



Citywide Parent Policy Committee (CPPC)

Hybrid Full Council Meeting - Tuesday, June 20, 2023

Location: Chicago Bee Library 3647 South State St Chicago, IL 60609

Zoom link: <https://us06web.zoom.us/meeting/register/tZMkcOyprijMpGdHfG0AMi0q5FXOgmV2oLILd>

10:00am-12:00pm

Meeting Minutes

- Call to Order led by Kellia Phillips at 10:40 A.M
- Roll Call/Establish Quorum.
 - a. A quorum was established.
 - b. Roll Call

DFSS staff

Martuice Brooks
Mara Martinez
Berenice Vargas
Cerathel Burgess Burnett
Frederick Stewart
Sharay Johnson
Jocelyn Buchanan
Soung San

Delegates/Guests

Tracy Rayner
Naatsotsoo Wright
Shakari White
Kellia Phillips
Kyle Hubert, Guest
Cassandra Atkins
Teresa Rodriguez
Linda Wang, Guest
Martha Zavala
Veronica Bautista
Yuri Arizmendi
Corrin Sanders
Yessenia Arguello
Sara Ortega
Anna Naranjo
Tatiana Pledger

- Action items
 - Approval of **May 16, 2023**, Full Council Meeting Minutes – approved by the council.
 - Motion 1st – Naatsotsoo Wright; 2nd – Martha Zavala

- New Business

- Illinois Head Start-Parent Ambassador Program. Kyle Hubert discussed the Parent Ambassador Program. This is a yearlong program, and it will teach parents about the basics of governmental affairs, legislative interactions, and its state and federal policies. By doing this, parents can have the opportunity to share the education with other advocates across the nation. Currently, we have 10 ambassador parents in the state of Illinois. They advocate for their agencies, children, HS start programs in the local communities. Issues that were discussed include fundings and staff retention. As ambassador parents, you can develop vocational skills, project management, and networking. You can visit Washington DC and meet with other elected officials to advocate for your programs. At the end of the term, you prepare a presentation for the next cohort of parent ambassadors. There are two paid (\$400.00) in-person meetings. The program pays for all accommodation. One meeting per month via zoom is the requirement on everyone's availability. My email: Khubert@ilheadstart.org.

- Fiscal Overview- DFSS Finance. Frederick Stewart talked about the Head Start fiscal overview operations. DFSS →Agencies →Policy Council →GPAD →VAT →OBM→Office of Head Start. For the reimbursement process, agencies should have enough funding to cover the initial expenditures. Vouchers with supporting documents are reviewed by DFSS staff and forward to VATS unit to be audited. Within 30 days of invoice submission, the City is required to process the payment. To maintain continuous cash flow, monthly vouchering is required usually by the 15th of each month. A single audit means those agencies who receives more than \$750,000.00 in federal funding is required to complete an independent outside audit. Policy Council/ Committee Rights. The CPPC must receive the following reports to assist them in making informed decisions about the program.

1. Monthly financial statements
2. Monthly program information summaries
3. Program enrollment reports
4. Monthly reports of meals and snacks

Policy Council/Committee Fiscal Responsibilities.

Review and approve.

All funding applications before submitting to HHS

Planning activities resulting from audits.

Reimbursement procedures

The self-assessment of the grantee's progress in carrying out the programmatic and fiscal intent of its grant application.

Conflict of Interest.

CPPC members.

Must not have a financial or personal conflict of interest

Must not be compensated for serving

May not serve on the Policy Council/ Committee and be hired as an employee of HS agency

Use of HS Grant and City Funds

1. Costs must be allowable, allocable, and reasonable
2. Allocation of salaries among programs
3. HHS administration cost limited 10% of total costs, ECBG limited to 5% of total costs
4. HHS funds, there is a waiver of non-federal share match on grant applications. When waiver is rescinded, 1/3 of costs must be matched first by in-kind (Non-federal share). Always, 2/3 of costs charged to federal share.
5. HHS individual staff compensation limitation - \$212,100.00 (effective 1/1/2023)

Less-than-arm's Length Transaction

1. Do you have an economic/financial interest in the rental of the property?
2. Do you own the property?
3. Is the leased amount more or less than fair market value?
4. Is the property owned by a neutral third party and does not present a conflict of interest?

Common Allowable Costs

1. Advertising for recruitment or procurement
2. Audit services
3. Bonding
4. Communications
5. Compensation for personnel services
6. Depreciation
7. Employee health and welfare
8. Equipment (with prior approval) cost at least \$5,000.00. for ECBG \$500 (required approval)
9. Insurance
10. Labor relations
11. Maintenance and repairs
12. Membership fees in professional and civic organizations
13. Materials and supplies
14. Professional service costs
15. Publication and printing costs
16. Rental costs of building and equipment (with restrictions)
17. Training and travel

Allowability of Costs

1. Be reasonable, necessary, and allocable
2. Authorized or not prohibited
3. Conform to limitations
4. Be consistent with other organization activities
5. GAAP
6. Not be included as cost or match in any other federally funded program
7. Be adequately documented

Common Unallowable Costs

1. Alcohols beverages
2. Bad debts
3. Lobbying
4. Entertainment costs
5. Gift
6. Fines and penalties
7. Fundraising
8. Contingency
9. Losses on other awards or contracts.

