

# Adams County Community Services Block Grant Advisory Council Meeting Minutes

<b>Meeting Name</b>	<b>CSBGAC Regular Meeting</b>	<b>Date</b>	September 14, 2018
<b>Location</b>	First Watch 100 E. 120 <sup>th</sup> Ave. Unit G-140 Northglenn, CO 80233	<b>Time</b>	8:30 am- 10:00 am
<b>In Attendance</b>	<ul style="list-style-type: none"> <li>• Lee Jones – Private Rep.</li> <li>• Megan Herrera – Low-Income Rep.</li> <li>• Pamela Spivey – Low-Income Rep.</li> <li>• Nina Myers – Public Rep.</li> <li>• Emily Fleischmann – Private Rep.</li> <li>• <i>Esther Ramirez - Staff</i></li> </ul>		
<b>Not in Attendance</b>	<ul style="list-style-type: none"> <li>• Steven Cervantes – Public Rep.</li> <li>• Bonnie Sauer – Low-Income Rep.</li> <li>• Stacey Wolley – Public Rep.</li> <li>• Lily Maddux – Private Rep.</li> </ul>		

TOPIC	COMMENTS:
<p><b>I. Welcome and Introductions</b> Meeting called to order at 8:40 a.m., roll call via sign-in sheet. Quorum was present.</p>	<p><b>Lead: Chair, Pam</b></p>
<p><b>II. Business</b></p> <p><b>a.</b> Approval of June 8, 2018 minutes - Motion to approve minutes, seconded and unanimously approved</p> <p><b>b.</b> CSBG Specialist went over the 2017 remaining funds status, which was to reallocate funding from direct cost to sub-grantee cost. To recap, CSBG Specialist reached out to all agencies to submit a spending plan if they could utilize additional funding. Three agencies submitted a plan, and had been approved at the June CSBGAC meeting. All three agencies have spent down the 2017 funds. CSBG Specialist also went over the 2018-2021 sub-grantee spenddown status, some agencies had submitted their monthly report on time, and some agencies had some revisions to make. CSBG Specialist will work with them to correct it. CSBG Specialist raised the concern of the agencies that are not complaint with monthly reports and/or are behind is spenddown. <b>Council recommended for CSBG Specialist to continue communication with the non-compliant agencies and visit with them during the monitoring to discuss issues.</b> CSBG Specialist also went over program report: update on sub-grantee monitoring and Community Action Partnership (CAP) Conference. The next CAP Conference will be in Chicago, for those who may be interested. The CSBGAC also reviewed the Semiannual Program Report as part of Adams County Program Report. <b>CSBG Specialist will update the CSBGAC via email on a monthly basis.</b> <b>CSBG Specialist will update CSBGAC at the December meeting to see what next steps to take.</b></p>	<p><b>Lead: Chair, Pam and CSBG Specialist, Esther</b></p> <p><b>Org. Standard: 5.9 and 8.7</b></p>

<ul style="list-style-type: none"> <li>c. CSBG Specialist went over updates on the Community Action Plan and Strategic Plan Annual Update, which were both part of the larger Adams County CSBG Application submitted in 2017. The Semiannual Program report aided as an update on the Community Action Plan. CSBG Specialist reviewed the revisions/changes in both plans.</li> <li>d. CSBG Specialist passed out the conflict of interest policy for those that were missing.</li> <li>e. The Adams County 2017 Single Audit was reviewed as well as the findings, however it was noted that the CSBG Program was not audited. The website where the audit can be found was shared – <a href="http://www.adcogov.org/comprehensive-annual-fianncial-report-cafr.com">http://www.adcogov.org/comprehensive-annual-fianncial-report-cafr.com</a></li> <li>f. A tour of the next sub-grantee, Almost Home located at 231 N. Main St. Brighton 80601 for November 9, 2018 @ 9 a.m.</li> <li>g. Reminder of the Adams County Boards and Commissions Recognition Dinner that will be held on Thursday Sept. 27<sup>th</sup> @ 5:30 p.m. at the 9755 Henderson Rd. in Brighton.</li> </ul>	<p><b>Org. Standard: 4.4 and 6.5</b></p> <p><b>Org. Standard: 5.6</b></p> <p><b>Org. Standard: 8.2, 8.3, 8.4</b></p>
<p><b>III. Next meeting:</b> December 14, 2018 at 8:30 a.m. – CSBG Specialist asked if they wanted to reschedule since the date is close to the holidays. CSBGAC decided to keep the Dec. 14<sup>th</sup> date.</p>	
<p><b>IV. Adjourn</b></p> <ul style="list-style-type: none"> <li>a. Meeting adjourned at 10:00 a.m.</li> </ul>	