



Health & Human Services Committee

March 6, 2023
6:30PM

Legislative Center's Freedom Room
200 N. Main Street
Sycamore, Illinois 60178

1. Roll Call

2. Approval of Agenda

3. Approval of Minutes

- a. Minutes from February 6, 2023

4. Public Comments

Any member of the public may address the Committee for up to 3 minutes on any topic of their choosing. There will be no yielding of time to other members of the public and agenda time for public comments is limited to 30 minutes in total.

5. Public Hearing

- a. **A Public Hearing to obtain public comment and consider the economic, social and environmental effects of the application for Public Transportation Assistance under Section 5311 of the Federal Transit Act.**

6. Resolutions

- a. **Resolution R2023-033—A Resolution Authorizing Execution and Amendment of Federal 5311 Grant Agreement.**

Voluntary Action Center operates as a purchased service provider to DeKalb County under the 5311 and DOAP transportation grants. The Voluntary Action Center, in conjunction with DeKalb County Administration, is preparing an application on behalf of the TransVAC program to secure up to \$450,695 in Federal and \$1,215,913 in State of Illinois transit operating assistance. As part of the process, IDOT requires the DeKalb County Board to hold a public hearing on the project and pass a resolution that authorizes the submittal of an application for the project. This grant, under the auspices of the Federal Transit Administration's 5311 program, offers transit operators in rural counties the ability to receive reimbursement for the costs involved in providing transportation for public ridership in the TransVAC service area.

7. Considerations

- a. DCRNC Operational Update
- b. Senior Tax Levy Training

8. Old Business

9. New Business

10. Adjournment

Note: These minutes are not official until approved by the Health & Human Services Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Health & Human Services Committee Minutes
February 6, 2023**

The Health & Human Services Committee of the DeKalb County Board met on Monday, February 6, 2023, in the Legislative Center's Gathertorium in Sycamore, Illinois. Chair, Rukisha Crawford called the meeting to order at 6:30 p.m. Those members present were Meryl Domina, Michelle Pickett, Chris Porterfield, Amber Quitno, and Chair, Rukisha Crawford. Savannah Ilenikhena was absent at the time of the roll call and arrived at 6:36 p.m. A quorum was established with five members present and two absent. Others present included, Deanna Cada, Brian Gregory, and Ellingsworth Webb.

APPROVAL OF THE AGENDA

Chris Porterfield moved to approve the agenda as presented. Michelle Pickett seconded the motion and the motion was approved unanimously.

APPROVAL OF THE MINUTES

Michelle Pickett moved to approve the minutes of the October 3, 2022 committee meeting and Amber Quitno seconded the motion and it was carried unanimously.

PUBLIC COMMENTS

There were no public comments.

OVERVIEW OF SENIOR TAX LEVY

Deanna Cada, Executive Director of the DeKalb County Community Mental Health Board provided an overview of the senior tax levy funds application timeline and mentioned that the application process for organizations to apply for funding opened in December. She stated that the applications will be available for online review by the Health & Human Services Committee members in March. She explained that the application review process will run from March through mid-April and that the applying agencies will make their presentations to the committee in April. Deanna Cada reviewed that the Health & Human Services Committee will be making the funding recommendations with the final determinations made by the full County Board in May.

Meryl Domina asked that Deanna Cada provide additional details on the levy process. Deanna Cada explained that DeKalb County voters determined several years ago that a portion of the property taxes should be used help to fund senior-focused organizations. She added that

programming within these organizations reduces the need for senior placement into nursing homes.

Deanna Cada mentioned that training will be provided to the committee on the application review process and that she will provide links to training resources. She also provided an option to the committee for onsite training to be conducted during the March meeting. Deana Cada mentioned that she will be providing the committee with worksheets on individual organizations that outline the amount of prior funding each organization has received and their current funding requests. She stated that she will be supporting the committee during the next few months to enable the committee to make the best possible funding decisions for the county's seniors.

Chris Porterfield asked about potential applicants and Deanna Cada responded that the organizations that have applied in the past are expected to apply again this year and she mentioned some of the organizations that have previously applied.

UPDATE ON ARPA LOST REVENUE ALLOCATION TO COMMUNITY HEALTH IN 2021

Deanna Cada reviewed that in 2021, the DeKalb County Board voted to disburse a portion of the American Rescue Plan Act (ARPA) funds to the Community Mental Health Board as well as to other boards in DeKalb County. She added that the \$24,612 that the Community Mental Health Board received from this disbursement was then used to fund DeKalb County agency grants (i.e., *Contributions to Agencies*), which helped organizations meet the huge increase in costs related to COVID.

