



DeKalb County

Community Action Department

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## CSBG Administrative Board Meeting

July 9, 2018

8:30 a.m.

DeKalb County Community Outreach Building

Conference Room West

2500 North Annie Glidden Road

DeKalb, Illinois

### Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Comment
- V. Director's Report
- VI. Board Membership
  - a. Certificates
- VII. Staffing Update – FSS Search
- VIII. CSBG Updates
  - a. 2018 Modification
  - b. Community Action Plan status
  - c. 2019 Updates
- IX. CSBG Scholarship Approvals
- X. Strategic Plan Review
  - a. Meeting with Paul Borek, DCEDC
  - b. Chamber of Commerce membership
- XI. Board Education
  - a. CSBG Workshop Report
  - b. CAPLAW Conference Report
- XII. Training Opportunities
  - a. DeKalb County Nonprofit Partnership – Nonprofit Day 7/25/18
  - b. Notification of Training Opportunities
- XIII. Old Business
- XIV. New Business
- XV. Next Meeting Date: September 10, 2018
- XVI. Adjourn

*Providing access to opportunities for low-income individuals and families through empowerment with community resources and support to increase self-sufficiency and household stability.*

**DeKalb County Community Action Department  
CSBG Administrative Board  
Minutes of May 14, 2018**

**Members Present:** Rhonda Brown, Melissa Garman, Joshua Hall, Curt Lang, Dawn Littlefield, Kate Noreiko, Stephen Reid, and Jerry Smith. A quorum was reached.

**Members Not Present:** Regina Harris, Julio Hernandez, Dan Nolan, Valarie Redmond, Stephen Sells, and Joslyn Turner.

**Others Present:** Deanna Cada, Jess Collins, Joanne Dunbar, and Vivian Bright.

**Call to Order:** Dawn Littlefield, Board Chair, called the meeting to order at 8:30 a.m.

**Approval of Agenda:** Kate Noreiko made a motion to approve the agenda, seconded by Jerry Smith. Motion approved.

**Approval of Minutes:** Curt Lang made a motion to approve the meeting minutes of March 12, 2018, seconded by Stephen Reid. Motion approved.

**Public Comment:** There were no public comments made.

**Director's Report:** Deanna Cada discussed the Director's Report. Highlights include:

- Spent time in trainings relating to GATA and the complex requirements and responsibilities mandated for DCCA. This includes indirect cost rates, time sharing among funding sources, etc.
- The annual CSBG Workshop is June 6-7 in Springfield. The 2019 CSBG application process and other Community Action Agency training such as ROMA and CSBG Standards and how this should be incorporated into the CSBG and agency activities as a whole. Deanna opened this up for Board Members to attend and to let her know if interested in attending.

A discussion followed regarding the 2019 CSBG and the President's budget that eliminated it.

**Board Membership:**

**a. New Member Vivian Bright, Housing Authority:** A board vacancy for a client representative exists due to Carol Herrington leaving the Housing Authority of the County of DeKalb. Vivian Bright was democratically elected by the HACD to fill the client representative opening. Jerry Smith made a motion for Vivian Bright to fill the vacant client representative seat, seconded by Dawn Littlefield. Motion approved. Vivian will be appointed by the County Board at their June meeting.

Five board member terms expire June 30 (Rhonda Brown, Curt Lang, Dawn Littlefield, Kate Noreiko, and Stephen Sells). They all agreed to stay on for another three year term. All will be appointed by the County Board at their June meeting.

**Staffing Update – FSS Search:** Lesa Eames left her position April 20 so now DCCA is down one Family Support Specialist. The Health and Human Services committee of the County Board approved DCCA as a critical department meaning it does not need County Board approval to hire new staff or add new positions. This goes to the County Board for full approval in June. Deanna received over 200 resumes, mostly through Indeed.com. A discussion followed as to why there are so many applicants

(government job, no higher degree required, Indeed tends to have a lot of applicants). Curtis Lang suggested those that are rejected be told of other employment opportunities in the area. Deanna has done this through rejection letters and will do this in interviews. Deanna will finish interviews in June and FSS will start in early July.

