



## Shelby County Government

# Community Services Agency Advisory Board

### Meeting Minutes - Executive Summary

Date: March 18, 2025 | Time: 2:00 PM | Adjourned: 3:21 PM

Next Meeting: June 10, 2025

Attendees: Stephanie Reyes, Amira Randolph, Marian Bacon, Beverly Perkins, Demetria Malone Karen Gause, Vernua Hanrahan, Darell Kiner, Staff in attendance: CSA Executive Director – Dana Brooks, Program Manager – Donna Gray, Fiscal Manager – Paula Jones; and Supervisor A – Teresa

## Key Decisions & Actions

- Motion and Approved: December 10, 2024 meeting minutes.
- Committees: Form Nominating Committee for low-income board representation per contractual CSBG/Tripartite Board Governance Standards; Planning & Evaluation Committee to address funding gaps and strategic plan alignment.
- Mission Statement review ongoing; suggestion to add 'Independence'.

## Financial Overview

- Total Budget: \$64.3M (Direct Assistance: \$54M – 83.42%; Admin: 6.31%; Salaries/Fringe: ~8–9%; O&M: 1.53%)
- Adjustments: \$349K moved from admin to direct assistance (EPP); \$277K transferred to close FY2022.
- Grant Status: CSBG FY24: 95%; FY25: 28%; LIHEAP FY22: 99.76%; FY23: 91%; FY24: 91%; FY25: 27%; Supplemental: 100%; Infrastructure: 98.9%; EPP: 63%; DAG: 71%

## Program & Service Highlights

- Current Balances: LIHEAP \$600K; Rent/Mortgage \$550K; ERA Eviction \$1.4M.
- Client Data: Individuals: 30,569; Households: 15,361; Top ZIPs served: 38116, 38115, 38109, 38118, 38127, 38128; Highest poverty ZIP: 38126 (\$10,734 avg income).
- Trends: Increased need, new applicants, income/race/geography disparities; LIHEAP applicants Oct–Feb: 2,551 → 2,896; ERA Eviction Prevention peaked at 63 in Jan.

## Agency Updates

- Strategic Pillars: People Focused, Employee Engagement, Data/Outcomes, Community Collaboration.
- Building: Negotiating 5-year lease renewal; improvements planned on storage and front door.
- CSBG: FY24 Desk Review Audit submitted; ROMA compliance; annual report accepted.
- THDA / LIHEAP: Online app suspended; FY26 planning includes benefit reductions and prioritization; New database (Smart Simple) rollout summer 2025; training Aug–Oct.
- ERA/EPP: Closing June; serving 70–75 appointments/month. Not a renewable contract.
- Vacant Positions: Accountant B; 2 LIHEAP processors (posting June); 1 CEAP case worker.

## Challenges & Next Steps

- Funding Shortfall: LIHEAP out of funds by April 1; FY25 contract \$2.4M less than FY22. FY26 unknowns to big beautiful bill and appropriations.
- Action Items: Education & marketing plan for reduced resources; Explore alternative funding and energy conservation strategies; Strengthen partnerships and outreach in high-poverty ZIP codes.