



**KENDALL/GRUNDY COMMUNITY ACTION
ADVISORY BOARD
March 7, 2024
Morris Technology Building
Morris IL**

I. CALL TO ORDER

Community Action Advisory Board Chairman Jane Swinney called the meeting to order at 5:30 PM.

Members Present: Amy Peterson, Barb Nadeau, Eric Fisher, Jane Swinney, Janice Grant, Josh Harris, Katie Bivins, Matt Conrad, and Matt Fritz.

Members Absent: Carimar Cruz, Dick Joyce, Jim Homa, Paul Kubinski, and Rhonda Redgate-Offhaus.

Staff Present: Melissa Creamer, RaeAnn VanGundy, Ryan Carrie.

II. INTRODUCTIONS & CHAIR COMMENTS

- Community Action Advisory Board Chair Jane Swinney welcomed everyone attending and introductions were conducted by everyone in attendance.

III. PUBLIC COMMENT

N/A

IV. APPROVAL OF December 7, 2023, MINUTES

Minutes of the December 7, 2023, meeting were reviewed – no corrections or changes – Mr. Fritz moved to approve the minutes as presented. Ms. Grant seconded the motion. The motion was unanimously approved by voice vote.

V. EXECUTIVE DIRECTOR COMMENTS: RAEANN VANGUNDY

- Ms. VanGundy spoke to the board about Kendall County Health Department's upcoming 2021-2026 Community Health Improvement Plan (aka, IPLAN) mid-5-year cycle update.
- The update will take place at KCHD on May 15th 5:30 p.m. to 7 p.m. . This event showcases efforts made to address the Plan's goals and associated objectives, and any impact produced to date. Additionally, community stakeholders will be given the opportunity to share any insights or recommendations.

VI. AGENCY REPORTS-MELISSA CREAMER-DIRECTOR

A. LIHEAP/PIPP

- Ms. Creamer presented and compared the application entry count for LIHEAP program years 2024 and 2023.
***SEE ATTACHMENT A.**
- Ms. Creamer explained to the board that LIHEAP participation tends to slow down a bit during the winter months. This trend is often attributed to the disconnection moratorium that takes effect once temperatures begin to drop in November/December. During the disconnection moratorium, those that have applied for LIHEAP within the last program year will avoid disconnection while temperatures

remain below 32 degrees for a consecutive number of days.

- Ms. Creamer also explained to the board that ComEd made changes to their billing and account numbers. These changes have resulted in an inability to fully process LIHEAP applications.
- Ms. Creamer presented an email to the board from the Illinois Department of Commerce and Economic Opportunity (DCEO) stating that the Office of Information Management (OIM) has turned off the process button for ComEd LIHEAP applications until further notice.

***SEE ATTACHMENT B.**

- Currently, applications are still being taken. However, registers will remain unpaid until Local Administering Agencies (LAA) are able to begin processing outstanding applications.
- Kendall Grundy Community Action (KGCA) and other LAAs are urging that ComEd be aware of how this interruption impacts its customers and to stop impending disconnections if this issue persists.
- Disconnections are rumored to start on March 15th. Disconnections resumed on April 1st during the 2023 program year.

Questions/Comments:

N/A

B. IHWAP (WEATHERIZATION)

- Ms. Creamer shared the new Weatherization flyer with the board.

***SEE ATTACHMENT C.**

- The waitlist for assistance in Kendall County has continued to grow throughout the program year. The waitlist for Grundy County has slowed down so KGCA is working to increase outreach and program engagement for Weatherization.

Questions/Comments: N/A

C. COC

- Currently 25 Kendall County households have been assisted through Homeless Prevention funding. WeCare is the Homeless Prevention program provider for Grundy County.
- Funds will likely be exhausted before the end of the program in July.
- Demand for assistance with rent and mortgages has increased significantly since the start of the program year. Applications were previously available at the front desk for anyone to request. Several applications were returned incomplete and missing documentation. Moving forward, applications will be given to applicants after scheduling an appointment. This measure was set into motion to control the flow of applications and to ensure applicants are turning in all necessary documentation.

