1. CALL TO ORDER

2. PUBLIC COMMENTS AND CONCERNS

3. APPROVAL OF MINUTES
   - CSBG Advisory Board – Regular Meeting – October 16, 2019- Action Item

4. REPORTS – LISA HAMILTON
   - Fourth Quarter 2019-Handout
   - CSBG State Audit

5. BUDGET REVIEW – LISA HAMILTON/ MICHELLE TUNK- Handout.

6. OLD BUSINESS
   - Results of the Board’s Self-Assessment
   - Development of Theory of Change

7. NEW BUSINESS
   - Needs Assessment Planning
   - Metropolitan Family Services Head Start- Needs and Family Assessment Results
   - Review of Community Services Customer Satisfaction Surveys 2019

8. FUTURE AGENDA ITEMS

9. BOARD MEMBER COMMENTS
   - Remember to complete the Ethics Training by 1/31/20

11. INFORMATIONAL ITEMS

12. ADJOURNMENT – NEXT MEETING April 8, 2020

2020 MEETING DATES:
April 8, 2020, July 8, 2020, and October 14, 2020

Please contact Jennifer Pitsenbarger at (630) 407-6421 or via email
Jennifer.Pitsenbarger@dupageco.org by January 3rd to confirm your attendance.
1. **CALL TO ORDER**

8:30 AM meeting was called to order by Kristin Sheffield at 8:39 AM.

2. **ROLL CALL**

PRESENT: Kristin Sheffield, Molly Howieson, Millie Rodriguez, Christina LePage, Don Davia and Nicole Cameron. Quorum met.

ABSENT: Jamie Pacis, Kathleen McNamara, Julie Renehan, Laurel Bowen, Vanessa Roth, Robert Larsen, Dawn DeSart, Sam Tornatore, Peter DiCianni and Grant Eckhoff.

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 10, 2019 meeting minutes. Nicole Cameron made a motion to approve the minutes, Molly Howieson seconded the motion, and all voted aye. The motion was carried.

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

Gina Strafford-Ahmed explained that most agencies have submitted their quarterly billing and are on track to spend their funds by the end of the year. Lisa Hamilton went over the 3rd quarter 2019 CSBG Summary Report which detailed each program’s progress and accomplishments so far for this grant year. Lisa Hamilton briefly reviewed the two new programs being funded this year under the modification; ChildServ and Wayne/Winfred Youth Family Services. Lisa Hamilton explained that one of the basic needs providers, St. Vincent DePaul, will no longer allow agencies to issue their vouchers. This will influence the projected number of people to be served under our Basic Needs work program. We will be monitoring the effect and may need to modify the number to be served for 2020. Gina Strafford-Ahmed explained that Agency Capacity Building Activities is not counting people served this is for the training of staff, CSBG Needs Assessment and annual update as well as the Community Services Annual Report. Handouts provided.
6. **BUDGET REVIEW – GINA STRAFFORD-AHMED**

Gina Strafford-Ahmed reviewed in detail the 2019 Budget and Expenditure Report for the 3rd quarter. Gina Strafford-Ahmed explained that most agencies have submitted their quarterly billing and are on track to spend their funds by the end of the year. ChildServ is the only agency who has not submitted billing as we have run into issues with qualify the participants in their program. We are continuing to work with the agency and hopefully funds will be spent by the end of the year.

7. **OLD BUSINESS**

Gina Strafford-Ahmed advised the Board the 2019 CSBG Needs Assessment Update is completed. Kristen Sheffield asked if there were any questions or corrections. Hearing none; Kristen Sheffield called for a motion to approve the 2019 CSBG Needs Assessment Update. Molly Howieson made a motion to approve the 2019 CSBG Needs Assessment Update, Christina LePage seconded the motion, all voted aye. The motion was carried.

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 January 8, 2020 meeting. Results will be presented and discussed at the January 8, 2020 meeting.

Gina Strafford-Ahmed provided a training for Board Members on ROMA and the Theory of Change. In 2020, the Board and staff will begin to work on developing a Theory of Change of DuPage County. PowerPoint Presentation provided.

9. **FUTURE AGENDA ITEMS**

   i. Results of the Board’s Self-Assessment.

   ii. Needs Assessment Planning

   iii. Metropolitan Family Services Head Start - Needs and family assessment results

   iv. Development of Theory of Change

   v. Review of Community Services Customer Satisfaction Surveys

10. **BOARD MEMBER COMMENTS**

Molly Howieson stated that Bridge Communities will be relocating to downtown Wheaton in the near future.

