



**DU PAGE COUNTY
CSBG ADVISORY BOARD
AGENDA**

July 12, 2017

Regular Meeting

8:30 AM

ROOM 3500B

**421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187**

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS AND CONCERNS**
3. **APPROVAL OF MINUTES**
 - CSBG Advisory Board – Regular Meeting – April 12, 2017- Action Item
4. **REPORTS – GINA STRAFFORD-AHMED**
 - Second Quarter 2017 and Sixth Quarter 2016 –Handout
 - CSBG Scholarship Update –Lisa Hamilton
5. **BUDGET REVIEW – GINA STRAFFORD-AHMED/ MICHELLE TUNK**
 - Budget and Expenditure Report FY 2017 – Handout
 - 2018 Budget- Handout
6. **CSBG Community Action Plan Discussion- Action Item**
7. **OLD BUSINESS**
 - R.O.M.A Training (Results Oriented Management and Accountability)
8. **NEW BUSINESS**
 - Board Self-Assessment
9. **FUTURE AGENDA ITEMS**
10. **BOARD MEMBER COMMENTS**
11. **INFORMATIONAL ITEMS**
12. **ADJOURNMENT – NEXT MEETING October 25, 2017**

**2017 MEETING DATES:
OCTOBER 25, 2017**

**Please contact Jennifer Pitsenbarger at (630) 407-6421 or via email
Jennifer.Pitsenbarger@dupageco.org by July 7th to confirm your attendance.**



**DUPAGE COUNTY
CSBG ADVISORY BOARD
DRAFT FINAL MINUTES**

April 12, 2017

Regular Meeting

8:30 AM

**ROOM 3500B
421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187**

1. CALL TO ORDER

8:30 AM meeting was called to order by Kristin Sheffield at 8:35 AM.

2. ROLL CALL

PRESENT: Kristin Sheffield, LaTanya Gatewood, Millie Rodriguez, Christina LePage, Molly Howieson, Don Davia, Kathleen McNamara, Angela Bentsen, Elizabeth Chaplin,

ABSENT: Laurel Bowen, Robert Larsen, Sam Tornatore, Amy L. Grant, Tonia Khouri, Gary Grasso, Jamie Pacis

3. PUBLIC COMMENTS AND CONCERNS

No public comments were received at this meeting.

4. APPROVAL OF MINUTES

Kristin Sheffield called for a motion to approve the January 11, 2017 meeting minutes. Elizabeth Chaplin made a motion to approve the minutes, Millie Rodriguez seconded the motion, and all voted aye. The motion was carried.

5. REPORTS – GINA STRAFFORD-AHMED

Gina Strafford-Ahmed explained the 5th Quarter reports for the 2016 CSBG grant and the 1st Quarter report for 2017. Gina Strafford-Ahmed explained the CSBG 2016 grant runs through June 30, 2017. Gina Strafford-Ahmed went over the 2016 CSBG Services Report and detailed each programs goals, progress and accomplishments. Gina Strafford-Ahmed stated that she would include in the July's Board packet a copy of the outcome report spreadsheet.

6. BUDGET REVIEW – GINA STRAFFORD-AHMED/ MICHELLE TUNK

Michelle Tunk reviewed the CSBG 2016 Budget and Expenditure Report. Handouts provided.

7. CSBG BOARD ASSESSMENT

Gina Strafford-Ahmed distributed the DuPage County CSBG Advisory Board Self-Assessment Survey and asked that the Board return them before July's meeting. Gina Strafford-Ahmed advised the Board that this will be distributed annually at the April meeting. The next meeting, in July, we will conduct R.O.M.A. Training.

8. OLD BUSINESS

Gina Strafford-Ahmed reviewed the revisions of the current CSBG Bylaws and reminded the Board that the Bylaws must be reviewed every two years per the CSBG Organizational Standards. Kristin Sheffield called for a motion to approve the amended CSBG Bylaws. Molly Howieson made the motion to approve the Bylaws, Elizabeth Chaplin seconded the motion, and all voted aye. The motion was carried.

