

**DeKalb County Community Services Department  
Administrative Board  
Minutes of May 3, 2007**

**MEMBERS PRESENT:** Melissa Searing, Micki Chulick, Sue Guio for Mayor Frank VanBuer, Robert Keil, Dawn Littlefield, Ken Moeller, Sharon Holmes, Margaret Phillips, Mayor Ken Mundy, Joslyn Turner, and Brenda Campbell.

**OTHERS PRESENT:** Mary Olson, Jess Collins, Terri Ward, and Gina Stratford.

**CALL TO ORDER:** Robert Keil called the meeting to order at 9:35 a.m.

**MANDATORY BOARD TRAINING (WITH A GUEST FACILITATOR):** Mary explained the purpose of the CSBG Administrative Board training. She then introduced Gina Stratford from DuPage County Human Services. Introductions were made. Gina proceeded to present the training.

**APPROVAL OF MINUTES:** Robert Keil called this portion of the meeting to order at 10:29 a.m. Margaret Phillips made a motion to approve the minutes of February 8, 2007 seconded by Sharon Holmes. Motion approved.

**APPROVAL OF AGENDA:** The CSBG Scholarship was added to the agenda Between C&A LAN Report and Old Business. The agenda was approved as amended.

**PROGRAM REVIEW:**

**Fiscal Year 2007 CSBG Program Review:** Mary Olson handed out the First Quarter CSBG Program and Outcome Report and discussed the status of all the programs. This report shows the anticipated number of persons served and the actual year to date number of persons served as well as outcome targets and outcome targets completed. The Scholarship Program will have recipients in August. The applications are due June 29. The Emergency Intervention Program is at 19%, which is slightly lower than expected. We expect these numbers to change in the future as we begin to serve a higher amount of clients. The Furniture Assistance program is well behind the anticipated amount of clients served. We still need to determine from whom we will receive mattresses and box springs. The Mattress Warehouse no longer donates their used mattresses to us. Mary asked if anyone had ideas as to how we could get donations. Joslyn will look into Leath since she knows an employee there. Hope Haven will soon be giving away the furniture from the Harbor Inn. A discussion followed. All other programs are on target.

The first quarter client characteristics and percentages sheet was discussed. These numbers are fairly consistent with the numbers in years past. We have served a total of 135 unduplicated persons through the first quarter. Mary highlighted we are serving more single persons (41%) than any other family type. Micki Chulick asked what employment plus means. Families with employment plus have another source of income than just employment. Discussion followed.

Mary highlighted the Emergency Intervention Families Served chart. The families served include all families seen for Emergency Intervention. During the winter months, families served are lower but once the weather gets warmer, we begin to serve quite a few more clients. We are beginning to see this upward trend begin for this year.

We now have a new source of funding for our clients. The Emergency Fund is an endowment fund from Chicago contributed by Norman H. Stone. This fund originally served families in the Chicago area but has now expanded throughout the State. The fund is used for items and expenses we normally cannot help with through our Emergency Intervention Program. This fund is somewhat flexible and can be used for things such as car repair, clothing/uniforms for work, transportation assistance, and medical items. We receive \$1,000 a month. The funding does carry over month to month. A discussion followed.

**Grant Modification:** We have an additional amount of \$1,259 to add to the CSBG. This ups our grant total to \$184,955. Mary put this additional amount towards direct client assistance in the Emergency Intervention Program. A motion was made by Ken Moeller to approve the additional funds for direct client assistance, seconded by Dawn Littlefield. Motion approved.

**SHABBONA HARDWARE LOAN:** The hardware store is sending in their monthly loan payments of \$276.35 on a timely matter. The loan is now into it's third year. It will be done in February of 2008. They have never missed a payment.

**SENIOR TAX:** All agencies are submitting their bills and spending their money. FY '08 allotments have been recommended for allocation. The County Board will approve these recommendations this month. No new agencies submitted bids this time.

**FEMA, EMERGENCY FOOD AND SHELTER PROGRAM:** Funds have been awarded and agencies are expending their Phase XXV allotments as scheduled. Most agencies have sent in their second check requests.

**HOMELESS PREVENTION PROGRAM REPORT:** Funds are being spent for FY '07. The year ends June 30. To date, we have \$2,108.47 left to spend. The funding for FY '08 has been renewed. The exact dollar amount is not known at this time.

**C&A LAN REPORT:** DeKalb County Community Services serves as fiscal agent for the local C&A LAN through June 30. This is State money given to a group of providers to provide services to children and adolescents in danger of truancy. The funding is just under \$60,000 and we receive a few hundred dollars to act as fiscal agent. The Youth Service Bureau will take over as fiscal agent in FY '08.

**CSBG SCHOLARSHIP:** The 2007 CSBG Scholarship applications are available. They are due June 29. To date we have received two applications. Margaret Phillips, Melissa Searing, Dawn Littlefield, and Brenda Campbell have agreed to serve on the Scholarship Committee. This committee will meet before the next Board meeting.

**OLD BUSINESS:** Mary handed out the Bridges Out Of Poverty workshop flier. This workshop will be held on May 10 at Kishwaukee College. To date there are 148 persons who registered. We are looking to have somewhere between 150 and 200 registrants. Mary handed out the Statement of Economic Interest forms to be signed. All Board members must fill out and sign this form.

**NEW BUSINESS:** Sue Guio mentioned two upcoming meetings. The Human Service Transportation Plan meeting will be held May 15 at Kishwaukee College. The DeKalb Continuum Of Care meeting will be held May 17 at the City Of Dekalb Annex.

**ADJOURN:** The next meeting date is set for Thursday, August 9 at 9:30 a.m. in the Multi-Purpose Room, right side. Having no further business, Dawn Littlefield motioned to adjourn the meeting, Margaret Phillips seconded. The meeting was adjourned at 11:09 a.m.