

Approved 12/8/15

**DeKalb County Community Action Department
CSBG Administrative Board
Minutes of September 15, 2015**

Members Present: Regina Harris, Dawn Littlefield, Monica O’Leary, Gary Chapman, Carol Herrington, Stephen Reid, and Jamie Smirz representing John Rey. A quorum was not reached.

Members Not Present: Eileen Dubin, Melissa Garman, Joslyn Turner, Sylvia Ibarra, Dan Nolan, Ken Mundy, John Hulseberg, and Vanessa Howell.

Others Present: Donna Moulton and Jess Collins.

Call to Order: Regina Harris, Vice Chair, called the meeting to order at 8:43 a.m.

Public Comment: There were no public comments made.

Approval of Minutes: Carol Herrington motioned to approve the Community Services Block Grant (CSBG) Administrative Board meeting minutes from August 13, 2015, seconded by Monica O’Leary. Motion approved.

Approval of Agenda: Dawn Littlefield motioned to approve the CSBG Administrative Board meeting agenda, seconded by Carol Herrington. Motion approved.

Approval of 2016 Application: Donna opened discussion regarding the proposed 2016 CSBG. The 2016 CSBG is similar to 2015 with a couple slight variations. The T/TA line item (\$5,000) is to be used specifically for travel and training to meet the new CSBG Standards. A new work program was added to reflect the myriad of things Donna works on as her role as Executive Director. The work program is number 7.10 Community Organization and Brokerage/Advocacy Projects. This new program will cover Donna’s time working in the community advocating DCCA programs, working with specific community groups, creating MOUs with agencies, etc. The language in all work programs is consistent with the Community Action Plan and the needs that are addressed within it. Most work programs show a proposed number of persons served and total outcome. The persons served is how many individuals or household a program will serve and the total outcome reflects how many of the proposed individuals or households will achieve the desired outcome. These numbers are determined by taking into account past years’ service levels and also consideration or changes in the upcoming year to any of the work programs. Grant modifications can be made to adjust numbers if need be. Donna mentioned House Bill 1655 (CSBG Reauthorization). CSBG has not been reauthorized since the late 1990’s. There is hope that CSBG will be increased in FY 2016. If this is the case we will need to make a modification to reflect the increase in funds. The Travel & Training line item of the budget was discussed. It is somewhat high due to much travel to Springfield and other states for Board responsibilities workshops and trainings. These include specialized training for Family Support Specialists (Family and Community Development certification), annual association workshops, professional and leadership trainings to Jess’s new position (CSBG Coordinator), etc. To be clear, the T/TA line item is specific to the new CSBG standards and the regular travel and training is for all other appropriate expenditures. The special alternate use line item is used to administer the Family Economic Development Program. In years past this was used as a waiver to replace issuing loans. DCCA decided to invest these funds in helping Program Participants find and maintain employment, increasing their income as a result. This allows us to help a lot more Program

Participants with employment than one loan would hire one person. The last time DCCA made a loan was during the ARRA period. The business that received the loan is still repaying on it. Stephen Reid motioned to approve the 2016 CSBG Application, seconded by Monica O'Leary. Motion approved.

Signed Conflict of Interest Forms: Donna handed out binders to members who didn't already have one. These binders consist of important information for Board Members to review. They are also for members to add updated meeting information to. Members can either hold on to their binders or leave them with the DCCA office. Each member needs to sign the Conflict of Interest and Code of Conduct forms and leave them with the DCCA office. These forms are separate from the County Clerk Statement of Economic Interest forms. Many items in the binders are intended to address new CSBG Standards regarding CAA Boards.

Regular CSBG Meetings: Since there have been quorum issues, Donna mentioned scheduling regular CSBG meetings. The day targeted is the third Tuesday of the month every quarter, with dates assigned for the entire year in advance.

Old Business: There was no old business to discuss.

New Business: Donna met with Mary Ann Kolls at Kishwaukee College to discuss a partnership with them through the new WIOA. Kishwaukee College took over the Workforce Development programs. Donna and Mary Ann are discussing ways DCCA can partner with agencies through the WIOA and how these partnership can better serve shared clients.

Next Meeting Date: The next meeting will be held sometime in November. A strategic Planning Committee was formed including Dawn Littlefield, Regina Harris, and Jamie Smirz. Donna will ask Christine Westerlund from our State Association (IACAA) to facilitate a meeting.

Adjourn: Having no further business, Dawn Littlefield made a motion to adjourn the meeting, seconded by Monica O'Leary. Motion approved. The meeting adjourned at 9:09a.m.