



DU PAGE COUNTY

Human Services

Final Summary

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

Tuesday, April 18, 2023

9:30 AM

Room 3500A

1. CALL TO ORDER

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

2. ROLL CALL

Also attending the meeting were Deputy Chief Paul Bruckner, Assistant States Attorneys Conor McCarthy, Lisa Smith, and Renee Zerante, County Board Members Patty Gustin and Yeena Yoo, Chief Policy and Program Officer Sheryl Markay, Chief Communications Officer Joan Olson, Facilities Administrator Tim Harbaugh (left 9:35), Chief Financial Officer Jeffrey Martynowicz, Deputy Chief Financial Officer MaryCatherine Wells, Senior Accountant Gerald Smith, Budget Analyst Keith Jorstad, Buyer Nickon Etminan, DuPage Care Center Administrator Janelle Chadwick, Community Services Administrators Natasha Belli and Gina Strafford-Ahmed, and Jan Kay from the League of Women Voters.

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 reminded the committee members about the high school students holding the Sustainable Design Challenge in the first floor atrium and encouraged all to attend.

5. APPROVAL OF MINUTES

5.A. [23-1567](#)

Human Services Committee - Regular Meeting - Tuesday, April 4, 2023

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

6. COMMUNITY SERVICES - MARY KEATING**6.A. [FI-R-0116-23](#)**

Acceptance and Appropriation of additional funding for the Aging Case Coordination Unit Fund PY23 Company 5000 - Accounting Unit 1660, in the amount of \$30,000. (Community Services) (ARPA)

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

6.B. [FI-R-0117-23](#)

Acceptance and Appropriation of the Low-Income Home Energy Assistance Program HHS Supplemental Grant PY23, Inter-Governmental Agreement No. 23-274028, Company 5000 - Accounting Unit 1420, \$1,118,000. (Community Services)

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

6.C. [HS-R-0050-23](#)

Approval of Issuance of Payments by DuPage County to Energy Assistance Providers through the Low-Income Home Energy Assistance Program HHS Supplemental Grant PY23 No. 23-274028 in the amount of \$1,118,000. (Community Services)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Michael Childress

6.D. [HS-R-0051-23](#)

Recommendation for Approval of Increase in Funding for a Proposed Community Development Block Grant-CARES Act (CDBG-CV) Agreement with DuPage County Kenneth Moy DuPage Care Center – Air Handling Units, Project Number CDCV21-01 – for a Total Award Amount of \$1,900,000. (COVID ITEM)

RESULT:	APPROVED AT COMMITTEE
MOVER:	Paula Garcia
SECONDER:	Michael Childress

6.E. [23-1568](#)

Recommendation for approval of a contract purchase order to Insight Public Sector, for the purchase of laptop computers and docking stations for Senior Services, using AgeGuide ARPA Grant monies, for the period of April 18, 2023 through November 30, 2023, in an amount not to exceed \$24,904, per Government Joint Purchasing Act (30ILCS525). (Community Services) (ARPA)

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

7. **BUDGET TRANSFERS**7.A. [23-1569](#)

Budget Transfer to move funds from account no. 1000-1640-50099 (New Program Requests - Personnel) to 1000-1640-50000 (Regular Salaries), in the amount of \$80,000, to cover the salary for the new Program Manager recently hired. (Community Services - Family Center)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Michael Childress

8. **CONSENT ITEMS**8.A. [23-1570](#)

Decrease and close contract (5596-0001), issued to 360 Youth Services, in the amount of \$19,928.36. - Contract expired.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

8.B. [23-1571](#)

Decrease and close contract (6193-0001), issued to Outreach Community Services, in the amount of \$36,668.87 - Contract expired.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Michael Childress

9. RESIDENCY WAIVERS - JANELLE CHADWICK**9.A. Motion to Approve one out of County Residency Waiver**

Ms. Chadwick stated there are currently 29 beds available. Four beds have already been offered to DuPage County residents so there will be no one displaced by allowing this person residency.

