



CITY OF OAKLAND

HUMAN SERVICES DEPARTMENT

HEAD START PROGRAM

ADVISORY BOARD

MEETING AGENDA – FINAL

Thursday, June 18, 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: Jun 18, 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 16, 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_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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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, June 18, 3:00-4:30pm

AGENDA

I. ROLL CALL

Molly Tafoya, Chair
Dr. Javay Ross, Vice Chair

Paula Ambrose
Priya Jagannathan

Mark Friedman

1. Public Comment

II. APPROVAL OF AGENDA ITEMS:

1. Approval of June 18, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve February 13, 2020, **Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Board Membership and Participation; Diveena Cooppan & Tracey Black**
2. **Monthly Financial Report for February - May 2020; Neil Valle, Budget & Fiscal Manager & Dylan Schubert, Administrative Analyst II**
 - a. Review of CARES Act Funding to Support HS/EHS Programs PPT Presentation, **Slide 24: Examples Costs Not Usually Allowable**
3. **Monthly Director's Progress Report for February – May 2020: Special Report – Covid-19; Diveena Cooppan, Interim Program Director & Staff**
 - a. Monthly Enrollment and Content Area Monitoring Update
 - b. FY 18-19 CLASS Results
 - c. FY 18-19 Under-Enrollment Plan Results
 - d. Progress on Quality Improvement Plan (QIP), including:
 - Updated QIP & Status of Actions
 - Updated FY 19-20 Policies & Procedures
 - e. DRS (Designation Renewal System) Letter
 - f. Delegate Agency Update
4. **FY 2020-21 Grant Applications; Diveena Cooppan & Tracey Black**
 - a. FY 20-21 Continuation Funding Application
 - i. FY 20-21 Selection Criteria & Priority Rating Scale
 - b. FY 20-21 Covid-19 One-Time Funding
 - c. FY 20-21 COLA/Quality Improvement Funding Application

IV. INFORMATION ITEMS

V. OPEN FORUM

VI. ADJOURNMENT

ADVISORY BOARD MEETING
150 Frank H Ogawa Plaza, Ste. 5352
Oakland, CA 94612
Thursday, February 13, 2020; 3:00-5:00 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice-Chair*
Nayeli Bernal
Priya Jagannathan

Staff Present:

Diveena Cooppan, *Interim Program Director*
Tracey Black, *Program Planner*
Neil Valle, *Budget & Fiscal Manager*
Sara Bedford, *Human Services Director*
Maurine Watkins, *Administrative Assistant II*

Guests:

I. ROLL CALL

The Head Start Advisory Board meeting was called to order at 3:07 pm by Chairperson Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was not established.

- Lucia Palacios of Breakwater Associates, conducted a training for the Board around the Quality Improvement Plan (developed in response to the findings from the FA2 Federal Review). The Board shared their thoughts on the changes that have been made since the FA2 Review. These changes have facilitated more understanding and transparency. They include:
 - The role and function of the Advisory Board was made more clear
 - The process for keeping City Council informed has been formalized
 - A member of the Life Enrichment Committee has been participating at each Advisory Board Meeting, and they also receive emails and documentation from the meetings
 - The Board expressed appreciation for the value of having accountability to the City Council, for the oversight of Head Start
 - The Board now has a much clearer understanding of what the Child Plus database does and does not do.
The Board also has a better understanding of the program's data needs and data assessment needs
 - The Director's Reports, Budget Reports, Enrollment Reports are all more comprehensive
 - Receiving information to review before the monthly meetings has made a huge difference

- Dr. Javay Ross arrived at 3:45 - quorum was established.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of February 13, 2020 Advisory Board Meeting Agenda

Chairperson Molly Tafoya called for a motion to approve the February 13, 2020 Advisory Board Meeting Agenda.

Nayeli Bernal made a motion to approve the Meeting Agenda for February 13th.

Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

2. Approval of January 23, 2020 Advisory Board Meeting Minutes

Chairperson Molly Tafoya called for a motion to approve the January 23, 2020, Advisory Board Meeting Minutes.

Dr. Javay Ross made a motion to approve the Meeting Minutes from the January 23rd Advisory Board Meeting; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (1)-abstention.

III. ACTION ITEMS:

1. **Monthly Financial Report for January 2020;** *Neil Valle, Budget & Fiscal Manager*

We are on pace for the year (we are at about 60% through the fiscal year). Federal and State funding is being spent according to plan, as we are mandated to spend down City of Oakland funds last. Maximum allowed on administrative costs is 15%. We are currently at 14.8% and expected to stay constant.

Dr. Javay moved to approve the Financial Report for January 2020; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

2. **Monthly Director's Progress Report for January 2020:**

Diveena Cooppan, Interim Program Director & Staff

a. Enrollment – The program reported 99% enrollment for Head Start and 100% enrollment for Early Head Start in January – Working on recruitment for February.

Fannie Wall: Repair work is needed before we can use the site again.

b. Updates for the month of January:

Training & Technical Assistance (TTA) Team, was on-site Feb 6th. The meetings went well. They informed us that Professional Development Plans (PD Plans) are not enough to be in compliance and that additional work is needed. The team recommended that the program consider submitting a Head Start Degree Waiver for specific Head Start staff. Shirley Karrer and Maureen Burns also recommended that the program should submit a letter requesting for an extension on the QIP.

Chairperson Molly Tafoya called for a motion to approve the extension request.

Dr. Javay moved to approve the QIP Extension Request; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

Chairperson Molly Tafoya called for a motion to approve the Monthly Director's Report.

Dr. Javay moved to approve; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

Updated FY 2019-20 Policies & Procedures Handouts:

➤ Eligibility, Recruitment, Selection, Attendance & Enrollment (ERSEA)

a) Enrollment

- *Fill any vacancy within 30 days*
- *How/when to drop families*
- *We will include over-income families*
- *How we're monitoring is now included*
- *Always Maintain active waiting lists*

Nayeli Bernal moved to approve the Enrollment Policy and Procedure; Dr. Javay Ross seconded the motion. Motion carried (4) ayes, (0) nays, (0) abstentions.

b) Attendance

- *The 1-Hour rule is used to prevent chronic absenteeism, as well as keep track of absences*
- *This Policy needs to have some clarification around which practices are from the Performance Standards and which is a recommendation from TTA*
- *It was recommended that Chronic/Consecutive Absences be separated into separate sections in the policy*
- *The Board would like to hear the Family Advocates perspective on the Attendance Policy*

Chairperson Molly Tafoya moved to roll over the Attendance Policy and Procedure to the next Advisory Board meeting (with the caveat that an updated version will be presented at the next meeting); Dr. Javay Ross seconded the motion. Motion carried (4) ayes, (0) nays, (0) abstentions.

IV. INFORMATIONAL ITEMS

Chairperson Molly Tafoya extended the Board's appreciation for Nayeli Bernal's service on the Advisory Board.

Tracey Black will send the draft of formal inquiry to Mark Friedman about his continued membership on the Advisory Board to Sara Bedford for review.

A discussion was held about the type of skillset/knowledge which would be beneficial to the Board. (Knowledge about Homelessness, Finance, Human Resources, Education, Community Resources, Real Estate, Housing, Health and Father Involvement). These skills should be considered when recruiting Board members.

V. ADJOURNMENT

There being no further business to discuss meeting adjourned at 5:16.

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II