1. CALL TO ORDER

10:15 AM meeting was called to order by Chair Robert L Larsen at 10:15 AM.

2. ROLL CALL

PRESENT: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

3. PUBLIC COMMENT

No public comments were received at this meeting.

4. CHAIRMAN'S REPORT - CHAIR LARSEN

Chairman Larsen reminded the committee about the Valentine balloon event at the DuPage Care Center. For a $3.00 donation a balloon will be sent to a Care Center resident. Donations are being accepted through February 13. Mr. Larsen invited everyone to attend the delivery of the balloons on February 14, 2018.

5. APPROVAL OF MINUTES

Health & Human Services - Regular Meeting - Jan 16, 2018 10:15 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

6. COMMUNITY SERVICES - MARY KEATING
CS Requests That Also Require Finance And/Or County Board Approval

A. FI-R-0063-18 RESOLUTION -- Acceptance and Appropriation of the Illinois Department of Commerce and Economic Opportunity (ILDCEO) Community Services Block Grant FY18 Notice of Grant Award 18-231028 Company - 5000 Accounting Unit - 1650 $1,039,715

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Sam Tornatore, Vice Chair
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

B. FI-R-0064-18 RESOLUTION -- Additional Appropriation for the Subsidized Taxi Fund FY17 Company 1000, Accounting Unit 1620 $1,105.00

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Hart, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

C. FI-R-0065-18 RESOLUTION -- Acceptance and Appropriation of the Low Income Home Energy Assistance Program HHS Grant FY18 Inter-Governmental Agreement No. 18-224028 Company 5000 – Accounting Unit 1420 $1,398,103.00

RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

D. HHS-R-0066-18 RESOLUTION -- Approval of Issuance of Payments by DuPage County to Energy Assistance providers through the Low Income Home Energy Assistance Program (LIHEAP) HHS Grant FY18 No. 18-224028 in the amount of $1,182,096.00
RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

E. HHS-P-0036-18 Recommendation for an Intergovernmental Agreement Between DuPage County and PACE Suburban Bus Service to provide County sponsored transportation services for income eligible persons and persons with disabilities, for the period October 1, 2017 through November 30, 2018, through Ride DuPage for Community Services, for a contract total not to exceed $872,590.00, Intergovernmental Agreement.

Mary Keating, Director of Community Services, answered questions regarding the PACE Suburban Bus Service. She stated that approximately $500,000 in general funds and an estimated 40,000 in ridership have remained steady over the last several years. The remainder of the funding comes from Regional Transportation Authority (RTA) grant funds.

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Hart, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

7. DUPAGE CARE CENTER - JANELLE CHADWICK

A. DuPage Care Center Requests That Also Require Finance And/Or County Board Approval

HHS-P-0037-18 Recommendation for the approval of a contract purchase order to Pan-O-Gold Baking Company, for assorted sliced breads, rolls and buns for the Care Center, JTK Administration Building and JOF Building Cafe’s for the period March 1, 2018 through February 28, 2019 for a contract not to exceed $30,116.76, per lowest responsible bid #17-238-GV.
RESULT: APPROVED [UNANIMOUS]
MOVER: Tonia Khouri, District 5
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

B. DuPage Care Center Requests for Parent Committee Final Approval

Change Order -- Amendment to Purchase Order 12000042, issued to Direct Supply, Inc., to furnish and deliver medication carts and accessories for the DuPage Care Center, to increase encumbrance in the amount of $3,838.00, for articulating arms, resulting in an amended amount not to exceed $24,212.00, an increase of 18.84%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

8. BUDGET TRANSFERS

RESULT: APPROVED [UNANIMOUS]
MOVER: Greg Hart, District 3
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

A. Budget Transfers -- Community Services - To transfer funds to cover final FY17 part-time salaries - $17,535.00

Items 8.A. through 8.G. were combined and approved.

B. Budget Transfers -- Community Services - Psychological Services - To transfer funds to cover FY17 Regular Salaries - $17,071.00

C. Budget Transfers -- DuPage Care Center -To transfer budgeted funds, allowing for sufficient budget to be available for FY17 Drugs & Vaccine supplies Invoices - $11,580.00

D. Budget Transfers -- DuPage Care Center -To transfer budgeted funds, allowing for sufficient budget to be available for FY17 Drugs and Vaccine Supplies Invoices - $9,546.00
E. Budget Transfers -- DuPage Care Center - To transfer budgeted funds, allowing for sufficient budget to be available for FY17 Printing Invoices - $7,097.00

F. Budget Transfers -- DuPage Care Center - To transfer budgeted funds, allowing for sufficient budget to be available for FY17 Engineering & Architectural Service invoices - $10,448.00

G. Budget Transfers -- DuPage Care Center - To transfer funds for final FY17 payment to Symbria for therapy and consulting services - $87,187.00

9. TRAVEL REQUESTS - OVERNIGHT - REQUIRE COUNTY BOARD APPROVAL

Items 9.A. through 9.D. were combined and approved.

Mary Keating answered questions regarding the grant source(s) on the travel requests and offered to include the grant name and source on future agenda items that are grant funded.

| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Sam Tornatore, Vice Chair |
| SECONDER: | Elizabeth Chaplin, District 2 |
| AYES: | Chaplin, Hart, Khouri, Larsen, Tornatore |
| ABSENT: | Grant |

A. Authorization for Overnight Travel -- Community Services Information & Referral Coordinator to attend the Results Oriented Management and Accountability (ROMA) 2018 Spring In-service Continuing Education Program for ROMA Implementers/Trainers in Birmingham, Alabama from April 4, 2018 through April 6, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $960.00. Grant funded.

