



**DUPAGE COUNTY**  
**CSBG ADVISORY BOARD**  
**MINUTES**

---

**January 21, 2025**

**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 11:33 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. Greg Schwarze made a motion to allow those on zoom to participate in the meeting, Paula Garcia seconded the motion, and all voted aye. The motion was carried.

PRESENT: Kristen Sheffield, Sergio Martinez, Christina LePage, Molly Howieson, Kathleen McNamara, Lisa Horn, Greg Schwarze and Paula Garcia. Quorum Present

ZOOM: Wendy Williams, Michael C. Pesola, Don Davia

ABSENT: Vanessa Roth, Cindy Cronin Cahill, Lynn LaPlante, 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 October 15, 2024, meeting minutes Paula Garcia made a motion to approve the minutes, Christina LePage seconded the motion, and all voted aye. The motion was carried.

**5. REPORTS –LISA HAMILTON**

Lisa Hamilton went over the 4<sup>th</sup> quarter 2024 CSBG Outcome Summary Reports. Lisa Hamilton briefly explained in detail each program's progress going over the number of clients served and the status of their outcomes. She discussed the number of clients that completed each program and which clients would be rolling into grant 2025. There was discussion over 360 Youth Services inability to meet their targeted outcomes this year. They were projected to serve 60 clients and only served 32. They stated this was due to staffing issues. Lisa and Gina have addressed this with the agency, new staff have been hired. We have had issues previously with 360 not spending all their CSBG funding. We will be monitoring their progress closely. Home DuPage (Financial Fitness) targeted to serve 30 but served 26. This can be tied directly to their partnership with 360 Youth Services-receipt of decreased referrals. Home DuPage however enrolled more clients in their financial coaching program.

Community Outreach proposed to serve 7,000, we were very close to that number and talked to 6,911 clients. Lisa explained that we were without an Outreach Specialist for a brief time and have a replacement who is working on new partnerships in the community. Disaster Assistance is a holding place in the event there is a disaster. Water Assistance proposed to serve 75 and served 65. This is only for clients who are completely shut off from their water service. Handouts provided.

#### 6. BUDGET REVIEW – GINA STRAFFORD-AHMED

Gina Strafford-Ahmed reviewed in detail the 2024 CSBG Budget and Expenditure Report. She explained that there might be a few internal bills that need to be paid, but we have received all the invoices from the subgrantees which will be paid out by the end of the month. She explained that there was an excess in salary and fringe since there was an individual that resigned. Gina explained that 360 Youth cannot bill for to any further services than what they have been billing for because they have not enrolled any new clients. She stated that they have not spent \$18,964.77 and will go over this in more detail when she goes over the modification. Handouts provided.

Gina Strafford-Ahmed explained that the 2025 Budget was just sent to the County Board Human Services Committee for approval and will be reviewed further at April's meeting. She is projecting to roll over about \$130,000. With the carryover funds Gina recommends placing funds in office supplies/equipment, postage, and WIOA MOU due to increased cost. Gina discussed 360 Youth Services funding which is currently set at what they spent last year, if they can show increased services for clients and attain their targeted services and outcomes then they have the opportunity to have their full allocated amount. There was a long discussion about 360's program and what services are provided and what CSBG dollars pay for. Outreach Community Services asked for additional funding to serve more clients, HOME DuPage may also need additional funding if they are able to begin the credit counseling program. GardenWorks requested the funds it was unable to spend in 2024. There was a discussion regarding providing funding for legal services to immigrants with some of the carryover money. Gina explained that the State of Illinois CSBG does fund several programs already that provide these services and she would need to find out if this was possible. We can set aside \$10,000 in disaster while she gets more information. Handouts provided.

Kristen Sheffield called for a motion to approve the 2025 CSBG Modification as discussed. Kathleen McNamara made a motion to approve, Greg Schwarze seconded the motion, and all voted aye. The motion was carried.

#### 7. NEW BUSINESS-GINA STRAFFORD-AHMED

Election of Board Chair: CSBG Board Chair Election: Kristin Sheffield called for a motion to elect a CSBG Advisory Board Chair, Greg Schwarze made the motion to elect Kristin Sheffield as the CSBG Advisory Board Chair for a term of two years, Molly Howieson seconded the motion, and all voted aye. The motion was carried.

#### 8. 211

Lisa Hamilton reviewed in detail the 211 DuPage 2024 fourth Quarter Summary Report. She explained that this has been the busiest quarter yet and we just celebrated our two-year anniversary in November. She explained that we are unable to present a report that compares quarters as requested. We would have to investigate purchasing a custom report and what the cost benefit factor

of that report would provide. Lisa reminded the Board they can see real time data on 211counts which can be sorted monthly, yearly and by certain dates. Gina Strafford-Ahmed invited the Board to attend the County Board meeting on Tuesday, February 11<sup>th</sup> @ 10:00 am for the 211 proclamation, and Kathleen McNamara will be accepting the proclamation on behalf of the CSBG Board. Handout provided.

#### **9. FUTURE AGENDA ITEMS**

Review of Bylaws  
Home DuPage

#### **10. BOARD MEMBER COMMENTS**

Greg Schwarze explained that Human Services committee approved and moved to the County Board for approval the second round of small human service grants. He explained that funds will be divided between the six County Board districts, with \$175,000 available to allocate to agencies within those district boundaries. He explained that an email blast will be sent out shortly and applications will be available online. Applications will be accepted until April 4, 2025.

#### **11. INFORMATIONAL ITEMS**

#### **12. ADJOURNMENT**

Kristin Sheffield called for a motion to adjourn the meeting, Paula Garcia 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.

### **2025 MEETING DATES:**

April 15, 2025, July 15, 2025, and October 21, 2025

CSBG Summary Report 2024 - 4th Quarter (1/1/2024 - 12/31/2024)

Programs Funded by CSBG	Number Proposed to Enroll	Persons/ Families Serving	Complete	In Progress	Failed	Drop Out	Rolled Over
WP 01.011 - Outreach Community Services	18	18	2	0	2	3	11
WP 01.031 - 360 Youth Services	60	32	14	0	5	6	7
WP 02.061 - Scholarship	10	13	8	0	0	5	0
WP 03.011 - H.O.M.E. DuPage - (Financial Fitness)	30	26	26	0	0	0	0
WP 03.011 - H.O.M.E. DuPage - (Financial Coaching)	30	35	12	0	1	9	13
WP 04.041 - Catholic Charities (Housing/Case Management)	75	71	40	0	9	8	14
WP 05.000 - GardenWorks (Community Initiative)	2	5	1	0	0	0	4
WP 05.081 - Teen Parent Connections (Car Seat Program)	65	65	65	0	0	0	0
WP 05.081 - Teen Parent Connections (Pantry)	250	567	567	0	0	0	0
WP 07.011 - Family Self Sufficiency Program	30	43	7	0	1	0	35
WP 07.031 - Comprehensive Intakes	5,000	5,362	5,362	0	0	0	0
WP 07.031 - I&R/211 Calls	50,000	52,021	52,021	0	0	0	0
WP 07.031 - Community Outreach	7,000	6,911	6,911	0	0	0	0
WP 07.031 - Basic Needs - (Clothing/Household Goods)	100	285	285	0	0	0	0
WP 09.011 - Agency Capacity Building Activities	3	3	3	0	0	0	0
WP 10.01 - Disaster Assistance - (# of families)	2	0	0	0	0	0	0
WP 10.01 - Water Assistance	75	65	65	0	0	0	0

