



DeKalb County

Community Action Department

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## CSBG Administrative Board Meeting

May 14, 2018

8:30 a.m.

DeKalb County Community Outreach Building

Conference Room West

2500 North Annie Glidden Road

DeKalb, Illinois

### Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Comment
- V. Director's Report
- VI. Board Membership
  - a. New Member Vivian Bright, Housing Authority
- VII. Staffing Update – FSS Search
- VIII. CSBG Updates
  - a. 2018 1<sup>st</sup> Quarter Program and Fiscal Reports
  - b. 2018 Modification
  - c. 2019 Updates
- IX. 2018 Family of Distinction
- X. Strategic Plan Review
- XI. Board Education
  - a. CSBG Scholarship Program
  - b. Program Participant Surveys
- XII. Training Opportunities
  - a. DeKalb County Nonprofit Partnership – Nonprofit Day 7/25/18
- XIII. Old Business
- XIV. New Business
  - a. By-Laws Approval
- XV. Next Meeting Date: July 9, 2018
- XVI. 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 March 12, 2018**

**Members Present:** Melissa Garman, Maggie Peck representing Curt Lang, Dawn Littlefield, Steve Sells, Rhonda Brown, Julio Hernandez, Dan Nolan, Stephen Reid, and Joanne Rouse representing Jerry Smith. A quorum was reached.

**Members Not Present:** Kate Noreiko, Joshua Hall, Regina Harris, Valarie Redmond, and Joslyn Turner.

**Others Present:** Deanna Cada, Jess Collins, Lesa Eames, and Joanne Dunbar.

**Call to Order:** Dawn Littlefield, Board Chair, called the meeting to order at 8:32 a.m.

**Approval of Agenda:** Melissa Garman made a motion to approve the agenda, seconded by Stephen Reid. Motion approved.

**Approval of Minutes:** Melissa Garman made a motion to approve the meeting minutes of January 8, 2018, seconded by Julio Hernandez. Motion approved.

**Public Comment:** There were no public comments made.

**Director's Report:** Deanna Cada handed out the Director's Report. Highlights include:

- Community Action and Housing Authority of the County of DeKalb had a joint staff meeting to discuss programming and sharing Program Participants.
- Community Action is a mandatory partner with the WIOA, a federal CSBG requirement. Some CSBG dollars are used to help pay for the North Aurora One-Stop center. Some activities include referral protocols where DCCAD receives and sends referrals from other One-Stop partners. We have yet to receive a referral from a WIOA partner agency. Partner agencies learn about other partner programs via go-to meeting webinars. Deanna presented our agency on February 14.

**Board Membership:** Deanna announced Carol Herrington left the Housing Authority of the County of DeKalb and is no longer a board member representing low-income individuals. Another HACD employee, Vivian Bright may replace Carol as a client representative. Also, Rhonda Brown has been moved to the private sector since she cannot represent clients (she does not reside in DeKalb County).

**CSBG Updates:**

**a. 2017 Final Report and Closeout:** The 2017 CSBG has been closed out and accepted by DCEO. The letter from DCEO stating this was shown. Although it was accepted, DCEO can still audit the 2017 CSBG.

**b. 2018 Update:** The 2018 CSBG has been obligated and funds are available for draw down. Carryover from the 2017 CSBG will be added to the 2018 CSBG modification. Deanna mentioned the 2019 CSBG is zeroed out in the President's budget. This is fairly common but congress has always approved a budget with CSBG intact.

**Strategic Plan Review:** Deanna tabled the discussion but did mention Community Action hosted the Bridges out of Poverty training with the DeKalb County Community Mental Health Board and Live Healthy DeKalb County.

**Board Education:**

**a. Revolving Loan Update:** The State CSBG Loan Program DCEO mandated Illinois Community Action Agencies to operate using 10% of CCSBG was ordered to stop after the federal Health & Human Services Department audited DCEO. There were questions whether this was a valid use of CSBG funds. DCEO asked for previous loan documents from all CAA's, including DCCA. DCCA had been using a waiver to use these economic development funds to run the Family Economic Development case management program. However, as part of the 2009 Stimulus, DCCA ran the loan program and gave a \$44,223 loan to Stewart Family Chiropractic. The Detail Loan History was discussed. SFC has been paying monthly on this loan and it is due to be paid off in 2020.