B. Authorization for Overnight Travel -- Community Services Information & Referral Manager to attend the Results Oriented Management and Accountability (ROMA) 2018 Spring In-service Continuing Education Program for ROMA Implementers/Trainers in Birmingham, Alabama from April 4, 2018 through April 6, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $960.00. Grant funded.

C. Authorization for Overnight Travel -- Community Services Database/Report Specialist to attend the Homeless Management Information System (HMIS) 2018 Spring National Human Services Data Consortium Conference in Pittsburgh, Pennsylvania from April 16, 2018 through April 22, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $1,780.00. Grant funded.

D. Authorization for Overnight Travel -- Community Services HMIS Manager to attend the Homeless Management Information System (HMIS) 2018 Spring National Human Services Data Consortium Conference in Pittsburgh, Pennsylvania from April 16, 2018 through April 20, 2018. Expenses to include registration, transportation, lodging, and per diem for approximate total of $1,805.00. Grant funded.
10. CONSENT ITEMS

Items 10.A. through 10.S. were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sam Tornatore, Vice Chair
SECONDER: Elizabeth Chaplin, District 2
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

A. Consent Item -- Amerisourcebergen Drug Corp. - 1151-0001 SERV - Decrease and close
B. Consent Item -- Consent Item -- Amerisourcebergen Drug Corp. - 1887-0001 SERV - Decrease and close
C. Consent Item -- Consent Item -- Arxium Inc. - 2013-0001 SERV - Decrease and close
D. Consent Item -- Arxium, Inc. - 1874-0001 SERV - Decrease and close
E. Consent Item -- Automed Technologies - 577-0001 SERV - Decrease and close
F. Consent Item -- EZ Way, Inc. - 1862-0001 SERV - Decrease and Close
G. Consent Item -- Health Lab - 1206-0001 SERV - Decrease and close
H. Consent Item -- Hill-Rom Company - 1152-0001 SERV - Decrease and close
I. Consent Item -- Consent Item -- Hill-Rom Company, Inc. -1940-0001 SERV - Decrease and close
J. Consent Item -- HP Products Corp. - 743-0001 SERV - Decrease and close
K. Consent Item -- Maxim Healthcare - 1695-0001 SERV - Decrease and close
L. Consent Item -- McKesson Medical Surgical - 529-0001 SERV - Decrease and close
M. Consent Item -- McKesson Medical Surgical - 1537-0001 SERV - Decrease and close
N. Consent Item -- Provinet Solutions - 468-0001 SERV - Decrease and close
O. Consent Item -- Sears Commercial - 851-0001-SERV - Decrease and Close
P. Consent Item -- Strategic Reimbursement Inc. - 528-0001 SERV - Decrease and close
Q. Consent Item -- Sysco Food Service - 959-0001 SERV - Decrease and close
R. Consent Item -- Warehouse Direct - 744-0001 SERV - Decrease and close
S. Consent Item -- Diana Padilla - 2813 0001 SERV - Decrease and Close
11. RESIDENCY WAIVERS - JANELLE CHADWICK

12. COMMUNITY SERVICES UPDATE - MARY KEATING
Mary Keating stated the deadline for submitting applications to the Human Services Grant Fund was Friday, February 2, 2018. The sixty applications requested a total of $2,700,000.00. Two agencies were denied due to a request to add information after the deadline and another to submit their application after the deadline. Both agencies were instructed to appeal to the Health and Human Services Committee. Ms. Keating responded to questions explaining agencies have approximately thirty days to complete and submit an application. Out of the sixty applications, there was only one new agency that applied this year. Small non-profits are not eligible until they have been in operation for three years and agencies cannot request more than 50% of a program cost. Outreach efforts include press releases, emails, and Giving DuPage.

Ms. Keating met with Circuit Judge Robert J. Anderson, the family court presiding judge, to discuss a fee adjustment at the Family Center, which has not adjusted their revenues or raised their fees since 2009-2010.

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK
Anita Rajagopal, Assistant Administrator at the DuPage Care Center, stated the Care Center is focusing on staffing assignments and reviewing for operational efficiencies. Staff are also working on performance metrics from the 2017 strategic initiatives and will report on them at the next HHS meeting.

The new Assistant Director of Nursing will be starting later in February and recruitment is underway for a new Director of Nursing.

Discussion arose surrounding LEAN training. Ms. Rajagopal stated that about 40% of staff, including all upper management but not all the nursing staff, have completed the LEAN training. Management is currently working with LEAN pros to determine how to overcome the challenges training staff on all shifts. LEAN based Quality Assurance and Performance Improvement (QAPI) as required by Centers for Medicare and Medicaid Services (CMS) initiatives are being undertaken. Directed trainings related to Quality Improvement tools for the groups involved are being provided on an as needed basis.

14. OLD BUSINESS

15. NEW BUSINESS

16. INFORMATIONAL ITEMS
Chairman Larsen requested a motion to place items 16.A. through 16.C. on file. Member Chaplin so moved, Member Hart seconded, motion carried, all ayes.
RESULT: APPROVED [UNANIMOUS]
MOVER: Elizabeth Chaplin, District 2
SECONDER: Greg Hart, District 3
AYES: Chaplin, Hart, Khouri, Larsen, Tornatore
ABSENT: Grant

A. Grant Proposal Notifications -- HOME Investment Partnership Program Twenty-Seventh (27th) Year FY2018 - $1,280,596.00

B. Grant Proposal Notifications -- Emergency Solutions Grant Thirtieth (30th) Year FY2018 - $285,654.00

C. Grant Proposal Notifications -- Community Development Block Grant Forty-Fourth (44th) Year FY2018 - $3,589,224.00

17. ADJOURNMENT
There being no further business, the meeting ended at 10:28 AM.