

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 10-17-2024; 3:30-5:00pm

In Person Location: Oakland City Hall;

1 Frank H. Ogawa Plaza; Council Chambers

Zoom Meeting

*** MEETING MINUTES**

***(PENDING APPROVAL FROM THE ADVISORY BOARD)**

Approved on November 21, 2024

Advisory Board Members Present:

Molly Tafoya, *Chair*
Alysoun Bonde, *Vice Chair*
Dr. Javay Ross
Christina Michaud
Julia Forte Frudden
Dr. Jei Watkins

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Tracey Black, *Manager; Governance & Contracts*
Sarah Trist, *Manager; Program Operations*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Kurry Foley, *Manager; HSD Budget & Fiscal Unit*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Trisha Barua, *HHS Planner, HS/EHS*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Clara Sanchez, *Administrative Assistant II*
Valeria Vallejo, *Office Assistant I*
Michael Fries, *Program Analyst I*
Equal Access - *International Contact Interpretation Team*
(4 members present)

Advisory Board Members Excused:

Kevin Bremond
Dr. Mariamawit Tamerat

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM.

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of October 17th, 2024, Meeting Agenda

- *Chair Molly Tafoya, called for a motion to approve the October 17th, 2024, AB Meeting Agenda.*
- ✓ *Member Julia Forte Frudden seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-*

abstentions, (0) no response

2. Review and Approval of September 26th, 2024, Advisory Board Minutes

- Chair Tafoya, motioned to approve the September 26th, 2024, Meeting Minutes.
- ✓ Member Forte Frudden *seconded the motion*. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Monthly Progress Report: *Trisha Barua presented, please refer to packet.*

a. Monthly Enrollment and Content Area Monitoring Report – September 2024

- Chair Tafoya, motioned to approve the Monthly Progress Report:
- ✓ Vice Chair, Alysoun Bonde *seconded the motion*. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Question: With the limitations of under-enrolled centers, how we can be flexible in working around those constraints? Are we able to expand, maybe, home-based options when we have hit issues with some of our center-based enrollments, teacher shortages and all the concerns that were raised at Tuesday’s City Council’s Meeting?

–**Response:** The key factor in determining family placements is the selection criteria which affects their position on the waitlist. Once on the waitlist, families are asked for their first, second, and third choices. When assigning spots, those at the top of the list are offered their first choice.

In terms of staffing, the guidance we follow is to avoid closing locations for the sake of consolidating staff. For example, while we could shift staff to one location and fill it to capacity, this would mean closing other sites.

2. Monthly Financial Report- *Kurry Foley presented, please refer to packet.*

a. Monthly Financial Report (Expenditures, CACFP Report, Purchase Card Report) July/August 2024

- Chair Tafoya motioned to move the Monthly Budget Report to July/August:
- ✓ Member Forte Frudden *seconded the motion*. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

- **Question:** Is there a breakdown of how much each site will receive from the grants?

– **Response** A comprehensive cost allocation plan outlines how funding is distributed and utilized. The program operates with blended funding. Sites funded by the Oakland Children’s Initiative Measure AA funding is separate from the Federal funding.

3. FY 24-25 Change of Scope Request – *Reduction in Slots, please refer to packet.*

– **Question:** If you could explain about the sites that are not included in this request, Arroyo, Tassafaronga, and Franklin?

– **Response:** The three sites in question are not federally funded. They are supported by the Oakland Children’s Initiative Measure AA, which is a different funding source. This change of scope only applies only to Head Start federally funded sites.

- **Question:** How hard will it be to get spaces back in the future? **Response:** All facilities and locations remain. The key will be the money to keep the salaries at a level where people will want to come and work with the program, The [Office of Head Start] has recommended Changes in Scopes in relation to “under enrollment”, as well as the “final rule” changes that are coming about. Based on Congress, they will determine whether more funding comes through or not and how.

- **Question:** How many Level II and Level III positions would this open?

- **Response:** This will go through the [City] Classification process. The final salary comes through the full Civil Service process and the negotiations, and then determined by budget. **Question:** – Are factors such as loan repayment, housing support, down payments assistance on houses being considered.?

- **Response:** At the county level, Measure C and Children’s Initiative are opportunities. Partnering with Workforce and other divisions to find solutions.

