

Staff Meeting Minutes

October 31, 2016

10:00 am-12:00 pm

Present: D. Moulton, J. Collins, L. Sosa, L. Eames

1. Brochures and boards need to be kept up. On December 2 staff will organize and plan how this will be organized/updated going forward. Have agencies contact us when brochures are updated? Contact via e-mail?
2. Brianna Kness is the new JJC Coordinator and will start November 7.
3. The 2016 CSBG Modification including the Family Support Specialist reclassification increasing weekly hours and giving a pay increase (retroactive to February 2016) will become official in the next month.
4. Paid Hours Off are to be used whenever staff takes time off. PHOs are earned on hours worked AND PHOs used. If no PHOs are available, time off may not be granted.
5. Comp time is earned when staff works more than their allotted hours in one week. Comp time is for unforeseen circumstances and must not be planned for. Comp time should be used that same week.
6. Health Insurance is available for all full-time DeKalb County employees dependent on current funding.
7. DCCA is a mandated WIOA partner. DCCA will offer in-kind services for FY '17 via "job club" workshops/discussions. This job club will be held once a month at the one stop center in North Aurora. Lucy and Lesa will lead this discussion. Donna will attend the first meeting with Lesa and Lucy to get it going.
8. Donna attended a meeting at NIU regarding services for students in crisis. Donna offered up our services so we may begin receiving calls from students.
9. The University Village social services partnership is still progressing. We are awaiting for word if we will serve the residents of UV.
10. Our intern Jake Swick is looking into DCCA receiving 501c3 status.
11. Strategic plan update-we are still waiting on the strategic plan from Christine Westerlund at IACAA.
12. Jess handed out STARS reports and they were discussed.
13. If working with an undocumented individual/family, just the name needs to be on the file tab.
14. Donna will provide incentives for FSSers to give children are exhibiting good behavior.
15. Staff will take turns organizing/sanitizing/cleaning office every week.
16. Make sure all calls are pulled off the main line (3910) before the day is over. Every effort should be made to return calls the same day.
17. Discussion on how FSSers interact differently with Program Participants and how ultimate outcomes are creating more stable households and overall self-sufficiency.

Submitted by Jess Collins 11/7/2016