



DeKalb County

Community Action Department

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CSBG Administrative Board Meeting

September 25, 2017

8:30 a.m.

DeKalb County Health Department
Salubrity Board Room
2550 North Annie Glidden Road
DeKalb, Illinois

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Comment
- V. Vice-Chair Election
- VI. Update On Executive Director Search
- VII. Final Community Action Plan Approval
- VIII. CSBG 2017 Modification Approval
- IX. CSBG 2018 Approval
- X. Board Membership
- XI. Scholarship Recommendations & Procedure Review
- XII. Strategic Plan Review
- XIII. Set Standard Meeting Dates
- XIV. Old Business
- XV. New Business
- XVI. Next Meeting Date: November 14, 2017
- XVII. 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.

**DeKalb County Community Action Department
CSBG Administrative Board
Minutes of August 15, 2017**

Members Present: Carol Herrington, Joslyn Turner, Melissa Garman, Curtis Lang, Jerry Smith, Dan Nolan and Regina Harris. A quorum was reached.

Members Not Present: Rhonda Brown, Dawn Littlefield, Stephen Reid, Valarie Redmond, Julio Hernandez, and Joshua Hall.

Others Present: Deanna Cada, Lesa Eames, and Joanne Rouse.

Call to Order: Deanna Cada, Interim Director, called the meeting to order at 8:33a.m. A quorum was not reached at that time. Introductions were made. At 8:50 a.m. a quorum was reached.

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

Approval of Minutes: Melissa Garman made a motion to approve the meeting minutes of May 16, 2017, seconded by Joanne Rouse. Motion approved.

Public Comment: There were no public comments made.

Chair and Vice-Chair Election: Dawn Littlefield has offered to serve as Chair of the Board. She is not present but did express an interest in person and in writing through email. Regina Harris motioned to elect Dawn Littlefield Chair of the CSBG Administrative Board, Melissa Garman seconded, discussion ensued where Melissa Garman endorsed Dawn Littlefield as an excellent candidate for the Board Chair, motion passed. Deanna Cada will work with Dawn Littlefield to identify a Vice-Chair candidate. Lesa E. stated a review of the By-Laws is in order to clarify officer elections and board membership.

Update on Executive Director Search: Deanna C. reminded the Board that DCCAD has been without an Executive Director since Donna Moulton left on March 10. One of our two Family Support Specialists, Lucy Sosa, left that day as well. Deanna C. is the Executive Director of the DeKalb County Community Mental Health Board and has been named Interim Director of the DeKalb County Community Action Department until August 21, 2017. At that time the Mental Health Board will vote to allow Deanna C. to become Director of DCCAD. There are some issues at the County level that will need to be worked out with Gary Hanson, County Administrator, as well. Deanna C. asked for Board reaction to the idea of her becoming Director and having shared oversight with the Mental Health Board. The Board is in agreement with the idea, Curt Lang stated that efficiencies and economies of scale would be a positive of the collaboration.

CSBG 2017 Update and Grant Monitor Recommendations: The 2017 CSBG is in process, it runs January 1, 2017 – December 31, 2017 but a portion of the budget (20%) can be carried over to the next year. A budget modification will be necessary due to the low amount of expenditures related to not having staff. Deanna C. discussed some scenarios for the modification, including training opportunities and assistance in hiring staff. Deanna went over the grant monitor recommendations briefly and referenced some changes that will occur as a result of those recommendations. Mayor Lang stated that being responsible

with the grant dollars is critical, to use the dollars prudently and frugally. Deanna C. explained the oversight of the grant requirements and how GATA provides structure to the grant process. Regina H. ask for more information regarding the budget modification. That information will be brought to the Board at the September meeting.

CSBG 2018 Update: The 2018 CSBG will begin January 1, 2018 but preparation has already begun. The 2018 CSBG was proposed to be eliminated in the president's FY 2018 budget. This has been proposed before but has always been funded. The CSBG has been allocated every year since it began in 1981. The Community Action Plan is due August 31, the needs assessment is complete and a draft is ready for review. Jess discussed planning for programs, not only through DCCAD but throughout the community. Training/Technical Assistance dollars are included in 2018 funding. Total Funding amount for 2018 is \$257,276.00. Discussion ensued regarding the new reporting of activities including greater reporting on community level work.

Community Action Plan Approval: Deanna C. reviewed the Community Action Plan with the Board. Staff are working to align the plan with the Community Needs Survey results and the Strategic Plan. Deanna went over the work plan for 2018. The plan is in draft form. Mayor Lang asked if information was available by geographical area. That is not currently reported in the CAP, but with some technological assistance the office may be able to provide an overlay mapping of areas of greatest need. Deanna and staff will look into this option. If there are funds available, a partnership with NIU to look at this data may be beneficial. Mayor Smith spoke about the passage of the Annie Glidden North corridor revitalization plan and how that could be an excellent opportunity for Community Action to partner with the City and residents. Regina moved to approve the Community Action Plan on a contingency basis to allow for corrections if needed, Melissa seconded, discussion stated if there are major changes those be sent out by email and will be voted on in September, motion passed.

CSBG 2017 2nd Quarter Program Report: Report was provided in Board packet and was reviewed, benchmarks are not currently being met due to staffing issues. There has been a waiting list since May 1 due to loss of staff member. Hiring another Family Support Specialist will bring numbers back in line. Deanna needs to add her work to the next report.

Board Membership: There are currently two open slots on the Board. Those Board members who were recently re-elected to the Board received certificates. Lesa collected signed Board Orientation Documents. Deanna C. is having lunch with a potential public official board member, Kate Noreiko, on Wednesday to gauge interest in Board membership. The grant monitors recommended discussing board membership with Two Rivers Head Start staff. Another possible member could come from DeKalb County Court Services. Deanna and Jess will review Board Membership and make sure all areas are represented.

Scholarship Recommendations & Procedure Review: The Scholarship Committee met on July 24, 2017 and recommended Felisha Hawkins \$1,000, Lanisha Smith \$1,000, and Caprisha Williams \$1,000 for awards. Dan motioned to accept recommendations, Melissa seconded discussion included next steps to notify and meet recipients and take a publicity photo. The funds go directly to the educational institution. No further discussion, motion passed. The scholarship committee asked for a review of the baseline CSBG criteria to see if changes may be needed to include 1 year programs and/or certificates. The baseline requirements include recipients are income eligible for services, live within the service area, and that the service offered is in an approved CSBG work program. Otherwise the local agency

sets criteria, but that criteria must be in writing with written procedures on how the scholarship program is operating and who is eligible to receive scholarships. The Board would like to consider expanding criteria for scholarship requirements. Deanna and staff will work on language to bring to the September 25, 2017 meeting for consideration.

Strategic Plan Review: Tabled until next meeting.

Old Business: There was no old business.

New Business: There was no new business

Next Meeting Date: The next meeting is scheduled for September 25, 2017 at 8:30 a.m. and will be held in the DeKalb County Health Department, Salubrity Board Room. Discussion ensued regarding how often to have meetings and setting a fixed meeting schedule. This will be decided at the next meeting. The 2018 CSBG Grant will be reviewed and accepted.

Adjourn: Dan Nolan made a motion to adjourn the meeting, seconded by Melissa Garman. Motion approved and meeting adjourned at 9:53 am.