9. NEW BUSINESS

Dr. Diana Uchiyama, Administrator of Psychological Services presented information about the services that Psychological Services provides. Currently, they have the following programs available to DuPage County residents: DUI Treatment Programs, Substance Abuse Treatment, individual therapy, Anger Management and Domestic Violence Program. The DUI Treatment includes: Pretreatment Assessments, Risk Education, and Treatment Programs for level II, Treatment Programs for level III, Outpatient, Intensive Outpatient and Drug Urine Screen. The Cannabis Education program provides information regarding physiological and psychological effects of cannabis and this service is available to clients that have a court order, self or other referred clients. Anger Management the client will need to complete an assessment prior to attending an 8 week group session which will challenge the clients behavior, attitude, cognition/thought and emotions so that conflict can be resolved without abuse toward others or self. The Domestic Violence Program include evaluations and treatments groups. This program helps clients with communication skills, self-awareness and coping skills. Dr. Diana Uchiyama did mention that they do not serve minors (>18) now.

10. FUTURE AGENDA ITEMS

Gina Strafford-Ahmed reported that July's meeting is scheduled for three hours long for the R.O.M.A Training (Results Oriented Management and Accountability).

11. BOARD MEMBER COMMENTS

Molly Howieson requested that a Representative from FSS (Family Self -Sufficiency) come to a meeting to go over their program in detail.

12. INFORMATIONAL ITEMS

Gina Strafford-Ahmed discussed the Federal Budget and the President's suggestion to zero out CSBG and numerous other social service programs. Gina Strafford-Ahmed will send the Board information put together by the Illinois Association of Community Action Agencies describing the loss to our community if CSBG, LIHEAP and IHWAP were to be eliminated. Gina Strafford-

Ahmed asked the Board to review the information and email her with any questions or concerns that they may have.

Lisa Hamilton asked the Board for volunteers to review applicant's packets- Millie Rodriguez, LaTanya Gatewood, Molly Howieson, Kathleen McNamara and Angela Bentsen all agreed to volunteer and review the Scholarship applications.

13. **ADJOURNMENT**

Kristin Sheffield called for a motion to adjourn the meeting, Millie Rodriguez made the motion to adjourn, Elizabeth Chaplin seconded the motion, and all voted aye. The motion was carried. There being no further business, the meeting was adjourned at 9:40 AM

2017 MEETING DATES:
JULY 12, 2017 AND OCTOBER 25, 2017



**DU PAGE COUNTY
CSBG ADVISORY BOARD
AGENDA**

April 12, 2017

Regular Meeting

8:30 AM

ROOM 3500B

**421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187**

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS AND CONCERNS**
3. **APPROVAL OF MINUTES**
 - CSBG Advisory Board – Regular Meeting – January 11, 2017
4. **REPORTS – GINA STRAFFORD-AHMED**
 - First Quarter 2017 and Fifth Quarter 2016 –Handout
5. **BUDGET REVIEW – GINA STRAFFORD-AHMED/ MICHELLE TUNK**
 - Budget and Expenditure Report FY 2017 – Handout
6. **CSBG BOARD ASSESSMENT**
 - CSBG Advisory Board Assessment Tool
7. **OLD BUSINESS**
 - Review and Revision of current CSBG Bylaws
8. **NEW BUSINESS**
 - DuPage County Psychological Services Department
9. **FUTURE AGENDA ITEMS**
10. **BOARD MEMBER COMMENTS**
11. **INFORMATIONAL ITEMS**
12. **ADJOURNMENT – NEXT MEETING July 12, 2017**

2017 MEETING DATES:
JULY 12, 2017 AND OCTOBER 25, 2017

Please contact Jennifer Pitsenbarger at (630) 407-6421 or via email Jennifer.Pitsenbarger@dupageco.org by April 7th to confirm your attendance.

