

Approved 9/24/2012

**DeKalb County Community Services Department  
CSBG Administrative Board  
August 14, 2012**

**Members Present:** Kristi Falk, Dawn Littlefield, Carol Herrington, Gary Chapman, and Eric Johnson

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

**Call to Order:** Dawn Littlefield, chair, began the meeting at 8:40 a.m.

**Approval of Minutes:** Eric Johnson motioned to approve the CSBG Administrative Board meeting minutes from May 2, 2012, seconded by Kristi Falk. Motion approved.

**Approval of Agenda:** Gary Chapman motioned to approve the CSBG Administrative Board meeting agenda, seconded by Eric Johnson. Motion approved.

**Staff Update:** Donna mentioned that Victor Mendoza, Self-Sufficiency Specialist, is leaving his position with DCCS. His last day will be August 15. He received a graduate assistant position and stipend that will pay for his college expenses. We are waiting to hear more about what might happen with Evergreen Village before filling the position.

**Board Membership:** Donna mentioned there are three openings on the Board; two client representative openings and one public official opening. It is really important that we fill vacancies quickly. If possible, she would like for the next public official to represent the northern or southern part of the County. Donna is working with DeKalb County Housing Authority to find possible client representatives. Currently Carol Herrington is representing the executive director of the DeKalb County Housing Authority. Since Carol has made most of the meetings and works with Housing Choice Voucher recipients, it would be beneficial to have her as the official representative on the Board. Dawn made a motion to have Carol Herrington sit on the Board as a low-income representative, seconded by Eric Johnson. Motion approved. Since there was not quorum at this meeting, an e-mail was sent out to get further votes from the absent members (see attachment to minutes). Enough yes votes were cast to approve the motion officially.

**Scholarships:** The Scholarship committee decided to award the three applicants \$1,000 each. Four students applied but one withdrew her application do to having her cost covered through other means. Eric Johnson made a motion to approve the Scholarship Committee's recommendation, seconded by Gary Chapman. Motion approved. Since there was not quorum at this meeting, an e-mail was sent out to get further votes from the absent members (see attachment to minutes). Enough yes votes were cast to approve the motion officially.

**CSBG Quarterly Reports:** Jess Collins discussed the 2011 6<sup>th</sup> Quarter and 2012 2<sup>nd</sup> Quarter CSBG Reports. The 2011 program year is over. All programs met or exceeded targeted numbers except for Emergency Intervention (due to higher assistance caps and less funding) and Information and Referral. The 2012 Program and Outcome Reports were discussed. Family Economic Development is on target with 2 more individuals being served than anticipated. The Scholarship will meet expectation with three college scholarships awarded. The Income Tax Counseling numbers did not meet projections. This is based on a few things: One, inadequate marketing before the program began; two, not having case managers at the beginning of the program to do referrals. In addition, there was a lower-than-expected turnout of low-income persons at the site. DCCS will begin outreach for the Tax program well in advance

of the start next year. These efforts have already been initiated. Emergency Intervention numbers are higher than projected. The School and Community Gardens work program 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 are 17 sites, 90 beds and 5,000 square feet of gardens. The gardens are producing 100 pounds of fresh produce per week. The Social Living Group numbers are higher than projected due to a higher than anticipated level of interest from residents. Information and Referral and Family Stability and Support are on target.

**Homeless Prevention Funds FY'12 & '13:** Follow up for reports is commencing for the FY 2012 assisted households. DCCS will receive about \$7,500 for FY '13. A check for about \$1,200 was recently received.

**FEMA/EFSP Phase 29 & 30:** Phase 29 is completed. We are still waiting for notice regarding the Phase 30 allocation for DeKalb County

**Senior Tax Levy:** Donna mentioned there will be about a \$50,000 cut for FY 2014 based on the assessed property value.

**CSBG 2012 Modification:** There was a slight decrease to our 2012 CSBG grant (\$641). A modification was sent to DCEO back in May to address this change. About \$9,000 was taken from salary and administration while \$17,000 was added to direct client assistance. We are still waiting for the official word from DCEO to go ahead with the changes.

**CSBG 2013 Application Process and Funding Outlook:** As of now, funding for 2013 is at last year's level through a continuing resolution through congress. DCCS will receive about a \$39,000 increase based on increased poverty levels from the 2000 census to the 2010 census.

