

DeKalb County Community Action Department

Clients

Poverty Population In Area Served:	18,336					
Total Number of Clients:	132					
#1	#2	#3	#4			
	Estimated Number and Percent of Income Eligible Persons in Service Area	Number and Percent of Persons Currently Served by the Agency	Number and Percentage Difference (consistutes agency's AA objective for the next year)			
<u>Demographic Groups</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
Sex: Male	7,881	43.0%	45	34.1%	-12	-8.89%
Female	10,455	57.0%	87	65.9%	12	8.89%
Age: Under 18	4,955	27.0%	58	43.9%	22	16.92%
18-64	12,726	69.4%	74	56.1%	-18	-13.34%
65 + over	655	3.6%	0	0.0%	-5	-3.57%
Race: White	11,614	63.3%	69	52.3%	-15	-11.07%
Black or African American	2,754	15.0%	55	41.7%	35	26.65%
American Indian and Alaska Native	153	0.8%	1	0.8%	0	-0.08%
Asian	1132	6.2%	0	0.0%	-8	-6.17%
Native Hawaiian or Other Pacific Islander	0	0.0%	0	0.0%	0	0.00%
Other/2 or more races	2,683	14.6%	7	5.3%	-12	-9.33%
Ethnicity: Hispanic or Latino	3,745	20.4%	27	20.5%	0	0.03%
Disabled	2,060	11.2%	19	14.4%	4	3.16%

DeKalb County Community Action Department

Volunteers, Boards and Committees

Total Population In Area Served:	98,305					
Total Number of Volunteers & Board:	24					
#1	#2	#3		#4		
	Estimated Number and Percent of Persons in Service Area	Number and Percent of Persons Currently Serving as Volunteers, Board Members and/or Advisory Committee Members		Number and Percentage Difference (consistutes agency's AA objective for the next year)		
Demographic Groups	#	%	#	%	#	%
Sex: Male	48,393	49.2%	11	45.8%	-1	-3.39%
Female	49,912	50.8%	13	54.2%	1	3.39%
Age: Under 18	22,488	22.9%	0	0.0%	-5	-22.88%
18-64	65,084	66.2%	19	79.2%	3	12.96%
65 + over	10,733	10.9%	5	20.8%	2	9.92%
Race: White	83,358	84.8%	21	87.5%	1	2.70%
Black or African American	5,844	5.9%	3	12.5%	2	6.56%
American Indian and Alaska Native	224	0.2%	0	0.0%	0	-0.23%
Asian	2269	2.3%	0	0.0%	-1	-2.31%
Native Hawaiian or Other Pacific Islander	8	0.0%	0	0.0%	0	-0.01%
Other/2 or more races	6,602	6.7%	0	0.0%	-2	-6.72%
Ethnicity: Hispanic or Latino	10,328	10.5%	1	4.2%	-2	-6.34%
Disabled	9,935	10.1%	2	8.3%	0	-1.77%

DeKalb County Community Action Department

Employment and Professional Services

Total Labor Force In Area Served:	51,881					
Total Number of Employees:	4					
#1	#2	#3	#4			
	Estimated Number and Percent of Persons in Labor Force in Service Area	Number and Percent of Persons Currently Employed by the Agency	Number and Percentage Difference (consistutes agency's AA objective for the next year)			
<u>Demographic Groups</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>
Sex: Male	27,128	52.3%	1	25.0%	-1	-27.29%
Female	24,753	47.7%	3	75.0%	1	27.29%
Age: 16-19	3,917	7.8%	0	0.0%	0	-7.85%
20-64	44,165	88.5%	4	100.0%	0	11.51%
65 + over	1,826	3.7%	0	0.0%	0	-3.66%
Race: White	49,028	85.1%	3	75.0%	0	-10.13%
Black or African American	3,746	6.5%	1	25.0%	1	18.50%
American Indian and Alaska Native	104	0.2%	0	0.0%	0	-0.18%
Asian	1,449	2.5%	0	0.0%	0	-2.52%
Native Hawaiian or Other Pacific Islander	8	0.0%	0	0.0%	0	-0.01%
Other/2 or more races	3,255	5.7%	0	0.0%	0	-5.65%
Ethnicity: Hispanic or Latino	5,348	10.3%	0	0.0%	0	-10.31%
Disabled	2,110	4.1%	0	0.0%	0	-4.07%

