



Meeting Activities
Executive Committee Meeting
Date: Wednesday January 28, 2020

DISCUSSION:

1. Alicia called the meeting to order at 1:07.
2. Logo ideas provided and discussed. Top three narrowed down and Alicia will tweak and share updated information. Before next meeting have a few simple questions on survey monkey to get pulse on Council and feedback.
3. Community Table/ The Chicago Community Trust:
 - This is a way to get input from the community and find areas that need improvement and work. Will then be used to help make changes and implement the new Five Year Plan.
4. Joelle's Report:
 - Five Year Plan- comprehensive review and analysis needs to be done by the end of May.
 - Joelle would not like to hire for a full time Planner at this time. But then question arises will leaving the position of the Planner vacant help us save admin funds?
 - For public forums, the federal partners suggested in most effective way to engage Council members is to ask if any member would be inclined to host a forum with the possible tools.
 - Currently almost all of 2019 money obligated. 2018 money is expended.
 - Will impact how much Council is able to grant.
 - Alicia purposed the executive committee write an official letter to the feds to ask the process for the money revert timeline.
 - Mackenzie suggested the Council go forward to obligate the 2019 funds and if the feds take from 2019 then will use 2020 funds.
5. Peggy: Asked the admin budget because until the committee has an exact number is there certainty that admin budget is over or will be over? Need firm feedback from the feds about when the money will come out because it has a ripple effect and impacts the Five Year planning. Joelle and Mackenzie will be attending a meeting next week regarding the accounting department.
6. Budget:
 - AT Partners is pending because of a signature issue and Youth Leadership Forum due to interdepartmental signature process.
 - Broken out by federal fiscal years. Balances are what is in CORE as of January 28th.
 - Take out current operating expenses, which can be both admin and programmatic, out of the current budget.
 - Peggy suggestion on budget report: How much money is available total for 2020? How much is set aside for operations? How much is projected budgeted for grants.
 - Self Advocacy Summit will be done in house and already working on.
7. Grants:
 - When statement of work is written need to put clear expectations and gather information.
 - Joelle plans to have the logistics worked out within two to three weeks.
 - 2021 Work Plan should be sent to Paulette

8. Document from Alicia with Objective One, Two, and Three.

- Asked committee to review the scope of work and expectations and outcome.

9. Meeting adjourned at 3:03.

***NEXT MEETING February 26, 2020
1 P.M. until 3:00 P.M.***

ACTION:

- Executive committee will compose a letter to the feds. If this letter is sent to DHS as well, Peggy abstains and will not be involved.
- Need clarification on staff salary regarding meetings from ITACC/ Feds.
- Generate a checklist/ report that is given to grantees when awarded to help monitor process.
- Staff develops timeline calendar to know due dates for grants and reports.

MOTION:

- N/A

Those in attendance: Alicia Eakins, Paulette Steinhoff, Peggy Spaulding

Those absent: Joe Morrone, Kristen Erby

Staff Present: Joelle Brouner, Vanessa Hernandez, Mackenzie Helton