



# Shelby County Government

## Community Services Agency Advisory Board

### Meeting Minutes - Executive Summary

Date: October 14, 2025 | Time: 2:00 PM | Adjourned: 3:45 PM

Next Meeting: December 16, 2025

Attendees: Stephanie Reyes, Amira Randolph, Marian Bacon, Demetria Malone, Karen Gause, Darell Kiner, Bob Phillips, Beverly Perkins, Vernua Hanrahan. Staff in attendance: CSA Executive Director – Dana Brooks, Program Manager – Donna Gray.

## Key Decisions & Actions

- Motion and Approved: June 2025 meeting minutes.
- Mission Statement adopted as previously approved.
- Nominating Committee selected 3 candidates for low-income representation after vetting and presenting to the board btw August and September. Board motioned to approve all 3 candidates. Will appear before Commission for ratification.

## Financial Overview

- Budget Allocation: Direct Assistance 83.42%; Admin 6.31%; Salaries/Fringe ~8–9%; O&M 1.53%.

## Program Highlights

- Application Approval Rates (Oct 2024–Sept 2025): LIHEAP: 17,492 (down from 23,312 prior year due to lag in funding availability); CEAP/Rent & Mortgage: 548 (up from 441); Eviction Prevention: 404 (up from 321); Medical Prescription: 30 (up from 26).
- Top ZIP Codes Served: CEAP – 38116, 38119, 38109, 38118, 38127, 38128; LIHEAP – 38109, 38127, 38106, 38114, 38116, 38118.

## Agency Updates

- Lease Renewal: Approved for 5 years by Commission.
- Systems: LIHEAP moved to new online database; training ongoing Oct 2–31. Training opportunities have been limited to date. CSBG remains under THO contract pending direct agreement.
- CSBG FY2026: Program year began Oct 1; budget not yet passed; no awarded funds. New DHS policies include extended supportive services enrollment (12 months), updated invoicing, compliance and governance standards.
- CEAP portal scheduled to open Dec 1 (pending funding). Community Needs Assessment ongoing; strategic plan expires 2026. Planning for that will come Spring 2026.

## THDA / LIHEAP Updates

- FY2026 contracts delayed due to congressional budget hold; program start planned for Nov 3 (crisis apps only).
- New database rolled out; training and public communication ongoing. Vendor agreement with MLGW sent for execution.

## Vacant Positions

- Hiring freeze until Jan 2026. Outreach Coordinator and 3–4 LIHEAP FTEs on hold.

## Next Steps

- Develop partnerships for resource linkage.
- Implement Smart Simple training and application control mechanisms.
- Launch communications plan for consistent public messaging.
- Prepare for desk audit early 2026.