**CSBG PY24**  
**1/1/24 - 12/31/24**  
**BUDGET AND EXPENDITURE REPORT**

	<b>PY24</b>	<b>PY24</b>	<b>PY24</b>	<b>PY24</b>	<b>PY24</b>
	<b>BUDGET</b>	<b>MODIFICATION PROPOSED</b>	<b>MODIFIED</b>	<b>YTD EXPEND</b>	<b>UNSPENT</b>
<b>PROGRAM SUPPORT</b>					
SALARY & FRINGE BENEFIT	691,482.00	31,514.00	722,996.00	644,293.96	78,702.04
TRAVEL	5,500.00	(1,500.00)	4,000.00	5,801.55	(1,801.55)
POSTAGE	500.00		500.00	24.55	475.45
OFFICE SUPPLIES / EQUIPMENT	2,500.00	10,776.00	13,276.00	10,105.27	3,170.73
REPEAT BOUTIQUE	0.00	6,000.00	6,000.00	6,000.00	0.00
H.O.M.E. DuPage	46,888.00		46,888.00	46,888.00	0.00
360 YOUTH	55,242.00		55,242.00	36,277.23	18,964.77
HOPE HOUSE/CATHOLIC CHARITIES	55,000.00		55,000.00	55,000.00	0.00
CATHOLIC CHARITIES BTSF	10,000.00		10,000.00	10,000.00	0.00
OUTREACH COMMUNITY SERVICES	100,000.00		100,000.00	100,000.00	0.00
THE GARDEN WORKS	70,000.00		70,000.00	65,008.28	4,991.72
TEEN PARENT CONNECTION	40,000.00		40,000.00	40,000.00	0.00
WIOA/WORKNET SHARED COSTS	3,776.00		3,776.00	3,429.06	346.94
TELECOMMUNICATIONS	5,367.00	(3,571.00)	1,796.00	1,795.12	0.88
<b>TOTAL PROGRAM SUPPORT</b>	<b>1,086,255.00</b>	<b>43,219.00</b>	<b>1,129,474.00</b>	<b>1,024,623.02</b>	<b>104,850.98</b>
<b>DIRECT CLIENT ASSISTANCE</b>					
HOUSING ASSISTANCE/FSS	20,000.00		20,000.00	14,915.05	5,084.95
DISASTER ASSISTANCE	16,220.00	20,000.00	36,220.00	17,829.67	18,390.33
HIGH TECH SCHOLARSHIPS	10,000.00	15,000.00	25,000.00	25,000.00	0.00
<b>TOTAL DIRECT CLIENT ASSISTANCE</b>	<b>46,220.00</b>	<b>35,000.00</b>	<b>81,220.00</b>	<b>57,744.72</b>	<b>23,475.28</b>
<b>ADMINISTRATION</b>					
DIRECT COST STAFF	38,268.00		38,268.00	38,268.00	0.00
TRAVEL	3,000.00		3,000.00	3,155.74	(155.74)
COPIER RENTAL	1,140.00		1,140.00	522.77	617.23
TELECOMMUNICATIONS	596.00		596.00	596.00	0.00
DUES, MEMBERSHIPS	5,635.00		5,635.00	2,496.64	3,138.36
MEETING EXPENSES	500.00		500.00	122.92	377.08
<b>TOTAL ADMINISTRATION</b>	<b>49,139.00</b>		<b>49,139.00</b>	<b>45,162.07</b>	<b>3,976.93</b>
<b>SPECIAL</b>					
T&TA	7,500.00		7,500.00	7,500.00	0.00
ROMA PROFESSIONALS TRAINING	7,500.00		7,500.00	7,500.00	0.00
<b>TOTAL SPECIAL</b>	<b>15,000.00</b>		<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>
<b>TOTAL</b>	<b>1,196,614.00</b>	<b>78,219.00</b>	<b>1,274,833.00</b>	<b>1,142,529.81</b>	<b>132,303.19</b>

**CSBG 2025 Budget**

	<b>FY 24</b>	<b>FY 25</b>	<b>FY25</b>	<b>FY25 Mod</b>
	<b>Approved</b>	<b>Approved</b>	<b>Mod Draft</b>	
<b>Total Grant Projection</b>	<b>\$ 1,196,614</b>	<b>\$ 1,269,609</b>	<b>\$ 130,327</b>	<b>\$ 1,399,936</b>
<b>PROGRAM SUPPORT</b>				
SALARY/FRINGE	\$ 691,482	\$ 792,542	\$ (17,000)	\$ 775,542
OFFICE SUPPLIES/EQUIPMENT	\$ 2,500	\$ 1,096	\$ 37,000	\$ 38,096
POSTAGE	\$ 500	\$ 250	\$ 1,000	\$ 1,250
TRAVEL	\$ 5,500	\$ 2,000	\$ 4,000	\$ 6,000
TELECOMMUNICATIONS	\$ 5,367	\$ 1,795	\$ -	\$ 1,795
REPEAT BOUTIQUE	\$ -	\$ -	\$ 6,000	\$ 6,000
WIOA MOU	\$ 3,776	\$ 3,656	\$ 100	\$ 3,756
CATHOLIC CHARITIES (CMGT/BTSF)	\$ 65,000	\$ 65,000	\$ -	\$ 65,000
360 YOUTH SERVICES	\$ 55,242	\$ 55,242	\$ -	\$ 55,242
OUTREACH COMMUNITY SERVICES	\$ 100,000	\$ 100,000	\$ 15,000	\$ 115,000
H.O.M.E. DUPAGE	\$ 46,888	\$ 46,888	\$ 25,000	\$ 71,888
TEEN PARENT CONNECTION	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
THE GARDEN WORKS PROJECT	\$ 70,000	\$ 70,000	\$ 4,992	\$ 74,992
<b>TOTAL PROGRAM SUPPORT</b>	<b>\$ 1,086,255</b>	<b>\$ 1,178,469</b>	<b>\$ 76,092</b>	<b>\$ 1,254,561</b>
<b>DIRECT CLIENT ASSISTANCE</b>				
FAMILY SELF-SUFFICIENCY	\$ 20,000	\$ 15,000	\$ -	\$ 15,000
DISASTER/EMER ASSISTANCE	\$ 16,220	\$ 10,000	\$ 30,000	\$ 40,000
HIGH TECH SCHOLAR	\$ 10,000	\$ 3,000	\$ 22,000	\$ 25,000
<b>TOTAL DIRECT CLIENT ASSISTANCE</b>	<b>\$ 46,220</b>	<b>\$ 28,000</b>	<b>\$ 52,000</b>	<b>\$ 80,000</b>
<b>Special</b>				
T&TA	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
ROMA	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
<b>TOTAL</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>
<b>ADMINISTRATION</b>				
DIRECT COST STAFF	\$ 38,268	\$ 37,557	\$ 1,000	\$ 38,557
TRAVEL	\$ 3,000	\$ 4,500	\$ -	\$ 4,500
DUES	\$ 5,635	\$ 4,400	\$ 1,235	\$ 5,635
TELECOMMUNICATIONS	\$ 596	\$ 598	\$ -	\$ 598
COPIER RENTAL	\$ 1,140	\$ 535	\$ -	\$ 535
MEETING EXPENSES	\$ 500	\$ 550	\$ -	\$ 550
<b>TOTAL ADMINISTRATION</b>	<b>\$ 49,139</b>	<b>\$ 48,140</b>	<b>\$ 2,235</b>	<b>\$ 50,375</b>
<b>TOTAL</b>	<b>\$ 1,196,614</b>	<b>\$ 1,269,609</b>	<b>\$ 130,327</b>	<b>\$ 1,399,936</b>



