

**MEETING MINUTES OF THE SOCIAL SERVICES  
COMMITTEE**

**at**

**DuPage Township Boardroom**

**241 Canterbury Lane**

**Monday, August 10, 2020 4:00 P.M.**

AGENDA

- I. Call to order  
Meeting called to order at 4:19 p.m.
- II. Pledge of Allegiance
- III. Roll Call for Quorum  
  
Present: Felix George, Alyssia Benford, Ruth Smith, Kym Owens, Kim Johnson, Tracy Odum  
(joined at 4:31 pm)  
  
Absent: Chris Hudson, Kulsum Ali, Peggie McMillian, Maureen Fox
- IV. Approval of Agenda  
Motion to approve by Kym Owen, Second by Felix George. Motion passed.
- V. Approval of minutes from July 15, 2020 Committee Meeting  
Motion by Felix George, second by Kym Owens. Motion passed.
- VI. Approval of minutes from July 6, 2020 committee meeting  
Motion by Kym Owens, second by Felix George. Motion passed.
- VII. Public Comment  
None
- VIII. Community Partnership Grants Application Review/Status
  - a. Diaper Depot

Felix George informed the committee that the request has to be resubmitted under the 501c3 for diaper depot. Paperwork was submitted under 501c3 for church.

b. Citizens Against Abuse

Felix George instructed committee to remove because we are now in a new fiscal year.

IX. General Assistance and Emergency Assistance

a. Job Training Program

No report

b. Help the Homeless Initiative

Kim Johnson nothing to report.

c. Site visit update

Naperville site visit completed.

d. GA Software update

Kim Johnson informed the committee that GA software training has been scheduled for August 11, 2020. Felix George has submitted paperwork for a flat grant setup of the GA software system.

e. Mobile Food Bus

Felix George has recommended we schedule a mobile food bus at a minimum of every three months for the remainder of the fiscal year ending March 31, 2021.

f. Car Seat Program

Kym Owens informed the committee that the program is still on hold due to covid.

g. Mask Program

Tracy Odum informed the committee that we still have a large request for masks.

h. Meadowbrook Manor Assistance

Kym Owens will contact the facility to see if there is anything we can assist with.

i. Other Local Food Pantry Assistance/Coordination

X. Community Outreach Events Discussion

Kym Owens discussed the upcoming Tools for Schools event. She asked the committee members to assist from 9 am to 2 pm the day of the event and is seeking 20 to 30 volunteers. Tools for Schools is scheduled for August 20, 2020 from 10 am to 1 pm. Members of Youth Committee will also be assisting with the event.

Kym Owens and Tracy Odum are waiting until after the Tools for School event to complete their research on other community outreach ideas discussed at previous meetings.

Ruth Smith shared with the committee the screen costs for drive up movies are approximately \$700 to \$800 and includes speakers. Kym Owens is going to check with the Park District.

- XI. Fiscal Year 2020 Schedule of Material Weaknesses Action Plan  
Alyssia Benford provided an update. Committee will review weaknesses after Visual General Assistance (GA) software is installed.
  
- XII. Public Comment  
None
  
- XIII. Committee Member Comments  
Chris Hudson – Absent  
Tracy Odum – No comments  
Kym Owens – No comments  
Kim Johnson – No comments  
Ruth Smith – No comments  
Felix George – Thanked the committee members for participating in meeting in light of the tornado warning.  
Alyssia Benford – Thanked the committee members for their dedication and commitment.
  
- XIV. Old Business  
None
  
- XV. New Business  
None
  
- XVI. Adjournment  
Motion by Kim Johnson, Second by Ruth Smith. Meeting adjourned at 4:44 p.m.

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.