Questions/Comments: N/A

D. CSBG

- Ms. Creamer presented to the board a summary of CSBG programming, available funding and the number of clients served.

***SEE ATTACHMENT D.**

- Through the Employment Barrier Reduction Program (EBRP) we have served 28 Kendall County clients. Currently, only 4 Grundy County clients have received assistance through EBRP. To increase participation, a flyer has been made to be handed out at the upcoming Grundy Area Providers (GAP) Resource Fair.
- The goal for the scholarship program is to evenly distribute funds between Kendall and Grundy.
- Scholarship applications have been distributed throughout the service area. Applications are due April 19th.
- New volunteers are needed for the scholarship committee. Community Action Advisory Board member Katie Bivins will be filling a vacancy.
- The Scholarship Committee will be meeting May 21st at 5:30 p.m. in Grundy County and May 23rd at 5:30 p.m. in Kendall County.

Question/Comments: N/A

E. EFFECTIVENESS INSIGHT INSTRUMENT

- Ms. Creamer presented the Effectiveness Insight Instrument to the board. This tool collects valuable feedback and insights from clients based on their experiences after receiving services. The customer surveys presented were from the 4th quarter. Overall, KGCA has seen increased participation in the Effectiveness Insight Instrument over the last quarter.
- Customers participating received utility bill assistance, housing assistance, weatherization, and other resources. 100% of participants stated that they were treated with respect by all staff. 100% of customers reported that the effectiveness/helpfulness of the service received was very effective. 100% of participants also reported that Community Action staff were very helpful in helping clients understand the importance and reasoning behind energy assistance.
- One customer responded, "I am very happy with the services. This was my 3rd time coming here for help and I am extremely happy with the service!"
- Another customer responded, "Great customer service, friendly environment."

***SEE ATTACHMENT E.**

Questions/Comments: N/A

VII. NEW BUSINESS

A. 2 YEAR BOARD TRAINING AND CONFLICT OF INTEREST REVIEW

- Ms. VanGundy gave a presentation to the board regarding the roles and responsibilities of Advisory Board members.
- Training is completed every two years and was last completed at the March 24, 2022, meeting.
- Board members also completed the annual member information survey, voluntary self-identification form, and code of conduct declaration.

B. DVRT

- Mr. Carrie discussed KGCA's involvement with the Domestic Violence Response Team (DVRT) with the board.
- DVRT is a collaborative partnership between the Kendall County States Attorney's Office, The Kendall County Sheriff's Department, Kendall County Health Department, and Mutual Ground.
- The Kendall County Health Department's assumes the responsibility of the fiscal agent. Limited funding is available for survivors of domestic violence.
- Mutual Ground and the State Attorney's office will refer eligible individuals for assistance. Assistance will be provided on a case-by-case basis. Funding will be used to help remove any potential barriers in place that may be preventing the ability to escape domestic violence.

C. GRUNDY BOARD MEMBER

- Efforts are being made to fill the vacancy for a board member representing Grundy County clients.
- Information regarding this vacancy has been shared on the radio, in Grundy County newspapers, on social media.

D. COMMUNITY ACTION PLAN STAKEHOLDER SURVEY

- Ms. Creamer presented the Stakeholder Survey to the board. The data collected will be used to complete the 2025 Community Action Plan Needs Assessment.

VIII. OLD BUSINESS

A. REVIEW OF CAAB SELF EVALUATION

- Mr. Carrie presented the results of the Community Action Advisory Board Self Evaluation. The Community Action Advisory Board Self Evaluation survey was completed at the September meeting.

***SEE ATTACHMENT F.**

X. ADJOURNMENT

Ms. Swiney proposed a motion to adjourn. Ms. Nadeau motioned, and Ms. Grant seconded. The motion was unanimously approved by voice vote. The meeting adjourned at 7:07 PM.

NEXT MEETING

DATE: July 25, 2024

TIME: 5:30 PM

LOCATION: Kendall County Health Department

WIC Classroom

811 W. John St, Yorkville, IL 60560

Submitted By

Ryan Carrie