

Approved 5/15/14

**DeKalb County Community Services Department  
CSBG Administrative Board  
Minutes of February 11, 2014**

**Members Present:** Dawn Littlefield, Carol Herrington, Gary Chapman, Melissa Garman, Joslyn Turner, Monica O’Leary, and Jamie Smirz representing John Rey. A quorum was reached.

**Others Present:** Donna Moulton and Jess Collins.

**Call to Order:** Dawn Littlefield, chair, called the meeting to order at 8:40 a.m.

**Approval of Minutes:** Melissa Garman motioned to approve the CSBG Administrative Board meeting minutes from November 21, 2013, seconded by Gary Chapman. Motion approved.

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

**Board Membership and Officers:** Donna Moulton mentioned there are still two vacancies on this Board, one private and one public representative. John Hulseberg, former DeKalb County Board and CSBG Administrative Board member is showing interest in joining this Board as a private representative. Donna needs to follow up with him. Sally DeFauw is willing to take on the role as CSBG Administrative Board Chair, replacing Dawn Littlefield. Dawn Littlefield made a motion to approve Sally DeFauw as the next CSBG Administrative Board Chair and approve John Hulseberg as a private representative if interested, seconded by Melissa Garman. Motion approved.

**Conflict Of Interest Form:** Donna Moulton mentioned all CSBG Administrative Board members will receive a Conflict Of Interest Form from the County Clerk’s office via e-mail or regular mail soon. This form needs to be completed by all members and filed at the DeKalb County Clerk office in a timely manner as to avoid late fees and penalties.

**CSBG Reports:** Donna Moulton highlighted the CSBG fourth quarter Outcomes and Demographics reports. CSBG 2013 programs are still running. The outcomes for Family Stability and Support are not where we want them to be. This service seems to be struggling with participation due to a lack of communication regarding the purpose of DCCS services and how it relates to the scope and mission of services. Most people are requesting services specifically to help with financial assistance, as was the practice years ago. In addition, the structure of the agency and the positions within it may not be conducive to supporting on-going support for families. This is due to the fact that often families meet with one staff person for intake/assessment and are then referred to another staff person for on-going support services. This creates a barrier to establishing a helping/supportive relationship from the inception of services. As we will be losing Minerva as one of our Family Support Specialists at the end of March, Donna plans to take time to focus on the agency structure and the best way to go forward in serving clients relative to our mission and scope of work. The Tax Preparation Assistance program is underway. The first session was held February 6. This tax season DCCS is offering a raffle for a \$25 gift card for those families who use part of their refund to purchase US Savings Bonds and are CSBG income eligible. We have had one person purchase \$100 in US Savings Bonds so far this tax season. Through the Community Gardens program, DCCS spent about \$1,800 in seeds for the upcoming season. Trees and bushes will be planted at the Health facility site this season. Donna mentioned 85% of households

served by DCCS are at or below 100% of the federal income poverty level. This illustrates the need for our core services to support opportunities and help families ongoing toward household stability.

**Program Policy Discussion:** Donna initiated a discussion regarding our Emergency Assistance guidelines especially the frequency with which a household can receive financial assistance. She proposed to change it from one year to two years. Donna stressed that the EI funds are not accessed through an independent or separate application and they are not a subsidy or entitlement. She went on to say any EI funds are used as a tool in the overall mission of DCCS services to promote household stability and self-sufficiency. A lengthy discussion followed regarding budgets, ongoing relationships, and the overall purpose of how financial assistance fits into DCCS services. The Board came to a consensus that should financial assistance be appropriate in a situation, its provision will be limited to once in any two year period. DCCSD staff will monitor this and report back to the Administrative Board.

**Sequestration/Funding Update:** The FY 2014 CSBG will be returned to funding closer to pre-sequestration levels. We will wait to hear from the Illinois Department of Commerce and Economic Opportunity what the amount will be. This will require that we make adjustments in our annual budget and work programs for the Community Services Block Grant.

**Community Gardens Update:** The 2014 garden season is soon approaching. DCCS used funds to purchase seeds for the upcoming season. Melissa Garman asked about heirloom seeds. Discussion followed. Donna mention there has been some discussion on making sauerkraut and kimchee to sell to try and get some income for DCCG. In addition, there is an effort to promote a Community Market in Kirkland. Discussions are in the early stages with this project but County Board members and City of Kirkland officials have been contacted.

**Evergreen Village Mitigation Project:** The project is at a standstill right now. The owner of Evergreen Village is still trying to get a higher appraisal of the land. Nothing can move forward until an agreement is reached and the land is purchased. Carol Herrington mentioned the DeKalb County Housing Authority will hold an informational meeting for the EV residents who attend Sycamore schools regarding options available for affordable and/or subsidized housing through the Housing Authority.

**Update on Other DCCS Grants:** DCCS sent in their renewal for FY 2015 Homeless Prevention funds of \$19,240. Phase 31 EFSP funds are being expended and the second check should be coming soon. DCCS is currently accepting bids for the FY 2015 Senior Tax Levy. Bids are due February 21.

**Strategic Planning:** Donna mentioned that both Sally DeFauw and Jamie Smirz offered to assist in the strategic planning process. Donna handed out DCCS's mission and vision statements. Board members were asked to review and consider whether they still reflect the mission and vision of the Department. In addition, she provided each member with a worksheet intended to gather SWOT information to use in the strategic planning process.

**Old Business:** Donna mentioned Minerva will be available to prepare tax returns for Spanish speakers through March 28.

**New Business:** Dawn Littlefield mentioned the upcoming Money Smart week April 5-12.

**Next Meeting Date:** The next meeting will be sometime in May. We will look into what date is best by using Doodle.

**Adjourn:** Having no further business, Melissa Garman made a motion to adjourn the meeting, seconded by Monica O'Leary. Motion approved. The meeting adjourned at 9:20 a.m.