

Adams County Community Services Block Grant Advisory Council Meeting Minutes

Meeting Name	CSBGAC Regular Meeting		March 13 th , 2026
Location	Via Teams		8:30 am- 10:00 am
	Aaron Valtakis	Present	
	Eric Crawford	Present	
	Lisle Reed	Absent	
	Dawn Cartier	Present	

TOPIC

1. Welcome and Determine Quorum

- a) Members and staff introduced themselves. Eric Crawford, new member, introduced himself as well. {Welcome Eric!} Quorum was determined.

2. Business

- a) Approval of minutes from September 13th, 2025
Motion to approve minutes, seconded and unanimously approved.
- b) Staff went over Orientation, Roles and Responsibilities for members. Due to technical problems, presentation will be emailed.
 Points reviewed:
- Adams County grants out CSBG funds
 - Advisory Council participates in the ROMA cycle, which includes the Community Needs Assessment, grant and sub-recipient selection process and monitoring through the grant cycle.
- c) Staff also shared the new CSBG Advisory Council Manual, which included the Bylaws and conflict of interest policy. Members will review and sign the conflict of interest policy and email back to staff.
- Major bylaw changes include - # of members going from 7 to 9 members to 3 to 5 members. The # of meetings also changed from 4 to 2 regular meetings. It was mentioned that due to being a busy year because we prepare for the upcoming new grant cycle 2027-2029, we will reach out for additional meetings/communication.

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d) Financial Report and Program Report – Due to technical problems, presentation will be emailed.

- Overall, subrecipients are spending down. Staff informed members that ECPAC did reach out to let us know they may not be able to spend down their remaining funds. We will continue to monitor each month.
- Staff shared that Adams County has decided not to ‘request’ Deminimus/Indirect Rate to reallocate those funds to direct costs.
- Staff discussed the program status (report) noting what Almost Home, Benefits in Action and ECPAC’s expenses are and where they are at.

Misc.

- Aaron brought up the conferences that members can participate in being a great opportunity to learn more about CSBG. Staff will email conference information.
- Dawn shared that there are Walmart Charitable gift cards that prohibit certain items, something our subrecipients can use.

Next regular meeting - Scheduled for September 11th, 2026 at 8:30 a.m.

Adjourned