



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 4th 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 211 counts 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 11th @ 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