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, Vanessa Roth, Millie Rodriguez, Christina LePage, Molly Howieson, Don Davia, Kathleen McNamara, Laurel Bowen and Jamie Pacis.

ABSENT: Elizabeth Chaplin, Robert Larsen, Sam Tornatore, Amy L. Grant, Tonia Khouri, Gary Grasso, and Angela Bentsen.

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 October 25, 2017 meeting minutes. Vanessa Roth made a motion to approve the minutes, Laurel Bowen seconded the motion, and all voted aye. The motion was carried.

5. REPORTS – GINA STRAFFORD-AHMED/LISA HAMILTON

Lisa Hamilton went over the 4th quarter 2017 CSBG Services Report and detailed each programs progress and accomplishments. Lisa Hamilton briefly explained how services and outcomes are tracked and reported through STARS. Section G Program Participant Characteristics Report was also provided which represents demographics of all individuals served through the Community Services Bock Grant (CSBG) for Grant year 2017. Handouts provided.

6. BUDGET REVIEW – GINA STRAFFORD-AHMED

Gina Strafford-Ahmed reviewed the CSBG 2017 Budget and Expenditure Report. Handouts provided. Gina Strafford-Ahmed explained some of the 2017 grant money would be rolled over to the 2018 grant. This is due to the change in the CSBG Grant from 18-month grant to a 12-month grant and several sub-grantees did not expend all their funds.
7. **OLD BUSINESS**

Gina Strafford-Ahmed reviewed the results from the Board Self-Assessment. Handouts provided. The following questions were reviewed because the results indicated disagreement or high number of neutral responses:

- **Question 4:** “The Advisory board meetings are well attended, with near full turnout at each meeting.” The Board brainstormed suggestions on how to increase participation in meetings such as holding meetings on another day or at different times.
- **Question 6:** “Advisory board members are familiar with and understand the major programs and services offered by the department.” Gina Strafford-Ahmed encouraged board members to come visit the Community Services Department to learn more about the programs offered or to provide suggests on which agencies the board would like to hear about.
- **Question 7:** “Newly elected/appointed board members receive adequate orientation to their role and what is expected of them.” Gina Strafford-Ahmed reviewed the orientation process and encourage Board Members to reach if they have any questions regarding their duties.
- **Question 16:** “The board make up is diverse with experience, skills, ethnicity, gender, denominations and age group.” The Board discussed adding additional members who have received services from one of the agencies or benefited from the CSBG grant.

8. **NEW BUSINESS-GINA STRAFFORD-AHMED**

Gina Strafford-Ahmed advised the Board we have an opening; Angela Bentsen is no longer with Metropolitan Family Services. Gina Strafford-Ahmed will be reaching out to Metropolitan Family Services to see if they will be electing a new member to sit on the CSBG Board.

Kara Murphy and Denise Martinez from DuPage Health Coalition presented on the new Dispensary of Hope Program. This new pharmacy program is in partnership with DuPage County, Dupage Health Coalition and the Kenneth Moy Care Center. Dispensary of Hope is a national charitable medication distributor who receives donations from medication manufacturers and redistributes these donations back to the affiliate program. The program is free of charge. To qualify an individual must be uninsured, meet income guidelines and have a valid prescription. The program is located at the Kenneth Moy Care Center Pharmacy. Handouts provided.

Sarah Troll from Impact DuPage provided an overview of how the 2018 CSBG Community Needs Assessment will be conducted. The 2018 assessment will include client surveys, focus groups, stakeholder surveys and quantitative data on poverty. Surveys will be available online and in paper version. It’s anticipated the client surveys will be collected between February 1, 2018 through March 31, 2018. Sarah will be contacting agencies and providing instructions on how to collect the client survey data. Results are anticipated to be available at the July 11, 2018 CSBG Advisory Board meeting. Handouts provided.
9. **FUTURE AGENDA ITEMS**

None

10. **BOARD MEMBER COMMENTS**

Molly Howieson mentioned that Bridge Communities still has some openings in their program.

11. **INFORMATIONAL ITEMS**

None

12. **ADJOURNMENT**

Kristin Sheffield called for a motion to adjourn the meeting, Laurel Bowen made the motion to adjourn, Vanessa Roth seconded the motion, and all voted aye. The motion was carried. There being no further business, the meeting was adjourned at 10:00 AM.

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**2018 MEETING DATES**
April 11, 2018, July 11, 2018 and October 24, 2018