

Approved 2/25/14

**FEMA - Emergency Food and Shelter Program Local Board
DeKalb County Local Board, Phase 31
Minutes of November 4, 2013, 8:30 a.m.**

Members Present: Donna Moulton, Dawn Littlefield, Alicia Cho, Gary Hanson, Emily Barrile, and Anita Zurbrugg.

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

Others Present: Jess Collins

Call to Order: The meeting was held at the DeKalb County Community Outreach Building, Conference Room West in DeKalb, IL. Donna Moulton called the meeting to order at 8:34 a.m.

Approval of Minutes: The minutes were presented and Dawn Littlefield made a motion to approve the minutes of March 12, 2012, seconded by Emily Barrile, motion approved.

Approval of Agenda: Anita Zurbrugg made a motion to approve the agenda, seconded by Gary Hanson, motion approved.

Review of EFSP Purpose, Guidelines, and Eligibility: Donna Moulton began a discussion regarding the purpose, guidelines and eligibility of EFSP funds. Donna stressed that each EFSP Phase is independent of other phases and funding is not an entitlement; just because an agency received funds in the past does not guarantee funding in future phases. Funding is only allowed to supplement an existing program; not to support or start a program. Funding requests can only be up to 50% of the agency's budget. Lastly, decisions should be made based on the specific needs of the County during the Phase and if the agency has capacity to handle the work load of additional funds. Discussion followed.

Phase 31 Allocation Discussion: Donna Moulton mentioned the Local Board has allocated funds in the past by category as followed 1/3 Rent/Utilities, 1/3 shelter, and 1/3 food. She mentioned this isn't a steadfast rule and that the Board is charged with making allocation decision based on the needs of the area during the present phase. Discussion followed regarding Northern Illinois Food Bank and the best use of food funds in the County. The Board determined it was best to directly fund local food pantries. The Board was given a worksheet to help them determine allocation amounts. This worksheet shows the Phase 30 amount received (if any), the Phase 31 request, and a space for the Phase 31 amount. Discussion followed regarding if a historical perspective should be illustrated based on the fact that previous funding is separate from the present phase. Discussion followed and it seems the Board would like to have some historical perspective as to how much funded agencies have received in the past.

Discussion followed on possible allocations. Dawn Littlefield presented possible allocations to the Board. After much discussion, the Local Board determined allocations as follows; \$1,150 to Our Sharing Pantry for food, \$5,500 to FOOD/Meals on Wheels for meals, \$5,400 to The Salvation Army for utilities, \$2,800 to Safe Passage for shelter, \$7,400 to DeKalb Area Food Pantry for food, \$913 to DeKalb County Community Services for administration and \$9,913 for rent, \$900 to Kirkland Food Pantry for food, \$1,150 to Neighbors In Christ Ecumenical for food, \$15,000 to Hope Haven for shelter, \$1,600 to St. Vincent DePaul for food, and \$900 to Salem Lutheran Food Pantry for food. Anita Zurbrugg made a motion to approve the allocations as presented,

seconded by Dawn Littlefield with Donna Moulton abstaining for DeKalb County Community Services amount and Alisha Cho abstaining for The Salvation Army and DeKalb Area Food Pantry amounts. Motion approved.

Phase 31 End date Extension: A list of possible Phase 31 spending end dates was presented to the Board. After discussion the possible dates, Anita Zurbrugg made a motion to extend Phase 31 through May 31, 2014, seconded by Dawn Littlefield. Motion approved.

Old Business: There was no old business to discuss.

New Business: The Board decided for Phase 31 to meet quarterly instead of semi-annually as they've done in the past.

Next Meeting Date: The next meeting date will be scheduled for sometime in February. Jess Collins will e-mail a Doodle meeting request closer to February to determine what date and time is best for all members to meet. It will be held in the DeKalb County Community Outreach Building, Conference Room West in DeKalb, IL.

Adjourn: Dawn Littlefield motioned to adjourn the meeting, seconded by Anita Zurbrugg. Motion approved. The meeting was adjourned at 9:33 a.m.