

Approved 6/22/16

**Emergency Food and Shelter Program
DeKalb County, IL Local Board, Phase 32-4th Meeting
Minutes of May 12, 2016, 2:00 p.m.**

Members Present: Jess Collins (alternate for Donna Moulton), Dawn Littlefield, Mary Supple (alternate for Gary Hanson), Captain Michelle Graham, and Yvette Maxie (via teleconference).

Members Not Present: Anita Zurbrugg, Joslyn Turner (formerly homeless member), Melissa Garman and Joe Gastiger.

Others Present: None.

Call to Order: The meeting was held at the DeKalb County Health Department, Salubrity Board Room in DeKalb. Jess Collins called the meeting to order at 2:05 p.m.

Approval of Agenda: Jess amended the agenda to exclude approval of a vice chair since this Board has traditionally only had a chair to run the meetings. Dawn Littlefield made a motion to approve the agenda as amended, seconded by Mary Supple. Motion approved.

Approval of Minutes: The minutes were presented and Mary Supple made a motion to approve the minutes of October 27, 2015, seconded by Captain Michelle Graham. Motion approved.

Status of Phase 32: Phase 32 officially ended October 31, 2015. Notice of final reports due were received from the National Board about a month ago. All LROs submitted their final reports to our office, they were reviewed then sent to the National Board for compliance review. Jess showed the Board what is included in a LRO Final Report using Voluntary Action Center as an example. The report consists of a final report form signed by the LRO and Local Board Chair attesting that the entire award was expended in the appropriate category and a spreadsheet documenting specific costs incurred. The only LRO that had to submit actual documentation was the Northern Illinois Food Bank since they were considered a new LRO this Phase (total award of \$10,000). Jess showed the Board NIFB's spreadsheets showing actual food costs of \$8,506.70. The remaining costs were shared maintenance fees on the invoices to food pantries. There may be a compliance exception because some of the invoices to the food pantries were after the end of Phase 32 date of October 31. These costs include the shared maintenance fees. Discussion followed on how NIFB only uses EFSP fund for food pantries not receiving direct EFSP award funds. Jess showed the e-mail from the National Board letting us know they are in receipt of the final report and will give notice of the results of the compliance review in the future. Dawn asked about how a compliance exception will affect the Phase 33 award. Any compliance exception could hold up future awards. It is not certain if the exception would hold up the entire County award or just the LRO award with the compliance exception. Discussion followed on the thought behind NIFB sending in a report that had dates past the Phase end date and what they could have possibly done to avoid this.

Election of Phase 33 Chair: Donna Moulton is the current Chair. Captain Michelle Graham made a motion for Jess Collins to assume the EFSP Local Board Chair, seconded by Mary Supple. Motion approved. Jess Collins will also continue preparing the minutes and will record the meetings to do so.

Updated application for Phase 33: Jess discussed the Phase 33 application. It is similar to the previous Phase application being a fillable form .pdf. Phase 33 began November 1, 2015 with an end date TBD. Two applications are sent out. One before notice of award from the National Board and the other after the notice of award showing the specific date the application is due. The areas of the application were discussed. Discussion followed on possible new agencies applying for funding including Barb Food Mart, Community Gardens, etc. Once the award notification is in, a notice will go in the papers and e-mailed out on list serves. The application will be sent out shortly.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting date will be May 12, 2016 at 3:00 p.m. in the DeKalb County Health Department, Salubrity Board Room.

Adjourn: Dawn Littlefield motioned to adjourn the meeting, seconded by Captain Michelle Graham. Motion approved. The meeting was adjourned at 2:21 p.m.