Use U.S. Census Bureau Data table S2301

<u>Demographic Groups</u>		<u>Estimated Population</u>	<u>Estimated Percent in Labor Force</u>	<u>Estimated Number in Labor Force</u>
Sex:	Male	32,257	84.1%	27,128
	Female	31,981	77.4%	24,753
Age:	16-19	8,195	47.8%	3,917
	20-24	8,195	47.8%	3,917
	25-44	26,106	85.4%	22,295
	45-54	12,418	86.1%	10,692
	55-64	10,678	68.0%	7,261
	65-74	6,171	24.8%	1,530
	75 and over	5,093	5.8%	295
Race:	White	71,365	68.7%	49,028
	Black or African American	5,460	68.6%	3,746
	American Indian and Alaska Native	150	69.3%	104
	Asian	2337	62.0%	1,449
	Native Hawaiian or Other Pacific Islander	8	100.0%	8
	Other	3183	80.5%	2,562
	2 or more races	1,194	58.0%	693
Ethnicity: Hispanic or Latino		7,276	73.5%	5,348



DeKalb County

Community Action Department

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www.dekalbcountycommunityaction.org

EO/AA Narrative for DeKalb County Community Action Department

Submitted August 29, 2017

The number of individuals living in poverty in DeKalb County has decreased by approximately 160 individuals since last year, down to 18,336 from 18,496.

Due to the relatively small numbers of overall Staff, Board members and Clients at DeKalb County Community Action Department, any small fluctuation in raw numbers of individuals can create a large change in the percentage of individuals in any given category. However, upon review of the percentages in classifications across categories, the utilization is fairly consistent and it is relatively easy to identify where slight fluctuations have occurred.

DeKalb County Community Action continues to prioritize diversity and opportunity at every level of the organization.

Providing access to opportunities for low-income individuals and families through empowerment with community resources and support to increase self-sufficiency and household stability.

DeKalb County Community Action Department

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM

DeKalb County Community Action Department (DCCAD) hereby agrees that it will follow this Equal Opportunity/Affirmative Action Program. Affirmative Action is a Management responsibility to take the necessary steps to eliminate the effects of past and/or present discrimination in the area of program benefits and program employment, intended or unintended, which is evident from an analysis of practices and policies regarding program benefits and employment.

For the purposes of this document, the Department will utilize the term "minority" to refer to Blacks or African Americans, American Indians and Alaska Natives, Asians, Native Hawaiians or other Pacific Islanders, Hispanics or Latinos. The term "Special Service Groups" refers to two separate groups of people (youth and elderly). And the term "Protected Class" refers to groups or individuals who are specified under the EO Non-Discrimination Compliance federal and state regulations outlined in the legal basis and scope section. (Minorities, Women, Persons with Disabilities).

The DeKalb County Community Action Department's Equal Employment Opportunity/Affirmative Action Program is in effect for all complaints that allege discrimination to be addressed, investigated and resolved in a confidential, timely and professional manner. In other cases, which may involve a difference or dispute between the employer and the union or any employee regarding the application, meaning or interpretation of a negotiated master contract agreement or arising out of other circumstances or conditions of employment, the employee grievance procedure, as outlined in DeKalb County Personnel Policy, will be followed. DCCAD will not terminate or otherwise discriminate against employees or job applicants on the basis of their race, color, citizenship status, national origin, ancestry, age, disability, marital status, gender, religion, sexual orientation, military status, nor will they retaliate against any employee who opposes an action made unlawful by the Human Rights Act, or participates in a proceeding under the Act. For charges filed after January 1, 2012, allows parties to voluntarily waive the fact finding conference. (Illinois Revised Compiled Statutes, Chapter 775 ILCS 5/1-101 et. seq.)

The policies set forth in this Program represent the unequivocal support and commitment of the DeKalb County Community Action Department for Equal Opportunity Compliance and further commit all Department personnel to actively work for the promotion and achievement of Equal Employment Opportunity/Affirmative Action Program.

DeKalb County Community Action Department will adhere to the policies outlined in the DeKalb County Equal Employment Opportunity and Affirmative Action Policy Statement.

In addition, Community Action is committed to uphold all laws related to its Equal Employment Opportunity/Affirmative Action obligations including, but not limited to, the following:

Drug Free Workplace Act of 1988, requires federal grantees and contractors to certify that they maintain a drug-free workplace. Grantees must establish a written policy that informs employees that the unlawful possession, distribution or manufacturing of a controlled substance in the workplace is prohibited.

Illinois Executive Order 16, establishes the Illinois Integrated Justice Information System Implementation Board. Duties include; promote the integration of justice information systems in Illinois, coordinate the development, adoption and implementation of plans and strategies for sharing justice information, coordinate the development of systems that enhance integration, establish standards to facilitate the electronic sharing of justice information, promulgate policies that protect individuals' privacy rights related to the sharing of justice information, apply for, solicit, receive, establish priorities for, allocate, disburse, grant, contract for, and administer funds from any source to effectuate the purposes of the executive order, promulgate rules or regulations as may be necessary to effectuate the purposes of this executive order, report annually, on or before April 1st of each year to the Governor and the General Assembly, on the Implementation Board's activities in the preceding fiscal year, and exercise any other powers that are necessary and proper to fulfill the duties, responsibilities, and purposes of this executive order and to

comply with the requirements of applicable federal or state laws or regulations.

Pregnancy Discrimination Act of 1978 which states that women affected by pregnancy, childbirth or related medical conditions must be treated the same for all employment related purposes as other persons not so affected but similar in their ability or inability to work.

Section 504 of the Rehabilitation Act of 1973, which requires recipients of Federal Financial Assistance to provide equal employment opportunity and equal service access to qualified individuals who are disabled.

The Rehabilitation Act also requires employers to "make reasonable accommodations to the physical and mental limitations" of employees and applicants who may be disabled. This obligation includes both alternatives in physical facilities and modifications in the structure if scheduling a job.

All will be eligible for employment and/or services regardless of age, sex, sexual orientation, gender, race, color, national origin, religion, creed, political affiliation, ancestry, national origin, or physical or mental disability. DCCAD is committed to undertaking affirmative action to correct the underutilization of minority persons, individuals who are a part of a protected class, and special service groups in all levels of employment and access to services. Concentrated efforts will take place to improve our service delivery to significant segments, sensitizing staff, program participants, and subcontractors within the established policy of the Affirmative Action/Equal Employment Opportunity Plan. DCCAD will assure appointment of minority, protected class, and special service group representatives on the CSBG Board and in any citizen advisory committees in proportion to their numbers in the agency service area.

In an effort to fulfill this commitment the agency reviews its Affirmative Action/Equal Opportunity Plan when there are Department vacancies (staff, volunteers, CSBG Board Members) or at least once a year, whichever is more frequent. Identification of underrepresentation will result in targeted recruiting to fill each vacancy with candidates that better reflect the demographic composition of the community population at large, however every attempt is made to increase diversity within the department.

DCCAD will assure the provision of equal opportunity within the management of the Agency and all of its sponsored programs. All managers, supervisors, and all Agency personnel are committed to work actively to promote and achieve equal employment opportunity within their programs and to emphasize equal opportunity for employment by all persons with whom it does business. Further, DCCAD shall endeavor to promote AA/EEO in the community through all contractual and vendor transactions. Subcontractors, sub grantees or vendors who do not comply with nondiscrimination laws will jeopardize initial funding or continued affiliation with DCCAD.

DCCAD will assure that its Affirmative Action/Equal Employment Opportunity Plan be implemented to ensure equitable service delivery and compliance according to the intent of law.

Members of the eligible population shall be provided maximum feasible opportunities for employment in the administration of programs, including staff positions in which they will have opportunities for occupational training and career advancement. DCCAD will make special efforts to recruit and hire staff who reflect the make-up of the population of the area by age, race, gender and national origin, and shall take corrective action if the makeup of staff varies significantly from the goal.

The Affirmative Action Plan is in effect in all complaints of alleged discrimination. In other cases of employee complaint or grievance, in which there is no complaint of discrimination, the employee grievance procedure, as outlined in DeKalb County Personnel Policy will be followed.

The policies set forth in this program Statement and in the Affirmative Action/Equal Employment Opportunity Plan represent the unequivocal support and commitment of the DCCAD Governing Board and the CSBG Board for equal opportunity and further, commits all Agency personnel to actively work for the promotion and achievement of equal opportunity.

Community Action will assure that its EEO/AA Policy will be implemented to ensure equitable service delivery and compliance with the established policy in this Program, according to the intent of law.

A handwritten signature in dark ink, appearing to read 'Deanna L. Cada', with a long horizontal stroke extending to the right.

Deanna L. Cada, Executive Director

August 29, 2017

CHAPTER XIII
Equal Employment Opportunity and Affirmative Action Policy Statement

13.1.0. General

13.1.1. DeKalb County is an equal employment opportunity employer. It is the policy of the County to utilize only job-related criteria in making decisions concerning applicants and employees. Criterion such as age, sex, national origin, race, marital status, or religious, sexual, or political preference, or mental or physical disabilities shall not be a consideration in personnel decisions for a particular position except where such a consideration constitutes a bona fide occupational qualification.

13.1.2. DeKalb County shall have an on-going Affirmative Action (EEO/AA) Program. Affirmative Action is a Management responsibility to take the necessary steps to eliminate the effects of past and/or present legally protected discrimination in the area of program benefits and program employment, intended or unintended, which is evident from an analysis of practices and policies regarding program benefits and employment.

This Equal Opportunity/Affirmative Action Policy is in effect for all complaints of alleged discrimination. In other cases of employee complaint or grievance, in which there is no complaint of discrimination, the employee grievance procedure, as outlined in DeKalb County Personnel Policy, will be followed.

The policies set forth in this Policy represent the unequivocal support and commitment of the DeKalb County Board for equal opportunity and further commits all County personnel to actively work for the promotion and achievement of equal opportunity.

13.1.3. The County is committed to uphold all laws related to Equal Opportunity including, but not limited to, the following:

Title VI of the Civil Rights Act of 1964 which prohibits discrimination in the participation in or benefits of programs or activities receiving Federal financial assistance on the basis of race, color or national origin.

Title VII of the Civil Rights Act of 1964 which prohibits discrimination because of race, color, religion, sex or national origin in all employment practices including hiring, firing, promotions, compensation, and other terms, privileges and conditions of employment.

Title IX of the Education Amendments of 1972, which prohibits discrimination in Federal assisted education programs.

The Equal Pay Act of 1963 (amended 1972 and 1978), which covers all employees who are covered by the Fair Labor Standards Act. The act forbids pay differentials on the basis of sex.

The Age Discrimination Act of 1975, which prohibits discrimination because of age against employees or job applicants over 40 years of age.

Federal Executive Order 11246, which requires every federal contractor or subcontractor to develop an affirmative action program.

Article I, Sections 17, 18 & 19 of the Illinois Constitution which prohibits discrimination based on race, color, creed, national ancestry, handicap and sex in the hiring and promotion practices of any employer.

Administration of Aging Program Instruction AoA-PI-75-II, which requires all grantees to develop affirmative action plans. Agencies, which are part of an "umbrella" agency, shall develop and implement an affirmative action plan for the single organizational unit on aging. Preference for hiring shall be given to qualified older persons (subject to requirements of merit employment systems).

Omnibus Budget Reconciliation Act of 1981 (Block Grants), which authorized a series of health and social services block grants to states to carry out programs that were previously authorized separately. The final version was signed into law on August 13, 1981, amending the PHS Act to create the PHHS Block Grant. The PHHS Block Grant is a mandatory grant given to 61 grantees (50 states, the District of Columbia, 2 American Indian Tribes, and the eight U.S. Territories) by Congress annually.

Family and Medical Leave Act of 1993, which entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Uniformed Services Employment and RE-employment Rights Act (USERRA), which protects service members' re-employment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits discrimination based on military service or obligation.

Genetic Information Nondiscrimination Act of 2008, also referred to as GINA, which is a Federal law that protects Americans from being treated unfairly because of differences in their DNA that may affect their health. The law prevents discrimination from health insurers and employers.

Titles VII and VIII of the Public Health Service Act, of which Title VII programs are designed to encourage health care workers to practice in under-served areas, increase the number of primary care providers, increase the number of minority and disadvantaged students enrolling in health care programs and increase the number of faculty in health care education and training programs, and Title VIII programs focus on training advanced practice nurses, increasing the number of minority and disadvantaged students enrolling in nursing programs, and improving nurse retention through career development and improved patient care systems.

Illinois Human Rights Act of 1980 which prohibits employers from terminating or otherwise discriminating against employees or job applicants on the basis of their race, color, citizenship status, national origin, ancestry, age, handicap, marital status, gender, religion, sexual orientation, military service or unfavorable military discharge status. The Act also prohibits sexual harassment and retaliation against any employee who opposes an action made unlawful by the Human Rights Act, or participates in a proceeding under the Act.

Illinois Executive Order 15, which allows individual providers in the Home-Based Support Services Program to join/form unions. Current unions are able to contact Home-Based Support Services Programs with information.

Americans with Disabilities Act Amendments Act of 2008, which emphasizes that the definition of disability should be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of the ADA and generally shall not require extensive analysis. The Act makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portion of the EEOC's ADA regulations. The effect of these changes is to make it easier for an individual seeking protection under the ADA to establish that he or she has disability within the meaning of the ADA.

13.2.0. Responsibilities for EEO/AA Program Implementation

13.2.1. The DeKalb County Board has instructed the Director of the Finance Department to act in its behalf as the Equal Opportunity (EO) Officer and Americans with Disabilities Act (ADA) Coordinator in assuming and discharging any and all responsibilities associated with the implementation and maintenance of this Equal Employment Opportunity and Affirmative Action Program.

13.2.2. The County is committed to undertaking affirmative action to correct the underutilization as necessary. In an effort to fulfill this commitment, the County annually reviews its EEO/AA Program through the establishment of positive objectives with specific targets and timetables to achieve the goals of EEO/AA and the intent of the law.

13.3.0. Recruitment, Selection and Retention

13.3.1. The paramount objective relative to recruitment and selection has been, and will continue to be, to employ and/or promote persons deemed to be well qualified for the job in question; and at the same time, insure that all candidates are evaluated without regard to any category protected by law.

13.3.2. The County is committed to nondiscrimination and full equality of opportunity in decisions regarding recruitment, hiring, training, promotion, lay off and awarding of benefits without regard to race, creed, color, disability, national origin, gender, sexual orientation, age or political affiliation or beliefs, or any other basis protected by law.

13.3.3. The County will ensure those individuals with limited English proficiency or who are hearing impaired will receive an equal opportunity to access County services and benefits. When there is not a staff member able and/or available to communicate with these individuals, provisions will be made to secure foreign language and/or sign-language interpreters.

13.3.4. Members of the eligible population shall be provided maximum feasible opportunities for employment in the administration of programs, including staff positions in which they will have opportunities for occupational training and career advancement. The County will make special efforts to recruit and hire staff who reflect the make-up of the population of the area by age, race, gender and national origin, and shall take corrective action if the makeup of staff varies significantly from the goal.

13.3.5. Whenever positions are advertised in local newspapers or professional journals, the advertisement shall indicate that the County is an equal opportunity employer.

13.4.0. Promotion

13.4.1. It is the policy of DeKalb County to promote persons deemed to be well qualified for the job in question, regardless of their age, race, marital status, sex, sexual orientation, religious affiliation, handicap, or any other category protected by law.

13.5.0. County Programs and Services

13.5.1. The County will ensure that it provides equal opportunity within the management of the County and all of its sponsored programs. All managers, supervisors, and all County personnel are committed to work actively to promote and achieve equal employment opportunity within their Departments and to emphasize equal opportunity for employment by all persons with whom the County does business. Further, the County shall endeavor to promote EEO/AA in the community through all contractual and vendor transactions. This EEO/AA Program includes the policy that failure of subcontractors, sub-grantees or vendors to comply with nondiscrimination laws will jeopardize initial funding or continued affiliation with the County.

13.5.2. The County will assure that its EEO/AA Program will be implemented to ensure equitable service delivery and compliance with the established policy in this Program, according to the intent of law.

13.5.3. Concentrated efforts will take place to improve the delivery of County services to significant segments, sensitizing staff, program participants, and subcontractors within the established policy of the EEO/AA Program. The County will assure appointment of minority and special service group representatives on the various citizen advisory committees in proportion to their numbers in the County service area.

13.5.4. The County will make continued efforts to eliminate architectural barriers to people with disabilities. No person shall be denied training or employment in any program because of artificial barriers to employment. The County will analyze and re-evaluate job descriptions and qualification requirements at all levels of employment with a view toward removing artificial barriers to employment. The County will comply with the Americans with Disabilities Act including amendments thereto and applicable EEOC regulations.



DeKalb County Government

Official Government Website for DeKalb County, Illinois

DeKalb County Organizational Chart

This site only

[County's Homepage](#)

[About Us](#)

[A-Z Index](#)

[Contacts/Directions](#)

[Financial Information](#)

[Forms & Publications](#)

[Invitation to Bid](#)

[I Want To...](#)

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