## Fourth Quarter Report for the Community Services Block Grant (CSBG) – Produce for Pantries (PFP) Program

**Date:** January 13, 2025

### Introduction

We are pleased to submit the fourth and final quarterly report detailing the use of the 2024 Community Services Block Grant awarded by DuPage County for The GardenWorks Project's Produce for Pantries (PFP) Program. This report covers activities and achievements from October 2024 to December 2024, along with an overall assessment of the program.

---

### GardenWorks Project Mission

*The mission of The GardenWorks Project is to promote organic suburban agriculture to improve the well-being of our community, the environment, and those facing food insecurity. We empower, educate, and support all food growers in their efforts to nourish their families and neighbors in need.*

---

### Fourth Quarter Progress (October 2024 – December 2024)

#### Program Overview

During the 2024 growing season, five garden sites were successfully established. Three of these gardens were dedicated to growing fresh produce for donation to local food pantries, while the remaining two empowered residents to grow their own fresh produce within an apartment community. The growing season ended on October 29, 2024, with gardens being prepared for winter.

While the CSBG grant supporting the five garden sites listed below, GardenWorks managed a total of 168 garden beds across 26 locations in DuPage County. Using the **Fresh Food Connect** app to track donations, over **4,000 pounds of fresh produce** was donated to food pantries during the 2024 growing season.

Garden Site	Partner	Type of Garden	Food Pantry	Pounds Donated
Burhani Park, Willowbrook	Project Rise	Garden-to-Food Pantry (existing beds, 10 grow bags)	Ann M Jeans Food Pantry, Willowbrook	100.5
Green Trails, Lisle	Community Volunteers	Garden-to-Food Pantry (6 garden beds)	Ann M Jeans Food Pantry, Willowbrook	64
New Hope Community Garden, West Chicago	Healthy West Chicago, WeGo Together for Kids, People Made Visible	Garden-to-Food Pantry (12 beds)	11 trips each to Lehman School Food Pantry and Wayne Township Food Pantry	51 / 41
Colony Park, Carol Stream	Mercy Housing	Household Garden (10 tabletop beds)	Produce remains onsite	-
Timber Lake, West Chicago	WeGo Together for Kids, Healthy West Chicago	Household Garden (4 beds)	Produce remains onsite; 46 lbs donated to People's Resource Center	46

↓

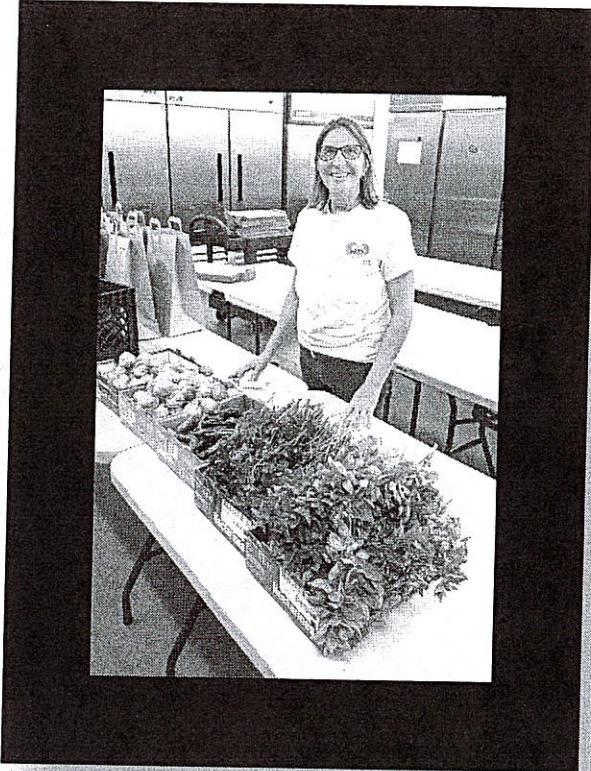
Using the Fresh Food Connect App, home growers harvested and donated to local food pantries during the 2024 growing season.



## In-Depth Garden Site Review

### Burhani Park (Willowbrook)

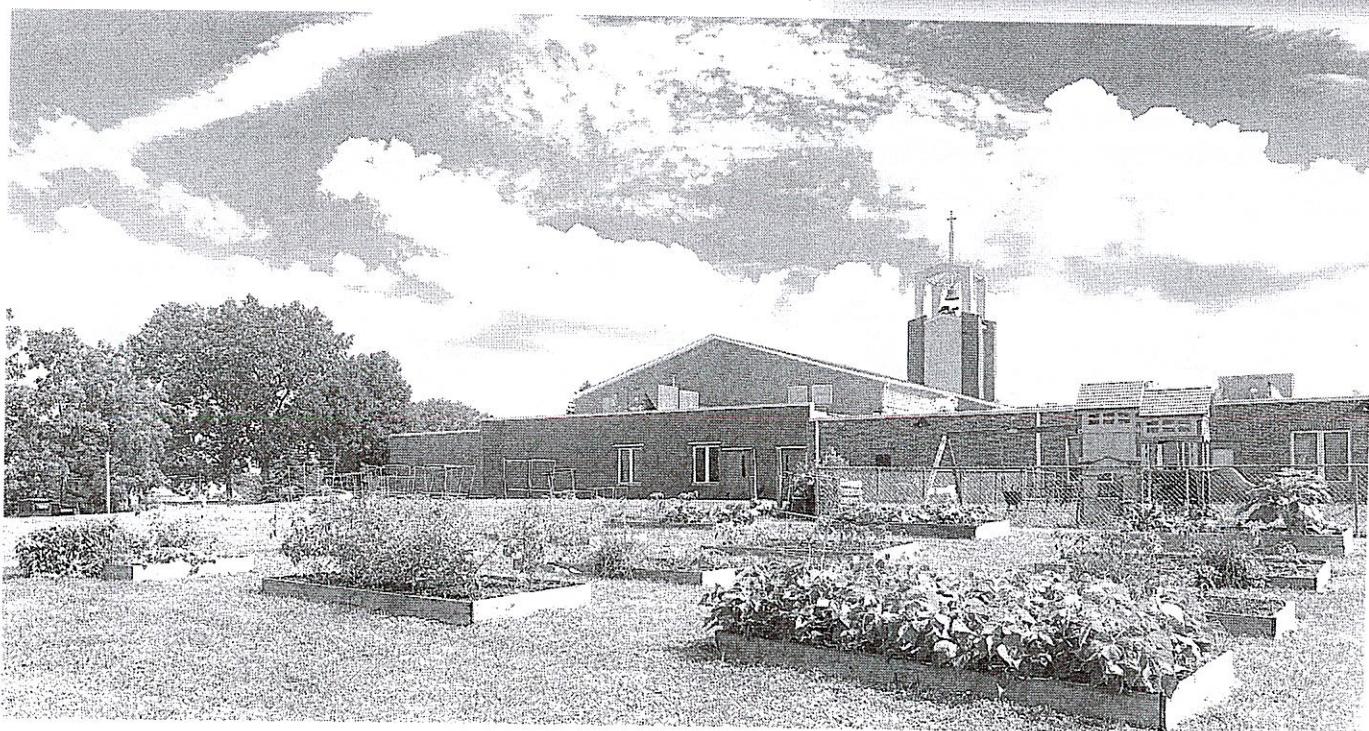
- This site was managed by the dedicated volunteers of the Dawoodi Bohra community. A total of 100.5 pounds of produce was donated to the Ann M Jeans Food pantry. This included lettuce, carrots, jalapeños, green peppers, okra, cucumbers, eggplant, tomatillos, parsley, and basil.
- Plans for continuation and potential expansion will be discussed in January 2025.
- Pictured right is a volunteer at the Ann M Jeans Pantry with a donation from Burhani Park.



