

**MEETING MINUTES OF THE SOCIAL SERVICES and  
GENERAL ASSISTANCE COMMITTEE**

**at**

**DuPage Township Boardroom**

**241 Canterbury Lane**

**THURSDAY AUGUST 1, 2019 5:00 P.M.**

Minutes

- I. Call to order at 5:00 p.m.
- II. *Pledge of Allegiance*
- III. *Roll Call for Quorum*  
Alyssia Benford, Kym Owens, Felix George, Kulsum Ali, Tracy Odom. Maureen Fox is absent
- IV. *Approval of Agenda*  
Motion by Felix George, second by Kulsum Ali. Motion passed
- V. *Public Comment*  
No public comments
- VI. *Discussion regarding social service applications received*  
Alyssia Benford reported to the committee that CSC and H2O submitted applications for consideration. Community Service Council presented to the committee information regarding their counseling services that fall under mental health. Bob Kalnicky, Executive Director for Community Service Council. He shared with the board the partnership has had with the township since 1978. He stated the organization was originally a collaboration with the Village of Romeville, Village of Bolingbrook and DuPage Township. The purpose was to provide clinical counseling services to low income families. They are a United Way Agency. Mr. Kalnicky explained CSC current fee structure to the committee. In the 90s, they expanded to include housing services. Since 2012, Mr. Kalnicky said in the past he has sometimes received \$25,000 a year or \$15,000 a year. He requested \$50,000 based on the past history and the fact that no township funding has received in two years. DuPage Township clients for clinical services were 154 in 2018. 2019 projections are 288 based on the first five months of the years. 2020 projections are over 300. Alyssia Benford disclosed that her firm assists for a few hours a month with bank

reconciliations and audit preparation for CSC at a discounted rate. The average is less than five hours per month. The longest appointment time is two months out. They have been able to increase their appointment availability due to a recent office expansion. They are one of two HUD housing approved counseling agencies in Will County. The funding request is for clinical counseling. If clients show no income, they will be seen at no charge. Mr. Kalnicky agreed that if the township's General Assistance staff determined a client could not pay, they can be seen at no charge, with a community partnership agreement. Mr. Kalnicky stated that in the past he wouldn't go through a committee review with the township. He would receive a phone call stating how much the organization would receive. There also was no written agreement in place. He commended the committee for implementing the township committee review process and a standard application process. He appreciates the accountability of requiring reporting from CSC as well.

They have expanded to include family reunification program that assists children when the family is going through a divorce, in the last six months. They assist Valley View School District with Housing services. They are forming a partnership with Plainfield school district to provide counseling services.

Supervisor George stated that mental health is a big issue and has to do with the strength of the community. Addressing mental health issues are good for the community as a whole. Supervisor George also said while some townships have a clinical therapist on staff, partnering with CSC saves tax dollars in employee expenses, system cost and pension cost. The supervisor said in the past CSC has received one check for the full amount from the township annually.

Tracey Odom the receptionist stated that our General Assistance staff has been on the phone all day at times to find assistance for a resident. She also stated that she and our general assistance staff has had to sit in the emergency room with residents that are in need of treatment. Kym Owens, General Assistance, expressed a strong need for counseling services for residents.

Resident Gary Marske stated that CSC does not receive funding from Will County. Mr. Kalnicky stated CSC the funds received from the Village of Bolingbrook are administered through Will County. In October 2019, they will receive county grant funds for housing for owner occupied rehab for low income families. He stated they do not receive refunding from Will County for Counseling Services.

Supervisor George stated that our committee would be advising the supervisor, and the board would vote on any funding requests. Supervisor George polled the committee members to determine if they are in support of CSC being considered for funding. The grant application will be sent to the committee members. Kym Owens confirmed that funds would only be provided for clinical counseling.

Alyssia Benford informed the committee that the attorney is drafting a cooperative agreement to be used for any organization that is receiving funds from the township.

*VII. General Assistance and Emergency Discussion*

- a. Eligibility of clients Process and qualifying metrics
  - i. Kim Owens stated that General Assistance clients are not working and have no income at all. There is currently a cap of \$250. Kim is asking for clarification of what those limits can be. The township has not had a general assistance client in three years. Kym Owens stated it is possibly due to the cap of \$250. Can take up to 60 days to process paperwork.
  - ii. Kim Owens stated emergency assistance can be received right away. Emergency assistance cap is \$450.
  - iii. Alyssia Benford stated based on the law, it appears the board has to set the limits. Supervisor George recommended we survey surrounding townships to find out their general assistance limits.
  - iv. Kim Owens shared that if a client is approved for social security or other benefits, they would need to repay the general assistance funds received.
- b. Storage of client Documentation and recordkeeping
  - i. Kym Owens explained the procedures for file storage. The township is purchasing a system for general assistance.
- c. Social Services Committee Responsibility for ensuring compliance
  - i. Kym Owens said she recently found out that the township must use UI findings and public aid codes.
  - ii. Supervisor George recommended we cover this matter while visiting other townships.
- d. What Programs qualify for general assistance funding
  - i. Alyssia Benford informed the committee that this subject will also be covered during township visits.
- e. Townships to Visit to review General Assistance Activity
  - i. Township visits are being scheduled.
  - ii. Supervisor George informed the committee that the state has recently passed a law that will allow townships to use general assistance to cover food pantry expenses.
- f. Emergency Assistance and General Assistance Limits for board approval
  - i. Kym Owens will present a recommendation to the committee.

- VIII. Fiscal Year 2019 Schedule of Material Weaknesses Action Plan
  - i. Kulsum Ali presented the committee with the significant deficiencies that pertain to the general assistance.
    - 1. Alyssia Benford informed the committee that future committee meetings will discuss any audit findings pertaining to general assistance.
- IX. Schedule Meeting Dates for Committee
  - a. The committee discussed scheduling a regular meeting date.
- X. Public Comment
  - a. Gary Martske asked if the committee has reviewed the CSC website. Gary stated that he can't find counseling services on the CSC website and that he does not know the definition of clinical counseling. He inquired about the number of residents that are served by the other programs at CSC. Gary noted the fees charged for domestic abuse counseling, DUI counseling. Gary reviewed the 990 for CSC and announced the executive director's salary to the board. Gary inquired as to how will the board ensure the funds used are only for clinical counseling. He recommended that we pay counseling service fees as individuals receive counseling and not one lump sum. Gary stated that Section 85 of the town code states the township can provide health services. Gary mentioned that CSC is one of the only agencies in the state that can administer domestic abuse and DUI counseling. Gary stated the township is not able to provide funds for substance abuse counseling and housing counseling. Gary stated the township should provide contractual services.
  - b. Alyssia Benford expressed that the township does not participate in the domestic abuse counseling and DUI counseling at CSC. Alyssia Benford and Kym Owens discussed that substance abuse counseling falls under mental health.
- XI. Adjournment – Motion to adjourn at 6:13 pm. Motion by Kim Owens, Second by Tracey Odem. Meeting adjourned.

Pursuant to the Illinois Township Code, 60 ILCS 1/80-10(b), appropriate notice is hereby given to the Township Clerk for a committee meeting with the above listed Agenda.