



# Community Action Agency Board Meeting Agenda

City Hall, Conference Room B  
425 E. State Street  
Rockford, IL 61104  
www.rockfordil.gov

Tuesday, May 12, 2026  
12:00 PM

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**I. CALL TO ORDER**

**II. ACTION ON MINUTES**

Approval of Minutes held on April 21, 2026

[26-00552](#)

**Attachments:** [CAA Board Meeting Minutes 4-21-2026](#)

**III. PROGRAMMATIC REPORT COMMUNITY SERVICES**

Community Services Programmatic Report

[26-00557](#)

**Attachments:** [Community Services May 2026](#)

**III. PROGRAMMATIC REPORT HEAD START**

Head Start Programmatic Report

[26-00553](#)

**Attachments:** [2 Head Start May 2026](#)

**IV. PROGRAMMATIC REPORT FISCAL**

Fiscal Programmatic Report

[26-00554](#)

**Attachments:** [3 HS Fiscal report Mar 2026](#)

**V. EXECUTIVE DIRECTORS REPORT**

**VI. OFFICERS REPORTS**

**VII. GUEST REPORT/PRESENTATION**

**VIII. GENERAL DISCUSSION**

**IX. NEW BUSINESS**

**X. APPOINTMENTS AND RESIGNATIONS**

**XI. ADJOURNMENT**

**THE CITY OF ROCKFORD INTENDS TO COMPLY WITH THE INTENT AND SPIRIT OF THE AMERICANS WITH DISABILITIES ACT. IF A SIGN LANGUAGE INTERPRETER, PERSONAL P.A. SYSTEM, OR OTHER SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CALL THE LEGAL DEPARTMENT AT (779) 348-7391 AT LEAST 48 HOURS IN ADVANCE, SO WE CAN BE PREPARED TO ASSIST YOU.**

# **Rockford, IL**

*425 E. State Street  
Rockford, IL 61104  
www.rockfordil.gov*



## **Meeting Minutes**

**Tuesday, April 21, 2026**

**12:00 PM**

**Special Meeting**

**City Hall, Conference Room A**

## **Community Action Agency Board**

**I. CALL TO ORDER**

- Present** Gina Delrose  
Dorothy Redd  
Jeremiah Griffin  
Tiana McCall  
Mary Yoho  
Mary Cacioppi  
Alan Zais  
Erin Marshall  
Shelton Kay
- Absent** Ken Oliver  
Alderman Jaime Salgado  
Alderman Dawn Granath  
Jeff Bailey  
Mayte Naja

Tiana McCall arrived at 12:28pm.

**II. ACTION ON MINUTES**

Approval of Minutes held on January 20, 2026. [26-00225](#)

**Attachments:** [CAA Board Meeting Minutes 1-20-2026](#)

Motioned by Mary Cacioppi. Second by Alan Zais. All in favor.

Approved

**Aye:** Delrose, Redd, Griffin, McCall, Yoho, Cacioppi, Zais, Marshall, and Kay

**Absent:** Oliver, Alderman Salgado, Alderman Granath, Bailey, and Naja

**III. PROGRAMMATIC REPORT COMMUNITY SERVICES**

Community Services Programmatic Report [26-00297](#)

**Attachments:** [Community Services Mar 2026](#)

Discussed

A. An update to the previously submitted Weatherization report is that our program was de obligated about 2 yeas ago putting us on a bi-weekly monitoring call. Currently about 23 agencies statewide are needing this bi-weekly monitoring call. We have since brought our program back up to the top 5 and this was achieved with only 2 staff members.

**III. PROGRAMMATIC REPORT HEAD START**

Head Start Programmatic Report

[26-00298](#)

**Attachments:** [Head Start Mar 2026](#)

Discussed

#### **IV. PROGRAMMATIC REPORT FISCAL**

Fiscal Programmatic Report

[26-00299](#)

**Attachments:** [HS Fiscal report including budgets Mar 2026](#)

Discussed

A. An update to the previously submitted Fiscal report is that we just completed our 2025 city-wide audit. June 1st will begin our audit with DCEO (Illinois Department of Commerce and Economic Opportunity).

#### **V. EXECUTIVE DIRECTORS REPORT**

A. The Illinois Association of Community Action Agencies (IACAA) will be hosting an upcoming board training. CSBG Information Memorandum 82 highlights the importance of the Board as a core component of strong governance, and this expectation is reinforced through the required compliance with the CSBG Organizational Standards. This is essential to demonstrate adherence to the governance and leadership standards outlined for CSBG-funded agencies. It is MANDATORY for the Executive Director and Chair of the Board of Directors but strongly encouraged for all board members to attend. The virtual meeting will be held on July 7, 2026 from 12pm to 2pm.

