

**Emergency Food and Shelter Program
DeKalb County, IL Local Board
Phase 33 & 34-4th Meeting
Phase 35 1st Meeting
Minutes of May 30, 2018, 1:30 p.m.**

Members Present: Jess Collins, Carrie Massey, Michelle Graham, Melissa Garman, Dawn Littlefield, and Lisa Sanderson representing Gary Hanson.

Members Not Present: Joe Gastiger, 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, Conference Room West in DeKalb. Jess Collins, called the meeting to order at 1:30 p.m. and explained what Phases and meeting number this is. Previous Phases have been four meetings-quarterly but we are looking to change to semiannual.

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

Approval of Agenda: Dawn Littlefield made a motion to approve the agenda, seconded by Carrie Massey. Motion approved.

Approval of Minutes: Melissa Garman made a motion to approve the EFSP Phase 34 3rd meeting minutes, seconded by Dawn Littlefield. Motion approved.

Public Comment: There were no public comments made.

Status and Wrap-up of Phases 33 & 34: Jess gave a summary of the Phase 33 and 34 status:

- All LROs submitted Final Reports. They were due to the Local Board 3/19. The Salvation Army was late getting theirs in by the 19th but Jess received it in time to forward on to the National Board by the 4/9 due date.
- The Final Report was mailed to National Board April 4th and it was delivered April 5th.
- The Salvation Army had to return \$6,441.64 of unspent funds for Phase 34. \$1,263.31 for food due to reimbursement of staff. The EFSP manual clearly states, "This program does not allow the reimbursement of staff/volunteers, other LROs or any party other than the vendor of services" and \$5,178.33 unspent utilities. They were awarded \$20,500 total for food and rent/utilities.
- We are still waiting to hear from the National Board regarding compliance status. Either everything is in order or there are compliance issues that will have to be remedied before Phase 35 funds will be released. Jess will keep the Board up to date as to the status of the final reports.

Election of Phase 35 Chair: Jess explained since DeKalb County Community Action administers the EFSP, the chair has always been the director of Community Action. The National Board recommends the chair be an employee of the administrating agency. Jess Collins has been chair since the previous director left in March 2017. Jess is willing to stay on as chair as there is a conflict with the director being chair at this time. Dawn

Littlefield made a motion to retain Jess Collins as chair for EFSP Phase 35, seconded Carrie Massey. Motion approved.

Updated Application for Phase 35: The updated application for Phase 35 was e-mailed to Board members a few weeks ago. The application contents are similar to previous Phases but the overall application has been shortened. The new application is a Word fillable document. There is also a paper version available. Some applicants had issues with the electronic signature. This issue will be looked at for future applications and a typed name may be all that is needed. The application is no longer a pdf fillable document that is submitted via the website although this could change for future Phases.

Phase 35 Program Overview: Jess highlighted information on the Phase 35 Program Overview handout including operating principles, purpose of the program, and the criterion used to select jurisdictions and amounts they receive.

Local Board and LRO Responsibilities: Jess reviewed Local Board and LRO responsibilities highlighting certain pages in the EFSP Phase 35 manual. This includes:

- Convening a board with local representatives of National Board member agencies - Federal Emergency Management Agency (FEMA) (the highest ranking county government official or his/her designee will replace the National Board's FEMA member), American Red Cross, Catholic Charities USA, The Jewish Federations of North America, National Council of the Churches of Christ in the USA, The Salvation Army and United Way Worldwide
- Advertising the availability of funds and allow 5 business days for agencies to apply. This was done in the Daily Chronicle on 5/5 and The Midweek on 5/9.
- Setting priorities and selection of LROs.
- LRO appropriate use of funds and reporting requirements.

Eligible and Ineligible Costs: The sample eligible and ineligible expenditures sheet was shown. The board took a moment to review this sheet and a short discussion followed.

