

**Emergency Food and Shelter Program
DeKalb County, IL Local Board
Phase 33-3rd Meeting and Phase 34 1st Meeting
Minutes of March 7, 2017, 1:00 p.m.**

Members Present: Jess Collins, Sharon Tourville, Brad Burzynski (alternate for Gary Hanson), Rhonda Brown (alternate for Michelle Graham), Joslyn Turner (formerly homeless member), and Joe Gastiger.

Members Not Present: Melissa Garman, Dawn Littlefield, and Yvette Alexander-Maxie.

Others Present: None.

Call to Order: The meeting was held at the DeKalb County Health Department, Salubrity Board Room in DeKalb. Jess Collins called the meeting to order at 1:02 p.m. Introductions were made.

Approval of Agenda: Jess Collins added "Approval of Phase 34 Chair" to the agenda after "Approval of Phase 33 End Date-March 31, 2017". Joe Gastiger made a motion to approve the agenda as amended, seconded by Joslyn Turner. Motion approved.

Approval of Minutes: Joe Gastiger made a motion to approve the EFSP Phase 33 2nd meeting, seconded by Joslyn Turner. Motion approved.

Public Comment: There were no public comments made.

Status of Phase 33 LRO Spending/ 2nd Payment Requests: All LROs received their first payments, requested second payments, and received their second payments. All Phase 33 funds have been paid to the LROs. Voluntary Action Center had some issues receiving their payments due to a change in their bank account information. Northern Illinois Food Bank had a Phase 32 compliance issue that caused a delay in the receipt of Phase 33 funds. The issue was the spending of funds outside the Phase 32 spending period. Northern Illinois Food Bank worked with the National Board to resolve the issue. Both situations were resolved and VAC and NIFB received their total award.

Approval of Phase 33 End Date-March 31, 2017: The original Phase 33 end date was September 30, 2015. Of course Phase 33 did not begin until November 1, 2015 for DeKalb County, IL. Thus, when submitting the Local Board Plan an end date had to be chosen. The Board Plan was submitted with the furthest possible end date of March 31, 2017. An e-mail was sent to Board members at that time to get a consensus that this date would be okay, knowing an official vote can only take place at a Board meeting. With this, Joe Gastiger made a motion to approve the Phase 33 spending period end date to March 31, 2017, seconded by Brad Burzynski. Motion approved.

Approval of Phase 34 Chair: Since DeKalb County Community Action is the agency that administers the EFSP award for DeKalb County, it makes sense for a staff person of DCCA to chair the Board. Sharon Tourville made a motion to approve Jess Collins as the EFSP Phase 34 Chair, seconded by Joslyn Turner. Motion approved.

Phase 34 Status: The EFSP National Board posted Phase 34 allocations on their website. DeKalb County, IL was awarded \$60,185, an increase of \$11,068 from Phase 33. We have yet to hear the official start and end

dates for Phase 34. The National Board will make this announcement shortly when they send official notice of awards to local jurisdictions. At that time, notice will go out to the community as to the availability of Phase 34 funds, including the application process, deadlines, etc. Phase 33 and 34 will run concurrently.

Review Local Board & Local Recipient Organization Responsibilities: Jess Collins reviewed the handouts he distributed to the Local Board regarding Local Board and LRO responsibilities. These pages were taken directly from the Phase 33 Manual. Discussion took place regarding the areas that Jess highlighted on these handouts. This information gives the Board a good sense of the intent of the program and the appropriate use of funds. Jess encouraged Local Board members to review this information and contact him with any questions.

Review Eligible & Ineligible Costs: Jess Collins reviewed the sample eligible and ineligible chart from the EFSP Phase 33 manual. Discussion ensued regarding the different categories and the eligible and ineligible expenses possible in each.

Phase 34 Funding Priorities: Jess Collins reviewed the Community Health Needs Assessment handout gleaned from the Community Commons website. This provides data regarding housing and food issues in DeKalb County. Discussion followed regarding housing cost burden, food insecurity rate, fruit/vegetable consumption, and low income and low food access. Jess asked the Board to think about where they see the greatest needs are in relation to food and shelter programs. Joe Gastiger mentioned it's good to fund agencies throughout the County so the needs are met in those remote locations. Also, the applying agencies discuss the need in their applications. There were no glaring issues regarding the need of one category over the other.

Tentative Phase 34 Meeting Schedule: Since Phase 33 and 34 will run concurrently, the next Phase 33 meeting will be combined with a Phase 34 meeting. These meetings will occur as we receive specific notices from the National board.

Old Business: Jess Collins showed the Board how to log on to the EFSP website as the Local Board. He encouraged members to log on to the site and look through the manuals, trainings, etc.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting date will be at a date TBD, most likely to be held in the DeKalb County Health Department, Salubrity Board Room. The 4th Phase 33 meeting will be held once final reports have been submitted. The 2nd Phase 34 meeting (allocations) will be held after the deadline for application submittals.

Adjourn: Having no further business, Joe Gastiger motioned to adjourn the meeting, seconded by Sharon Tourville. Motion approved. The meeting was adjourned at 1:58 p.m.