Discussed

B. The state has exhausted discretionary funds for agencies already out of funds. We should be okay until around the end of May but are currently awaiting the next quarter's CSBG funds. Since CSBG is used as a match, our other programs are also affected.

C. Bi-laws updated and Strategic Planning both need to be completed. During discussion, we have decided to have a 1/2 day in-person session with plenty of notice given.

#### **VI. OFFICERS REPORTS**

A. Alan Zais talked about the extremely long or closed waiting lists for Housing Authorities. He is working on structuring a family self-sufficiency plan to try to protect families.

#### **VII. GUEST REPORT/PRESENTATION**

A. No guest was present.

#### **VIII. GENERAL DISCUSSION**

A. Completion of OMA training.

Discussed

**IX. NEW BUSINESS**

A. Rescheduling of May 19, 2026 meeting.

Meeting rescheduled to May12, 2026.

Discussed

B. IACAA 2026 Advancing Affordability Conference registration held on May 18th-19th, 2026 in Springfield, IL.

Discussed

C. Proposed to appoint Jeremiah Griffin into the private sector.

Motioned by Gina DelRose. Second by Tiana McCall. All in favor.

Will send the recommendation to Mayor's office for final approval and assignment.

Approved

**Aye:** Delrose, Redd, Griffin, McCall, Yoho, Cacioppi, Zais, Marshall, and Kay

**Absent:** Oliver, Alderman Salgado, Alderman Granath, Bailey, and Naja

**X. APPOINTMENTS AND RESIGNATIONS**

A. Appointment of President

New President: Tiana McCall

Motioned by Alan Zais. Second by Gina DelRose. All in favor.

Approved

**Aye:** Delrose, Redd, Griffin, McCall, Yoho, Cacioppi, Zais, Marshall, and Kay

**Absent:** Oliver, Alderman Salgado, Alderman Granath, Bailey, and Naja

A. Appointment of Vice-President

New Vice-President: Mary Cacioppi

Motioned by Alan Zais. Second by Gina DelRose. All in favor.

Approved

**Aye:** Delrose, Redd, Griffin, McCall, Yoho, Cacioppi, Zais, Marshall, and Kay

**Absent:** Oliver, Alderman Salgado, Alderman Granath, Bailey, and Naja

A. Appointment of Secretary

New Secretary: Shelton Kay

Motioned by Alan Zais. Second by Gina DelRose. All in favor.

Approved

**Aye:** Delrose, Redd, Griffin, McCall, Yoho, Cacioppi, Zais, Marshall, and Kay

**Absent:** Oliver, Alderman Salgado, Alderman Granath, Bailey, and Naja

**XI. ADJOURNMENT**

Motioned by Alan Zais. Second by Mary Cacioppi.

All in favor. Motion carries. End time 1:15pm. Total time 1 hour 11mins.

The next Community Action Agency Board Meeting is taking place on 12:00pm May 12 at City Hall Conference Room B.

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# COMMUNITY SERVICES PROGRAMMATIC REPORT

## CSBG:

- Our Community Gardens Program currently operates at 11 locations across Winnebago and Boone Counties.
- Our Scholarship Program received 15 applications and is currently in the review process. An email will be sent requesting Board volunteers to assist with conducting interviews and providing final recommendations for award selections.
- A request was submitted to the DCEO Grants Manager seeking approval for a 90-day extension of the board vacancy through July 31, 2026. The current CSBG Bylaws are non-compliant and don't align with our board selection board composition.
- As of April 29, 2026, we have fully exhausted our FY26 EBRF funds, assisting a total of 93 households since December 2025. Assistance included: 4 households with transportation needs (car repairs and/or fuel assistance), 32 households with security deposits and/or first month's rent, and 57 households with rental arrears payments to prevent eviction proceedings. This support has helped clients achieve greater stability by addressing critical housing and transportation barriers while allowing them to secure or maintain employment.

