

**Emergency Food and Shelter Program
DeKalb County, IL Local Board
Phase 34-3rd Meeting
Minutes of January 18, 2018, 1:30 p.m.**

Members Present: Jess Collins, Carrie Massey, Joe Gastiger, Melissa Garman, Dawn Littlefield, and Rhonda Brown representing Michelle Graham.

Members Not Present: Gary Hanson, Yvette Alexander-Maxie, and Joslyn Turner (formerly homeless member).

Others Present: None.

Call to Order: The meeting was held at the DeKalb County Community Outreach Building, Beacon Conference Room in DeKalb. Jess Collins called the meeting to order at 1:31 p.m.

Introductions: Each person present introduced themselves and their affiliation with the Board.

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

Approval of 7/5/2017 Minutes: Joe Gastiger made a motion to approve the EFSP Phase 34 2nd meeting minutes, seconded by Dawn Littlefield. Motion approved.

Public Comment: There were no public comments made.

Status of Phase 34 LRO Spending/ 2nd Payment Requests: Jess explained the Interim Report and Second Payment Request web page screenshot. All LROs requested their 2nd payments and received them. The EFSP funds are designed to supplement existing programs, not to be the majority funding source or to start up new programs.

Phase 34 End Date-January 31, 2018: LROs have until January 31 to spend all Phase 34 funds. Since Phase 33 and 34 are running concurrently, both Phases end January 31. The initial Phase 33 end date was March 31, 2017 but had to be extended to January 31, 2018 to match Phase 34. Final report information and instructions for both Phases will be sent some point after January 31. LROs will have to submit two final reports (if received Phase 33 and 34 funds) and make sure expenditures are separated.

EFSP Website Review: Jess logged on to the EFSP website using the Local Board's username and password. All the left page tabs were discussed. Jess highly recommended the board log on to the website and go through the information especially EFSP Website Guide, LB Policy Papers, Final Report, Training Workshops, Key Program Dates, Quick Reference Guides, EFSP Manual, Key Changes and Clarifications, and Addendum to Program Manual.

EFSP LRO Final Report Process Review: Jess showed the EFSP Final Reports web page and explained the process highlighting the guidance and instruction files. All LROs must complete a final report including spreadsheets showing how the funds were spent. Some LROs are chosen to submit further expenditure

documentation. New LROs and those with compliance issues usually are required to submit documentation. Others are chosen at random.

Old Business: None noted.

New Business: The EFSP National Board is implementing the DocuSign program. Going forward, Local Board Plans and reports are to be submitted using DocuSign. A discussion on the EFSP National Board e-mail describing DocuSign was discussed. More information including training webinars and slides can be found on the website.

Next Meeting Date: The next meeting date will be at a date TBD, most likely to be held in the DeKalb County Community Outreach Building. The next meeting will be the 4th meeting for both Phase 33 and 34. The meeting will be held after final reports have been submitted and cleared.

Adjourn: Having no further business, Dawn Littlefield motioned to adjourn the meeting, seconded Carrie Massey. Motion approved. The meeting was adjourned at 2:05 p.m.

Approved 5/30/2018