



DeKalb County

Community Action Department

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CSBG Administrative Board Meeting

August 13, 2015

8:30 a.m.

DeKalb County Community Outreach Building
Conference Room West
2500 North Annie Glidden Road
DeKalb, Illinois

Agenda

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes
- IV. Approval of Agenda
- V. Approval of 2016 CAP
- VI. CSBG Scholarships
- VII. CSBG Reports
- VIII. CSBG Modification Update
- IX. New CSBG Standards
- X. Old Business
- XI. New Business
- XII. Next Meeting Date
- XIII. 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 May 11, 2015

Members Present: Monica O’Leary, Joslyn Turner, Carol Herrington, Eileen Dubin, Melissa Garman, Dawn Littlefield, Maggie Peck representing Ken Mundy, Steve Reid, and Jamie Smirz representing John Rey. A quorum was reached.

Members Not Present: John Hulseberg, Regina Harris, Vanessa Howell, Dan Nolan, Gary Chapman, and Sylvia Ibarra.

Others Present: Donna Moulton and Jess Collins.

Call to Order: Melissa Garman, Acting Chair, called the meeting to order at 8:36 a.m.

Public Comment: There were no public comments made.

Approval of Minutes: Dawn Littlefield motioned to approve the Community Services Block Grant (CSBG) Administrative Board meeting minutes from March 2, 2015, seconded by Carol Herrington. Motion approved.

Approval of Agenda: The agenda was approved as presented.

CSBG Reports: Donna Moulton discussed the CSBG program and financial reports. The DeKalb County Community Action Department (DCCAD) is currently administrating both 2014 and 2015 grants. In the past, the CSBG rolled over from year to year but recently the grant was extended to a 15 month grant to make sure it was all expended. This is why two grants are run concurrently at the beginning of each year. This year the 2014 CSBG was extended through June although it has all been expended through April. The 2015 CSBG is just beginning to be expended. The same programs are being run in 2015 as 2014. The programs focus on outcomes, not outputs. Programs are determined by the annual Community Assessment. Needs and programs are based largely on input from the community through surveys. The majority of program expenses go to administer the Family Economic Development and Family Stability and Support programs that both focus on self-sufficiency. Donna highlighted the numbers of households completing the tax assistance program has gone up. DCCAD saw more CSBG income eligible program participants this tax season. A discussion followed on the possibility of receiving grants for financial stability and asset building programs.

CSBG Modification: Donna Moulton made an initial modification to the 2015 CSBG. DCCAD received an increase of \$2,075. This amount was added to Travel and Training to help with expenses due to the CSBG standards workshops and trainings coming up. Also, \$2,349 was taken from direct client assistance for Emergency Intervention and moved to a new category; FSS/FED client supplies. This money will be used to give flash drives, file folders, etc. to active participants in the self-sufficiency programs. Carol Herrington motioned to approve the modification as presented, seconded by Joslyn Turner. Motion approved. Donna also mentioned there is a need to form this year’s CSBG Scholarship Committee. Jamie Smirz, Maggie Peck, Monica O’Leary, and Joslyn Turner volunteered to serve on this committee.

Community Resource Fair: The fair was held April 18. Over 50 vendors and 80 families attended. The fair was a joint venture between DCCAD, Networking for Families, ComEd, Nicor and Money Smart Week. Another fair may be held this fall. Discussion followed.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting will be held closer to the due date of the Community Action Plan. Jess Collins will send out a meeting date survey through Doodle.

Adjourn: Having no further business, Carol Herrington made a motion to adjourn the meeting. The meeting adjourned at 8:58 a.m.

Outcomes Report

Date: 7/23/2015

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Date Range of Report: 1/1/2014 to 6/30/2015

