

**Approved 4/19/11**

**DeKalb County Community Services Department  
CSBG Administrative Board  
August 11, 2010**

**Members Present:** Dawn Littlefield, Ken Mundy, Robert Keil, Micki Chulick, Margaret Phillips, and Carol Herrington representing Brett Brown, Brenda Campbell, Marlene Allen, John Hulseberg, and Melissa Garman.

**Others Present:** Donna Moulton, and Jess Collins.

**Call to Order:** Robert Keil called the meeting to order at 9:36 a.m.

**Approval of Minutes:** Ken Mundy made a motion to approve the minutes of May 26, 2010, seconded by Dawn Littlefield. Motion approved. Melissa Garman made a motion to approve the minutes of July 8, 2010, seconded by Micki Chulick. Motion approved.

**Approval of Agenda:** Ken Mundy made a motion to approve the agenda as presented, seconded by Brenda Campbell, motion approved.

**Approval of Scholarships:** Donna Moulton announced the Scholarship Committee met before the regular CSBG Administrative Board Meeting to determine recipients of the 2010 CSBG Scholarship. There is \$8,500 in CSBG ARRA and \$3,000 in CSBG 2010 for a total of \$11,500. There were a total of 18 applicants. Four were denied for being over-income or lack of information in the applications. 14 were awarded scholarships. Donna read the recommendations by the Scholarship Committee to the Board. John Hulseberg made a motion to approve the recommendations of the committee, seconded by Dawn Littlefield. Motion approved.

**Personnel Update:** Chrissy Halsey left her position with DCCS which left a case manager opening. Darnas Johnson is the new case manager and she will start August 18. We have been very busy in seeing clients so Darnas will help out a lot.

**Review of Schedule for Annual CSBG Application:** Donna will be in Springfield August 11-12 for the 2011 CSBG requirements workshop. She will learn what types of requirements there will be for the 2011 Grant. Donna will be asking for input from Board members going forward in working on the Grant.

**Discussion of Potential Work Programs:** Donna discussed the direction she'd like to take with our work programs for 2011. She'd like the programs to involve more follow-up and case management services. Programs include more information and referrals for education, jobs, budgeting, etc. The focus will be on overall self-sufficiency of families. We will definitely still have financial assistance but this will not be the focus of the program. The poverty income guidelines have been at 200%. The guidelines will go down to 125% beginning October 1. Discussion followed on other possibilities including more funding to scholarships, tracking impact of information and referrals, etc.

**Stimulus Update:** The majority of CSBG ARRA funds are spent. All funds must be spent by September 30. The loan to Stewart Chiropractic was closed on on Friday. A few programs still need to be expended. The GED Testing program has \$5,000 allocated but we were only billed for \$950 so far. We may have \$2-3,000 left in this. There are still some funds left in Job Readiness and Health Care. Money not spent on these programs can be moved to Emergency Intervention. There are still some funds left in Veterans Benefit Enrollment. We have been using this for dental work for veterans. We may use the rest of the money to pay for brochures/literature for Veteran's Assistance Commission. The Red Cross may be able to use some of these funds for their veterans programs.

**Mary Uscian Foundation Dental Care Program:** There are no referrals coming in through this program. Referrals have recently been expanded from Hope Haven, Safe Passage and Community Services. The ages for

children has been extended to 8<sup>th</sup> graders. The board is trying to determine if dental care is the best use for this money since there are quality programs already out there. There may be a better use of the funds to help children with certain needs in grades K-8. Discussion followed.

**Emergency Fund Report:** We still receive \$1,000 a month/\$12,000 a year for this fund. This fund allows us to help families with non-traditional assistance such as identification, birth certificates, car repairs, etc.

**Senior Tax:** Fiscal Year 2011 is underway. There is less money this year due to the property values. Donna will be doing site visits this year to make sure agencies are appropriately expending their funds.

**FEMA, Emergency Food and Shelter Program Report:** Community Services' allocation is almost fully expended. All Local Recipient Organizations have received their funds. Funds need to be expended by September 30.

**Homeless Prevention Program Report:** Homeless Prevention FY 2010 fund have all been spent. Case Managers are beginning to do the follow-ups. The follow-up report is due to the State by October 29. Title XX funds have been expended also. Our award for FY 2011 is the same as last year, about \$12,000. We have yet to receive these funds.

**Board Membership:** There will soon be three vacancies on the Board. Bob Keil has decided to resign from the board after 12 years of exceptional service. Thanks for all the hard work and dedication you put in with us! Sylvia Ibarra is leaving the Board. She no longer works with Safe Passage. We have yet to hear from Ken Moeller regarding his membership. His term is up August 30. Since Bob is leaving the Board, we need a new chair and vice-chair. Dawn Littlefield and John Hulseberg volunteered to be Chair and Vice-Chair respectively. Brenda Campbell made a motion to appoint Dawn Littlefield as Chair and John Hulseberg as Vice-Chair, seconded by Micki Chulick. Motion approved. Donna stated she would like to have an actual low-income person(s) be represented on the Board. Low-income persons need to be democratically voted in on the Board. Discussion followed on how this process will work.

**Old Business:** Donna mentioned the CSBG Economic Development Loan was closed on. Payments will be made to Community Services and will be monitored through the Pearl software system.

**New Business:** There was a discussion regarding a new day and time for the next Board meetings. Donna will send out an e-mail with dates and times to the members. A decision will be made from the responses received. Jess will now e-mail appropriate files to the Board members before the meeting rather than hand them out at the meeting. These forms include the client chart, quarterly report and demographic reports. Jess then handed out the client chart and the CSBG and ARRA quarterly and demographics report. Discussion followed.

**Next Meeting Date:** The next meeting date is scheduled for Wednesday, September 8, 2010 at 9:30 a.m. in the Multi-Purpose Room, Right Side.

**ADJOURN:** Having no further business, Dawn Littlefield made a motion to adjourn the meeting, seconded by Micki Chulick, motion approved. The meeting was adjourned at 10:27 a.m.