



**CITY OF OAKLAND**

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

**ADVISORY BOARD**

**MEETING AGENDA – FINAL**

**Thursday, August 20, 2020**

**3:00-4:30pm**

**Please See the Agenda to Participate in The Meeting**

**Phone/Video Conference**

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:** August 20, 2020 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Dec 17, 2020, 7 occurrence(s)

- Jun 18, 2020 03:00 PM
- Jul 23, 2020 03:00 PM
- Aug 20, 2020 03:00 PM
- Sep 17, 2020 03:00 PM
- Oct 15, 2020 03:00 PM
- Nov 19, 2020 03:00 PM
- Dec 17, 2020 03:00 PM

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

[https://zoom.us/webinar/tJcudeqgqTosE9Zp\\_DdC5gbSSuqnEcsdjbD\\_/ics?icsToken=98tyKuCrrTkpEtOUthCFRowqA4job\\_zwtw5dj\\_pnjCDBBwMGZQHFBfdTPJd8A9za](https://zoom.us/webinar/tJcudeqgqTosE9Zp_DdC5gbSSuqnEcsdjbD_/ics?icsToken=98tyKuCrrTkpEtOUthCFRowqA4job_zwtw5dj_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#

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Webinar ID: 933 2387 1692

International numbers available: <https://zoom.us/u/abl3Np3Hxr>

### **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 *Maurine Watkins at MWatkins@oaklandca.gov*.



**Human Services Department**

**ADVISORY BOARD MEETING**

**Thursday, August 20, 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. Approval of August 20, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve July 23, 2020, **Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

**\*\*\*Note: 1. Monthly Financial Report for July and August 2020 will be presented in September Advisory Board Meeting; Dylan Schubert, Administrative Analyst II & Neil Valle, Budget & Fiscal Manager**

2. **Monthly Director's Progress Report for July 2020; Diveena Cooppan, Interim Program Director & Staff**

- a. Monthly Enrollment and Content Area Monitoring Update
- b. Progress on Quality Improvement Plan (QIP), including:
  - Update on QIP & Status of Actions
  - Update on FY 19-20 Policies & Procedures, Continued
- c. Delegate Agency Update

3. **Upcoming Grant Applications for FY 20-21**

- a. Quality Counts (QC) Quality Improvement (QI) Grant Application for FY21, due August 28, 2020
- b. Child & Adult Care Food Program (CACFP) FY 20-21 (renewal application), due August 31, 2020

**IV. INFORMATION ITEMS; Diveena Cooppan & Staff**

- a. Notice of Grant Award – Quality Improvement Funding, FY 2020-21
- b. DRS Update
- c. Strategic Planning Meeting - Possible dates
- d. FY 20-21 Advisory Board Bylaws (handout for Advisory Board Folder)
- e. FY 20-21 Annual Comprehensive and Program Governance Planning Calendars (handout for Advisory Board Folder)
- f. Proposed FY 20-21 Governance Training Plan (handout)
- g. Information Report to City Council

**V. OPEN FORUM**

**VI. ADJOURNMENT**

## HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, July 23, 2020;

3:00-4:30 pm

### ADVISORY BOARD MEETING MINUTES

#### Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair*

Paula Ambrose

#### Guests:

Asma Afzal, Urban Fellow

#### Staff Present:

Diveena Cooppan, *Acting Program Director*

Tracey Black, *Head Start Planner*

Dylan Schubert, *Administrative Analyst*

Sara Bedford, *Human Services Director*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Lina Hancock, *Office of Councilmember Loren*

*Taylor, Life Enrichment Committee Chair*

### **I. ROLL CALL**

The Head Start Advisory Board meeting was called to order by Chairperson Molly Tafoya and roll was taken; one (1) Board Member was in attendance. A quorum was not established. Action Items were delayed in anticipation of the arrival of other Board members. The meeting began with the Information Items.

No public comments.

### **II. INFORMATION ITEMS**

#### **1. Contextualizing Head Start Work in Oakland; Asma Afzal, Urban Fellow**

Asma Afzal presented a report which gave an overview of the landscape in Oakland using local community, Oakland Equity Report, Census data, policies and analytics pertaining to the Head Start program. The report will be used as a framework in discussing ideas and creating strategic planning for the next 5 years of the program. The Board suggested including the impact of Covid-19 in regards to the effects, repercussions and consequences of the pandemic on the program.

#### **\*\*\* Dr. Javay Ross joined the meeting at 3:45pm**

#### **2. Notice of Grant Award – Head Start Continuation Funding, FY 2020-21;**

*Diveena Cooppan*

The Head Start Grant and Covid 19 CARES Act funding grant has been approved and received approved for the full amount.

#### **3. Designation Renewal System (DRS) Update; Diveena Cooppan**

A forecasting announcement states that the date for competitive grant application submission is November 6<sup>th</sup>. Tentative date for the Board to approve and finalize the grant application at the September meeting.

#### **4. Strategic Planning Retreat – Discussion of possible dates; Diveena Cooppan**

The program staff will gather data and policy information to be used to determine program goals and objectives for the next 5 years. This information will be sent to the Board before the date of the Retreat. The Board will develop the application using

the program and community data, as a framework. The tentative deadline is September 17<sup>th</sup>.

The Regional Office is encouraging us to look at the Early Head Start Partnership Grant.

**\*\*\* Paula Ambrose joined the meeting at 4:05pm (quorum met)**

### **III. APPROVAL OF AGENDA ITEMS:**

#### **1. Approval of July 23, 2020 Advisory Board Revised Meeting Agenda**

Chairperson Molly Tafoya called for a motion to approve the July 23, 2020 Advisory Board Revised Meeting Agenda.