#### **CSBG Updates:**

**a. 2018 1<sup>st</sup> Quarter Program and Fiscal Reports:** Jess Collins explained the program report and what the data illustrates. Discussion followed regarding low targeted numbers and what each outcome status means. Dawn Littlefield asked how the Board can help. Deanna mentioned available training and education regarding DCCA programs and how it fits in with ROMA. Discussion ensued regarding tools used to determine outcomes and how each Community Action Agency uses their own. The financial report shows 18.5% of the CSBG has been expended through the first quarter.

**b. 2018 Modification:** The 2018 CSBG modification is due to DCEO no later than May 30. DCCAD has about \$115,000 in carry-over funds from the 2017 CSBG which equates to around 42% of the grant. Normally only 20% is allowed to carry-over but DCEO requested special permission for the 2018 CSBG. Deanna highlighted three key strategies for the modification using the integration of CSBG organizational standards into work programs and ROMA:

1. Hiring of a PT 30 hour a week reception type position. This position would be more of an administrative assistant not only answering phones and interacting with walk-ins but also community awareness involvement. Discussion followed regarding the benefits of hiring a low-income individual.
2. Participating in economic drivers such as partnering with community economic agencies such as DeKalb County Economic Development Corporation and chambers of commerce.
3. Outreach to communities of low-incomes; FSS being on site in these communities, poverty forums and discussions, etc.

Dawn Littlefield questioned using financial support programming. Discussion followed regarding the history of DCCAD administering these type of programs in the past and the pros and cons. More research will be done to see what other CAAs are doing and what best practices there are. Deanna highlighted board trainings on the ROMA cycle, general Community Action issues, and in house programs. Board members shared their thoughts on possible strategies including financial education and highlighting successes such as the Family of Distinction. Overall the Board feels DCCAD is moving in the right direction.

**b. 2019 Updates:** The CSBG is eliminated in the 2019 President's budget. This is quite typical as this has happened in the recent past. The CSBG lobbyist David Bradley is working with Congress on a CSBG spending package for 2019.

**2018 Family of Distinction:** Deanna attended the 2018 Families of Distinction Awards Banquet with DCCAD's Family of Distinction Kalie and her daughter. Kalie won a special award for overcoming her economic conditions. There is a video highlighting Kalie's success and will be shared with the Board and on DCCAD's web site and social media. The Families of Distinction celebrated the accomplishments of individuals and families across the State and the great work Community Action does in helping them.

**Strategic Plan Review:** Deanna tabled the discussion until the 2018 CSBG modification is complete and she can begin implementing the CSBG Standards into the plan.

#### **Board Education:**

**a. CSBG Scholarship Program:** Jess gave an update on the 2018 CSBG Scholarship process. Applications are due June 22. So far DCCAD received 19 on-line applications however only four are completed. Jess follows up with those who submitted completed applications with any follow-up instructions. He will also follow up with those whose applications are incomplete to remind them to get those completed by the due date. Completed applications will be forwarded to the CSBG Scholarship committee and they will meet in July. They will then forward recommendations to the full Board in August.

**a. Program Participant Surveys:** As part of the CSBG Standards and the Community Action Plan Needs Assessment, DCCAD conducts a low-income survey given to Program Participants. This survey determines the needs of the low-income community and also their satisfaction with DCCAD services. Deanna will work with other agencies to get this survey out to their clients. It is an online survey through Survey Monkey. Paper copies are also available.

#### **Training Opportunities:**

**a. DeKalb County Nonprofit Partnership – Nonprofit Day 7/25/18:** Nonprofit Day will be July 25 and is free to all Board members. It will be held at Faranda's. There will be keynote speakers and break-out sessions. Lunch and snacks are provided. Deanna will also let Board Members know of trainings as they become available.