CSBG 2026  
January -December

Work Programs	Target	Quarter 1 Jan 1-March 31	Quarter 2 April 1-June 30	Quarter 3 Jul 1- Sept 30	Quarter 4 Oct 1-Dec 31	Total	Percent to Target
<b>Work Program 01.011: Skills Training</b> Goal: 26 income eligible persons will complete training in a field that provides a living wage.	23	14	3			17	74%
<b>Work Program 02.062: Scholarship</b> Goal: 12 income eligible persons will receive scholarship	10	0	0			0	0%
<b>Work Program 03.011: Training (Getting-Ahead)</b> Goal: 10 income eligible persons will graduate.	8	0	7			7	88%
<b>Work Program 04.031: Utility Assistance</b> Goal: 10 Income eligible persons will apply for utility assistance. 10 of those who apply will have their needs meet through Community Action.	10	2	0			2	20%
<b>Work Program 04.041: Housing</b> Goal: 85 income eligible persons will apply for deposit/rent for up to three month for financial assistance. 73 households will successfully stabilize their housing.	73	28	12			40	55%
<b>Work Program 04.051 Life Safety</b> Goal: 30 income income eligible households will apply for home repair. 27 of those will have their met through Community Action.	27	5	1			6	22%
<b>Work Program 07.021 Eligibility Determination</b> Goal: 150 household will be screened for risk factors and linked to appropriate services.	145	15	5			20	14%
*Figures reflect up to 5/1/2026							

**FY2026 Homeless Prevention  
July 1, 2025-June 30, 2026**

Projected to be served	Target	Quarter 1 July 1- Sept 30	Quarter 2 Oct 1- Dec 31	Quarter 3 Jan 1- March 31	Quarter 4 April 1- June 30	Total	Percent to Target
Total number of Household to be served in FY 26.	250	84	140	71	79	374	150%
Total number of households to receive rental assistance.	190	41	66	30	38	175	92%
Total number of households to receive mortgage assistance.	10	1	7	4	2	14	140%
Total number of households to receive utility assistnace	10	3	3	1	1	8	80%
Total number of households to receive security deposit assistance	180	39	64	36	38	177	98%
Eviction Prevention*		17	62	31	37	147	
*This is not asked in the HP application							
*Figures reflect up to 5/1/2026							

**HOMELESSNESS:**

05/04/2026	Unsheltered	Total
Veterans	0	5
Chronically homeless	3	3
Youth (16-24)	2	26
Families w/children	2	26
Single adult(s)	44	174
<b>Total</b>	<b>51</b>	<b>234</b>

- Winnebago County Community Mental Health Board (IMPACT) program—Positions have been filled, 1 started and hoping the other one will start 5/11/26. Completed on-site visit on 4/22/2026.
- HUD CoC grants—Just received award letter for Quarter 2 grants and now waiting for contracts for FY25. FY26 NOFO application is supposed to be out by 5/29. Drastic changes are still expected to come out in this grant.
- State grants—ESG, Rapid Rehousing, Shelter Diversion, Medical Respite, and IL Homeless Response Collaborative FY27 grants are all open and due between 4/27-5/24. Most are ready to be submitted. Up to date on all reporting.
- Street outreach—continues once a week nightly and during weekdays. Numbers are currently down and we are working on figuring out where unsheltered population has gone since the closing of the warming center.
- We re-filled our youth position on 4/27.

- Joe, Luisa, Joel, and Angie are signed up for Home IL Summit 5/12-13 in Springfield. Angie, as part of her appointment to the statewide Community Advisory Council on Homelessness, has been asked to participate in the opening plenary as a panelist.
- We are currently involved in two separate “challenges”:
  - 100 Day Shelter Diversion Challenge—Completed mid-point review. We will meet the “goal” with no problem because we are almost there now. Once we add in partner info, we will already be over the goal number. Re-Institute has submitted a proposal to present at the IL Home Summit and wanted a community to present...they have chosen us because of how much work we have done. They have asked for Tina & Veronica to participate. As of today, we have prevented 58 families from homelessness and are just 2 away from our total goal.
  - Unsheltered Sprint—Goal of housing 10 unsheltered people per month. Working with stakeholders for this goal. This is something we are working with our “coaches” at Built for Zero on. They have made money available to us for things that are gaps in our current system or barriers to getting people housed. We just received approval of the award for \$75,000 to assist with gaps and flex funding for this process. This “sprint” will be on-going at least for the next 6 months. We have currently housed 30 people in 30 months, meeting our goal.

