiding over the Human Services Committee meetings.

**16. ADJOURNMENT**

With no further business, Chair Schwarze requested a motion to adjourn. Member LaPlante so moved, Member Garcia seconded, all ayes on a voice vote, the meeting was adjourned at 9:50 a.m.



## Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 23-1054**

**Agenda Date: 3/7/2023**

**Agenda #: 5.A.**

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# DU PAGE COUNTY

## Human Services

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**Tuesday, February 21, 2023**

**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 9:30.

**2. ROLL CALL**

Also in attendance were Assistant State's Attorney Paul Bruckner, County Board Members Yeena Yoo and Lucy Evans, Chief Policy and Program Officer Sheryl Markay, Buyer Valerie Calvente, Community Services Administrators David McDermott and Natasha Belli, and Jan Kay from the League of Women Voters.

<b>PRESENT</b>	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 commented that Vice Chair Garcia is chairing another committee and will be attending the meeting shortly.

Chair Schwarze stated that Vice Chair Garcia, Mary Keating, the Finance Chair and Vice Chair, and DuPage County staff met to further discuss the re-creation of the \$1M Human Services Grant Fund for nonprofits that have an annual revenue below \$300,000. The tentative plan is to divide \$1,050,000 into six segments, allocating about \$175,00 per DuPage County district. The goal is to have the three County Board members of each district work together to determine how to divide the funds amongst their nonprofits. More information will be forthcoming. The next Finance agenda will have an item to approve using ARPA interest or general fund money in the amount of \$1,050,000 for this purpose.

Asked about the timeline, Chair Schwarze estimated it will be a few months. Mary Keating added that they will have to develop a portal for agencies to complete applications. The portal may be based on the model used for the ARPA applications. All plans are tentative, she is hoping this may be ready by the beginning of April. Ms. Keating added they are thinking about keeping allocations under \$24,999 to keep approvals at the parent committee level.

The Round Three Immediate Intervention Grants will be coming out later this spring. There will be an information session for any nonprofit with questions regarding the DuPage Foundation and the Transformation Partnership Grants on February 27, 2023, at 11:00 a.m. Individuals can register by going to [dupagefoundation.org/dctp](http://dupagefoundation.org/dctp). Mary Keating stated there is a press release going out today regarding the information session.

**421 and 505 Cafeterias Modernization**

Chair Schwarze introduced the Policy and Program Manager Jason Blumenthal, and the DuPage Care Center Dining Supervisor Diane Borske, to give a presentation regarding the 421 and 505 cafeteria modernizations. Jason stated it has been 15-20 years since there has been an overhaul of the cafeterias. An inspection by the dining services team indicated that there is some equipment that needs to be replaced as well as the need for some new equipment to expand services. The new total is less than the \$189,000 originally submitted. There are items on the agenda today addressing the project, 7.A., 7.B., and 7.E. Jason and Diane answered questions from the committee. The PowerPoint presentation is attached hereto and made part of the minutes packet.

**5. APPROVAL OF MINUTES****5.A. [23-0864](#)**

Approval of Minutes from February 7, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

**6. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING****6.A. [HS-R-0043-23](#)**

Recommendation for Approval of a 1st Modification to a Community Development Block Grant (CDBG) Memorandum of Understanding with the DuPage County Department of Community Services – Single Family Rehabilitation Program - Project Number CD21-14, Increasing the Award Amount by \$60,000.00 for a total of \$219,175.00.

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

**7. DUPAGE CARE CENTER - JANELLE CHADWICK****7.A. [FI-R-0077-23](#)**

Authorization to transfer \$169,766 in budget to General Fund Special Accounts for Fiscal Year 2023. (Care Center)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia



7.B. [FI-R-0078-23](#)

Additional appropriation for the DuPage Care Center Fund, Company 1200, Accounting Unit 2000, \$169,766. (Care Center)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia

7.C. [HS-P-0048-23](#)

Recommendation for the approval of a contract purchase order to UNITED Pharmacy Staffing, to provide supplemental pharmacy staffing to the DuPage Care Center, Pharmacy Department, for the period March 1, 2023 through February 29, 2024, for a total contract not to exceed \$30,000.00, per Bid #23-030-DCC.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

7.D. [HS-P-0049-23](#)

Recommendation for the approval of a contract purchase order to SpotOn, for Point of Sale System, for the DuPage Care Center Dining Services and other cafes on County Campus, for three one-year periods, March 1, 2023 through February 28, 2026, for a total contract not to exceed \$47,713.45, per bid #23-002-DCC.