11. **INFORMATIONAL ITEMS**

Lisa Hamilton reminded everyone that LIHEAP opened October 1st for Seniors and Disabled individuals, November 1st will be for families with small children aged 6 or younger and December 1st is for anyone who is income eligible. Flyers were provided for agencies to bring back for distribution.
Next year’s CSBG Advisory Board Meeting dates have been set as follows: January 8, 2020, April 8, 2020, July 8, 2020 and October 14, 2020. All meeting will be held at DuPage County (421 N. County Farm Rd, Wheaton IL 60187) in room 350B. Gina Strafford-Ahmed will be sending out meeting invites to all members by the end of the year.

12. ADJOURNMENT

Kristin Sheffield called for a motion to adjourn the meeting, Millie Rodriguez made the motion to adjourn, Don Davia seconded the motion, and all voted aye. The motion was carried. There being no further business, the meeting was adjourned at 9:30 AM.

2020 MEETING DATES:

### Programs through CSBG

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Number Proposed to Enroll</th>
<th>Persons Serving</th>
<th>Complete In Progress</th>
<th>Failed</th>
<th>Drop Out</th>
<th>Rolled Over</th>
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## BUDGET AND EXPENDITURE REPORT

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<th>Program Support</th>
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### Direct Client Assistance

| Housing Assistance                        | 10,000.00   | 10,000.00     | 9,957.00        | 43.00        |
| Family Self-Sufficiency                   | 15,000.00   | 20,000.00     | 13,843.13       | 6,356.87     |
| Prescriptions/Supplies/Fees              | 2,500.00    | 2,500.00      | 471.93          | 2,028.07     |
| Basic Needs/EMER Serv Furn Asst          | 700.00      | 6,700.00      | 450.00          | 6,250.00     |
| Disaster Assistance                      | 10,000.00   | 15,453.00     | 325.00          | 15,128.00    |
| High Tech Scholarships                   | 10,000.00   | 10,000.00     | 10,000.00       | 0.00         |
| WIOA Job Training                        | 32,279.00   | 40,279.00     | 4,927.85        | 35,351.15    |
| WIOA Ramp Up                             | 35,000.00   | 35,000.00     | 25,530.00       | 9,470.00     |
| Total Direct Client Assistance           | 115,479.00  | 139,932.00    | 65,304.91       | 74,627.09    |

### Administration

| Direct Cost Staff                         | 26,000.00   | 26,000.00     | 16,824.34       | 9,175.66     |
| Copier Rental                            | 1,093.00    | 1,093.00      | 0.00            | 1,093.00     |
| Meeting Expenses                         | 497.00      | 497.00        | 496.47          | 0.53         |
| Total Administration                      | 27,590.00   | 27,590.00     | 17,320.81       | 10,269.19    |

**Total**                                   | 1,050,028.00| 1,178,567.00 | 793,266.18      | 385,320.82   |
The National Community Action Network Theory of Change

Community Action Goals

**Goal 1:** Individuals and families with low incomes are stable and achieve economic security.

**Goal 2:** Communities where people with low incomes live are healthy and offer economic opportunity.

**Goal 3:** People with low incomes are engaged and active in building opportunities in communities.

Services and Strategies

- Employment
- Education & Cognitive Development
- Income, Infrastructure & Asset Building
- Health/Social Behavioral Development
- Housing
- Civic Engagement & Community Involvement

Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

Performance Management

**How well does the network operate?**

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

**What difference does the network make?**

- Individual and Family National Performance Indicators
- Community National Performance Indicators

A national network of over 1,000 high performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.

This publication was created by NASCSP in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number 90ET0451.
Two Different Approaches

More Basic Services

OR

Basic Services

Self Sufficiency

Improved Quality Of Life

Improved Living Conditions

Asset Accumulation

Jobs

Education & Training

Health Care Prevention/Treatment

Advocacy

Basic Services


AMERICA'S POVERTY FIGHTING NETWORK
What is our mission?
What do you expect will change?

The Results Oriented Management and Accountability Cycle

Assessment
Community needs and resources, agency data

Evaluation
Analyze data, compare with benchmarks

Planning
Use agency mission statement and assessment data to identify results and strategies

Achievement of Results
Observe and report progress

Implementation
Services and strategies produce results
The National Community Action Network Theory of Change

Community Action Goals

Goal 1: Individuals and families with low incomes are stable and achieve economic security.

