



DeKalb County

Community Action Department

2550 North Annie Glidden Road, DeKalb, Illinois 60115

Phone (815)758-3910, Fax (815)756-3407

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

## CSBG Administrative Board Meeting

December 8, 2015

8:30 a.m.

DeKalb County Health Department  
Salubrity Board Room  
2550 North Annie Glidden Road  
DeKalb, Illinois

### Agenda

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes
- IV. Approval of Agenda
- V. Signed Conflict of Interest Forms
- VI. CSBG 2015 3<sup>rd</sup> Quarter Reports
- VII. Board Membership
- VIII. Staff/Board Member Web Page
- IX. Proposed By-Laws Revision
- X. 2016 CSBG Meetings
- XI. Old Business
- XII. New Business
- XIII. Next Meeting Date
- XIV. 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.*

## Yet To Be Approved

### **DeKalb County Community Action Department CSBG Administrative Board Minutes of September 15, 2015**

**Members Present:** Regina Harris, Dawn Littlefield, Monica O’Leary, Gary Chapman, Carol Herrington, Stephen Reid, and Jamie Smirz representing John Rey. A quorum was not reached.

**Members Not Present:** Eileen Dubin, Melissa Garman, Joslyn Turner, Sylvia Ibarra, Dan Nolan, Ken Mundy, John Hulseberg, and Vanessa Howell.

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

**Call to Order:** Regina Harris, Vice Chair, called the meeting to order at 8:43 a.m.

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

**Approval of Minutes:** Carol Herrington motioned to approve the Community Services Block Grant (CSBG) Administrative Board meeting minutes from August 13, 2015, seconded by Monica O’Leary. Motion approved.

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

**Approval of 2016 Application:** Donna opened discussion regarding the proposed 2016 CSBG. The 2016 CSBG is similar to 2015 with a couple slight variations. The T/TA line item (\$5,000) is to be used specifically for travel and training to meet the new CSBG Standards. A new work program was added to reflect the myriad of things Donna works on as her role as Executive Director. The work program is number 7.10 Community Organization and Brokerage/Advocacy Projects. This new program will cover Donna’s time working in the community advocating DCCA programs, working with specific community groups, creating MOUs with agencies, etc. The language in all work programs is consistent with the Community Action Plan and the needs that are addressed within it. Most work programs show a proposed number of persons served and total outcome. The persons served is how many individuals or household a program will serve and the total outcome reflects how many of the proposed individuals or households will achieve the desired outcome. These numbers are determined by taking into account past years’ service levels and also consideration or changes in the upcoming year to any of the work programs. Grant modifications can be made to adjust numbers if need be. Donna mentioned House Bill 1655 (CSBG Reauthorization). CSBG has not been reauthorized since the late 1990’s. There is hope that CSBG will be increased in FY 2016. If this is the case we will need to make a modification to reflect the increase in funds. The Travel & Training line item of the budget was discussed. It is somewhat high due to much travel to Springfield and other states for Board responsibilities workshops and trainings. These include specialized training for Family Support Specialists (Family and Community Development certification), annual association workshops, professional and leadership trainings to Jess’s new position (CSBG Coordinator), etc. To be clear, the T/TA line item is specific to the new CSBG standards and the regular travel and training is for all other appropriate expenditures. The special alternate use line item is used to administer the Family Economic Development Program. In years past this was used as a waiver to replace issuing loans. DCCA decided to invest these funds in helping Program Participants find and maintain employment, increasing their income as a result. This allows us to help a lot more Program

Participants with employment than one loan would hire one person. The last time DCCA made a loan was during the ARRA period. The business that received the loan is still repaying on it. Stephen Reid motioned to approve the 2016 CSBG Application, seconded by Monica O'Leary. Motion approved.

**Signed Conflict of Interest Forms:** Donna handed out binders to members who didn't already have one. These binders consist of important information for Board Members to review. They are also for members to add updated meeting information to. Members can either hold on to their binders or leave them with the DCCA office. Each member needs to sign the Conflict of Interest and Code of Conduct forms and leave them with the DCCA office. These forms are separate from the County Clerk Statement of Economic Interest forms. Many items in the binders are intended to address new CSBG Standards regarding CAA Boards.

**Regular CSBG Meetings:** Since there have been quorum issues, Donna mentioned scheduling regular CSBG meetings. The day targeted is the third Tuesday of the month every quarter, with dates assigned for the entire year in advance.

