



**Citywide Parent Policy Committee (CPPC)
Hybrid Full Council Meeting - Tuesday, January 27, 2026**

Meeting Location: Virtual Only

Microsoft Teams Link: DFSS Citywide Parent Policy Council (CPPC)- Full Council meeting |Meeting-Join |
Microsoft Teams

10:30 am-12:30 pm

Meeting Minutes

- Call to Order – Jasmine Jordan calls the meeting to order at 10:34 A.M
- Roll Call/Establish Quorum –Quorum established.

DFSS staff

Mara Martinez
Craig Zemke
Martuice Brooks
Charles Hall
Raven Jackson
Soung San
Jocelyn Buchanan
Delilah Bedolla
Linda Williams
Raven White
Raven Jackson
Berenice Vargas
Sharay Johnson
Camille Franklin
Kiersten Smith
Cerathel Burnett

Delegates/Guests

Jeremy Glover – YMCA – (Alt.P)
Levory Wilder – CYC (Adm)
Jasmine Jordan – Trinity Childcare (P)
Ajoke Adesola
Angelique Sutton – Serendipity (P)
Basirat Adeyemi – Christopher H (P)
Taccarra Turner- YMCA (P)
Emily Munoz - Montessori (P)
Feera Robinson – Ada S. (P)
Olanike Oduola – Mary Crane (P)
Eva Espana
Consuelo Cancino
Tracy Bates
Shani Mason – Montessori Network (Alt.P)
Corine Smith – CNH (Alt.P)
Artiya Nash – Claridigm Presenter

Angie Fells – Ada S (Adm)
Erica Miles - CYC – (P)
Phalan Holms Sr. – CYC (Alt. P)
Patricia Nunez – Gad Hill Center (Alt.P)
Nadia Santiago – El Valor (P)
Anastacia Jackson – ITAV (P)
Jeanette Luna – El Valor (Alt. P)

- Action items -
 - o Approval of **November 25, 2025** - Full Council Meeting Minutes – Motion 1st Emily Munoz; Motion 2nd Jeremy Glover
- DFSS Executive Updates –
 - o Upcoming Federal Reviews – Cerathel Burnett stated that we will have a federal review in our fiscal year, which began on December 01. This means we will have one very soon. One program will end in June; thus, we will have one soon. We will have a program systems review. Here were some key points for the review.
 - Program Design, Management, and Improvement
 - Supporting Safe and Healthy Learning Environments
 - Fiscal infrastructure (how \$ is being used...trying to prevent fraud (i.e., Minnesota)
 - Eligibility, Recruitment, Selection, Enrollment, and Attendance

FA1 Review Approach – 3-day review event: on site and virtual activities. There will be a review lead and a team of reviewers.

1. Before the review, Approach – all grant recipients should receive a notification from the HSES in the summer of 2025. OHS will confirm the review date 45 days in advance. Only a small number of reviews are unannounced, and we will not have a 45-day confirmation letter. A review lead will schedule a virtual planning touchpoint with the HS director and the fiscal officer.
 2. During the review, grant recipients showcase their strengths and practices through the FA1 review activities:
 - a. Touchpoints with program leaders prior to the review and at the end of each review day
 - b. Kick-off meeting with the director, fiscal officer, and program managers
 - c. Data testing to review fiscal transactions and eligibility files
 - d. Discussions with program staff members, governing body, and policy council
 - e. Data tours with the director, fiscal officer, and manager
 - f. Explorations in agency centers, classrooms, and home-based group socializations
 3. After the review, FA1 concludes with a final touchpoint on the last day. All documentation must be received by 5:00 p.m. on the final day. We will work with all grant-funded agencies to achieve the best performance. Afterward, OHS will issue a report on the grant recipient's performance. It will also review results to inform training and technical assistance.
 4. Our office received the notice of application awards for all three grants (HS/EHS, EHSCCP, and EHS expansion) in December. All grants were given to all agencies. All agencies were able to submit their voucher.
- CPPC Training – Program Governance by our presenter, Artiya Nash of Claridigm. There are roles and responsibilities for program governance under the Head Start Program. There are policy settings and program operations, including Robert's Rules of Order. Program governance plays an important role in Head Start. Three tiers of parent involvement: Parent committee (parent w/ a child enrolled in HS program), policy committee (elected by peers from the site level to serve as decision makers), and policy council (elected by peers from the agency level to serve as parent delegate/alternate)
 1. Role of HS parent committee – advance the interests of parents (advise staff on program policies, activities, and services to ensure they meet the needs of children/families)
 2. Parent committee at site level – write policies/procedures (roles and responsibilities of parent committee, parent committee membership, explanation of the parent committee's relationship to the policy committee, meeting frequency)
 3. Establishing policy committees and policy council – (a. DFSS provides support and oversight of the City-Wide Parent Policy Council, b. each delegate is responsible for the individual agency parent policy committee.) The agency is responsible for maintaining a quorum of policy committee members to ensure the activity policy committee is available to conduct HS/EHS/CCP business and obtain required approvals. Agencies must provide an overview of the policy committee's policies and procedures in the policy committee orientation/leadership training by November 30.
 4. Review and Approvals – the committee reviews and approves the process at the agency's level. The committee reviews/approves criteria for recruitment, selection, and enrollment of children. Review/Approve annually between March/June for the next program year. The federal reviewers are looking for approval processes from selected agencies. They review meeting minutes, quorum, the process involved (enrollment, selection, recruitment), and related details. Documentation can be reviewed and revised as needed before approval. Agencies must share program data with the policy committee to justify the program and budget narratives. Agencies must submit policy committee documents (meeting minutes, the committee's statement letter signed by the chairperson, with grant applications and budgets). Budget planning (policy

