



DU PAGE COUNTY

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

Human Services

Final Summary

Tuesday, February 6, 2024

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

Other Board members present: Member Lucy Evans, Member Patty Gustin, and Member Yeena Yoo

Staff in attendance: Nick Kottmeyer (Chief Administrative Officer), Renee Zerante (State's Attorney Office), Janelle Chadwick (Administrator of the DuPage Care Center), Donna Weidman and Brian Rovik (Procurement), Keith Jorstad and Mary Catherine Wells (Finance), Natasha Belli and Gina Strafford-Ahmed (Community Services Administrators), and Mary Keating, (Director of Community Services).

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| PRESENT | DeSart, Galassi, LaPlante, and Schwarze |
| LATE | Childress, and Garcia |

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIR REMARKS - CHAIR SCHWARZE

Chair Greg Schwarze reminded the committee about the Valentine's Day Balloon Fundraiser for the DuPage Care Center. The deadline to purchase balloons is February 10. There are opportunities for committee members to volunteer by filling balloons on February 13 at 1:00 p.m. and/or to deliver balloons on February 14 at 9:30 a.m.

5. APPROVAL OF MINUTES

5.A. [24-0571](#)

Human Services Committee - Regular Meeting - Tuesday, January 16, 2024

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

6. COMMUNITY SERVICES - MARY KEATING

6.A. [FI-R-0027-24](#)

Acceptance and appropriation of the Community Project Funding Environmental Review Records Program PY24, Company 5000 - Accounting Unit 1560, in the amount of \$19,000. Grant funded. (Community Services)

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

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

7.A. [24-0572](#)

Recommendation for Approval of a 2nd Modification, 2nd Time Extension of a Community Development Block Grant Agreement (CDBG) between DuPage County and the Village of Glendale Heights, Project Number CD22-05 – Norton Avenue & E. Schubert Avenue Water Main Replacement Project - Extending the Project Completion Date through March 1, 2024.

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

8. BUDGET TRANSFERS

Motion to Combine Items

Member Galassi moved and Member DeSart seconded a motion to combine items 8.C. through 8.N. The motion was approved on voice vote, all "ayes".

Member Childress arrived from a prior meeting at 9:34 a.m. and joined the voting at item 8.A.

Member Garcia arrived from a prior meeting at 9:36 a.m., and joined the voting at item 8.G.

8.A. [24-0573](#)

Budget transfer to transfer funds from 5000-1760-51040 (Employee Medical and Hospital Insurance) to 5000-1760-51000 (Benefit Payments), in the amount of \$1,212, to cover the FY23 year-end compensated absences expense accrual entry for the IDHS Supportive Housing Grant. (Community Services)

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

8.B. [24-0574](#)

Budget transfer to transfer funds from 1200-2040-53010 (Engineering /Architectural Services) to 1200-2040-54110 (Equipment & Machinery), in the amount of \$18,210, for Clear Loss Prevention, Inc., amount originally coded to a different line, now correcting line to be made whole for FY23. This was for additional cameras in various areas at the DuPage Care Center.

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

8.C. [24-0575](#)

Budget Transfer to transfer funds within the Administration Department payroll from account 1200-2000-53080 (salary and wage adjustments) \$3,000 to account 1200-2000-51000 (benefit payments) in the amount of \$3,000 and to 1200-2000-51050 (flexible benefit earnings) in the amount of \$300 to balance the budget lines that are over budget while salary & wages are under budget in FY23 for a total of \$3,300. (DuPage Care Center)

- 8.D. [24-0576](#)
Budget Transfer to transfer funds within the Financial Services Department from 1200-2010-50080 (salary & wage adjustments) \$30,610 and \$2,000 from 1200-2010-50040 (part-time help) to 1200-2010-5000 (regular salaries) to adjust for shortages due to the 2% COLA budgeted to the salary & wage line as directed in FY2023, but paid out of regular salaries, for a total of \$32,610. (DuPage Care Center)
- 8.E. [24-0577](#)
Budget transfer to transfer funds within the Dining Services Department from 1200-2025-50080 (salary & wage adjustments) \$70,797 and 1200-2025-50040 (part-time help) \$100,000 to 1200-2025-50010 (overtime) to adjust for shortages due to the 2% COLA budgeted to salary & wage adjustments as directed, but paid from other budget lines in FY23, for a total of \$170,797. (DuPage Care Center)
- 8.F. [24-0578](#)
Budget Transfer to transfer funds within the Laundry Department from 1200-2030-50080 (salary & wage adjustments) \$1,200 to 1200-2030-50010 (overtime) \$200, 1200-2030-50040 (part-time help) \$700 and 1200-2030-51050 (flexible benefit earnings) \$300 to adjust for shortages due to the 2% COLA budgeted to salary and wage adjustments as directed in FY23, but paid out of other lines, for a total of \$1,200. (DuPage Care Center)
- 8.G. [24-0579](#)
Budget transfer to transfer funds within the Nursing Services Department from, 1200-2050-50080 (salary & wage adjustments) \$522,000 and 1200-2050-50000 (regular salaries) \$291,000 to 1200-2050-50010 (overtime) \$715,000, 1200-2050-50040 (part-time help) \$8,000, and 1200-2050-51000 (benefit payments) \$90,000 to adjust for shortages due to the 2% COLA budgeted to the salary & wage adjustments line as directed in FY23, but paid from other budgeted lines, for a total of \$813,000. (DuPage Care Center)
- 8.H. [24-0580](#)
Budget transfer to transfer funds within the Rehabilitation and Therapy Department from 1200-2060-50080 (salary & wage adjustments) \$7,000 to 1200-2060-51000 (benefit payments) payroll budget to balance budget lines where benefit payments are over budget and salary & wages adjustments are under budget for FY23 for a total of \$7,000. (DuPage Care Center)
- 8.I. [24-0581](#)
Budget transfer to transfer funds within the Recreation and Activities Department from 1200-2065-50080 (salary & wage adjustments) \$3,000, to 1200-2065-51050 (flexible benefit earnings) \$500 and 1200-2065-51070 (tuition reimbursement) \$2,500 to balance budget lines where benefit payments are over budget and salary & wages adjustments are under budget for FY23 for a total of \$3,000. (DuPage Care Center)

