

**CSBG Advisory Council**  
**Minutes of Meeting**  
**October 17, 2016**

Members Present: Ben McCall, Larry Bloemker, Debby Edelman, Larry Wise, Alan Winslow, Margarett Trushel, Randall Viessman, Scott Rose, Maura Wuellner, Jennifer Roth.

Members Absent: Amy Meyer, Anne Tyree, Chad Rollins, Bessie Palmer-Harris and Kym Brown.

Staff Present: Amy Lyerla

Vice Chairman Larry Bloemker called the meeting to order at 3:30 pm and made roll call.

Since our last Advisory Council meeting, board member Polly Curtin resigned to take a job elsewhere. Since Polly represented Riverbend Head Start and Family Services, I contacted them for a replacement and they selected Ms. Kym Brown. The nominating committee selected the recommendation and asked board members to vote to accept Kym Brown as new board member. Email voting was documented and vote was to accept by advisory council.

Vice Chairman Bloemker asked members review the minutes from the previous meeting (page 2-3) from June 20, 2016 and write up from August 17, 2016 (page 4) from the Scholarship Reception & Awards Presentation and place them on file at MCCD. Mr. Wise made motioned to approve the minutes with a second from Mr. Rose. The motion was approved.

No public comments were made.

Ms. Lyerla reported that the 2015 CSBG program is completed. All funding and reporting has been completed.

Ms. Lyerla reported on the demographic characteristics of people served report (page 5) so far 1,478 unduplicated persons have been served year to date with another 722 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 reported on the CSBG activities (page 6) as of October 17, 2016 for the 2016 CSBG program year showing that most of the work programs are providing services compared to the last report where little progress had been made. These numbers will pick up during fourth quarter as food assistance will be increased by MCCD helping food pantries with Thanksgiving and Christmas baskets as well as cold weather setting in.

Discussion surrounded the Family Self-Sufficiency program which is coordinated by the Madison County Housing Authority to provide intense case management and goal setting to maintain stability for clients at the end of their five year program. If client had been paying rent into escrow account during that time, the Madison County Housing Authority will in turn present check to client to use at down payment on home or college education.

Reviewing the financial statement (page 7) indicates budget showing so far in 2016 - MCCD has currently spent \$244,966.86 (41%) of the 2016 allocation of \$598,630.00. The individual program categories spent for Program Support is at 34% expended, Direct Client assistance is at 46%, Administration at 37%, and Category D – Skills Training is at 44% expended. The 2016 CSBG funding year is from January 1, 2016 to March 31, 2017 however MCCD may extend the program year to June 30, 2017.

Ms. Lyerla explained that as of July 1, 2015 MCCD was shutting down its Community Services Block Grant, Low-Income Home & Energy Assistance Program and the Weatherization Program services and financial support for the until further notice as a result of the inability of the governor and members of the Illinois Legislature to reach an agreement on the 2017 fiscal year budget. These programs are passed through the State of Illinois and with no current state budget in place there is no access to this funding. All of our outreach sites will be closed and our contracted agencies will not be allowed to make appointments or provide assistance. Notification has been sent to our contractual agencies.

Ms. Lyerla reviewed the Organizational Standards. All board members should have reviewed Category 5 – Board Governance, a link was sent through email providing the website and access to the CSBG Organization Standards for this training. Key points for this standard refer to a Vision and Direction of the agency and board: 1) The tripartite board/advisory council is structured in compliance with the CSBG Act, by either a) at least one-third democratically selected representatives of the low-income community; b) with on-third local elected officials; c) the remaining membership from major groups and interested in the community; 2) The tripartite board/advisory body has written procedures that document; 3) Each advisory board member has received a copy of governing documents within past two years; 4) The advisory council meets in accordance with the frequency and quorum requirements and fills board vacancies as set in governing documents; 5) Each advisory member has signed a conflict of interest policy within past two years; 6) The Department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated; 7) Tripartite board/advisory body members have been provided with training on their duties and responsibilities with past two years; and 8) Advisory board receives programmatic reports at each regular board/advisory meeting. All standards are currently being performed and documented.

There being no further business Mr. Viessman made a motion to adjourn, second by Ms. Wuellner.

The CSBG Advisory Council meeting was adjourned.