- **Questions:** 1) Does this also have anything to do with the roll out of Universal Pre-K and if so, can we re-license to serve younger ages?

2) Are College/Career Job Fairs part of the recruitment outreach?

3) If the plan is to decrease the number of slots, what is the plan to increase the number of slots, once the hiring is approved?

4) Is there an opportunity for a teacher to move up in leadership? There should be another way, other than pitting families against teachers.

- **Response:** The journey level [with multiple steps] is looking at a way for teachers to grow, while remaining in the profession, so that they do not have to leave the profession to continue their career growth. Recruitment is taking place at college job fairs – these are the very outreach events that we attend [to recruit for outreach positions]. With regard to Universal Pre-K, there is an impact - younger three-and four-year olds enrolling in the program. Oakland Children’s Initiative (OCI) and Measure C are possible funding opportunities to support increasing slots and applying for state or federal funding opportunities.

Outreach occurred at Community College Job Fairs. With regard to the OCI sites, similar to the Head Start sites, personnel vacancies impact enrollment. Given that OCI is a reimbursement contract, we are reimbursed the amount spent. Increase in staffing at the OCI sites, will increase enrollment, which will then result in increased spending.

- **Question:** When does this change start for the slots?

Response: Program is trying to avoid being placed in a chronic under-enrollment plan and lose funding. The timeline for submitting the application is by the end of next week [October 25th], then there will be room to make changes, if needed.

– **Question:** What happens to the children who are already enrolled, when there are more children than slots?

- **Response:** No child, currently enrolled, will lose their slot if the reduction is approved.
- **Question:** Can you confirm that the contract with First 5 is a reimbursement contract and that is not something that can be negotiated, whether the contract can be front-loaded or if it is reimbursement, with your contract with First 5/OCI?
- **Response:** The current contract with First 5/OCI, is a reimbursement model. Given staffing and multiple funding streams that are tracked, the reimbursement model works best. First 5 did give the opportunity to accept an advancement. However, Fiscal advisement was to maintain the reimbursement model.

The Chair recommended that the reimbursement discussion be agendaized and brought back at the next meeting for further discussion.

Question: What are the consequences if we do not vote on this now?

- **Response:** If the program does not submit it will be at risk of being placed in *Chronic Under Enrollment* status. Chronic under enrollment status means a portion of the \$13.7 million grant could be lost, in accordance with the number of slots that we are serving. The program may end up serving the same number of slots with less money, versus serving the same number of slots, keeping the funding, and increase salary opportunities. There is room for modifications and adjustments, until presented to City Council because it will not be approved until it goes through City Council.

– This matter has come to the attention of the City Administrator’s Office.

The Parent Policy Council approved the proposal for submittal. The Change of Scope plan is independent of the teacher shortage problem. Without it the program will risk losing funding.

Submission is needed by October 25th.

- *Chair Tafoya* motioned to approve a place holder submission with an intent to submit, subject to Board approval, with the opportunity to convene a Special Meeting with the Parent Policy Council and members of the public, in attendance, prior to the next Advisory Board Meeting on November 21, 2024.
- ✓ *Member Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (1) no response

4. FY 25-26 State Continuation Funding Application (CDE/CSPP & CDSS/CCTR) and CACFP Contract

- Voting did not occur. However, this item was approved for submittal by City Council on October 15, 2024.

IV. PARENT POLICY COUNCIL UPDATES:

- a. Parent Policy Council Feedback – *Chair, ToNiya Scott-Smith*

V. INFORMATION ITEMS

1. FY 24-15 Oakland Children’s Initiative (OCI) Contract & Responses to Advisory Board Questions from First 5 Alameda.
2. FY 24-25 COO HS/EHS Wage & Compensation Study
3. Final Rule – Supporting the Head Start Workforce and Consistent Quality Programming Virtual Presentation and Q&A Session – (Pending PPC/AB decision on date)
4. FY 24-25 CLASS Review/Implementation – in progress
5. Standing Program Updates:
 - FY 24-25 Community Assessment Update
 - Measure C (Children’s Health & Child Care Initiative for Alameda County)

VI. OPEN FORUM

Number of members of the public that participated in discussion related to Action Item: 4

VII. ADJOURNMENT

- Chair Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
- ✓ Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (1) no response

Meeting adjourned at 5:29 pm

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Submitted by
Brittany Pierce
Administrative Assistant II