



DeKalb County

Community Action Department

2550 North Annie Glidden Road, DeKalb, Illinois 60115

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

www.dekalbcountycommunityaction.org

CSBG Administrative Board Meeting

May 9, 2016

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. Statement of Economic Interest Forms
- VII. CSBG 2015 5th Quarter and 2016 1st Quarter Reports
- VIII. Board Membership
- IX. Proposed By-Laws Revision
- X. Strategic Planning Next Session June 21
- XI. Old Business
- XII. New Business
- XIII. Next Meeting Date, August 15, 2016
- 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 December 8, 2015

Members Present: Eileen Dubin, Dawn Littlefield, Carol Herrington, Stephen Reid, Joslyn Turner, Sylvia Ibarra, Dan Nolan, Maggie Peck representing Ken Mundy, Vanessa Howell, and Joanne Rouse representing John Rey. A quorum was reached.

Members Not Present: Regina Harris, Monica O'Leary, Gary Chapman, Melissa Garman, and John Hulseberg.

Others Present: Donna Moulton, Jess Collins, and Lesa Eames.

Call to Order: Dawn Littlefield called the meeting to order at 8:32 a.m.

Public Comment: There were no public comments made.

Approval of Minutes: Joslyn Turner motioned to approve the Community Services Block Grant (CSBG) Administrative Board meeting minutes from September 15, 2015, seconded by Carol Herrington. Motion approved.

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

Signed Conflict of Interest Forms: All CSBG Administrative Board members need to sign the Conflict of Interest form. The forms were handed out for members to sign. Also, all Board Members will be mailed a statement of economic interest form to complete from the County Clerk's office. At this point introductions were made.

CSBG 2015 3rd Quarter Reports: Donna highlighted the CSBG 2015 3rd Quarter Report. Our 2015 CSBG work programs end March 31, 2016 but can be extended through June if needed. The FED and FSS programs are intensive, comprehensive support services which stress positive outcomes for households achieving maximum self-sufficiency. They focus on household strengths and building relationships. DCCA programs are outcomes driven, not just looking at outputs. The FED and FSS programs allow participating households to raise their incomes to 185% of poverty. Newly assessed households must be at or below 125% of the Federal Poverty Level to begin services. Poverty in DeKalb County has increased but the next census will illustrate exactly how much. Donna reminded the Board that the intent had been to convene a strategic planning committee in November but various circumstances did not permit this. A representative from IACAA will help facilitate this in mid to late January.

Board Membership: There is currently one vacancy on the Board. Monica O'Leary is no longer on the DeKalb City Council and therefore cannot represent the public arm of our tri-partite board. Kirkland mayor Les Bellah was nominated by Donna to join the Board. Dawn Littlefield made a motion to approve Les Bellah as a CSBG Board Member, seconded by Dan Nolan. Motion approved. His name will be taken to the County Board for approval and appointment. Donna mentioned she would like the low-income representatives on the board be actual low-income individuals, especially those who have participated in DCCA programs. A hindrance to this may be meeting times conflicting with work schedules. Dawn added that maybe meeting at a more convenient place would be helpful.

Staff/Board Member Web Page: Jess presented the Staff/ Board Member web page to the group. This page has a lot of useful information for staff and board members. To be able to view the page, you need to create a username (your e-mail address) and password. Jess will then add you to the group. Once added, staff and board members can log in and view the page. The page is located at www.dekalbcountycommunityaction.org under Information. Some of the information highlighted on this page were: history of Community Action, orientation materials, policies, conflict of interest information, current work programs, past board packets, and training/development opportunities.

Proposed By-Laws Revision: Donna made one proposed change to the bylaws, changing a quorum from the current percentage to a set number. Donna asked the board to think about this change, if a different number is more sufficient or if there should be additional changes to the by-laws. The board will vote on the revised by-laws at the next meeting.

2016 CSBG Meetings: Donna suggested we plan the 2016 meeting schedule in advance to have a set schedule in order to get attendance as close to 100% as possible. The scheduled meeting dates are on Mondays at 8:30am; February 8, May 9, August 15, September 19, and November 14.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting is scheduled for Monday, February 8 at 8:30am. Donna again mentioned that strategic planning will take place in January with a facilitator from IACAA with the intent to have a plan to present to the Board in February.