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Goal 3: People with low incomes are engaged and active in building opportunities in communities.

Services and Strategies

Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maintain involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

Performance Management

How well does the network operate?

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

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Economic Security Corporation Local Theory of Change

Assumptions

- Everyone can get help
- ESC has comprehensive services to provide
- People can’t have help and ESC can’t help
- ESC can determine the conditions of poverty in SW Missouri
- Neighbors are suffering
- ESC has opportunity to share in helping neighbors achieve and sustain

Services/Strategies

Outcomes

- Increased engagement (HAI)
- Increased engagement in community
- Increased revenue to support community
- Increased and equipped with medical payment options
- Increased knowledge of agency program impacts and needs
- Higher employee satisfaction
- Greater access to funding
- Established communications strategy
- Established community engagement

- Increased volunteerism and community engagement
- More long-time employees opportunities
- Increased early healthy, affordable energy efficient housing units

Bread Agency Goals

- Children are ready for school
- Families are ready to engage
- The agency is ready to support
- The community is ready to invest

Vision: A thriving community of neighbors that is free from poverty

Mission: To provide comprehensive services that meet the needs and social opportunities to eliminate the conditions of poverty and help neighbors achieve self-sufficiency.
What is Your Mission?

The mission statement of your organization is the first consideration when identifying your agency's Theory of Change.
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.

The Essence of Who You Are

- A Mission Statement contains the essence of who you are, as an agency
  - After reading your Mission Statement, someone should know what your agency believes about poverty and what the long term goals (changes) your agency will achieve
  - Anyone should also know who you serve and if you have connections with others in the community
Antipoverty Mission

- What needs that have been identified do you think you are able to address?

- How will addressing specific needs which align with the overall anti-poverty mission of the CSBG funding?

Definitions – Beyond FPL

Poverty Defined:
- "the state of one who lacks a usual or socially acceptable amount of money or material possessions"
  – Webster's Dictionary

- "[when someone's] resources are so seriously below those commanded by the average individual or family that they are, in effect, excluded from ordinary living patterns, customs and activities" - Professor Peter Townsend, the leading authority of the last 50 years on UK poverty
"Individuals, families, and groups in the population can be said to be in poverty when they lack the resources to obtain the type of diet, participate in the activities and have the living conditions and amenities which are customary or at least widely encouraged or approved in the societies in which they belong."

---

**Social Exclusion**

**Your Neighborhood Matters**

Research has shown a correlation between where you live as a child and your opportunities to achieve economic success as an adult:

- **One response**: Policy makers intend to reduce concentrations of poverty by enhancing the social mix of neighborhoods.

- **Another response**: assure that low income communities have access to resources.
The Economic Costs of Poverty

We need to think about the economic impact of poverty on society. Here are a couple areas to consider:

- Delayed health care results in higher treatment costs that are passed onto everyone through increased health care premiums.
- Maintaining shelters for persons who are homeless is an approach that is expensive and hardly addresses the immediate problem, let alone the long-term problems these individuals and families face.

Poverty in one neighborhood affects the overall economic prosperity of the larger community around it.

- Increased crime in unsafe neighborhoods leads to lack of productivity of the residents of that community:
  - This includes such things as lower graduation rates, reduced participation in the workforce and decreased economic output.

- Underdeveloped human capital creates needs which put a strain on government resources.
Different Kinds of Poverty

Some things to think about:
- Lack of resources in different life domains, may produce different poverty experiences
  - Is there a single domain that is outside the norm or is there an accumulation of problematic situations in multiple domains?
- How does severity of the poverty experience impact on opportunities for mobility?
- Does the length of time matter?
- Was there a “Poverty producing event” (death of wage earner, divorce, disaster)
- Consider the trend of increased “in-work poverty”

What Can You Change or Maintain?

