

HEAD START ADVISORY BOARD MEETING
Zoom Meeting
Thursday, August 19, 2021
3:30-4:53 pm

***ADVISORY BOARD MEETING MINUTES**

***(PLEASE NOTE: PENDING ADVISORY BOARD APPROVAL)**

Advisory Board Members Present:

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

Staff Present:

Diveena Cooppan, *Program Director*
Tracey Black, *HHS Program Planner, Head Start*
Jason Wang, *Administrative Analyst II*
Chris Gonzales, *Administrative Assistant I*
Lina Hancock, *Office of Councilmember Loren Taylor*
Deborah Turner, *Project Manager*
Cindy King, *HHS Program Planner, HSD/Head Start*
Alisa Burton, *Program Supervisor*
Michael Munson, *KTOP Cable & TV Operations*

Guests:

Kevin Bremond, *First Five Alameda County*
Aly Bonde, *Oakland Thrives*

I. ROLL CALL:

The Head Start Advisory Board meeting was taken; three (3) Board Members were in attendance. Quorum established. Priya Jagannathan left the meeting at 4:30 pm.

1. There were no public comments.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of August 19, 2021, Advisory Board Meeting Agenda

- ✓ Molly Tafoya called for a motion to approve the **August 19, 2021 Advisory Board Meeting Agenda**
- ✓ Dr. Javay Ross motioned to approve the **August 19, 2021, Advisory Board Meeting Agenda with amendments.**
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

2. Review and Approval of July 15, 2021, Advisory Board Meeting Minutes

- ✓ Molly Tafoya called for a motion to approve the **July 15, 2021 Advisory Board Meeting Minutes**
- ✓ Paula Ambrose motioned to approve the **Advisory Board Meeting Minutes from July 15, 2021.**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

- ✓ **Monthly Progress Report:** *Diveena Cooppan, Program Director (Presented by Cindy King, HHS Program Planner/HSD Head Start)*
 - a. Monthly Enrollment and Content Area Monitoring Update – *July 2021*
 - Home Based – for grantee HS Sites, we have enrolled thru the end of July 2021. 55 Home visits completed to support education, family well-being.
 - Pregnant Moms – 2 enrolled and 2 home visits were completed. Screenings currently being completed.
 - Funded Enrollment Summary: Head Start is 317, Early Head Start is 305, which totals to 622.

- Currently Enrollment & In Process: Head Start New Enrollees is 71 (45%), & Returnees is 86 (55%), For Early Head Start, New Enrollees is 50 (28%)
- Covid Funds have been approved and will be arriving soon, approximately \$800,000 and to be spread out through 2023.
- Startup funds for the new grant has also been approved and will be discussed more in detail on the next meetings.

b. COVID 19 Response Update

- Advisory Board continued discussion of working on a recommendation on how to move forward with school re-opening in regard to staff that are still unvaccinated. Advisory Board also discussed developing a position statement on the importance of the vaccination to addressing the COVID 19 pandemic and health of the community.
- ✓ Molly Tafoya called for a motion to approve the **Monthly Progress Report for July 2021**
- ✓ Paula Ambrose motioned to approve the **Monthly Progress Report for July 2021**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions
- ✓ **RFP for CCTR (Three-Year) Sub-Contract, FY-21-24, Due August 27, 2021** (*Presented by Tracey Black, HHS Program Planner*)
 - We will be submitting a response to the RFP released by Oakland Unified School District by August 27, 2021 for subcontracting to CCTR (General Child Care) funding to augment Early Head Start programming.
 - This subcontract will be for a 3-year period. We have been subcontracting with OUSD for CCTR funding since 2017, to augment our Early Head Start program.
 - ✓ Molly Tafoya called for a motion to approve the submittal of the **RFP for CCTR (Three-year) Sub-Contract, FY 21-24, Due August 27, 2021**
 - ✓ Paula Ambrose motioned to approve the submittal of the **RFP for CCTR (Three-Year) Sub-Contract, FY-21-24, Due August 27, 2021**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

3. Monthly Financial Report: *Christine Rolan, HSD Budget & Fiscal Manager Jason Wang, Admin. Analyst II; (Presented by Jason Wang, Admin. Analyst II)*

Monthly Financial Report - June 2021

- For FY 20-21, we have spent 93% on Salaries, 110% on Fringe Benefits and 26% on Travel. Travel is low percentage because there is not much travelling during the Covid pandemic.
- Payroll data is through June 2021 and we still have 2 weeks to go.
- Administrative costs cap is 15% and we are at 13%. For Non-Federal Share Costs, the minimum is 15% and we are at 17%, so overall we are in good standing.
- We are still working on invoices for Unity Council from May and June 2021 because Unity Council experienced delays in submitting their final invoices to the grantee, due to delays in their receipt of final invoices from several outside vendors they work with.
- Diveena's monthly business credit card and its purpose - for Head Start purchases, was presented. Explanation of the Purchase Card Transaction Log for the credit card was also presented, and reflected acceptable purchases of monthly Zoom subscription, now utilized by the program.
- ✓ Molly Tafoya called for a motion to approve **Monthly Financial Report – June 2021**
- ✓ Dr. Javay Ross motioned to approve the **Monthly Financial Report – June 2021**
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