**Training Opportunities:**

**a. Discussion on Bridges out of Poverty:** Community Action hosted the Bridges out of Poverty training with the DeKalb County Community Mental Health Board and Live Healthy DeKalb County. Over 200 people from the community attended this training which gives a framework for working with individuals in poverty. Discussion followed including thoughts board and staff attendees had regarding the training. Deanna mentioned NIU students were involved in presenting a pre and post training survey to attendees regarding their attitudes.

**b. DeKalb County Nonprofit Partnership:** CSBG Administrative Board members are considered DCNP members and are able to attend all DCNP sponsored events and trainings. These are mostly free. Nonprofit day will be in July. Please let Deanna know if you as board members attend any trainings so we can add this data to our work program numbers.

**c. Money Smart Week:** Dawn mentioned the DeKalb, Lee, and LaSalle Counties Money Smart Week is April 21-28. She gave examples of sessions that will be held all over the counties. Please let Dawn know if you would like to host a program.

**Old Business:** There was no old business to discuss.

**New Business:**

**a. By-Laws Changes & Review:** The By-Laws Committee met and made extensive changes to the existing by-laws. They were made clearer, cleaned up language, board and committee make up were more clearly defined as well as defining the process on how low-income individuals and representatives get on the board. Deanna asked board members look these over so that they can be discussed and voted on at the May meeting. Deanna also mentioned all board members should receive the County Statement of Economic Interest form. This form must be completed and sent back to the County Clerk's office.

**Next Meeting Date:** The next meeting is scheduled for May 14, 2018 at 8:30 a.m. and will be held in Conference Room West at the Community Outreach Building.

**Adjourn:** Having no further business, Julio Hernandez made a motion to adjourn the meeting, seconded by Melissa Garman. Motion approved and meeting adjourned at 9:03 a.m.

**DeKalb County Community Action Department**  
**CSBG Administrative Board**  
Director's Report  
May 14, 2018

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**Director's Report**

DeKalb County Government Activities

- April 5, 2018 – Attended Health Campus Intruder Drill – Initial Planning Meeting.
- April 18, 2018 – Presented Resource Information to the Life Skills Group at DeKalb County Jail, male and female inmates.
- May 2, 2018 – Met with Gary Hanson, County Administrator
- May 7, 2018 – Attended Health & Human Services Committee meeting, DCCAD staffing.

Community Activities

- March 15, 2018 – Attend Kishwaukee United Way Annual Meeting
- March 16, 2018 – Conference Call with Aunt Bertha's to learn more about their Shared Case Management system.
- March 22, 2018 – Attended DeKalb County Economic Outlook Luncheon
- March 22, 2018 – Attended Trauma Informed Committee/Strategic Planning Group meeting.
- March 27, 2018 – Attended Networking for Families meeting
- March 27, 2018 – Hosted meeting with Senator Dick Durbin
- April 4, 2018 – Met with Anita Zurbrugg, DCCF and Ben Bingle, DCNP.
- April 16, 2018 – Hosted 211 Champions Meeting
- April 17, 2018 – Attended "M" team meeting at Eldercare Services.
- April 19, 2018 – Attended Voluntary Action Center Volunteer Celebration.
- April 25, 2018 – Attended the Illinois Family Violence Coordinating Council meeting in Kane County.
- April 26, 2018 – Participated in the Trauma Informed Committee meeting
- April 30, 2018 – Attended the Annie Glidden North Community Services Subcommittee meeting.
- May 3, 2018 – Attended DeKalb County Youth Provider's Meeting

