



**Citywide Parent Policy Committee (CPPC)  
Virtual Full Council Meeting - Tuesday, March 21, 2023**

**Zoom link:** <https://us06web.zoom.us/meeting/register/tZMkcOyprjMpGdHFgOAMi0q5FXOgmV2oLlLd>

10:00am-12:00pm

Meeting Minutes

- Call to Order – by Kellia Phillips at 10:15A.M
- Roll Call/Establish Quorum – The quorum has been established.

DFSS staff's names

Agencies' guests/parent's names

Martuice Brooks  
Cerathel Burnett  
Frederick Stewart  
Sharay Johnson  
Craig Zemke  
Berenice Vargas  
Mara Martinez  
Areli Julian  
William Hill  
Soung San

Naatsotsoo Wright  
Tracy Rayner (NUSH)  
Kellia Phillips (CNH)  
Ashley Salibellas  
Zavala Martha (El Valor)  
Bria Booth  
Sandra Briseno (El Hogar)  
Shakari White  
Jacqueline Figueroa

- Action Items –
  - Approval of **February 21, 2023**, Full Council Meeting Minutes  
1<sup>st</sup> motion – Shakari White; 2<sup>nd</sup> motion – Naatsotsoo Wright
- New Business – Cerathel Burgess Burnett
  - DFSS Executive Updates – Alejandra Ortiz has resigned. DFSS executive team is currently talking to HR about her replacement.
  - Report-FA1 Review – FA1 was completed between February 06 – 10<sup>th</sup>. The review was a success. There was no issue or concern. Next review will be FA2. The FA2 review will be on-site. All documents collected (fiscal reports, family engagement reports...) from the FA1 will be included in the FA2 review.
  - In-Person Meetings – The CPPC mandated meetings will be held at the approved sites. DFSS is working with the King Center for an initial in-person meeting. Currently, King Center is under construction.

CPPC Elections – by Martuice Brooks. The floor is open for any individuals who are interested in these roles. There are three vacancies.

- Secretary
- Assistant Secretary
- Treasurer
- Unfinished Business – by Martuice Brooks. There is no unfinished business to report.
- Program Reports
  - Attendance/Enrollment – Craig Zemke. These are January and February 2023’s reporting. The Actual Enrollment for all programs is expected to reach 100%. Currently, the data show the agencies are under performed. All agencies should enter their data into the CSD-CARES system.

February-2023	HS Capacity	Actual Enrollment	In-Person Attendance
Head Start	1489	1383	83.18%
Early Head Start	1267	1090	81.37%
EHS-CCP	1100	840	82.22%
EHS-Expansion	200	156	87.07%

January-2023	HS Capacity	Actual Enrollment	In-Person Attendance
Head Start	1489	1406	85.66%
Early Head Start	1267	1019	79.42%
EHS-CCP	1100	830	80.86%
EHS-Expansion	200	148	92.29%

- Meals/Snacks – Craig Zemke – The report contains the meal count summary for January and February-2022. Previous year’s reports did not differentiate meals served. For future reports, there will be a breakdown of Early Head Start meals by individual grant.
- January’s report-2022:

	Breakfast	Lunch	Snack
Head Start	11906	13071	12103
Early Head Start	10485	12173	10816

- February's report – 2022:

	Breakfast	Lunch	Snack
Head Start	10528	11679	10569
Early Head Start	10867	11840	11062

- Finance – Frederick Stewart discussed financial reports of February-2023.

1. For HS/EHS/CCP/Exp.  
FY2023 review and processing are currently in progress.  
FY2022, all invoices should be concluded, and the close-out reporting is in progress.
2. For Child Care Grant. FY2023, Invoices should be submitted through February 28, 2023. For all FY2022 invoices, the deadline has passed.
3. For Early Childhood Block Grant. FY2023, invoices should be submitted through February 28, 2023. For all FY2022 invoices, the deadline has passed.
4. FY2022 Utilization Rate

	Anticipated Utilization Rate	Expenditures	Utilization Rate
Head Start	100%	19,740,932.00	85.36%
Early Head Start	100%	22,822,460.00	74.50%
EHS-CCP	100%	13,126,539.00	75.80%
EHS-Expansion	100%	2,674,001.00	69.77%

5. FY2023 Utilization Rate

	Anticipated Utilization Rate	Expenditures	Utilization Rate
Head Start	25%	186,718.00	0.81%
Early Head Start	25%	242,355.00	0.79%
EHS-CCP	25%	218,560.00	1.26%
EHS-Expansion	25%	29,745.00	0.78%

ECBG	67%	32,436,290.00	39.70 %
Child Care	67%	5,121,284.00	47.35%

- OHS Communications – by Cerathel Burgess Burnett.

- Hurricane Fiona and Ian Disaster Recovery Funds – President Biden signed an appropriation act 2023 into law on December 30, 2022. This act provides an emergency funding for expenses directly related to the impacts of Hurricanes (Fiona and Ian). This consolidated appropriations act provides \$345,000,000.00 in emergency funding for Head Start and Early Head Start.

- Illinois Head Start Association – is looking for parent ambassadors who are interested in a peer-to-peer training. This program is a peer-to-peer training program for Head Start and Early Head Start Parents. These parent ambassadors will be expected to learn basics of government, specific pieces of legislation, how to contact their lawmakers, how to provide testimony and how to effectively engage parents in their community. These parent Ambassadors will go through an extensive year-long high quality, advocating training program. Illinois Head Start Association is continuing to accept the applications.
  
- Open Discussion – (1) Face-to-face meetings will be resumed. (2) Issues of Parking at several sites. Jacqueline Figueroa explained. The site has installed speedbumps. The site’s office has addressed this concern with the alderman. There has been more police presence. Rita and Cerathel Burnett will meet soon to discuss the parking issue.
  
- Adjournment – by Kellia Phillips at 11:11A.M. 1<sup>st</sup> motion – Savala Martha; 2<sup>nd</sup> motion – Sandra Briseno