### Green Trails (Lisle)

- This site produced 64 pounds of cilantro, mustard greens, carrots, a variety of peppers, beets, and radishes.
- Due to unforeseen issues, it was determined that this site is unsustainable for 2025.

### New Hope United Methodist Church (West Chicago)



- The garden, pictured above, produced 92 pounds of produce for Lehman School and Wayne Township Food Pantries throughout the growing season.
- In October, volunteers from CNA Insurance prepared the site for 2025 expansion.
- Twelve garden beds were purchased and are being stored for the 2025 season.
- 2025 plans include establishing a weekly Work and Learn program and expanding the site to become a production and education hub for the community.
- It will be a priority to improve communication with food pantry partners in 2025.



#### **Colony Park (Carol Stream)**

- Pictured left is a senior residents that helped managed 12 tabletop beds. An expansion of four additional beds is planned for 2025.
- 100% of participants intend to remain engaged next year. GardenWorks staff met with the seniors in October to learn ways to improve the program.

#### **Timber Lake (West Chicago)**

- Residents harvested produce for community distribution. A one-time

- donation of 46 pounds was donated to the People's Resource Center while the rest of the produce remained on site for residents at the housing complex.
- Future plans include possibly expanding to eight beds. Improved communication with the site manager is necessary for future success at this location.

---

### **Planning for 2025**

- Continue outreach to secure green space and partners for 2025. Confirm costs for site expansions and upkeep for 2024 gardens.
- In November and December of 2024, the following locations were reviewed for possible 2025 garden sites:
  1. Villa Park Early Childhood Center, Villa Park
  2. Gary Elementary School, West Chicago
  3. Tammy's Trace, Wheaton (Veteran's housing)

4. Bensenville Public Library Community Garden, Bensenville
5. Glendale Heights Community Garden, Glendale Heights

On behalf of The GardenWorks Project, I would like to extend our deepest gratitude for the generous funding provided through the 2024 Community Services Block Grant. This support has been instrumental in enabling us to grow the Produce for Pantries Program and provide over 4,000 pounds of fresh, locally grown produce to families in need throughout DuPage County.

The County Board's commitment to addressing food insecurity and fostering community resilience is truly inspiring. The impact of your support can be seen not only in the pounds of produce donated but also in the connections formed among community members, volunteers, and local organizations working together toward a shared goal.

As we look to 2025, we are excited to build on this success and expand our efforts, including new garden sites and enhanced partnerships to serve even more of our neighbors in need. Your continued support ensures that The GardenWorks Project can fulfill its mission to empower growers, strengthen local food systems, and create a healthier, more equitable community.

Sincerely,

Teri Wood

**Contact Information:**

Teri Wood, Executive Director

Phone: 630-780-8866

Email: [teri@gardenworksproject.org](mailto:teri@gardenworksproject.org)

Address: 2100 Manchester Road, #970, Wheaton, IL 60187

**DuPage County Community Services Block Grant Advisory Board By-laws**  
**April 18, 2023**

**Article I: Name**

The name of this organization shall be the DuPage County Community Services Block Grant Advisory Board. (Hereafter referred to as "Advisory Board")

**Article II: Purpose**

Section 1 Purpose	The purpose of the Advisory Board is to assist and advise DuPage County staff and board members in their mission as a Community Action Agency to enable low-income individuals, in the service area of DuPage County Illinois, to attain the skills, knowledge, motivation and opportunities needed to become self-sufficient. The Advisory Board was created due to a legal mandate of Illinois Economic Opportunity Act, in that: "Each community action agency shall administer its community action programs through a Community Action Board consisting of 15 to 51 members." (20 ILCS 625/3(b)) The Advisory Board is not the source of all authority, nor is it the legal embodiment of the community action agency. The DuPage County Board has deemed the Advisory Board to be a consulting board. The DuPage County Board retains all legal authority and power.
Section 2 Mission	The activities of this Advisory Board will parallel and be conducted in accordance with the Mission of the DuPage County Department of Community Services. The mission of the DuPage County Department of Community Services is 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.
Section 3 Assistance Provided	<p>The assistance and advice provided by the Advisory Board shall encompass, but not be limited to, the following areas:</p> <p>Budgets 211 Poverty Advisory Board Membership Education Financial Counseling for participants Housing Emergency Assistance Health Services Basic Needs Delivery of Governmental and Social Services Other related topics that may need to be appropriately addressed.</p>

### **Article III: Membership**

Section 1 The membership of the Advisory Board shall not be fewer than fifteen (15) members. Any adult who resides or works in DuPage County may be eligible for membership subject to the following provisions:

#### Composition

- A. One-third of the members of the Advisory Board shall be elected public officials, holding office in DuPage County, or their representatives. However, should the number of elected officials available and willing to serve be less than one-third of the membership of the Advisory Board, then such a lesser number shall satisfy the requirement. These members, who are elected officials or their designees, shall be appointed by and serve at the pleasure of the DuPage County Board Chair.
- B. At least one-third of the Advisory Board shall be representatives of the low-income sector (0-200% of Federal Poverty Level) and shall be chosen in accordance with procedures adequate to assure that they represent the low-income in DuPage County. They need not be at the Federal Poverty Level themselves, but the selection procedure shall assure that they represent the low-income Representatives of the low-income may be selected either to represent a specific area or neighborhood of the county or at large to represent the entire County or to represent a particular organization designated by the Advisory Board whose clientele is predominantly of low-income persons.