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

**New Business:** DCCS' grant manager Dave Ridenour did a site visit the end of July. The visit went well as there were no findings. Donna discussed the Evergreen Village mitigation plan. DCCS will be involved in this process in helping residents in their transition from Evergreen Village to stable permanent housing. We do not know demographics of the residents yet or how long the process will take. Lastly, Donna mentioned Jess Collins will be attending the annual CSBG Workshop in Springfield on September 5. There will be a better idea of the 2013 funding status and allocation amounts at that time.

**Next Meeting Date:** The next meeting is scheduled for Monday, September 24 at 8:30 am in the Community Outreach Building, Conference Room West.

**Adjourn:** Having no further business, a motion was made by carol Herrington to adjourn the meeting, seconded by Gary Chapman. Motion approved. Meeting adjourned at 9:28 a.m.

## Collins, Jess

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**From:** Moulton, Donna  
**Sent:** Tuesday, August 14, 2012 10:26 AM  
**To:** 'Carol Herrington'; 'Dawn Littlefield'; 'Eric Johnson'; 'Gary Chapman'; 'Jamie Smirz'; Collins, Jess; 'John Hulseberg'; 'Joslyn Turner'; 'Kristi Falk'; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; Moulton, Donna; 'Regina Harris'; 'Rosario Quesada'; 'Shelly Perkins'  
**Cc:** Collins, Jess  
**Subject:** VOTES NEEDED- CSBG Administrative Board  
**Attachments:** Ortman, Robert J..pdf; Sanchez, Gladys C..pdf; Wood, Hannah B..pdf  
**Importance:** High

Good Morning All,

We just finished our CSBG Administrative Board Meeting. Unfortunately, we did not have a quorum to approve the motion that was the primary focus of this August meeting, to approve the scholarships as recommended by the Scholarship Committee of the Board. Since it is paramount that these get approved so we can send checks to schools for the fall semester, I am asking for each of you to send a response of "yes" to approve the recommended recipients of the scholarships in the amount of \$1,000 each or "no" to that recommendation. As a refresher, we only have \$3,000 to distribute and that amount cannot be carried over from year to year.

The motion was also made that we have Carol Herrington as our representative from the Housing Authority rather than have her as a representative for the Executive Director of the Authority. Since Carol works directly with the Section 8 recipients, she can speak to some of the needs of low-income families and some of the trends that she sees. Please respond "yes" to approve Carol as the representative in this capacity.

Also, our next meeting will be Monday, September 24 at 8:30 am. (note....the location will be at the West Conference Room which is just across the parking lot in the Community Outreach Building at 2500 North Annie Glidden Road). This should be a relatively short meeting with the purpose of approving our Community Action Plan (CAP) and the work programs for the next year. The CAP will be similar to past years and we will send it out electronically for you to look at. We will be looking for comments about the needs of low-income households in community and planned responses to those needs and also general fact-checking (for instance, one year we managed to have the DCFS local number wrong in the document...oops!) Our work programs will likely be very similar to the ones we are running this year, especially because we have three new ones that we hope to strengthen as we move on (tax return clinic, community gardens, social living group).

We are in need of two Board Members as low-income representatives on the Board and also one Board Member who is an elected official. If you know of someone who would be a good and active Board Member who fits either of these qualifications, please encourage them to contact me. I would like to have some recommendations for the Board at our September meeting.

In an effort to simplify as much as possible, you can simply respond to me with your vote checked below on the two matters needing your attention above. **Also, please mark your calendars for the meeting on Monday September 24.** I will try to have you out of here in half an hour but it really is important that we have a quorum.

Approve scholarships as recommended by the Scholarship Committee \_\_\_\_\_yes \_\_\_\_\_no  
Approve Carol Herrington as low-income representative of the Housing Authority \_\_\_\_\_yes \_\_\_\_\_no

Thank you-

Donna Moulton, MSW, LCSW, CPM

**Executive Director**

DeKalb County Community Services Department  
2550 North Annie Glidden Road, DeKalb, Illinois 60115  
main phone (815) 758-3910  
direct line (815) 217-0191  
[www.dekalbcounty.org/comsvs/comsvs.html](http://www.dekalbcounty.org/comsvs/comsvs.html)  
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[http://www.dekalbcounty.org/MH/mental\\_health.html](http://www.dekalbcounty.org/MH/mental_health.html)

**Collins, Jess**

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**From:** [reginaharris589@gmail.com](mailto:reginaharris589@gmail.com)  
**Sent:** Tuesday, August 14, 2012 6:00 PM  
**To:** Moulton, Donna; 'Carol Herrington'; 'Dawn Littlefield'; 'Eric Johnson'; 'Gary Chapman'; 'Jamie Smirz'; Collins, Jess; 'John Hulseberg'; 'Joslyn Turner'; 'Kristi Falk'; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; Moulton, Donna  
**Cc:** Collins, Jess  
**Subject:** Re: VOTES NEEDED- CSBG Administrative Board

I vote yes.

