



**CITY OF OAKLAND**

**HUMAN SERVICES DEPARTMENT**

**HEAD START PROGRAM**

**ADVISORY BOARD**

**MEETING AGENDA – FINAL**

**Thursday, July 23, 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:** July 23 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\\_zwtn5dj\\_pnjCDBBwMGZQHFBfdTPJd8A9za](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, July 23, 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 July 23, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve June 18, 2020, **Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

1. **Monthly Financial Report for May and June 2020;** *Dylan Schubert, Administrative Analyst II & Neil Valle, Budget & Fiscal Manager*
2. **Monthly Director’s Progress Report for June 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. **FY 20-21 Annual Program Calendars;** *Tracey Black, Program Planner*

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

- a. Notice of Grant Award – *Head Start Continuation Funding, FY 2020-21*
- b. DRS Update
- c. Strategic Planning Retreat – Discussion of possible dates

**V. OPEN FORUM**

**VI. ADJOURNMENT**

**ADVISORY BOARD MEETING**  
**150 Frank H Ogawa Plaza, Ste. 5352**  
**Oakland, CA 94612**  
**HEAD START ADVISORY BOARD MEETING**  
**Zoom Meeting**

**Thursday, June 18, 2020; 3:00-4:30 pm**

**ADVISORY BOARD MEETING MINUTES**

**Advisory Board Members Present:**

Dr. Javay Ross, *Vice-Chair*  
Paula Ambrose  
Priya Jagannathan

**Staff Present:**

Diveena Cooppan, *Interim Program Director*  
Tracey Black, *Program Planner*  
Dylan Schubert, *Administrative Analyst*  
Mike Munson, *KTOP*  
Sara Bedford, *Human Services Director*  
Maurine Watkins, *Administrative Assistant II*  
Jason Wang, *Administrative Assistant II*  
Alisa Burton, *Head Start Supervisor*  
Sarah Trist, *Program Planner*  
Debi Flynn, *Head Start Supervisor*

**Guests:**

**I. ROLL CALL**

The Head Start Advisory Board meeting was called to order by Acting Chairperson Dr. Javay Ross, and roll was taken; two (2) Board Members were in attendance. A quorum was not established. The Board delayed action items in anticipation of the arrival of another Board member. The meeting began with the informational items.

**II. INFORMATIONAL ITEMS**

**1. FY 18-19 Annual Report**

The FY 18-19 Annual Report had been shared with the Board earlier in the year. Diveena Cooppan called for questions. There were no questions from the Board about the report.

**2. Special Report - Covid-19**

Diveena Cooppan gave a report on activities performed by the staff in response to Covid-19. She also showed a PowerPoint presentation describing some of these activities.

Some highlights were:

- Spring break occurred early for families, due to the order of the Shelter-in-Place mandate.
- Staff started “Shelter-In-Place” on March 17 (and began working remotely).
- Family surveys were conducted to identify needs (food and diapers were primary needs).
- Food and resource distributions centers were created in 2 locations:  
(Downtown Oakland Senior Center and East Oakland Senior Center)
- Home Deliveries were made for families who could not “drive-by” and pick-up.
- Safety protocol trainings were conducted for staff participating in distributions.
- Educational and school readiness materials were distributed, along with the food.
- Remote learning sessions were established for teachers to engage with families, weekly.
- Organized and conducted a Head Start Parade (decorated cars with “Oakland Head Start” signs, drove by family’s homes).
- Face masks, hand sanitizer and toilet paper, were distributed at the food distribution sites
- Head Start food distribution ends on June 24<sup>th</sup>.
- Families will be provided with information to other food resources for the summer.

- Remote contacts by the program will happen with families, two times per week, during the time the program is closed.
- Plans for reopening are currently progress
- Family Advocates, Home Based Visitors and Center Directors will be in contact with families over the summer to provide support.

Dr. Ross made an inquiry about what support our program is providing special education children with IEPs, and if the program has considered doing more activities outdoors. Alisa Burton (Program Supervisor) responded that the program is working through many challenges.

Wenonah Elms (Disabilities & Mental Health Coordinator) and Alisa Burton are in contact with OUSD to get support. Dr. Ross suggested that we also request support from our Council people.

