

**DeKalb County Community Action Department**  
**CSBG Administrative Board**  
**Minutes of September 19, 2016**

**Members Present:** Melissa Garman, Joshua Hall, Dan Nolan, Carol Herrington, Stephen Reid, Maggie Peck representing Ken Mundy, and Regina Harris. A quorum was reached.

**Members Not Present:** John Rey, Les Bellah, Sylvia Ibarra, Joslyn Turner, Dawn Littlefield, Valarie Redmond, Julio Hernandez, and Eileen Dubin.

**Others Present:** Jess Collins, Lesa Eames, Donna Moulton, and Lucy Sosa.

**Call to Order:** Maggie Peck called the meeting to order at 8:33am.

**Public Comment:** There were no public comments made.

**Approval of Minutes:** Dan Nolan made a motion to approve the meeting minutes of August 15, 2016, seconded by Melissa Garman. Motion approved.

**Approval of Agenda:** Stephen Reid made a motion to approve the agenda, seconded by Joshua Hall. Motion approved.

**Approval of CSBG 2017 Application:** Jess Collins presented the 2017 CSBG proposed work program summary and detail. This program detail consists of each program name, summary, objective, agency activities, and customer steps. There are six total proposed programs, the same as the modified 2016 CSBG. The work programs were discussed along with proposed numbers served and outcome targets in each. Donna Moulton discussed how these numbers were reached, by looking at past numbers served and predicting positive outcomes through discussions at a management and overall staff level. Donna explained to the Board what the special category in the FED work program is. 10% of CSBG dollars (\$24,774) are to be spent on economic development. For every \$20,000 spent, one low-income person needs to obtain employment. DCCA has found that these funds are more effective in assisting a greater number of Program Participants in obtaining job skills, employment, resume help, etc. We also house a job board which one of the Family Support Specialists Lesa Eames put together and updates weekly. A vast majority of CSBG funds goes toward Program Support. The work program detail shows the budget broken down into categories: program support, client assistance, administration, and special. The proposed budget numbers may be tweaked before grant submission but the total allocation is set. Donna explained the \$5,000 in the special category for the 10.1-T&TA program is to be used for specific training and support to comply with the CSBG Organizational Standards. Discussion followed. Jess and Donna then explained the other proposed programs; Scholarship, Information and Referral, Community Organization and Brokerage/Advocacy Projects, and Family Stability and Support along with the proposed clients served, hours spent, and how outcomes are measured through the household stability score and survey results. Donna explained how DCCA is focused on long-term household stability and lifting people out of poverty rather than giving out one-time financial assistance. We are the only CAA in the State that does not offer financial assistance other than scholarships. The State is really pushing these types of services in helping the people we are charged to serve. Donna encouraged the Board to share ideas and input into our programs and how we can serve folks better. She gave an example of

how DCCA partners with the Housing Authority. With no further discussion, Melissa Garman made a motion to approve the proposed 2017 CSBG Work Programs, seconded by Regina Harris. Motion approved.

**Old Business:** There is no further update on the strategic plan process. We are still waiting for the document from Christine Westerlund from IACAA. Hopefully there will be an update at the next meeting in November.

**New Business:** There was no new business to discuss.

**Next Meeting Date:** The next meeting is scheduled for Monday, November 14 at 8:30am, DeKalb County Health Department, Salubrity Board Room.

**Adjourn:** Carol Herrington made a motion to adjourn the meeting, seconded by Regina Harris. Motion approved and meeting adjourned at 8:52am.