Funding Priorities: Jess explained the Board must determine where the highest needs are in the community relating to the areas the EFSP covers. Discussion followed regarding where the highest levels of need are. The board concluded that the need is great among food, emergency shelter, and financial assistance. Discussion followed regarding The Salvation Army's unexpended funds for Phase 34.

Phase 35 Agency Allocations: Phase 35 has an overall decrease from Phase 34 of \$7,467. There are also two new applicants. Overall requests are \$30,136 more than the award. Jess reviewed key points in determining allocations:

- Past allocations have no bearing on determination of current Phase allocations (not entitlement).
- Allocations based on needs of DeKalb County residents, not agency needs.
- Funding supplements current programs (program will still run if not funded EFSP dollars), not for startup or to replace lost funding.
- Allocate funds to all areas of DeKalb County.
- Requests must be for appropriate EFSP eligible items.
- Requesting agencies must fit all eligibility criteria determined by the National Board.

Discussion followed on how funds should be allocated. Jess gave his allocated amounts which gave previous LROs a decrease due to the overall decrease in award. The Excel worksheet was shown on the screen and the

allocated numbers were inserted as discussion ensued. The Board came to a consensus on the following award amounts (all applicant LROs being funded):

• DeKalb County Community Action	\$1,054	Administration
• The Salvation Army	\$5,500	Food
• Voluntary Action Center	\$5,500	Meals
• Kirkland Food Pantry	\$800	Food
• Neighbors In Christ Ecumenical	\$800	Food
• Northern Illinois Food Bank	\$3,500	Food
• Our Sharing Pantry	\$1,000	Food
• Salem Lutheran Church Food Pantry	\$1,500	Food
• DeKalb County Community Gardens	\$3,000	Food
• Hope Haven	\$17,064	Mass Shelter
• Safe Passage	\$4,000	Mass Shelter
• The Salvation Army	\$7,000	Rent/Mortgage
• The Salvation Army	\$2,000	Utilities

Dawn Littlefield made a motion to fund the applicants as recommended above minus The Salvation Army, seconded by Melissa Garman. Motion approved with Jess Collins abstaining. Melissa Garman made a motion to fund the applicants as listed above minus DeKalb County Community Action, seconded by Dawn Littlefield. Motion approved with Captain Michelle Graham abstaining. Dawn Littlefield made a motion to allow Northern Illinois Food Bank to distribute food to the following sub-recipients:

- Barb Food Mart
- Bethlehem Feed My Sheep
- Cornerstone Church
- First UMC Soup Kitchen
- Genoa-Kingston Food Pantry
- Hinckley Area Food Pantry
- Huskies Student Food Pantry
- New Hope Missionary Baptist Food Pantry
- Safe Passage Inc
- St. Vincent de Paul DeKalb
- Sycamore UMC Food Pantry
- The Store At Harvest Chapel,

seconded by Melissa Garman. Motion approved. Jess informed the Board of the appeals process going over the document in the Board Packet.

Phase 35 End Date: The original end date for Phase 35 was October 31, 2017. The last available end date given by the National Board is January 31, 2019. The Local Board chose to use the January 31, 2019 Phase 35 end date.

Meeting Frequency: The National Board suggests local boards meet quarterly or semiannually. The board decided to meet semiannually. Doing this will result in more productive meetings with much to discuss. Jess pointed to the meeting topics handout for semiannual meetings. Jess will continue to communicate with the Board as Phase progress takes place. The Board can always meet if there's a need to do so.

EFSP Website Review: 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. Jess gave the log on information to the Board.

Old Business: None noted.

New Business: None noted.

Next Meeting Date: The next meeting date will be at a date TBD in the DeKalb County Community Outreach Building. The next meeting will be the 2nd meeting for Phase 35. The meeting will be held toward the end of Phase 35, most likely in January.

Adjourn: Having no further business, Melissa Garman motioned to adjourn the meeting, seconded Lisa Sanderson. Motion approved. The meeting was adjourned at 2:33 p.m.

Approved 8/6/2018