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

7.E. [HS-P-0050-23](#)

Recommendation for the approval of a contract purchase order to Cook's Direct, Incorporated, to furnish and deliver various kitchen equipment for the JTK Administration Building and the Judicial Office Facility Cafeterias, for the period March 1, 2023 through November 30, 2023, for a contract not to exceed \$169,765.64, per Cooperative Government Joint Purchasing, Sourcewell contract #063022.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart

7.F. [HS-P-0051-23](#)

Recommendation for the approval of a contract to Performance FoodService, for secondary food supplier and chemicals, for the DuPage Care Center, for the period March 1, 2023 through February 29, 2024, for a contract total not to exceed \$122,000; per bid #23-020-DCC.

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

7.G. [HS-CO-0008-23](#)

Amendment to contract purchase order 5974-0001 SERV, issued to Packaging Hero, for corrugated disposable trays for the DuPage Care Center, for the period of August 26, 2022 through August 25, 2023, to increase encumbrance in the amount of \$13,960, resulting in a new contract total amount of \$27,920, a 100% increase. (ARPA ITEM)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Kari Galassi

7.H. [23-0865](#)

Recommendation for the approval of a contract to Equipment International, LTD, for laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period March 1, 2023 through February 29, 2024, for a contract not to exceed \$27,000; per bid #23-015-DCC.

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

**8. BUDGET TRANSFERS**

Motion to Combine Budget Transfers

Member DeSart moved and Member Garcia seconded a motion to combine items 8.A. through 8.J. The motion was approved on voice vote, all "ayes".

8.A. [23-0866](#)

Budget Transfer to transfer funds to cover Other Contractual Expenses for the Administration Department FY22 - \$241,325. (DuPage Care Center)

- 8.B. [23-0867](#)  
Budget Transfer to transfer funds to cover Regular Salaries - Part of the original salaries were budgeted under Other Professional Services (Agency), which were not needed due to hiring staff. Additionally, there are no longer part-time positions. FY22 - \$60,000. (DuPage Care Center)
- 8.C. [23-0868](#)  
Budget Transfer to transfer funds to cover employer share of IMRF and Social Security shortages FY22 - \$525,000. (DuPage Care Center)
- 8.D. [23-0869](#)  
Budget Transfer to transfer funds to cover Overtime salaries due to 2022 shortages FY22 - \$160,000.00. (DuPage Care Center)
- 8.E. [23-0870](#)  
Budget Transfer to transfer funds to cover new monthly repair costs of liquid oxygen portables instead of repair cost of canister. This is new and never budgeted previously but will be budgeted moving forward. FY23 \$4,000. (DuPage Care Center)
- 8.F. [23-0871](#)  
Budget Transfer to transfer funds to cover overtime for budget shortages in 1200-2080/50010 for FY22 - \$13,000. (DuPage Care Center)
- 8.G. [23-0872](#)  
Budget Transfer - To transfer funds to cover budget shortages for unplanned retirement - \$60,000. (DuPage Care Center)
- 8.H. [23-0873](#)  
Budget Transfer - To transfer funds to cover Operating Supplies & Materials for the Nursing Department for final FY22 expenses \$47,366. (DuPage Care Center)
- 8.I. [23-0874](#)  
Budget Transfer - To transfer funds for the 2022 grant modification for the Community Services Block Grant FY22 (CSBG) \$35,595. (Community Services)
- 8.J. [23-0875](#)  
Budget Transfer to transfer funds to the correct line to cover point of sale system contract for the cafeteria, budgeted for FY23 - \$14,500. (DuPage Care Center)

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Childress, DeSart, Galassi, Garcia, LaPlante, and Schwarze

