

Approved 9/5/2013

**DeKalb County Community Services Department  
CSBG Administrative Board  
June 6, 2013**

**Members Present:** Dawn Littlefield, Monica O'Leary, Carol Herrington, Sally DeFauw, Gary Chapman, Regina Harris, and Joslyn Turner. A quorum was reached.

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

**Call to Order:** Dawn Littlefield, chair, began the meeting at 8:38 a.m.

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

**Approval of Minutes:** Dawn Littlefield motioned to approve the CSBG Administrative Board meeting minutes from April 4, 2013, seconded by Sally DeFauw. Motion approved.

**Board Membership:** We have a possible new low-income representative. Her name is Vanessa Howell. Donna spoke to her and she showed some interest in serving on this board. She is a student in nursing school and has used DCCS services in the past. Donna will bring this to the Board in September for approval. There still is an opening for a private representative. This person could represent a business, faith organization, etc. or just a private citizen who would be an asset to this Board. Kimberly Wright who was recently appointed to this Board as a client representative has not attended a meeting. We will need to look for another client representative to take her place. Donna asked CSBG Board members to keep their eyes open for possible replacements.

**Statement of Economic Interest:** Each year Board members must complete and sign a Statement of Economic Interest form. This form is sent by the County Clerk's office around January of each year. Once received, please be sure to promptly complete, sign and return the form to the Clerk's office. There are penalties for not turning these in on time.

**CSBG Scholarship Committee:** It's that time of year again to form the CSBG Scholarship Committee for the 2013-2014 academic year. Applications are due to this office June 17. Right now we have two completed applications turned in. We still need to get the word out regarding the availability of this scholarship opportunity. The scholarship is available on the DCCS web page and in our office. There is \$3,000 available and is usually given to three deserving applicants for \$1,000 each. Carol Herrington, Regina Harris and Monica O'Leary volunteered to be on the scholarship committee.

**CSBG 2012 & 2013 Program and Demographics Update:** The 2012 CSBG and 2013 CSBG program and demographic updates were discussed. CSBG 2012 is drawing to a close and most outcomes have been met. The 2012 Emergency Intervention funds are still being spent. The overall outcome and demographic numbers have spiked due to the availability of EI financial assistance. Donna mentioned she is trying to get more of a focus on financial literacy programs which would go hand in hand with our FSS and FED programs. Along with Tax Preparation Assistance, DCCS is looking to expand programming with possible asset building programs. A discussion followed on the distinction of failed vs. dropped out on the outcomes report. There isn't a clear distinction. We try to label failure as not getting information back to us when applying for EI. Dropped out is more for those in long term case management who just stop coming to meetings.

**Sequestration/Funding Update:** We received the final CSBG allocation amount for FY 2013. The amount illustrates an overall 6.8% decrease in funding. DCEO allows for the CSBG to go out 18 months so we can overlap grant years. This helps for us to better budget staffing costs. We also received an IVCA dividend check for \$10,000 that will help. These are unrestricted funds. Our general allocation amount is up around 20% this year due to a new allocation formula as a result of the census and poverty numbers.

**Community Gardens Update:** Rain has been plentiful this spring, allowing the gardens to grow. Donna mentioned the new gardens at the Outreach Building site. There are 30 beds with a whist shaped garden. Over 100 pounds of greens have already been donated to food pantries from all the gardens in the community. Community Gardens sends out a weekly newsletter. Donna will make sure the CSBG Board gets put on the list.

**Evergreen Village Mitigation Project:** The County is one year into the three year mitigation project. Things are progressing slowly. Paul Miller is working hard sorting things out to get things done. DCCS's part may be to work with residents through case management and financial assistance services. DeKalb County Housing Authority is also partnering to help families get on their waiting list for housing subsidies. The next step will be public meetings with Evergreen Village residents. Discussion followed on specific resident issues, etc. There is current flood assistance help now through FEMA, about \$77,000.

**Update on Other DCCS Grants:** All other DCCS grants are progressing as planned. Homeless Prevention funds are being spent and all 2013 funds need to be expended by June 30<sup>th</sup>. FY 2014 funds will be the same as FY 2013 but there will be an amount for administration. We are currently in Phase 30 for the FEMA/EFSP program. These funds are expended. There is no word on a Phase 31 program. The Senior Tax Levy for FY 2013 is progressing as planned.

**CSBG Administrative Board Training:** The "Historical and Legal Aspects of Community Action Agencies" packet was handed out. Donna discussed the tri-partite board make-up and highlighted the low-income representative piece. Donna will come up with training highlights at future board meetings. If board members have any questions, please ask Donna. The 50<sup>th</sup> year for Community Action in America's communities is next year.

**Old Business:** Dawn asked a question on the term of the chair. Donna will check the by-laws and get back to the board.

**New Business:** Gary mentioned the Hope Haven expansion is complete and if anyone would like a tour to please stop by. Dawn mentioned the Kishwaukee United Way Day of Caring is scheduled for June 20. Carol mentioned the Housing Choice Voucher and Public Housing waiting lists will open on June 17. Depending on preference points the wait could be 6 months to five years.

**Next Meeting Date:** The next meeting will be Thursday, September 5 at the Community Outreach Building, Conference Room West. We will be approving the CSBG Scholarships and the 2014 Community Action Plan.

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