Adjourn: Having no further business, Carol Herrington made a motion to adjourn the meeting, seconded by Maggie Peck. Motion approved. The meeting adjourned at 9:06a.m.

Yet To Be Approved

DeKalb County Community Action Department CSBG Administrative Board Minutes of February 8, 2016

Members Present: Dawn Littlefield, Carol Herrington, Stephen Reid, Joslyn Turner, Regina Harris, Les Bellah, and Joanne Rouse representing John Rey. A quorum was not reached.

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

Others Present: Donna Moulton, Jess Collins, Lucy Sosa, and Lesa Eames.

Call to Order: Donna Moulton began the meeting at 8:33am.

Public Comment: There were no public comments made.

Approval of Minutes: No action.

Approval of Agenda: No action.

Signed Conflict of Interest Forms: All CSBG Administrative Board members need to sign the Conflict of Interest form. The forms were handed out for members to sign. These forms are valid for a one year period from date signed.

Statement of Economic Interest Forms: All Board Members will be mailed a statement of economic interest form to complete from the County Clerk's office. These are due to the Clerk's office in May.

CSBG 2015 4th Quarter Reports: Donna highlighted the CSBG 2015 3rd Quarter Report. Our 2015 CSBG work programs end March 31. All programs are on target to serve the number of households/individuals targeted. The Information and referral program is well over the targeted number proposed to serve. This is because the phone logs were not figured in to this projected number. The 2016 CSBG will need to be modified due to an impending dollar increase. The I&R target numbers will be changed also to reflect the number of phone calls received in which Information and Referral services were given.

Board Membership: Les Bellah, Mayor of Kirkland, is the newest addition to the Board. He replaces Monica O'Leary. Donna will look at Board membership and propose replacing those members who do not attend the meetings regularly. There has been interest from current Program Participants to join the Board.

Staff/Board Member Web Page: This page has a lot of useful information for staff and board members. To be able to view the page, you need to create a username (your e-mail address) and password. Jess will then add you to the group. Once added, staff and board members can log in and view the page. The page is located at www.dekalbcountycommunityaction.org under Information. Some of the information highlighted on this page were: history of Community Action, orientation materials, policies, conflict of interest information, current work programs, past board packets, and training/development opportunities. This page was created to comply with the CSBG Standards regarding board governance.

Proposed By-Laws Revision: Proposed changes to the by-laws including decreasing the number to obtain a quorum at six and to update DCCA's mission statement. The mission statement was revised to show DCCA's commitment to serve all DeKalb County low-income residents, including undocumented residents.

Strategic Planning Update: Christine Westerlund from the state association (IACCA) facilitated a strategic planning session on January 21. Donna discussed the details of this meeting and passed out a transcript from the session. Donna is looking to have another session in March and all are invited to attend.

Old Business: There was no old business to discuss.

New Business: Jess's title changed to CSBG Coordinator, giving him more responsibility of the Community Services Block Grant. The CSBG Scholarship application is available and due June 24. A committee will be formed at the next CSBG Administrative Board meeting. Donna will be heading to the legislative in March held in Washington D.C. She will meet with both representatives in Congress who serve DeKalb County to discuss the CSBG Reauthorization, HB 1655. They will also discuss the transportation pass-through grant and how this deals with transportation infrastructure in DeKalb County. Donna also mentioned DCCA has a tentative new employee under the Juvenile Justice Grant. The position will be official once approved by the County Board. Dawn mentioned she will attend a rally regarding the State budget. She asked for any input on issues that affect the people of DeKalb County. Introductions were made and Mayor Les Bellah was officially welcomed.

Next Meeting Date: The next meeting is scheduled for Monday, May 9 at 8:30am, building and room to be determined.

Adjourn: Donna adjourned the meeting at 9:08am.