**Old Business:** There was no old business to discuss.

#### **New Business:**

**a. By-Laws Approval:** The Board was given two months to review the updated CSBG Administrative Board By-Laws. Having no further revisions, Kate Noreiko made a motion to approve the revised by-laws of February 2018, seconded by Melissa Garman. Motion approved.

**Next Meeting Date:** The next meeting is scheduled for July 9, 2018 at 8:30 a.m. and will be held in Conference Room West at the Community Outreach Building. Vivian Bright offered to host an upcoming meeting at a Housing Authority property.

**Adjourn:** Having no further business, Melissa Garman made a motion to adjourn the meeting, seconded by Rhonda Brown. Motion approved and meeting adjourned at 9:25 a.m.

**DeKalb County Community Action Department**  
**CSBG Administrative Board**  
Director's Report  
July 9, 2018

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**Director's Report**

DeKalb County Government Activities

- April 5, 2018 – Attended Health Campus Intruder Drill – Initial Planning Meeting.
- April 18, 2018 – Presented Resource Information to the Life Skills Group at DeKalb County Jail, male and female inmates.
- May 2, 2018 – Met with Gary Hanson, County Administrator
- May 7, 2018 – Attended Health & Human Services Committee meeting, DCCAD staffing.
- May 19, 2018 – Hosted DCCMHB “On the Table” event at Blumen Gardens
- May 22, 2018 – Participated in DCNP Summer Internship interviews
- May 30, 2018 – Attended Department Head meeting with Gary Hanson
- June 4, 2018 – Attended Health & Human Services Committee meeting with Jerry Helland for DCCMHB Annual Report.
- June 5, 2018 – Met with Lisa Gonzalez, Health Department about CHNA and GATA issues.
- June 15, 2018 – Hosted Mental Health First Aid Workshop.
- June 18, 2018 – DCCMHB Board Meeting

Community Activities

- May 8, 2018 – Attended Juvenile Justice Council Community Partnerships meeting
- May 10, 2018 – Attended Community Health Needs Assessment Steering Committee meeting.
- May 14, 2018 – Co-hosted 211 Champions Meeting
- May 15, 2018 – Attended Elder Care Services April M Team meeting and orientation.
- May 15, 2018 – Meeting with Anita Zurbrugg and Ben Bingle, DCCF/DCNP
- May 17, 2018 – Met with Chris Einolf, Director NIU NNGO Department
- May 21, 2018 – Met with Kim Volk, Ben Gordon Center about OCD Workshop and other issues.
- May 24, 2018 – Attended BJA Grant Stakeholders meeting at DeKalb Police Department.
- May 24, 2018 – Attended DCCF Crib to Career meeting.
- June 1, 2018 – Lunch with Nancy Mullen, Youth Outlook
- June 12, 2018 – Attended Safe Passage business after hours event.
- June 13, 2018 – Attended meeting at DeKalb Police Department with NIU Sociology Department, BJA Grant.
- June 13, 2018 – Attended DeKalb Chamber of Commerce Leadership Academy Graduation and 211 Presentation
- June 13, 2018 – Attended Voluntary Action Center Transit Integration Plan Open House
- June 14, 2018 Lunch meeting with Nancy Mullen, Youth Outlook and Lesly Wicks, Hope Haven.
- June 14, 2018 – Met with Community Member Laurie Devine to plan mental health awareness event.
- June 19, 2018 – Met with representatives from Aunt Bertha's to learn about software opportunities.
- June 25, 2018 – DeKalb Kiwanis presentation
- June 26, 2018 – Attended Networking For Families meeting.
- June 27, 2018 - Attended DeKalb County Drug Overdose Prevention program meeting.

