

Approved 8/14/12

**DeKalb County Community Services Department  
CSBG Administrative Board  
May 2, 2012**

**Members Present:** Jamie Smirz representing Mayor Kris Povlsen, Dawn Littlefield, Melissa Garman, Joslyn Turner, Rosario Quesada, Regina Harris, Micki Chulick, and Carol Herrington representing Brett Brown.

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

**Call to Order:** Dawn Littlefield, chair, began the meeting at 8:43 a.m.

**Approval of Minutes:** Melissa Garman motioned to approve the CSBG Administrative Board meeting minutes from January 18, 2012, seconded by Carol Herrington. Motion approved.

**Approval of Agenda:** Melissa Garman motioned to approve the CSBG Administrative Board meeting agenda, seconded by Carol Herrington. Motion approved.

**Staff Update:** Donna mentioned that four new part-time staff are employed with DCCS. Three work 24 hours and one works 20 hours. Two staff do intake and assessment (Lori Imes and Ashley Warren) and the other two do long term case management (Victor Mendoza and Rhonda Brown). Victor Mendoza also speaks Spanish so we are able to accommodate our Spanish speaking clients. Lori and Ashley go to outreach sites in Genoa and Shabbona while Victor and Rhonda facilitate a Social Living Group at Golden Years Plaza.

**Board Membership:** Donna Moulton brought forward the name of a person to replace Margaret Phillips on the board as a private citizen. Her name is Kristi Falk and she is from 5/3 Bank. Donna has been speaking with her for a while now regarding financial literacy programs for our clients. Donna read her biography to the group. Donna mentioned Brenda Campbell has missed many consecutive meetings and suggested the board terminate her membership on the Board. She is a client representative and has trouble making the meetings. Donna will ask DCCS Case Managers to suggest an active participant in one of our case management programs to replace Brenda. Melissa Garman made a motion to approve Kristi Falk to fill the private member opening and to remove Brenda Campbell from the Board, seconded by Regina Harris, discussion followed. Motion approved.

**CSBG 2011 5th Quarter Report:** The Program and Outcome Report was discussed. Donna mentioned most programs are on target to reaching the target numbers. Two programs, Emergency Intervention and Information, Referral and Coordination may fall short of the projected numbers. There was a question as to how Donna projects the numbers for the Grant. She mentioned it is a projection based on amount of funding available and a target of how many persons/households will actually be served. Discussion followed. The Demographics Report was also discussed.

**CSBG 2012 1st Quarter Report:** The Program and Outcome Report was discussed. There are three new programs in 2012: Income Tax Counseling, School and Community Gardens, and Social Living Group. The Income Tax Counseling numbers did not meet projections. This is based on a few things. One, not getting enough word out before the program began. Two, not having case managers at the beginning of the program to do referrals. And three, not enough low-income persons came to the site. DCCS will begin outreach for the Tax program well in advance of the start next year. School and

Community Gardens does not have any target numbers due to the program just getting started. Staff time is used for this program to attend planning meetings and to get the program started. Donna mentioned there is a meeting on May 9<sup>th</sup> at the UUC in DeKalb. Jess mentioned the demographics report it incorrect. It is showing there are more total families than individuals served. This does not add up. Jess will try to run the report again to see if it was just a glitch in the system when the report was run. Discussion followed.

**Homeless Prevention Funds FY'12 & '13:** DCCS is just finishing up spending these funds for FY 2012. There has been a drastic cut in 2012 and again for FY 2013. This seems to be due to the focus more on HPRP funding which was allotted during the stimulus package. There may be funds available through the Emergency Solutions Grant beginning in late summer/early fall. This grant will be very similar to the HPRP grant. DCCS is looking to possibly receiving about \$23,000 in funding through the ESG.

**FEMA/EFSP Phase 29 & 30:** Phase 29 Final reports are due to the National Board by May 31 and to our office by May 11. There is no word on Phase 30 funding as of this date.

**Senior Tax Levy:** Agencies are still spending FY 2012 money. Allocations were approved by the County Board for FY 2013. The same agencies will receive funding in 2013 as in 2012. The funding has remained stagnant.

**CSBG 2012 Modification:** There was a slight decrease to our 2012 CSBG grant. DCCS will need to make a modification to illustrate this. DCCS will also modify some of the program target numbers to reflect the number of clients that will actually be served. Donna mentioned DCCS received \$6,100 from Illinois Ventures for Community Action (IVCA). IVCA partners with Community Action to help promote economic development in programs they run. This money is part of the dividends received and is passed along to all CAA's.

**CSBG 2013 Application Process and Funding Outlook:** There still is no word on an amount for 2013. The Community Action Plan and CSBG are due to the State in the fall. We will hopefully know by then an amount we should budget for next year.

**Old Business:** Donna mentioned there needs to be three members on the scholarship committee. Scholarships are due June 15 and this year a case manager will sit down with the applicants to discuss their situation more as well as discuss their educational goals. Regina Harris and Jamie Smirz agreed to be on the committee. Donna will ask one of the non-present members to join the committee. If there are no takers, Dawn Littlefield said she would join the committee.

**New Business:** Donna mentioned that Micki Chulick's Board membership will be up for discussion in September since she is retiring. Micki represents the low-income population. Also, Donna mentioned Marlene Allen's position will need to be filled. She is trying to get an elected official from either North County or South County. Micki Chulick mentioned the struggles child care providers are going through in not receiving payments from IDHS. They are not going to receive payments for April, May, and June. This will devastate home centers as well as many private centers. Discussion followed.

**Next Meeting Date:** The next meeting is scheduled for Tuesday, September 11 at 8:30 am in the County Health Facility Multi-Purpose Room, Right Side.

**Adjourn:** Having no further business, a motion was made by Melissa Garman to adjourn the meeting, seconded by Joslyn Turner. Motion approved. Meeting adjourned at 9:47 a.m.