**9. TRAVEL****9.A. [23-0876](#)**

Travel Request - Database & Report Specialist to attend the National Human Services Data Consortium (NHSDC) to further address reporting, data and policy needs, in Chandler, Arizona, from April 2, 2023 through April 6, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$2935.50. Grant funded. (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Lynn LaPlante
<b>SECONDER:</b>	Michael Childress

**9.B. [23-0877](#)**

Travel Request - HMIS Manager to attend the National Human Services Data Consortium (NHSDC) to further address reporting, data and policy needs, in Chandler Arizona, from April 1, 2023 through April 6, 2023. Expenses to include registration, transportation, lodging, and per diems for approximate total of \$3,435.50 Grant funded. (Community Services)

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

**9.C. [23-0878](#)**

Travel Request - Weatherization Supervisor to attend the PY24 Grant Illinois Home Weatherization Assistance Program (IHWAP) Application Workshop in Springfield, Illinois, from March 8 through March 9, 2023. Expenses to include lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of \$350. Grant funded (Community Services)

<b>RESULT:</b>	APPROVED AT COMMITTEE
<b>MOVER:</b>	Michael Childress
<b>SECONDER:</b>	Paula Garcia

**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 there are no units under quarantine for covid at this time.

The renovation kick-off is being planned for March. Since there is no groundbreaking to speak of, the event will involve a sledgehammer wall smash. Committee members will be invited to attend. The formal permit issued by the state, Certificate of Need (CON), was completed and sent to the Illinois Department of Public Health, required for the renovation projects.

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

Mary Keating, Director of Community Services, commented about budget transfers, stating all departments were notified that budget transfers will be done in real time rather than waiting until the end of the year to close out the fiscal year. For commodities and contractual expenses, invoices cannot be paid until a budget transfer is completed. Ms. Keating explained that funds may end up being moved back and forth between line items, particularly with the grants, which can fluctuate depending on staffing levels. She noted that this will be a different way of operating this year as directed by the Finance Department and may result in budget transfers coming to the committee more frequently.

Janelle Chadwick commented that in the healthcare industry, the Care Center has to move salary funds, depending on employee turnover, overtime positions being filled, etc. Each department head in the building is required to keep a budget control log and track their expenses, which is necessary to keep the budgets under control.

Ms. Keating commented on her attendance at the NACo Legislative Conference last week, stating she is also on the NACo Housing Affordability Task Force. There are about 30 task force members consisting of county commissioners down through staff level, all working on recommendations for counties across the country. The task force will again meet in person in May to have a report ready for the annual NACo Conference in July. The report will have categories of consideration and best practice guidelines for urban, suburban, and rural counties, some home rule and some not. Ms. Keating is excited about developing plans and information being exchanged between county members from other parts of the country. She thanked everyone for their support.

**13. OLD BUSINESS**

No old business was discussed.

**14. NEW BUSINESS**

No new business was discussed.

**15. ADJOURNMENT**

With no further business, Chair Schwarze requested a motion to adjourn. Member LaPlante so moved, Member Childress seconded, all ayes on a voice vote. The meeting was adjourned at 10:02 AM.



## Finance Resolution

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

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**File #:** FI-R-0088-23

**Agenda Date:** 3/7/2023

**Agenda #:** 6.A.

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### RESOLUTION

ACCEPTANCE AND APPROPRIATION OF  
THE HOME INVESTMENT PARTNERSHIP GRANT - AMERICAN RESCUE PLAN  
GRANT AGREEMENT NO. M21-DP170214  
COMPANY 5000 - ACCOUNTING UNIT 1450  
\$6,179,987

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage, on behalf of the Department of Community Services, heretofore accepted and appropriated the Home Investment Partnership Grant - American Rescue Plan, Grant Agreement No. M21-DP170214, Company 5000 - Accounting Unit 1450, pursuant to Resolution FI-R-0007-22 for the period September 20, 2021 through September 30, 2030; and

WHEREAS, the County of DuPage, on behalf of the Department of Community Services, has been notified by the U.S. Department of Housing and Urban Development that, due to the acceptance of the County of DuPage's HOME-ARP allocation plan (ATTACHMENT II), additional grant funds in the amount of \$6,179,986.55 (SIX MILLION, ONE HUNDRED SEVENTY-NINE THOUSAND, NINE HUNDRED EIGHTY-SIX AND 55/100 DOLLARS) are available for continuing the Home Investment Partnership Program; and