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Michael Childress

10. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

Janelle Chadwick, Administrator of the DuPage Care Center, stated the Care Center is still in outbreak status, due to singular covid cases that keep arising. One unit should be off quarantine today once they get the lab results back.

Ms. Chadwick updated the committee on the construction, stating everything has been received by the Certificate of Need office at the Illinois Department of Public Health and the Facilities Planning Review Board. The renovation request will now go through the quarterly approval process in June.

The Care Center is distributing the second of three Hero Pay disbursements to the staff for 2023 in the amount of \$559. This stipend comes from the Department of Health and Family Services under ARPA. 35% of the funding is used for covid expenses, such as PPE, and 65% is divided among the staff's Hero Pay installments.

11. COMMUNITY SERVICES UPDATE - MARY KEATING

No report was offered.

12. OLD BUSINESS

Presentation of the Small non-profit ARPA Application Portal

MaryCatherine Wells, Deputy Chief Financial Officer, spoke regarding the small non-profit application portal for consideration of ARPA funds. MaryCatherine stated that Mary Keating, Director of Community services, is still working on the application but is on vacation this week. MaryCatherine is part of the administrative team that are helping with the applications and includes Gerald Smith, Senior Accountant. After the CARES ACT and ARPA, MaryCatherine added her team has considerable experience setting up an online portal. She stated that the administration side of the process is ready to move forward in May. Mary Keating prepared the questions and Rhonda Breier, Web Application Team Lead, designed the application. Member Galassi and other members noted the word 'project' may be confusing so it will be removed from the application.

Questions and discussion arose regarding the rollout date, length of time the portal will be open, geo coding to determine agencies' districts, what kind of agencies may qualify, and means of marketing the available funds.

Member DeSart confirmed the \$175,000 per district and that the allocations of funds can be divided by the three members within the district. How does it need to be connected to ARPA? Are we able to expand to any small non-profits? Are only the non-profits we select able to access the portal? How does the district representative know which agencies are in their district? Will the parameters come from Finance?

Member Galassi asked about funding short-term projects. Does the agency have to be up and running with some structure?

MaryCatherine replied that the general parameters will include an agreement to each organization specifying they must be a 501c-3 charitable organization with less than \$300,000 annual revenue and will receive under \$25,000 in allocations. She added they will use the GIS department to do geocoding and map out agency districts.

Sheryl Markay added the application must be tied to the County's code so there are categories that have to be met, which is on the application. There will be additional guidance sent out to the district members while making their decisions. Ms. Markay and Assistant State's Attorney, Lisa Smith agreed that the process does not have to adhere to ARPA guidelines but needs to adhere to County guidelines. Although it is up to the Chair, they recommended that the application guidelines should go to the County Board as a presentation or resolution for consistency among all districts.

Assistant State's Attorney, Conor McCarthy, added you are limited in what money you can give and who you can give it to based on what your statutory authority is, and it is limited by what the County's code grants you.

Joan Olson, Chief Communications Officer, responded to the marketing question, stating they will hold a press release, and post on LinkedIn and social media. She added that Mary Keating has contact lists she will reach out to, and they will connect with Talk DuPage, who communicates to all municipalities. In Joan's experience, when there is funding available, people are quick to respond.

Committee discussed if the applicants should be screened by the States Attorney's office first or by the County Board members. It was decided the County Board members should select applicants in an initial round and submit candidates to the Assistant States Attorney for legal review.

Chair Schwarze summed up the discussion, stating this is the first process to update the committee and address questions. The subcommittee, consisting of Mary Keating, Member Garcia, and Chair Schwarze, will adjust the process based on the day's discussion. Ms. Olson

concluded this discussion gave them the committee input they needed and Human Services will continue to collaborate with legal counsel.

13. NEW BUSINESS

No new business was discussed.

14. ADJOURNMENT

Motion to Adjourn

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia