

DeKalb County Community Action Department
CSBG Administrative Board
Minutes of September 25, 2017

Members Present: Rhonda Brown, Melissa Garman, Joshua Hall, Regina Harris, Julio Hernandez, Carol Herrington, Maggie Peck representing Curtis Lang, Dawn Littlefield, Dan Nolan, Stephen Reid, Joanne Rouse representing Jerry Smith, and Joslyn Turner. A quorum was reached.

Members Not Present: Valarie Redmond (excused).

Others Present: Deanna Cada, Jess Collins, Lesa Eames, Kate Noreiko, Steve Sells, and Karleen Lindsey.

Call to Order: Deanna Cada, Executive Director, called the meeting to order at 8:33a.m. Introductions were made.

Approval of Agenda: Joshua Hall made a motion to approve the agenda, seconded by Regina Harris. Motion approved.

Approval of Minutes: Julio Hernandez made a motion to approve the meeting minutes of August 15, 2017, seconded by Joshua Hall. Motion approved.

Public Comment: There were no public comments made.

Vice-Chair Election: Melissa Garman previously stated she would be willing to serve as vice-chair of this Board. Deanna Cada asked if there were any other nominations on the floor. Having none, Regina Harris made a motion for Melissa Garman to serve as vice-chair of the Community Services Block Grant Administrative Board, seconded by Maggie Peck. Motion approved.

Update on Executive Director Search: Deanna Cada is now officially the Executive Director of Community Action and will be splitting time as Executive Director of the Mental Health Board. The MHB voted to approve her taking on this role at their August 21 meeting. Deanna will be Executive Director of Community Action through December 2018. At that time the MHB will review this agreement and discuss Deanna as DCCA E.D. going forward. Deanna had discussion with CAPLAW regarding the intergovernmental agreement between the County and the MHB.

Final Community Action Plan Approval: At the August meeting the 2018 CAP was approved while still in draft form. Deanna mentioned she cleaned up the CAP and content did not change except for excluding a couple activities in work programs.

CSBG 2017 Modification Approval: Jess Collins gave an overview of the CSBG modification process and the reason behind it. The budget had to be modified to account for going without an Executive Director and Family Support Specialist since March 10. This freed up money to hire a second Family Support Specialist, to add payment to WIOA for our fair share cost of the one-stop center in North Aurora, and to remodel space in the Community Outreach Building where DCCA may move. The space we're looking to remodel is self-contained in Suite F. This will be a temporary re-model as the CSBG does not allow for permanent improvements. We are looking to move in the next 3-6 months. The County Board still has

to approve this. Regina Harris made a motion to approve the 2017 CSBG Modification, seconded by Melissa Garman. Motion approved.

CSBG 2018 Approval: The 2018 CSBG Budget and Work Programs are similar to 2017. A discussion regarding the budget followed. The Executive Director salary will come out of direct administration. Occupancy was added to the budget for space in the Community Outreach Building. This amount may change based on the fringe benefits needs of the new Family Support Specialist. The budget was prepared assuming the new FSS would need family health insurance. Travel and Training was split to become their own line items. The 2018 CSBG allocation is a little less than 2017 but overall is more due to the specific Training and Technical Assistance funds from the State increasing by \$2,500 to \$7,500 total. Discussion followed regarding the occupancy cost of the COB space. There was a question on what the amount is based on. The total amount will be about \$20,000 per year. Deanna will stay in her office at the Mental Health Board. Maggie Peck made a motion to approve the 2018 CSBG Application, seconded by Julio Hernandez. Motion approved.

Board Membership: There are currently two open slots on the Board. One opening each for public and private sector. Deanna Cada introduced Kate Noreiko and Steve Sells as nominations to fill these seats. Kate is the City of DeKalb 5th Ward Alderman. She brings years of experience sitting on boards and is familiar with DeKalb County social service agencies. Steve Sells is the supervisor of adult probation for the County. He's worked his entire career with vulnerable populations in the criminal justice system. He is focused on working with people to overcome barriers leading them to positive change in their lives. Julio Hernandez made a motion for Kate Noreiko and Steve Sells to join the Board, seconded by Dawn Littlefield. Motion approved.

Scholarship Recommendations & Procedure Review: The CSBG Scholarship was limited to 2-4 year degree programs. This has automatically denied those applicants who are in 1 year, vocational, and certificate programs. The CSBG specifically states the only qualifications for receiving a scholarship is DeKalb County residency, within income guidelines and attending an Illinois accredited post-secondary education program. Any other guidelines are to be set by the Community Action Agency. Language was changed on #3 of the basic qualifications for the next scholarship cycle to read, "Enrolled or accepted at an Illinois accredited higher educational, vocational or occupational training institution". Questions arose to the route of approving this change. Approvals will be made through the committee level and then brought to the board.

Strategic Plan Review: Deanna requested the Board to review the strategic plan for the next meeting to determine the direction of the Board and DCCAD.

Set Standard Meeting Dates: The Board decided for CSBG Administrative Board Meetings to be held every other month. This will engage the Board more in the full ROMA cycle of DCCAD. The meetings will be held the 2nd Monday of every month at 8:30 a.m. in the Community Outreach Building.

Old Business: A CSBG Scholarship Committee meeting will be scheduled to review the application.

New Business: There was no new business

Next Meeting Date: The next meeting is scheduled for November 13, 2017 at 8:30 a.m. and will be held in a room in the Community Outreach Building.

Adjourn: Maggie Peck made a motion to adjourn the meeting, seconded by Julio Hernandez. Motion approved and meeting adjourned at 9:10 a.m.

Approved 11/13/2017