WHEREAS, no additional County funds are required to receive this additional funding; and

WHEREAS, acceptance of this additional grant funding does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said funds creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$6,179,987 (SIX MILLION, ONE HUNDRED SEVENTY-NINE THOUSAND, NINE HUNDRED EIGHTY-SEVEN AND NO/100 DOLLARS) be made and added to the Home Investment Partnership Grant - American Rescue Plan, Company 5000 - Accounting Unit 1450, and that the program continue as originally approved in all other respects; and

BE IT FURTHER RESOLVED that should federal funding cease for this grant, the Human Services Committee shall review the need for continuing the specified program and head count; and

BE IT FURTHER RESOLVED that should the Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 14th of March, 2023 at Wheaton, Illinois.

\_\_\_\_\_  
DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_  
JEAN KACZMAREK, COUNTY CLERK



ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE  
HOME INVESTMENT PARTNERSHIP GRANT - AMERICAN RESCUE PLAN  
GRANT AGREEMENT NO. M21-DP170214  
COMPANY 5000 – ACCOUNTING UNIT 1450  
\$6,179,987

REVENUE

41000-0001 - Federal Operating Grant - HUD \$ 6,179,987

TOTAL ANTICIPATED REVENUE \$ 6,179,987

EXPENDITURES

PERSONNEL

50000-0000 - Regular Salaries \$ 100,000  
50040-0000 - Part Time Help 15,000  
51010-0000 - Employer Share I.M.R.F. 15,000  
51030-0000 - Employer Share Social Security 15,000  
51040-0000 - Employee Med & Hosp Insurance 15,000

TOTAL PERSONNEL \$ 160,000

COMMODITIES

52200-0000 - Operating Supplies & Materials \$ 1,000  
52260-0000 - Fuel & Lubricants 738

TOTAL COMMODITIES \$ 1,738

CONTRACTUAL

53000-0000 - Auditing & Accounting Services \$ 10,000  
53090-0000 - Other Professional Services 1,000  
53500-0000 - Mileage Expense 1,000  
53800-0000 - Printing 1,000  
53820-0000 - Grant Services 6,005,249

TOTAL CONTRACTUAL \$ 6,018,249

TOTAL ADDITIONAL APPROPRIATION \$ 6,179,987

## ATTACHMENT II



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Chicago Field Office  
77 W. Jackson Blvd , Suite 2400  
Chicago, Illinois 60604-3507

OFFICE OF COMMUNITY PLANNING & DEVELOPMENT

February 14, 2023

Mary A. Keating, Director  
Community Services DuPage County Community Services  
421 N. County Farm Road  
Wheaton, IL 60187

Dear Ms. Keating:

The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations, to be allocated by formula to jurisdictions that qualified for HOME Investment Partnerships Program allocations in Fiscal Year 2021. On September 13, 2021, the Department published CPD Notice 21-10, titled: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (the Notice), which you are encouraged to review to assist in developing your program. As the participating jurisdiction (PJ), you are responsible for ensuring that all grant funds are used in accordance with all program requirements.

In accordance with the Notice, and the HOME ARP Grant Agreement, a PJ, as of the Federal Award Date, may use up to five percent of its total award for administrative and planning costs before HUD accepts its HOME-ARP Allocation Plan. Your HOME-ARP Allocation Plan has been accepted by HUD and the remaining award will be made available.

HOME-ARP Funds (5% for administration and planning)	\$325,262.45
<u>HOME-ARP Remaining Funds (95% of allocation)</u>	<u>\$6,179,986.55</u>
Total HOME-ARP Award	\$6,505,249.00

As a reminder, the PJ must adhere to the referral methods detailed in the HOME-ARP notice (Section IV.C.) for all assisted projects which are: the coordinated entry (CE) system established by the Continuum of Care serving its geographic area; a combination of coordinated entry with other referral methods, or a project activity waiting list. If the PJ elects to utilize the CE system, the CE system must be revised to accept the qualifying populations eligible for activities or projects it intends to fund, in accordance with the preferences and prioritization, if any, described in its HOME-ARP allocation plan.

