



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, April 22, 2021

3:00-4:30pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to the Governor's Executive Order N-29-20, all members of the Head Start Advisory Board, will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

By Zoom Webinar:

When: April 22, 2021 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Jun 17, 2021, 6 occurrence(s)

- Jan 21, 2021 03:00 PM
- Feb 18, 2021 03:00 PM
- Mar 18, 2021 03:00 PM
- Apr 22, 2021 03:00 PM (**Note:** Fourth Thursday of month)
- May 20, 2021 03:00 PM
- Jun 17, 2021 03:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system. Monthly:

https://zoom.us/webinar/tJcudeggqTosE9Zp_DdC5gbSSuqnEcsdjbD_/ics?icsToken=98tyKuCrrTkpEtOUthCFRowqA4job_zwtn5dj_pnjCDBBwMGZQHFBfdTPJd8A9za

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

Please click the link below to join the webinar:

<https://zoom.us/j/93323871692>

Or iPhone one-tap :

US: +16699009128,,93323871692# or +12532158782,,93323871692#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 933 2387 1692

International numbers available: <https://zoom.us/u/ab13Np3Hxr>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email **Tracey Black at TBlack@oaklandca.gov**



Human Services Department

ADVISORY BOARD MEETING

Thursday, April 22, 3:00-4:30pm

AGENDA

I. ROLL CALL

Molly Tafoya, Chair
Dr. Javay Ross, Vice Chair

Paula Ambrose
Priya Jagannathan

1. Public Comment

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of **April 22, 2021, Advisory Board Meeting Agenda**
2. Review and Approval of **March 18, 2021, Advisory Board Meeting Minutes**

III. GOVERNANCE TRAINING:

1. **ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance);** *Everardo Mendoza, ERSEA Coordinator (Acting)*

IV. ACTION ITEMS:

1. **FY 21-22 School Readiness Goals Presentation & Discussion;** *Thao Ly, Education & Home-Based Program Coordinator*
2. **Monthly Financial Report;** *Dylan Schubert, Administrative Analyst II; Acting HSD Grants Administrator*
 - a. Introduction of *Christine Rolan, Budget & Fiscal Manager for Human Services Dept.*
 - b. Budget/Financial Training – *Series 2*
 - c. Budget/Financial Report: *February 2021*
 - d. *Information Update on COVID Supplemental Funding Application, due April 9 (Information only. No action required.)
3. **Monthly Director’s Progress Report;** *Diveena Cooppan, Program Director & Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update for *March 2021*
 - b. Update on COVID 19 Response
 - c. Partner and Delegate Agency Update
 - d. Self-Assessment: In progress of analysis

V. INFORMATION ITEMS: *Diveena Cooppan & Staff*

- a. Policy Council Update
- b. Information update on upcoming Reports to City Council
- c. Policy & Legislative Updates

VI. OPEN FORUM

VII. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, March 18, 2021

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*
Priya Jagannathan
Paula Ambrose

Guests:

Staff Present:

Diveena Cooppan, *Program Director*
Tracey Black, *HHS Planner, Head Start*
Jason Wang, *Administrative Assistant II*
Lina Hancock, *Office of Councilmember*
Loren Taylor, *Life Enrichment Committee*
Chair
Townes Bouchard-Dean, *Program Analyst*
Dylan Schubert, *Admin Analyst II & Acting*
HSD Grants Administrator

I. ROLL CALL:

The Head Start Advisory Board meeting was called to order by Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was established.

1. There were no public comments.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of March 18, 2021, Advisory Board Meeting Agenda

- ✓ Molly Tafoya called for a motion to **approve the March 18, 2021, Advisory Board Meeting Agenda;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Approval of February 18, 2021 Advisory Board Meeting Minutes

- ✓ Molly Tafoya called for a motion to **approve the February 18, 2021 Advisory Board Meeting Minutes** with the amendment of the spelling of Townes Bouchard-Dean's Name to "Townes Bouchard-Dean";
- ✓ Priya Jagannathan made the motion;
- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. Monthly Financial Report; Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator

a. Budget/Financial Training & Report – January 2021:

- ✓ Fiscal Training *Series I*: Why we need the reports and why we report monthly? What is the value of the reports? Where does the data come from?
- New Fiscal Manager Christine Rolan (Introduction postponed until April)
- Program received waiver on match requirement due to less than expected CSPP grant funds as a result of COVID.
- Salaries and Fringe Benefits both on track to spend down our grant. Supplies and Other cost categories need analysis and assessment how/where to spend down.
- Zoom licenses can only be paid with a credit card, so there are recurring monthly charges on our Purchase Card.
- COVID Cares Act spending consists of on-site cleaning, facilities improvements, and food distribution, and linking families to community resources for food needs

- Carry forward funds were verbally approved today (March 18), expected funds will be available end of March.
- ✓ Molly Tafoya called for a motion to **approve the January 2021 Fiscal and Budget Report;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Monthly Director’s Progress Report for February 2021; Diveena Cooppan, Program Director

- ERSEA: actual enrollment at 728 out of 1006 funded or 72% due to ratio requirements as a result of COVID
 - Reopened last Wednesday 3-10-21, in line with Alameda moving to the Red COVID 19 tier
 - Had security presence to enforce social distancing
 - 83.7 Average Daily Attendance for the month of February
 - Total of 20,370 virtual sessions program year
 - Physical Exam and Dental Screening numbers creeping back up as families become more comfortable going to “in person” appointments
 - School Readiness survey: 95% satisfaction rate of families receiving virtual and in-person
 - Sharing COVID appointment information with staff, invited Lisa Ericson from Alameda County to All Staff meetings. Staff sharing stories and experiences and engage in the Q&A session.
- ✓ Molly Tafoya called for a motion to **approve the Monthly Progress Report for February;**
 - ✓ Paula Ambrose made the motion;
 - ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

IV. INFORMATION ITEMS; Diveena Cooppan & Staff

1. Update on FY 20-21 Self-Assessment
2. Update on FY 20-21 California Head Start Association (CHSA) Conference, February 22-26
3. Update on Upcoming Program Reports to City Council

Note: Governance Training postponed:

Content Area: ERSEA; Everardo Mendoza, ERSEA Coordinator (Acting)

Governance Training: ERSEA, will be postponed to next month’s meeting (April), due to absence of Everardo Mendoza.

V. OPEN FORUM

VI. ADJOURNMENT

- ✓ Molly Tafoya called for a motion to **adjourn the meeting;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 4:30 pm

Submitted and recorded by:

Jason Wang

Administrative Assistant II