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

**New Business:** Donna met with Mary Ann Kolls at Kishwaukee College to discuss a partnership with them through the new WIOA. Kishwaukee College took over the Workforce Development programs. Donna and Mary Ann are discussing ways DCCA can partner with agencies through the WIOA and how these partnership can better serve shared clients.

**Next Meeting Date:** The next meeting will be held sometime in November. A strategic Planning Committee was formed including Dawn Littlefield, Regina Harris, and Jamie Smirz. Donna will ask Christine Westerlund from our State Association (IACAA) to facilitate a meeting.

**Adjourn:** Having no further business, Dawn Littlefield made a motion to adjourn the meeting, seconded by Monica O'Leary. Motion approved. The meeting adjourned at 9:09a.m.



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### CONFLICT OF INTEREST POLICY AND AGREEMENT FOR DIRECTORS AND STAFF OF DEKALB COUNTY COMMUNITY ACTION DEPARTMENT

DeKalb County Community Action Department (DCCAD) Staff and Administrative Board of Directors need to be aware that both real and apparent conflicts of interest and dualities of interest sometimes occur in the course of conducting the affairs of DCCAD. This appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with DCCAD should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more organizations.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of DCCAD's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long range best interests of DCCAD do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Therefore, because DCCAD's Administrative Board of Directors and Staff may be involved with other organizations that may have business dealings or affiliations with or seek grants from DCCAD, the following general principles have been established:

- 1 Each member of the Administrative Board of Directors and the Staff of DCCAD has a duty of loyalty to DCCAD. The duty of loyalty generally requires a Director or staff member to prefer the interests of DCCAD over the director's/staff's interest or the interests of others. In addition, Directors and staff of DCCAD shall avoid acts of self-dealing which may adversely affect the tax-exempt status of DCCAD or cause there to arise any sanction or penalty by a governmental authority.
- 2 In the event any Director or a member of his or her family has a personal or business interest in, or is involved in any way with, an organization with whom the Board is considering a grant request or business contract, such interest or involvement shall be disclosed to the Board. In such event, the interested Director shall neither vote nor participate in the discussion of the matter. The interested Director shall be excused from the actual discussion and presence at that portion of the meeting when the matter giving rise to the apparent conflict is discussed. However, any Director who is excluded from voting or presence pursuant to this policy may answer pertinent questions of other Directors and be present when the interested Director's knowledge regarding the matter will assist the Board.
- 3 The minutes of the meeting shall indicate that the interested Director disclosed the interest or involvement in the matter being considered by the board, recused herself/himself from the discussion, and abstained from voting on the matter.

I \_\_\_\_\_ (print name) HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY AND AGREEMENT, I AGREE TO ITS TERMS, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Adapted from documents Provided to CAPLAW by Joel Kaleva, Esq., of Crowley, Haughey, Hanson, Toole & Dietrich in Helena, Montana. 406-449-4165*

*Providing access to opportunities for low-income individuals and families through empowerment with community resources and support to increase self-sufficiency and household stability.*

## Outcomes Report

Date: 10/2/2015

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Date Range of Report: 1/1/2015 to 9/30/2015

Grant Number: 2015 CSBG 15-231034

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete	In Progress	Failed	Drop Out	No Status
DCCA	WP-1.2 Job Counseling		<b>22</b>	<b>59.09%</b>	<b>50</b>	<b>13</b>	<b>19</b>	<b>1</b>	<b>17</b>	<b>0</b>
		S-1.2-1 Employment Counseling/Case Management	22	59.09%	50	13	19	1	17	0
	WP-10.1 Training and Technical Assistance provided for Agency Development		<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	WP-2.7 Other Education Projects		<b>3</b>	<b>133.33%</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		S-2.7-1 Scholarships	3	133.33%	4	4	0	0	0	0
	WP-3.2 Income Tax Counseling		<b>70</b>	<b>0.00%</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		S-3.2-1 Income Tax Preparation	70	0.00%	80	80	0	0	0	0
	WP-5.2 Cash Assistance/Loans		<b>36</b>	<b>113.89%</b>	<b>41</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		S-5.2-3 Rental Assistance	18	100.00%	18	18	0	0	0	0
		S-5.2-4 Security Deposit Assistance	18	127.78%	23	23	0	0	0	0
	WP-6.9 Community Organization and Brokerage/Advocacy		<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	WP-7.1 Information and Referral		<b>310</b>	<b>32.26%</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		S-7.1-1 Referred to or from other sources	310	32.26%	100	100	0	0	0	0
	WP-8.4 Other Self-Sufficiency Programs		<b>35</b>	<b>34.29%</b>	<b>25</b>	<b>12</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>
		S-8.4-2 Life/Family Skills Training	35	34.29%	25	12	11	2	0	0
	WP-8.5 Family Development/Intervention		<b>300</b>	<b>22.00%</b>	<b>125</b>	<b>66</b>	<b>49</b>	<b>0</b>	<b>12</b>	<b>0</b>
		S-8.5-1 Intensive case management	300	22.00%	125	66	49	0	12	0

