



## Community Action Board Meeting

**DATE/TIME:** Wednesday, June 24, 2020 – 4:00 PM

**LOCATION:** Google Zoom/ Conference Call

**CHAIR:** Matthew Roeschley

**VICE-CHAIR:** Kathryn Woodcock

**MEMBERS:** Matthew Roeschley, Jim McGuire, Cindy Bell, Cathy Bedard, Carol Bradford, Karen Carlson, Donna Kaufman, Jewel Kelly, Dick Norton, Joel Sanders, Chris Stohr, Lindsey Trout, Jane Webber, Kathryn Woodcock, and Gloria Yen

Below, please find the Zoom conference information.

Topic: Community Action Board Meeting

Time: May 27, 2020 04:00 PM Central Time (US and Canada)

Join Zoom Meeting

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### Community Services

A division of the Champaign County Regional Planning Commission

1776 E. Washington St, Urbana, IL 61802

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## MINUTES

1. Call to Order, Roll Call
  - A. Mr. Matthew Roeschley called the meeting to order at 4:03 PM. This meeting was conducted via ZOOM conference call.
  - B. Ms. Tina Withers conducted roll call. A quorum was present.
    - i. Members present: Matthew Roeschley, Jane Webber, Cindy Bell, Carol Bradford, Karen Carlson, Donna Kaufman, Jim McGuire, Cathy Bedard, Dick Norton, Kathryn Woodcock, Lindsey Trout, and Gloria Yen
    - ii. Members Excused: Chris Stohr
    - iii. Members Absent: Jewel Kelly and Joel Sanders
    - iv. Staff Present: Lisa Benson, Maurey Williamson, and Tina Withers
  - C. On behalf of the Community Action Board, Mr. Roeschley welcomed Ms. Gloria Yen to the Board as a new Client Sector representative. Ms. Yen introduced herself to the Board. Ms. Yen's term runs through May 31, 2023.
2. Approval of Agenda/Addenda
  - A. Mr. Roeschley asked for a motion to approve today's agenda. Motion to approve today's agenda was made by Ms. Donna Kaufman, seconded by Sr. Karen Carlson, and the motion carried.
3. Audience Participation
  - A. This meeting's Zoom conference information was posted on the RPC website.
  - B. The Community Action Board welcomed one guest, Alicia Williams.
4. Program Presentation- Presentations will be on hold until in-person meetings resume.



5. Approval of Minutes - Draft CAB Meeting Minutes – May 27, 2020 <sup>1)</sup> (*enclosed*)
  - A. Mr. Roeschley asked for a motion to approve the meeting minutes from the May 27, 2020 meeting. Motion was made by Mr. Dick Norton, seconded by Ms. Jane Webber, and the motion carried.
  
6. Action Items
  - A. CSBG Grant Modification
    - i. Ms. Benson updated the Board on the 2020 CSBG Grant Modification. She presented the grant modification summary letter and updated work program information.
    - ii. The budget was modified up to \$874,660 reflecting additional funds for technology, carry-over funds from 2019 grant, and an increase in the 2020 grant allocation.
    - iii. Increases include increased personnel and fringe benefits to add a Housing Voucher Specialist. This position has been filled. A Housing Counselor position will be added as well. This will be a HUD certified position and will allow RPC to have a HUD Certified Housing Counseling program. There will also be increased case manager positions and increased client assistance through a new automobile repair program and the bed program. Additionally, \$25,000 was added for technology and \$1,500 added for ROMA Certified Staff member training.
    - iv. The letter also summarizes the changes to the various CSBG work programs. This includes changing target numbers by increasing certain program levels (rent assistance, case management) and decreasing legal assistance (Youth Assessment Center), which has seen a drop in clients due to Covid-19 shelter in place. With the schools closed, the Youth Assessment Center has not had as many referrals.
    - v. Ms. Benson presented the updated CSBG Work Programs reports to the Board.
    - vi. The group had no questions for Ms. Benson.
    - vii. Mr. Roeschley asked for a motion to approve the 2020 CSBG Grant Modification and Work Program Reports. Motion was made by Sr. Karen Carlson, seconded by Mr. Jim McGuire, and the motion carried.



B. Covid Assessment Update and Covid Community Action Plan

- i. Ms. Benson provided the group with the Covid Assessment Update and the Action Plan. The National Community Action Partnership provided the template that RPC's Jeremy Bell used to create the assessment update and action plan.
- ii. Ms. Benson noted that RPC was one of the first agencies to start implementing CARES Act programs to the community. The National Community Action Partnership allowed RPC to move through the paperwork quickly so that we were able to implement funding to our community as soon as possible.
- iii. Ms. Webber asked how services and outcomes would be reported back to the Board. Ms. Benson indicated the same type of reporting used to report regular CSBG grant information will be used to report the Covid/Cares Act information. RPC will be providing budget updates, demographic reports, and service/outcome information on a quarterly basis until funds are exhausted.
- iv. Ms. Carol Bradford asked how the community was being informed of these programs, front line workers for example. Ms. Benson reported that there has been television advertising, meetings with targeted groups, and information given out at the food banks. This funding is specifically related to people affected by Covid-19, example – job loss and medical issues related to Covid. Front line workers could benefit from these funds if they qualify.
- v. Mr. Roeschley asked for a motion to approve and place on file the Covid Assessment Update and the Covid Community Action Plan. Motion was made by Sr. Karen Carlson, seconded by Ms. Donna Kaufman, and the motion carried.

7. Program Updates

A. Senior Service Report

- i. Ms. Benson provided the Board with a Senior Service Report. This report was prepared for the RPC Commissioners meeting occurring on June 26, 2020. This report provides an update of the Senior Services program.

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8. Old Business
9. New Business
10. Adjournment
  - A. Mr. Roeschley called for a motion to adjourn the meeting. Motion was made by Mr. Dick Norton, seconded by Sr. Karen Carlson, and the motion carried. The meeting was adjourned at 4:37 PM.

Respectfully submitted by  
Tina Withers  
Recording Secretary