Services Report

Date: 4/21/2016

Page 1 of 1

Date Range of Report: 1/1/2015 to 3/31/2016

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		22	172.73%	69	38	0	1	31	0
		S-1.2-1 Employment Counseling/Case Management	22	172.73%	69	38	0	1	31	0
	WP-10.1 Training and Technical Assistance provided for Agency Development		0		0	0	0	0	0	0
	WP-2.7 Other Education Projects		3	133.33%	4	4	0	0	0	0
		S-2.7-1 Scholarships	3	133.33%	4	4	0	0	0	0
	WP-3.2 Income Tax Counseling		70	114.29%	80	80	0	0	0	0
		S-3.2-1 Income Tax Preparation	70	114.29%	80	80	0	0	0	0
	WP-5.2 Cash Assistance/Loans		36	113.89%	41	41	0	0	0	0
		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		0		0	0	0	0	0	0
	WP-7.1 Information and Referral		310	318.39%	987	987	0	0	0	0
		S-7.1-1 Referred to or from other sources	310	318.39%	987	987	0	0	0	0
	WP-8.4 Other Self-Sufficiency Programs		35	71.43%	27	25	0	2	0	0
		S-8.4-2 Life/Family Skills Training	35	71.43%	27	25	0	2	0	0
	WP-8.5 Family Development/Intervention		300	52.67%	203	158	0	0	47	0
		S-8.5-1 Intensive case management	300	52.67%	203	158	0	0	47	0

Section G Program Participant Characteristics

Grant Number:

2015 CSBG
15-231034

1/1/2015 to 3/31/2016

1. Name of Agency Reporting

DeKalb County Community Action Department

2a. Total Non CSBG Resources Reported in Section F, page 12

2b. Total amount of CSBG Funds allocated

Total Resources for FY (2a + 2b)

\$

ARRA ONLY
\$

3. Total unduplicated number of persons about whom one or more characteristics were obtained:

262

4. Total unduplicated number of persons about whom no characteristics were obtained:

1398

5. Total unduplicated number of families about whom one or more characteristics were obtained:

145

6. Total unduplicated number of families about whom no characteristics were obtained:

7. Gender	Number of Persons*	13. Family Size	Number of Families***
a. Male	104	a. One	81
b. Female	158	b. Two	21
TOTAL*	262	c. Three	15

8. Age	Number of Persons*
a. 0 - 5	38
b. 6 - 11	38
c. 12 - 17	23
d. 18 - 23	17
e. 24 - 44	79
f. 45 - 54	20
g. 55 - 69	30
h. 70 +	17
TOTAL*	262

d. Four	15
e. Five	7
f. Six	5
g. Seven	1
h. Eight or more	0
TOTAL***	145

9. Ethnicity / Race	Number of Persons*
I. Ethnicity	
a. Hispanic, Latino or Spanish Origin	62
b. Not Hispanic, Latino, or Spanish Origin	200
TOTAL*	262

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	129
b. Unduplicated # Families Reporting Zero Income	16
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	145

Below please report the total # of families identifying the applicable sources of income

II. Race	
a. White	151
b. Black or African American	91
c. American Indian and Alaska Native	3
d. Asian	5
e. Native Hawaiian and Other Pacific Islander	0
f. Other	1
g. Multi-Race (any two or more of the above)	11
TOTAL*	262

c. TANF	10
d. SSI	19
e. Social Security	23
f. Pension	2
g. General Assistance	3
h. Unemployment Insurance	10
i. Employment + Other Source	79
j. Employment Only	65
k. Other	33

10. Education Levels of Adults # (# For Adults 24 Years Or Older Only)	Number of Persons**
a. 0 - 8 grade	6
b. 9-12 / Non-Graduate	19
c. High School Graduate / GED	52
d. 12+ Some Post Secondary	44
e. 2 or 4 years College Graduate	25
TOTAL**	146

15. Level of Family Income (% Of HHS Guideline)	Number of Families***
a. Up to 50%	80
b. 51% to 75%	26
c. 76% to 100%	19
d. 101% to 125%	18
e. 126% to 150%	0
f. 151% to 175%	0
g. 176% to 200%	0
h. 201% and over	2
TOTAL***	145

