

Approved 2/10/10

**DeKalb County Community Services Department
CSBG Administrative Board
October 14, 2009**

Members Present: Dawn Littlefield, Marlene Allen, Ken Mundy, Robert Keil, Ken Moeller, and Sylvia Ibarra.

Others Present: Donna Moulton, Jess Collins, Mary Hernandez, and Chrissy Halsey.

Call To Order: Robert Keil called the meeting to order at 9:33 a.m.

Approval Of Minutes: Ken Moeller made a motion to approve the minutes of August 12, 2009, seconded by Ken Mundy. Motion approved.

Approval Of Agenda: Dawn Littlefield made a motion to approve the agenda as presented, seconded by Marlene Allen, motion approved.

Personnel Update: Chrissy Halsey is the new Case Manager for the CSBG ARRA Stimulus grant. She started on October 5. Her position is temporary and ends September 30, 2010.

2009 CSBG Third Quarter Report: Donna handed out the Emergency Intervention Families Served chart. The families served include all families seen for Emergency Intervention through the third quarter of 2009. This chart illustrates all families who came in for Emergency Intervention, not just those we actually provided financial assistance. The months of June through August saw the highest numbers. This is due to the Stimulus funds. September slowed a little because we ran out of Emergency Intervention funds. DCCS is still busy seeing both old and new families seeking assistance. We expect to get even busier in anticipation of the Homeless Prevention Rapid Re-housing stimulus funds.

Jess handed out the third quarter CSBG report. This report was generated with the new tracking system. Each program is shown with targeted numbers of people served along with the outcome targets and how many were actually served. The Emergency Intervention program is split up among the types of assistance (e.g. Energy and rent assistance) but the total of projected numbers served is 600 individuals. The actual served in EI is 394. All other programs are on target.

Jess then handed out the quarterly CSBG ARRA report. We have served the most families through Emergency Intervention. All other programs will start to be implemented since we have Chrissy hired.

The third quarter client characteristics and percentages sheet was discussed. This report is generated by our new Adsystem tracking system and shows those served using all funds. This is the first report run from the new system and there are a few issues that need to be ironed out. This demographic report shows we served 615 households and 1672 total persons through the third quarter.

2010 Community Action Plan: Donna presented the 2010 CAP to the Board. The CAP was submitted to the State in September. It was due October 1st. Discussion followed.

2010 CSBG Work Programs: Donna handed out the 2010 CSBG work programs summary. This outlines the work programs DCCS will run in 2010. All programs are the same as 2009. The 2010 Work Programs details sheets were passed around. This shows more detail as to what the agency activities and client activities are for each program presented.

Stimulus Funds: Donna presented the CSBG ARRA Modification number one to the group. Donna wants to move the \$52,900 in Foreclosure avoidance to Emergency Intervention. This will allow us to serve more families in crisis including those with mortgages. Donna contacted DCEO regarding this change and they said it would be an appropriate modification since it is something that would benefit the needs in our community. Dawn Littlefield made a motion to approve the modification, seconded by Marlene Allen, motion approved.

HPRP Funds: This is the Homeless Prevention Rapid Re-housing stimulus grant. These funds are intended to help families with short and medium term housing assistance to provide stability. A staff person will be hired to see families through this program. We have not received the go ahead to serve families through this grant yet. This is a reimbursement grant so DCCS will need to bill the State for services and then get reimbursed.

Mary Uscian Foundation Dental Care Program: We have served one student through this program this year. We have yet to receive the billing. The Board loosened some of the eligibility requirements to serve more students by expanding it to eligible students through the 8th grade instead of 5th grade. Donna attended the school nurses meeting and mentioned to the nurses that she would be available to them to help with the referral process.

Emergency Fund Report: DCCS received an increase from \$500 to \$1,000 a month through this program. This is flexible money that can be used for items such as birth certificates, driver's licenses, state identification, car repair, etc.

Senior Tax: We are now into FY 2010. Agencies have spent a total of \$123,076 through September. There have been a couple agencies that have not billed us yet. Donna will do more outreach to these agencies.

FEMA, Emergency Food and Shelter Program Report: Phase XXVII is winding down and funds need to be expended by October 31. The ARRA funds needed to be expended by September 30. We are awaiting end of year reporting information from the National Board.

Homeless Prevention Program Report: The funding amount for FY '10 is \$12,480. This is a huge drop from last year's funding of \$53,900. We have yet to receive any of these funds. The funds may not be available until late December or early January. We did send in the 1st Quarter Report however showing zero funds spent and zero clients served.

Board Membership: Donna handed out the Personal Information Form For Nomination To The DeKalb County Community Action Agency Administrative Board for Sylvia Ibarra. Donna is nominating her to fill the void as a client representative. Ken Mundy made a motion to approve the membership of Sylvia Ibarra, seconded by Ken Moeller, motion approved. Also, Dawn Littlefield's term is expiring. She has agreed to stay on for another three-year term. Ken Mundy made a motion to renew Dawn Littlefield's membership, seconded by Ken Moeller, motion approved.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting date is scheduled for Wednesday, February 10, 2010 at 9:30 a.m. in the Multi-Purpose Room, Right Side.

Ken Mundy asked the question if there was a greater need for housing/homeless issues at this time. Donna explained she is working with the Continuum of Care to address any issues. Discussion followed.

ADJOURN: Having no further business, Marlene Allen made a motion to adjourn the meeting, seconded by Dawn Littlefield, motion approved. The meeting was adjourned at 10:42 a.m.