



DeKalb County

Community Action Department

2550 North Annie Glidden Road, DeKalb, Illinois 60115

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www.dekalbcountycommunityaction.org

CSBG Administrative Board Meeting

November 13, 2017

8:30 a.m.

DeKalb County Community Outreach Building
Conference Room West
2500 North Annie Glidden Road
DeKalb, Illinois

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Comment
- V. CSBG 2017 3rd Quarter Report
- VI. CSBG 2017 3rd Quarter Financial Report
- VII. CSBG 2015-2016 Audit Review
- VIII. Board Membership
- IX. Scholarship Committee Recommendations
- X. Strategic Plan Review
- XI. Training Opportunities
- XII. Old Business
- XIII. New Business
- XIV. Next Meeting Date: January 8, 2018
- XV. Adjourn

Providing access to opportunities for low-income individuals and families through empowerment with community resources and support to increase self-sufficiency and household stability.

DeKalb County Community Action Department
CSBG Administrative Board
Minutes of September 25, 2017

Members Present: Rhonda Brown, Melissa Garman, Joshua Hall, Regina Harris, Julio Hernandez, Carol Herrington, Maggie Peck representing Curtis Lang, Dawn Littlefield, Dan Nolan, Stephen Reid, Joanne Rouse representing Jerry Smith, and Joslyn Turner. A quorum was reached.

Members Not Present: Valarie Redmond (excused).

Others Present: Deanna Cada, Jess Collins, Lesa Eames, Kate Noreiko, Steve Sells, and Karleen Lindsey.

Call to Order: Deanna Cada, Executive Director, called the meeting to order at 8:33a.m. Introductions were made.

Approval of Agenda: Joshua Hall made a motion to approve the agenda, seconded by Regina Harris. Motion approved.

Approval of Minutes: Julio Hernandez made a motion to approve the meeting minutes of August 15, 2017, seconded by Joshua Hall. Motion approved.

Public Comment: There were no public comments made.

Vice-Chair Election: Melissa Garman previously stated she would be willing to serve as vice-chair of this Board. Deanna Cada asked if there were any other nominations on the floor. Having none, Regina Harris made a motion for Melissa Garman to serve as vice-chair of the Community Services Block Grant Administrative Board, seconded by Maggie Peck. Motion approved.

Update on Executive Director Search: Deanna Cada is now officially the Executive Director of Community Action and will be splitting time as Executive Director of the Mental Health Board. The MHB voted to approve her taking on this role at their August 21 meeting. Deanna will be Executive Director of Community Action through December 2018. At that time the MHB will review this agreement and discuss Deanna as DCCA E.D. going forward. Deanna had discussion with CAPLAW regarding the intergovernmental agreement between the County and the MHB.

Final Community Action Plan Approval: At the August meeting the 2018 CAP was approved while still in draft form. Deanna mentioned she cleaned up the CAP and content did not change except for excluding a couple activities in work programs.

CSBG 2017 Modification Approval: Jess Collins gave an overview of the CSBG modification process and the reason behind it. The budget had to be modified to account for going without an Executive Director and Family Support Specialist since March 10. This freed up money to hire a second Family Support Specialist, to add payment to WIOA for our fair share cost of the one-stop center in North Aurora, and to remodel space in the Community Outreach Building where DCCA may move. The space we're looking to remodel is self-contained in Suite F. This will be a temporary re-model as the CSBG does not allow for permanent improvements. We are looking to move in the next 3-6 months. The County Board still has

to approve this. Regina Harris made a motion to approve the 2017 CSBG Modification, seconded by Melissa Garman. Motion approved.

CSBG 2018 Approval: The 2018 CSBG Budget and Work Programs are similar to 2017. A discussion regarding the budget followed. The Executive Director salary will come out of direct administration. Occupancy was added to the budget for space in the Community Outreach Building. This amount may change based on the fringe benefits needs of the new Family Support Specialist. The budget was prepared assuming the new FSS would need family health insurance. Travel and Training was split to become their own line items. The 2018 CSBG allocation is a little less than 2017 but overall is more due to the specific Training and Technical Assistance funds from the State increasing by \$2,500 to \$7,500 total. Discussion followed regarding the occupancy cost of the COB space. There was a question on what the amount is based on. The total amount will be about \$20,000 per year. Deanna will stay in her office at the Mental Health Board. Maggie Peck made a motion to approve the 2018 CSBG Application, seconded by Julio Hernandez. Motion approved.

Board Membership: There are currently two open slots on the Board. One opening each for public and private sector. Deanna Cada introduced Kate Noreiko and Steve Sells as nominations to fill these seats. Kate is the City of DeKalb 5th Ward Alderman. She brings years of experience sitting on boards and is familiar with DeKalb County social service agencies. Steve Sells is the supervisor of adult probation for the County. He's worked his entire career with vulnerable populations in the criminal justice system. He is focused on working with people to overcome barriers leading them to positive change in their lives. Julio Hernandez made a motion for Kate Noreiko and Steve Sells to join the Board, seconded by Dawn Littlefield. Motion approved.