The selection procedure shall be:

- 1) Each nominee must be named by a qualified organization or an appropriate community group. The nominee should be selected by the qualified organization, or an appropriate community agency based on some form of democratic procedure such as an election to a board, public forum, or, if not possible, through a similar democratic process such as election to a position of responsibility, a leadership position in a not for profit or faith-based group, or an advisory board/governing council to another low-income service provider.
- 2) The nominee must represent the geographic area to be served.
- 3) The CSBG Advisory Board Chair will present each nominee for appointment.
- 4) If a nominee is not recommended for appointment, he or she may ask for a hearing before the full CSBG Advisory Board. Decision by a CSBG Advisory Board quorum is final.

C. The remainder of the members shall be members of business, industry, labor, religious, public interest, education, or other major groups with interests in DuPage County.

Section 2 A. The DuPage County Board Chair shall, as required by law, designate the public Appointment officials as set forth in Section 1A. above. Notice of designation of said public officials shall be provided to the Advisory Board upon designation. If a designated elected public official selects a representative as set forth in Section 1 A. above, notice thereof shall be provided upon selection to the Advisory Board.

B. Selection of newly appointed members of the Advisory Board, except those appointed under Section 1A. above, will be confirmed at the next regularly scheduled meeting where a quorum is present.

Section 3 Terms Terms for Advisory Board members shall be at the discretion of a majority vote of the Advisory Board.

Section 4 Resignations, Removals, Vacancies Any Private Sector or Client Sector member may resign by filing a written resignation with the CSBG Coordinator or the Chair of the Advisory Board. The resignation notice must be dated and indicate the last day of service to the board and should include a replacement name if the member represents an organization.

A member who represents the Private Sector or Client Sector, may be removed from the Advisory board for the following causes: 1) non-attendance of three (3) consecutive regularly scheduled meetings within one (1) fiscal year; 2) any breach of the DuPage County Ethics Ordinance, or any amendment or successor ordinance thereto; and or 3) failure to complete the Open Meetings Act training within ninety (90) days of notification by the CSBG Coordinator.

When a vacancy occurs due to a resignation, death, or removal, of any member, the CSBG Coordinator will notify the Advisory Board and find a replacement for their membership category within ninety (90) days. Advisory Board vacancies shall be filled within 90 days or by the next Advisory Board meeting, whichever comes first.

Section 5 Leave of Absence Upon receipt of a written request for a leave of absence, the Advisory Board may grant a member a leave of absence. If the leave of absence causes an undue burden to the Advisory Board or hinders the furtherance of its goals and objectives, the Advisory Board may elect to consider the leave of absence a temporary vacancy and fill that vacancy with the term of the temporary office expiring upon return of the member taking the leave of absence.

Section 6 Policies A. The Advisory Board adopts, and its directors and officers are subject to, the provisions of the Ethics Ordinance of the County of DuPage, OFI-001-4 approved May 11, 2004, as may be amended from time to time. If OFI-001-4 is repealed in its entirety, the Advisory Board directors and officers will be subject to any ethics ordinance passed by the County in its place. Advisory Board Members must also complete online ethics training and provide the completion certificate to the CSBG Coordinator annually.

B. All Advisory Board members, as defined by the By-Laws, shall submit an annual Statement of Economic Interest to the DuPage County Clerk by the date as defined by the Clerk.

C. All Advisory Board members, as defined by the By-Laws, shall complete the Open Meetings Act training within ninety (90) days of joining the Advisory Board. The Advisory Board members must provide a certificate of completion of the online training to the CSBG Coordinator. Advisory Board members may be asked to complete the training bi-annually.

D. All Advisory Board members, as defined by the By-laws, shall complete bi-annual training on topics such as Results Orientated Management & Accountability (ROMA), Theory of Change, Board Responsibilities, and other topics as determined.

#### **Article IV: Officer**

The Officer of the Advisory Board shall be the Chair. The Chair shall perform the duties prescribed by law, these bylaws and by the parliamentary authority adopted by the Advisory Board.

1. **Election and Term of Office:** The office of Chair shall be elected at the January meeting in odd numbered years by the membership of the Advisory Board at the annual meeting.
2. **Chair:** The Chair shall be the principal officer of the Advisory Board and shall supervise and expedite implementation of all appropriately related activities, policies and procedures adopted by the Advisory Board. He or she shall preside at all meetings of the Advisory Board and shall function as liaison between the Advisory Board, DuPage County officials and County Board members, and the Illinois Department of Commerce and Economic Opportunity. He or she shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Advisory Board from time to time.
3. **Vacancies:** An officer vacancy because of death, resignation, removal, disqualification, or otherwise, shall be filled for the remaining portion of his or her term in accordance with Article III.

#### **Article V: Executive Committee**

The Advisory Board may appoint an executive committee of at least three (3) persons from the membership of the Advisory Board. The Executive Committee shall have the general supervision of the affairs of the Advisory Board between business meetings. This committee must fairly reflect the composition of the full Advisory Board in terms of representation of public officials, the low-income population, and other groups and interests.

The quorum requirement for the Executive Committee meeting must be at least fifty percent. (50%) or more of the total membership or one fewer number of the committee.

1. **Term of Office:** Each member of this or any committee shall serve as such until the next annual meeting of the members of the Advisory Board and until his or her successor is appointed unless such member shall cease to qualify as a member thereof.
2. **Chair:** One member of this or any committee shall be appointed Chair by the Chair of the Advisory Board.
3. **Vacancies:** Vacancies in the membership of this or any committee may be filled by appointments made at a regular Advisory Board meeting in the same manner as provided in the case of the original appointment.

4. Quorum: Unless otherwise provided by resolution of the Advisory Board forming the Executive or any other committee, fifty percent (50%) of the whole committee shall constitute a quorum. Any action taken during a meeting in which a quorum exists shall be deemed a properly voted act of that committee.

## **Article VI: Notices**

All notices shall be sent electronically unless otherwise requested. Such notices shall state the place, day, and hour of any meeting of the Advisory Board, the Executive Committee, and or Special Meetings of the Advisory Board. Notice of any meeting shall be given at least three (3) days prior thereto. Nothing in this article shall preclude the transmittal of notices by U.S. Mail, fax or personally.

The business and purpose of any regular or special meetings of the Advisory Board shall be specified in the notice of such meeting.

All meetings, general or special, and all committee meetings are open to the public except for closed sessions in accordance with exceptions as provided by law, pursuant to the Illinois Open Meetings Act (5 ILCS 120/1 et seq.)

## **Article VII: Other Committees**

The Advisory Board may appoint other committees, standing or special, from the membership of the Advisory Board for policymaking, planning or advisory functions. These committees shall fairly reflect the composition of the representative Advisory Board.

Committee terms of office, Chair appointment, vacancy, quorum, and notice requirements shall be consistent with subsections 1-5 of Article V. above.