DRAFT

DuPage County
Community Services Block Grant Advisory Board By Laws
April 12, 2017

Article I: Name

The name of this organization shall be the DuPage County Community Services Block Grant Advisory Board. (hereafter referred to as "Advisory Board")

Article II: Purpose

**Section 1
Purpose**

The purpose of the Advisory Board is to assist and advise DuPage County staff and board members in their mission as a Community Action Agency to enable low-income individuals, in the service area of DuPage County Illinois, to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Advisory Board was created due to a legal mandate of Illinois Economic Opportunity Act, in that: "Each community action agency shall administer its community action programs through a Community Action Board consisting of 15 to 51 members." (20 ILCS 625/3(b)) The Advisory Board is not the source of all authority, nor is it the legal embodiment of the community action agency. The DuPage County Board has deemed the Advisory Board to be a consulting board. The DuPage County Board retains all legal authority and power.

**Section 2
Mission**

The activities of this Advisory Board will parallel and be conducted in accordance with the Mission of the DuPage County Department of Community Services. The mission of the DuPage County Department of Community Services is to provide and support programs, services and partnerships that keep people safe in their homes, environments, and relationships; provide connections between those in need and the resources that support them; and help residents escape poverty, maintain independence and achieve economic self-sufficiency.

**Section 3
Assistance
Provided**

The assistance and advice provided by the Advisory Board shall encompass, but not be limited to, the following areas:

- Budgets
- Poverty
- Advisory Board Membership
- Education
- Financial Counseling for participants
- Housing
- Emergency Assistance
- Health Services
- Basic Needs
- Delivery of Governmental and Social Services

Other related topics that may need to be appropriately addressed.

Article III: Membership

Section 1 The membership of the Advisory Board shall not be fewer than fifteen (15) members. Any adult who resides or works in DuPage County may be eligible for membership subject to the following provisions:

Composition

- A. One-third of the members of the Advisory Board shall be elected public officials, holding office in DuPage County, or their representatives. However, should the number of elected officials reasonably available and willing to serve be less than one-third of the membership of the Advisory Board, then such lesser number shall satisfy the requirement. These members, who are elected officials or their designees, shall be appointed by and serve at the pleasure of the DuPage County Board Chairperson;
- B. At least one-third of the Advisory Board shall be representatives of the indigent sector (125% of Federal Poverty Level) and shall be chosen in accordance with procedures adequate to assure that they represent the indigent in DuPage County. They need not be at the 125% of the Federal Poverty Level themselves, but the selection procedure shall assure that they represent the indigent. Representatives of the indigent may be selected either to represent a specific area or neighborhood of the county or at large to represent the entire County or to represent a particular organization designated by the Advisory Board whose clientele is predominantly of indigent persons.

The selection procedure shall be:

- 1) Each nominee must be named by a qualified organization or an appropriate community group. The nominee should be selected by the qualified organization or an appropriate community agency based on some form of democratic procedure such as an election to a board, public forum, or, if not possible, through a similar democratic process such as election to a position of responsibility, a leadership position in a not for profit or faith based group, or an advisory board/governing council to another low-income service provider.
 - 2) The nominee must represent the geographic area to be served.
 - 3) The CSBG Advisory Board Chairperson will present each nominee for appointment.
 - 4) If a nominee is not recommended for appointment, he or she may ask for a hearing before the full CSBG Advisory Board. Decision by a CSBG Advisory Board quorum is final.
- C. The remainder of the members shall be members of business, industry, labor, religious, public interest, education, or other major groups with interests in DuPage County.

Section 2 **Appointment** A. The DuPage County Board Chairperson shall, as required by law, designate the public officials as set forth in Section 1A. above. Notice of designation of said public officials shall

be provided to the Advisory Board upon designation. In the event that a designated elected public official selects a representative as set forth in Section 1 A. above, notice thereof shall be provided upon selection to the Advisory Board.

B. Selection of newly appointed members of the Advisory Board, except those appointed under Section 1A. above, will be confirmed at the next regularly scheduled meeting where a quorum is present.

Section 3 Terms Terms for Advisory Board members shall be at the discretion of a majority vote of the Advisory Board.

