



Citywide Parent Policy Committee (CPPC)

Hybrid Full Council Meeting – Tuesday, April 28, 2026

Meeting Location: Hybrid – King Center 4314 South Cottage Grove, Chicago, IL

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 – Jeremy Glover calls the meeting to order at 10:41 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
Cerathel Burnett
Berenice Vargas
Tasia Evans
Jacinta Passamentt
Sharron Davis
Angel Dotson

Delegates/Guests

Jeremy Glover – YMCA – (Alt.P)
Christopher Paragallo (Adm)
Angie Fells – Ada S (Adm)
Jeanette Luna – El Valor (Alt. P)
Angelique Sutton – Serendipity (P)
Basirat Adeyemi – Christopher H (P)
Tracy Bates
Erica Miles - CYC – (P)
Feera Robinson – Ada S. (P)
Olanike Oduola – Mary Crane (P)
Eva España
Consuelo Cancino
Guadalupe Bah
Allison Caldwell
Ariel Lee

- **Action items** – Jeremy Glover calls the parents to review and vote on the meeting minutes.
 - o Approval of March 24, 2026 - Full Council Meeting Minutes – Motion 1st Feera Robinson; Motion 2nd Basirat Adeyemi
- DFSS Executive Updates – Cerathel Burnett: a couple of updates.
 - o FA1 – DFSS was notified that the Program System Review has been postponed until further notice. HS/EHS and EHSCCP are up for competition. Currently, there is no Notice of Financial Opportunity (NOFO). There is no grant application that appears on the website. From now until 12/31/2026, there will be no re-competition applications. So, these grants will be extended along with 0.635% of COLA. One additional topic: we are still under a full-enrollment mandate. Two outstanding items that impact the enrollment (1) change of scopes in HS/EHS (Calumet Heights as a community service area). (2) EHSCCP grant, reducing from 1100 children to 705. No additional changes to our current grants are allowed from this point. For our ECBG grants, DFSS should retain about 85 agencies in total. We are currently working with the CPS during this transition. For our governance, the board has asked the CPPC members to attend its meeting. It

wants to have a collaborative meeting and wants to understand more about the parent's insights. We had one meeting at Christopher House and are looking for one more meeting this year at a different site. CCUO meeting will be held on April 30, 2026, from 2:30P to 5P at King Center. Also, we want to conduct parent interviews. Also, the city of Chicago put out the largest playdate at Maggie Daley Park this April 2026. It was a great turnout (1081 participants) for children and family activities. We are looking for expansion at the next event.

- Fiscal Training – Sharron Davis is the presenter. Our early childhood programs include HS, EHS, EHSCCP, and EHS expansion, along with the state ECBG program (PI and PFA) and a childcare program. Fiscal operations follow this sequence: Office of Head Start → DFSS → Delegate/agencies → CCUO → GPAD → VAT unit → OBM. Agencies must ensure funding covers initial costs, with invoices supported by documentation. The peak season for closeout is January–April, and July–September for State funds. Recommend submitting vouchers by the 15th monthly. Uniform Guidance for single audits now applies to federal funding exceeding \$1 million. CPPC members can receive reports: financial statements, program summaries, enrollment/attendance, and meal reports. The policy council reviews and approves funding applications, amendments, audit activities, federal reviews, reimbursement procedures, and self-assessments. CPPC members must have no conflicts, no compensation, and costs must be allowable, allocable, and reasonable. Administration costs are limited to 10% total, 5% for ECBG. One-third of federal costs require in-kind NFS match; two-thirds are federal. Staff compensation max: \$228,000.00 (from 1/1/2026). Minimum wage: \$16.60/hour (from 7/1/2025). Less-than-Arm's Length Transactions involve conflicts or property ownership issues. Allowable costs include recruitment ads, audits, bonding, communication, personnel compensation, depreciation, employee benefits, insurance, approved equipment, maintenance, memberships, supplies, professional services, printing, building rental, training, and travel, with specific approval thresholds. Costs must be reasonable, allocable, authorized, conform to limitations, consistent with other agencies' activities, conform to GAAP, and be well-documented. Unallowable costs are alcohol, bad debts, lobbying, entertainment, gifts, fines, fundraising, contingency, and losses on other awards. Non-federal share must not be used as a cost/match for other federal programs, be verifiable from receipts, reasonable, allowable under cost principles, and included in the approved component plan/budget. Parent Activity Fund – money in the program budget allocated for parents to develop their projects, \$5 per child/month, for project-related expenses. Fiscal Report Definitions include appropriation code (expenditure code), description of expenditure, total grant budget, actual and accrual expenses, utilization rate (expenses divided by budget), and anticipated grant utilization (percentage of time elapsed).
- CPPC Updates – Martuice Brooks reminds parents and volunteers of vacant positions. We have three vacancies.
 - 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 March 2026. These reports focus on meal counts, attendance, and enrollment.

- Enrollment/attendance for March 2026. This is our March enrollment report:

Head Start – 1384 EHS – 1108 EHSCCP – 693
EHS Expansion – 188 PFA – 4194 Preventive Initiative – 3953

- Attendance Report – March 2026

HS – 81.24% EHS – 75.42%
EHSCCP – 78.61% EHS Expansion – 81.20%

- Meals Count Summary Report – March 2026 report:

	Head Start	EHS	EHS-CCP	EHS-Expansion
Breakfast	17497	12858	7581	1406
Lunch	19085	13544	8124	1442
Snacks	17464	12682	7686	1387

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Sharron Davis – gives a summary of the grant utilization report.

