

**CSBG Advisory Council  
Minutes of Meeting  
April 18, 2016**

Members Present: Amy Meyer (by phone), Ben McCall, Scott Rose, Larry Bloemker, Maura Wuellner, Chad Rollins, Bessie Palmer-Harris, Alan Winslow, Polly Curtin and Jennifer Roth.

Members Absent: Debby Edelman, Larry Wise, Randall Viessman, Anne Tyree and Margarette Trushel

Staff Present: Amy Lyerla and Kyle Bushaw.

Vice Chairman Larry Bloemker called the meeting to order at 3:30 pm and made roll call per wishes of Chairman Amy Meyer who was ill but called in for the meeting.

Chairman Bloemker asked members review the minutes from the previous meeting (page 2-3) from February 15, 2016 and place them on file at MCCD. Mr. Rose made motioned to approve the minutes with a second from Ms. Wuellner. The motion was approved.

No public comments were made.

Ms. Lyerla reported on the CSBG activities (page 10) as of April 18, 2016 for the 2015 CSBG program year showing that all twelve work programs (page 4-9) have met or exceeded goals for the year. Discussion revolved around modification changes that reflect the number of persons to be served such as the Adult Basic Education program and surplus food (food pantries).

Referring to the demographic characteristics of people served report (page 11) 3,625 unduplicated persons have been served year to date with another 1,286 served with whom no characteristics were obtained, meaning these clients are from sign-in sheets from food pantries as well as phone call requesting outreach and referrals. Ms. Lyerla informed of the approval of the 2015 CSBG Modification # 2 submitted at end of March.

Reviewing the financial statement (page 12) indicates budget showing all funds expended so far in 2015 - MCCD has currently spent \$482,388.98 (81%) of the 2015 allocation of \$598,630.00. The individual program categories spent for Program Support is at 84% expended, Direct Client assistance is at 90%, Administration at 32%, and Category D – Skills Training is at 73% expended. Discussion surrounded the percent of funding used for program support and how Madison County compared to other CSBG funding agencies.

Ms. Lyerla briefly commented on the Organizational Standards. All board members should have reviewed Category 4 – Organizational Leadership, a link was sent through email providing the website and access to the CSBG Organization Standards. Key points for this standard refer to a Vision and Direction of the agency and board. The tripartite board/advisory council reviews the mission statement within the past 5 years and assures that 1) the mission addresses poverty; and 2) the CSBG programs and services are in alignment with the mission.

The Community Action Plan (CAP) is outcome-based; anti-poverty focused, and ties directly to the Community Needs Assessment. Both the Community Action and Strategic Plan documents the use of the full ROMA cycle (Assessment, Planning, Implementation, Achievement of Results, and Evaluation). The agency adheres to its local government's policies and procedures around interim appointments and processes for filling a permanent vacancy. The agency compiles with its local government's risk assessment policies and procedures.

There being no further business Mr. Rollins made a motion to adjourn, second by Mr. McCall.

The CSBG Advisory Council meeting was adjourned. The next CSBG Advisory Council meeting will be Monday, June 20, 2016.