If you have not yet submitted a copy of your signed HOME-ARP Grant Agreement to this office, please do so immediately. In response to COVID-19, HUD authorizes you to electronically execute the grant agreement with your electronic signature. Execute two (2) copies with electronic signatures and, return one (1) of the agreements to this office to the attention of Donald G. Kathan, CPD Director at [donald.g.kathan@hud.gov](mailto:donald.g.kathan@hud.gov). Maintain a copy of the agreement with your original signature on site in your program files.

HUD congratulates Dupage County Consortium, IL on its grant award, and we look forward to assisting you in accomplishing your programs goals. If you have any questions or need further information of assistance, please contact Jay C. Cook, Community Planning and Development (CPD) Representative at (312) 913-8017 or [jay.c.cook@hud.gov](mailto:jay.c.cook@hud.gov).

Sincerely,

Signature on File

Donald G. Kathan, Director  
Office of Community Planning and Development

Enclosures



## Action Item

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #: 23-1055**

**Agenda Date: 3/7/2023**

**Agenda #: 7.A.**

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**DUPAGE  
COUNTY**

**Community  
Development**  
630-407-6600  
Fax: 630-407-6601

**Family Center**  
422 N. County Farm Rd.  
Wheaton, IL 60187  
630-407-2450  
Fax: 630-407-2451

**Housing Supports  
and Self-Sufficiency**  
630-407-6500  
Fax: 630-407-6501

**Intake and Referral**  
630-407-6500  
Fax: 630-407-6501

**Senior Services**  
630-407-6500  
Fax: 630-407-6501

## COMMUNITY SERVICES

630-407-6500  
Fax: 630-407-6501  
csprograms@dupageco.org

[www.dupageco.org/community](http://www.dupageco.org/community)

**TO:** Greg Schwarze, Chair and Committee Members  
Human Services Committee

**FROM:** Mary A. Keating, Director,  
Department of Community Services

**DATE:** March 1, 2023

**SUBJECT:** Community Development Block Grant Agreement with County of  
DuPage for work at Kenneth Moy DuPage Care Center, project CD21-  
15 – Modification #3, 2<sup>nd</sup> time extension

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**Per policy, this item is presented for approval at the Human Services Committee. The Community Development Commission Executive Committee will receive notice of this action at their next regularly scheduled meeting.**

**Action Requested:** Staff recommends the approval of Modification #3 to project CD21-15, extending the term of the agreement to April 30, 2023. by \$60,000.

**Detail:**

Project CD21-15 was adopted by resolution HHS-R-0086-21 on February 9, 2021 as part of a Substantial Amendment to the 2021 Annual Action Plan. The project had an initial budget of \$1,000,000 with the purpose of replacing Air Handling Units 3, 4, and 5 at the DuPage County Care Center. On December 20, 2022, a first modification (first time extension) was approved by the Director of Community Services extending the agreement to February 28, 2023. Modification two was approved by the DuPage County Board on January 10, 2023 under resolution HS-R-0026-23. This modification – based on actual bid amounts – reduced the award to \$658,842. It was presented as a companion agenda item with the balance of funds re-allocated to another Care Center project.

Work on the project has progressed and is nearing completion. Of the \$658,842 on the current agreement, \$625,899.27 (95%) has already been processed. Care Center staff have indicated that an additional two months are needed to complete the project and process final payment. This agenda item would approve that two-month extension. No additional funds are being requested.

MODIFICATION THREE TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE COUNTY  
OF DUPAGE THROUGH THE KENNETH MOY DUPAGE CARE CENTER PROJECT  
NUMBER CD21-15

