



Citywide Parent Policy Committee (CPPC)

Hybrid Full Council Meeting - Tuesday, November 21, 2023

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

10:30 am-12:30 pm

Meeting Minutes

- Call to Order – by Chendre Brown 10:38 am
- Roll Call/Establish Quorum – Chendre Brown. Established the quorum.
- Roll Call –

DFSS staff	Delegates/Guests
1. Martuice Brooks	1. Asia Clark – City Colleges of Chicago
2. Sharay Johnson	2. Consuelo Cancino
3. William Hill	3. Nayeli Camargo
4. Mara Martinez	4. Kellia Phillips - CHN
5. Berenice Vargas	5. Michelle Palm Louis
6. Frederick Stewart	6. Antonio Spencer - Allison Infant/Toddler
7. Soung San	7. Naatsotsoo Wright - YMCA
8. Angel Jones-Dotson	8. Traci Delgado – Mary crane
9. Margaret Jordan	9. Chameka Langford - AIT
10. Tasia Evans	10. Demetia Motton – AIT
	11. Alicia St. Clair – CYC
	12. Chendre brown – CNH
	13. Brittney Brooks - AIT
	14. Tierra Muhammad – TMN
	15. LaDon Jackson – Mary Crane
	16. Nathalie Anderson – GADs Hill
	17. Kiarra Brown- HBH
- Action items
 - Approval of **October 17, 2023**, Full Council Meeting Minutes. 1st motion – Naatsotsoo Wright (YMCA), 2nd Chemika Langford – Allison Infant Toddler Center.
- New Business
- DFSS Executive Updates – Sharay Johnson substitutes for Ms. Burnett, Deputy Commissioner. (1) Our office has received a notice from the OHS regarding the HS/EHS/PPP/being placed - under enrollment mandate. Notice was received on 11/03/2023, and we have ten days after this date to begin tracking and implementing to improve the enrollment. On 11/13/2024, we will conclude the enrollment mandate program. The OHS regional specialists will work with us within the next 12 months to improve the enrollment data. The OHS will work with DFSS to establish our gap. They

will assist us with drafting an improvement plan. Each month, we must report the enrollment status to them. For us, we are not severely under-enrolled. Craig Zemke will take a closer look into our enrollment data collection. What does our current enrollment look like? Hopefully, after 12 months, the enrollment improved. Our goal is to reach 97% or better. If the goal is not achieved, the OHS will collaborate with DFSS more closely with guidance (procedural steps ... number of slots) to improve enrollment. Our end goal is to maintain the 97% enrollment. Nationally, the OHS is targeting the underperforming agencies – under-enrollment. The OHS is targeting the agencies that are 50% or below. What the OHS is doing is to prevent chronic enrollment. The goal across all programming should be 95% at the national level. COVID-19 has had a major impact on enrollment nationally. DFSS wants the CPPC council, the Board of Directors, and the governing body to be aware that we have received the notice of enrollment mandate from the OHS. There is no CPPC public council meeting in December of 2023.

(2) The OHS has a notice of proposed rulemaking in the federal register. The OHS is soliciting feedback on the proposed changes and will use comments from the public in making decisions for the final rule. The proposed changes impact three main areas: (1) workforce support, (2) mental Health, and (3) other quality improvement. Improvement comments on improvement by the OHS by January 19, 2024, must be received by the OHS by January 19, 2024, ongoing improvement and maintenance of support of services across the federal programs for families and children. The link (hyperlink) is shared for opening comments.

- CPPC Elections – Martuice Brooks. What is CPPC? It is a parent advisory body that oversees parts of the City's Federal Head Start grants and programs (HS, EHS, CCP). HS provides services to advance child learning and development, including supporting their parents/family. What does CPPC do? 1. Provides input on activities to support parent involvement. 2. Child recruitment, enrollment, and selection priorities. 3. Approves funding applications. 4. Participates in budget planning; 5. Approve reimbursement policies. 6. Approve election procedures. 7. Recommend delegates. 8. Contributes to school goals and objectives. How was the council formed? 51% (current HS parents – 1 from each HS delegate, site parent committee elects a representative, and agency policy committee elects a representative and alternate.) 49% of community representatives (former HS parents – subject matter experts, and community members at large.) Training: Orientation, parliamentary procedures, personnel policies, fiscal/contracts, planning cycle/self-assessment, Grant/ERSEA, and elective topics. Our parent survey will be sent out at the end of this month. We will meet on the 2nd Tuesday of each month, and the time is TBA. Transportation needs? Contact and mailing changes? Kindly keep us posted about all changes.
 - Elections for 2023-2024 – Martuice Brooks. Now, the floor is open for open positions. Chairperson, Vice Chairperson, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, Parliamentarian, Community Representative (former HS parents, and Community Representatives. Any nominations for the Chairperson? Brittney Brooks has been elected Chairperson. Anyone opposed? NO. (2) The floor is open to the vice chairperson. Kellia Philips has been elected to this position. Ms.