- ✓ Paula Ambrose made a motion to approve the Revised Meeting Agenda for July 23rd; Dr. Javay Ross seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

#### **2. Approval of June 18, 2020 Advisory Board Meeting Minutes**

Chairperson Molly Tafoya called for a motion to approve the June 18, 2020, Advisory Board Meeting Minutes.

- ✓ Dr. Javay Ross made a motion to approve the Meeting Minutes from the June 18, 2020 Advisory Board Meeting; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

### **IV. ACTION ITEMS:**

#### **1. Monthly Director's Progress Report for June 2020; Diveena Cooppan, Interim Program Director & Staff**

**\*\*\*Note:** At this point in the Advisory Board Meeting, Ms. Cooppan was asked to disconnect herself from the Zoom webinar meeting completely. She was informed that she would be contacted when she could return to the meeting.

#### **d. Update on Search for Permanent Head Start Manager; Sara Bedford, Human Services Program Director**

- Human Services Director, Sara Bedford, presented to the Advisory Board, an update on the Human Services Department's ongoing search for a permanent Manager of Early Childhood & Family Services (HS Program Director) Division. Based on the available talent pool and Acting Division Manager, Diveena Cooppan's past and current job performance, Sara Bedford put forth the recommendation to the Policy Council, Advisory Board and City Administrator, of Ms. Cooppan for the position of Manager of Early Childhood & Family Services (HS Program Director). Ms. Bedford requested permission to forward the recommendation to the Head Start Regional Office.
- ✓ Chairperson Molly Tafoya called for a motion to approve the recommendation of Diveena Cooppan for Head Start Manager and the submission of the recommendation to the Head Start Regional Office.
- ✓ Paula Ambrose moved to approve the recommendation and submission to the Regional Office;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**\*\*Note:** At this point in the Advisory Board Meeting, Ms. Cooppan was contacted to return to the Zoom webinar meeting. Ms. Cooppan returned to the Advisory Board Meeting successfully.

**2. Highlights of the Monthly Director’s Progress Report for June 2020; Diveena Cooppan**

Diveena Cooppan presented highlights:

- We have received flexibility on our targets because of Covid 19.
- We maintained enrollment above 97%.
- Immunizations are up to 93%.
- Received approval of FY 2019-20 Disabilities Waiver in July. Annual Program Information Report (PIR) is not required this year because of Covid.
  - ✓ Chairperson Molly Tafoya called for a motion to approve the Director’s Monthly Report for June 2020,
  - ✓ Dr. Javay Ross moved to approve the Monthly Director’s Report for June 2020.
  - ✓ Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**c. Policies and Procedures/Calendars; Diveena Cooppan**

Diveena Cooppan presented two Policies and Procedures and Programming Calendars:

**1. Program Planning/Strategic Planning Policies and Procedures**

**2. New Hire Orientation and Onboarding Policies and Procedures**

**3. Annual Program and Governance Planning Calendars**

- ✓ Chairperson Molly Tafoya called for a motion to approve the Program Planning/Strategic Planning Policies and Procedures, the New Hire Orientation and Onboarding Policies and Procedures and the Annual Program and Program Governance Calendars.
- ✓ Paula Ambrose moved to approve the Program Planning/Strategic Planning and New Hire Orientation and Onboarding Policies & Procedures and the Annual Program and Governance Planning Calendars;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**d. Progress on Quality Improvement Plan (QIP); Diveena Cooppan**

Met with the Technical Assistance (TA) Team this past Monday and today (July 20/23). Focused on the 2 key deficiencies. 70% has been completed of the QIP. The remaining 30% is around documentation (which was delayed because of Covid and working remotely). The deadline for completion of the QIP is September 11<sup>th</sup>. The follow up Federal Review will be virtual. Significant improvements have been made to Child Plus management system.

**e. Strategic Planning for the Designation Renewal System (DRS) Competitive Grant application; Diveena Cooppan**

The Board requested a doodle poll to determine a date for conducting the Strategic Planning (last week of August for 2 hours). The staff will email the data before the planning session. This will go to Council on October 20<sup>th</sup>.

**2. Monthly Financial Report for May and June 2020; Dylan Schubert, Administrative Analyst II**

Dylan Schubert gave highlights of the financial reports for May and June.

**May 2020:** We are on target for spend-down of Non-Federal Share.

- ✓ Chairperson Molly Tafoya called for a motion to approve the Financial Report for May 2020;
- ✓ Paula Ambrose moved to approve the May 2020report;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**June 2020:** Unity Council updated as of May invoices. All pending expenditures will be applied to our matched sources. State and Federal funds spent down as planned. Salaries underspent due to vacant positions. We met the Non-Federal share requirement.

- ✓ Chairperson Molly Tafoya called for a motion to approve the Financial Report for June 2020;
- ✓ Paula Ambrose moved to approve the June 2020 Financial Report;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**Fiscal – Upcoming Planning**

Covid Fund Award – \$880,000 received this week

Carry Over - \$990,000 planning budget to be submitted for approval

Investment in the next 5 years for families and community

(must keep proper documentation)

**V. ADJOURNMENT**

- ✓ Vice Chair Dr. Javay Ross called for a motion to adjourn;
- ✓ Paula Ambrose moved to adjourn.

Meeting adjourned at 5:17pm

Submitted and recorded by:

***Maurine Watkins***

Administrative Assistant II