Training/Professional Development Activities

- March 19, 2018 – Attended HIPAA with OCR webinar.
- March 26, 2018 – Attended Module 1 Uniform Guidance and GATA Overview Webinar.
- March 27, 2018 – Attended Module 2 Uniform Templates and Frameworks Webinar.
- March 29, 2018 – Attended Module 3 Grantee Portal and GATA Website Webinar.
- March 29, 2018 – Attended Module 4 Risk Assessments Webinar.
- April 2, 2018 – Attended Module 5 GATA Webinar
- April 3, 2018 – Attended Module 6 Selected Items of Cost Webinar.
- April 3, 2018 – Attended Module 7 Indirect Cost Rate Election Requirements Webinar.
- April 4, 2018 – Attended Module 8 Centralized Audit Report Review Webinar.
- April 19, 2018 – Attended Risk Assessment Webinar hosted by IACAA/DCEO with CSBG staff.
- April 20, 2018 – Attended State of the Sector Presentation in Rockford with Jess Collins and Board Member Valarie Redmond.
- April 24, 2018 – Attended Personally Identifiable Information Training Webinar.

DeKalb County Community Action Department Activities

- March 15, 2018 – Attended Annie Glidden North Community Services Subcommittee meeting.

- March 19, 2018 – Met with Vivian Bright, potential CSBG Administrative Board Member.
- March 21, 2018 – Attended Creating a Local Theory of Change Webinar
- March 26, 2018 – Meet with Bri Kness, Juvenile Justice Council grant discussion.
- March 27, 2018 – Attended Housing Authority of County of DeKalb Commissioners meeting.
- March 29, 2018 – Staff meeting with Family Support Specialists.
- March 29, 2018 – Met with IACAA Family of Distinction Award winner.
- March 29, 2018 – Conference Call with Amy Martin, Director of IACAA.
- March 30, 2018 – Emergency Commissioners Meeting, Housing Authority of County of DeKalb.
- April 2, 2018 – Attended Health & Human Services Committee Meeting – Senior Tax Levy.
- April 9, 2018 – Attended Health & Human Services Committee Meeting – Senior Tax Levy.
- April 11 – April 13, 2018 – Attended Community Action Agency New Executive Director Orientation.
- April 16, 2018 – Participated in Executive Director Monthly Conference Call through Illinois Association of Community Action Agencies
- April 16, 2018 – Met with reporter from the Daily Chronicle for CSBG cover story.
- April 23, 2018 – Attended Commissioners meeting, Housing Authority of County of DeKalb.
- April 24, 2018 – Following CSBG staff, participated in the Permanency Action Team Resource Fair at DeKalb High School.
- May 6 & 7, 2018 – Attended IACAA Families of Distinction Banquet and opening of IACAA Conference, Springfield, IL

## Services and Outcomes Report

Agency	Work Program	Proposed Served	Units Served (Persons/ Hours)	Percent Proposed Served	Outcomes	Proposed Achieve Outcome	Complete	Percent Achieve Outcome	In Progress	Failed	Drop Out	Rolled Over
DCCA												
	<b>Job Search - Family Economic Development</b>	<b>40</b>	<b>8</b>	<b>20%</b>		<b>11</b>	<b>4</b>	<b>36%</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>
		4	0	0%	Employed participants who increased benefits related to employment.	1	0	0%	0	0	0	0
		4	1	25%	Employed participants who increased income from employment through hours worked increase.	1	1	100%	0	0	0	0
		4	1	25%	Employed participants who increased income from employment through wage or salary amount increase.	1	1	100%	0	0	0	0
		28	6	21%	Unemployed adults who obtained employment (up to a living wage).	8	2	25%	3	0	1	0
	<b>Educational Financial Aid Assistance - CSBG Scholarship</b>	<b>3</b>	<b>3</b>	<b>100%</b>		<b>3</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		2	2	100%	Individuals who made progress to a post secondary degree.	2	0	0%	0	0	0	0
		1	1	100%	Individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	1	0	0%	0	0	0	0
	<b>Case Management - Family Stability and Support</b>	<b>125</b>	<b>24</b>	<b>19%</b>		<b>75</b>	<b>16</b>	<b>21%</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>
		125	24	19%	Individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains (Individuals).	75	16	21%	8	0	0	0
	<b>Referrals - Information and Referral</b>	<b>700</b>	<b>220</b>	<b>31%</b>		<b>700</b>	<b>216</b>	<b>31%</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>
		700	220	31%	Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	700	216	31%	5	0	0	0
	<b>Agency Capacity Building Activities:</b>	<b>1200</b>	<b>193</b>	<b>16%</b>		<b>1200</b>	<b>193</b>	<b>16%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Community Wide Partnerships</b>	<b>820</b>	<b>63</b>	<b>8%</b>		<b>820</b>	<b>63</b>	<b>8%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	820	63	8%	Hours of Agency Staff in capacity building activities.	820	63	8%	0	0	0	0
<b>Staff and Board Training</b>	<b>380</b>	<b>130</b>	<b>34%</b>		<b>380</b>	<b>130</b>	<b>34%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	260	109	42%	Hours of Agency Staff in capacity building activities (regular trainings).	260	109	42%	0	0	0	0
	80	0	0%	Hours of Agency Staff in capacity building activities (Special T&TA for CSBG Organizational Standards).	80	0	0%	0	0	0	0
	40	21	53%	Hours of Board members in capacity building activities (regular trainings).	40	21	53%	0	0	0	0

