

**DeKalb County Community Services Department
Administrative Board
Minutes of October 12, 2006**

MEMBERS PRESENT: Melissa Searing, Micki Chulick, Sue Guio for Mayor Frank VanBuer, Robert Keil, Dawn Littlefield, and Mayor Ken Mundy.

OTHERS PRESENT: Mary Olson, Jess Collins, and Terri Ward.

CALL TO ORDER: Robert Keil called the meeting to order at 9:39 a.m.

APPROVAL OF MINUTES: Dawn highlighted a misspelling in the minutes that was then corrected. Also, under “new business” it states, “there was no old business to discuss”. This was changed to “new” business. Micki Chulick motioned to approve the minutes of the August 10, 2006 meeting with the changes cited. Dawn Littlefield seconded. Motion approved.

APPROVAL OF AGENDA: Sue Guio motioned to approve the agenda. Melissa Searing seconded. Motion approved.

PROGRAM REVIEW:

Fiscal Year 2006 CSBG Third Quarter Reports: Mary Olson handed out the second quarter CSBG Program and Outcome Report Draft and discussed the status of all the programs. “The total number of persons served for whom characteristics were not obtained this quarter” shows the second quarter’s number. The number for the third quarter has yet to be obtained. This report shows the anticipated number of persons served and the actual year to date number of persons served. The Emergency Intervention program’s targeted persons served number had to be modified due to a higher than expected number of persons served this year. Ken Mundy asked what constitutes an emergency. Mary then explained some of the factors involved in why a family comes to us for help. The Furniture Assistance program has been slower than expected. The Mattress Warehouse who has been donating beds the past few years recently halted their donations. Mary and Jess plan to visit furniture stores to see if one would like to donate their used mattresses and box springs. The Information, referral, and coordination program is serving more persons than expected due to more persons served in the Emergency Intervention Program. The School Physicals have been performed and we have been billed. The School Physicals program was increased from 12 to 14 children served. This program is designed to help pay for school physicals through the Health Department for children who cannot afford it.

Mary highlighted the Emergency Intervention Families Served chart. Families seen for emergency situations continue to be high. We continue to see more families due to an increase in utility bills and from constant referrals from agencies.

The second quarter client characteristics and percentages sheet was discussed. These numbers are fairly consistent with the numbers in years past. We have served a total of 756 unduplicated persons through the third quarter. Mary highlighted we are serving more single parent females (41%) than any other family type. The single person household was second (30%). The

employment number is steady at 54%. Persons who are white overall is down but has been steady at around 57% in the last couple years. Veterans served is the same at around 2%. We are still seeing very low-income households. 69% are at or below 75% of the poverty line.

Mary mentioned that we received \$4,000 from the Local Katrina Relief Fund for our efforts in helping families struggling from the effects of the Katrina Disaster. Terri met with a number of families and helped them with case management services.

FISCAL YEAR 2007 CSBG APPLICATION AND APPROVAL: Mary handed out the 2007 Community Action Plan for DeKalb County. Mary explained this is the three-year update that reflects the needs in the community and the best ways to address them. This plan assists us in providing programs through the Community Services Block Grant. Mary highlighted aspects of this plan. A discussion followed.

The CSBG budget for 2007 is still not final. The Senate has funded it at last year's level while the House has it at a 26% cut. There is a continuing resolution to keep it at level funding at this time. Our lobbyist, David Bradley is optimistic that we will receive full funding. The 2007 CSBG grant will be written the same as 2006 without School Physicals. This is due to the anticipated cut. School Physicals can be added as a modification at a later date if we are fully funded. There was not a quorum to approve the proposed grant. However, Sue made a motion to approve the grant as presented, seconded by Dawn Littlefield, pending the follow-up phone calls to other board members for approval.

SHABBONA HARDWARE LOAN: The hardware store is sending in their monthly loan payments of \$276.35 on a timely matter. The loan is now into it's third year. It will be done in February of 2008. They have never missed a payment.

SENIOR TAX: The FY 2007 funds have been allocated. Agencies are handing in their billings and funds are being paid. Some funds (\$2,500) have been approved to help fund the senior services portion of the comprehensive study on Human Services in DeKalb County.

FEMA, EMERGENCY FOOD AND SHELTER PROGRAM: Phase XXIV is drawing to a close. The final report package will arrive soon from Virginia. All Local Recipient Organizations have expended their funds. However, The Hinckley Area Food Pantry has not (they did not send in their second check request). FEMA has granted them an exception and HAFP will be allowed to expend all their funds.

HOMELESS PREVENTION PROGRAM REPORT: The Homeless Prevention grant for FY '07 has just about doubled. We received \$53,900 to use for our Emergency Intervention Program. The administrative allowance for this program is 10%, about \$5,000. A family can only use these funds once in a lifetime. This may change to once every three years.

OLD BUSINESS: Mary mentioned that the scholarships were approved to be awarded per her follow-up phone contacts with other CSBG Administrative Board members. One of the recipients, Christina Bieche, came into our office to express her deepest gratitude to the staff and board of Community Services.

NEW BUSINESS: There was no new business to discuss.

ADJOURN: The next meeting date is set for Thursday, February 8 at 9:30 a.m. in the Multi-Purpose Room, right side. Having no further business, Ken Mundy motioned to adjourn the meeting, Sue Guio seconded. The meeting was adjourned at 10:52 a.m.