Scholarship Recommendations & Procedure Review: The CSBG Scholarship was limited to 2-4 year degree programs. This has automatically denied those applicants who are in 1 year, vocational, and certificate programs. The CSBG specifically states the only qualifications for receiving a scholarship is DeKalb County residency, within income guidelines and attending an Illinois accredited post-secondary education program. Any other guidelines are to be set by the Community Action Agency. Language was changed on #3 of the basic qualifications for the next scholarship cycle to read, "Enrolled or accepted at an Illinois accredited higher educational, vocational or occupational training institution". Questions arose to the route of approving this change. Approvals will be made through the committee level and then brought to the board.

Strategic Plan Review: Deanna requested the Board to review the strategic plan for the next meeting to determine the direction of the Board and DCCAD.

Set Standard Meeting Dates: The Board decided for CSBG Administrative Board Meetings to be held every other month. This will engage the Board more in the full ROMA cycle of DCCAD. The meetings will be held the 2nd Monday of every month at 8:30 a.m. in the Community Outreach Building.

Old Business: A CSBG Scholarship Committee meeting will be scheduled to review the application.

New Business: There was no new business

Next Meeting Date: The next meeting is scheduled for November 13, 2017 at 8:30 a.m. and will be held in a room in the Community Outreach Building.

Adjourn: Maggie Peck made a motion to adjourn the meeting, seconded by Julio Hernandez. Motion approved and meeting adjourned at 9:10 a.m.

DRAFT

Date Range of Report: 1/1/2017 to 9/30/2017

Grant Number: CSBG 17-231034

Services Report

Agency	Work Program	Outcome	Proposed Served	Percent Proposed Served	Proposed Achieve Outcome	Percent Achieve Outcome	Units Served (Persons/Hours)	Complete	In Progress	Failed	Drop Out	Rolled Over
DCCA												
	Family Economic Development		20	65%	10	60%	13	6	3	0	4	0
		Employed and obtained an increase in employment income and / or benefits.	20	65%	10	60%	13	6	3	0	4	0
	Training & Technical Assistance		375	46%	375	46%	174	174	0	0	0	0
		Hours of staff in trainings.	200	55%	200	55%	109	109	0	0	0	0
		Agency activities that increase the agencies capacity.	175	42%	175	42%	73	73	0	0	0	0
	CSBG Scholarship		3	100%	3	100%	3	3	0	0	0	0
		Make progress toward post-secondary degree or certificate.	3	100%	3	100%	3	3	0	0	0	0
	Information and Referral		700	80%	700	80%	559	559	0	0	0	0
		Information and referral calls.	700	80%	700	80%	559	559	0	0	0	0
	Community Organization and Brokerage/Advocacy Projects		300	34%	300	34%	101	101	0	0	0	0
		Consortiums/Collaboration.	300	34%	300	34%	101	101	0	0	0	0
	Family Stability and Support		100	46%	50	52%	46	26	14	0	6	0
		Parents and other adults learn and exhibit improved family functioning skills.	100	46%	50	52%	46	26	14	0	6	0

