



### Citywide Parent Policy Council (CPPC)

Virtual Full Council Meeting ~ Tuesday, March 9, 2021

Zoom link: [https://zoom.us/join/join?j=70kce6tpjMuHdZmlz3l3y\\_NF3eMVX2BkVMK](https://zoom.us/join/join?j=70kce6tpjMuHdZmlz3l3y_NF3eMVX2BkVMK)

### Minutes

☐ Call to Order by Nikki Garrett, CPPC Chairperson at 11:03pm.

☐ Roll Call/Establish Quorum

A quorum was established. 11 members present represent a quorum.

#### CPPC Members Present

Dorothea Fitch, Ada S McKinley  
Laura Gudino, Asian Human Services  
Erika Villagomez, Asian Human Services  
Danisha Cockrell, Breakthrough  
Esmeralda Farfan, Carole Robertson  
Raeyonda Sparks, Chicago Child Care Society  
Laquahn Washington, Chicago Child Care Society  
Carolina Torres, Chicago Commons  
Gardenia Mejia, Christopher House  
Adedayo Salami, Christopher House  
Isabel Zagal, El Valor  
Laura Padilla, Erie  
Mimi Gonzalez, Family Focus

Jessica Marrero, Gads Hill  
Christy Aliposa, HANA  
Alisa Morris, Henry Booth  
Nikki Garrett, It Takes a Village  
Amanda Ray, Judah  
Joyce Quezada, Kimball  
Eileen McCracken, Marillac  
Edula Gamino, Mary Crane  
Belen Peltra, Metropolitan  
Lizbeth Miranda, Metropolitan  
Jocelyn Molina, Onward  
Patricia Ellis, Salvation Army  
Erika Gonzalez, SGA  
Daniela Gaspar, SGA  
Nyesha Fugerson, YMCA  
Francisca Bardales, YMCA

#### Non-CPPC Members

Stephanie Galvan, Centro Nuestro  
Juana Valadez, Kimball  
Aisha Smith, Judah

#### Delegate Agency Staff

Vanessa Guan, Judah  
Jessica Zaragoza, Christopher House  
Judy McGarvey, Aline Locke Charter School  
Laura Pleasants, YMCA  
Christina Navarro, Chicago Commons  
Lavern Coleman  
Alissa Viesca, Erie  
Griselda Zuluaga, Family Focus

Claudia Rivera, Chicago Child Care Society  
Traci Delgado, Mary Crane  
Jocelyn Molina, Onward  
Matilda Walker, Loop Learning Center  
Angie Fells, Ada  
Iliana Alban, Albany Park  
Eva Rodriguez, Albany Park  
Josecelyn Brecheisen, Breakthrough

DFSS staff present

Cerathel Burgess Burnett, Deputy Commissioner of Children Services Division

Tiffany Junkins, Manager of Family Support Programs

Madeline Cancel-Hanieh, Director of Children Services Division

Glenn Lezon, Director of Accounting

Thomas Moes, Program Development Coordinator

Sherron Davis, DFSS Finance

Monica Almanza, DFSS Finance

Nicole Roberts, DFSS Finance

Valerie Isom, DFSS Finance

Tosha Smith, Supervisor

Guests

Azella Collins, Professional Registered Parliamentarian

Kenneth McGhee, Support Services Provider

☐ Action Item

- Approval of February 9, 2021 minutes – Minutes were approved as submitted.

- ☐ The agenda was amended to allow 2 speakers to present. Cerathel Burgess Burnett, Deputy Commissioner and Glenn Lezon, DFSS Director of Accounting

**New Business**

DFSS Executive Updates – Presented by Cerathel Burgess Burnett, Deputy Commissioner of DFSS Children Services Division

- ACF-PI-HS-21-01 FY2021 Head Start Funding Increase
  - There is additional funding for Head Start agencies. COLA is 1.22%. Delegate agencies apply for it and go to staff at HS, EHS, EHSCCP, EHSEXP. City of Chicago will apply and work with agencies to complete the application.
  - Quality dollars are for migrant and seasonal grantees. City of Chicago is not a migrant or seasonal program.
  - DFSS anticipates receiving additional funds. DFSS has already received \$11 million. The dollars are based on the total funded enrollment. Dollars are specific and will go to Covid related activities. Examples are listed in the program instruction.
  - Waiver for non-federal match – City will request a waiver and apply for funds.
- CPPC Finance Training & Finance Report – Presented by Glenn Lezon, Director of Accounting.

Topics included:

- DFSS Grant description
- Overview of Fiscal Operations
- Reimbursement Process
- Single Audit- A133 Compliance
- Policy Council/Committee Rights
- Policy Council/Committee Fiscal Rights

- Conflict of Interest
- Use of Head Start Grant & City Funds (allowable, allocable, & reasonable)
- Less than Arm's Length Transaction
- Common Allowable & Unallowable Costs
- Non-Federal Share
- Parent Activity Funds
- Monthly Financial Report & Fiscal Definitions

The training will continue at the next CPPC meeting. The monthly statements and the meaning of the columns will be reviewed.

- CPPC Orientation – Presented by Tosha Smith, DFSS Supervisor  
Topics included:
  - CPPC Overview
  - DFSS Head Start Grants & Total Enrollment Slots
  - CPPC Roles & Responsibilities
  - CPPC Composition
  - Head Start Program Performance Standards & Program Governance
  - DFSS Program Governance Structure and Communication Structure
  - CPPC Member Expectation
  - 2021 Election Results
  - CPPC Required Trainings
  - Program Reports
  - CPPC Committees
  - CPPC Bylaws and Program Governance Handbook
- CPPC Survey Results – Survey indicated majority of CPPC members chose the CPPC meeting time from 11am to 1pm.
- ☐ Unfinished Business
  - CPPC Assistant Treasurer Results – Carolina Torres, was elected CPPC Assistant Treasurer. Members of the executive committee and DFSS staff confirmed the election results.
  - CPPC Chair Election – Interested members were told to place their name in the chat box. No members stated interest in the position or placed their name in the chat box.
- ☐ Program Reports – Program reports were reviewed with members by Tosha Smith, DFSS Supervisor
  - Enrollment/Attendance – Report was reviewed as distributed
  - Child Outcomes – Data is not available at this time
  - Program Information Report – Report was reviewed as distributed
  - Meals/Snacks – Report was reviewed as distributed
  - Personnel – No data to report to at this time.



- Finance Report – Presented by Tiffany Junkins, DFSS Manager of Family Support Programs
- ☐ OHS Communications presented by Cerathel Burgess Burnett in the DFSS Executive Update
- ACF-PI-HS-21-01 FY2021 Head Start Funding Increase
- ☐ Open Discussion –The DFSS Parent Café is scheduled later in the day. Parents are strongly encouraged to attend. Interested parents will be emailed information soon and may receive a stipend for their attendance.
- ☐ Nikki Garrett, CPPC Chair adjourned the meeting at 1:01pm.