

**CSBG Advisory Council
Minutes of Meeting
February 18, 2020**

Members Present:

Chad Rollins, William BeDell Achievement & Resource Center
Maura Wuellner, United Way of Greater St. Louis
Larry Bloemker Chair, Mayor of Hamel
Dionne Jackson, Illinois Department of Rehabilitation Services
Alan Winslow, Mayor of Bethalto
Deborah Edelman, LCCC Foundation
Fred Schulte, Edwardsville Township
Walt Harris, Village of Glen Carbon
Crystal Jennings, Riverbend Head Start & Family Services
Carole Meyer, Chouteau Township

Members Absent:

Bessie Palmer Harris, Project Helping Hand
Margarette Trushel, Oasis Women's Center
Raymond Otero, Ramon's El Dorado
Lindsey Ebers, Centerstone
Lori Rodgers, Beverly Farm Foundation

Staff Present: Joe Bolt, Amy Lyerla, and Jenny Pruitt

Chair Bloemker called the meeting to order at 3:30 p.m. Ms. Lyerla made roll call.

Our guest speaker was ill and not able to make meeting.

Chair Bloemker asked members to review the minutes from the previous meeting (pages 2-3) of October 21, 2019 and place them on file at MCCD. Mr. Collins made motion to approve the minutes with a second from Mr. Schulte. The motion was approved.

Ms. Lyerla introduced our newest Staff member Ms. Jenny Pruitt and said she would forward her information to everyone via email.

No public comments were made.

Mr. Bolt briefly reviewed the 2019 CSBG Work Programs (pages 4-6) all of the work programs have reached or exceeded their goals for the year. Mr. Bolt reported that now the transportation program has changed, we will expect to see a growth this year. Ms. Wuellner reported that on a recent Needs Assessment performed by the United Way, Transportation scored high as a major need in the local and surrounding areas. Ms. Lyerla asked Ms. Pruitt to report on the free bus passes that individuals may receive by filling out a form from the Department of Aging. Ms. Pruitt reported that individuals who meet the guidelines can qualify for free bus passes, the applications can be found on the Department of Aging website, processing time usually takes 48 hours, and once a month the Madison County Transit does photo IDs for the passes. Mr. Bolt

said maybe our partnering agencies can assist individuals with filling out forms and we can provide them assistance until they have their free bus pass. Mr. Bolt and Ms. Lyerla explained the current transportation program will be easier to qualify for and will be able to help individuals multiple times up to \$250 annual per person. Ms. Lyerla and Mr. Bolt then discussed the Eyeglasses assistance. Ms. Lyerla stated that 4/5 of the individuals we tried to help had insurance that was able to pay for the entire bill. Attendees were provided with the Characteristics Report (Page 7-8).

Mr. Bolt reported on the financial statement (page 9) indicating the budget spent for the program year 2019 – MCCD spent up \$634,736.65 (85%) of the 2019 allocation of \$745,065.00. The individual program categories spend for Program Support is at \$137,661.94 (56%) expended, Direct Client assistance is at \$400,204.58 (95%) expended, Administration at \$96,870.13 (118%) expended. That leaves us with \$110,328.35 (15%) roll over. What funds are not spent up in 2019, MCCD can carryover (be added) to the 2020 program year. The final closeout for the 2019 program year was submitted on February 14, 2020.

Ms. Lyerla included a list of Board members in the packet on (pages 10-11). Ms. Lyerla also included 2020 proposed meeting dates in the packet on (page 12).

Mr. Bolt discussed the 2020 Contractual Worksheet on (pages 13-14). Ms. Lyerla and Mr. Bolt explained that while the contracts expire December 31, 2020 for all agencies some agencies will finish before the deadline. A decision was made to shorten the timeline for SWIC's vocational training to not approve any additional applications after October as the final CSBG budget modification would need to be completed and could possibly alter budget amounts. Discussion arose around contract deobligating clauses in our contracts. Ms. Lyerla reported that all contracts except for 4 have been signed and Notice to Proceeds have been sent out. It was mentioned that we sent out our go ahead letters one month earlier than last year.

Ms. Lyerla explained (pages 15-17) has list of 2020 CSBG Work Programs. Same programs as last year.

Ms. Lyerla briefly explained the next few pages as a copy of the application, income guidelines, and checklists used by several agencies which were included in the packet (pages 18-26). Mr. Rollins asked if the income guidelines took in to consideration the minimum wage increases set forth by the State. Mr. Bolt and Ms. Lyerla explained they were federal and they did not.

Ms. Lyerla explained that Organizational standards require us to have a Board training every two (2) years. The last one was completed in March of 2018. After stating we would like to have it done by our June application deadline the question asked to the group was for a good time, it was decided that Ms. Lyerla will contact our Trainer and then email the group with available dates. Also, members received a copy of the By-laws (pages 27-32) last approved in 2018. Members need to sign Receipt of By-laws form as directed by our Organizational Standards as well as completing a new Conflict of Interest form.

There was a motion to accept the current Board Members (pages 10-11) by Ms. Edelman that was seconded by Ms. Jackson. The motion was approved.

There being no further business Ms. Jennings made a motion to adjourn, second by Ms. Wuellner. The motion was approved. The CSBG Advisory Council meeting was adjourned at 4:15 p.m. The next CSBG Advisory Council meeting will be on Monday, April 20, 2020.