CSBG 2017 Monthly Report

1/1/2017 through 9/30/2017 Using CSBG 2017 Budget

Category	Actual	Budget	Difference	Percentage
INCOME	\$94,066.76	\$255,743.00	(\$161,676.24)	37%
Program Support	\$63,049.18	\$202,969.00	(\$139,919.82)	31%
0101-Personnel	\$33,338.21	\$101,132.00	(\$67,793.79)	33%
0102-Fringe Benefits	\$22,603.15	\$80,362.00	(\$57,758.85)	28%
0103-Travel and Training	\$1,318.29	\$10,075.00	(\$8,756.71)	13%
0104-Copier	\$755.75	\$1,200.00	(\$444.25)	63%
0104-IT Maintenance	\$3,000.00	\$3,000.00	\$0.00	100%
0105-Office Supplies and Postage	\$285.28	\$4,000.00	(\$3,714.72)	7%
0111-Phone Lines	\$700.00	\$700.00	\$0.00	100%
0114-Dues and Subscriptions	\$1,048.50	\$2,500.00	(\$1,451.50)	42%
Client Assistance	\$3,000.00	\$3,000.00	\$0.00	100%
0201-Scholarship Program	\$3,000.00	\$3,000.00	\$0.00	100%
Administration	\$13,076.92	\$20,000.00	(\$6,923.08)	65%
0313-CSBG Coordinator Salary Costs	\$13,076.92	\$20,000.00	(\$6,923.08)	65%
Special	\$14,940.66	\$29,774.00	(\$14,833.34)	50%
0402-Organizational Standards T&TA	\$1,314.96	\$5,000.00	(\$3,685.04)	26%
0403-10% Economic Development Requirement	\$13,625.70	\$24,774.00	(\$11,148.30)	55%
EXPENSES	\$98,182.21	\$255,743.00	\$157,560.79	38%
Program Support	\$65,156.70	\$202,969.00	\$137,812.30	32%
0101-Personnel	\$31,902.71	\$101,132.00	\$69,229.29	32%
0102-Fringe Benefits	\$26,146.17	\$80,362.00	\$54,215.83	33%
0103-Travel and Training	\$1,318.29	\$10,075.00	\$8,756.71	13%
0104-Copier	\$755.75	\$1,200.00	\$444.25	63%
0104-IT Maintenance	\$3,000.00	\$3,000.00	\$0.00	100%
0105-Office Supplies and Postage	\$285.28	\$4,000.00	\$3,714.72	7%
0111-Phone Lines	\$700.00	\$700.00	\$0.00	100%
0114-Dues and Subscriptions	\$1,048.50	\$2,500.00	\$1,451.50	42%
Client Assistance	\$3,000.00	\$3,000.00	\$0.00	100%
0201-Scholarship Program	\$3,000.00	\$3,000.00	\$0.00	100%
Administration	\$13,846.15	\$20,000.00	\$6,153.85	69%
0313-CSBG Coordinator Salary Costs	\$13,846.15	\$20,000.00	\$6,153.85	69%
Special	\$16,179.36	\$29,774.00	\$13,594.64	54%
0402-Organizational Standards T&TA	\$1,314.96	\$5,000.00	\$3,685.04	26%
0403-10% Economic Development Requirement	\$14,864.40	\$24,774.00	\$9,909.60	60%
Net Difference:	(\$4,115.45)	\$0.00	(\$4,115.45)	



Illinois Department of Commerce & Economic Opportunity

Bruce Rauner, Governor

October 30, 2017

Ms. Donna Moulton, Executive Director
DeKalb County
2550 North Annie Glidden Road
DeKalb, IL 60115-1297

Reference: Compliance with Audit Requirements
Grantee: DeKalb County
Grant Number: 15-231034 and 16-231034
Audit Period: ended December 31, 2016

Dear Ms. Moulton:

The Illinois Department of Commerce and Economic Opportunity (Department of Commerce) is in receipt of the audit submitted pursuant to the above-referenced Grant Agreement (the "Agreement"). Based on the information contained in the audit, we have determined that as of the date of this letter, the Grantee is in compliance with the audit requirements of the Agreement. Please note that this letter relates **only** to Office of Accountability audit review of the above-referenced grant(s). **This letter does not supersede or modify any communication to the Grantee by other Department offices relating to any issues identified by financial, program, monitoring, and/or legal staff.**

Please be advised that the Grantee's obligations under the Agreement remain in full force and effect during the records retention period. Specifically, the Agreement requires that the Grantee (i) retain all records documenting the expenditure of grant funds during the records retention period, and (ii) cooperate with any audit conducted by the Department of Commerce, or the State Auditor General during the records retention period.

Nothing in this letter should be construed as a waiver of the Department of Commerce's rights under the Agreement to pursue any and all legal remedies available to it, including, but not limited to, recovery of grant funds if, as the result of any programmatic or financial review currently in process or commenced during the records retention period, the Department of Commerce determines that:

- ineligible expenditures of funds provided under this grant were made during the grant term;
- information contained in the Grantee's audit was fraudulent, false or erroneous when submitted; or,
- the Grantee has otherwise failed to materially comply with the terms and conditions of the Agreement.

The Department of Commerce is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, the Department of Commerce will request social security numbers or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, grants. The Department of Commerce also collects confidential information for oversight and monitoring purposes.

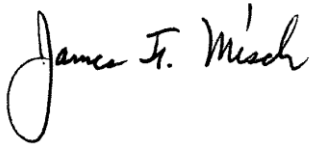
Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using

the services/benefits provided by the Department of Commerce as a result of state or federal laws, rules and regulations.

Please provide this office with an electronic copy of your December 31, 2017 audit reports and related information within the earlier of thirty days of receipt of the audit report, but no later than nine months after the period audited to externalauditunit@illinois.gov.

If you have any questions concerning this audit, or wish to appeal the decision, please contact the External Audit Section at externalauditunit@illinois.gov or 312/814-4057.

Sincerely,

A handwritten signature in black ink that reads "James F. Misch". The signature is written in a cursive style with a large, looped initial "J".

James F. Misch
Manager, Accountability Program

Attachment: Final Determination Summary

cc: Department of Commerce, General Counsel
Manager, Accountability Program
Program Manager

***DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY
FINAL DETERMINATION SUMMARY***

Reference Grantee #: 366006548

Grantee: DeKalb County

Audit Firm: Sikich LLP

A. Internal Control/Compliance Findings:

None

B. Costs Questioned:

None

C. Related Party Transactions:

None

D. Other:

None