- 8.J. [24-0582](#)
Budget transfer to transfer funds within the Social Services Department from 1200-2070-50080 (salary & wage adjustments) \$2,000 to 1200-2070-51000 (benefit payments) to balance budget lines where benefit payments are over budget and salary & wages adjustments are under budget for FY23 for a total of \$2,000. (DuPage Care Center)
- 8.K. [24-0583](#)
Budget transfer to transfer funds within the Volunteer Services Department from 1200-2080-50080 (salary & wage adjustments) \$7,600 to 1200-2080-50000 (regular salaries), \$500, to 1200-2080-50010 (overtime) \$2,500, to 1200-2080-50040 (part-time help) \$4,000, and to 1200-2080-51050 (flexible benefit earnings) \$600 to adjust for shortages due to the 2% COLA budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines, for a total of \$7,600. DuPage Care Center)
- 8.L. [24-0584](#)
Budget transfer to transfer funds within the In-patient Pharmacy Department from 1200-2085-50080 (salary & wage adjustments) \$24,595 and 1200-2085-53090 (other professional services) \$13,805, to 1200-2085-50000 (regular salaries) \$33,000, 1200-2085-50010 (overtime) \$1,800, and 1200-2085-50040 (part-time help) \$3,600 adjust for shortages due to the 2% COLA being budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines for a total of \$38,400. Additionally, positions were filled negating the need for outside staffing agencies. (DuPage Care Center)
- 8.M. [24-0585](#)
Budget Transfer to transfer funds within the 421 Cafeteria Department from 1200-2100-50080 (salary & wage adjustments) \$9,300 to 1200-2100-50010 (overtime) \$8,200, 1200-2100-50020 (holiday pay) \$200, and 1200-2100-51000 (benefit payments) \$900 to adjust to shortages due to the 2% COLA budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines, for a total of \$9,300. (DuPage Care Center)
- 8.N. [24-0586](#)
Budget Transfer to transfer funds within the Housekeeping Department from 1200-2035-50080 (salary & wage adjustments) \$43,350 to 1200-2035-50010 (overtime) \$26,000, 1200-2035-50020 (holiday pay) \$200, 1200-2035-51000 (benefit payments) \$17,000, and 1200-2035-51050 (flexible benefit earnings) \$150 to adjust for shortages due to the 2% COLA budgeted to salary & wage adjustments as directed in FY23, but paid from other budget lines, for a total of \$43,350. (DuPage Care Center)

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

9. TRAVEL

9.A. [24-0587](#)

Travel Request - Community Services Manager to attend the National Human Services Data Consortium (NHSDC) for ongoing training provided by peers, HUD, and HUD Technical Assistance to support HMIS and Continuum of Care, from April 9, 2024 through April 13, 2024, Kansas City, Missouri. Expenses to include registration, transportation, lodging, and per diems, for approximate total of \$2,544. Grant funded. (Community Services)

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

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 the renovation of the 4N wing is well under way. Ceiling tiles and curtain tracks are being installed and furniture will be delivered next week. Anyone that attends the balloon fundraiser next week can tour the progress in lieu of the PowerPoint Ms. Chadwick had promised. Ms. Chadwick added the progress is very exciting, the difference is amazing. She noted the positive impact this will have on the residents and thanked the county board for their support.

The Care Center is currently planning for the next phase; 3N, 3Center, and the entrance. This will entail moving the residents of the dementia unit. They do have a plan and are holding strategy meetings.

There are no covid-19 cases at the Care Center.

The Care Center is returning to the in-house CNA class. The class currently has four students registered and will need seven to begin the class. Ms. Chadwick will check with the class leader regarding the maximum number of students allowed in the class. She noted there is a lot of interest within the Care Center, however, enrollment will be allowed to the public if they do not generate enough registrants from within.

12. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, stated on Friday, February 2, they held an information session for the next round of the DuPage Community Transformation Partnership with the DuPage Foundation. About 50-60 participants attended the event where they went over the criteria for immediate intervention and the transformational grants. The Transformational Letters of Intent are due April 19 and the Immediate Intervention applications are due on May 24 (no LOI process). The DuPage Foundation, as well as us DuPage County, will be sending reminders to agencies regarding the opportunity.

Ms. Keating commended her Community Development staff on meeting their timeliness ratio determined by the Community Development Block Grant (CDBG) Their regulation requires that 60 days prior to the next program year you can't have more than 1½ times your annual allocations in your line of credit to ensure funds are being spent in a timely manner. The department is challenged with this due to the fact their program year starts in April and the earliest they receive their funding is July/August and as late as September/October. When they do finally receive the grant agreements, they have lost much of the construction season. Their timeliness ratio has hovered between 1.45 and 1.5, but as of yesterday, their timeliness ratio measured 1.1.

The capital applications for the food pantries will appear on the Finance and County Board agendas on February 13. \$1M was set aside for the agencies to apply to purchase vehicles, forklifts, shelving units, or any kind of capital that would help the efficiency of their operations. We received \$910,000 worth of applications from 16 different agencies and for over twenty different projects. Agencies were able to apply for different items by completing individual applications.

Ms. Keating answered questions from the committee.

13. OLD BUSINESS

No old business was discussed.

14. NEW BUSINESS

No new business was discussed.

15. ADJOURNMENT

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