

**DeKalb County Community Services Department
Administrative Board
Minutes of May 8, 2008**

MEMBERS PRESENT: Margaret Phillips, Robert Keil, Brenda Campbell, Sue Guio for Frank VanBuer, and Carol Herrington for Brett Brown.

OTHERS PRESENT: Mary Ramp, Jess Collins, and Terri Ward.

CALL TO ORDER: Robert Keil called the meeting to order at 9:40 a.m.

APPROVAL OF MINUTES: Margaret Phillips made a motion to approve the minutes of February 14, 2008, seconded by Carol Herrington. Motion approved.

APPROVAL OF AGENDA: Discussion of the by-laws was added to the agenda under new business. The agenda was approved as amended.

2008 CSBG 1st QUARTER REPORT: Mary handed out the First Quarter CSBG Program and Outcome Report and discussed the status of all the programs. This report shows the work programs with anticipated number of persons served and the actual year to date number of persons served as well as outcome targets and outcome targets completed. There have been several intakes for family Development but no follow-up meetings as of this date. The Scholarship Program has zero persons served. The applications are due June 30 and scholarships will be awarded in August. The Emergency Intervention Program is at 19% of persons served. This is typical for this time of year. The Information, Referral, and Coordination program is at 15% served. This is also typical for the first quarter.

The first quarter client characteristics and percentages sheet was discussed. We have served a total of 201 unduplicated persons through the first quarter. The number of single persons served is up and remains so at 38%. The number of families employed has decreased from around 53% to 43%. A discussion followed.

Mary highlighted the Emergency Intervention Families Served chart. The families served include all families seen for Emergency Intervention. DCCS is seeing an increase in families. There are lots of families with very high utility bills. This chart illustrates all families who came in for Emergency Intervention, not just those we actually provided financial assistance.

FISCAL YEAR 2008 CSBG FUNDING INCREASE AND GRANT MODIFICATION: After President Bush eliminated CSBG funding for FY 2008, Congress went ahead and funded CSBG with a slight increase. DeKalb County will receive an increase of \$6,646 from last year with a total allocation of \$191,600. This increase will help cover personnel costs. There will still be a shortfall of about \$1,000. Funds from the Corporate Account will cover this.

2007 SCHOLARSHIP REFUND AND SCHOLARSHIP COMMITTEE FOR 2008: Kishwaukee College returned \$350 to DCCS because two Scholarship recipients did not go back for the spring semester. This means there will be \$3,350 for scholarships this year. There are two applications thus far. Margaret Phillips, Brenda Campbell, and Pat LaVigne will serve on the scholarship committee. Mary will contact other members to possibly serve on the committee.

MARY USCIAN FOUNDATION DENTAL CARE PROGRAM: At this point, there is roughly \$1200 available to serve 12 children. Children in grades K-5 enter the program as a referral by their school nurse. Community Services then links them to an appropriate dentist to do the work that needs to get done. Participating dentists do the appropriate service and then they get reimbursed for overhead costs of \$100. So far we have received three referrals and we have paid for one.

EMERGENCY FUND REPORT: Mary distributed a report showing how this fund has been expended. This fund can be used for expenses that our other funding cannot help with such as car repairs, car insurance, identification, etc. We can also use this fund for rent and utilities. This fund originated in Chicago and is funded by a private funder. Our allocated amount is \$1,000 a month. There is a cap of \$300 per family, once a year. We report on this fund monthly.

SHABBONA HARDWARE LOAN: The hardware store made their last payment this February. Their loan is paid in full. The original loan was for \$12,000. We've received all \$12,000 plus interest. The \$12,000 has to be used for another loan but the interest may be used for any CSBG program. There may be an interest for a loan that would employ 12-14 people.

SENIOR TAX: The DeKalb County Board Health and Human Services committee has met and made recommendations for FY '09 beginning July 1. All providers who received funds last year will receive funds again this year. Some providers have an increase, the most to Elder Care Services. ECS added a new program, Self-Neglect. ECS did not use all their allocation last year because they were without a caseworker. Community Services receives \$6,000 for administrative costs.

FEMA, EMERGENCY FOOD AND SHELTER PROGRAM REPORT: We have received the 2008 Phase XXVI allocation for DeKalb County. The allocation is about \$600 more than last year. All agencies that received an allocation last year did so this year. A few agencies received a slight increase. Community Services received \$8,800 for rent and utilities. St. Vincent DePaul applied again but was not funded.

HOMELESS PREVENTION PROGRAM REPORT: Mary handed out the FY 2007 Homeless Prevention Program Follow-Up Report. We served a total of 251 families. Most of the households (76%) were still housed after the six-month follow-up period. We were not able to contact 23% of the households, and 1% we contacted that are homeless. So far this Fiscal Year we have served around 180 households. Terri, Mary and Jess will attend a web based reporting training on May 12 in Springfield.

BOARD MEMBERSHIP: Four of the 15 board membership terms expire in May. They are Melissa Searing, Joslyn Turner, Melissa Garman, and Margaret Phillips. Melissa Searing's seat will need to be filled. Joslyn Turner, Melissa Garman and Margaret Phillips will remain on the Board. Mary will search for a replacement for Melissa Searing. Sue Guio made a motion to accept the board changes as presented, seconded by Brenda Campbell, motion carried.

OLD BUSINESS: There was no old business to report.

NEW BUSINESS: Mary added Bylaws to New Business. The CSBG Administrative Board's Bylaws have not been amended since 2001. Mary stated that there should be an addition of e-mail, Fax and other electronic communication, a way to vote without a quorum, and how we describe a conflict of interest. Mary will make these changes and mail them to board members 30 days in advance of the next meeting. The Bylaws will be voted on at the next meeting.

NEXT MEETING DATE: The next meeting date is scheduled for Thursday, August 14 at 9:30 a.m. in the Multi-Purpose Room, right side.

ADJOURN: Having no further business, Bob Keil adjourned the meeting at 10:28 a.m.