



DeKalb County

Community Action Department

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## CSBG Administrative Board Meeting

January 8, 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
- VII. Scholarship Committee Recommendations
- VIII. DeKalb County Financial Audit Review
- IX. Strategic Plan Development
- X. Board Education
- XI. Training Opportunities
- XII. Old Business
- XIII. New Business
- XIV. Next Meeting Date: March 12, 2018
- XV. 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 November 13, 2017**

**Members Present:** Rhonda Brown, Melissa Garman, Julio Hernandez, Carol Herrington, Curt Lang, Dawn Littlefield, Dan Nolan, Stephen Reid, Jerry Smith, and Joslyn Turner. A quorum was reached.

**Members Not Present:** Joshua Hall, Regina Harris, and Valarie Redmond.

**Others Present:** Deanna Cada, Jess Collins, Joanne Dunbar, Lesa Eames, Kate Noreiko, Joanne Rouse, Steve Sells, and two Daily Chronicle newspaper staff (Drew Zimmerman and Matthew Apgar).

**Call to Order:** Dawn Littlefield, Board Chair, called the meeting to order at 8:31a.m. Introductions were made. Jerry Smith introduced Matthew Apgar and Drew Zimmerman from the Daily Chronicle newspaper who are following him for the day to report on "A Day in The Life" of the Mayor.

**Approval of Agenda:** Melissa Garman made a motion to approve the agenda, seconded by Dan Nolan. Motion approved.

**Approval of Minutes:** Melissa Garman made a motion to approve the meeting minutes of September 25, 2017, seconded by Rhonda Brown. Motion approved.

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

**CSBG 2017 3<sup>rd</sup> Quarter Report:** Jess Collins presented the CSBG 2017 3<sup>rd</sup> Quarter Services Report. All programs are on track to reach targeted program outcomes. The targeted numbers illustrate the modification recently made to the grant. Jess highlighted the Family Economic Development Program in disseminating the data. Deanna Cada introduced DCCAD's newest employee, Joanne Dunbar, who is a Family Support Specialist. Welcome Joanne!

**CSBG 2017 3<sup>rd</sup> Quarter Financial Report:** Jess presented the CSBG 2017 3<sup>rd</sup> Quarter Financial Report. Through September 30, 38% of the CSBG was spent. This report does not illustrate the modification since it has not yet been approved by the Illinois Department of Commerce and Economic Opportunity (DCEO). Any 2017 funds not spent can be carried over to the 2018 CSBG. Deanna Cada discussed the budget modification amounts in certain categories. Deanna is in the process of meeting with Gary Hanson, County Administrator, to discuss DeKalb County Community Action's possible move to space in Suite F of the Community Outreach Building. The benefits of this move would be larger total space with a larger waiting area and computer stations for Program Participants. The 2018 CSBG is still waiting for approval.

**CSBG 2015-2016 Audit Review:** Deanna present the audit requirements compliance letter from DCEO. The full audit can be found on the DeKalb County Government website. Curt Lang questioned whether the auditor gave any recommendations and suggested for this to be reported in the future. Any recommendations pertaining to CSBG would be found as part of the audit on the County website.

**Board Membership:** The two newest members to the CSBG Administrative Board, Kate Noreiko and Stephen Sells, will be officially appointed by the County Board at their meeting November 15. Deanna

mentioned she and Jess will look over the CSBG Standards regarding Board membership to see if any changes need to be made involving individual members.

**Scholarship Committee Recommendations:** The CSBG Scholarship Committee met October 23 to review eligibility guidelines and procedures. They recommended to loosen up eligibility guidelines pertaining to certificate programs, including one year programs. The committee also clarified and updated the application process. The Family Support Specialists will no longer be involved in meeting with applicants. The committee will meet again December 18 to shore up eligibility guidelines and the application process.

