



DeKalb County

Community Action Department

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CSBG Administrative Board Meeting

May 16, 2017

8:30 a.m.

DeKalb County Health Department
Salubrity Board Room
2550 North Annie Glidden Road
DeKalb, Illinois

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Comment
- V. Update On Executive Director Search
- VI. CSBG 2016 Update
- VII. CSBG 2017 Update
- VIII. CSBG 2018 Update
- IX. CSBG 2016 5th and 2017 1st Quarter Program Reports
- X. 2017 Family Of Distinction
- XI. Strategic Plan Document Update
- XII. Board Membership
- XIII. Scholarship Committee
- XIV. Old Business
- XV. New Business
- XVI. Next Meeting Date: August 15, 2017
- XVII. Adjourn

**DeKalb County Community Action Department
CSBG Administrative Board
Minutes of February 14, 2017**

Members Present: Julio Hernandez, Carol Herrington, Dawn Littlefield, Maggie Peck representing Ken Mundy, Valarie Redmond, Stephen Reid, Joanne Rouse representing John Rey, and Joslyn Turner. A quorum was reached.

Members Not Present: Les Bellah, Eileen Dubin, Melissa Garman, Joshua Hall, Regina Harris, Sylvia Ibarra, and Dan Nolan.

Others Present: Donna Moulton, Jess Collins, and Lesa Eames.

Call to Order: Maggie Peck called the meeting to order at 8:34am.

Public Comment: There were no public comments made.

Approval of Minutes: Joanne Rouse made a motion to approve the meeting minutes of November 22, 2016, seconded by Valarie Redmond. Motion approved.

Approval of Agenda: Julio Hernandez made a motion to approve the agenda, seconded by Joslyn Turner. Motion approved.

CSBG 2016 4th Quarter Reports, update on CSBG 2017: Jess Collins presented the CSBG 2016 4th Quarter Report. Highlights of the Services Report: all programs are on track to achieve projected numbers. The FED program proposed to serve 40 individuals, with 15 achieving the outcome of increasing income due to earnings. This is measured by an increased score on the Household Stability Scale. We have served 47 with 14 achieving the outcome, 28 still in progress, and seven dropping out (leaving program on own, falling off the grid, etc.). Jess explained how the targeted numbers served and outcome targets are proposed for each CSBG year. The Family Stability and Support Program proposed to serve 125 household members, with 75 achieving the outcome of increased household stability. This is also measured by an increased score on the Household Stability Scale. We have served 140 with 67 achieving the outcome, 62 in progress, and 21 dropping out. The Scholarship Program is complete for 2016. The 2017-18 application is available and is due the end of June. Donna mentioned the 2017 CSBG will be a 12 month (calendar year) grant with the opportunity to roll-over 20% to the following grant year. Going forward we will no longer run two grants concurrently.

Jess discussed the Program Participant Characteristics report. It shows DCCA served 152 individuals for which characteristics were obtained and 859 individuals for whom no characteristics were obtained (this number comes from phone logs, walk-in encounters, and the tax program). It also shows the breakdown of individuals and households served demographically. Donna mentioned the new 211 system may affect the number of calls we receive going forward.

The last report discussed was the CSBG Financial Report through 12/31/2016. It shows a balance of (\$7,750.90). This amount reflects the payment DCCA was waiting to receive after the expenses were incurred. The CSBG is a reimbursement grant where expenditures are reported and then funds received. We are on target to expend all 2016 CSBG funds by the end of March.

Update on Organizational Standards: The Illinois Community Action Agency guide for meeting the CSBG Organizational Standard is complete and ready to use. Jess Collins is tracking on the computer system what standards we are meeting, lacking and or exceeding. In complying with these standards, items will be added to future CSBG Administrative Board meetings so we can have this documented and shored up. There are specific standards regarding board governance that will be addressed in future board meetings and put on the agenda.

Review of Draft Strategic Plan Document: The Strategic Plan draft created by Christine Westerlund of the Illinois Association of Community Action Agencies was discussed. Donna mentioned things need to be shored up such as items being in the wrong spots, name misspellings, etc. The next step is to look back through the document and make sure it aligns with CSBG Standards, ROMA, etc. Christine will then finalize the document. The document was shown on the monitor and discussed. The next draft will be presented at the May CSBG Administrative Board to be approved.

Review and Approve Mission Statement: The mission statement presented was devised at a previous strategic planning session. To comply with the standards (standard 4.1), the CSBG Administrative Board must review and accept the mission statement within the past 5 years. Jess read the statement to the board, "To provide access to opportunities for all low-income individuals and families in DeKalb County by providing education and empowering them with effective community resources and support to increase self-sufficiency and household stability". Dawn Littlefield made a motion to approve the mission statement, seconded by Valarie Redmond. Motion approved.

Conflict of Interest Forms: Conflict of interest forms were handed out to the Board members. To comply with CSBG Standards, each Board member must sign this form every two years. Donna also mentioned the County Statement of Economic Interest forms will be sent to Board members and are due back to the County by May 1.

Old Business: There was no old business.