# CSBG 2015 Monthly Report

1/1/2015 through 9/30/2015 Using CSBG 2015 Budget

10/2/2015

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Category	1/1/2015 Actual	- Budget	9/30/2015 Difference
<b>INCOME</b>	<b>125,766.93</b>	<b>241,469.00</b>	<b>-115,702.07</b>
CSBG 2015	125,766.93	241,469.00	-115,702.07
Client Assistance-Benefits	236.54	6,949.00	-6,712.46
Emergency Assistance	0.00	0.00	0.00
FSS-FED Incentives	0.00	1,500.00	-1,500.00
FSS-FED Supplies	236.54	2,349.00	-2,112.46
Scholarship Program	0.00	3,000.00	-3,000.00
Social Living Group Incentives	0.00	100.00	-100.00
Client Assistance-Other Costs	0.00	750.00	-750.00
Community Gardens Supplies	0.00	750.00	-750.00
Program-Payroll	108,259.65	207,295.00	-99,035.35
Administration	11,514.00	20,000.00	-8,486.00
Economic Development	13,495.70	23,440.00	-9,944.30
Personnel	83,249.95	163,855.00	-80,605.05
Program-Services Equipment	4,353.76	4,900.00	-546.24
Asset Replace	3,000.00	3,000.00	0.00
Copier	653.76	1,200.00	-546.24
Phone Lines	700.00	700.00	0.00
Program-Services Miscellaneous	12,916.98	16,575.00	-3,658.02
Dues and Subscriptions	687.50	2,500.00	-1,812.50
Office Supplies and Postage	1,366.40	4,000.00	-2,633.60
Travel and Training	10,863.08	10,075.00	788.08
Special-Training	0.00	5,000.00	-5,000.00
Organizational Standards T-TA	0.00	5,000.00	-5,000.00
<b>EXPENSES</b>	<b>136,754.77</b>	<b>241,469.00</b>	<b>104,714.23</b>
CSBG '15	136,754.77	241,469.00	104,714.23
Client Assistance-Benefits	3,236.54	6,949.00	3,712.46
Emergency Assistance	0.00	0.00	0.00
FSS-FED Incentives	0.00	1,500.00	1,500.00
FSS-FED Supplies	236.54	2,349.00	2,112.46
Scholarship Program	3,000.00	3,000.00	0.00
Social Living Group Incentives	0.00	100.00	100.00
Client Assistance-Other Costs	0.00	750.00	750.00
Community Gardens Supplies	0.00	750.00	750.00
Program-Payroll	116,247.49	207,295.00	91,047.51
Administration	12,120.00	20,000.00	7,880.00
Economic Development	14,206.00	23,440.00	9,234.00
Personnel	89,921.49	163,855.00	73,933.51
Program-Services Equipment	4,353.76	4,900.00	546.24
Asset Replace	3,000.00	3,000.00	0.00
Copier	653.76	1,200.00	546.24
Phone Lines	700.00	700.00	0.00
Program-Services Miscellaneous	12,916.98	16,575.00	3,658.02
Dues and Subscriptions	687.50	2,500.00	1,812.50
Office Supplies and Postage	1,366.40	4,000.00	2,633.60
Travel and Training	10,863.08	10,075.00	-788.08
Special-Training	0.00	5,000.00	5,000.00
Organizational Standards T-TA	0.00	5,000.00	5,000.00
<b>Net Difference:</b>	<b>-10,987.84</b>	<b>0.00</b>	<b>-10,987.84</b>