11. Other Characteristics	Number of Persons*
	Yes No TOTAL*
a. Health Insurance	235 27 262
b. Disabled	44 218 262

12. Family Type	Number of Families***
a. Single Parent Female	45
b. Single Parent Male	3
c. Two Parent Household	9
d. Single Person	81
e. Two Adults NO children	5
f. Other	2
TOTAL***	145

16. Housing	Number of Families***
a. Own	5
b. Rent	121
c. Homeless	18
d. Other	1
TOTAL***	145

* The sum of this category should not exceed the value of Item 3

** The sum of this category should not exceed the value of Items 8 e-h

*** The sum of this category should not exceed the value of Item 5

CSBG 2015 Monthly Report

1/1/2015 through 4/30/2016 Using CSBG 2015 Budget

5/2/2016

Page 1

Category	1/1/2015 Actual	Budget	4/30/2016 Difference
INCOME	241,469.00	482,938.00	241,469.00
CSBG 2015	241,469.00	482,938.00	241,469.00
Client Assistance-Benefits	5,559.20	13,898.00	8,338.80
Emergency Assistance	0.00	0.00	0.00
FSS-FED Incentives	1,500.00	3,000.00	1,500.00
FSS-FED Supplies	1,059.20	4,608.00	3,548.80
Scholarship Program	3,000.00	6,000.00	3,000.00
Social Living Group Incentives	0.00	200.00	200.00
Program-Payroll	207,281.42	414,590.00	207,308.58
Administration	20,000.00	40,000.00	20,000.00
Economic Development	23,440.00	46,880.00	23,440.00
Personnel	163,841.42	327,740.00	163,898.58
Program-Services Contractual	750.00	1,500.00	750.00
Food Hub Consultant	750.00	1,500.00	750.00
Program-Services Equipment	4,900.00	9,800.00	4,900.00
Asset Replace	3,000.00	6,000.00	3,000.00
Copier	1,200.00	2,400.00	1,200.00
Phone Lines	700.00	1,400.00	700.00
Program-Services Miscellaneous	17,978.38	33,150.00	15,171.62
Dues and Subscriptions	3,342.49	5,000.00	1,657.51
Office Supplies and Postage	3,877.67	8,000.00	4,122.33
Travel and Training	10,758.22	20,150.00	9,391.78
Special-Training	5,000.00	10,000.00	5,000.00
Organizational Standards T-TA	5,000.00	10,000.00	5,000.00
EXPENSES	241,469.00	482,938.00	241,469.00
CSBG '15	241,469.00	482,938.00	241,469.00
Client Assistance-Benefits	5,559.20	13,898.00	8,338.80
Emergency Assistance	0.00	0.00	0.00
FSS-FED Incentives	1,500.00	3,000.00	1,500.00
FSS-FED Supplies	1,059.20	4,608.00	3,548.80
Scholarship Program	3,000.00	6,000.00	3,000.00
Social Living Group Incentives	0.00	200.00	200.00
Program-Payroll	207,281.42	414,590.00	207,308.58
Administration	20,000.00	40,000.00	20,000.00
Economic Development	23,440.00	46,880.00	23,440.00
Personnel	163,841.42	327,740.00	163,898.58
Program-Services Contractual	750.00	1,500.00	750.00
Food Hub Consultant	750.00	1,500.00	750.00
Program-Services Equipment	4,900.00	9,800.00	4,900.00
Asset Replace	3,000.00	6,000.00	3,000.00
Copier	1,200.00	2,400.00	1,200.00
Phone Lines	700.00	1,400.00	700.00
Program-Services Miscellaneous	17,978.38	33,150.00	15,171.62
Dues and Subscriptions	3,342.49	5,000.00	1,657.51
Office Supplies and Postage	3,877.67	8,000.00	4,122.33
Travel and Training	10,758.22	20,150.00	9,391.78
Special-Training	5,000.00	10,000.00	5,000.00
Organizational Standards T-TA	5,000.00	10,000.00	5,000.00
Net Difference:	0.00	0.00	0.00