**Strategic Plan Review:** The DCCAD 2017-2022 Strategic Plan was handed out and Deanna presented an update using PowerPoint on the process. Christine Westerlund from the Illinois Association of Community Action Agencies (IACAA) facilitated two strategic planning sessions in 2016. Attendees included staff and board members, and members of the community. Deanna mentioned the strategic plan is a living, breathing document that will be reported on at least every other CSBG Administrative Board meeting. Discussion ensued on strategic direction one: Poverty Education and Outreach. This includes outreach not only to clients but to the community in general and other social service agencies who serve the poverty population. This also involves branding and messaging. Curt Lang asked if there were some type of report breaking down services by city and what the demographics look like. Knowing this information could foster a good relationship with the particular city to address the needs of its citizens. Discussion followed on telling the story of poverty. This involves explaining how DCCAD and other agencies can intervene or assist those with the highest level of need. Steve Sells discussed a curriculum used by schools to give children life skills to help lift families out of poverty. The Bridges out of Poverty presentation is another avenue to inform the community on issues related to poverty. DCCAD will continue to work with Live Healthy DeKalb to provide poverty education to the community. Mayor Smith discussed the Annie Glidden North revitalization program. He stated 32% of households in the City of DeKalb are below the Federal Poverty Level. The Board feels good about the direction DCCAD is heading regarding telling the story. Strategic Direction Two: Living Wage Jobs was presented next. DCCAD partners with DeKalb County Economic Development Corporation (DCEDC) and the Workforce Investment Opportunity Act (WIOA), which DCCAD is a mandated partner, and Goodwill to help job seekers eventually obtain living wage jobs. Deanna explained the strategy and progress of increasing funding for education and job training. DCCAD has been involved with transportation issues in DeKalb County. The previous DCCAD Executive Director administered PCOM for the County. This is administered now by the Mental Health Board Administrative Assistant. The mayors on this board sit on the DSATS board and can report its progression to this board. There is discussion on the VAC and Huskie Bus Line working together to improve transportation services. Mayor Lang began a discussion on what types of skills employers are looking for to fill jobs. Lesa Eames, Family Support Specialist, explained the process of what DCCAD does to help individuals obtain skills to land a living wage job. She gave success stories of Program Participants and partnerships with area employers. Finally, Strategic Direction Three: Funding was discussed. This strategy was put in place by the previous director to obtain 501(c) 3 status. Discussion followed on the direction of pursuing this avenue. The Board feels that with all the work involved, low capacity, competition for funding, etc. this should not be an avenue to pursue. Deanna stated DCCAD is open to grant opportunities but not applying for 501(c) 3 status. Also, DCCAD will continue to analyze data to support the need for community funding initiatives. The CSBG Organizational Standards mandates the strategic plan to be updated at least every five years but it is recommended to be updated every three years to coincide with the Community Needs Assessment

(CNA). The next full update of the CNA is due for the 2019 CSBG. Mayor Lang stated to be sure to include all areas of the County, not just the major cities.

**Training Opportunities:** Deanna mentioned she is doing the preliminary work to bring the Bridges out Of Poverty presentation to DeKalb County. Jess demonstrated to the board how to access training opportunities listed on the Staff/Board Member page on DCCAD's website. Contact Jess if there are any questions on how to sign up to access this page.

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

**New Business:** Deanna will add a Director's Report to future meeting agendas. DCEO sent out a survey to Executive Directors and Board Members to complete. Deanna will send the survey to CSBG Board Members to complete. It should take no more than five minutes to complete. Deanna is looking for members to serve on an ad-hoc committee to review and update by-laws. She is looking to do this early 2018. Committee membership and structure needs to be formalized.

**Next Meeting Date:** The next meeting is scheduled for January 8, 2018 at 8:30 a.m. and will be held in Conference Room West at the Community Outreach Building.

**Adjourn:** Having no further business, Julio Hernandez made a motion to adjourn the meeting, seconded by Rhonda Brown. Motion approved and meeting adjourned at 9:30 a.m.