

**CSBG Advisory Council  
Minutes of Meeting  
December 21, 2015**

Members Present: Amy Meyer, Ben McCall, Scott Rose, Larry Bloemker, Maura Wuellner, Chad Rollins, Bessie Palmer-Harris, Larry Wise, Randall Viessman, Polly Curtin, Anne Tyree, Margarette Trushel, Alan Winslow and Debby Edelman.

Members Absent: Jennifer Roth.

Staff Present: Joe Bolt and Amy Lyerla.

Chairman Amy Meyer called the meeting to order at 3:30 pm and made roll call.

Chairman Meyer asked members review the minutes from the previous meeting (page 2-3) on October 19, 2015 and place them on file at MCCD. Mr. Rose made motioned to approve the minutes with a second from Mr. Rollins. The motion was approved.

No public comments were made.

Ms. Lyerla reported on the CSBG activities as of December 18, 2015 for the 2015 CSBG program year. Referring to the client activity on page 4, members discussed several of the work programs showing low/high levels of participation. As of present day, 8 of the 13 work programs have meet or exceed its goal requirements. In regards to the Skills Training program, agencies are still currently signing clients up for next semester and we will exceed this goal. The Other Employment Projects (transportation) program has had some problems this program year. The agencies that we have contracted to do this service, have had inquiries however clients do not meet the qualifications – must be working, have valid driver’s license, insurance and ownership and vehicle is repairable. This program is an employment component which client needs to maintain employment. MCCD also has had issues with the Home Repair program contracted through AgeSmart Community Resources. Unfortunately AgeSmart has not able to establish this program so MCCD is looking into partnering with Impact, CIL to provide accessibility ramps to disabled clients. MCCD needs to revisit the Adult Basic Education numbers. We can assist a client with 4 sections of the GED exams however our system only counts client 1 time and does not duplicate. This program year, MCCD was informed to separate its Emergency Assistance programs, so our numbers for rental assistance was an estimate to be served however many of the households that we have served only have 1 person in them.

Page 5 of the packet includes the demographic characteristics of people served so far during the 2015 program year.

At the previous council meeting, members inquired about more detailed information about service requirements on the work programs. Mr. Bolt and Ms. Lyerla explained each work program and how the service is provided and by whom, pages 6-8. Also an updated CSBG/LIHEAP/Weatherization brochure was passed out for referrals.

Page 7 indicates the budget showing all funds expended so far in 2015 - MCCD has currently spent \$295,649.40 (50%) of the 2015 allocation of \$588,390.00. The individual program categories spent for Program Support is at 54% expended, Direct Client assistance is at 56%, Administration at 16%, and Category D – Skills Training is at 45% expended.

Mr. Bolt briefly commented on the Organizational Standards. All board members should have reviewed Category 2 – Community Engagement, a link was sent on email providing the website and access to the CSBG Organization Standards. This standard relates to how we are addressing the community, through needs assessment surveys. Pages 10 – 15 show the needs assessment surveys that were used when conducting the 2016 Community Action Plan which was submitted in August 2015.

Board members were asked about meeting dates for calendar year 2016, it was also discussed several holidays falling on a Monday so members responded that they prefer to begin in February and if holiday was on a Monday they could meet the following day on Tuesday. Ms. Lyerla will compile the future meeting dates and inform everyone.

There being no further business Ms. Tyree made a motion to adjourn, second by Mr. Viessman. The CSBG Advisory Council meeting was adjourned.