



# **DUPAGE COUNTY**

## **CSBG ADVISORY BOARD**

### **MINUTES**

**April 16, 2024**

**Regular Meeting**

**11:30 AM**

**3500-B  
421 NORTH COUNTY FARM ROAD  
WHEATON, IL 60187**

#### **1. CALL TO ORDER**

Meeting was called to order by Kristin Sheffield at 11:37 AM.

#### **2. ROLL CALL**

Kristin Sheffield called for a motion to allow those on zoom due to illness or family emergency to participate in the meeting. Paula Garcia made a motion to allow those on zoom to participate in the meeting, Kathleen McNamara seconded the motion, and all voted aye. The motion was carried.

PRESENT: Kristen Sheffield, Vanessa Roth, Sergio Martinez, Christina LePage, Molly Howieson, Kathleen McNamara, Lisa Horne, Lynn LaPlante, Greg Schwarze and Paula Garcia. Quorum Present

ZOOM: Don Davia and Wendy Williams

ABSENT: Michael C. Pesola, Michael L. Childress, Dawn DeSart, and Kari Galassi.

#### **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 16, 2024, meeting minutes Paula Garcia made a motion to approve the minutes, Greg Schwarze seconded the motion, and all voted aye. The motion was carried.

#### **5. REPORTS –LISA HAMILTON**

Lisa Hamilton went over the final number of families that were served with CSBG funding at the West Chicago Fire, 24 families, the total number was not available at the Januarys meeting.

Lisa Hamilton went over the 1<sup>st</sup> quarter 2024 CSBG Outcome Summary Reports. All programs have gotten off to a good start. She briefly explained in detail each program, the services offered and how progress is tracked. Lisa explained two programs are not showing people served; the scholarship program and Teen Parent Connection's pantry. She stated that the deadline for the Scholarship is

Friday, May 3<sup>rd</sup> so we will see those numbers on the next report. Teen Parent Connections (Pantry) did serve clients with the car seat program, but they did not submit their numbers for the pantry until after the report was prepared. Mary Keating asked what the numbers represented for the GardenWorks program. Lisa explained that those would be for the two gardens that will be opening this year, one garden will be in Willowbrook and the other in West Chicago. Additional gardens they are working on Colony Park (Carol Stream) and Green Trails (Carol Stream). Handouts provided.

#### 6. BUDGET REVIEW – GINA STRAFFORD-AHMED/DAVID BARNES

Gina Strafford-Ahmed reviewed in detail the 2024 CSBG Regular Grant Budget and Expenditure Report for the 1<sup>st</sup> quarter. She explained that the report was prepared before all invoicing was received. 360 Youth Services, Catholic Charities, and Teen Parent Connections came in after the report was prepared. As a reminder the Disaster Assistance funding is for water bills or if there is disaster in the County, but overall, we have a good start with spending the funds. Handout provided.

Gina Strafford-Ahmed reviewed the 2024 Budget and proposed modification. She explained the grant allows a carryover of up to 20% and we will hear from the State by the middle of the month the exact amount. We are not allowed to carry over the Special Funding for ROMA or T/TA. There is currently a short fall in Salary/Fringe because the 3% COLA was originally budgeted at 2% and additional insurance costs so modification funds will need to be used to cover these increases. In Office supplies/equipment additional funds are needed to cover a new survey tool we are working through the procurement process for. We over budgeted for Telecommunications and travel so some funds will be moved from this area. Additional funding will be needed in the Disaster program to sustain the need for water assistance and Gina suggested adding an additional \$15,000 to the scholarship program. Teen Parent Connections asked for additional funding for fathers' program and Outreach asked for additional funding, Gina advised both programs that this is a lean year but next year we may receive additional funding.

Kristen Sheffield called for a motion to approve the 2024 CSBG Modification as presented. Greg Schwarze made a motion to approve, Paula Garcia seconded the motion, and all voted aye. The motion was carried.

#### 7. OLD BUSINESS

Annual Board Assessment: Gina Strafford-Ahmed briefly went over the Board's Self-Assessment results. Gina Strafford-Ahmed encouraged any Board Member to take the time to meet with her or Lisa Hamilton to learn more about the Advisory Board or to visit the Intake and Referral Department. Gina explained that 5 members must be in attendance while zoom members are present in order to have a quorum for the meeting. Mary Keating suggested new members be given an overview of the difference between CDBG & CSBG, because some of the members may be getting the two mixed up. Handout provided.

Needs Assessment Planning: Lisa Hamilton explained that the focus groups will be starting soon and we are working together with the Community Development Department. Jennifer Komis, I&R Coordinator, has started reaching out about focus groups and has reached out to Head Start, CHAD, and PADS. The Client survey has rolled out and Lisa if each agency can have their clients fill out the survey. The goal is to have all the surveys done by middle of June and draft of the needs

assessment for the July Meeting. Age Guide just completed their assessment and we're hoping they will share their information. The deadline for the client survey is May 15<sup>th</sup>. If any Board members want to submit the surveys in paper form, Gina and Lisa stressed that we have staff members that can do the data entry and if anyone needs additional paper copies of the survey please let us know right away.

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

CSBG Scholarship: Lisa Hamilton asked the Board for volunteers to review/grade applicant's packets- Kathleen McNamara, Molly Howieson, Lisa Horne, Dawn DeSart and Paula Garcia all agreed to volunteer for the Scholarship review committee. Lisa Hamilton thanked the Board and stated the deadline to apply is May 3, 2024, and looking at a day in June to complete the grading.

Strategic Plan: Mary Keating encouraged all Board Members to read the new Strategic Plan. She gave an overview of how the strategic plan and highlighted each area it addresses. Kristen Sheffield called for a motion to approve the Strategic Plan as presented. Paula Garcia seconded the motion, and all voted aye. The motion was carried.

**9. 211**

Lisa Hamilton reviewed in detail the 211 DuPage 2024 First Quarter Summary Report. She explained that the text feature was officially launched April 1<sup>st</sup>, and now 211DuPage can communicate via phone, text and email. This report does not reflect the texting data as texting started after this quarter. Lisa explained that we were looking to do more outreach and we are currently in the middle of a PR campaign via streaming platforms. Gina Strafford-Ahmed explained to the Board that we are starting the accreditation process for 211DuPage, Inform USA is the accrediting body and may reach out to agencies as part of the process. Handout provided.

**10. FUTURE AGENDA ITEMS**

**11. BOARD MEMBER COMMENTS**

**12. INFORMATIONAL ITEMS**

**13. ADJOURNMENT**

Kristin Sheffield called for a motion to adjourn the meeting, Greg Schwarze 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 12:40 PM.

**2024 MEETING DATES:**

July 16, 2024, and October 15, 2024