## **Article VIII: Meetings & Procedures**

Section 1 Meeting	The Advisory Board shall meet not less than four (4) times per year. The annual meeting will be held in July. The Advisory Board shall determine meeting times and locations.
Section 2 Voting Powers	All Advisory Board members, including the Chair shall have the right to vote and to participate in all matters which properly come before the Advisory Board. Each member present at the meeting shall be entitled to cast one vote on each motion before the Advisory Board. Voting by proxy is not permitted at meetings of the Advisory Board or of its committees.
Section 3 Electronic Attendance	The Advisory Board must meet the requirements of the Open Meetings Act (5 ILCS 120/7), with regard to members participating by electronic means. If a member wishes to attend a meeting by video or audio conference, the member must provide, to the extent possible, 24-hour notice to either the CSBG Coordinator or the designated CSBG Committee Administrative Specialist to provide sufficient time for arrangements to be made for the member to participate by electronic means. Members shall not operate motor vehicles, heavy equipment or other methods of transport while attending a meeting by electronic means.

If the Chair wishes to attend via electronic means, the meeting shall be conducted by a member designated as the interim Chair that is physically present at the meeting location. The chair will retain their ability to vote and participate as any other member of the board.

Section 4 Special Meetings	Special Meetings of the Advisory Board may be called by written request of five (5) members or at the request of the Chair of the Advisory Board. The person or persons calling special meetings of the Advisory Board may designate any place within DuPage County as the place for holding any special meetings of the Advisory Board.
Section 5 Quorum	One third (1/3) of the filled seats on the Advisory Board shall constitute a quorum for the transaction of business at any meeting of the Advisory Board, provided, that if less than a majority of the Advisory Board members are present at said meeting, a majority of the Advisory Board members present, and voting may adjourn the meeting.
Section 6 Manner of Acting	The act of a majority of the Advisory Board members present at a meeting, at which a quorum is present, shall be the act of the Advisory Board, except where otherwise provided by law or by these By-Laws.
Section 7 Compensation	Advisory Board members shall serve without compensation. Advisory Board members may be reimbursed for travel expenses related to board duties or training. Reimbursement may include mileage, meals/per diem, registration fees, hotel/motel fees, and other travel related expenses.
Section 8 Minutes	The Advisory Board shall keep written minutes for each meeting, which will include a record of attendance and a record of votes on all motions. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request at a cost as provided by law.
Section 9 Books & Records	The DuPage County Department Community Services shall provide one (1) or more persons to provide services of a meeting secretary and record keeper for the Advisory Board. The person(s) shall do the following: <ol style="list-style-type: none"><li>1. Keep the minutes of the meeting.</li><li>2. Expedite delivery of mailing or emailing of all notices.</li><li>3. Be custodian of Advisory Board records.</li><li>4. Perform all such duties as may be assigned to him or her from time to time by the Chair or the Advisory Board.</li></ol>
Section 10 Parliamentary Procedure	The rules contained in the most current edition of <u>Robert's Rules of Order</u> shall govern the convention of the Advisory Board in all cases to which they are applicable, where they are consistent with the bylaws of the Advisory Board.
Section 11 Adequate Representation	Pursuant to the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et.seq., hereinafter the "Act"), in the event a low-income individual, community organization, religious organization, or a representative thereof, believes to be inadequately represented on the Advisory Board, then such individual, organization or representative may, in writing, send certified mail, return receipt requested, to the Chair, Community Service Block Grant

Advisory Board DuPage County, 421 N. County Farm Road, Wheaton, IL, 60187, request that the Advisory Board accepts such written notice as a Petition for Adequate Representation.

Such written notice, to be deemed a Petition for Adequate Representation, must contain at a minimum, the following information:

1. The name, address, and telephone number of the individual, organization, and or representative submitting said Petition, and if by a representative, the relationship to the individual or organization in which said representative is acting.
2. A detailed description of the facts upon which the petitioner relies in making the request for representation.

Upon receipt, the Board Chair shall cause the petition to be added as an item under New Business on the Agenda of the next regularly scheduled meeting of the Advisory Board. If upon review by the Advisory Board it is determined that the petitioner is already adequately represented, then the Advisory Board Chair shall cause to be sent to the petitioner a reply so stating.

Should the Advisory Board find that the petitioner is not adequately represented as required by the Act, The Advisory Board shall, subject to the availability of a vacancy on the Board, and the willingness of someone to serve on the Advisory Board, make or cause to be made such addition as may be appropriate hereunder.

**Article IX: Fiscal Year**

The fiscal year of the organization shall run concurrently with that of the Illinois Department of Commerce and Community Affairs, January 1<sup>st</sup> through December 31<sup>st</sup>.

**Article X: Amendments to Bylaws**

These Bylaws may be amended at any regular meeting of the Advisory Board by a fifty percent quorum vote of seated members if notice and content of proposed amendments are delivered or mailed to members of the Advisory Board not less than fourteen (14) days prior to such meeting.

Revision dates:

4/23; 4/21; 4/19; 4/17; 10/15; 10/13; 4/10

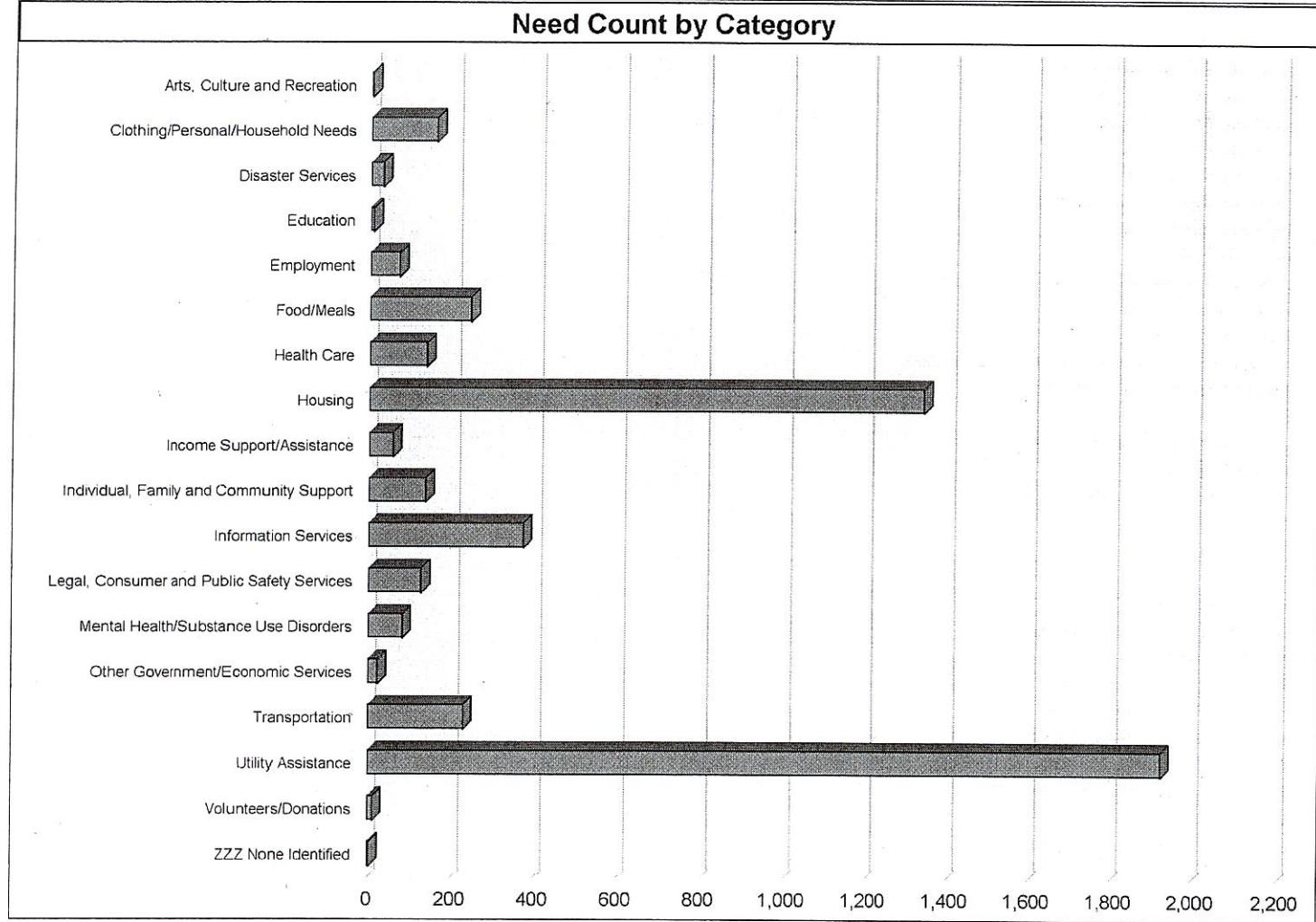
# 2-1-1 U.S. Problem/Needs Report

## Summary

Report Period: 10/1/24 - 12/31/24

Need Category	Need Count	Percentage	Call Count	Percentage	Client Count	Percentage
Arts, Culture and Recreation	2	0.04%	2	0.07%		
Clothing/Personal/Household Needs	158	3.19%	125	4.61%		
Disaster Services	29	0.59%	27	0.99%		
Education	7	0.14%	6	0.22%		
Employment	70	1.41%	67	2.47%		
Food/Meals	243	4.91%	218	8.03%		
Health Care	137	2.77%	101	3.72%		
Housing	1,341	27.08%	959	35.34%		
Income Support/Assistance	57	1.15%	55	2.03%		
Individual, Family and Community Support	136	2.75%	113	4.16%		
Information Services	373	7.53%	371	13.67%		
Legal, Consumer and Public Safety Services	127	2.56%	94	3.46%		
Mental Health/Substance Use Disorders	81	1.64%	55	2.03%		
Other Government/Economic Services	23	0.46%	22	0.81%		
Transportation	229	4.62%	149	5.49%		
Utility Assistance	1,924	38.85%	1,067	39.31%		
Volunteers/Donations	12	0.24%	12	0.44%		
ZZZ None Identified	3	0.06%	16	0.59%		
<b>Total:</b>	<b>4,952</b>	<b>100.00%</b>	<b>2,714</b>	<b>100.00%</b>		

### Need Count by Category



Need Type	Total
211 Systems (TJ-3000.8500)	287
AARP Tax Aide Program Sites (DT-8800.0100-100)	2
Addictions/Substance Use Disorder Support Groups (PN-8100.0500)	4
Administrative Entities (TD-0300)	3
Adolescent/Youth Counseling (RP-1400.8000-050)	6
Adult Day Programs (PH-0320)	1
Adult Guardianship Assistance (FT-6900.2500-050)	4
Adult Protective Services (PH-6500.0500)	10
Adult Psychiatry (RP-6400.0200)	8
Adult Residential Care Homes (BH-8400.6000-040)	2
Animal Adoption (PD-7600.0100)	3
Animal Shelters (PD-7600.0600)	1
Animal Surrender Services (PD-7600.0700)	1
Assessment for Substance Use Disorders (RX-0400)	2
Autism Therapy (LR-0450)	3
Automobile Insurance Payment Assistance (BT-8300.0850)	1
Automotive Repair and Maintenance (BM-7000.0500)	94
Baby Clothing (BM-6500.1500-100)	8
Benefits and Services Assistance (FT-1000)	2
Bereavement and Grief Support Groups (PN-8100.1000)	3
Better Business Bureaus (DD-2100.1000)	2
Building and Safety (TE-1000)	4
Burial Benefits (NS-1000)	4
Bus Fare (BT-8300.1000)	5
Caregiver/Care Receiver Support Groups (PN-8100.4500-120)	1
Cell Phones (BM-5050.1500)	13
Child Care Expense Assistance (NL-3000.1500)	19
Child Care Provider Referrals (PH-2400.1500)	4
Child Support Assistance/Enforcement (FT-3000.1600)	4
Children's Clothing (BM-6500.1500-120)	9
Christmas Baskets (PH-2950.1500-120)	4
Christmas Programs (PH-2950.1500)	45
Citizenship Education (HH-0500.1500)	3
Citizenship and Immigration Services Offices (FT-3500.1500)	2
Cleaning Products (BM-3000.1500)	2
Clothing (BM-6500.1500)	76
Clothing Vouchers (BM-6500.1500-130)	1
Cognitive Behavioral Therapy (RD-1500)	2
Community Clinics (LN-1500)	30
Comprehensive Disability Related Employment Programs (ND-6500.1500)	4
Comprehensive Job Assistance Centers (ND-1500)	45
Computer Distribution Programs (BM-6000.1500)	1
Congregate Meals/Nutrition Sites (BD-5000.1500)	4
Counseling Services (RP-1400)	12
Crisis Intervention Hotlines/Helplines (RP-1500.1400)	10
Crisis Shelter (BH-1800.1500)	27
Dental Care (LV-1600)	11
Dental Hygiene (LV-1600.1700)	2
Diapers (BM-6500.1500-150)	19
Disability Related Transportation (BT-4500.6500-170)	25
Disaster Relief Services (TH-2600)	2
Discount Transit Passes (BT-8500.1000-180)	10
Discounted Internet Service (BV-8900.1700-330)	1
Discounted Telephone Service (BV-8900.1700-850)	1
Domestic Violence Shelters (BH-1800.1500-100)	15
Domestic/Family Violence Legal Services (FT-3000.1750)	3
Driving Safety Education (JR-8200.8500-180)	1
Elderly/Disabled Home Rental Listings (BH-3900.3050-180)	1
Electric Service Payment Assistance (BV-8900.9300-180)	663
Electronic Waste Recycling (TE-8920.6600-190)	2
Emergency Food (BD-1800)	1
Employment (ND)	3
Employment Preparation (ND-2000)	2
Eviction Prevention Assistance (FT-4500.1800)	9
Ex-Offender Employment Programs (ND-6500.1950)	2