Section 4 Resignations, Removals, Vacancies Any Private Sector or Client Sector member may resign by filing a written resignation with the CSBG Coordinator or the Chairperson of the Advisory Board. The resignation notice must be dated and indicate the last day of service to the board and should include a replacement name if the member represents an organization.

A member who represents the Private Sector or Client Sector, may be removed from the Advisory board for the following causes: 1) nonattendance at three (3) consecutive regularly scheduled meetings within one (1) fiscal year; 2) any breach of the DuPage County Ethics Ordinance, or any amendment or successor ordinance thereto; and or 3) failure to complete the Open Meetings Act training within ninety (90) days of notification by the CSBG Coordinator.

When a vacancy occurs due to a resignation, death, or removal, of any member, the CSBG Coordinator will notify the Advisory Board and find a replacement for their membership category within thirty (30) days. Advisory Board vacancies shall be filled within 30 days or by the next Advisory Board meeting whichever comes first.

Section 5 Leave of Absence Upon receipt of a written request for a leave of absence, the Advisory Board may grant a member a leave of absence. If the leave of absence causes an undue burden to the Advisory Board or hinders the furtherance of its goals and objectives, the Advisory Board may elect to consider the leave of absence a temporary vacancy and fill that vacancy with the term of the temporary office expiring upon return of the member taking the leave of absence.

Section 6 Policies A. The Advisory Board adopts, and its directors and officers are subject to, the provisions of the Ethics Ordinance of the County of DuPage, OFI-001-4 approved May 11, 2004 as may be amended from time to time. If OFI-001-4 is repealed in its entirety, the Advisory Board directors and officers will be subject to any ethics ordinance passed by the County in its place. Advisory Board Members must also complete the online ethics training and provide the completion certificate to the CSBG Coordinator annually.

B. All Advisory Board members, as defined by the By-Laws, shall submit an annual Statement of Economic Interest to the DuPage County Clerk by the date as defined by the Clerk.

C. All Advisory Board members, as defined by the By-Laws, shall complete the Open Meetings Act training within ninety (90) days of joining the Advisory Board. The Advisory Board member

must provide a certificate of completion of the online training to the CSBG Coordinator. Advisory Board members may be asked to complete the training bi-annually.

Article IV: Officer

The Officer of the Advisory Board shall be a Chairperson. The Chairperson shall perform the duties prescribed by law, these bylaws and by the parliamentary authority adopted by the Advisory Board.

1. Election and Term of Office: The office of Vice Chairperson shall be elected at the October meeting in even numbered years by the membership of the Advisory Board at the annual meeting.
2. Chairperson: The Chairperson shall be the principal officer of the Advisory Board and shall supervise and expedite implementation of all appropriately related activities, policies and procedures adopted by the Advisory Board. He or she shall preside at all meetings of the Advisory Board and shall act as liaison between the Advisory Board, DuPage County officials and County Board members, and the Illinois Department of Commerce and Economic Opportunity. He or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Advisory Board from time to time.
3. Vacancies: An officer vacancy because of death, resignation, removal, disqualification, or otherwise, shall be filled for the remaining portion of his or her term in accordance with Article III.

Article V Executive Committee

The Advisory Board may appoint an executive committee of at least three (3) persons from the membership of the Advisory Board. The Executive Committee shall have the general supervision of the affairs of the Advisory Board between business meetings. This committee must fairly reflect the composition of the full Advisory Board in terms of representation of public officials, the poor, and other groups and interests.

The quorum requirement for the Executive Committee meeting must be at least fifty percent (50%) or more of the total membership or one fewer number of the committee.

1. Term of Office: Each member of this or any committee shall serve as such until the next annual meeting of the members of the Advisory Board and until his or her successor is appointed, unless such member shall cease to qualify as a member thereof.
2. Chairperson: One member of this or any committee shall be appointed Chairperson by the Chairperson of the Advisory Board.