Diveena Cooppan stated that the points on the Selection Criterion for children with existing IEPs and IFSPs, have been increased to give these families and children enrollment priority.

**\*\*\*Priya Jagannathan arrived at 3:31 - establishing a quorum**

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

#### **1. Approval of June 18, 2020 Advisory Board Meeting Agenda**

Acting Chairperson Dr. Javay Ross called for a motion to approve the June 18, 2020 Advisory Board Meeting Agenda.

Paula Ambrose made a motion to approve the Meeting Agenda for June 18, 2020.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

#### **2. Approval of February 13, 2020 Advisory Board Meeting Minutes**

Acting Chairperson Dr. Javay Ross called for a motion to approve the February 13, 2020, Advisory Board Meeting Minutes.

Paula Ambrose made a motion to approve the Meeting Minutes from the February 13, 2020, Advisory Board Meeting.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstention.

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

#### **1. Board Membership and Participation; Diveena Cooppan & Tracey Black**

Tracey Black is working with the Boards and Commission office concerning the updating of membership seats. She will give an update next month.

The Board had a discussion around sending a letter to Mark Friedman concerning his non-participation with the Board (referencing the Head Start Advisory Board Bylaws).

Acting Chairperson Dr. Javay Ross called for a motion to approve sending a letter and taking the next steps.

Paula Ambrose made a motion to approve sending the letter and taking next steps.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstention.

#### **2. Monthly Financial Report for February – May 2020; Dylan Schubert, Administrative Analyst II**

Dylan Schubert gave highlights of the financial reports for February, March, and April 2020.

**February 2020:** Things look fine. We are on target to meet our Non-Federal Share match.

We are working towards spending funds down in time for the end of FY 19-20.

**March 2020:** Normal report. We were well within the Administrative Cost cap of 15%.

**April 2020:** 83.3% of Program Year completed. We are on track to spend down funds for the program year. We are projecting that we will meet the 20% match requirement.

We are in good shape at the end of the year.

**\*\*May and June Financial Reports will be presented at the July Advisory Board meeting.**

Acting Chairperson Dr. Javay Ross called for a motion to approve the Financial Reports for February, March, and April 2020.

Paula Ambrose moved to approve the February, March, and April 2020 Financial Reports.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**3. FY 2020-21 Grant Applications; *Diveena Cooppan***

Diveena Cooppan gave a general overview of these funding sources:

**a. FY 20-21 Continuation Funding Application \$17,179,680**

Same grant application - year 5.

**b. FY 20-21 Covid-19 One-Time Funding \$884,080**

This fund addresses immediate needs for response to families and program staff and providing essential services, due to Covid 19.

**c. FY 20-21 Cost of Living Adjustment (COLA)/ Quality Improvement (QI) Funding Application \$647,206**

Will be distributing COLA money to the Delegate Agency, who will be increasing using these funds to support an increase in staffing costs. Quality Improvement funding is focused on trauma informed work.

Acting Chairperson Dr. Javay Ross called for a motion to approve the FY 2020-21 Grant applications; Paula Ambrose moved to approve the FY 2020-21 Grant Applications.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**4. FY 20-21 Selection Criteria; *Diveena Cooppan*,**

Homeless and Foster Children will now receive the same amount of points (100). Children with a documented disability with an IFSP or IEP, will now receive 50 points. Returning children will receive additional points to keep these families in continuous care.

Acting Chairperson Dr. Javay Ross called for a motion to approve the Selection Criteria.

Paula Ambrose moved to approve the Selection Criteria.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**5. Monthly Director's Progress Report for February - May 2020:**

**Special Report – Covid-19 *Diveena Cooppan***

Acting Chairperson Dr. Javay Ross called for a motion to approve the Monthly Director's Reports for February – May 2020, Special Report – Covid-19.

Paula Ambrose moved to approve the Monthly Directors Reports for February – May, Special Covid-19.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**V. OPEN FORUM**

There were no questions or comments for the open forum.

**VI. ADJOURNMENT**

Acting Chairperson Dr. Javay Ross called for a motion to adjourn to meeting.

Paula Ambrose moved to adjourn the meeting.

Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

Meeting adjourned at 4:15

Submitted and recorded by:

***Maurine Watkins***

Administrative Assistant II