reimbursement and participation in policy committee activities). Policy committee should be trained in parent involvement activity budget plan and cost categories like line items for the overall grant application and budget. Also, Agency personnel policies should include procedures for the standards of conduct for staff, contractors, and volunteers, and criteria for the employment/dismissal of program staff. Agency's staff (executive director, HS/EHS director, HR director, CFO, and other decision-maker roles). All board members must receive information (program content area reports, ongoing use of data, meeting minutes, financial reports, program plans, policies/procedures, and federal grant applications). The Governing Board has its functions. It has legal and fiscal responsibility for the HS-EHS programs. It must ensure compliance with laws. It establishes the bylaws to promote transparency. It monitors progress, ensures corrective actions, and effective implementations. It has a responsibility to implement early learning programs guided by program data (community assessments, self-assessments, program goals, and objectives). Parliamentary Procedure: a set of rules that help a group focus on one item at a time to allow equal opportunity for input and provide an organized path for making decisions. It uses Robert's Rules of Order to provide guidance on who can speak when and how many votes are required to make a decision. One speaker is allowed at a scheduled time. Policy setting and program operations: Policy provides the framework for decision-making and governance within an organization. Programs = the practical implementation of the policies. Both ensure the organization operates effectively towards its desired outcomes.

- CPPC Updates -
 - Here are the elected CPPC members for YR: 25-26.
 1. Chairperson – Jasmine Jordan
 2. Vice Chairperson – Jeremy
 3. Secretary – Emily Munoz
 4. Assistant Treasurer – Basirat Adeyemi
 5. Treasurer - Tiara Sledge-Gibson
 - Three vacant positions will be available for the next Full council meeting: 1. Assistant Secretary. 2. Parliamentarian. 3. Community Representative
- Program Reports – Craig Zemke starts the program report in December 2025. These reports focus on meal counts, attendance, and enrollment.
 - Enrollment/attendance for December. This is our December enrollment report:

Head Start – 1343	EHS – 1104	EHSCCP – 727
EHS Expansion – 179	PFA – 4089	Preventive Initiative – 3883
 - Attendance Report – December 2025

HS – 76.02%	EHS – 69.84%
EHSCCP – 77.07%	EHS Expansion – 76.65%
 - Meals Report – December 2025 report:

	Head Start	EHS	EHS-CCP	EHS-Expansion
Breakfast	14887	10744	7515	1631
Lunch	15816	11167	7851	1657
Snacks	14578	10465	7543	1602
 - There was no fiscal report reviewed for December 2025. (Via Craig Zemke)

	HS	EHS	EHSCCP	EHSexpansion	ECBG	Childcare
Expenditure	21,905,668.00	27,717,877.00	13,497,864.00	3,611,229.00	33,045,119.00	3,087,007.00

Balance	3,501,489.00	5,903,116.00	5,664,660.00	610,594.00	68,079,320.00	7,728,993.00
% Utilization	86.22%	82.44%	70.44%	85.54%	32.68%	28.54%

- An overview of the Content Area Reports – December (no speaker/presenter).
- a. *ERSEA* – Craig Zemke: eligibility training will soon be scheduled. To improve attendance and enrollment, we have been taking a closer look at the eligibility requirements this past year. We are opening slots for parents/families who are over 100% but under 130% poverty line to be able to participate in the HS programs. This percentage is aligned with the SNAP/TANF program benefits. We encourage agencies to continue recruiting and enrolling qualified family/children. In April, there will be a new on-line program for people to submit their applications. We also collaborate with the homeless program.

b. Schedule of the CPPC meeting Calendar:

Executive Council Meeting		Full Council Meeting	
Date	Time	Date	Time
03/03/2026	11:00a–12:00P	03/24	10:30a-12:30P
04/07/2026	11:00a–12:00P	04/28	10:30a-12:30P
05/05/2026	11:00a-12:00P	05/26	10:30a-12:30P
06/02/2026	11:00a-12:00P	06/23	10:30a-12:30P

- c. Deputy Commissioner’s Corner: (No speaker)
 1. Federal Grant Application – have received notice of awards for all applications. For HS/EHSCCP, when necessary, can move a family to home visiting (approval through June 30, 2026). Still waiting on “change of scope for EHSCCP– reduce slots. And HS to add Calumet Heights as a community service area for slots.
 2. 2% COLA was effective 12/2025.
 3. Enrollment and eligibility – family must be between 101% and 130% of FPL or be categorically eligible. Chicago’s minimum rate is \$16.60.
 4. Know Your Rights:
 - <https://www.ilinoisimmigrationinfo.org/orgs-employers>
 - <https://www.trpimmigrantjustice.org/kyr>
 - <https://www.icirr.org/>

- Open Discussion – One committee member requests recordings of the presentation. This recorded presentation will be shared with all members shortly.
- Adjournment – Jasmine Jordan adjourns the meeting at 12:02 P.M. Motion 1st – Basirat Adeyemi. Motion 2nd – Jeremy Glover