

**Approved 8/12/09**

**DeKalb County Community Services Department  
CSBG Administrative Board  
May 13, 2009**

**MEMBERS PRESENT:** Dawn Littlefield, Marlene Allen, Ken Mundy, Robert Keil, John Hulseberg, Margaret Phillips, Ken Moeller, and Sue Guio for the Mayor of DeKalb.

**OTHERS PRESENT:** Mary Ramp, Jess Collins, Terri Ward, Mary Hernandez, and Dave Ridenour.

**CALL TO ORDER:** Robert Keil called the meeting to order at 9:38 a.m.

**APPROVAL OF MINUTES:** Margaret Phillips made a motion to approve the minutes of April 8, 2009, seconded by Dawn Littlefield. Motion approved.

**APPROVAL OF AGENDA:** Marlene Allen made a motion to approve the agenda as presented, seconded by John Hulseberg, motion approved.

**PERSONNEL UPDATE:** Mary Ramp introduced Mary Hernandez as the new bilingual Case Manager. Mary Hernandez told a little about herself. She went to Luther College and studied social services and Spanish. She is from Rockford. Mary Ramp announced Jess Collins decided not to pursue the Director position. There is currently a search for a new Director. Resumes are being accepted until May 19. Ray Bockman will look through the resumes and the Health and Human Services committee of the DeKalb County Board will interview possible candidates, along with Marlene Allen and John Hulseberg of this Board and Ray Bockman. It is planned to have a new Director by June 30.

**2009 CSBG 1<sup>ST</sup> QUARTER REPORT:** Mary handed out the Emergency Intervention Families Served chart. The families served include all families seen for Emergency Intervention in the first quarter of 2009. This chart illustrates all families who came in for Emergency Intervention, not just those we actually provided financial assistance. DCCS is seeing an increase in families and this has been fairly consistent. March and April has seen the highest number of clients seen ever. DCCS is extremely busy seeing both old and new families seeking assistance. DCCS is usually able to see families within three days of their inquiry but since it's been so busy, they've been scheduling appointments a week out. Each case manager is able to see five in a day maximum.

Mary then handed out the First Quarter CSBG Program and Outcome Report and discussed the status of the programs. This report shows the work programs with the targeted number of persons served and the actual year to date number of persons served as well as outcome targets and outcome targets completed. Two families were served in the Family Development Program. There should be more families added in the second quarter. There is no active loan at this time through the Revolving Loan program. The Scholarship Program will award scholarships in the third quarter. The Emergency Intervention Program served 180, about 30% of targeted families served. This number is anticipated to be high, maybe 60-70% by the end of the second quarter. The grant can be modified to account for this. Information, Referral, and Coordination is on target for persons served. The Emergency Dental program is available thanks to the Mary Uscian Endowment Fund. No children were served in the first quarter.

The first quarter client characteristics and percentages sheet was discussed. This report is generated by our Tracker system and shows those served using CSBG funds. This Tracker report shows we have served a total of 193 unduplicated persons. The race demographic is steady. The top two family types seen are single persons and single parent females. A question was raised as to if the number of homeless families has increased. The numbers actually have gone down. The sheet shows a person is either homeless with roof or homeless with no roof. Homeless with roof means they are at a shelter or staying with family, friends, etc. Homeless with no roof means they are in their care or outside. The poverty income guidelines have been raised from 125% to 200% for our

programs. Four households or 5% served were over our usual poverty guidelines of 125%. This will probably increase in the upcoming months.

**FISCAL YEAR 2009 CSBG FUNDING INCREASE:** DeKalb County Community Services received an increase of \$13,000 for their FY 2009 CSBG. The increase was put into Emergency Intervention, thus increases the number of individuals to be served. DCCS will need to use some of the stimulus funds for Mary Hernandez's salary for this year.

**STIMULUS FUNDS:** Mary Ramp handed out the CSBG Work Program Categories Summary Sheet for the Stimulus funds. DCCS was awarded \$319,009 in CSBG funds to be used by September 30, 2010. These funds are not fully approved yet, hopefully by July 1<sup>st</sup>. Mary highlighted most of the proposed programs. The programs are Job Readiness, Revolving Loan, Computer Literacy, Scholarship Program, Foreclosure Avoidance, Emergency Intervention, and Health Care. There was some discussion on the Computer Literacy program and the budgeted amount presented. Board members seemed to think this amount was too high. After further discussion, it was determined the client assistance amount should be \$3,000 not \$10,000. The total amount of funds proposed to be expended is \$278,126. This is a difference of about \$40,000 in the proposed budget and amount allocated. There was discussion on other possible programs including help with the pathway; youth drop in center, food pantries, and an overflow homeless shelter. Other discussion included giving agencies like YSB, 4-C, and VAC money for matching funds. Margaret Phillips made a motion to approve the draft for the use of Stimulus funds, seconded by Sue Guio. Motion carried.

**MARY USCIAN FOUNDATION DENTAL CARE PROGRAM:** There's only been two referrals for this program this school year. One of these referrals will receive dental care. The school nurses are very busy and it's hard for them to get referrals to this program. The Board is also looking at having this program for pre-K students through High School.

**EMERGENCY FUND REPORT:** DCCS receives \$500 a month through this program. This is flexible money that can be used for items such as birth certificates, driver's licenses, state identification, car repair, etc.

**SENIOR TAX:** The FY 2009 funds are being expended. All funds need to be expended by June 30. FY '10 begins July 1.

**FEMA/EMERGENCY FOOD AND SHELTER PROGRAM REPORT:** DeKalb County received an extra \$38,200 through ARRA. The Local Board will meet May 27 to allocate these funds. The Salvation Army still has compliance issues and cannot receive funding until this is straightened out.

**HOMELESS PREVENTION PROGRAM REPORT:** THE AFHTF funds have long been spent. We are still spending TANF funds. The program year ends June 30. The funding amount for FY '10 is unknown. It could be anywhere between \$59,000 and \$100,000.

**BOARD MEMBERSHIP:** There is still a vacancy on the board. We are searching for a Hispanic representative.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS:** This year's Scholarship Committee will consist of Ken Mundy, Margaret Phillips, and John Hulseberg. The committee will meet sometime in July.

**NEXT MEETING DATE:** The next meeting date is scheduled for Wednesday, August 12 at 9:30 a.m. in the Multi-Purpose Room, Right Side.

**ADJOURN:** Having no further business, the meeting was adjourned at 10:52 a.m.