1. **CALL TO ORDER**

8:30 AM meeting was called to order by Kristin Sheffield at 8:34 AM.

2. **ROLL CALL**

PRESENT: Kristin Sheffield, Vanessa Roth, Millie Rodriguez, Christina LePage, Molly Howieson, Don Davia, Kathleen McNamara, and Nicole Cameron.

ABSENT: Elizabeth Chaplin, Robert Larsen, Sam Tornatore, Amy L. Grant, Tonia Khouri, Laurel Bowen and 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 July 11, 2018 meeting minutes. Don Davia made a motion to approve the minutes, Vanessa Roth seconded the motion, and all voted aye. The motion was carried.

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

Lisa Hamilton went over the 3rd quarter 2018 CSBG Outcome/Service Report and detailed each programs progress. 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 2018 Budget and Expenditure Report. Michelle Tunk explained that most agencies have submitted their quarterly billing and on track to spend their funds by the end of the year. Michelle Tunk advised the board there will be some carry-over which is anticipated in line items such as Salary & Fringe Benefits. Handouts provided.

Gina Strafford-Ahmed explained the money remaining from DuPage Federation-Open Door Program was moved to the Basic Needs/Emergency Services/Furniture Assistance line. This funding will continue to be used for clients with unmet needs; same services the Open Door Program provided.
7. **OLD BUSINESS**

Gina Strafford-Ahmed advised the Board the 2018 CSBG Needs Assessment is completed and was sent out with the meeting packet. Kristen Sheffield asked if there were any questions or corrections. Hearing none; Kristen Sheffield called for a motion to approve the 2018 CSBG Needs Assessment. Molly Howieson made a motion to approve the 2018 CSBG Needs Assessment, Kathleen McNamara seconded the motion, all voted aye. The motion was carried.

Gina Strafford-Ahmed asked the Board Members for suggestions on how to improve the data collected for the Needs Assessment. Gina Strafford-Ahmed would like to explore more ways to garner the causes of poverty or what brought people to needing assistance. The Board suggested holding stakeholder focus groups, holding train the trainer sessions for staff who can assist with focus groups, reaching out to stakeholder meetings such as the Continuum of Care or Catholic Charities Community Connection meetings and including Needs Assessment Plan as an action item at each meeting.

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

Gina Strafford-Ahmed reminded the Board to complete the Self-Assessment which was send out via email before the meeting. Results will be presented at the January 9, 2019 meeting.

Lisa Schvach, Executive Director of WorkNet DuPage had hoped to be present for the meeting to go over the new RAMP UP program. Due to schedule conflict, she was unable to be at the meeting. Lisa Schvach provided an update on the program which Gina Strafford-Ahmed presented to the Board. The RAMP UP program is scheduled to begin classes this month and presently has 6 individuals who are enrolled. Classes will be held at the DuPage County Health Department’s Community Center Monday and Tuesday nights from 5:00p.m. to 7:30p.m with approximately 5 hours of independent study required per week. College of DuPage will be providing laptops for the duration of the course for any individuals who needs one.

Gina Stafford-Ahmed advised the Board that the CSBG grant was chosen for a Single Audit this year by the County’s external auditors and there were no findings. An email with the full audit results was sent out to all Board members in late summer.

The meeting dates for next year will be January 9, 2019; April 10, 2019; July 10, 2019 and October 16, 2019. The October meeting for 2019 was pushed back 1 week because of the opening of LIHEAP Program and the Columbus Day Holiday. Kristen Sheffield suggested moving the October 16, 2019 meeting to WorkNet DuPage location all members in attendance were in agreement with this suggestion.

9. **FUTURE AGENDA ITEMS**

Lisa Schvach, from WorkNet DuPage, will present on the new Ramp Up program at the January 9, 2019 meeting.

Results of the Board’s Self-Assessment.

Continued planning for future Needs Assessment.
Minutes
CSBG Advisory Board

Review of CSBG Advisory Board Bylaws.

10. **BOARD MEMBER COMMENTS**

Molly Howieson mentioned the Addison Public Library has an afterschool program for older kids that she was not aware of. Molly suggested having someone present on the program at future Board Meeting.

11. **INFORMATIONAL ITEMS**

Kathleen McNamara informed the Board that the Village of Carol Stream is having an Open House on October 27, 2018 to unveil the newly renovated Village Hall.

12. **ADJOURNMENT**

Kristin Sheffield called for a motion to adjourn the meeting, Vanessa Roth made the motion to adjourn, Molly Howieson seconded the motion, and all voted aye. The motion was carried. There being no further business, the meeting was adjourned at 9:45 AM.

**2018 MEETING DATES:**
January 9, 2019, April 10, 2019, July 10, 2019 and October 16, 2019