Grant Number: 2014 CSBG

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		25	100.00%	63	25	0	2	36	0
		S-1.2-1 Employment Counseling/Case Management	25	100.00%	63	25	0	2	36	0
	WP-2.7 Other Education Projects		3	100.00%	3	3	0	0	0	0
		S-2.7-1 Scholarships	3	100.00%	3	3	0	0	0	0
	WP-3.2 Income Tax Counseling		53	100.00%	54	53	0	0	1	0
		S-3.2-1 Income Tax Preparation	53	100.00%	54	53	0	0	1	0
	WP-5.2 Cash Assistance/Loans		144	90.28%	176	130	0	0	54	0
		S-5.2-2 Emergency Fuel or Utility Assistance	14	100.00%	19	14	0	0	5	0
		S-5.2-3 Rental Assistance	90	92.22%	117	83	0	0	38	0
		S-5.2-4 Security Deposit Assistance	30	106.67%	37	32	0	0	8	0
		S-5.2-5 Mortgage Assistance	0		1	0	0	0	1	0
		S-5.2-8 Medical Assistance	10	10.00%	2	1	0	0	2	0
	WP-6.9 Community Organization and Brokerage/Advocacy		0		0	0	0	0	0	0
	WP-7.1 Information and Referral		400	63.50%	254	254	0	0	0	0
		S-7.1-1 Referred to or from other sources	400	63.50%	254	254	0	0	0	0
	WP-8.4 Other Self-Sufficiency Programs		25	176.00%	45	44	0	1	0	0
		S-8.4-2 Life/Family Skills Training	25	176.00%	45	44	0	1	0	0

Outcomes Report

Date: 7/23/2015

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Date Range of Report: 1/1/2014 to 6/30/2015

Grant Number: 2014 CSBG

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete	In Progress	Failed	Drop Out	No Status
DCCA	WP-8.5 Family Development/Intervention for Family Stabilization		225	87.56%	423	197	0	17	218	0
		S-8.5-1 Intensive case management	225	87.56%	423	197	0	17	218	0

CSBG 2014 Monthly Report

1/1/2014 through 6/30/2015 Using CSBG 2014 Budget

7/27/2015

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Category	1/1/2014 Actual	- Budget	6/30/2015 Difference
INCOME	234,394.00	234,394	-0-
CSBG 2014	234,394.00	468,788.00	-234,394.00
Client Assistance-Benefits	5,772.00	11,544.00	-5,772.00
Emergency Intervention	1,978.01	4,344.00	-2,365.99
FED & FSS Incentives	693.99	1,000.00	-306.01
Scholarship	3,000.00	6,000.00	-3,000.00
Social Living Group	100.00	200.00	-100.00
Client Assistance-Other	1,000.00	2,000.00	-1,000.00
Community Gardens	1,000.00	2,000.00	-1,000.00
Program-Miscellaneous	21,198.12	37,000.00	-15,801.88
Dues & Subscriptions	3,329.16	3,000.00	329.16
Equipment	4,000.00	6,000.00	-2,000.00
Equipment Maintenance	1,112.27	2,000.00	-887.73
Postage	110.37	500.00	-389.63
Supplies & Printing	3,671.19	3,500.00	171.19
Telephone	1,100.00	2,000.00	-900.00
Training	1,672.53	6,000.00	-4,327.47
Travel	6,202.60	14,000.00	-7,797.40
Program-Payroll	206,423.88	418,244.00	-211,820.12
Administration	20,000.00	40,000.00	-20,000.00
Economic Development	23,440.00	46,880.00	-23,440.00
Personnel	162,983.88	331,364.00	-168,380.12
EXPENSES	234,394.00	468,788.00	-234,394.00
CSBG '14	234,394.00	468,788.00	-234,394.00
Client Assistance-Benefits	5,772.00	11,544.00	-5,772.00
Emergency Intervention	1,978.01	4,344.00	-2,365.99
FED & FSS Incentives	693.99	1,000.00	-306.01
Scholarship	3,000.00	6,000.00	-3,000.00
Social Living Group	100.00	200.00	-100.00
Client Assistance-Other	1,000.00	2,000.00	-1,000.00
Community Gardens	1,000.00	2,000.00	-1,000.00
Program-Miscellaneous	21,198.12	37,000.00	-15,801.88
Dues & Subscriptions	3,329.16	3,000.00	329.16
Equipment	4,000.00	6,000.00	-2,000.00
Equipment Maintenance	1,112.27	2,000.00	-887.73
Postage	110.37	500.00	-389.63
Supplies & Printing	3,671.19	3,500.00	171.19
Telephone	1,100.00	2,000.00	-900.00
Training	1,672.53	6,000.00	-4,327.47
Travel	6,202.60	14,000.00	-7,797.40
Program-Payroll	206,423.88	418,244.00	-211,820.12
Administration	20,000.00	40,000.00	-20,000.00
Economic Development	23,440.00	46,880.00	-23,440.00
Personnel	162,983.88	331,364.00	-168,380.12
Net Difference:	0.00	0.00	0.00

Outcomes Report

Date: 7/24/2015

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Date Range of Report: 1/1/2015 to 6/30/2015