Services Report

Date: 4/21/2016

Page 1 of 1

Date Range of Report: 1/1/2016 to 3/31/2016

Grant Number: CSBG 16-231034

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		22	0.00%	0	0	0	0	0	0
		S-1.2-1 Employment Counseling/Case Management	22	0.00%	0	0	0	0	0	0
	WP-10.1 Training and Technical Assistance provided for Agency Development		0		0	0	0	0	0	0
	WP-2.7 Other Education Projects		3	0.00%	0	0	0	0	0	0
		S-2.7-1 Scholarships	3	0.00%	0	0	0	0	0	0
	WP-3.2 Income Tax Counseling		80	75.00%	60	60	0	0	0	0
		S-3.2-1 Income Tax Preparation	80	75.00%	60	60	0	0	0	0
	WP-7.1 Information and Referral		200	31.00%	62	62	0	0	0	0
		S-7.1-1 Referred to or from other sources	200	31.00%	62	62	0	0	0	0
	WP-7.10 Community Organization and Brokerage/Advocacy Projects		0		0	0	0	0	0	0
	WP-8.4 Other Self-Sufficiency Programs		20	0.00%	0	0	0	0	0	0
		S-8.4-2 Life/Family Skills Training	20	0.00%	0	0	0	0	0	0
	WP-8.5 Family Development/Intervention		150	0.00%	0	0	0	0	0	0
		S-8.5-1 Intensive case management	150	0.00%	0	0	0	0	0	0

Section G Program Participant Characteristics

Grant Number:

CSBG 16-231034

1/1/2016 to 3/31/2016

1. Name of Agency Reporting

DeKalb County Community Action Department

2a. Total Non CSBG Resources Reported in Section F, page 12

2b. Total amount of CSBG Funds allocated

Total Resources for FY (2a + 2b)

\$

ARRA ONLY
\$

3. Total unduplicated number of persons about whom one or more characteristics were obtained:

6

4. Total unduplicated number of persons about whom no characteristics were obtained:

255

5. Total unduplicated number of families about whom one or more characteristics were obtained:

6

6. Total unduplicated number of families about whom no characteristics were obtained:

7. Gender	Number of Persons*	13. Family Size	Number of Families***
a. Male	2	a. One	3
b. Female	4	b. Two	1
TOTAL*	6	c. Three	0

8. Age	Number of Persons*
a. 0 - 5	0
b. 6 - 11	0
c. 12 - 17	0
d. 18 - 23	0
e. 24 - 44	4
f. 45 - 54	0
g. 55 - 69	2
h. 70 +	0
TOTAL*	6

d. Four	1
e. Five	0
f. Six	1
g. Seven	0
h. Eight or more	0
TOTAL***	6

9. Ethnicity / Race	Number of Persons*
I. Ethnicity	
a. Hispanic, Latino or Spanish Origin	2
b. Not Hispanic, Latino, or Spanish Origin	4
TOTAL*	6

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	6
b. Unduplicated # Families Reporting Zero Income	0
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	6

Below please report the total # of families identifying the applicable sources of income

II. Race	
a. White	5
b. Black or African American	1
c. American Indian and Alaska Native	0
d. Asian	0
e. Native Hawaiian and Other Pacific Islander	0
f. Other	0
g. Multi-Race (any two or more of the above)	0
TOTAL*	6

c. TANF	0
d. SSI	1
e. Social Security	0
f. Pension	0
g. General Assistance	0
h. Unemployment Insurance	0
i. Employment + Other Source	5
j. Employment Only	4
k. Other	2

10. Education Levels of Adults # (# For Adults 24 Years Or Older Only)	Number of Persons**
a. 0 - 8 grade	1
b. 9-12 / Non-Graduate	2
c. High School Graduate / GED	2
d. 12+ Some Post Secondary	1
e. 2 or 4 years College Graduate	0
TOTAL**	6

15. Level of Family Income (% Of HHS Guideline)	Number of Families***
a. Up to 50%	2
b. 51% to 75%	2
c. 76% to 100%	1
d. 101% to 125%	1
e. 126% to 150%	0
f. 151% to 175%	0
g. 176% to 200%	0
h. 201% and over	0
TOTAL***	6

11. Other Characteristics	Number of Persons*
	Yes No TOTAL*
a. Health Insurance	4 2 6
b. Disabled	2 4 6

12. Family Type	Number of Families***
a. Single Parent Female	2
b. Single Parent Male	1
c. Two Parent Household	0
d. Single Person	3
e. Two Adults NO children	0
f. Other	0
TOTAL***	6