Sent from my Verizon Wireless Phone

----- Reply message -----

**From:** "Moulton, Donna" <[DMoulton@dekalbcounty.org](mailto:DMoulton@dekalbcounty.org)>  
**To:** "Carol Herrington" <[cherrington@dekcohousing.com](mailto:cherrington@dekcohousing.com)>, "Dawn Littlefield" <[dawn@kishwaukeeunitedway.com](mailto:dawn@kishwaukeeunitedway.com)>, "Eric Johnson" <[ejohnson@dekalbtownship.org](mailto:ejohnson@dekalbtownship.org)>, "Gary Chapman" <[gchapman@hopehavendekalb.com](mailto:gchapman@hopehavendekalb.com)>, "Jamie Smirz" <[jamie.smirz@cityofdekalb.com](mailto:jamie.smirz@cityofdekalb.com)>, "Collins, Jess" <[jcollins@dekalbcounty.org](mailto:jcollins@dekalbcounty.org)>, "John Hulseberg" <[hulseberg@comcast.net](mailto:hulseberg@comcast.net)>, "Joslyn Turner" <[yvette.turner001@comcast.net](mailto:yvette.turner001@comcast.net)>, "Kristi Falk" <[Kristi.Falk@53.com](mailto:Kristi.Falk@53.com)>, "Marlene Allen" <[marlenedallen@gmail.com](mailto:marlenedallen@gmail.com)>, "Mayor Ken Mundy" <[kmundy@cityofsycamore.com](mailto:kmundy@cityofsycamore.com)>, "Mayor Kris Povlsen" <[kpovlsen@cityofdekalb.com](mailto:kpovlsen@cityofdekalb.com)>, "Melissa Garman" <[misgarman@aol.com](mailto:misgarman@aol.com)>, "Moulton, Donna" <[DMoulton@dekalbcounty.org](mailto:DMoulton@dekalbcounty.org)>, "Regina Harris" <[reginaharris589@gmail.com](mailto:reginaharris589@gmail.com)>, "Rosario Quesada" <[rosario.quesada@illinois.gov](mailto:rosario.quesada@illinois.gov)>, "Shelly Perkins" <[sperkings@dekcohousing.com](mailto:sperkings@dekcohousing.com)>  
**Cc:** "Collins, Jess" <[jcollins@dekalbcounty.org](mailto:jcollins@dekalbcounty.org)>  
**Subject:** VOTES NEEDED- CSBG Administrative Board  
**Date:** Tue, Aug 14, 2012 10:25 am

Good Morning All,

We just finished our CSBG Administrative Board Meeting. Unfortunately, we did not have a quorum to approve the motion that was the primary focus of this August meeting, to approve the scholarships as recommended by the Scholarship Committee of the Board. Since it is paramount that these get approved so we can send checks to schools for the fall semester, I am asking for each of you to send a response of "yes" to approve the recommended recipients of the scholarships in the amount of \$1,000 each or "no" to that recommendation. As a refresher, we only have \$3,000 to distribute and that amount cannot be carried over from year to year.

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Also, our next meeting will be Monday, September 24 at 8:30 am. (note....the location will be at the West Conference Room which is just across the parking lot in the Community Outreach Building at 2500 North Annie Glidden Road). This should be a relatively short meeting with the purpose of approving our Community Action Plan (CAP) and the work programs for the next year. The CAP will be similar to past years and we will send it out electronically for you to look at.

**Collins, Jess**

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**From:** MisGarman@aol.com  
**Sent:** Tuesday, August 14, 2012 5:46 PM  
**To:** ejohnson@dekalbtownship.org; Moulton, Donna; cherrington@dekcohousing.com; dawn@kishwaukeeunitedway.com; gchapman@hopehavendekalb.com; jamie.smirz@cityofdekalb.com; Collins, Jess; hulseberg@comcast.net; yvette.turner001@comcast.net; Kristi.Falk@53.com; marlenedallen@gmail.com; kmundy@cityofsycamore.com; kpovlsen@cityofdekalb.com; reginaharris589@gmail.com; rosario.quesada@illinois.gov; sperkins@dekcohousing.com  
**Subject:** Re: VOTES NEEDED- CSBG Administrative Board

I too vote yes for both.

