



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

MEETING AGENDA – FINAL

Thursday, July 15, 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: July 15, 2021 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until December 16, 2021, 6 occurrence(s)

- Aug 19, 2021 03:00 PM
- Sep 16, 2021 03:00 PM
- Oct 21, 2021 03:00 PM
- Nov 18, 2021 03:00 PM
- Dec 16, 2021 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_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#

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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/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 **Tracey Black** at TBlack@oaklandca.gov



Human Services Department

ADVISORY BOARD MEETING

Thursday, July 15, 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 **July 15, 2021, Advisory Board Meeting Agenda**
2. Review and Approval of **June 17, 2021, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **FY 21-26 Head Start Grant;** *Diveena Cooppan, Program Director*
2. **Monthly Progress Report;** *Diveena Cooppan & Program Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update for *June 2021*
 - b. COVID 19 Response Update
 - c. Partner and Delegate Agency Update
3. **Policies & Procedures;** *Program Staff*
4. **Monthly Financial Report;** *Christine Rolan, HSD Budget & Fiscal Manager;*
Jason Wang, Admin. Analyst II
 - a. Financial Report: 4th Quarter

IV. INFORMATION ITEMS: *Diveena Cooppan & Staff*

- a. Vaccination Clinic
- b. Strategic Planning

V. OPEN FORUM

VI. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, June 17, 2021

3:00-4:34 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*
Priya Jagannathan
Paula Ambrose
Dr. Javay Ross

Guests:

Kevin Bremond

Staff Present:

Laura Vasquez Zarate, *Health Specialist*
Tracey Black, *HHS Program Planner, Head Start*
Jason Wang, *Administrative Analyst II*
Chris Gonzales, *Administrative Assistant I*
Lina Hancock, *Office of Councilmember Loren Taylor*
Lisa Taylor, *HS Coordinator*
Alisa Burton, *HS Supervisor*
Christine Rolan, *Budget and Fiscal Manager*
Cindy King, *HHS Program Planner, HSD/Head Start*
Michael Munson, *Cable & TV Operations*

I. ROLL CALL:

The Head Start Advisory Board meeting was called to order by Molly Tafoya at 3:03 PM and roll was taken; three (3) Board Member were in attendance. A quorum was established. Dr. Javay Ross joined in the meeting at 3:35 pm.

1. There were no public comments.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of June 17, 2021, Advisory Board Meeting Agenda

- ✓ Molly Tafoya called for a motion to approve the **June 17, 2021 Advisory Board Meeting Agenda**
- ✓ Priya Jagannathan made the motion;
- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

2. Review and Approval of April 22, 2021, Advisory Board Meeting Minutes

*****(Note: AB Meeting, May 20, 2021 Cancelled due to lack of quorum)***

- ✓ Molly Tafoya called for a motion to approve the **April 22, 2021 Advisory Board Meeting Minutes**
- ✓ Priya Jagannathan made the motion
- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. **Monthly Director's Progress Report, Diveena Cooppan, Program (Presented by Cindy King, HHS Planner)**

- a. **Monthly Enrollment and Content Area Monitoring Update for April and May 2021**
Updates for the month of April 2021: Enrollment increased for the 8th month in a row. Due to reduced capacity, program unable to accommodate in-person services. Dental exams are an on-going challenge. 82% of children have dental exams. Hiring freeze is not lifted yet, but by June 30, 2021 we will have more information about the hiring freeze.

- ✓ Molly Tafoya called for a motion to approve the **April 2021 Monthly Director's Report with 10% edits that will remain. Report will be amended.**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

For the month of May 2021, there are two updates: All required screenings have been completed for over 90% of participants. Families who were directly impacted by Covid-19 who applied for the CARES Act relief funds will receive \$500, if eligible, and an estimated 250 families could receive the \$500.

- ✓ Molly Tafoya called for a motion to approve **the May 2021 Monthly Director's Report**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

b. **COVID 19 Response Update (Presented by Tracey Black)**

Reopening manual is being drafted, which includes healthcare protocols and other procedures for the Fall 2021 school year. Both federal Head Start and the state Early Education & Care division, over the State Preschool Program, have mandated in-person program services for FY 21-22.

c. **Partner and Delegate Agency Update**

We are working closely with Partners and Delegate Agency to close program sites and services, as services for FY 20-21 come to an end on June 30, 2021.

d. **Self-Assessment Summary of Findings (Pending)**

In process of finalizing analysis and summary of findings, will report at July AB meeting.

e. **DRS FY 21-26 Grant Application Update**

Grant is still in negotiation, but in final stages. Christine Rolan, Budget & Fiscal Manager, provided an update.

f. **CDE/Program Self-Evaluation Survey Findings**

Required for yearly for State of California Child Development contractors. Survey found parents want more interaction with each other. Program Self-Evaluation Survey submitted to CDE on June 1, 2021.

2. **Policies and Procedures: Laura Vazquez Zarate, Health Services Specialist & Lisa Taylor, Family & Community Partnership Coordinator**

a. Infant Safe Sleep Policy & Procedure

Best practices for caring for children. Working with parents and training staff. Discussion on swaddling and every 15 minutes of monitoring children were also part of the discussion.

- ✓ Molly Tafoya called for a motion to approve **Infant Safe Sleep Policy & Procedure**
- ✓ Dr. Javay Ross made the motion;
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

b. Meal Service Policy & Procedure

Head Start will continue to provide meal services and use it as a learning experience for the children.

Procedure with monitoring included in procedure. Every meal is served per CACFP guidelines, meal patterns.

- ✓ Molly Tafoya called for a motion to **approve the Meal Service Policy & Procedure**
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

c. Community Partnerships & Coordination with other Early Childhood Education Programs Policy & Procedure

COO Head Start is required to form partnerships and ongoing collaborative relationships with community organizations. Once a year, they provide “Letters of Understanding” to partner agencies.

- ✓ Molly Tafoya called for a motion to **approve Community Partnerships & Coordination with other Early Childhood Education Programs Policy & Procedure**
- ✓ Dr. Javay Ross made the motion;
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

d. Family Engagement Policy & Procedure

*The COO Head Start Program will engage in a process of collaborative partnership building with parents to establish and identify family goals, strengths and necessary services. **Note:** Advisory Board requested more time to review this policy and read more into it. Advisory Board would like to review Family Engagement and Community Engagement policies and procedures, more thoroughly, first prior to approval. Request to bring the Family Engagement and Community Engagement Policies & Procedures, back in August Meeting, was made.*

3. Monthly Financial Report; Christine Rolan, HSD Budget and Fiscal Manager; Jason Wang Admin. Analyst II

- a.** Budget/Financial Report: *April and May 2021 (Postponed due to insufficient time remaining). April, May and June 2021 report will be discussed and reported on in the July 2021 Advisory Board Meeting. Dylan Schubert resigned, and Jason Wang will be filling Dylan’s former position, as Administrative Analyst II for the fiscal team.*

IV. INFORMATION ITEMS; (Items not reviewed, due to insufficient time remaining.)

- a.** Oakland Resilient Families: Oakland’s Guaranteed Income Pilot
 - Frequently asked questions: [FAQs — Oakland Resilient Families](#)
 - Online application: [Emergency Relief - UpTogether.org](#)
- b.** Policy Council Update
- c.** Information update on upcoming Reports to City Council

- d. Policy and Legislative Updates
- e. Greeting Card

V. **OPEN FORUM:**

VI. **ADJOURNMENT**

Meeting adjourned at 4:34 pm

Submitted and recorded by:

Christopher Gonzales
Administrative Assistant I