THIS MODIFICATION THREE TO AGREEMENT is entered into this \_\_\_\_ day of March, 2023 by and between the COUNTY OF DU PAGE, Illinois (hereinafter called "COUNTY") and THE COUNTY OF DUPAGE THROUGH THE KENNETH MOY DUPAGE CARE CENTER, with a principal place of business located at 400 N County Farm Rd., Wheaton, IL 60187, (hereinafter called "SUBGRANTEE"). The purpose of this MODIFICATION THREE TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CD21-15 which was adopted by Resolution #HHS-R-0053-22 on February 8, 2022, as part of a Substantial Amendment to the 2021 Action Plan under Resolution #HHS-R-0086-21 approved February 9, 2021, to grant funding in the amount of \$1,000,000.00, for the purpose of replacement of Air Handling Units 3, 4, & 5 at 400 N. County Farm Rd., Wheaton, IL. Modification One to the Agreement was approved by the Director of Community Services and entered into on December 20, 2022, for the purpose of a first-time extension, extending the agreement to 2/28/2023. Modification two to the agreement was entered into on January 10, 2023, which was adopted by Resolution HS-R-0026-23 for the purpose of decreasing funding by \$341,158, for a new grant total of \$658,842, (hereinafter, together with any previous modifications thereto, called "Agreement").

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement in accordance with Section XII. A. of the Agreement:

1. The time period covered by the Agreement is hereby extended to April 30, 2023.
2. Section XI. A. Timeliness Progress Schedule is hereby amended to reflect a 100% of funds expended date of 04/30/2023.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.

It is acknowledged that the Agreement Modification is being requested after the grant expiration date of February 28, 2023, however, there has not been a lapse in grant funding.

IN WITNESS WHEREOF, the parties hereto have executed this Modification on the  
dates recited below:

THE COUNTY OF DUPAGE, through the  
KENNETH MOY DUPAGE CARE CENTER, an Illinois  
Not-for-Profit Corporation

By: \_\_\_\_\_  
Janelle Chadwick,  
The County of DuPage  
Kenneth Moy DuPage Care Center  
Administrator

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title

COUNTY OF DU PAGE, a body politic in the  
State of Illinois

By: \_\_\_\_\_  
Deborah A. Conroy,  
Chair, DuPage County Board

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Jean Kaczmarek  
DuPage County Clerk



**DUPAGE  
COUNTY**

## FACILITIES MANAGEMENT

630-407 5700  
Fax: 630 407-5701

[www.dupageco.org/facilities](http://www.dupageco.org/facilities)

March 1, 2023

To: Mary Keating, Director, Community Services

Signature on File

Fr: Tim Harbaugh, Deputy Director of Facilities

Re: Request for Project Extension, CDBG Care Center Project CD21-15

I respectfully request a second time extension for the Care Center CD21-15 CDBG grant for replacement of AHUs 3,4,5.

The lead time on approved change orders is the reason for the request. Some components took longer to manufacture and install than anticipated due to the need to be retrofit to newly installed and existing equipment.

The project will be completed before April 30, 2023. Therefore, Facilities Management requests an agreement extension until April 30, 2023.

Thank you for your consideration.

If you have any questions, please contact me.





## Finance Resolution

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

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**File #:** FI-R-0089-23

**Agenda Date:** 3/7/2023

**Agenda #:** 8.A.

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**CORRECTION OF A SCRIVENER'S ERROR  
IN RESOLUTION FI-R-0077-23**

WHEREAS, authorization to transfer \$169,766 in budget to General Fund Special Accounts for Fiscal Year 2023, pursuant to Resolution FI-R-0077-23, was approved on February 28, 2023; and

WHEREAS, said Resolution should have stated the need to provide a budget transfer in the amount of \$169,766 (ONE HUNDRED SIXTY-NINE THOUSAND, SEVEN HUNDRED SIXTY-SIX AND NO/100 DOLLARS) from 1000-1180-53828 (Contingencies) to 1000-1180-57002-0100 (Transfer Out DuPage Care Center), and not 1000-1190-53828 (General Fund Contingencies) to 1000-1180-57002-0100 (Transfer Out DuPage Care Center).

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that Resolution FI-R-0077-23 be revised to allow a budget transfer in an amount up to, but not to exceed \$169,766 (ONE HUNDRED SIXTY-NINE THOUSAND, SEVEN HUNDRED SIXTY-SIX AND NO/100 DOLLARS) in one or more transfers from 1000-1180-53828 (Contingencies) to 1000-1180-57002-0100 (Transfer Out DuPage Care Center); and

BE IT FURTHER RESOLVED by the DuPage County Board that the said transfers may be made relative to the period of December 1, 2022 to November 30, 2023.

