**DeKalb County Community Action Department & DeKalb County Community Mental Health Board Staff Meeting Notes**

**February 9, 2018**

**Present: Jess Collins, Lesa Eames, Joanne Dunbar, Kathy Ostdick, Deanna Cada**

1. Office space – Deanna gave an update on the latest suggestions regarding office space in Suite F. The situation is still fluid and Deanna will keep staff updated.
2. Holiday planning – Consensus is to wait until the 2018 Holiday season to schedule a holiday outing.
3. Program Participant Survey – Changes & Audience – Jess has made the changes to the program participant survey. Discussion ensued on how to partner with other organizations to increase those with low-incomes response to the survey. Deanna will work with the Housing Authority and the Vets office to expand the survey pool.
4. WIOA Partnership Presentation – Deanna will manage the partner presentation for WIOA.
5. Trainings & Conferences – IACAA Annual Conference 5/6 – 5/8, BoP 2/23, FCD March and April – Discussion ensued regarding staff attendance at trainings, etc. Unless Deanna specifies that a training is mandatory, staff can assume they can attend at their own discretion (and notify Deanna). Joanne and Lesa plan to attend BoP, as does Deanna. Jess and Kathy are “maybes”. Lesa and Joanne will attend the FCD trainings in March and April. Lesa may attend the Families of Distinction awards if her nominated family is able to attend.
6. Other
	1. CSBG Scholarship – Individuals have been working on the scholarship. The online application has been difficult for some to apply. We will look for feedback on the online process after the scholarship season.
	2. Weather policy – Deanna advised that when the County is closed, staff should not report to work and will not have to take benefit time. If the County is open, staff should use their discretion on whether it is safe to come into work and will use benefit time for any time off.