3. Vacancies: Vacancies in the membership of this or any committee may be filled by appointments made at a regular Advisory Board meeting in the same manner as provided in the case of the original appointment.
4. Quorum: Unless otherwise provided by resolution of the Advisory Board forming the Executive or any other committee, fifty percent (50%) of the whole committee shall constitute a quorum. Any action taken during a meeting in which a quorum exists shall be deemed a properly voted act of that committee.

Article VI: Notices

All notices shall be sent electronically unless otherwise requested. Such notices shall state the place, day and hour of any meeting of the Advisory Board, the Executive Committee, and or Special Meeting of the Advisory Board. Notice of any meeting shall be given at least three (3) days prior thereto. Nothing in this article shall preclude the transmittal of notices by U.S. Mail, fax or personally.

The business and purpose of any regular or special meeting of the Advisory Board shall be specified in the notice of such meeting.

All meetings, general or special, and all committee meetings are open to the public except for closed sessions in accordance with exceptions as provided by law, pursuant to the Illinois Open Meetings Act (5 ILCS 120/1 et seq.)

Article VII: Other Committees

The Advisory Board may appoint other committees, standing or special, from the membership of the Advisory Board for policymaking, planning or advisory functions. These committees shall fairly reflect the composition of the representative Advisory Board.

Committee terms of office, chairperson appointment, vacancy, quorum and notice requirements shall be consistent with subsections 1-5 of Article V. above.

Article VIII: Meetings & Procedures

Section 1 Meeting The Advisory Board shall meet not less than four (4) times per year. The annual meeting will be held in July. The Advisory Board shall determine meeting times and locations.

Section 2 Voting Powers All Advisory Board members, including the Chairperson shall have the right to vote and to participate regarding all matters which properly come before the Advisory Board. Each member present at the meeting shall be entitled to cast one vote on each motion before the Advisory Board. Voting by proxy is not permitted at meetings of the Advisory Board or of its committees. Unless specifically prohibited by the articles of incorporation or these bylaws, advisory board members may participate in and act at any meeting of such board or committee using a conference telephone or other communications equipment by

means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating. Further, votes casted electronically either via conference telephone or other communications equipment are considered binding votes.

- Section 3 Special Meetings of the Advisory Board may be called by written request of five (5) members or at the request of the Chairperson of the Advisory Board. The person or persons calling special meetings of the Advisory Board may designate any place within DuPage County as the place for holding any special meetings of the Advisory Board.
- Section 4 Quorum One third (1/3) of the filled seats on the Advisory Board shall constitute a quorum for the transaction of business at any meeting of the Advisory Board, provided, that if less than a majority of the Advisory Board members are present at said meeting, a majority of the Advisory Board members present and voting may adjourn the meeting.
- Section 5 Manner of Acting The act of a majority of the Advisory Board members present at a meeting, at which a quorum is present, shall be the act of the Advisory Board, except where otherwise provided by law or by these By-Laws.
- Section 6 Compensation Advisory Board members shall serve without compensation. Advisory Board members may be reimbursed for travel expenses related to board duties or training. Reimbursement may include mileage, meals/per diem, registration fees, hotel/motel fees, and other travel related expenses.
- Section 7 Minutes The Advisory Board shall keep written minutes for each meeting, which will include a record of attendance and a record of votes on all motions. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request at a cost as provided by law.
- Section 8 Books & Records The DuPage County Department Community Services shall provide one (1) or more persons to provide services of a meeting secretary and record keeper for the Advisory Board.
The person(s) shall do the following:
1. Keep the minutes of the meeting
2. Expedite delivery of mailing or emailing of all notices
3. Be custodian of Advisory Board records
4. Perform all such duties as may be assigned to him or her from time to time by the Chairperson or the Advisory Board.
- Section 9 Parliamentary Procedure The rules contained in the most current edition of Robert's Rules of Order shall govern the convention of the Advisory Board in all cases to which they are applicable, where they are not inconsistent with the bylaws of the Advisory Board.
- Section 10 Adequate Pursuant to the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et.seq., hereinafter the "Act"), in the event a low-income individual, community organization,

Representation religious organization, or a representative thereof, believes to be inadequately represented on the Advisory Board, then such individual, organization or representative may, in writing, sent certified mail, return receipt requested, to the Chairperson, Community Service Block Grant Advisory Board DuPage County, 421 N. County Farm Road, Wheaton, IL, 60187, request that the Advisory Board accepts such written notice as a Petition for Adequate Representation.