In a message dated 8/14/2012 11:27:49 A.M. Central Daylight Time, [ejohnson@dekalbtownship.org](mailto:ejohnson@dekalbtownship.org) writes:

I vote Yes

Eric Johnson

DeKalb Township Supervisor

2323 S. Fourth Street

DeKalb, Illinois 60115

815.758.8282 (o) | 815.758.0124 (f)

[www.dekalbtownship.org](http://www.dekalbtownship.org)

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**From:** Moulton, Donna [<mailto:DMoulton@dekalbcounty.org>]  
**Sent:** Tuesday, August 14, 2012 10:26 AM  
**To:** 'Carol Herrington'; 'Dawn Littlefield'; 'Eric Johnson'; 'Gary Chapman'; 'Jamie Smirz'; Collins, Jess; 'John Hulseberg'; 'Joslyn Turner'; 'Kristi Falk'; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; Moulton, Donna; 'Regina Harris'; 'Rosario Quesada'; 'Shelly Perkins'  
**Cc:** Collins, Jess  
**Subject:** VOTES NEEDED- CSBG Administrative Board  
**Importance:** High

Good Morning All,

**Collins, Jess**

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**From:** Falk, Kristi [Kristi.Falk@53.com]  
**Sent:** Tuesday, August 14, 2012 12:01 PM  
**To:** Quesada, Rosario; 'Eric Johnson'; Moulton, Donna; 'Carol Herrington'; 'Dawn Littlefield'; 'Gary Chapman'; 'Jamie Smirz'; Collins, Jess; 'John Hulseberg'; 'Joslyn Turner'; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; 'Regina Harris'; 'Shelly Perkins'  
**Cc:** Collins, Jess  
**Subject:** RE: VOTES NEEDED- CSBG Administrative Board

I vote yes for both.

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**From:** Quesada, Rosario [mailto:Rosario.Quesada@Illinois.gov]  
**Sent:** Tuesday, August 14, 2012 11:36 AM  
**To:** 'Eric Johnson'; 'Moulton, Donna'; 'Carol Herrington'; 'Dawn Littlefield'; 'Gary Chapman'; 'Jamie Smirz'; 'Collins, Jess'; 'John Hulseberg'; 'Joslyn Turner'; Falk, Kristi; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; 'Regina Harris'; 'Shelly Perkins'  
**Cc:** 'Collins, Jess'  
**Subject:** RE: VOTES NEEDED- CSBG Administrative Board

Hello to all, my apologies for not being at the meeting. Out of town activity and will return on August 27th.

My vote is YES.

Thanks

Rosario Quesada, Monitor Advocate

Migrant Seasonal Farm Workers &  
Foreign Labor Certification Programs

1701 East Lincoln Highway, DeKalb-IL. 60115

815-756-4893 Extension 262  
815-756-6523 Fax 312-446-9416 Cellular

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**From:** Eric Johnson [mailto:ejohnson@dekalbtownship.org]  
**Sent:** Tuesday, August 14, 2012 11:28 AM  
**To:** 'Moulton, Donna'; 'Carol Herrington'; 'Dawn Littlefield'; 'Gary Chapman'; 'Jamie Smirz'; 'Collins, Jess'; 'John Hulseberg'; 'Joslyn Turner'; 'Kristi Falk'; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; 'Regina Harris'; Quesada, Rosario; 'Shelly Perkins'  
**Cc:** 'Collins, Jess'  
**Subject:** RE: VOTES NEEDED- CSBG Administrative Board

I vote Yes

Eric Johnson  
DeKalb Township Supervisor  
2323 S. Fourth Street  
DeKalb, Illinois 60115

## Collins, Jess

---

**From:** Moulton, Donna  
**Sent:** Tuesday, August 14, 2012 11:53 AM  
**To:** Collins, Jess  
**Subject:** FW: VOTES NEEDED- CSBG Administrative Board

**Donna Moulton, MSW, LCSW, CPM**  
Executive Director  
DeKalb County Community Services Department  
2550 North Annie Glidden Road, DeKalb, Illinois 60115  
main phone (815) 758-3910  
direct line (815) 217-0191  
[www.dekalbcounty.org/comsvs/comsvs.html](http://www.dekalbcounty.org/comsvs/comsvs.html)  
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2500 Annie Glidden Road, DeKalb, Illinois 60115  
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direct line (815) 899-4960  
[http://www.dekalbcounty.org/MH/mental\\_health.html](http://www.dekalbcounty.org/MH/mental_health.html)

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**From:** Smirz, Jamie [mailto:Jamie.Smirz@CITYOFDEKALB.com]  
**Sent:** Tuesday, August 14, 2012 10:32 AM  
**To:** Moulton, Donna  
**Subject:** RE: VOTES NEEDED- CSBG Administrative Board

Hi Donna,

"Yes" ...sorry I wasn't there. I planned on it but got stuck at a meeting that was supposed to be done at 8am. I did e-mail Jess shortly before the meeting to say that I was stuck and couldn't get there on time but could get there before it was over if there was not a quorum and a vote was needed. I didn't send it out until 8:15 or so so maybe he didn't see it.