Deanna Cada provided copies of the DeKalb County Mental Health Board 2021 annual report and stated that she will be presenting the committee with the 2022 annual report later this year.

County Administrator, Brian Gregory suggested that the committee meet in one of the smaller conference rooms in March, as the information that's scheduled to be presented can be more easily viewed on-screen in a smaller room.

DCRNC UPDATE

Brian Gregory provided an update on the sale of the DeKalb County Rehabilitation and Nursing Center (DCRNC) to Illuminate HC. He outlined that the process is still moving forward and that a "Certificate of Need" is required by the State of Illinois, which essentially ensures that there is a need for the nursing home in the area. Brian Gregory stated that he doesn't anticipate that this process will result in any significant delays and hopes that the sale can potentially be finalized by the end of the first quarter.

Brian Gregory reviewed that the current census at the nursing home is 114 residents and that the census has been allowed to come down to align with the staffing level which reduces the need for additional agency expense.

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Brian Gregory outlined that Asset Replacement, Opportunity and Special Projects funds have been used for the DCRNC's operation and he stated that the plan is to replace these funds after the sale. Following questions from Chris Porterfield and Rukisha Crawford, Brian Gregory stated the monthly contribution needed for the DCRNC continues to average \$200K per month. He provided additional detail regarding bond call dates and outlined that there may be a need to temporarily access General Fund dollars, depending on the timing of the DCRNC sale but that the goal would be to reimburse the fund after closing.

Brian Gregory emphasized that his objective is for the transition to Illuminate HC to be a seamless one for the residents and said that he credits the DCRNC staff for their commitment to the operation.

Rukisha Crawford asked about the possibility of Bart Becker, DCRNC Administrator attending future committee meetings and Brian Gregory indicated that he will inquire with Bart Becker about attending the next meeting.

Brian Gregory mentioned that if any of the committee members have questions regarding the DCRNC, they should feel free to contact him.

ADJOURNEMENT

It was moved by Amber Quitno and seconded by Michelle Pickett to adjourn the meeting. The motion was carried unanimously, and the meeting adjourned at 7:14 p.m.

Respectfully submitted,

Rukisha Crawford, Chair

Chris Klein, Recording Secretary

PUBLIC NOTICE

DeKalb County
DEKALB COUNTY BOARD

Notice is hereby given that the DeKalb County Board will hold a public hearing on March 15, 2023, at 7:00 PM. The purpose of this hearing is to obtain public comment and consider the economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C §5311). The purpose of the assistance is to continue to provide demand response transportation services within DeKalb County, commonly known as "TransVAC". All interested persons may attend and be heard. Questions can be directed to the DeKalb County Administration Office, Telephone (815) 895-1630. Written comments should be directed to the DeKalb County Administration Office, 200 N. Main Street, Sycamore, IL 60178 but shall only be entered as part of the record at the discretion of the DeKalb County Board.

(Published in the Daily Chronicle March 1, 2, 3, 2023) 2056305

DeKalb County
Voluntary Action Center
FY 2024 Budget Application

Voluntary Action Center (VAC) operates as a purchased service provider to DeKalb County under the 5311 and DOAP transportation grants. The attached OP-& form (DOAP & 5311) summarizes VAC's expenses that are being proposed to IDOT for Fiscal Year 2024 starting July 1, 2023 and through June 30, 2024 totaling \$2,455,945. In addition to VAC's expenses, DeKalb County administration is able to recover expense incurred by PCOM Robert Miller. These expenses are budgeted at \$42,650 which brings total budgeted expenses submitted to IDOT at \$2,498,595 for FY2024.

Under the DOAP, the state will contribute 65% of the total expense up to \$1,215,913, the remaining 35% is provided as a "match" from other funding sources that includes CARES Act, 5311 grant, and funding from other municipalities and donations.

This application requests approval for DOAP and 5311 Grant funding.

DOAP Funding	\$1,215,913
5311 Grant	\$450,695
CARES Act Funding	\$419,545
Other Federal Grants	\$62,862
Local Funding	\$57,746
Outside Sources	\$291,834
Total Funding/Expense	\$2,498,595

RESOLUTION
R2023-033

**A RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF FEDERAL
5311 GRANT AGREEMENT**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized areas, and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas, and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30ILCS 740/3-1 et seq. to provide the Section 5311 grant, and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED by the DeKalb County Board that:

Section 1. That an application be made to the Office Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2024 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of DeKalb County.

Section 2. That while participating in said operating assistance program DeKalb County will provide all required local matching funds.

