

Approved 5-11-15

**DeKalb County Community Action Department  
CSBG Administrative Board  
Minutes of March 2, 2015**

**Members Present:** Monica O’Leary, Joslyn Turner, Carol Herrington, Eileen Dubin, Melissa Garman, Dawn Littlefield, John Hulseberg, Regina Harris, Vanessa Howell, Ken Mundy, Sylvia Ibarra, and Jamie Smirz representing John Rey. A quorum was reached.

**Members Not Present:** Dan Nolan, Gary Chapman, and Steve Reid.

**Others Present:** Donna Moulton and Jess Collins.

**Call to Order:** John Hulseberg, Vice Chair, called the meeting to order at 8:33 a.m.

**Approval of Agenda:** Melissa Garman motioned to approve the CSBG Administrative Board meeting agenda, seconded by Monica O’Leary. Motion approved.

**Approval of Minutes:** Melissa Garman motioned to approve the CSBG Administrative Board meeting minutes from October 16, 2014, seconded by Jamie Smirz. Motion approved.

**Board Membership and Officers:** Steve Reid (public) and Eileen Dubin (private) were approved by the County Board in January to serve on the CSBG Administrative Board. Donna Moulton provided background information regarding both members and what they will contribute to the Board. Sylvia Ibarra motioned to approve Steve Reid and Eileen Dubin to the CSBG Administrative Board, seconded by Melissa Garman. Motion approved. Donna Moulton mentioned CSBG Board members are usually approved by this board first, then the County Board. The addition of the new members fills all vacancies. Regina made a motion to approve John Hulseberg as the chair of the CSBG Administrative Board, seconded by Melissa Garman. Motion approved. John Hulseberg then nominated Regina Harris to serve as Vice-chair, seconded by Melissa Garman. Motion approved.

**Conflict of Interest:** The County Statement of Economic Interest form was discussed. All CSBG Administrative Board members need to complete this form and return it to the DeKalb County Clerk by May 1. Current Board members should receive this yellow form in the mail. Donna Moulton also reminded Board members that there is a specific CSBG Administrative Board conflict of interest policy and form. She will review Board member files and bring this and other forms for Board members to sign at the next meeting.

**CSBG Reports:** Donna Moulton discussed the CSBG Reports. She highlighted how DCCA services has shifted to comprehensive support services which has led to the decrease in need for Emergency Intervention funds. She explained how the Family Stability and Support and Family Economic Development programs track outcomes of household self-sufficiency using the household stability assessment measurement tool. This shift in services led to the need of a CSBG modification. Jamie Smirz asked if there was a way to track outcomes by zip code. Jess Collins will look into creating such a report through the STARS tracking system. Donna also mentioned the Family of Distinction program and how DCCA will choose a family from the FSS program to highlight at the IACAA annual meeting in May. Discussion followed on the nature of FSS and FED services and the outcomes program participants are expected to achieve. Also, the CSBG 2015 funds are not available to draw down as of this date.

**CSBG Modification #2- 2014:** Donna Moulton made a second modification to the 2014 CSBG. The modification included a time extension through June. Also, money was moved between emergency assistance and program costs. Doing this confirms the focus of comprehensive support services that in turn diminishes the need of giving out financial assistance to clients. Melissa Garman made a motion to approve the CSBG 2014 modification, seconded by Monica O'Leary. Motion approved.

**Community Resource Fair:** DCCA is partnering with NICOR and other community partners to offer a community resource fair on April 18. This will be held at the Community Outreach Building from 10am-2pm. Other sponsoring groups include Networking for Families, Money Smart Week, and Permanency Action Team. Activities will include DeKalb County Community Gardens' annual garden bed preparation at our COB plots, Northern Illinois Food Bank food delivery, City of DeKalb Fire Truck, many community agencies attending, and more. Voluntary Action Center will provide transportation. DCCA and United Way are working on marketing strategies.

**Evergreen Village Mitigation Project:** This project is winding down. All residents have moved from the park and relocated to other housing. The demolition phase is happening now. Discussion followed on the benefit of this project and the status of families that left.

**Update on Other DCCA Grants:** DCCA will no longer administer HP and EFSP funds. This is due to DCCA services focusing on their FSS and FED programs and determining that financial assistance is not appropriate to run its comprehensive support services. Hope Haven will take over this grant. There will still be some money set aside for DCCA use for some of their clients. DCCA will no longer be eligible for EFSP funds since there will be no program to allow the use of these funds.

**Old Business:** Regina Harris and Donna Moulton are still discussing the possibility of DCCA adding a 501(c)3 charitable arm. Scholarship applications are available and due in June. The application is available on DCCA's website.

**New Business:** Regina Harris asked if the Board will need to change its name since DCCA changed its name. This is not necessary since the Community Services Block Grant (CSBG) is the name used to designate this Administrative Board, not the Department name. Donna Moulton reiterated that there will be a review of Board member files to ensure that necessary information is covered for each member. Standards, to be implemented by 2016, will have a focus on Board training and Board members should identify any key areas in which they feel they need additional information. This training and regular discussions about Board responsibilities will transpire at Board meetings and may also be available at outside meetings.

**Next Meeting Date:** The next meeting will be held sometime in early May. Jess Collins will send out a meeting date survey through Doodle.

**Adjourn:** Having no further business, Melissa Garman made a motion to adjourn the meeting, seconded by Carol Herrington. Motion approved. The meeting adjourned at 9:21 a.m.