Such written notice, to be deemed a Petition for Adequate Representation, must contain at a minimum, the following information:

1. The name, address, and telephone number of the individual, organization, and or representative submitting said Petition, and if by a representative, the relationship to the individual or organization in which said representative is acting.
2. A detailed description of the facts upon which the petitioner relies in making the request for representation.

Upon receipt, the Board Chairperson shall cause the petition to be added as an item under New Business on the Agenda of the next regularly scheduled meeting of the Advisory Board. If upon review be the Advisory Board it is determined that the petitioner is already adequately represented, then the Advisory Board Chairperson shall cause to be sent to the petitioner a reply so stating.

Should the Advisory Board find that the petitioner is not adequately represented as required by the Act, The Advisory Board shall, subject to the availability of a vacancy on the Board, and the willingness of someone to serve on the Advisory Board, make or cause to be made such addition as may be appropriate hereunder.

Article IX: Fiscal Year

The fiscal year of the organization shall run concurrently with that of the Illinois Department of Commerce and Community Affairs, January 1st through December 31st.

Article X: Amendments to Bylaws

These Bylaws may be amended at any regular meeting of the Advisory Board by a fifty percent quorum vote of seated members, provided that notice and content of proposed amendments are delivered or mailed to members of the Advisory Board not less than fourteen (14) days prior to such meeting.

Date Range of Report: 1/1/2016 to 3/31/2017- FIFTH QUARTER

Grant Number: 16-231028

CSBG Services Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete In Progress	Failed	Drop Out	Roll Over
DCDH	WP-1.2- Outreach		20	0.00%	15	0	15	0	0
	Community Services								
	S-1.2-1 Employment Counseling/Case Management		6	0.00%	7	0	7	0	0
	S-1.7-2 Transportation for employment		5	0.00%	5	0	5	0	0
	S-1.7-7 Child Care for Employment		5	0.00%	1	0	1	0	0
	S-2.2-1 Education Counseling		4	0.00%	2	0	2	0	0
	S-1.6-1 Job training in high-demand fields		5	40.00%	15	2	13	0	0
	WP-1.6- WIOA/WorkNet								
	WP-10.1- Training & Technical Assistance provided for Agency		2	100.00%	2	2	0	0	0
	WP-2.2- 360 Youth Services		28	10.71%	65	3	62	0	0
	S-1.2-1 Employment Counseling/Case Management		5	0.00%	22	0	22	0	0
	S-2.2-1 Education Counseling		18	11.11%	27	2	25	0	0
	S-2.2-2 Tutoring		5	20.00%	16	1	15	0	0
	S-2.7-1 Scholarships		10	90.00%	10	9	0	0	1
	S-3.7-1 Income Management Projects		19	631.58%	120	120	0	0	0
	WP-5.2- Basic Needs Rental/Mortgage Program		450	129.56%	583	583	0	0	0
	S-5.2-16 Emergency Clothing		200	146.00%	292	292	0	0	0
	S-5.2-17 Other Emergency Assistance		200	119.50%	239	239	0	0	0
	S-5.2-3 Rental Assistance		50	104.00%	52	52	0	0	0
	WP-5.4- Open Door		200	80.50%	161	161	0	0	0
	WP-5.6- Prairie State Legal Services		25	88.00%	22	22	0	0	0
	WP-5.7- Homeless Aid		88	129.55%	114	114	0	0	0
	S-5.7-1- Hope House		80	126.25%	101	101	0	0	0
	S-5.7-2- Midwest Shelter		8	162.50%	13	13	0	0	0
	WP-6.3- Food Pantries		2600	100.00%	2600	2600	0	0	0
	WP-7.1- I&R		4800	99.46%	4774	4774	0	0	0
	WP-8.5- FSS		87	44.83%	159	39	94	6	12
	WP-9.2- Medical or Dental Programs		247	110.93%	274	274	0	0	0
	S-9.2-1 Dental Assistance		200	122.50%	245	245	0	0	0
	S-9.2-2 Prescription Assistance		5	80.00%	4	4	0	0	0
	S-9.2-3 Medical/Medical Supply Assistance		30	6.67%	2	2	0	0	0
	S-9.2-4 Eyeglass/Vision Assistance		2	0.00%	0	0	0	0	0
	S-9.2-5 Denture Assistance		10	230.00%	23	23	0	0	0