New Business: Donna Moulton announced she accepted the executive director position at a child advocacy center in Phoenix, AZ. Her last day at Community Action will be March 10. Donna is talking with County Administrator Gary Hanson to determine the future of Community Action and its leadership going forward. You will be missed Donna!

Next Meeting Date: The next meeting is scheduled for May 2017, DeKalb County Health Department, Salubrity Board Room. Jess will send out a meeting Doodle to choose an exact date and time.

Adjourn: Julio Hernandez made a motion to adjourn the meeting, seconded by Joslyn Turner. Motion approved and meeting adjourned at 8:54 am.

Date Range of Report: 1/1/2017 to 3/31/2017

Grant Number: CSBG 17-231034

Services Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete	In Progress	Failed	Drop Out	Rolled Over
DCCA	WP-1.2 Job Counseling		15	0.00%	0	0	0	0	0	0
		S-1.2-1 Employment Counseling/Case Management	15	0.00%	0	0	0	0	0	0
	WP-10.1 Training and Technical Assistance provided for Agency Development		575	0.00%	0	0	0	0	0	0
		S-10.1-1 Training and Technical Assistance provided for agency development.	575	0.00%	0	0	0	0	0	0
	WP-2.7 Other Education Projects		3	0.00%	0	0	0	0	0	0
		S-2.7-1 Scholarships	3	0.00%	0	0	0	0	0	0
	WP-7.1 Information and Referral		700	0.00%	0	0	0	0	0	0
		S-7.1-1 Referred to or from other sources	700	0.00%	0	0	0	0	0	0
	WP-7.10 Community Organization and Brokerage/Advocacy Projects		900	0.00%	0	0	0	0	0	0
		S-7.10-1 Linkages Advocacy	900	0.00%	0	0	0	0	0	0
	WP-8.5 Family Development/Intervention for Family Stabilization		75	0.00%	0	0	0	0	0	0
		S-8.5-1 Intensive case management	75	0.00%	0	0	0	0	0	0

Date Range of Report: 1/1/2017 to 3/31/2017

Grant Number: CSBG 17-231034

Services No Characteristics Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Total Hours	Total Partnerships
DCCA							
	WP-10.1 Training and Technical Assistance provided for Agency Development		575	0.00%	0	36	0
		S-10.1-1 Training and Technical Assistance provided for agency development.	175	0.00%	0	18	0
		S-10.1-1 Training and Technical Assistance provided for agency development.	400	0.00%	0	18	0
	WP-7.1 Information and Referral		700	8.29%	58	0	0
		S-7.1-1 Referred to or from other sources	700	8.29%	58	0	0
	WP-7.10 Community Organization and Brokerage/Advocacy Projects		900	0.00%	0	23	0
		S-7.10-1 Linkages Advocacy	900	0.00%	0	23	0

Date Range of Report: 1/1/2016 to 3/31/2017

Grant Number: CSBG 16-231034

Services Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete	In Progress	Failed	Drop Out	Rolled Over
DCCA	WP-1.2 Job Counseling		15	206.67%	54	31	0	0	20	4
		S-1.2-1 Employment Counseling/Case Management	15	206.67%	54	31	0	0	20	4
	WP-10.1 Training and Technical Assistance provided for Agency Development		175	0.00%	0	0	0	0	0	0
		S-10.1-1 Training and Technical Assistance provided for agency development.	175	0.00%	0	0	0	0	0	0
	WP-2.7 Other Education Projects		5	100.00%	5	5	0	0	0	0
		S-2.7-1 Scholarships	5	100.00%	5	5	0	0	0	0
	WP-3.2 Income Tax Counseling		80	0.00%	0	0	0	0	0	0
		S-3.2-1 Income Tax Preparation	80	0.00%	0	0	0	0	0	0
	WP-7.1 Information and Referral		700	12.71%	89	89	0	0	0	0
		S-7.1-1 Referred to or from other sources	700	12.71%	89	89	0	0	0	0
	WP-7.10 Community Organization and Brokerage/Advocacy Projects		900	0.00%	0	0	0	0	0	0
		S-7.10-1 Linkages Advocacy	900	0.00%	0	0	0	0	0	0
	WP-8.5 Family Development/Intervention for Family Stabilization		75	137.33%	162	103	0	0	54	15
		S-8.5-1 Intensive case management	75	137.33%	162	103	0	0	54	15

Date Range of Report: 1/1/2016 to 3/31/2017

Grant Number: CSBG 16-231034

Services No Characteristics Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Total Hours	Total Partnerships
DCCA							
	WP-10.1 Training and Technical Assistance provided for Agency Development		175	0.00%	0	174	0
		S-10.1-1 Training and Technical Assistance provided for agency development.	175	0.00%	0	174	0
	WP-3.2 Income Tax Counseling		80	80.00%	64	0	0
		S-3.2-1 Income Tax Preparation	80	80.00%	64	0	0
	WP-7.1 Information and Referral		700	146.71%	1027	0	0
		S-7.1-1 Referred to or from other sources	700	146.71%	1027	0	0
	WP-7.10 Community Organization and Brokerage/Advocacy Projects		900	0.00%	0	719	0
		S-7.10-1 Linkages Advocacy	900	0.00%	0	719	0