1. **CALL TO ORDER**

8:30 AM meeting was called to order by Kristin Sheffield at 8:37 AM.

2. **ROLL CALL**

PRESENT: Kristin Sheffield, Nicole Cameron, Vanessa Roth, Christina LePage, Jamie Pacis, Molly Howieson and Kathleen McNamara.

ABSENT: Elizabeth Chaplin, Robert Larsen, Sam Tornatore, Amy L. Grant, Tonia Khouri, Millie Rodriguez, Don Davia and Laurel Bowen.

3. **PUBLIC COMMENTS AND CONCERNS**

No public comments were received at this meeting.

4. **CSBG SCHOLARSHIP PROGRAM**

Lisa Hamilton, Bridget James and Jennifer Komis presented to the Board two, of the thirteen recipients of CSBG Scholarship Program. Kathy Yun will be attending Loyola University in Chicago and majoring in Neuroscience, Kathy plans to use the Scholarship for the cost of her tuition, meal plans and school supplies. Kathy Yun thanked the Board for their generosity and opportunity to apply for the Scholarship. Daje Barber will be attending G Skin and Beauty Institute in Oak Brook and majoring in Cosmetology, Daje plans to use the Scholarship to help cover the cost of tuition. Daje Barber thanked the Board for the Scholarship. Lisa Hamilton explained that 17 recipients applied and 13 were awarded and four didn’t provide all the document that were required for the CSBG Grant. The CSBG Board offered congratulations to the Scholarship recipients and wished them well on their studies and future endeavors.

5. **APPROVAL OF MINUTES**

Kristin Sheffield called for a motion to approve the April 11, 2018 meeting minutes. Nicole Cameron made a motion to approve the minutes, Molly Howieson seconded the motion, and all voted aye. The motion was carried.

6. **REPORTS – GINA STRAFFORD-AHMED/LISA HAMILTON**

Lisa Hamilton went over the 2nd quarter 2018 CSBG Services and Outcomes Report detailing each Work program’s progress and accomplishments. Lisa Hamilton briefly explained how services and
outcomes are tracked and reported through the STARS system. Lisa Hamilton explained this grant year WorkNet DuPage has two work program which includes a new pilot program; Ramp Up. The Ramp Up program objective is to help people in recovery obtain manufacturing skills to begin a higher-paying career. The program is in conjunction with several community partners including the Health Department, College of DuPage, Community Services and Just DuPage. The program will begin spending funding with the anticipated start date this fall. Lisa Schvach from WorkNet DuPage will be attending the October board meeting to discuss the program in more detail.

Gina Strafford-Ahmed explained The DuPage Federation’s Open Door Program has closed due to state budget cuts. DuPage County Health Department and Community Services are now providing staff at the Department of Human Services office in Naperville. Health Department staff will be there Monday, Wednesday and Friday 8:00-4:30. Community Services I&R staff will provide Intake and Referral services Tuesday & Thursday 9:00-2:00.

7. **BUDGET REVIEW – GINA STRAFFORD-AHMED/MICHELLE TUNK**

Michelle Tunk reviewed the 2018 Budget and Expenditure Report. Michelle Tunk explained that we are doing well with the most of the spending and are allowed some carry overs and advised the Board that sometimes that is anticipated with the budget. Handouts provided.

8. **STRATEGIC PLAN/INITIATIVES UPDATE**

Mary Keating reviewed and explained Community Service’s Strategic Initiatives. Over the last year, the department has focused on improving our customer service and sharing information across the units. A coordinated customer satisfaction survey was developed and the data from this survey showed 93% of the clients we served were satisfied with our customer services. One of the biggest accomplishments was successfully merging Information and Referral (for under 60 clients) and Information and Assistance (for over 60 clients) into one unit Intake and Referral. Mary Keating was pleased to announce that all Community Service staff are now Mental Health First Aid trained to increase awareness and responsiveness to clients with mental health challenges. Mary Keating also reported that CRIS (Community Resource Information System) database usage is up about 30% from previous years.

9. **2018-2020 CSBG NEEDS ASSESSMENT**

Sarah Troll and Scott Kaufmann, DuPage County Health Department, gave a detailed summary of the DuPage County CSBG needs assessment and noted that housing, finances, transportation and full-time employment needs are at the main areas of need within our community. Sara Troll explained overall, poverty rates in DuPage County remain below state and national rates, but the poverty rate has increased over the last decade. The increased can be somewhat attributed to the population size of the County and under-employment. The Board requested the information reported by zip code be moved to the appendix to make the document reader friendly. The final report will be posted on the DuPage County website and Impact DuPage website as well. The report will be sent to all the stakeholders, CSBG Board members and CSBG Sub-grantees once it has been finalized.

Board members were asked if they have any ideas or suggestions on how we can better touch those living in poverty and how to help them be more self-sufficient to email Gina Strafford-Ahmed. Gina Strafford-Ahmed stated that the Board will vote on the needs assessment at the October’s meeting.
10. **2019 COMMUNITY ACTION PLAN AND BUDGET**

Gina Strafford-Ahmed went over her recommendations for 2019 proposed budget and the Community Action Plan. The discussion included each work program’s services, successes and funding requests. Gina Stratford-Ahmed also mentioned to keep in mind the grant can be modified once implemented. Modifications are usually done early in the grant year.

Kristin Sheffield asked for a motion to approve the 2019 Community Action Plan and 2019 Budget as presented, Kathleen McNamara made a motion to approve the 2019 Budget and Community Action Plan, Molly Howieson seconded the motion, and all voted aye. The Motion was carried.

11. **CSBG ADVISORY BOARD JOB DESCRIPTIONS**

Kristin Sheffield called for a motion to approve the CSBG Advisory Board job description. Christina LePage made a motion to approve the CSBG Advisory Board job description, Nicole Cameron seconded the motion, and all voted aye. The motion was carried.

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

Gina Strafford-Ahmed advised the Board she will be hosting R.O.M.A (Results Orientated Management and Accountability) training for the CSBG Sub-grantees on August 6, 2018 in room 3500 B from 9 am-12pm. If you would like to attend please let her know. Kristen Sheffield will send a staff person.

13. **FUTURE AGENDA ITEMS**

Lisa Schvach, from WorkNet DuPage, will present on the new Ramp Up program at the October meeting.

Finalize 2018 Needs Assessment at the October meeting.

Gina Strafford-Ahmed invited the Board to visit the Community Services Department to see our programs in action.

Set 2019 CSBG Board Meeting Dates.

14. **BOARD MEMBER COMMENTS**

Christina LePage advised the Board that the People’s Resource Center in Wheaton location will be closed for remodeling July 25-August 13, 2018. People’s Resource Center will be encouraging and redirecting clients to other food pantries.

15. **INFORMATIONAL ITEMS**

None
16. ADJOURNMENT

Kristin Sheffield called for a motion to adjourn the meeting, Molly Howieson made the motion to adjourn, Christina LePage seconded the motion, and all voted aye. The motion was carried. There being no further business, the meeting was adjourned at 10:01 AM.

2018 MEETING DATES:
October 24, 2018