

Approved 9/18/14

**DeKalb County Community Action Department
CSBG Administrative Board
Minutes of August 7, 2014**

Members Present: Gary Chapman, John Hulseberg, Ken Mundy, Joslyn Turner, Carol Herrington, Vanessa Howell, Regina Harris, and Jamie Smirz representing John Rey. A quorum was reached.

Members Not Present: Melissa Garman, Dawn Littlefield, Monica O'Leary, and Sally DeFauw.

Others Present: Donna Moulton and Jess Collins.

Call to Order: Ken Mundy called the meeting to order at 8:30 a.m.

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

Approval of Minutes: John Hulseberg highlighted a correction to be made to the minutes of May 15, 2014. Dan Nolan was mistakenly entered into the minutes as being from Sandwich. This was corrected to state that he is from the south County. Jamie Smirz motioned to approve the CSBG Administrative Board meeting minutes from May 15, 2014 as amended, seconded by Gary Chapman. Motion approved.

By-Laws: Donna handed out a draft of the By-Law revisions, which were first presented at the May 15, 2014 meeting. These are updated to reflect the new Community Action standards to be implemented. Board members were able to review the by-laws to suggest any revisions. Carol Herrington made a motion to approve the by-laws as revised, seconded by Gary Chapman. Motion Approved.

Mission and Vision: The updated Mission and Community Action Promise statements were reviewed. John Hulseberg made a motion to approve the updated statements, seconded by Carol Herrington. Motion approved.

Scholarships: There were seven CSBG Scholarship applicants but only three were forwarded to the CSBG Scholarship Committee for review. The four applicants not forwarded to the committee were either incomplete, over-income or their tuition and fees were covered by other means. The committee requested that the three applicants receive \$1,000 each. Donna Moulton read a brief biography of each applicant. Two of the applicants are attending NIU and the other Aurora University. Carol Herrington made a motion to approve Noraima Cepeda, Gladys Sanchez, and Tanesha Harris for CSBG Scholarships of \$1,000 each, seconded by Jamie Smirz. Motion approved.

Board Membership and Officers: Sylvia Ibarra (private) and Dan Nolan (public) agreed to serve on the CSBG Administrative Board. John Hulseberg made a motion to approve Sylvia Ibarra and Dan Nolan to serve on the CSBG Administrative Board, seconded by Regina Harris. Motion approved. Regina Harris motioned to have John Hulseberg assume the Vice-chair position, seconded by Gary Chapman. Motion approved. These nominations will be forwarded to the DeKalb County Board for approval.

Open Meetings Act Training: Those board members that have yet to complete the Open Meetings Act training, please do so as soon as possible. When completed, please send to DeKalb County Community Action to be filed.

CSBG Program and Financial Reports: Donna discussed the financial report and the CSBG 2014 second quarter outcomes reports. She mentioned the focus is establishing long term relationships with the people DCCA serves for overall household stability. There also has been an increase in folks utilizing the client resource area. All households coming in receive Family Stability and Support services. The outcome report Donna highlighted does not show the modified grant numbers. The largest program increase is Family Stability and Support while the largest decrease is in actual financial assistance through Emergency Intervention. There was a discussion on DCCA services as focusing on the overall mission of Community Action, which is working intensively with households to increase their overall stability. A discussion on the outcomes of Emergency Intervention followed.

Community Gardens Update: The harvests from the Health Facility site are going to the Health Department lobby for HD and DCCA clients, and to local food pantries. Help is needed for weeding the site. Trees and shrubs were recently added to the site.

Evergreen Village Mitigation Project: The County now officially owns Evergreen Village and is being managed by the DeKalb County Housing Authority. 64 units have been purchased. All residents except for five have signed contracts. DCCA is meeting with a few households to help guide them through the relocation process. Ken Mundy asked if the residents are staying in Sycamore, especially the children. This is not known yet. Evergreen Village will officially close in April of 2015.

Update on Other DCCS Grants: FY 2015 Homeless Prevention began July 1. The Emergency Food and Shelter Program Phase 31 ended June 30. We are still waiting to hear about Phase 32 funding from the National Board. Donna mentioned DCCA may seek 501c3 status as a fundraising arm.

Strategic Planning: Since the Mission and Vision statements are updated and approved, the strategic plan will commence soon-most likely in the fall. Sally DeFauw and Jamie Smirz agreed to work on this with Donna. Jamie Smirz explained how the CDBG strategic plan is organized.

Old Business: There was no old business to discuss.

New Business: Vanessa Howell introduced herself to the Board since this is her first meeting.

Next Meeting Date: The next meeting will be held sometime in September. Jess Collins will send out a meeting date survey through Doodle.

Adjourn: Having no further business, Carol Herrington made a motion to adjourn the meeting, seconded by Gary Chapman. Motion approved. The meeting adjourned at 9:06 a.m.