- ✓ **Policies and Procedures, Program Staff (Presented by Deborah Turner, Project Manager)**
 - a. Care and Supervision**
 - Policy elaborates clear practices to keep children safe and keep them well and is guided by Community Care Licensing standards.
 - Policy is carried out by teachers and supervisors and clearly states that children should be visually supervised all the times.
 - ✓ Molly Tafoya called for a motion to approve **Policy and Procedure: Care & Supervision**
 - ✓ Paula Ambrose motioned to approve the **Policy and Procedure: Care & Supervision**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions
 - b. Emergency Closure**
 - Policy outlines the procedures and processes we need to follow if there is a temporary closure of a facility (i. e., nearby fires, police activity, no running water, etc.)
 - Policy is implemented by Supervisors, Center Directors, Facilities Managers, and their Managers and Program Director. Program Director makes the final decision in the temporary closure of a facility.
 - ✓ Molly Tafoya called for a motion to approve **Policy and Procedure: Emergency Closure**
 - ✓ Dr. Javay Ross motioned to approve the **Policy and Procedure: Emergency Closure**
 - ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions
 - c. Unusual Incident Report**
 - Policy is separate from Child Injury Reporting policy and is dictated by Community Care Licensing.
 - Covers classroom activities and outlines specific procedures on how to prepare and complete the Unusual Incident Report.
 - Community Care Licensing requires a verbal report of the unusual incident within 24 hours and a written Unusual Incident Report within 7 days of the incident.
 - Program Director must be notified verbally within 30 minutes of an Unusual Incident Report.
 - ✓ Molly Tafoya called for a motion to approve **Policy & Procedure: Unusual Incident Report**
 - ✓ Dr. Javay Ross motioned to approve the **Policy & Procedure: Unusual Incident Report**
 - ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions
 - d. Annual FY 21-22 Comprehensive Program Planning Calendar (Presented by Tracey Black, HHS Program Planner)**
 - The calendar is a roadmap for our program and guides us on the tasks and reports that must be Completed monthly and helps us implement programming successfully.
 - e. Annual FY 21-22 Program Governance Planning Calendar (Presented by Tracey Black, HHS Program Planner)**
 - The calendar lists specific reports required for presentation to the governing body monthly, according to the Head Start Act and Performance Standards, as well additional program activity listed for discussion or presentation.
 - The review and approval planning calendars are an annual requirement.
 - ✓ Molly Tafoya called for a motion to approve **Policy & Procedure: Annual FY 21-22 Comprehensive Program Planning Calendar & Annual FY 21-22 Program Governance Planning Calendar**

- ✓ Dr. Javay Ross motioned to approve the **Policy & Procedure: Annual FY 21-22 Comprehensive Program Planning Calendar & Annual FY 21-22 Program Governance Planning Calendar**

- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

f. Annual FY 21-22 Governance Training Plan & Calendar (*Presented by Tracey Black, HHS Program Planner*)

- The Governance Training Plan outlines the Program Governance Process in which Policy Council and Advisory Board members review and approve program elements, such as grant applications, before submission to City Council for review and approval to apply.
- The plan describes the process of training our Policy Council members and Advisory Board members in specific Head Start program areas.
- The Governance Training Plan to be approved annually by Policy Council and Advisory Board members.
- ✓ Molly Tafoya called for a motion to approve **Policy & Procedure: Annual FY 21-22 Governance Training Plan & Calendar**
- ✓ Paula Ambrose motioned to approve the **Policy & Procedure: Annual FY 21-22 Governance Training Plan & Calendar**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

IV. INFORMATION ITEMS: (*Presented by Diveena Cooppan, Program Director*)

1. New Grant Update

- Head Start submitted a new grant award report to City Council on July 20, 2021, to seek approval of the grant award through a City Council Resolution and met with the Union to discuss impacts of grant reduction.
- The meeting with City Council included grantee's Agenda Report which presented details on the grant reduction of approx. \$5.1 million, and proposed HS sites that will be modified as Home-Based Program and Socialization locations.
- Following the meeting and discussion with City Council, the Council approved the grantee's request to receive and accept the grant award for the FY 21-26 grant cycle.
- Key findings resulting from the *Federal Review* in September 2019, were that the lack of HS systems is one of the root causes of the challenges around data, and program management. The findings resulting from the *Follow-up Federal Review* in September 2020, indicated that all of the necessary improvements relative to the key findings, to bring the program into full compliance were met. The program committed to continue to make quality improvements.
- Rosters for the grantee sites have been developed based on FY 20-21 staffing assignments. We are working with budget and HR to determine impacts of the grant reduction.
- Grantee partners staffing are not impacted by the grant reduction.

2. FY 21-26 Notice of Award (NOA) (*Presented by Tracey Black, HHS Program Planner*)

- a. Program Governance, Oversight and Capacity Screener** (completion required within 60 days of start of new grant cycle, as a condition of the grant), August 31, 2021.

V. OPEN FORUM:

VI. ADJOURNMENT

- ✓ Meeting adjourned at 4:53pm