

**St. Charles County
Community Assistance Board**

Teams Virtual Meeting
Meeting Minutes

June 30, 2020

Meeting Facilitator: Caty Beilsmith, chair

Attendance: Christy Weber; David Bardgett; Carissa Figgins; Cindy Syberg; John Glenn; Don Brannam, Pat Leon

Guests: Pinar Turker (St. Charles County); Cheryl Clerkley (NECAC); Kathy Henderson (Sts. Joachim and Ann); Dottie Kastigar (Community Council); Lauren Muehling (Habitat); Kathy Thompson (LINC); LaKeysha Fields (Salvation Army); Linda Fritz (NECAC) Robert Meyer (St. Charles County); Demetria Lightfoot; Anita Telkamp (St. Charles City); Janice Robinson (NECAC)

- I. **Call to order** at 8:30am
- II. **Pledge of Allegiance**
- III. **Public Comment** – no public comment.
- IV. **Approval of March 10, 2020 minutes** - Motion made by John to approve the March minutes. Motion seconded by Dave. Motion approved.
- V. **New business**
 - CDBG-CV Funding Application review – CAB board was convened for a special session to review CDBG-CV grant applications. CDBG-CV funds were awarded to the county to help offset the impact of COVID-19 on the community. The County established an expediated funding process to quickly allocate funding to agencies. A total of \$323,000 was allocated for rent assistance, mortgage assistance, utility assistance, food assistance, and household goods. (See chart of funding applications received). Three applications were received: NECAC asked for \$100,000; Sts. Joachim & Ann asked for \$94,000; Habitat for Humanity asked for \$90,000. NECAC and J&A included requests for food and household assistance. Funding to be allocated needs to be COVID-19 related. If the three applications were fully funded, there would be \$39,001 remaining. Referrals will come through Coordinated Entry for housing assistance. Agencies will participate in HMIS.
 - Questions: - John Glenn noted that application allowed up to 20% as admin. Agency applications put different administration amounts from 10% to 25%. One agency would help 800 people at \$300 each; one asked for different level of funding. Kathy from Sts. Joachim and Ann noted that # of people assisted with food was estimated based on # of people coming through food pantry (800); Sts. Joachim & Ann will not

be bound by \$30 limit. They hope to purchase more meat and perishable items that people don't normally get.

- Caty Beilsmith– if funds can't be used, does NECAC reprogram, or does the County do that? Pinar- NECAC will be reimbursed for grant expenditures. At the end of the contract period, the County will decide how to re-program any remaining funds. We are not sure how long we have to spend the funding. Generally we have a year. There is no penalty if funds are not spent.
- Kathy Thompson (LINC) – LINC submitted an application for \$55,000 for rent assistance, mortgage assistance, utility assistance, and food assistance. 20% was requested for administration. The plan is to help 149 Households.
- Carissa made a motion that the board pause on the planned allocation.
- Question – do we have time to delay this? LINC was able to share information about their application verbally.
- David requested clarification – are these funds a one-time allocation? Robert Myer responded yes. We could come back and regroup if needed. Robert would hope that the board could make an initial allocation recommendation, and we could regroup and/or reallocate funding later.
- Caty had concerns about the application timeline. Could we reopen applications?
- John asked if funds were awarded, would any funds be left over? Pinar said that– with LINC's application, all the funds could be awarded. If the first three applications were fully funded, there would be about \$39,001 left over.
- John suggested that we pro-rate the funding that is left. LINC stated that they would be willing to receive less funding.
- It was mentioned that one agency asked for 25% admin (NECAC), but after reviewing the application, the amount was 20%.
- Everyone agreed to move forward with the four application, including LINC's. Their award would be conditional based on the County accepting their application.
- Caty asked if the board should take the shortage off of LINC, or spread it prorata across organizations? David proposed that we go ahead and take the extra from LINC.
- **A motion was made by David to award the total amount requested from NECAC, Sts. Joachim and Ann, and Habitat for Humanity, with the remainder of the funding awarded to LINC. Motion was seconded by John. Motion approved.**
- Additional Comments/Questions:
- John commented that he does not believe rent and mortgage assistance will be sufficient to meet the needs. He believes people will be facing significant financial issues over the next year.
- David asked if Sts. Joachim and Ann had seen an increase in food pantry clients. Kathy answered that they have seen an increase of new clients, and a reduction of old clients. Client requests are picking up now.
- Caty asked if there were any final comments? David asked if the CAB board meet in person in September, or will we meet virtually? If we want to meet in person, Pinar will find a place at the administration building (Since the library meeting rooms are

still closed). A decision was made to revisit this issue at a later date. Caty suggested that we may explore an in-person and call in option. Caty asked if there was a preference between meetings at the county or library. Most prefer the library.

- Janice (NECAC) asked if food and essential item service requests needed to go through CE? Answer – no.

VI. Adjournment 10:10am

Next Meeting Date: Tuesday, September 8, 2020

Location: TBD