**CSBG 2018 Monthly Report**

1/1/2018 through 3/31/2018 Using CSBG 2018 Budget

Category	Actual	Budget	Difference	
<b>INCOME</b>	<b>\$40,803.23</b>	<b>\$257,276.00</b>	<b>(\$216,472.77)</b>	<b>15.9%</b>
<b>Program Support</b>	<b>\$27,909.88</b>	<b>\$183,998.00</b>	<b>(\$156,088.12)</b>	
0101-Personnel	\$13,727.25	\$80,530.00	(\$66,802.75)	
CSBG Coordinator	\$6,681.54	\$39,400.00	(\$32,718.46)	
Family Support Specialist	\$7,045.71	\$41,130.00	(\$34,084.29)	
0102-Fringe Benefits	\$12,542.57	\$79,832.00	(\$67,289.43)	
CSBG Coordinator	\$6,472.25	\$33,232.00	(\$26,759.75)	
Family Support Specialist	\$6,070.32	\$46,600.00	(\$40,529.68)	
0103-Travel	\$156.20	\$4,000.00	(\$3,843.80)	
0104-Equipment	\$276.00	\$4,600.00	(\$4,324.00)	
Copier Service Contract	\$276.00	\$1,600.00	(\$1,324.00)	
IT Maintenance	\$0.00	\$3,000.00	(\$3,000.00)	
0105-Office Supplies and Postage	\$38.01	\$3,500.00	(\$3,461.99)	
0109-Occupancy:Rent-COB Office Space	\$0.00	\$3,800.00	(\$3,800.00)	
0111-Telecommunications:Phone Lines	\$0.00	\$800.00	(\$800.00)	
0112-Training & Education:Training	\$45.00	\$4,436.00	(\$4,391.00)	
0114-Miscellaneous:Dues and Subscriptions	\$1,124.85	\$2,500.00	(\$1,375.15)	
<b>Client Assistance</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>(\$3,000.00)</b>	
0201-Benefits:Scholarship Program	\$0.00	\$3,000.00	(\$3,000.00)	
<b>Administration</b>	<b>\$8,199.45</b>	<b>\$37,000.00</b>	<b>(\$28,800.55)</b>	
0313-Direct Admin:E.D. Dept. Mngmnt. Oversight	\$8,199.45	\$37,000.00	(\$28,800.55)	
<b>Special</b>	<b>\$4,693.90</b>	<b>\$33,278.00</b>	<b>(\$28,584.10)</b>	
0402-Training:Organizational Standards	\$0.00	\$7,500.00	(\$7,500.00)	
0403-Job Training:10% Economic Development	\$4,606.36	\$24,678.00	(\$20,071.64)	
0403-Job Training WIOA One Stop Cost Sharing	\$87.54	\$1,100.00	(\$1,012.46)	
<b>EXPENSES</b>	<b>\$47,658.79</b>	<b>\$257,276.00</b>	<b>\$209,617.21</b>	<b>18.5%</b>
<b>Program Support</b>	<b>\$33,709.04</b>	<b>\$183,998.00</b>	<b>\$150,288.96</b>	
0101-Personnel	\$16,744.65	\$80,530.00	\$63,785.35	
CSBG Coordinator	\$8,239.06	\$39,400.00	\$31,160.94	
Family Support Specialist	\$8,505.59	\$41,130.00	\$32,624.41	
0102-Fringe Benefits	\$15,324.33	\$79,832.00	\$64,507.67	
CSBG Coordinator	\$7,912.95	\$33,232.00	\$25,319.05	
Family Support Specialist	\$7,411.38	\$46,600.00	\$39,188.62	
0103-Travel	\$156.20	\$4,000.00	\$3,843.80	
0104-Equipment	\$276.00	\$4,600.00	\$4,324.00	
Copier Service Contract	\$276.00	\$1,600.00	\$1,324.00	
IT Maintenance	\$0.00	\$3,000.00	\$3,000.00	
0105-Office Supplies and Postage	\$38.01	\$3,500.00	\$3,461.99	
0109-Occupancy:Rent-COB Office Space	\$0.00	\$3,800.00	\$3,800.00	
0111-Telecommunications:Phone Lines	\$0.00	\$800.00	\$800.00	
0112-Training & Education:Training	\$45.00	\$4,436.00	\$4,391.00	
0114-Miscellaneous:Dues and Subscriptions	\$1,124.85	\$2,500.00	\$1,375.15	
<b>Client Assistance</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	
0201-Benefits:Scholarship Program	\$0.00	\$3,000.00	\$3,000.00	
<b>Administration</b>	<b>\$8,199.45</b>	<b>\$37,000.00</b>	<b>\$28,800.55</b>	
0313-Direct Admin:E.D. Dept. Mngmnt. Oversight	\$8,199.45	\$37,000.00	\$28,800.55	
<b>Special</b>	<b>\$5,750.30</b>	<b>\$33,278.00</b>	<b>\$27,527.70</b>	
0402-Training:Organizational Standards	\$0.00	\$7,500.00	\$7,500.00	
0403-Job Training:10% Economic Development	\$5,662.76	\$24,678.00	\$19,015.24	
0403-Job Training WIOA One Stop Cost Sharing	\$87.54	\$1,100.00	\$1,012.46	
<b>Net Difference:</b>	<b>(\$6,855.56)</b>	<b>\$0.00</b>	<b>(\$6,855.56)</b>	