Section 3. The County Administrator of DeKalb County is hereby authorized and directed to execute and file on behalf of DeKalb County such application.

Section 4. That the County Administrator of DeKalb County is authorized to finish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said Grant.

Section 5. That the County Administrator of DeKalb County is hereby authorized and directed to execute and file on half of DeKalb County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2024.

Section 6. That the County Administrator of DeKalb County is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2024.

Section 7. That the DeKalb County Board acknowledges the Acceptance of Special Warranty, and understands as a condition of receipt of funds under 49 U.S.C. 5311 funds, that 49 U.S.C. 5311(b) requires fair and equitable arrangement must be made to protect the interest of employees affected by assistance.

PASSED THIS 15th DAY OF MARCH 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

Tasha Sims
DeKalb County Clerk

Suzanne Willis, Chair
DeKalb County Board



Purchase of Service and Subaward Contracts



Each participant purchasing transit services from another provider must complete the information requested in this form.

Please note the following clarification of the Department's requirements for reporting Purchased Transportation expense: Incidental Purchased Transportation costs deemed an eligible expense shall be reported as a lump sum expense on Line 5100 - Purchased Transportation. The profit or amount in excess of the actual expense reported in those line items should then be reported as "Management Service Fees" on Line 5200.

If any of the requested information cannot be submitted, please explain why.

This form must be completed FOR EACH SERVICE CONTRACTOR.

If the applicant has more than one contractor, list the official and name below (click "+" to add more rows).

Add OP-7	Remove OP-7
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Contractor/Subawardee Identification

Name of Operator	Phone	E-mail	
Voluntary Action Center of Northern Illinois	(815) 308-0730	nkloster@vacdk.org	
Address	City	State	Zip Code
1606 Bethany Rd	Sycamore	IL	60178

Total Contract Amount

\$2,455,945.00

Describe the cost basis of the contract amount shown above (per ride, per hour, etc.)

Direct Reimbursement

Describe the service to be provided including an identification of the population to be served, limits on service, etc. (Use additional sheets if necessary)

Rural public transportation services for DeKalb County
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Indicate number and type of vehicles used

25 Vehicles used. 3 Super medium duty paratransit buses, 7 ADA-accessible mini-vans, 11 medium duty paratransit buses and 4 light duty paratransit buses.

Contractor Operators Salaries and Wages/Other Costs

Number of Operators	Average Wage	Total Operator Wages
19	\$19.60	\$840,000.00
Subtotal: Operator Salaries and Wages		\$840,000.00

Other Salaries and Wages

Job Title	No. Employees - This Position	Total Other Wages
Executive Administration	4	\$152,000.00
Dispatcher	5	\$240,000.00
Mechanic	2	\$98,864.00
Operations Administration	4	\$53,831.00
Subtotal: Other Salaries and Wages		\$544,695.00

Other Expenses

Expense Type (List Below)	Estimated Costs
Fringe Benefits	\$307,822.00
Services	\$165,678.00
Materials & Supplies	\$293,396.00
Utilities	\$31,366.00
Casualty and Liability Insurance	\$245,980.00

Taxes	\$5,526.00
Miscellaneous	\$12,689.00
Leases and Rentals	\$8,793.00
Subtotal: Other Expenses	\$1,071,250.00
Total - All Contractor Expenses	\$2,455,945.00

Explain any special arrangement you have with the provider (i.e. maintenance, training, vehicle housing, etc.). Use additional Sheets if necessary).


Operator Organization and Level of Human Resource Effort

In this section, provide a description of the level of effort that will be provided by each operator providing service in the project. List the staff positions, by job title, in the following table. List both personnel whose time will be charged to the project, either as a direct or indirect expense by entering "Direct" or "Indirect" in the second column. Also list if the position will be charged to the Administrative category ("Admin") or the Operating category ("Op"). Finally, list the approximate or estimated number of staff, expressed in terms of Full-Time Equivalents (FTEs) in the last column.

Submit one table for each operator.

Job Title	Direct or Indirect Staff Position		Administrative or Operating Personnel		Full or Part-Time Position	
	Direct	Indirect	Admin.	Op.	Full-Time	Part-Time
Vehicle Operator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13	4
CEO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
COO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Finance Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Community Outreach Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
Projects Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Operations Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Bookkeeper	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Dispatchers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	
Mechanic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	
Operations Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	
Total Human Resource Effort (expressed in FTEs)					26	4

For each operator, submit with this application an organization chart showing all functional divisions of the entity with a detailed organizational breakdown of the transportation unit as Attachment III.

Please supply copies of all contracts with the submittal of this application.