

Approved 3/23/2015

**FEMA - Emergency Food and Shelter Program Local Board
DeKalb County Local Board, Phase 32
Minutes of September 24, 2014, 10:00 a.m.**

Members Present: Donna Moulton, Emily Barrile, Joslyn Turner (formerly homeless member), Mary Supple (alternate for Gary Hanson), Anita Zurbrugg, and Joe Gastiger.

Members Not Present: Dawn Littlefield, Captain Michelle Graham, and Melissa Garman.

Others Present: Jess Collins

Call to Order: The meeting was held at the DeKalb County Community Outreach Building, Barton Room in DeKalb. Donna Moulton called the meeting to order at 10:01 a.m.

Approval of Agenda: Joe Gastiger made a motion to approve the agenda, seconded by Emily Barrile. Motion approved.

Approval of Minutes: The minutes were presented and Joe Gastiger made a motion to approve the minutes of July 22, 2014, seconded by Mary Supple. Motion approved.

Status of Phase 31: The Phase 31 spending period was officially over as of June 30 for the DeKalb County, IL jurisdiction. It is assumed all LROs spent their allocations. There is no word from the National Board regarding Phase 31 final reports. Some LROs nationally have until October 31 to expend funds so we may not be informed about final reports until then.

Review Local Board & Local Recipient Organization Responsibilities: Donna briefly highlighted the major responsibilities of the Local Board and LROs in the handouts. Each Local Board member must have an alternate to send to a meeting if they cannot possibly attend. Donna also highlighted the "Setting Priorities and Selection of LROs" section on page 23-24 of the handout. Jess stressed to the Board to look over these responsibilities carefully. The Board has access to all the manuals and documents on the EFSP website using the Local Board username and password. Jess will e-mail the web link and log in information to the Board within the next two weeks.

Review Eligible & Ineligible Costs: Donna reviewed the sample eligible and ineligible costs sheet. This sheet illustrates what types of costs a program can and cannot incur. Discussion followed regarding the various types of categories and how there are more than just the ones the Board has traditionally funded.

Status of Phase 32: Phase 32 is officially underway as of July 1. The National Board has allotted DeKalb County \$62,573 which is an increase of \$9,947 from Phase 31, however they have yet to inform us of when to begin the process of distributing them. A question was raised as to how the National Board determines allocations. Donna stated she believes it is based on unemployment but she wasn't 100% sure. This information can be found on the EFSP website. Applications have been distributed to Phase 31 LROs with a tentative due date of October 25. Once we get a definitive timeline from the National Board, applications will be available to the general public with enough time to apply. One application (N.I.C.E.) has already been submitted.

Phase 32 Funding Priorities: Priorities were discussed and Donna mentioned that the Board does not have to distribute the allocation based on 1/3 food, 1/3 shelter, and 1/3 rent and utilities. Rather the Board is charged with distributing the allocation based on highest level of need as well as other factors. A discussion ensued on food pantries, DeKalb County Community Gardens, and the basic needs of the County. The applications will also give an idea as to the needs of County residents. No definitive conclusion was reached as to the prioritization of need. Donna asked the Board to keep their ears open and pay attention to specific mention of needs in the community that can be addressed through EFSP funds.

Tentative Phase 32 Meeting Schedule: Jess reviewed the Typical EFSP Phase Meeting Dates and Agenda Items. This illustrates the approximate dates of the quarterly meeting and the business that needs to be discussed.

Old Business: There was no old business to discuss.

New Business: Anita suggested that we call the oversight we perform at LROs “site visits” instead of site monitoring as this seems less intrusive and friendlier. The Board agreed.

Next Meeting Date: The next meeting date will be determined based on when Phase 32 information is received from the National Board. Jess Collins will e-mail a Doodle meeting request once this information is received to determine what date and time is best for all members to meet. It tentatively will be held in the DeKalb County Community Outreach Building, Conference Room West in DeKalb.

Adjourn: Anita Zurbrugg motioned to adjourn the meeting, seconded by Joe Gastiger. Motion approved. The meeting was adjourned at 10:39 a.m.