

Approved 5/9/16

**DeKalb County Community Action Department
CSBG Administrative Board
Minutes of December 8, 2015**

Members Present: Eileen Dubin, Dawn Littlefield, Carol Herrington, Stephen Reid, Joslyn Turner, Sylvia Ibarra, Dan Nolan, Maggie Peck representing Ken Mundy, Vanessa Howell, and Joanne Rouse representing John Rey. A quorum was reached.

Members Not Present: Regina Harris, Monica O'Leary, Gary Chapman, Melissa Garman, and John Hulseberg.

Others Present: Donna Moulton, Jess Collins, and Lesa Eames.

Call to Order: Dawn Littlefield called the meeting to order at 8:32 a.m.

Public Comment: There were no public comments made.

Approval of Minutes: Joslyn Turner motioned to approve the Community Services Block Grant (CSBG) Administrative Board meeting minutes from September 15, 2015, seconded by Carol Herrington. Motion approved.

Approval of Agenda: Dan Nolan motioned to approve the CSBG Administrative Board meeting agenda, seconded by Carol Herrington. Motion approved.

Signed Conflict of Interest Forms: All CSBG Administrative Board members need to sign the Conflict of Interest form. The forms were handed out for members to sign. Also, all Board Members will be mailed a statement of economic interest form to complete from the County Clerk's office. At this point introductions were made.

CSBG 2015 3rd Quarter Reports: Donna highlighted the CSBG 2015 3rd Quarter Report. Our 2015 CSBG work programs end March 31, 2016 but can be extended through June if needed. The FED and FSS programs are intensive, comprehensive support services which stress positive outcomes for households achieving maximum self-sufficiency. They focus on household strengths and building relationships. DCCA programs are outcomes driven, not just looking at outputs. The FED and FSS programs allow participating households to raise their incomes to 185% of poverty. Newly assessed households must be at or below 125% of the Federal Poverty Level to begin services. Poverty in DeKalb County has increased but the next census will illustrate exactly how much. Donna reminded the Board that the intent had been to convene a strategic planning committee in November but various circumstances did not permit this. A representative from IACAA will help facilitate this in mid to late January.

Board Membership: There is currently one vacancy on the Board. Monica O'Leary is no longer on the DeKalb City Council and therefore cannot represent the public arm of our tri-partite board. Kirkland mayor Les Bellah was nominated by Donna to join the Board. Dawn Littlefield made a motion to approve Les Bellah as a CSBG Board Member, seconded by Dan Nolan. Motion approved. His name will be taken to the County Board for approval and appointment. Donna mentioned she would like the low-income representatives on the board be actual low-income individuals, especially those who have participated in DCCA programs. A hindrance to this may be meeting times conflicting with work schedules. Dawn added that maybe meeting at a more convenient place would be helpful.

Staff/Board Member Web Page: Jess presented the Staff/ Board Member web page to the group. This page has a lot of useful information for staff and board members. To be able to view the page, you need to create a username (your e-mail address) and password. Jess will then add you to the group. Once added, staff and board members can log in and view the page. The page is located at www.dekalbcountycommunityaction.org under Information. Some of the information highlighted on this page were: history of Community Action, orientation materials, policies, conflict of interest information, current work programs, past board packets, and training/development opportunities.

Proposed By-Laws Revision: Donna made one proposed change to the bylaws, changing a quorum from the current percentage to a set number. Donna asked the board to think about this change, if a different number is more sufficient or if there should be additional changes to the by-laws. The board will vote on the revised by-laws at the next meeting.

2016 CSBG Meetings: Donna suggested we plan the 2016 meeting schedule in advance to have a set schedule in order to get attendance as close to 100% as possible. The scheduled meeting dates are on Mondays at 8:30am; February 8, May 9, August 15, September 19, and November 14.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting is scheduled for Monday, February 8 at 8:30am. Donna again mentioned that strategic planning will take place in January with a facilitator from IACAA with the intent to have a plan to present to the Board in February.

Adjourn: Having no further business, Carol Herrington made a motion to adjourn the meeting, seconded by Maggie Peck. Motion approved. The meeting adjourned at 9:06a.m.