

**Emergency Food and Shelter Program
DeKalb County, IL Local Board, Phase 33-2nd Meeting
Minutes of June 22, 2016, 9:00a.m.**

Members Present: Jess Collins, Dawn Littlefield, Mary Supple (alternate for Gary Hanson), Captain Michelle Graham, Anita Zurbrugg, Melissa Garman, Joe Gastiger, and Yvette Maxie.

Members Not Present: Joslyn Turner (formerly homeless member).

Others Present: Rhonda Brown.

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 9:05a.m.

Approval of Agenda: Mary Supple made a motion to approve the agenda, seconded by Anita Zurbrugg. Motion approved.

Approval of Minutes: Michelle Graham made a motion to approve the EFSP Phase 32 4th meeting and EFSP Phase 33 2nd meeting, seconded by Melissa Garman. Motion approved.

Status of Phase 32: The Phase 32 Final Report was submitted to the National Board. There were two compliance exceptions. The Salvation Army had five or six bills they paid too early so they had to re-submit documentation for bills paid in the appropriate time frame. The Northern Illinois Food Bank did not submit documentation regarding the shared maintenance costs. They sent the appropriate documentation to alleviate this compliance exception. The Local Board has yet to receive further correspondence regarding these two compliance exceptions.

Make Phase 33 Allocations: Jess highlighted some key points in determining allocation amounts to agencies. These points include:

- Not an entitlement, past allocations have no bearing on current phase.
- Based on resident needs not agency needs.
- Funding is supplemental, not for startup programs or to replace funding lost.
- Must be for appropriate EFSP eligible items.
- Agencies must fit National Board eligibility requirements.

Discussion began on each applicant and their specific request. DeKalb County Community Gardens' application was incomplete and they also requested funds for an ineligible expense (staff costs). The Board decided not to fund DCCG based on these determinations. The Board was steadfast in saying late and incomplete applications will automatically be disqualified based on application guidelines. Hope Haven stated in their request how many nights of shelter would be increased from last Phase's award instead of from other budgeted amounts. Discussion on Kirkland Food Pantry and their small request. N.I.C.E. discussion regarding DeKalb County clients served versus total clients served and the justification for their request. A discussion on Northern Illinois Food Bank ensued and how funding them affects the smaller food pantries. Maintenance fee costs were discussed in detail and how they actually determine this amount when using the EFSP funds. Discussion followed on Our Sharing Pantry and Safe Passage. The Salvation Army stated in their application

that they do not have a volunteer board. This would make them ineligible to receive an EFSP award. Michelle clarified they do have an advisory board which does make them eligible. Also TSA's request for rent/mortgage and utilities program is more than 50% of those respective program budgets. Their award must be lower than their request based on this. Discussion followed on Voluntary Action Center's Meals on Wheels. They requested funds based on a waiting list of 75 even though their current waiting list is 60. DeKalb County Community Action is requesting the full administrative allowance (\$982) which is 2% of the total allocation. Discussion of The Salvation Army, their expenditures of funds, and how many households they have served followed. Jess stated the Board can allocate funds based on their discretion and what they feel the needs are in the County. He used the example of the Board deciding on using EFSP funds for food programs only even though shelter programs applied and are technically eligible. Discussion followed on data trends in the County and how families are impacted by the use of these services. Discussion regarding how the County allocation was determined. The Local Board then discussed allocation amounts to each agency that applied. Joe Gastiger made a motion to allocate \$982 to DeKalb County Community Action for administrative costs, seconded by Mary Supple with Jess Collins abstaining. Motion approved. The board then discussed allocation amounts to each of the applying agencies. Melissa Garman made a motion to allocate \$18,335 to The Salvation Army (\$8,085 for food, \$4,000 for rent/mortgage, \$6,250 for utilities), seconded by Dawn Littlefield with Michelle Graham abstaining. Motion approved. A motion was made by Mary Supple to allocate the remaining funds as follows: \$0-DeKalb County Community Gardens, \$15,000-Hope Haven, \$800-Kirkland Food Pantry, \$1,000-Neighbors in Christ Ecumenical, \$4,000-Northern Illinois Food Bank, \$1,000- Our Sharing Pantry, \$2,800-Safe Passage, and \$5,200-Voluntary Action Center, seconded by Melissa Garman. Motion approved.

Determine Phase 33 Spending Period End Date: The Phase 33 end date is yet to be determined. We will find out from the National Board once we receive the Local Board Plan notification.

Select Members for Phase 33 Agency Visits: The Board discussed if we should do monitoring visits again this phase. All agencies have been visited in the past. The Board chose not to do visits this Phase. We can always contact LROs during the phase and decide if any further contact needs to be made. Melissa asked a question regarding application errors and the risk of sanctions based on those, specifically TSA stating they have no volunteer board. Jess stated the explanation in the minutes would clarify this. Discussion followed regarding whether to include shared maintenance costs in NIFB's allocation. Dawn Littlefield made a motion to allow NIFB to use 18% of their allocation to use toward shared maintenance costs, seconded by Melissa Garman. Motion approved.

Old Business: There was no old business to discuss.

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 date will be determined by when the local board plan notice is sent by the National Board and when applications are due to the Local Board.

Adjourn: Melissa Garman motioned to adjourn the meeting, seconded by Mary Supple. Motion approved. The meeting was adjourned at 10:31a.m.