### **LIHEAP:**

- As of April 30, we have provided benefits to 8671 households, and have taken 9136 applications for the 2026 Program Year.
- This program year, to address the known community needs, we held remote OUTREACH activities two days weekly. Our OUTREACH activities continue to be limited to the first 50-60 applicants with all of their documentation. We have switched OUTREACH locations to better coordinate with our Police Department. We are utilizing the Community Rooms at each police station, as well as Loves Park City Hall. The 3 days of the week not at OUTREACH, staff address file completions and submissions, as well as calling customers with special circumstances that prevent them from attending an OUTREACH event. The reason we continue to provide this OUTREACH, is that it is a grant requirement to offer walk-in activity at a minimum of 1 day per week. The volume of people that come to OUTREACH as walk-ins cannot be handled at the 612 N Church office. The FINAL OUTREACH happened on April 30th. For the remainder of the program year (through August 15), the appointments will be handled by phone, and the occasional walk-in customers will be accommodated.
- Partner sites are open and running. However, several of them are done with the bulk of their applications for their residents – which reduces our monthly totals going forward.
- We received a \$2million Budget Modification to the 2026 HHS grant. This additional funding may require some additional promotion and OUTREACH efforts to fully expend the funds.
- **PIPP**  
PIPP/COMED issues from the COMED LIDR are mostly resolved. The issue with re-enrolling people who had large arrearages has been fixed. As of MAY 1, we have 778 households enrolled in PIPP (down from 854 at the beginning of the program year). We continue to neutralize all missed payment interventions because of all the confusion in billings this year.
- **LIHEAP Furnaces**  
We have 67 Vouchers issued to the vendors. We now have our 2026 HHS funding in LIHEAP.net, and have plenty of funds to successfully take the program through its completion May 31, 2026.
- This will be my (Martha Strawser) final Director Report for LIHEAP, as I am retiring June 1, 2026. It has been my pleasure to serve in this position, and I thank everyone for the opportunities I have had to make a difference in people’s lives, and help them to reduce the damaging effects of poverty on their lifestyle.

## **WEATHERIZATION:**

- We are towards the end of the program year with a closeout date of 6/30/26.
- The States IWX system continues to throw barriers causing delays throughout the process. Although, it has improved there have been new issues.
- We interviewed a candidate and made a job offer this week. We still have one more Weatherization Specialist I position open.
- This is a bid year for us and we have begun the long process. We will have an RFQ open in a few months with the contract begin date of October 1.

## CAA Report May 2026 (March-April 2026)

### Head Start/EHS

- We still have several positions available:
  - 2-Family Support Specialists - 49 weeks-
  - 1-PACE Teacher
  - 4-Head Start Teachers
  - 3-Early Head Start Home Visitor Teacher-Posted
  - Need Program Aides (Hired through Work Place)
    - Vacancies will be filled and some eliminated pending Change in Scope approval
- Currently we have posted - EHS Home Visitor, EHS PACE Teacher, Head Start Teacher
- As of the end of March 2026, we are at 47% of enrollment, 341 of 714.
- As of end of April 2026, we are at 47% of enrollment, 336 of 714 slots are filled in both Head Start and Early Head Start. Almost completely full at PACE
- FA 2 (Focus Area 2) Monitoring Visit Concluded May 1, 2026. We are still waiting on the final report.
- CLASS- We are still waiting on results
- Change of Scope waiting for response- The Change of Scope is in the final approval stages in Grants Solutions.
- We are need of Policy Council Reps. If you someone that would be interested please let me know and we will reach out to invite them to a meeting.
  - Currently 6 reps- received a resignation
- Working on opening 2 more full day classrooms
  - Looking for locations
  - Working on starting a 1303 application with OHS to acquire space
  - Need Staff
- Continuation grant submitted to OHS on 1/1/2026- Received Notice of Award on March 31, 2026
- Last day for HS classes May 21
- Last day for Staff May 22
- Head Start Self-Assessment- Save the date June 5- Location TBD
- HS Director on medical LOA

Fiscal Report  
Linda Mitchell  
Community Action Agency Board Report  
May 2026

Fiscal Updates

- Health and Human Services Award Dashboard.

Monitoring/Auditing

- The City auditors are wrapping up fieldwork. The final draft report is anticipated on June 18<sup>th</sup>.
- The fiscal portion of the Head Start FA2 Review went smoothly. The monitoring report does not yet have an ETA.
- The LIHEAP Energy Assistance Cost Monitoring is scheduled for May 5<sup>th</sup> – 7<sup>th</sup>.
- The DCEO Fiscal Review is scheduled for the week of June 1<sup>st</sup>.