### Training/Professional Development Activities

- May 15, 2018 – Attended JMHCP Technical Assistance Call, BJA Grant
- May 16, 2018 – Attended Introduction to Collective Impact webinar
- May 16, 2018 – Attended JMHCP Data Collection & Analysis Technical Assistance Webinar
- May 21, 2018 – Participated in ACMHAI Mission Statement development conference call.
- May 23, 2018 – Attended Trauma Informed Training hosted by IFVCC at Elgin Community College
- May 31, 2018 – Attended “The Basics of the Community Reinvestment Act” Webinar.
- June 1, 2018 – Participated in conference call for CAP60 Centralized Client/Data management system
- June 4, 2018 – Attended Webinar, NCAF Policy Series: Explaining CSBG and Community Action
- June 6, 2018 – June 7, 2018 – CSBG Annual Meeting, Springfield IL
- June 12, 2018 – Attended “A Regional Forum on Mental Health & the Justice System” in Addison, IL
- June 14, 2018 – Participated in JMHCP Call/BJA Grant technical assistance.
- June 27, 2018 – Participated in Webinar “Impact & Evaluation for Social Determinants of Health”

### DeKalb County Community Action Department Activities

- May 7, 2018 – Attended County Board Health & Human Services Committee meeting.
- May 9, 2018 – CSBG Staff meeting
- May 14, 2018 - CSBG Administrative Board Meeting
- May 15, 2018 – Attended Housing Authority of County of DeKalb Commissioners meeting.
- May 18, 2018 – Conducted three interviews for Family Support Specialist position.
- May 21, 2018 – Met with CSBG Administrative Board Member Josh Hall about new Administrative Assistance position.
- May 22, 2018 – Attended 3<sup>rd</sup> Quarter WIOA Partners Meeting at Wabunsee Community College
- May 22, 2018 – Meeting with Jess Collins, CSBG modifications
- May 25, 2018 – Conducted interview for Family Support Specialist position
- May 31, 2018 – Conducted five interviews for Family Support Specialist position
- June 1, 2018 – Conducted interview for Family Support Specialist position
- June 4, 2018 – Conducted interview for Family Support Specialist position
- June 5, 2018 – Meeting with Tynisha Clegg, FSA, University Village Case Management discussion.
- June 8, 2018 – Conducted interview for Family Support Specialist position
- June 11, 2018 – Meeting at City of DeKalb with FSA about University Village
- June 15, 2018 – Met with Joanne D., Family Support Specialist to discuss Household Stability Assessment.
- June 18, 2018 – Completed two Family Support Specialist 2<sup>nd</sup> interviews.
- June 19, 2018 – Participated in Monthly Executive Director Call through IACAA
- June 19, 2018 – Attended Juvenile Justice Council Executive Committee meeting
- June 19, 2018 – June 22, 2018 – Attended CAPLAW Conference in Albuquerque, N.M.
- June 26, 2018 – Attended Housing Authority County of DeKalb Commissioners meeting.
- June 27, 2018 – Attended Continuum of Care meeting.
- June 28, 2018 – Lunch with Paul Borek, DCEDC
- June 28, 2018 – 2<sup>nd</sup> Interview for Family Support Specialist position.



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Community Services Block Grant Scholarship Committee  
2018 Scholarship Awards

The Community Services Block Grant Scholarship Committee attests that the following Scholarship Award Recipients meet the basic qualifications for a Community Services Block Grant Scholarship Award and are the selected recipients for the 2018 Award.

Name:

Date:

1. Sierra Davis
2. Quasha Graves
3. Samuel Ogunbode
4. \_\_\_\_\_
5. \_\_\_\_\_

7/2/18

7/2/18

7/2/18

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The CSBG Scholarship Committee met on July 2, 2018 and determined the above recipients. The undersigned make up the CSBG Scholarship Committee and are in agreement of the Scholarship selections.

Dawn Littlefield: *Dawn Littlefield*

Date: 7/2/18

Joanne Rouse: *Joanne Rouse*

Date: 7/2/18

Melissa Garman: *Melissa Garman*

Date: 7/2/18

Staff Present:

Deanna Cada: *[Signature]*

Date: 7/2/18

Jess Collins: *[Signature]*

Date: 7/2/2018