Enacted and approved this 14th of March, 2023 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK



## Budget Transfer

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1056

**Agenda Date:** 3/7/2023

**Agenda #:** 9.A.

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FY23

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective October, 2022

AGING CASE COORD UNIT GRANTS

From: 5000  
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1660	53815	7	CCU RESIDENTIAL REPAIR	\$ 140,795.00	140,795.00	0	2/17/23
1660	52200		OPERATING SUPPLIES & MATERIALS	\$ 500.00	4,973.52	4,473.52	2/17/23
Total				\$ 141,295.00			

AGING CASE COORD UNIT GRANTS

To: 5000  
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
1660	53827		PARA TRANSIT PROGRAM EXPENSE	\$ 109,283.00	27,443.44	136,726.44	2/17/23
1660	53834		CCU-FLEXIBLE COMMUNITY SERVICES	\$ 31,512.00	(277.33)	31,234.67	2/17/23
1660	53500		MILEAGE EXPENSE	\$ 500.00	0	500.00	2/17/23
Total				\$ 141,295.00			

Reason for Request:

The FY23 budget upload template was populated incorrectly for lines 53815-0007 & 53827. Line 53834 was missing from the template. A portion of the ARPA funding budgeted for operating supplies is now being allocated to mileage expense.

Signature on File

Department Head

Signature on File

Chief Financial Officer

2/17/23

Date

2/23/23

Date

Activity

(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only

Fiscal Year 23 Budget Journal # Acctg Period

Entered By/Date Released & Posted By/Date

HHS - 3/7/23  
FIN/CB - 3/14/23



## Budget Transfer

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1057

**Agenda Date:** 3/7/2023

**Agenda #:** 9.B.

---

DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective October, 2022

U.S. TREASURY - DPCC

From: 5000  
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
2115	52320		MEDICAL/DENTAL/LAB SUPPLIES	\$ 15,000.00	180,418.20	165,418.20	2/28/23
Total				\$ 15,000.00			

U.S. TREASURY - DPCC

To: 5000  
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub-Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance
					Prior to Transfer	After Transfer	
2115	52280		CLEANING SUPPLIES	\$ 15,000.00	(11,000.00)	4,000.00	2/28/23
Total				\$ 15,000.00			

Reason for Request:

FY23 - transfer monies for cleaning supplies for the ARPA 2 line that have been encumbered for Sysco and Performance Food Contracts

\* (Signature on File)

Department Head  
Signature on File  
Chief Financial Officer

02/27/23  
Date  
3/1/23  
Date

Activity

(optional)

\*\*\*\*Please sign in blue ink on the original form\*\*\*\*

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

HHS - 3/7/23

FIN/CB - 3/14/23



## Authorization to Travel

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1058

**Agenda Date:** 3/7/2023

**Agenda #:** 10.A.

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## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel  
Revised 1-08-2019

REQUEST DATE:	2/16/2023
NAME:	TITLE: Weatherization assessor
DEPARTMENT: Community Services	ACCOUNT CODE: 030-5000 1400-22-401028
PURPOSE OF TRIP: (explain fully the necessity of making the trip) To attend the National Home Performance Conference. This is an annual event hosted by the Building Performance Association and the Department of Energy for Weatherization agencies.	
DESTINATION: Seattle WA	
DATE OF DEPARTURE: 4/16/2023	DATE OF RETURN ARRIVAL: 4/20/2023
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$995.00
TRANSPORTATION:	\$1,000.00
LODGING:	\$1,200.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	Milage: \$0.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$395.00
TOTAL	\$3,590.00

### REVIEWED BY AND DATE APPROVED:

Signature on File

Department Head: \_\_\_\_\_  
(Signature)

Date: 2/24/23

Committee Name: \_\_\_\_\_  
ALL OVERNIGHT TRAVEL

Date: \_\_\_\_\_

County Board: \_\_\_\_\_  
ONLY OUT-OF-STATE TRAVEL

Date: \_\_\_\_\_

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.