16. Housing	Number of Families***
a. Own	2
b. Rent	4
c. Homeless	0
d. Other	0
TOTAL***	6

* The sum of this category should not exceed the value of Item 3

** The sum of this category should not exceed the value of Items 8 e-h

*** The sum of this category should not exceed the value of Item 5

CSBG 2016 Monthly Report

1/1/2016 through 4/30/2016 Using CSBG 2016 Budget

5/2/2016

Page 1

Category	1/1/2016 Actual	- Budget	4/30/2016 Difference
INCOME	26,159.96	241,469.00	-215,309.04
CSBG 2016	26,159.96	241,469.00	-215,309.04
0101	17,639.65	189,029.00	-171,389.35
Copier	295.84	1,200.00	-904.16
Dues and Subscriptions	486.00	2,500.00	-2,014.00
IT Maintenance	0.00	3,000.00	-3,000.00
Office Supplies and Postage	751.83	4,000.00	-3,248.17
Personnel	15,048.47	167,554.00	-152,505.53
Phone Lines	0.00	700.00	-700.00
Travel and Training	1,057.51	10,075.00	-9,017.49
0201	0.00	4,000.00	-4,000.00
FSS-FED Supplies	0.00	1,000.00	-1,000.00
Scholarship Program	0.00	3,000.00	-3,000.00
0301	5,833.31	20,000.00	-14,166.69
CSBG Coordinator Salary Costs	5,833.31	20,000.00	-14,166.69
0402	1,785.46	5,000.00	-3,214.54
Organizational Standards T-TA	1,785.46	5,000.00	-3,214.54
0403	901.54	23,440.00	-22,538.46
Alternate Use of Economic Development	901.54	23,440.00	-22,538.46
EXPENSES	34,463.78	241,469.00	207,005.22
CSBG '16	34,463.78	241,469.00	207,005.22
0101	24,208.60	189,029.00	164,820.40
Copier	295.84	1,200.00	904.16
Dues and Subscriptions	486.00	2,500.00	2,014.00
IT Maintenance	0.00	3,000.00	3,000.00
Office Supplies and Postage	751.83	4,000.00	3,248.17
Personnel	21,617.42	167,554.00	145,936.58
Phone Lines	0.00	700.00	700.00
Travel and Training	1,057.51	10,075.00	9,017.49
0201	0.00	4,000.00	4,000.00
FSS-FED Supplies	0.00	1,000.00	1,000.00
Scholarship Program	0.00	3,000.00	3,000.00
0301	6,666.64	20,000.00	13,333.36
CSBG Coordinator Salary Costs	6,666.64	20,000.00	13,333.36
0402	1,785.46	5,000.00	3,214.54
Organizational Standards T-TA	1,785.46	5,000.00	3,214.54
0403	1,803.08	23,440.00	21,636.92
Alternate Use of Economic Development	1,803.08	23,440.00	21,636.92
Net Difference:	-8,303.82	0.00	-8,303.82

BYLAWS

DeKalb County Community Action Department Community Services Block Grant Administrative Board

Article I: Name

The name of this body shall be the Community Services Block Grant Administrative Board (CSBG Board), serving DeKalb County in Illinois.

Article II: Purpose

It shall be the responsibility of the CSBG Board to recommend and approve programs to be implemented under the Community Services Block Grant, which shall include:

1. The provision of a range of services having a measurable and desirable impact on the causes and effects of poverty, both long and short term, in DeKalb County.
2. The provision of activities designed to assist low-income participants,
3. Establishing and coordinating linkages between government and other social service programs to assure the effective delivery of those services to low-income individuals; and
4. The use of private sector entities in the County in efforts to lessen the impact of poverty.

The CSBG Board shall also:

1. Review the performance of work programs operated by DeKalb County Community Action Department.
2. Make policy recommendations on program operations.
3. Solicit the input and participation of appropriate community-based organizations, agencies and human-services providers in the County in the development of program services.

