

**Audubon Area Community Services
Community Services Committee Meeting**

MINUTES

July 21, 2009

The Board's Community Services Committee convened at noon, July 21st, 2009, at the AACS Senior Service Corps' training room at the Elizabeth Munday Center.

Committee Member Present:

Ms. Daisy James

Mr. Thomas Platt

Ms. Charlotte Vandgrift

Staff Present:

Robyn Mattingly, Senior Service Corps Director

Cathy Lamar, Counseling Services Director

Bryon Mayes, Chief Financial Officer

Judi Whitney, Recorder

A brief discussion was held to determine who would chair the meeting in Committee Chairman Rev. David Combs' absence. Ms. James was unanimously chosen by the Board Committee members.

Financial Report.

Mr. Mayes presented the financial status reports for programs under the Committee's oversight. He distributed handouts for the Counseling Services/CSBG/LIHEAP and Senior Service Corps (SSC) programs. He explained the new form used called the Federal Financial Report. He discussed the various Counseling Services Department programs' expenditures relative to budget for the end of the July-June fiscal year and the amount of funding left over, as none were over budget.

Mr. Mayes also discussed the Budget Performance Report which demonstrated the expenditures spent to date by FPP/FRP/FPS and CSBG programs. Senior Services' mid-year (calendar year for SSC programs) expenditures relative to budget were also included in the CFO's financial report, which concluded that the SSC programs' budgets were in good shape.

NEW BUSINESS & PROGRAM OVERSIGHT

Counseling Services Department.

CSBG and LIHEAP. Ms. Lamar reviewed the FY2010 contract status of the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP). Both programs have received FY2010 contracts from the Cabinet for Health and Families, Department for Community Based Services.

ARRA and EFSP. She continued updating the Committee on the status of the American Recovery and Reinvestment Act of 2009 (ARRA) CSBG contract, which still has, due to continuing review (along with all other Kentucky CSBG grantees) and is yet to be received from the Cabinet. The Emergency Food and Shelter Program (EFSP) ARRA awards have been received through the United Way network.

Ms. Lamar went on to review and discuss how the ARRA "stimulus" money was to be spent once the money arrived, since all the proposed sub-grantees' proposals have been received by AACS and submitted to the Cabinet for their ARRA review and approval. The Cabinet's Contracts Branch staff do

keep giving assurance that their reviews are nearing an end and that their “provisional” approvals will soon be forthcoming.

VISTA Monitoring. Ms. Lamar informed the Committee of May’s VISTA Monitoring visit by the State Office of the Corporation for National and Community Service. She distributed copies of the monitor’s letter, which noted certain areas for correction or improvement. She discussed all three cited areas and explained to the Committee how they were going to be corrected in the future.

Counseling Services Department Relocation. Ms. Lamar announced that Counseling Services has moved to 1800 West 4th Street. An open house is planned for possibly October 20th for both the 4th Street offices and for the new office building on 5th Street.

Auctions of Excess Agency Property. Ms. Lamar mentioned the auction of unused and unneeded office equipment from Counseling Services on July 30th at 1300 East 9th Street, Owensboro. Head Start will also hold another auction August 1st to sell their excess and obsolete office equipment as well. These auctions are done in accordance with federal/state requirements for the disposal of property.

Ms. Lamar asked if anyone had further questions. There were none.

Senior Service Corps

2009 United Way Management Letters/Contracts. Ms. Mattingly distributed copies of the FY 2010 Management Letters and Contracts from the United Way of the Ohio Valley and the United Way of Henderson County for Committee review.

The United Way of the Ohio Valley awarded the full application (requested) amounts as follows:

- Foster Grandparent Program (FGP) — **\$21,500** (up from \$19,695 in FY 2009)
- Senior Companion Program (SCP) — **\$25,800** (up from \$23,700 in FY 2009)

The Management Letter and 2010 Contract from the United Way of the Ohio Valley was accepted by consensus and will be forwarded to the full Board of Directors with the Committee’s recommendation for approval/ ratification at its August 18, 2009 meeting.

RSVP, a city funded agency through the City of Owensboro, received its full allocation of \$12,650 for FY 2010 (a 2% increase from 2009) as awarded through the United Way of the Ohio Valley.

The United Way of Henderson County allocated funds as follows:

- Foster Grandparent Program \$25,000 (up from \$24,000 in FY 2009)
- Senior Companion Program \$16,000 (down from \$25,000 in FY 2009)

The Senior Companion Program allocation panel cited a campaign shortfall during the site visit with SCP staff. A slight reduction was, thus, made in SCP’s 2010 allocation.

The Management Letter and 2010 Contract from the United Way of Henderson County was accepted by consensus and will be forwarded to the full Board of Directors with the Committee’s recommendation for approval/ratification at its August 18, 2009 meeting.

2009 Funding Updates. Ms. Mattingly reported the Daviess County Fiscal Court had allocated to the Retired and Senior Volunteer Program (RSVP) its full request of \$3,750 for FY 2010. This is a level funding request from FY 2009, she said.

2009 Strategic Plan Update. Ms. Mattingly reviewed the Senior Service Corps’ progress towards reaching its departmental goal of increasing the overall number of volunteers in each program. Ms.

Mattingly explained the program was making strides despite the fact that some volunteers have become ill or have passed away. Specific details will be available at the September Committee meeting.

Project Self Assessments. Ms. Mattingly announced it was time to conduct the annual self assessment for the FGP, SCP, and RSVP. Ms. Mattingly asked for volunteers from the Community Services Committee to perform this assessment using the assessment tool as provided by the Corporation for National and Community Service. She distributed a sample of the form for review.

After discussion, Ms. James suggested the Committee Chair Rev. David Combs appoint a subcommittee to review the programs, especially in the area of Volunteer Recruitment.

Ms. James and Mr. Platt agreed to serve, if appointed. Ms. Mattingly will contact Committee Chair Combs for further action.

2009 Senior Celebration. Ms. Mattingly invited all members to attend the Senior Celebration event, August 11, 2009 at Owensboro Christian Church. Audubon Area Community Services is a major sponsor. Registration is \$15 and includes a continental breakfast, boxed lunch, and exhibit hall. Mr. Bob Park, humorist, is the keynote speaker. Ms. Mattingly will mail registration forms to all committee members.

CNCS SSC Promotional Videos. Ms. Mattingly provided a nationally produced video presentation of the three Senior Corps programs, i.e. the Foster Grandparent Program, RSVP, and the Senior Companion Program.

Board Training

The Board Committee training should be on the agenda for each meeting. The Committee suggested that the Board should provide more guidance and training on the responsibilities of its Board Committee members.

Meeting Schedule

The next meeting is set for September 15th at 12:00 p.m. at the Elizabeth Munday Center, Owensboro.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:25 p.m.

Ms. Daisy B. James
Acting Chairperson