## **BYLAWS**

### DeKalb County Community Action Department Community Services Block Grant Administrative Board

#### **Article I: Name**

The name of this body shall be the Community Services Block Grant Administrative Board (CSBG Board), serving DeKalb County in Illinois.

#### **Article II: Purpose**

It shall be the responsibility of the CSBG Board to recommend and approve programs to be implemented under the Community Services Block Grant, which shall include:

1. The provision of a range of services having a measurable and desirable impact on the causes and effects of poverty, both long and short term, in DeKalb County.
2. The provision of activities designed to assist low-income participants,
3. Establishing and coordinating linkages between government and other social service programs to assure the effective delivery of those services to low-income individuals; and
4. The use of private sector entities in the County in efforts to lessen the impact of poverty.

The CSBG Board shall also:

1. Review the performance of work programs operated by DeKalb County Community Action Department.
2. Make policy recommendations on program operations.
3. Solicit the input and participation of appropriate community-based organizations, agencies and human-services providers in the County in the development of program services.

#### **Article III: Board of Directors**

##### Section 1 - Members

Representative of Public Official - The Board shall consist of fifteen (15) members. Not more than five (5) shall be from public officials designated by the County Board and they will serve at their pleasure. Each public official selected to serve on the CSBG Board may, in turn, select one (1) permanent representative to serve in his/her place whenever he/she cannot attend a meeting. These representatives shall have full authority to act for the public officials themselves. The CSBG Board shall nominate the five (5) public officials and send representatives to the DeKalb County Board for approval.

