

Grants Committee Meeting

November 13, 2019

MINUTES

Members Present:

Stephen Reeb, Chairman
Susan Gruberman, Asst. Chairman
June Chartrand
Willie Dancy
Richie Meile
John Waldron

Members Excused:

Roy Mosley, Jr.

Staff Present:

Rick Stubblefield, Executive Director
Jennifer Little, Executive Assistant/Special Projects Specialist

Others Present:

May Brown, VFW Veterans & Military Support District 14 Coordinator

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

Attendees rose and recited the Pledge of Allegiance.

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

Upon a motion by Mr. Meile and a second by Mr. Dancy, the minutes from the October 21, 2019 Special Grants Committee meeting were approved unanimously.

Upon a motion by Mrs. Chartrand, and a second by Ms. Gruberman the letter from the Grants Committee Chairman to the County Board Chairman transmitting the payroll and expense claims for the month of October, 2019 was approved unanimously.

Upon a motion by Mr. Waldron, and a second by Mr. Meile, the Check Register Summaries for the pay periods in the month of October, 2019 were approved unanimously and placed on file.

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 Mr. Dancy, and a second by Mr. Waldron, the Community Services, Community Development, and Workforce Development Group reports were approved unanimously and placed on file.

Resolutions

None

Old Business

None

New Business

A. Director's Report

Rick Stubblefield reminded members the LIHEAP program started October 1st. The new appointment system tracks the number of staff members taking calls, how many appointments are being set and how often; the system also tracks no-shows, reduces duplicate appointments, and allows for easy rescheduling. LIHEAP will run even more efficiently next year as all client data entered this year will be stored in the system and easily accessed next year allowing staff to make appointments even faster.

CSBG is working on the Holiday Food Certificate Program. Mr. Stubblefield stated 300 gift cards were budgeted for this year in addition to approximately 170 remaining from last program year. All referrals are tracked by who and when they were submitted as well as their status of receiving a food card. Due to the number of gift cards, staff did outreach at a number of senior housing facilities. It has allowed the program to assist those in need who may not be able to make it to IGD for assistance. He is working to streamline the program and asked members to let him know if their referrals have not been contacted.

Weatherization was behind due to the state's procurement issues with BCMW. Mr. Stubblefield believes that has been resolved as of earlier this week. IGD's program will be moving forward with work.

On Tuesday, at the request of the Governor's office, Workforce Development staff, staff from one of IGD's apprenticeship programs, and an apprentice participant traveled to Springfield to speak at the Governor's kickoff of National Apprenticeship Week. The group was one of only two invited from across the state.

Today Mr. Stubblefield received an OLGA, Outstanding Local Government Achievement award from the East-West Gateway Council of Governments. The award recognized an apprenticeship program developed with SIUE - Head Start. SIUE faced challenges filling child development positions. The apprenticeship provides participating Head Start parents the on-the-job training and certification they need to gain employment within the SIUE program and Head Start system. IGD Workforce Development has also partnered with Lewis and Clark Community College to use formula funds to further participants' education paying for an Associate's Degree and hopefully leading to a Bachelor's degree.

Other Comments

Steve Reeb asked if IGD recently participated in a job fair. Rick Stubblefield responded IGD was part of a recent veteran's job fair hosted by SWIC; however IGD's Workforce Development job fair was held in September.

June Chartrand asked for an update regarding the food certificate program. Jennifer Little responded approximately 41% of referrals have been returned to date; that percentage is up from previous years. Mr. Stubblefield added staff are also doing outreach as well as working with the Housing Resource Center and Moms on a Mission. He added the program can be cumbersome; however he is working to streamline the program. Mr. Meilie asked if there is a cut off for referrals. Mr. Stubblefield responded they can still be submitted.

Adjournment

Chairman Reeb entertained a motion to adjourn. On a motion by Mrs. Chartrand, and a second by Ms. Gruberman, motion passed and Chairman Reeb adjourned the meeting at 5:42 p.m.