## Authorization to Travel

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1059

**Agenda Date:** 3/7/2023

**Agenda #:** 10.B.

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## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel  
Revised 1-08-2019

REQUEST DATE:	2/16/2023
NAME:	TITLE: WX Assessor
DEPARTMENT: Community Service	ACCOUNT CODE: 030 5000 1400 22-401028
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
To attend the National Home Performance Conference. This is an annual event hosted by Building Performance Association and the Department of Energy for Weatherization Agencies.	
DESTINATION: Seattle, WA	
DATE OF DEPARTURE: 4/18/2023	DATE OF RETURN ARRIVAL: 4/20/2023
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$995.00
TRANSPORTATION:	\$1,000.00
LODGING	\$1,200.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$0.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$395.00
TOTAL	\$3,590.00

REVIEWED BY AND DATE APPROVED:  
Signature on File

Department Head: \_\_\_\_\_

Date: 2/24/23

(Signature)

Committee Name: \_\_\_\_\_

Date: \_\_\_\_\_

ALL OVERNIGHT TRAVEL

County Board: \_\_\_\_\_

Date: \_\_\_\_\_

ONLY OUT-OF-STATE TRAVEL

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.



## Authorization to Travel

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1060

**Agenda Date:** 3/7/2023

**Agenda #:** 10.C.

---

## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel  
Revised 1-08-2019

REQUEST DATE:	2/16/2023
NAME:	TITLE: Supervisor WX Dept.
DEPARTMENT: Community Services	ACCOUNT CODE: 030-5000-1400-22-401028
PURPOSE OF TRIP: (explain fully the necessity of making the trip) To attend the National Home Performance Conference. This is an annual event hosted by Building Performance Association and the Department Of Energy for Weatherization Agencies.	
DESTINATION: Seattle, WA	
DATE OF DEPARTURE: 4/16/2023	DATE OF RETURN ARRIVAL: 4/20/2023
(Please include a detailed explanation if different from official business dates)	
Please indicate the estimated amount for each applicable expense.	
REGISTRATION:	\$995.00
TRANSPORTATION:	\$1,000.00
LODGING	\$1,200.00
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$110.00
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$395.00
TOTAL	\$3,700.00

### REVIEWED BY AND DATE APPROVED:

Department Head: Signature on File Date: 2/24/23  
(Signature)  
Committee Name: ALL OVERNIGHT TRAVEL Date: \_\_\_\_\_  
County Board: ONLY OUT-OF-STATE TRAVEL Date: \_\_\_\_\_

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.



## Authorization to Travel

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 23-1061

**Agenda Date:** 3/7/2023

**Agenda #:** 10.D.

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## OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

Valid for overnight and/or out-of-state travel

Revised 1-08-2019

REQUEST DATE:	27-Feb-23
NAME:	J. [redacted]
TITLE:	Weatherization assessor
DEPARTMENT:	Community services
ACCOUNT CODE:	030 5000 1430 22 401028
PURPOSE OF TRIP: (explain fully the necessity of making the trip)	
WX QCI ( Quality Control Inspector) training - Paid for by WX grants. This does not affect the County General Fund.	
DESTINATION: University of Illinois Champaign Illinois	
DATE OF DEPARTURE:	24-Apr
DATE OF RETURN ARRIVAL:	4/27/2023
(Please include a detailed explanation if different from official business dates)	
Travel to and from ICRT facility in Champaign Urbana to attend training for QCI (Quality Control Inspector) and BPI Proficiency exam.	
<b>Please indicate the estimated amount for each applicable expense.</b>	
REGISTRATION:	\$0.00
TRANSPORTATION:	\$0.00
LODGING	947.37
MISCELLANEOUS EXPENSES (parking, mileage, etc.)	\$233.15
RENTAL CAR: (explain fully the necessity)	\$0.00
REFERENCE MATERIALS:	\$0.00
MEALS: (Per Diems)	\$226.25
TOTAL	\$1,406.77

## REVIEWED BY AND DATE APPROVED:

Signature on File

Department Head: \_\_\_\_\_

(Signature)

Date: 8/28/23

Committee Name: \_\_\_\_\_

ALL OVERNIGHT TRAVEL

Date: \_\_\_\_\_

County Board: \_\_\_\_\_

ONLY OUT-OF-STATE TRAVEL

Date: \_\_\_\_\_

Please note: If actual costs exceed the estimates, this form must be re-submitted for approval.