**DeKalb County Community Action Department & DeKalb County Community Mental Health Board Staff Meeting Notes**

**October 20, 2017**

**Present: Jess Collins, Lesa Eames, Bri Kness, Kathy Ostdick, Deanna Cada**

1. FSS Update – Start date, training, etc. – Start date for new FSS staff is 10/30/17. Jess will work with Joanne on Monday and will set up a time for her to meet with Finance. Jess and Deanna will work on new hire set up (codes, IT, etc.) Lesa will take over position training when she returns to the office.
2. Policy & Procedure Discussion – Departmental requirements, grant requirements – Discussed methods for time off requests, training requests and comp/flex time requests. Staff will email Deanna with details for approval. The work day is from 8:00 a.m. – 4:30 p.m. with 30 minute unpaid lunch and two 15 minutes breaks in the day.
3. Community event process – Resource fairs, community presentations, etc. – Discussed attending community events when appropriate. Deanna will schedule a joint meeting with the Housing Authority of DeKalb County and the DeKalb Township office.
4. Office space – Discussion ensued on possibility of moving Community Action to Suite F in COB. Deanna is working with DCEO and Gary Hanson on this project.
5. Two Departments – Opportunities – Discussion ensued on possible efficiencies of combining DCCMHB and DCCA department. Assistance with phone calls may be one opportunity, as well as assistance with walk-in clients.
6. Holiday planning – Staff will think of possible holiday activities for the office.
7. Other – Salary possibilities – exempt vs. non-exempt, grant vs. county procedure, Incentive policy for program participants – currently eligible for gift cards, bus passes, utilize some of these for Resource Fairs incentives. Jess, Bri and Deanna will work on JJC Coordinator budget, discussion of file reviews and correspondence from DHS – including system access.