**DeKalb County Community Action Department & DeKalb County Community Mental Health Board Staff Meeting Notes**

**December 5, 2017**

1. Holiday Celebration – All staff agreed to a Holiday Celebration on Friday, January 5, 2018 at 2:00 p.m. at Mardis Gras Lanes, DeKalb, IL
2. Self-Care Activities – Discussion ensued about the risks of vicarious trauma when working with program participants with multiple barriers. Ideas for self-care include spending quality time talking with co-workers, including the Mental Health Board office, cleaning, office decoration, walking and bringing joy to others. A very important part of self-care is recognizing when one is feeling burnt out or overwhelmed. We will continue to look at positive ways to maintain self-care in the office.
3. Joint meeting with Housing Authority of DeKalb County – Discussion ensued regarding the topics and goals of this meeting. The idea is for Housing Authority to explain and share their programs with us and we will explain and shared DCCAD programs with them. We will then talk about areas to collaborate and make interactions efficient. We will discuss areas that are unclear, such as the Deposit Fund and what is meant by “fast-tracking” a participant. Everyone is welcome to attend this meeting with CSBG staff required to attend. Kathy O. is interested in attending as well. The meeting is scheduled for January 24, 2018.
4. Office space – Deanna is still waiting on approval of the Budget Modification, and should hear from DCEO by the end of next week. She will be working with Gary H. to move the project forward.
5. Program Participant Surveys – Jess will schedule a meeting with CSBG staff to review the Program Participant surveys and to review the Intake Forms. The meeting is scheduled for 12/28/17 at 1:00 p.m.
6. Other – Joanne is ready to start taking participants from the waiting list and seeing them on her own. Deanna will start reviewing files, FSS will let Deanna know when files are ready and she will review them in the DCCAD office. Discussed the travel policy. If an employee leaves work to attend an off-site event and then returns to work, round trip mileage will be reimbursed. If an employee leaves from home to an off-site event that is not on the way to work, the employee receives mileage from work to the event back to work. If the off-site event is on the way to work, or the way home, the employee receives mileage from the event to work, or work to the event – but not from or to home. Any purchase must be accompanied by receipts with the travel form, even if the County credit card was used.
7. Next Meeting – February 2, 2018 at 9:00 a.m.