

**DeKalb County Community Action Department  
CSBG Scholarship Committee  
Minutes of October 23, 2017**

**Members Present:** Dawn Littlefield and Melissa Garman. A quorum was reached.

**Members Not Present:** Joanne Rouse representing Jerry Smith.

**Others Present:** Deanna Cada, Jess Collins, Lesa Eames, and Karleen Lindsey.

**Call to Order:** Dawn Littlefield, chair, called the meeting to order at 8:34 a.m.

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

**Approval of 7/24/2017 Minutes:** Dawn Littlefield made a motion to approve the minutes, seconded by Melissa Garman. Motion approved.

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

**Old Business:**

- a. **Scholarship Criteria:** The committee discussed the criteria mandated by the State (DCEO) and criteria DCCAD will use going forward. Specific criteria DCEO mandates are DeKalb County residency, household below 125% of the FPL in the past 90 days, attending an accredited Illinois institution, and a maximum of \$1,000 for an applicant. The committee decided to allow for undergraduate courses of study for a degree, certifications, and programs for vocational and occupational training. It was also decided to eliminate the section in the application regarding other financial aid and scholarships. Eligibility is not determined by other financial aid and scholarships an applicant receives. Income verification for all household members will be documented, not just those 18 and older. Discussion followed on what consists of proper residency documentation.
- b. **Scholarship Materials – Letterhead, signature requirements:** Letters of recommendations must be submitted via regular mail or e-mail directly by the writer, on letterhead preferably.

**New Business:**

- a. **Scholarship process:** The committee reviewed the current process in place and made the following changes to this process effective for the 2018-2019 CSBG Scholarship. Update flyer, media notice, and general marketing notices to reflect eligibility requirements, due dates, application availability, etc. The application will now be available to complete on-line via a Survey Monkey link with the opportunity to upload documentation or hand in copies directly to DCCAD. The application will also be available as a paper application available to pick up at the DCCAD office. The Family Support Specialists will no longer meet with applicants for an interview and to verify application completion and documentation. Jess Collins will follow-up once with applicants regarding missing documentation and incomplete paper applications. Jess will forward eligible applications to the CSBG Scholarship Committee. Jess will work on updating all application and marketing materials for the committee's review at the next meeting.

**Next Meeting Date:** The next meeting will be December 18, 2017 at 9:00 a.m. in the Community Outreach Building, Conference Room West.

**Adjourn:** Melissa Garman made a motion to adjourn the meeting, seconded by Dawn Littlefield. Motion approved and meeting adjourned at 9:54 a.m.

APPROVED 12/18/2017