

**DeKalb County Community Services Department  
Administrative Board  
Minutes of February 8, 2007**

**MEMBERS PRESENT:** Melissa Searing, Micki Chulick, Sue Guio for Mayor Frank VanBuer, Robert Keil, Dawn Littlefield, Pat LaVigne, Sharon Holmes, Margaret Phillips, and Brenda Campbell.

**OTHERS PRESENT:** Mary Olson, Jess Collins, and Terri Ward.

**CALL TO ORDER:** Robert Keil called the meeting to order at 9:39 a.m.

**APPROVAL OF MINUTES:** There was not a quorum at the previous meeting held on October 12, 2006 so the minutes of the August 10, 2006 meeting were officially approved at this meeting. Brenda made a motion to approve the minutes of August 10, 2006 and October 12, 2006, seconded by Dawn Littlefield. Motion approved.

**APPROVAL OF AGENDA:** The agenda was approved as presented.

**PROGRAM REVIEW:**

**Fiscal Year 2006 CSBG Year End Reports:** Mary Olson handed out the fourth quarter CSBG Program and Outcome Report and discussed the status of all the programs. This report shows the anticipated number of persons served and the actual year to date number of persons served as well as outcome targets and outcome targets completed. The Family Development Program illustrates an outcome target of seven and outcomes completed as eight. The Emergency Intervention program's targeted persons served number had to be modified due to a higher than expected number of persons served this year. More persons were served than expected even with the modification. The Furniture Assistance program received donations of dressers, tables, chairs and short couches. We still need to determine from whom we will receive mattresses and box springs from. The Information, referral, and coordination program is serving more persons than expected due to more persons served in the Emergency Intervention Program. All other programs are on target.

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 1,017 unduplicated persons through the fourth quarter. Mary highlighted we are serving more single parent females (40%) than any other family type. The single person household was second (31%). Most of the family size is one, two or three person households (75%). Also, Mary highlighted 22% have no health insurance while 72% have State Medical aid. That leaves about 6% with private insurance.

Mary highlighted the Emergency Intervention Families Served chart. The families served include all families seen for Emergency Intervention. Families seen for emergency situations continue to be high. The DeKalb County Community Services Department continues to be busy.

Mary handed out the budget summary worksheet for the past two years. This shows we have overspent funds. These funds have come out of our Corporate Account. Funding this past year was level but there was an actual loss due to State administrative costs.

**Fiscal Year 2007 CSBG Program Review:** The budget summary worksheet also illustrates 2007 funding. The funding is level but there is an overall slight decrease. DeKalb County Community Services will provide the same programs as last year. President Bush has again eliminated the CSBG for FY '08.

**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.

**SENIOR TAX:** The FY 2008 request for bids are available and due February 23. So far two agencies have submitted bids. All agencies were funded who applied last year with the exception of Ben Gordon Center.

**FEMA, EMERGENCY FOOD AND SHELTER PROGRAM:** Mary handed out the FEMA/EFSP Phase XXV allocation sheet. Phase XXV allocations have been made. All agencies that received funding last year received funding again this year. St. Vincent de Paul, DeKalb applied but was again denied funding. DeKalb County Community Services received funding of \$8,650 for rent and utilities and also \$764 for administration.

**HOMELESS PREVENTION PROGRAM REPORT:** Mary handed out the FY 2006 Homeless Prevention Program Client Activity Report. 143 households were served using \$53,900. Mary highlighted that 88% of household served are still housed.

**C&A LAN REPORT:** DeKalb County Community Services serves as fiscal agent for the local C&A LAN. This is State money given to a group of providers to provide services to children and adolescents in danger of truancy. The funding is just under \$60,000 and we receive a few hundred dollars to act as fiscal agent. The Youth Service Bureau will take over as fiscal agent next year.

**BOARD OFFICER ELECTIONS:** The chairman and vice-chair positions are up for re-election. Bob Keil agreed to remain chair and the vice chair will remain with Melissa Garman. Sharon Holmes made a motion to retain Robert Keil as chair and Melissa Garman as vice-chair, seconded by Margaret Phillips, motion carried.

**2007 MEETING DATES:** Our second quarter CSBG Administrative Board meeting will need to change due to a scheduling conflict. The meeting would normally be on May 10, however the Bridges Out Of Poverty workshop is scheduled for this date. This workshop is designed to discuss poverty and how families in poverty cope. Mary suggested that board members attend this workshop. It is sponsored by the DeKalb County Training Consortium and will cost around \$30. It is an all day event and a light breakfast and lunch will be served. Each CAA Administrative Board needs to be trained by CAA staff regarding board issues. The next meeting scheduled for May 3 will have this training. The meeting as well as the training will start at 9:30 and end around 11:30.

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

**NEW BUSINESS:** Sharon Holmes handed out Statement of Economic Interest forms. Each board member needs to complete this form and return it to Sharon at the County Clerk's office.

**ADJOURN:** The next meeting date is set for Thursday, May 3 at 9:30 a.m. in the Multi-Purpose Room, right side. This will be a regular meeting along with the CAA board training. Having no further business, Margaret Phillips motioned to adjourn the meeting, Dawn Littlefield seconded. The meeting was adjourned at 10:35 a.m.