Representative of Low-Income Individuals – At least five (5) Board members shall be comprised of democratically selected representatives of low income individuals. These members need not be low income themselves, but the selection process shall ensure that they represent the low-income populations. As stated in U.S, HHS informational memorandum Transmittal No. 82k “Representatives of low-income individuals and families may be selected through election, public forum, or through a similar democratic process such as appointment or election to a position of responsibility in another significant service or community organization or an advisory board/governing council to another low-income service provider.” Should the representative be an employee at a community organization that serves low income individuals, the democratic selection shall be satisfied through their nomination and election at the CSBG Board. The CSBG Board shall nominate at least five (five) low income individuals and send representatives to the DeKalb County Board for approval.

Representative of Private Organizations - Not more than five (5) Board members shall be comprised of representatives of the private sector. These seats shall be held by representatives of business, industry, labor groups, private social service agencies, private educational institutions, and religious organizations. These organizations shall choose persons to represent them on the board and these persons shall be empowered to speak and act on behalf of the organization they represent in connection with the Board’s business. The CSBG Board shall nominate the private sector organizations and send representatives to the DeKalb County Board for approval.

## Section 2- Appointments

Upon approval of a nomination (in accordance with Article III Sections 1-3 of these By-laws) by majority vote by the CSBG Board, appointments shall be made by the Chairman of the DeKalb County Board and approved by the DeKalb County Board. Initial appointments will be staggered terms of one, two, and three years, with all terms of appointment thereafter being for three years.

## Section 3 - Vacancies

Vacancies which occur during a term shall be filled in accordance with Article III Section 2 of these Bylaws. A member appointed to fill a vacancy shall hold the appointment for the unexpired term of his/her predecessor.

## Section 4- Ineligibility

When a member has been absent from three (3) consecutive meetings, his/her name may be submitted to the CSBG Board to afford the opportunity for consideration of a replacement. The CSBG Board will then have the option of submitting the name of a replacement to the Chairperson of the County Board for its consideration of a replacement.

A member shall also be declared ineligible if he/she is no longer associated with the sector he/she was appointed to represent. If a member qualifies for another sector, and there is an open seat in that sector, the member may fill the open seat of the qualifying sector.

## Section 6 - Allowances and Reimbursements

Board members shall not be compensated for serving on the CSBG Board. Board members may be reimbursed for expenses that have received prior approval by the CSBG Board.

## **Article IV: Officers**

### Section 1- Number, Title, Election and Terms

There shall be a Chairperson and a Vice-Chairperson. These officers will be nominated and elected by the CSBG Board. Officers are elected by the CSBG Board for a term of two years. CSBG Board members shall serve staggered three-year terms.

### Section 2- Powers and Responsibilities

The Chairperson shall preside at all meetings, using Robert's Rules of Order, and see that they are conducted in accordance with CSBG guidelines and these bylaws. The Vice-chairperson shall act as Chairperson in the absence of the Chairperson.

## **Article V: Committee**

### Section 1- Board Committees

The standing committees of the CSBG Board will include the Executive Committee and the Scholarship Committee.

The Executive Committee shall be comprised of the Chairperson, Vice-chairperson, and the Executive Director of the DeKalb County Community Action Department. The Executive Committee shall meet at the call of the CSBG Board Chairperson or the Executive Director of DeKalb County Community Action Department or when requested by two (2) or more members of the committee.

Specific functions of the Executive Committee shall be determined by the full CSBG Board, but the Executive Committee shall be generally empowered to act in emergency situations on behalf of the full CSBG Board in the interim between full Board meetings.

The Scholarship Committee shall convene at a date after the deadline for submission of annual scholarships applications to review the applications and information gathered. This committee will recommend scholarship recipients to the CSBG Board for approval.

Other committees may be formed at the discretion of the Chairperson, or when called for by a majority of the voting members present at a meeting. Standing committees formed shall function for a period of two (2) years. Special committees formed shall function until their purpose is considered completed by the CSBG Board and/or the Chairperson. The Chairperson will appoint committee members and the established committee will select a committee Chairperson.

