

Approved 12/13/12

**FEMA Emergency Food and Shelter Program Local Board
DeKalb County Local Board
Phase 29
Minutes of December 1, 2011**

Members Present: Donna Moulton, Dawn Littlefield, Captain Alicia Cho, Micki Emmett, Joslyn Turner, Joe Gastiger, Mary Supple for Ray Bockman, and Chuck Walters.

Members Not Present: Melissa Garman and Bonnie Bremer.

Others Present: Jess Collins

Call to Order: The meeting was held at the DeKalb County Health Department building Multi-Purpose Room, Left Side. Donna Moulton called the meeting to order at 8:33 a.m.

Approval of Minutes: The minutes were presented and Mary Supple made a motion to approve the minutes of August 3, 2011, seconded by Joslyn Turner, motion approved.

Approval of Agenda: Mary Supple made a motion to approve the agenda, seconded by Joslyn Turner, motion approved.

Approval of Chair for Phase 30: Joe nominated Donna Moulton for Phase 30 Chair, seconded by Mary Supple, nomination approved.

Progress of Phase 29: The National Board was late in getting the funds out to the LRO's. There was a Board Member issue with the Local Board Plan. There was not an appropriate Catholic representative. This issue was resolved and most agencies now have their full awards. Salem Lutheran food pantry just now received their first payment. They have yet to send in their second payment request. Hinckley Area Food Pantry has yet to receive their funds. There was an issue with their EFT. HAFP is working with the National Board to resolve this. All funds must be expended by December 31, 2011.

Old Business:

- a. **Discussion of Policy Regarding Late Applications:** Discussion followed on how to handle those applicants who send in their request late. Members gave their perspectives. Joe Gastiger mentioned turnover in agencies makes it more difficult for some to get in applications on time. Mary Supple mentioned to possibly give a warning for the first time late and for the second time, possibly giving a $\frac{3}{4}$ cut in award. Dawn Littlefield stated that as a grantor, she lets the Board decide on the specific policies. Micki Emmett mentioned to possibly assign penalty points and not give full consideration. Joe Gastiger also discussed the impact of dollars and services in geographical areas that would not be awarded if applicants were late. Joslyn Turner asked if there was anyone that could help agencies with their grant to get them in on time. The Local Board does offer technical assistance to those agencies who request it. It was determined that the Board will deal with late applications on a case by case basis. Also, the Local Board will mention in the award notice letter to agencies, press releases, etc. that agencies need to be prompt in submitting their application on time and there will be possible consequences of lateness.
- b. **Discussion of Plan to Best Assist the Community Seeking Food from Food Pantries:** Donna Moulton, Chuck Walters, and Joe Gastiger will meet in January to discuss County food pantries and the best way to serve County residents with FEMA/EFSP dollars. A discussion followed regarding the trends in families/individuals using the County food pantries.

New Business: There was no new business to discuss.

Next Meeting Date: The next meeting date will be determined as Phase 30 information becomes available. The next meeting will most likely be held in the DeKalb County Health Facility Multi-Purpose Room, right side.

Adjourn: Dawn Littlefield motioned to adjourn the meeting, seconded by Micki Emmett. Motion approved. The meeting was adjourned at 9:04 a.m.