Article III: Members

Section 1- Representative of Public Official

The Board shall consist of fifteen (15) members. Not more than five (5) shall be from public officials designated by the County Board and they will serve at their pleasure. Each public official selected to serve on the CSBG Board may, in turn, select one (1) permanent representative to serve in his/her place whenever he/she cannot attend a meeting. These representatives shall have full authority to act for the public officials themselves.

Section 2- Representative of the Poor

Five (5) Board members shall be comprised of democratically selected representatives of the poor. These members need not be poor themselves, but the selection process shall ensure that they represent the poor. As stated in U.S, HHS

informational memorandum Transmittal No. 82k “Representatives of low-income individuals and families may be selected through election, public forum, or through a similar democratic process such as appointment or election to a position of responsibility in another significant service or community organization or an advisory board/governing council to another low-income service provider.” Should the representative be an employee at a community organization that serves the poor, the democratic selection shall be satisfied through their nomination and election at the CSBG Board.

Section 3- Representative of Private Organizations

Not more than five (5) Board members shall be comprised of representatives of the private sector. These seats shall be held by representatives of business, industry, labor groups, private social service agencies, private educational institutions, and religious organizations. These organizations shall choose persons to represent them on the board and these persons shall be empowered to speak and act on behalf of the organization they represent in connection with the Board’s business. The CSBG Board shall nominate the five (5) private sector organizations and send representatives to the DeKalb County Board for approval.

Article IV: Officers

Section 1- Number, Title, Election and Terms

There shall be a Chairperson and a Vice-Chairperson. These officers will be nominated and elected by the CSBG Board. Officers are elected by the CSBG Board for a term of two years. CSBG Board members shall serve staggered three-year terms.

Section 2- Powers and Responsibilities

The Chairperson shall preside at all meetings, using Robert’s Rules of Order, and see that they are conducted in accordance with CSBG guidelines and these bylaws. The Vice-chairperson shall act as Chairperson in the absence of the Chairperson.

Article V: Committee

Section 1- Board Committees

The standing committees of the CSBG Board will include the Executive Committee and the Scholarship Committee.

The Executive Committee shall be comprised of the Chairperson, Vice-chairperson, and the Executive Director of the DeKalb County Community Action Department. The Executive Committee shall meet at the call of the CSBG Board Chairperson or the Executive Director of DeKalb County Community Action Department or when requested by two (2) or more members of the committee.

Specific functions of the Executive Committee shall be determined by the full CSBG Board, but the Executive Committee shall be generally empowered to act in

emergency situations on behalf of the full CSBG Board in the interim between full Board meetings.

The Scholarship Committee shall convene at a date after the deadline for submission of annual scholarships applications to review the applications and information gathered in interviews. This committee will recommend scholarship recipients to the CSBG Board for approval.

Other committees may be formed at the discretion of the Chairperson, or when called for by a majority of the voting members present at a meeting. Standing committees formed shall function for a period of two (2) years. Special committees formed shall function until their purpose is considered completed by the CSBG Board and/or the Chairperson.

Unless entrusted with specific authority to act on behalf of the CSBG Board, committees will serve in an advisory capacity only. No recommendations or actions taken by a committee will be considered actions of the CSBG Board without approval or ratification by the Board.

Article VI: Adequate Representation

Any low-income individual, low-income community organization, or low-income religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the Board may present the Board with a signed petition of 50 signatures by any representative group of low-income and community agencies.

The Board will meet and a fair hearing will be conducted within 60 days to listen to and determine if the request is justified. If petition is approved by the Board, expansion or revision of the Board will be made as written in the Bylaws to maintain the 1/3 representation of each of the Board constituents: public officials, representatives of the poor, and private organizations.

Article VII- Meeting of Members

Section 1- Meetings

Meetings will be convened at least four times per year. Meeting dates will be provided with as much advanced notice as possible and will be determined according to maximum availability of CSBG Board members. Meeting notices are sent via post and/or email 7-10 days before the scheduled meeting.

Section 2- Special Meetings

Special meetings of the CSBG Board may be called either by the Chair or at the written request of any five (5) members provided a written notice stating the purpose of the meeting is given at least ten (10) days prior to such date. In the case of any

emergency, an emergency meeting may be called by either the Chair or by not less than any five (5) members when the need is apparent to address emergencies.