Grant Utilization Report for March 2026

	HS	EHS	EHSCCP	EHSExpansion	ECBG	Childcare
Expenditure	3,234,049	4,001,748	2,780,026	352,933	54,747,065	4,239,188
Balance	11,586,781	15,610,510	8,398,113	3,868,890	46,377,380	6,576,812
% Utilization	21.82%	20.40%	24.87%	8.36%	54.14%	39.19%

- An overview of the Content Area Reports – March 2026.

a. ERSEA – Craig Zemke: (1) to improve attendance and enrollment, we have updated the ERSEA policy to include families with incomes that fall between 101% - 130% of FPL. Continue to receive applications from families interested in enrolling children (0-5). On April 07, 2026, the CEL application was launched. If any assistance is needed, parents should dial (312) 229-1690. The average monthly enrollment for March was 84%. One System Initiative for homeless families is underway, and we have 23 family shelters facilitated by DFSS. We encourage agencies to continue recruiting and enrolling qualified families and children. We also collaborate with the homeless program. (2) Health/Nutrition/Mental Health/Disabilities: continued meetings with CPS. Globetrotters and DFSS conduct a test run on the new portal, which stores water testing and results. Illinois HS Association met with IHSA, DCFS, and DFSS to discuss barriers and strengths of communication. Melissa Moore to discuss staff wellness in April. Some resources related to infant safe sleep practices: American Academy of Pediatrics, HealthyChildren.org; National Institutes of Health. Claridigm report: 2904 users and 2033 users have completed 100% of the module. 2231 users have completed 50% of the module. Of 107 Spanish registrants, 40 have completed the English version of the module. All H & S module questions can be directed to PDMHealth.SafetyMod@claridigm.com. DFSS requires all funded staff to participate in the Health/Safety Module. It covers many topics. Illinois Public Health Institute and Illinois Head Start Association initiated a lactation support work group to explore breastfeeding strategies and develop a plan of action. (3) Education/Training: Teaching Strategies (3/3/2026 – 3/25/2026) – Strategies for enhancing teaching and learning with gold (part 1) and enhancing interrater reliability for gold (preschooler). Erikson (3/4/2026 – 3/18/2026) – engaging and communicating with family and developmental milestones and strategies to support growth for children (birth to 3). (4) Parent Family and Community Engagement: Training at UIC – provide training to support family service workers, FAST literacy, and training. DFSS staff continue to attend the parent policy council meetings. DFSS wants to hear from parents about the experience while participating in the CPPC. CELWS provides financial and academic support for anyone pursuing credentials, degrees, endorsements, or licensure to work with children. (5)

Fiscal: practice sessions will reconvene every 3rd Friday of each month from 1 PM – 3:30 PM. This is a platform established for both fiscal/program staff to discuss best practices/ approaches, and challenges related to fiscal administration for their programs. CPPC updates: elected CPPC delegates/alternatives must be parents of current enrolled children in HS-funded programs. Parents interested in CPPC training will be offered workshops to help them better understand the programs. For CPPC parents, we will do parent interviews.

b. Schedule of the CPPC meeting Calendar:

Executive Council Meeting		Full Council Meeting	
Date	Time	Date	Time
05/05/2026	11:00a-12:00P	05/26/2026	10:30a-12:30P
06/02/2026	11:00a-12:00P	06/23/2026	10:30a-12:30P
07/07/2026	11:00a-12:00P	07/28/2026	10:30a-12:30P
08/04/2026	11:00a-12:00P	08/25/2026	10:30a-12:30P

c. Deputy Commissioner's Corner: (No speaker)

1. April 23, 2026 – grant application is not ready. OHS will amend the following two grants. (1) HS/EHS – extended to 12/31/2026 with 0.635% COLA that has not been received. EHSCCP – extended to 12/31/2026 with 0.635% COLA that has not been received.
2. FA1 – Program System Review is on hold.
3. Enrollment and eligibility – family must be between 101% and 130% of FPL or be categorically eligible. Chicago's minimum rate - \$16.60.
4. ECBG update – received a draft list of agencies remaining with DFSS effective 07/01/2026. Work with the funder to complete the IGA. Agencies will not be with DFSS; CSD staff will work together through the close-out process.
5. CCUO/CPPC collaboration – CCUO is seeking an opportunity to work with the CPPC to better understand what the CPPC is doing and what is happening at the agency level. DFSS would like the CPPC members to participate in the CCUO meetings.
6. Parent Interviews – DFSS is looking for parents to participate in the interview process.
7. City's Largest Playdate – April 11, 2026, from 10 AM to 1 PM, took place at Maggie Daley Park. Lots of activities for children. Total in attendance: 1081.
8. Early Learning Career – here is a chance to meet with over 50 employers and education partners. Roles: teaching, administration, finance, and family support. When: May 16, 2026
Where: Malcolm X College (1900 West Jackson Blvd, Chicago)
Time: 10:00 am – 2:00 pm

- Open Discussion – No question raised
- Adjournment – Jeremy Glover adjourns the meeting at 11:40 A.M.