Non-Federal Share

1. Must not be included as a cost or match to any other federally funded program, unless authorized by federal statute
2. Must be verifiable from the recipient's records
3. Must be necessary and reasonable for the accomplishment of the program objectives
4. Must be allowable under grant conditions and cost principles
5. Must be approved in the component plan/budget approved by DFSS

Parent Activity Funds

The parent activity fund is money set aside in the program budget to provide parents the opportunity and experience in planning, developing, and implementing their own projects. The parent activity (1) should be allocated at \$5.00 per child. The parent activity funds should be spent based on project relatedness, (2) must be used for activities that are solely for entertainment. Entertainment can be defined as cost of amusement, social activities, ceremonials, and incidental costs such meals, lodging, transportation, and gratitude, (3) can be used for expenses where entertainment may play an incidental part of the activity. For example, identifying special speaker to present at the parent/policy committee meeting and paying the fee associated, parents as chaperones on a field trip to the zoo and paying for the admission fee, paying the registration fee and expenses for a parent of the year to attend

the IHSA, purchasing ingredients for a cooking class aimed at teaching parents how to create low budget, tasty and nutritious meals.

Fiscal Report Definitions

1. Budget - total approved budget for the annual grant budget period
2. Actual – current expenditures for the annual grant budget period
3. Balance – unexpended funds for the annual grant budget period
4. % expended – current expenditures over total approved budget

Financial Expenditures report by grant (May 2023)

1. HS – 20.01%
2. EHS – 14.65%
3. CCP – 19.29%
4. Expansion – 17.06%
5. ECBG – 51.64%
6. Childcare – 64.49%

- DFSS Executive Updates led by Cerathel Burgess Burnett. We have the applications for three of our grants. We can submit our applications and they are due on September 01, 2023. You, the CPPC members will get this information. We will request your approval before we submit it. In addition, you should be engaged with the delegate agencies. We had a FA2 review back in June of 2022, and we are scheduled to meet with the reviewers at 3:00pm today. She will let us know what information is needed for the follow-up review and what date. We will have a FA2 review for HS, CCP and EHS and class review. This review may include parent policy and parents. Once the office of Head Start finalizes their schedules, we will inform you. This review may be conducted in October 2023.

- CPPC Elections led by Martuice Brooks.

Vacant positions – Everyone is welcome to nominate himself/herself for these vacancies.

- Vice-Chairperson
- Secretary
- Assistant Secretary
- Treasurer

- Program Reports led by Cerathel Burgess Burnett. This is a May-2023's enrollment data report.

- **Attendance/Enrollment** – PFA = 4251 and PI = 3528

Head Start	Early Head Start	EHS – CCP	EHS-expansion
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1302	945	774	161
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o **Meals/Snacks** – were served to school children. Some children left early or came into classroom later.

	Breakfast	Lunch	Snacks
Head Start	13532	14819	13399
Early Head Start (ALL)	17815	19133	18081

o Finance led by Cerathel Burgess Burnett. This is a financial expenditures report for May-2023. The agencies are not submitting their vouchers on time. The agencies should submit their invoices on a monthly basis for reimbursement. They pay their staff; they should be reimbursed. When submitting the invoices in a timely manner, we can make better projections for all the programs. We can make better predictions.

	HS	EHS	EHS-CCP	EHS-Expansion	ECBG	Childcare
Budget	23126790.00	30632682.00	17317595.00	3832754.00	89751200.00	10816000.00
Actual	4628453.78	4488759.49	3340353.21	654044.82	46346193.3	6975058.01
% Expended	20.01%	14.65%	19.29%	17.06%	51.64%	64.49%

This section has been added to the report that previously was omitted. We will focus on the EHS CCP and Expansion programs. Ex. Out of the total budget, our delegates get 81% for program delivery while the administration/indirect costs are limited to 10%. We have other categories (Support Services receive 7% and we allocate 2% for technical assistance.) Ex. of Support Services is Vera Creative who does professional development, food for meetings and other events, and ads. Claridigm is another vendor who provided the emergency budget meeting several months ago. Technical Assistance gets 2%. Ex. Creative Curriculum for all classrooms. Teaching Strategies Goal and outcomes. Ready Rosie is another vendor that helps directly from home.

Program Type	Support Services	Tech. Assistance	Prog. Delivery	Admin/Indirect
Percentages (%)	7%	2%	81%	10%

Content Areas Reports led by Cerathel Burgess Burnett. These are the areas that DFSS is concentrating on. It defines who we are. It describes what work we do.

1. Eligibility Recruitment Selection Enrollment and Attendance – help parents to enroll their children using the online application.
2. Health and Nutrition – there will be a health/safety conference (2.0) that will focus on home visiting/ family childcare.
3. Mental Health – DFSS shares the resources to support the family, children and staff with mental health and well-being.

4. Disabilities – we address barriers that impact children that receiving services and data sharing and assess the number of children referred, evaluated, and receiving special educational services.
 5. Education – we work with training and technical education specialists to support school readiness of African American boys, overall school readiness preparation, goals, and other support.
 6. Parent family and community engagement – DFSS staff continues to work with Teaching Strategies to provide training for agencies’ staff to ensure they can understand how to use the tools from Ready Rosie and how to keep family engaged.
 7. Fiscal – DFSS provides fiscal/budgeting training and technical assistance to agencies. Our vendor (Claridigm, Inc.) provided emergency budget training last month to all agencies.
- Open Discussion – led by Kellia Phillips. The floor is open. Do we have any concerns/questions? Cassandra Atkins for Dream Child Developmental Center. Ms. Atkins wants to volunteer for the Vice Chair position. Our office will send out the volunteer package. Ms. Gabriel introduced herself to the committee. She was from New York, and she is currently a Chicago resident. She wanted to learn more about the HS program.
 - Adjournment led by Kellia Phillips. This meeting is adjourned at 11:34am. 1st motion - Cassandra Atkins 2nd motion – Martha Savala