Section3- Quorum

A quorum shall be determined by the presence of 6 members of the Board.

Section4- Meeting Format

Meetings shall be conducted in accordance with Robert's Rules of Order.

Section 5- Open Meetings Act

In conducting meetings, the CSBG Board will follow the Illinois Open Meetings Act to the extent that it applies.

Article VIII: Board of Directors

Section 1- Appointments

Upon approval of a nomination (in accordance with Article III Sections 1-3 of these By-laws) by majority vote by the CSBG Board, appointments shall be made by the Chairman of the DeKalb County Board and approved by the DeKalb County Board. Initial appointments will be staggered terms of one, two, and three years, with all terms of appointment thereafter being for three years. Service will be limited to three terms at which point a Board Member must leave the Board for a period of at least a year before rejoining the CSBG Board.

Section 2- Vacancies

Vacancies which occur due to death, ineligibility, or resignation shall be filled in accordance with Article VIII Section 1 of these Bylaws. A member appointed to fill a vacancy shall hold the appointment for the unexpired term of his/her predecessor.

Section 3- Ineligibility

When a member has been absent from three (3) consecutive meetings, his/her name shall be submitted to the CSBG Board to afford the opportunity for consideration of a replacement. The CSBG Board will then have the option of submitting the name of a replacement to the Chairperson of the County Board for its consideration of a replacement.

A member shall also be declared ineligible if he/she is no longer associated with the sector he/she was appointed to represent.

Section 4- Voting

No proxy provision is provided and all members must be present to vote. Members may participate via teleconference call or video conference, but are not permitted to vote.

Section 5- Allowances and Reimbursements

Board members shall not be compensated for serving on the CSBG Board. Board members may be reimbursed for expenses that have received prior approval by the CSBG Board.

Article IX- Records

Minutes shall be kept at all meetings of the CSBG Board, its committees, and sub-committees. These minutes will be recorded by the DeKalb County Community Action Department. The minutes are the Official Meeting Record of the CSBG Board. A copy of the minutes will be filed with the DeKalb County Board and the DeKalb County Clerk.

Article X- Policy

It shall be the policy of the CSBG Board to operate under the provisions of the DeKalb County Board, the Illinois Department of Commerce and Economic Opportunity, and any rules and regulations applicable hereunder promulgated by the United States Department of Health and Human Services.

Article XI- Conflict of Interest

The members of the DeKalb County Community Action Department CSBG Board are encouraged to play active roles in the community and elsewhere by serving as board members or otherwise being involved with a wide spectrum of organizations. This means that potential conflicts of interest or the appearance of such conflicts will inevitably arise.

Conflicting involvements consist of direct or indirect relationships or obligations, either business or voluntary, which may impair the independence of judgment of a Board member in the exercise of duties or judgment relating to the CSBG Board or its affairs. Such conflicts are not limited to financial interest or legal obligations, but also extend to duties of loyalty or trust.

In the case of such conflicts or the appearance thereof, CSBG Board members are expected to disclose the conflict prior to making any related decisions. Once such a disclosure has been made, the remaining Board members will determine whether or not there is a potential conflict of interest.

Should it be so considered, the Board member involved shall abstain from voting and may participate in the discussion unless the Board states otherwise in its consideration of the question of conflict. In any case, however, the Board member may answer specific questions that may be raised by other Board members. Specifically, Board members shall not make a profit in any way in their outside employment or

business interests from their association with the Board. Individual Board members hold an office of shared power and responsibility and are never to exercise authority except when action in a meeting with the full Board or when delegated to do so by the Board.

Board members will approach all Board issues with an open mind, will keep confidential information confidential, and will do nothing to violate the trust of the County Board which appointed them.

Article XII- Amendments to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of a quorum at any regular meeting of the membership, provided that the proposed amendment or new Bylaws are presented in writing or via email to each individual representative at least twenty (20) days prior to the regular meeting.

These amended Bylaws were adopted this 7th day of August, 2014.

CSBG Board Chairperson

Vice Chairperson

Revised: November, 2010
August, 2014
January, 2016