Date Range of Report: 1/1/2016 to 3/31/2017

Grant Number: 16-231028

Services No Characteristics Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Total Hours	Total Partnerships
DCDH	WP-10.1- Training & Technical Assistance provided for Agency WP-6.3- Food Pantries WP-7.1- I & R	S-10.1-1 Training and Technical Assistance provided for agency development.	2	100.00%	2	0	1
		S-6.3-1 Food Bank	2600	100.00%	2600	0	0
		S-7.1-1 Referred to or from other sources	4800	810.94%	38925	0	0

Date Range of Report: 1/1/2017 to 3/31/2017 - FIRST QUARTER

Grant Number: 17-231028

CSBG Services Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Complete In Progress	Failed	Drop Out	Roll Over
DCDH	WP-1.2- Outreach		17	0.00%	0	0	0	0	0
	Community Services								
	S-1.2-1 Employment Counseling/Case Management		6	0.00%	0	0	0	0	0
	S-1.7-2 Transportation for employment		5	0.00%	0	0	0	0	0
	S-1.7-7 Child Care for Employment		2	0.00%	0	0	0	0	0
	S-2.2-1 Education Counseling		4	0.00%	0	0	0	0	0
	S-1.6-1 WIOA/WorkNet	S-1.6-1 Job training in high-demand fields	5	0.00%	0	0	0	0	0
	WP-10.1-Training & Technical Assistance provided for agency development.		2	0.00%	0	0	0	0	0
	WP-2.2- 360 Youth Services	S-10.1-1 Training and Technical Assistance provided for agency development.	24	0.00%	0	0	0	0	0
		S-1.2-1 Employment Counseling/Case Management	5	0.00%	0	0	0	0	0
		S-2.2-1 Education Counseling	14	0.00%	0	0	0	0	0
		S-2.2-2 Tutoring	5	0.00%	0	0	0	0	0
		S-2.7-1 Scholarships	10	0.00%	0	0	0	0	0
		S-3.7-1 Income Management Projects	19	0.00%	0	0	0	0	0
		S-5.2-16 Emergency Clothing	425	21.65%	92	92	0	0	0
		S-5.2-17 Other Emergency Assistance	200	22.50%	45	45	0	0	0
		S-5.2-3 Rental Assistance	200	23.50%	47	47	0	0	0
		S-5.4-1 Case Management	25	0.00%	0	0	0	0	0
		S-5.2-11 Legal Assistance	200	14.50%	29	29	0	0	0
		S-5.7-1- Hope House	25	0.00%	0	0	0	0	0
		S-5.7-2- Midwest Shelter	88	28.41%	25	25	0	0	0
		S-6.3-1 Food Bank	80	28.75%	23	23	0	0	0
		S-7.1-1 Referred to or from other sources	8	25.00%	2	2	0	0	0
		S-8.5-1 Intensive case management	2600	0.00%	0	0	0	0	0
		S-9.2-1 Dental Assistance	4800	23.42%	1125	1125	0	0	0
		S-9.2-2 Prescription Assistance	58	0.00%	30	30	0	0	0
		S-9.2-3 Medical/Medical Supply Assistance	225	0.00%	0	0	0	0	0
		S-9.2-5 Denture Assistance	185	0.00%	0	0	0	0	0
			5	0.00%	0	0	0	0	0
			30	0.00%	0	0	0	0	0
			5	0.00%	0	0	0	0	0