Unless entrusted with specific authority to act on behalf of the CSBG Board, committees will serve in an advisory capacity only. No recommendations or actions taken by a committee will be considered actions of the CSBG Board without approval or ratification by the Board.

#### **Article VI: Adequate Representation**

Any low-income individual, low-income community organization, or low-income religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the Board may present the Board with a signed petition of fifty (50) signatures by any representative group of low-income and community agencies.

The Board will meet and a fair hearing will be conducted within 60 days to listen to and determine if the request is justified. If petition is approved by the Board, expansion or revision of the Board will be made as written in the Bylaws to maintain the 1/3 representation of each of the Board constituents: public officials, representatives of the poor, and private organizations.

#### **Article VII- Meeting of Members**

##### Section 1- Meetings

Meetings will be convened at least four times per year. Meeting dates will be provided with as much advanced notice as possible and will be determined according to maximum availability of CSBG Board members. Meeting notices are sent via post and/or email 7-10 days before the scheduled meeting.

##### Section 2- Special Meetings

Special meetings of the CSBG Board may be called either by the Chair or at the written request of any five (5) members provided a written notice stating the purpose of the meeting is given at least ten (10) days prior to such date. In the case of any

emergency, an emergency meeting may be called by either the Chair or by not less than any five (5) members when the need is apparent to address emergencies.

### Section3- Quorum

A quorum shall be determined by the presence of 6 members of the Board.

### Section 4- Meeting Format

Meetings shall be conducted in accordance with Robert's Rules of Order.

### Section 5- Open Meetings Act

In conducting meetings, the CSBG Board will follow the Illinois Open Meetings Act to the extent that it applies.

### Section 6 - Voting

No proxy provision is provided and all members must be present to vote. Members may participate via teleconference call or video conference, but are not permitted to vote.

## **Article VIII- Records**

Minutes shall be kept at all meetings of the CSBG Board, its committees, and sub-committees. These minutes will be recorded by the DeKalb County Community Action Department. The minutes are the Official Meeting Record of the CSBG Board. A copy of the minutes will be filed with the DeKalb County Board and the DeKalb County Clerk.

## **Article IX- Policy**

It shall be the policy of the CSBG Board to operate under the provisions of the DeKalb County Board, the Illinois Department of Commerce and Economic Opportunity, and any rules and regulations applicable hereunder promulgated by the United States Department of Health and Human Services.

## **Article X- Conflict of Interest**

The members of the DeKalb County Community Action Department CSBG Board are encouraged to play active roles in the community and elsewhere by serving as board members or otherwise being involved with a wide spectrum of organizations. This means that potential conflicts of interest or the appearance of such conflicts will inevitably arise.

Conflicting involvements consist of direct or indirect relationships or obligations, either business or voluntary, which may impair the independence of judgment of a Board member in the exercise of duties or judgment relating to the CSBG Board or its affairs. Such conflicts are not limited to financial interest or legal obligations, but also extend to duties of loyalty or trust.

In the case of such conflicts or the appearance thereof, CSBG Board members are expected to disclose the conflict prior to making any related decisions. Once such a disclosure has been made, the remaining Board members will determine whether or not there is a potential conflict of interest.

Should it be so considered, the Board member involved shall abstain from voting and may participate in the discussion unless the Board states otherwise in its consideration of the question of conflict. In any case, however, the Board member may answer specific questions that may be raised by other Board members. Specifically, Board members shall not make a profit in any way in their outside employment or business interests from their association with the Board. Individual Board members hold an office of shared power and responsibility and are never to exercise authority except when action in a meeting with the full Board or when delegated to do so by the Board.

Board members will approach all Board issues with an open mind, will keep confidential information confidential, and will do nothing to violate the trust of the County Board which appointed them.

**Article XI- Amendments to Bylaws**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of a quorum at any regular meeting of the membership, provided that the proposed amendment or new Bylaws are presented in writing or via email to each individual representative at least twenty (20) days prior to the regular meeting.

These amended Bylaws were adopted this 9th day of May, 2016.

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CSBG Board Chairperson

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Vice Chairperson

Revised:      November, 2010  
                    August, 2014  
                    May, 2016  
                    February 2018