- Change is considered to be POSITIVE if it is an improvement in the lives of families and individuals or in the circumstances in the community
  - As you are considering your assumptions and identifying the problems that the needs assessment had brought to your attention, you have to think about what is in your power to change
- We also identify a NEUTRAL change when we have prevented something from getting worse
- Much of what Community Action Agencies do in our anti-poverty mission framework is to help families avoid a crisis so they can maintain a measure of stability
## Maintaining Stability

<table>
<thead>
<tr>
<th>Need Statement (f/a/c)</th>
<th>Outcome Statement (f/a/c)</th>
<th>Service 1 (f)</th>
<th>Service 2 (f)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Maintain food supply</td>
<td>Assistance with application for benefits or assistance with renewal of application</td>
<td>Tangible assistance (food box, rent payment, utility voucher, etc.)</td>
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<tr>
<td>At risk of loss of utility service</td>
<td>Maintain utility service</td>
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<td></td>
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<tr>
<td>At risk of eviction or foreclosure</td>
<td>Maintain housing</td>
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<td></td>
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<tr>
<td>At risk of loss of housing benefits (section 8, public housing)</td>
<td>Maintain housing</td>
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<td></td>
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<tr>
<td>At risk of loss of health insurance</td>
<td>Maintain health insurance</td>
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</tbody>
</table>

## How Will You Know?

- **What indicators** will measure progress towards the goals?
- **What evidence** will identify that the outcomes have occurred?
Two Different Approaches

More Basic Services

OR

Basic Services

Self Sufficiency
Improved Quality Of Life
Improved Living Conditions
Asset Accumulation

Jobs
Education & Training
Health Care Prevention/Treatment

Advocacy

Basic Services

SOUTHERN TIER KIDS ON TRACK
THEORY OF CHANGE

Inputs
- Community Awareness
- Family Awareness
- Child Development
- Education
- Training
- Health Care

Mandatory Activities
- Preventive Health
- Nutrition
- Regular Exercise
- Socialization
- Safety Awareness

Intermediate Outcomes
- Improved Health
- Improved Education
- Improved Social Skills

Social Impact
- Improved Quality of Life
- Increased Employment
- Decreased Crime
- Improved Economic Stability
Join us on this Road to Empowerment.

Through our work to eliminate poverty, Wayne MIKE empowers people and communities to be strong, healthy, and thriving.

A Grants Management Business Model

Head Start  
Outcome  
Indicators

Community Services  
Outcome  
Indicators

Housing  
Outcome  
Indicators

Weatherization  
Outcome  
Indicators
Consider the “big picture” relating to your agency’s goals and how you plan to achieve them.

- How does it all fit together to achieve outcomes?
GRANTS TO GET YOU CERTIFIED
You may be eligible for up to $10,000 in federal funding to:
- Upgrade your Skill Set
- Get Professional Certification

WORKSHOPS
- How to Write a Resume
- Online Job Searching
  - Interview Skills

JOB SEARCH ASSISTANCE
- Local Job Leads
- On The Job Training
  - Hiring Events

ADDITIONAL RESOURCES
- Computers with Internet
- Free Printing and Fax Machine
  - Expert Career Counselors

SPECIAL PROGRAMS FOR YOUTH
- Career Planning & Job Search Assistance
  - Paid Training, Internships & More

workNet DuPage
A proud partner of the American Job Center Network
"Since my experience with workNet, my life has improved drastically. On-the-job training continues and I am constantly improving my skills."

-Beth H. workNet DuPage Client

workNet DuPage
A proud partner of the American Job Center network

Home to several organizations helping people get back to work!

DuPage County Workforce Development Division
College of DuPage • Illinois Department of Employment Security
Illinois Department of Human Services / Division of Rehabilitation Services • SCSEP

2525 Cabot Drive, Suite 302 in Lisle, IL
(located near Pace bus routes: 714, 829, 888)

630-955-2030 / TDD 630-955-2098
WORKNETDUPAGE.ORG
MAKE YOUR WAY

Young Adults Ages 17-24
GET YOUR CAREER STARTED!

- PAID INTERNSHIPS
- HELP GETTING A JOB
- FREE ONE-TO-ONE CAREER PLANNING
- UP TO $10,000 IN TRAINING GRANTS & SCHOLARSHIPS

MYWAY 630.423.1486
630.955.2070

The workNet DuPage Career Center of DuPage County is an equal opportunity employer/program. Auxiliary aid and services are available upon request to individuals with disabilities.
Adultos jóvenes de 17-24 años
¡EMPIEZA TU CARRERA!

- PASANTÍAS PAGADAS
- AYUDA PARA CONSEGUIR UN TRABAJO
- PLANIFICACIÓN DE CARRERA GRATIS PERSONALIZADA UNO A UNO
- HASTA $10,000 EN BECAS DE ENTRENAMIENTO Y BECAS ACADÉMICAS

MYWAY 630.423.1486
630.955.2070