DUPAGE COUNTY
CSBG ADVISORY BOARD
DRAFT FINAL MINUTES

April 11, 2018

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, Nicole Cameron, Millie Rodriguez, Molly Howieson, Don Davia and Laurel Bowen.

ABSENT: Elizabeth Chaplin, Robert Larsen, Sam Tornatore, Amy L. Grant, Tonia Khouri, Gary Grasso, Vanessa Roth, Christina LePage, Jamie Pacis and Kathleen McNamara.

Nicole Cameron, Metropolitan Family Services DuPage Head Start Program, was introduced by Kristin Sheffield, to replace Angela Bentsen as a member of CSBG Advisory Board. Kristin Sheffield requested a motion to appoint Nicole Cameron to the CSBG Advisory Board, Laurel Bowen motioned, seconded by Millie Rodriguez, all ayes. The motion was carried.

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 10, 2018 meeting minutes. Molly Howieson 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 1st quarter 2018 CSBG Services Report and detailed each programs progress and accomplishments. Lisa Hamilton briefly explained how services and outcomes are tracked and reported through STARS. Handouts provided.

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

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

Gina Strafford-Ahmed advised the Board that the Needs Assessment survey is completed and in the process of being reviewed and tallied. Currently, focus groups are being held throughout the county and this data will be included in the completed Needs Assessment. The 2018 assessment will include client surveys, focus groups, stakeholder surveys and quantitative data on poverty. The 2018 Needs Assessment will be presented the July 11th meeting.

8. NEW BUSINESS-GINA STRAFFORD-AHMED

Christine Madsen of Midwest Shelter presented information about the services/programs offered at Midwest Shelter for Homeless Veterans. Midwest Shelter is a non-profit agency that provides housing, supportive services and community outreach to help homeless and at-risk veterans and their families achieve self-sufficiency. Midwest Shelter operates on a vision of no veteran left behind due to homelessness, joblessness, poverty and/or mental health issues. A couple of the programs Midwest Shelter offers are:

1) LCLP, Nicholas Larson Home: Transitional housing and supportive services for homeless vets.
2) SSgt. Robert Miller Home: Affordable housing and supportive services for low-income male veterans.
3) Tammy’s Trace: Affordable housing and supportive services for low-income female veterans.
4) Freedom Harbour: Permanent supportive house for chronically homeless veterans.
5) Supportive Services for Veterans Families: Housing stabilization services for low-income homeless and at-risk veteran households.
6) Veteran’s Employment Program: Job readiness and employment services for veterans.
7) Capt. Kevin C. Landeck Freedom Commissary: Clothing, household items and basic needs of low-income veterans provided at no charge.
8) Community Outreach: Outreach and engagement to homeless veterans.

Lisa Hamilton stated the CSBG Scholarship Night will be held on Wednesday, April 18 and the last day to apply for the 2018 CSBG Scholarship is May 4. Currently, we have 5 applicants who have applied and are pending documentation. Lisa Hamilton asked the Board for volunteers to review applicant’s packets- Millie Rodriguez, Mollie Howieson, Kristin Sheffield and Kathleen McNamara all agreed to volunteer and review the Scholarship.

Gina Strafford-Ahmed advised the Board that they will be hosting R.O.M.A. trainings for the Subgrantees this summer. The Board will be advised of the dates if they would like to attend the training.

Gina Strafford- Ahmed advised that one of the CSBG Organizational Standards requires DuPage County Community Services to have a Risk Assessment Policy. Gina Strafford-Ahmed asked the Board to review the two samples that were provided and if the Board has any suggestions or recommendations to let her know before the next Board meeting.
Gina Strafford-Ahmed went over a draft of the CSBG Advisory Board Member Position Description. The purpose of the job descriptions is to help alleviate confusion over the role and responsibilities of a CSBG Advisory Board Member. Gina Strafford -Ahmed asked the Board to review the draft and email her with any questions or concerns so it can be voted on at the July 11th meeting.

9. **FUTURE AGENDA ITEMS**

Kristin Sheffield requested that WorkNet come to a meeting to review their program that CSBG will fund for 2018 year.

Gina Strafford-Ahmed stated that the scholarship award winners will be invited to attend the July 11, 2018 meeting.

Then 2018 Needs Assessment will be present at the July Meeting and will require Board Approval. Gina Strafford-Ahmed invited the Board to visit the Community Services Department to our programs in action.

10. **BOARD MEMBER COMMENTS**

Kristin Sheffield mentioned there was an employee of Illinois Department of Rehabilitation Services who may be interested in joining the CSBG Advisory board. Gina Strafford-Ahmed asked Kristin to invite the employee to the next meeting and we can explore options if he is interested in joining.

11. **INFORMATIONAL ITEMS**

None

12. **ADJOURNMENT**

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

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