Grant Number: 2015 CSBG 15-231034

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete	In Progress	Failed	Drop Out
DCCA	WP-1.2 Job Counseling		22	22.73%	38	5	18	1	14
		S-1.2-1 Employment Counseling/Case Management	22	22.73%	38	5	18	1	14
	WP-10.1 Training and Technical Assistance provided for Agency Development		0		0	0	0	0	0
	WP-2.7 Other Education Projects		3	0.00%	0	0	0	0	0
		S-2.7-1 Scholarships	3	0.00%	0	0	0	0	0
	WP-3.2 Income Tax Counseling		70	114.29%	80	80	0	0	0
		S-3.2-1 Income Tax Preparation	70	114.29%	80	80	0	0	0
	WP-5.2 Cash Assistance/Loans		36	61.11%	22	22	0	0	0
		S-5.2-3 Rental Assistance	18	61.11%	11	11	0	0	0
		S-5.2-4 Security Deposit Assistance	18	61.11%	11	11	0	0	0
	WP-6.9 Community Organization and Brokerage/Advocacy		0		0	0	0	0	0
	WP-7.1 Information and Referral		310	17.74%	55	55	0	0	0
		S-7.1-1 Referred to or from other sources	310	17.74%	55	55	0	0	0
	WP-8.4 Other Self-Sufficiency Programs		35	20.00%	8	7	0	1	0
		S-8.4-2 Life/Family Skills Training	35	20.00%	8	7	0	1	0
	WP-8.5 Family Development/Intervention		300	4.00%	100	12	84	0	4
		S-8.5-1 Intensive case management	300	4.00%	100	12	84	0	4

No
Status

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CSBG 2015 Monthly Report

1/1/2015 through 6/30/2015 Using CSBG 2015 Budget

7/27/2015

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Category	1/1/2015 Actual	- Budget	6/30/2015 Difference
INCOME	58,919.33	241,469.00	-182,549.67
CSBG 2015	58,919.33	241,469.00	-182,549.67
Client Assistance-Benefits	63.52	6,949.00	-6,885.48
Emergency Assistance	0.00	0.00	0.00
FSS-FED Incentives	0.00	1,500.00	-1,500.00
FSS-FED Supplies	63.52	2,349.00	-2,285.48
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	47,359.36	207,295.00	-159,935.64
Administration	7,272.00	20,000.00	-12,728.00
Economic Development	8,523.60	23,440.00	-14,916.40
Personnel	31,563.76	163,855.00	-132,291.24
Program-Services Equipment	4,010.97	4,900.00	-889.03
Asset Replace	3,000.00	3,000.00	0.00
Copier	310.97	1,200.00	-889.03
Phone Lines	700.00	700.00	0.00
Program-Services Miscellaneous	7,485.48	16,575.00	-9,089.52
Dues and Subscriptions	0.00	2,500.00	-2,500.00
Office Supplies and Postage	941.98	4,000.00	-3,058.02
Travel and Training	6,543.50	10,075.00	-3,531.50
Special-Training	0.00	5,000.00	-5,000.00
Organizational Standards T-TA	0.00	5,000.00	-5,000.00
EXPENSES	65,173.64	241,469.00	176,295.36
CSBG '15	65,173.64	241,469.00	176,295.36
Client Assistance-Benefits	63.52	6,949.00	6,885.48
Emergency Assistance	0.00	0.00	0.00
FSS-FED Incentives	0.00	1,500.00	1,500.00
FSS-FED Supplies	63.52	2,349.00	2,285.48
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	53,613.67	207,295.00	153,681.33
Administration	7,878.00	20,000.00	12,122.00
Economic Development	9,233.90	23,440.00	14,206.10
Personnel	36,501.77	163,855.00	127,353.23
Program-Services Equipment	4,010.97	4,900.00	889.03
Asset Replace	3,000.00	3,000.00	0.00
Copier	310.97	1,200.00	889.03
Phone Lines	700.00	700.00	0.00
Program-Services Miscellaneous	7,485.48	16,575.00	9,089.52
Dues and Subscriptions	0.00	2,500.00	2,500.00
Office Supplies and Postage	941.98	4,000.00	3,058.02
Travel and Training	6,543.50	10,075.00	3,531.50
Special-Training	0.00	5,000.00	5,000.00
Organizational Standards T-TA	0.00	5,000.00	5,000.00
Net Difference:	-6,254.31	0.00	-6,254.31