Ex-Offender Reentry Programs (FF-1900)	1
Extreme Cold Warming Centers (TH-2600.1880)	39
Eye Care (LV-2400)	4
Federal Health Insurance Marketplace Call Center/Website (LH-3500.0200-200)	2
Financial Literacy Training (DM-2000)	6
First Time Buyer Home Loans (BH-3500.3400-250)	3
Flu Vaccines (LT-3400.2000)	1
Food (BD)	5
Food Pantries (BD-1800.2000)	125
Food Stamps/SNAP (NL-6000.2000)	28
Food Stamps/SNAP Applications (NL-6000.2000-220)	14
Food Vouchers (BD-1800.2250)	8
Foreclosure Prevention Loan Modification/Refinancing Programs (BH-3500.3400-300)	5
Foster Care/Temporary Shelter for Animals (PD-7600.2100)	3
Free Transit Passes (BT-8500.1000-200)	13
Friendly Visiting (PH-1400.1900-230)	1
Gas Money (BT-8300.2500)	18
Gas Service Payment Assistance (BV-8900.9300-250)	661
General Counseling Services (RP-1400.2500)	11
General Paratransit/Community Ride Programs (BT-4500.6500-280)	24
General Relief (NL-1000.2500)	1
Grocery Ordering/Delivery (BD-2400.2590)	3
Guardianship Assistance (FT-6900.2500)	2
Health Care Referrals (LH-2600)	1
Health Insurance Information/Counseling (LH-3500)	2
Health Insurance Marketplaces (LH-3000.3050)	6
Health Insurance Premium Assistance (LH-5100.3000)	1
High School Equivalency/GED Test Instruction (HH-0500.2500-300)	2
Holiday Programs (PH-2950)	10
Home Barrier Removal Grants (BH-3000.3520)	3
Home Delivered Meals (BD-5000.3500)	16
Home Health Care (LT-2800)	6
Home Improvement/Accessibility (BH-3000)	7
Home Maintenance and Minor Repair Services (PH-3300.2750)	20
Homeless Shelter (BH-1800.8500)	208
Hospice Care (LT-3000)	3
Household Goods (BM-3000)	2
Housing Discrimination Assistance (FT-1800.3000)	4
Housing Expense Assistance (BH-3800)	58
Housing Related Coordinated Entry (BH-0500.3200)	13
Housing Search and Information (BH-3900)	75
Immigrant Benefits Assistance (FT-1000.3300)	2
Immigration/Naturalization Legal Services (FT-3600)	2
Immunizations (LT-3400)	1
In Home Assistance (PH-3300)	6
Information Services (TJ)	2
Information and Referral (TJ-3000)	37
Inpatient Mental Health Facilities (RM-3300)	3
Internet Service Providers (BV-9000.3300)	1
Job Search/Placement (ND-3500.3600)	1
Job Training Expense Assistance (ND-2000.3490)	1
Landlord/Tenant Assistance (FT-4500)	10
Lawyer Referral Services (FT-4800)	59
Legal Counseling (FP-4000)	22
Legal Services (FT)	20
Long Term Care Ombudsman Programs (FT-4950)	2
Low Cost Home Rental Listings (BH-3900.3050-440)	30
Low Income/Subsidized Rental Housing (BH-7000.4600)	82
Medicaid (NL-5000.5000)	14
Medicaid Applications (NL-5000.5000-520)	2
Medicaid Information/Counseling (LH-3500.4900)	10
Medical Care Expense Assistance (LH-5100.5000)	20
Medical Equipment/Supplies (LH-5000)	4
Medical Expense Assistance (LH-5100)	6
Medicare Information/Counseling (LH-3500.5000)	10
Medication Disposal (TE-8920.7200-550)	3
Mental Health Related Support Groups (PN-8100.5000)	4

Mental Health and Substance Use Disorder Services (R)	5
Mortgage Payment Assistance (BH-3800.5000)	15
Motor Vehicle Registration (DF-7000.5500)	4
Municipal Police (FL-6500)	2
Non-Emergency Medical Transportation (BT-4500.6500-500)	1
Occupational Therapy (LR-6200)	2
Palliative Care (LT-6650)	4
Paratransit Programs (BT-4500.6500)	40
Parenting Skills Classes (PH-6100.6800)	1
Peer Mental Health Support Services (RR-6510)	2
Personal Financial Counseling (DM-6500)	11
Personal/Grooming Supplies (BM-6500.6500-650)	28
Pet Food (PD-6250.6600)	2
Physical Therapy (LR-6600)	1
Postsecondary Institutions (HD-6000)	3
Prescription Expense Assistance (LH-5100.6500)	20
Property Tax Assessment Appeals Boards (DT-8400.6500)	2
Property Tax Exemption Information (DT-8700.6500-600)	4
Psychiatric Services (RP-6400)	5
Reduced Cost Motor Vehicle Registration (DF-7000.5500-700)	3
Rent Payment Assistance (BH-3800.7000)	618
Rental Deposit Assistance (BH-3800.7250)	79
Respite Care (PH-7000)	4
Scholarships (HL-8000.8000)	1
Section 8 Housing Choice Vouchers (BH-7000.4600-700)	11
Section 8/Rental Assistance Program Rental Listings (BH-3900.3050-750)	24
Senior Centers (TC-5500.8000)	2
Senior Housing Information and Referral (BH-8500.8000)	16
Senior Ride Programs (BT-4500.6500-800)	14
Sheriff (FL-8200)	5
Social Security Disability Insurance (NS-1800.8000)	5
Social Security Numbers (DF-7000.8250)	4
Speech Therapy (LR-8000.8000-820)	5
Spouse/Intimate Partner Abuse Counseling (RP-1400.8000-020.80)	3
Student Financial Aid (FIL-8000)	4
Substance Use Disorder Hotlines (RX-8470.8350)	2
Substance Use Disorder Treatment Programs (RX-8450)	4
Supported Living Services for Adults With Disabilities (PH-3300.8030)	3
Supportive Housing (BH-8400)	5
TANF Applications (NL-1000.8500-850)	2
Tax Preparation Assistance (DT-8800)	3
Temporary Financial Assistance (NT)	2
Toy/Game Donation Programs (TI-1800.4500-900)	4
Transitional Housing/Shelter (BH-8600)	164
Transportation (BT)	57
Transportation Expense Assistance (BT-8300)	2
Transportation Passes (BT-8500)	3
Utility Assistance (BV-8900)	2
Utility Service Payment Assistance (BV-8900.9300)	276
VITA Programs (DT-8800.9300)	4
Veteran Benefits Assistance (FT-1000.9000)	4
Volunteer Opportunities (PX)	8
Voter Registration Offices (TQ-1800.9000)	2
WIC (NL-6000.9500)	4
WIC Applications/Certification (NL-6000.9500-950)	3
Water Service Payment Assistance (BV-8900.9300-950)	112
Weatherization Programs (BH-3000.1800-950)	4
Well Animal Checkups (PD-9000.9700)	3
Women's Health Centers (LN-9500)	2
Yard Maintenance (PH-3300.9750)	4
Youth Shelters (BH-1800.1500-960)	5
<b>Total</b>	<b>4952</b>