

Grants Committee Meeting

November 8, 2017

MINUTES

Members Present:

Rick Vernier, Vice Chairman
June Chartrand
Willie Dancy
Susan Gruberman
Roy Mosley, Jr.
John West

Members Excused:

Joseph Kassly, Jr., Chairman

Staff Present:

Terry Beach, Executive Director
Jennifer Little, Administrative Assistant

Others Present:

Fred Boch, St. Clair County Board Member

Vice Chairman Vernier called the meeting to order at 5:30 p.m. in the IGD Administrative Conference Room.

Attendees rose and recited the Pledge of Allegiance.

Vice Chairman Vernier asked if there were comments from the public on the agenda. There were no public comments.

Upon a motion by Mr. Mosley, and a second by Mr. West, the minutes from the October 11, 2017 Grants Committee meeting were approved unanimously.

Upon a motion by Mrs. Chartrand, and a second by Mrs. Gruberman, the letter from the Grants Committee Chairman to the County Board Chairman transmitting the payroll and expense claims for the month of October, 2017 was approved unanimously.

Upon a motion by Mr. West, and a second by Mr. Mosley, the Check Register Summaries for the pay periods in the month of October, 2017 were approved unanimously and placed on file. IGD financial statements were present for review.

There were no questions concerning the Community Services Group and the report was placed on file.

There were no questions concerning the Community Development Group and the report was placed on file.

There were no questions concerning the Workforce Development Group and the report was placed on file.

Upon a motion by Mrs. Chartrand, and a second by Mr. West, the Community Services, Community Development, and Workforce Development Group reports were approved unanimously and placed on file.

Resolutions

None

Old Business

New Business

A. Director's Report

- Terry Beach noted the binder containing IGD's up-to-date financial statements. He reminded members it is updated monthly.
- Mr. Beach informed members annual reports are due to the Chairman no later than November 11th. He will be submitting a brief two-page summary on behalf of IGD summarizing numbers through November 6th. The annual report will be in the County Board meeting packet. Mr. Beach noted IGD's overall administrative costs are at 8.9% despite some programs being able to expend up to 20%; 90% of funding goes directly to people and infrastructure.
- Terry Beach stated 155 Holiday Food Certificate pre-applications were distributed to County Board members; 55 were returned; 30 of the 55 were found to be eligible and received a \$100 gift certificate to Shop-n-Save for Thanksgiving. Mrs. Chartrand inquired if there was still time to refer individuals for Thanksgiving. Mr. Beach responded no. He added that recipients are in need and very thankful; it is a program in which funds are well spent. He extended the deadline to refer individuals and families for a Christmas food certificate until November 20th; he added staff has to have time to set appointments to determine eligibility.
- The LIHEAP program continues to challenge our phone system. Mr. Beach informed members there were 2,125 calls made to the LIHEAP phone number over a five day period. He reminded members LIHEAP appointments can be made by phone on Mondays only. He added it can be difficult to get through to the main IGD phone number as calls spill over from those that are unable to get through to LIHEAP. We are unable to take walk-ins. Mr. Beach stated County departments are on the same phone system; the volume of LIHEAP calls can affect the Court House, EMA, and the Jail causing the system to be sluggish.

Other Comments

Roy Mosley expressed his concern over safety this season. He asked staff to be mindful and aware. This is a government building and he does not want to see anyone hurt. Clients in the building can be upset; remove those that need to be. Mr. Beach added we have hired more veterans this LIHEAP season who work well with our clients and handling behaviors that may arise. There was discussion on the location of panic buttons and various safety measures in place and additional measures that are being put in place.

Adjournment

Vice Chairman Vernier entertained a motion to adjourn. On a motion by Mr. Mosley, and a second by Mrs. Gruberman, Vice Chairman Vernier adjourned the meeting at 5:50 p.m.