See you in September. Jamie

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**From:** Moulton, Donna [mailto:DMoulton@dekalbcounty.org]  
**Sent:** Tuesday, August 14, 2012 10:26 AM  
**To:** 'Carol Herrington'; 'Dawn Littlefield'; 'Eric Johnson'; 'Gary Chapman'; Smirz, Jamie; Collins, Jess; 'John Hulseberg'; 'Joslyn Turner'; 'Kristi Falk'; 'Marlene Allen'; 'Mayor Ken Mundy'; Povlsen, Kris; 'Melissa Garman'; Moulton, Donna; 'Regina Harris'; 'Rosario Quesada'; 'Shelly Perkins'  
**Cc:** Collins, Jess  
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**Importance:** High

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**Collins, Jess**

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**Sent:** Tuesday, August 14, 2012 11:53 AM  
**To:** Collins, Jess  
**Subject:** FW: VOTES NEEDED- CSBG Administrative Board

Donna Moulton, MSW, LCSW, CPM  
Executive Director  
DeKalb County Community Services Department  
2550 North Annie Glidden Road, DeKalb, Illinois 60115 main phone (815) 758-3910 direct line(815) 217-0191 [www.dekalbcounty.org/comsvs/comsvs.html](http://www.dekalbcounty.org/comsvs/comsvs.html)  
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2500 Annie Glidden Road, DeKalb, Illinois 60115 main phone (815) 899-7080 direct line (815) 899-4960 [http://www.dekalbcounty.org/MH/mental\\_health.html](http://www.dekalbcounty.org/MH/mental_health.html)

-----Original Message-----

From: [hulseberg@comcast.net](mailto:hulseberg@comcast.net) [mailto:[hulseberg@comcast.net](mailto:hulseberg@comcast.net)]  
Sent: Tuesday, August 14, 2012 10:38 AM  
To: Moulton, Donna  
Subject: ~~Re: VOTES NEEDED- CSBG Administrative Board~~

Hi donna,  
Yes, yes!  
Sorry about missing this morning.  
See you sept. 24th, if not sooner.  
Take care  
John H.

Sent from iPhone 4s

-----Original Message-----

From: Donna Moulton  
To: 'Joslyn Turner', 'Melissa Garman', 'Carol Herrington', 'Shelly Perkins', 'Eric Johnson', 'Kristi Falk', Donna Moulton, 'Dawn Littlefield', 'Jamie Smirz', 'Gary Chapman', 'Regina Harris', [hulseberg@comcast.net](mailto:hulseberg@comcast.net), Jess Collins, 'Marlene Allen', 'Mayor Ken Mundy', 'Mayor Kris Povlsen', 'Rosario Quesada'  
Cc: Jess Collins  
Sent: 2012-08-14 15:25:46 +0000  
Subject: VOTES NEEDED- CSBG Administrative Board

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**Collins, Jess**

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[http://www.dekalbcounty.org/MH/mental\\_health.html](http://www.dekalbcounty.org/MH/mental_health.html)

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**From:** Ken Mundy [<mailto:kmundy@cityofsycamore.com>]  
**Sent:** Tuesday, August 14, 2012 10:44 AM  
**To:** Moulton, Donna  
**Subject:** RE: VOTES NEEDED- CSBG Administrative Board

I vote yes on both issues and will attend the Sept 24<sup>th</sup> meeting.  
Thx.  
Ken

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**From:** Moulton, Donna [<mailto:DMoulton@dekalbcounty.org>]  
**Sent:** Tuesday, August 14, 2012 10:26 AM  
**To:** 'Carol Herrington'; 'Dawn Littlefield'; 'Eric Johnson'; 'Gary Chapman'; 'Jamie Smirz'; Collins, Jess; 'John Hulseberg'; 'Joslyn Turner'; 'Kristi Falk'; 'Marlene Allen'; 'Mayor Ken Mundy'; 'Mayor Kris Povlsen'; 'Melissa Garman'; Moulton, Donna; 'Regina Harris'; 'Rosario Quesada'; 'Shelly Perkins'  
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