Date Range of Report: 1/1/2017 to 3/31/2017-FIRST QUARTER

Grant Number: 17-231028

Services No Characteristics Report

Agency	Work Program	Service Program	Proposed Served	Percent Complete	Persons Served	Total Hours	Total Partnerships
DCDH	WP-7.1-1 & R	S-7.1-1 Referred to or from other sources	4800	206.21%	9197	0	0

**CSBG FY16
BUDGET AND EXPENDITURE REPORT**

	FY16 BUDGET	FY16 MODIFIED	FY16 YTD EXPEND	FY16 UNSPENT
PROGRAM SUPPORT				
SALARY & FRINGE BENEFIT	527,009.00	497,257.90	351,854.71	145,403.19
OFFICE SUPPLIES	1,500.00	7,169.00	6,106.77	1,062.23
TRAVEL	7,500.00	8,956.21	6,723.21	2,233.00
DUES	6,000.00	9,080.10	9,080.10	0.00
SEMINARS	6,000.00	7,840.00	2,815.00	5,025.00
TELECOMMUNICATIONS	1,750.00	1,750.00	1,412.41	337.59
REPEAT BOUTIQUE	4,500.00	4,500.00	4,500.00	0.00
MIDWEST SHELTER FOR HOMELESS VETERANS	20,000.00	20,000.00	20,000.00	0.00
FINANCIAL COUNSELING	44,885.00	44,885.00	44,885.00	0.00
360 YOUTH	25,000.00	25,000.00	25,000.00	0.00
PRAIRIE STATE LEGAL	20,000.00	20,000.00	10,228.92	9,771.08
EMERGENCY SHELTER HOPE HOUSE	0.00	50,000.00	50,000.00	0.00
DUPAGE FEDERATION-OPEN DOOR	0.00	10,000.00	10,000.00	0.00
FOOD PANTIRES	0.00	30,000.00	30,000.00	0.00
WEST SUBURBAN CAR SEAT PROGRAM	0.00	3,000.00	3,000.00	0.00
TOTAL PROGRAM SUPPORT	763,048.00	739,438.21	575,806.12	163,832.09
DIRECT CLIENT ASSISTANCE				
HOUSING ASSISTANCE	25,000.00	15,369.96	15,369.96	0.00
FAMILY SELF-SUFFICIENCY	12,500.00	22,130.04	18,163.81	3,966.23
PRESCRIPTION DRUGS	3,000.00	379.44	379.44	0.00
MEDICAL SUPPLIES	10,000.00	15,472.95	15,472.95	0.00
MEDICAL FEES	38,000.00	81,201.40	70,172.33	11,029.07
BASIC NEEDS/EMER SERV FURN ASST	0.00	250.00	250.00	0.00
HIGH TECH SCHOLARSHIPS	5,000.00	10,000.00	10,000.00	0.00
TOTAL DIRECT CLIENT ASSISTANCE	183,500.00	144,803.79	129,808.49	14,995.30
ADMINISTRATION				
AUDIT	7,000.00	0.00	0.00	0.00
FINANCIAL SERVICES ADMIN	25,000.00	31,744.00	31,744.00	0.00
MEETING EXPENSES		235.27	235.27	0.00
POSTAGE		20.73	20.73	0.00
TOTAL ADMINISTRATION	32,000.00	32,000.00	32,000.00	0.00
SPECIAL-ALTERNATE USE				
JOB TRAINING/DUPAGE WORKNET	97,183.00	75,000.00	57,363.82	17,636.18
Outreach Community Services	0.00	45,000.00	22,500.00	22,500.00
T & TA	5,000.00	5,000.00	5,000.00	0.00
TOTAL SPECIAL-ALTERNATE USE	102,183.00	125,000.00	84,863.82	40,136.18
TOTAL	1,080,731.00	1,041,242.00	822,278.43	218,963.57