

DeKalb County Community Action Department
CSBG Scholarship Committee
Minutes of July 2, 2018

Members Present: Dawn Littlefield, Joanne Rouse representing Jerry Smith, and Melissa Garman. A quorum was reached.

Members Not Present: None.

Others Present: Deanna Cada and Jess Collins.

Call to Order: Dawn Littlefield, chair, called the meeting to order at 2:33 p.m.

Approval of Agenda: Joanne Rouse made a motion to approve the agenda, seconded by Melissa Garman. Motion approved.

Approval of 12/18/2017 Minutes: Dawn Littlefield made a motion to approve the minutes, seconded by Joanne Rouse. Motion approved.

Public Comment: There were no public comments made.

Determine CSBG Scholarship Recipients: There is \$3,000 to award with a maximum of \$1,000 per recipient. The State will determine if additional dollars can be allocated to scholarships. Jess discussed the process of applying for a scholarship. All but one applicant submitted an online application. There were seven that completed an application, with five forwarded on to the committee. As a courtesy, Jess contacted applicants with follow-up instructions including any documentation still needed. Jess also contacted those who began an online application but did not complete it reminding them of the due date. Discussion ensued on each of the applicants and the best way to determine awards. The committee decided to give three scholarships for \$1,000 each. Weight was given to the narrative sections of the application, letters of reference, and proximity to graduation. After lengthy discussion, Melissa Garman made a motion to award \$1,000 scholarships to Quasha Graves, Sierra Davis, and Samuel Ogunbode, seconded by Dawn Littlefield. Motion approved. The recommendations will be presented to the full CSBG Administrative Board at the July 9 meeting. The committee and staff present signed off on the scholarship recommendations. Jess will prepare letters of award and denial to the applicants.

Old Business: Discussion on the number of past applicants in various years.

New Business: Terms for committee members was discussed. Deanna will review the bylaws to determine if there are term limits. Deanna will ask Board members for interest in serving on the Scholarship Committee. Each current member is willing to continue on the committee. The next meeting will be a review of the application and process.

Next Meeting Date: The next meeting will be October 22, 2018 at 2:30 p.m. in the Community Outreach Building, Conference Room West.

Adjourn: Melissa Garman made a motion to adjourn the meeting, seconded by Dawn Littlefield.
Motion approved and meeting adjourned at 3:27 p.m.