Phillips has been a member for the past several years. (3) Secretary description – is nominated to this position. The floor is open for any nominations. No one has nominated him/herself. (4) Assistant Secretary – the floor is open. No one volunteers. (5) Parliamentarian – the floor is open. No nomination or vote. (6) Treasurer – the floor is open. Anyone nominations? Naatsotsoo Wright nominates herself. Assistant Treasurer – any nominations? No vote. (7) Community Representative – the floor is open. - Chameka Langford nominated herself. (8) Community Representative – anyone volunteer? No vote. In January, we will open the floor again to fill all those vacancies and install all officers.

- Program Reports - Sharay Johnson is reporting the following.

- Attendance/Enrollment - for October 2023 (Sharay Jonhson)

HS	EHS	CCP	Xpansion	PFA	PI
1313	975	679	157	4180	3430

- Meals/Snacks for October 2023 (Sharay Johnson)

	Breakfast	Lunch	Snacks
HS	20399	22065	19816
EHS (all grants)	15361	15995	15376

- Finance - (Frederick Stewart)

•	HS	EHS	EHS- CCP	EHS- expansion	ECBG-24	Childcare -24
Total	24,934,53	32,753,63	18,730,87	3,933.000	89,751,20	10,816,00
Budget	1.00	6.00	9.00	.00	0	0
Expende d	15,378,71	16,880,58	9,403,932.	2,120,378	8,993,323.	1,216,329
(%)	61.68%	51.54%	50.21%	53.91%	10.02%	11.25%

- Content Areas Reports – Sharay Johnson.

1. ERSEA – The application portal remains open, and we continue to receive applications from families with qualified children. Our federal enrollment average is 77%. We plan to host recruitment/enrollment fairs on the city's north, south, and west sides. Weekly recruitment events have been scheduled. Additionally, we have been receiving buses of migrants from the border. As they arrive, we continue to give support, and our CBOs continue to recruit them into the programs. Currently, we have 15 family shelters across Chicagoland.
2. Health/Nutrition – 10/02/2023 is the deadline for HS programs to submit its 2023-2024 Community Cooperative Agreement for Health, mental Health, dental, Nutrition, and hearing/vision. The HSAC meeting was hosted by DFSS and facilitated by Dr. Sally Nwafor from NovaCare at the Office of People with Disabilities on Ogden Avenue.

3. Mental Health – 10/25/2023 Melissa Moore gave a presentation about mental health supportive services provided through the DFSS contract.
 4. Disabilities – DFSS continues to meet every two weeks with the CPS
 5. Education – The fall checkpoint period has concluded. DFSS is working with TS to aggregate the outcomes report. Two hundred and thirty registrants participated in our Making It Matter. CSD-hosted training to support high-quality environments (ECERS/ITERS).
 6. PFCE, in partnership with UIC, conducted a series of training sessions focused on supporting family support workers by providing guidance and resources for families regarding mental health and community resources. CSD facilitated father /male engagement training to increase ways to establish relational trust and effectively work with fathers.
 7. Fiscal – in partnership with Claridigm Inc., has recently formed the Fiscal Community of Practice, a program designed to support networking efforts for agencies' fiscal managers, ED, and program directors to help them navigate and learn from each other as related to fiscal and budgeting matters for the Early Learning Program. The community has met for 3 weeks thus far.
- Open Discussion – Martuice Brooks. The floor is open. Also, we would like to thank our parents this past year for their dedication and hard work. Although times were tough, we prevailed, we made it. Hopefully, the next cohort will be as active as the previous ones.
 - Adjournment – Chendre Brown adjourned the meeting at 11:31 am. Motion 1st - Alicia St. Clair. Motion 2nd - Britteny Brooks