

**DeKalb County Community Services Department  
Administrative Board  
Minutes of August 14, 2008**

**MEMBERS PRESENT:** Pat LaVigne, Marlene Allen, Ken Moeller, Micki Chulick, Ken Mundy, Dawn Littlefield, Robert Keil, Brenda Campbell, and Carol Herrington for Brett Brown.

**OTHERS PRESENT:** Mary Ramp, Jess Collins, Micki Emmett, Toya Jones, John Hulseberg, and Joe Gastiger.

**CALL TO ORDER:** Robert Keil called the meeting to order at 9:42 a.m.

**APPROVAL OF MINUTES:** Brenda Campbell made a motion to approve the minutes of May 8, 2008, seconded by Micki Chulick. Motion approved.

**APPROVAL OF AGENDA:** The agenda was approved as presented.

**SECOND QUARTER CSBG REPORT:** Mary handed out the Second Quarter CSBG Program and Outcome Report and discussed the status of all the programs. This report shows the work programs with anticipated number of persons served and the actual year to date number of persons served as well as outcome targets and outcome targets completed. There have been two families enrolled in Family Development but not enough information has been provided as of this date to count them. Family Development targets chronic poverty families that wish to make change. These families are usually referred in house but also from other agencies. Terri usually meets with families in office but occasionally makes home visits. The Scholarship Program will award the scholarships on August 14. The Emergency Intervention Program is at 66% of persons served. This is typical for this time of year. This is our largest program designed to help alleviate a family's crisis. Most of the funding is designed to help with rent or utilities. The Information, Referral, and Coordination program is at 47% served. This programs shows all persons served with the CSBG. This program allows us to network with other agencies and to give clients information and referrals.

The first quarter client characteristics and percentages sheet was discussed. This report is generated by our Tracker system. Mary announced we will be using a new client tracking system called Adsystech shortly. The State is providing the funds to purchase this system. This Tracker report shows we have served a total of 458 unduplicated persons through the second quarter. 52 % of families are employed within 90 days of their application. 50% of families served are less than 50% of poverty. Families are not earning very much income. Most households are single parent female. Single person households have dropped slightly. Most households are renters but homeowners has increased slightly to 5%. All rents include subsidized housing whereas basic rents do not.

Mary highlighted the Emergency Intervention Families Served chart. The families served include all families seen for Emergency Intervention. DCCS is seeing an increase in families. DCCS served the most families ever in May. We are seeing family types we have not seen before such as those who are in the trades. A lot of these families are not eligible for unemployment. Families are consistently having problems with their utility bills and owing very high amounts of money. This chart illustrates all families who came in for Emergency Intervention, not just those we actually provided financial assistance.

**SCHOLARSHIP REPORT:** The scholarship committee made their recommendations to the Board. There was a total of \$3,350 available. \$350 of this amount was returned because one student did not use this last year. There were six applicants with five being awarded amounts ranging from \$400 to \$1,000. The applicant not awarded a scholarship did not have any letters of reference. The decisions were based on need and overall presentation in their applications. The board was shown the recommended recipients with the amounts awarded. The recommendations are as follows: Krystle Forsyth, \$675, Dorothea Burton, \$400, Tiffany Wintz, \$600, Maria Zamudio, \$675, and Laura Ferrara, \$1,000. Brenda Campbell made a motion to accept the Scholarship Committee's recommendation, seconded by Micki Chulick. The motion was approved.

**2009 CSBG GRANT PLANNING:** After President Bush eliminated CSBG funding for FY 2008, both the Senate and House funded CSBG with a slight increase. Mary Ramp asked the Board for input on possible programs to use with CSBG funds. CSBG currently funds Family Development, Emergency Intervention, Information and Referral, and CSBG Scholarship. Dawn Littlefield mentioned possibly using CSBG to help eligible families apply for and receive the Earned Income Tax Credit. DCCS does refer people to tax assistance programs through the Information and referral Program. A discussion followed. Dawn and Mary will research possible programs for this service. This service would need to use volunteers through NIU, churches, etc.

**HOMELESS PREVENTION GRANT:** Mary handed out the FY 2008 Homeless Prevention Program Year End Fiscal Report. We served a total of 204 families with a funded amount of \$53,900. Most families were eligible for Food Stamps. The program verifies income but there is no set income guideline for services. Most families used the assistance to maintain their current residence. Follow-up information is gathered after six months of the Program's end. We achieve this through phone calls to clients, mailing notice, and contact calls to landlords, Housing Authority, etc.

**EMERGENCY FUND:** This fund originated in Chicago is funded through a private foundation. Our allocated amount is \$1,000 a month. There is a cap of \$300 per family, once a year. We report on this fund monthly. This fund can be used for expenses that our other funding cannot help with such as car repairs, car insurance, identification, etc. We can also use this fund for rent and utilities.

**SENIOR TAX:** The amounts for FY 2009 have been allocated and awarded agencies are expending the funds.

**MARY USCIAN FOUNDATION DENTAL CARE PROGRAM:** At this point, there is roughly \$1200 available to serve grade school age children. Children in grades K-5 enter the program as a referral by their school nurse. Community Services then links them to an appropriate dentist to do the work that needs to get done. Participating dentists do the appropriate service and then they get reimbursed for overhead costs of \$100.

**BOARD MEMBERSHIP:** One Board seat is open now, which was filled by Melissa Searing. She is no longer with The Salvation Army so it will need to be filled. Mary Ramp is seeking someone from the Hispanic community. Conexion Comunidad agreed to send a representative from their Board to sit on this Board. Ken Mundy made a motion to approve a representative from Conexion Comunidad to fill the vacant seat, seconded by Dawn Littlefield. Motion carried. Howard Lyle's term will end after the November election. John Hulseberg from the County Board may be interested in filling this seat.

**OLD BUSINESS:** There was no old business to report.

**NEW BUSINESS:** Micki Chulick mentioned that 4-C is very busy these days. They are receiving an average of 130 call and 28 walk-ins a day for the child care subsidy program. The subsidy program can now accept full-time students for four years. Micki also mentioned 4-C received grants through Representative Bob Pritchard's office to distribute 10,000 books to pre-school age children by 2010. This is for DeKalb and Ogle Counties. If anyone knows of places where kids can get these books, please let Micki know.

**ADJOURN:** The next meeting date is scheduled for Thursday, October 10 at 9:30 a.m. in the Multi-Purpose Room, Right Side. This may change however due to scheduling conflicts. Having no further business, Dawn Littlefield made a motion to adjourn the meeting, seconded by Micki Chulick. Motion approved and the meeting was adjourned at 10:45 a.m.