

**DeKalb County Community Services Department  
Administrative Board  
Minutes of August 10, 2006**

**MEMBERS PRESENT:** Margaret Phillips, Melissa Searing, Ken Moeller, Joslyn Turner, and Sharon Holmes.

**OTHERS PRESENT:** Mary Olson, Jess Collins, and Dave Ridenour.

**CALL TO ORDER:** Sharon Holmes called the meeting to order at 9:46 a.m.

**APPROVAL OF MINUTES:** Margaret Phillips motioned to approve the minutes of the May 11, 2006 meeting. Ken Moeller seconded. Motion approved.

**APPROVAL OF AGENDA:** Ken Moeller motioned to approve the agenda. Melissa Searing seconded. Motion approved.

**FISCAL YEAR 2006 CSBG REPORT:** Mary handed out the second quarter CSBG Program and Outcome Report and discussed the status of all the programs. All programs are pretty much on target. Family Development shows seven families being served. The Emergency Intervention program is close to being right on target with persons served. Mary Olson highlighted the Emergency Intervention Families Served chart. Families seen for emergency situations continue to be high. We continue to see more families due to an increase in utility bills but also because we make appointments for anyone who calls and is in need. The chart illustrates that a family is not only served by direct financial assistance, but also just by being seen. Families we see mostly come from the DeKalb-Sycamore area but they come from every part of the County. Mary Olson stated that St. Vincent DePaul gave us gas cards and food certificates to hand out to families we see who may need them. We mostly give the gas cards for employment, medical, and travel to and from the southern portion of the County. The Furniture Assistance program has been slower than expected. The Mattress Warehouse who has been donating beds the past few years recently halted their donations. This was due to an incident with a Katrina family who was given beds by them. The Mattress Warehouse agreed to make donations again but we have yet to see this happen. A discussion followed. The Information, referral, and coordination program is progressing steadily. The School Physicals have been performed and we have been billed. The billing is just over the \$1,000 allocated (\$1,192).

The second quarter client characteristics and percentages sheet was discussed. These numbers are fairly consistent with the numbers in years past. We have served a total of 344 unduplicated persons through the second quarter. Mary highlighted we are serving more single parent females (39%) than any other family type. Single person household was a close second (37%). Nine percent of persons served are of Hispanic origin. Hispanic is not their race but ethnicity. Mary pointed out that family sizes continue to be fairly small. The employment number is steady at 53%.

Mary passed out the June Financial Report. The salaries are under budget due to the exit of Joy. Client assistance shows that only 33.59% has been expended. This number will rise when School Physicals and Scholarships are paid in the third quarter. The total CSBG is being spent right on target at 50.14%.

**SCHOLARSHIP REPORT:** Mary handed out the five applications of the applicants. Margaret gave a brief report of the Scholarship Committee's recommendation. Four of the five applicants were approved for a scholarship. One was not approved. Discussion followed. Margaret Phillips made a motion to approve the recommendations of the Scholarship committee to award Christina Bieche \$1,500, Jasmin Nguyen \$200, Kristina Richardson \$650, and Tiffany Wintz \$650, seconded by Joslyn Turner. Motion pending the votes of at least two more board members.

**2007 CSBG GRANT PLANNING:** There is no budget yet due to CSBG being zero funded by the President. The Senate has fully funded the grant while the House has it at a 26% cut. Mary will submit the CSBG grant in October and this board will vote on it at the next meeting. The Homeless Prevention Program has been increased by almost 100%. This will help with balancing out the Emergency Intervention Program. The CSBG plan will be similar to this year's plan. Mary is open to suggestions for new programs. Dawn stated that there is Katrina funds left and asked if these funds could be used to help with administration that would flow through to client programs. This could be possible. A discussion followed.

**HOMELESS PREVENTION GRANT:** The Homeless Prevention grant for FY '07 has just about doubled. Mary went on to discuss this program. We are overspending these funds right now due to high utility bills. We will stop spending at a high pace once LIHEAP begins this fall. The administrative allowance for this program is 10%, about \$5,000.

**SHABBONA HARDWARE LOAN:** The hardware store is sending in their monthly loan payments of \$276.35 on a timely matter. The loan is now into it's third year. It will be done in February of 2008. They have never missed a payment.

**BOARD MEMBERSHIP:** Mary announced that Bob Morrison's seat on the board has expired. He will not renew his seat. Dawn Littlefield volunteered to take his place. Melissa Searing made a motion to have Dawn Littlefield replace Bob Morrison on the board, seconded by Margaret Phillips. Motion pending the votes of at least two more board members.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS:** There was no old business to discuss.

**ADJOURN:** The next meeting date is set for Thursday, October 12 at 9:30 a.m. in the Multi-Purpose Room, right side. Having no further business, Margaret Phillips motioned to adjourn the meeting, Ken Moeller seconded. The meeting was adjourned at 10:37 a.m.