

**Human Services Department**  
**HEAD START/EARLY HEAD START PROGRAM**  
**ADVISORY BOARD MEETING**

**Day & Time: Thursday, 8-15-2024; 3:30-5:00pm**

**In Person Location: Oakland City Hall;**  
**1 Frank H. Ogawa Plaza; Hearing Room #2**  
**Zoom Meeting**

**\* MEETING MINUTES**

**Approved on September 26, 2024**

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Alysoun Bonde, *Vice-Chair*  
Dr. Mariamawit (Mari)Tamerat  
Christina Michaud  
Julia Forte Frudden  
Dr. Javay Ross  
Dr. Jei Watkins

**Staff Present:**

Tracey Black, *Human Services Manager;*  
*Governance & Contracts*  
Sarah Trist, *Programs Operations Manager*  
Shelley Taylor, *Supervisor- HR & Business Services*  
Krischa Esquivel, *Early Childhood Education Manager*  
Thao Ly, *Education Coordinator*  
Annie Frieberg, *Budgets and Grants Administrator*  
Robyn Levinson, *HHS Planner, HS/EHS*  
Wenonah Elm, *Mental Health & Disabilities Coordinator*  
Marquitta Eddings, *Administrative Assistant II*  
Betty Ly, *Program Analyst I*  
Everardo Mendoza, *ERSEA and Data Program Coordinator*  
Clara Sanchez, *Administrative Assistant II*  
Valeria Vallejo, *Office Assistant I*  
Michael Fries, *Program Analyst I*  
Alexandra Toll, *Head Start Coach*  
Jenny Hoang, *Family Services Specialist*  
Equal Access - *International Contact Interpretation Team*  
(4 members present)

**Advisory Board Members Excused:**

Kevin Bremond

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM.

**1. Public Comments:**

**II. APPROVAL OF AGENDA ITEMS:**

1. Review and Approval of August 15,2024 Meeting Agenda

*Chair, Molly Tafoya, called for a motion to approve the August 15 ,2024 AB Meeting Agenda. Member Dr. Javay Ross seconded the motion.; Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response*

2. Review and Approval of July 18, 2024, Advisory Board Minutes

*Chair Tafoya*, motioned to approve the AB July 18, 2024, Meeting Minutes. *Member, Dr. Mariamawit Tamerat* seconded the motion. Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

**III. ACTION ITEMS:**

1. **Monthly Progress Report: Robyn Levinson Presented**

- a. Request to postpone due to reduced program activity in July 2024 and propose to present a combined Monthly Enrollment and Content Area Monitoring report. – July/August 2024 in September 2024.

*Member, Julia Forte Fruden*, motioned to approve the Monthly Progress Report: *Member Ross* seconded the motion. Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. **Monthly Financial Report-**

- a. Request to postpone due to Parent Policy Council being on Recess in August and propose to present a combined Financial Report – July/August 2024 in September 2024

*Chair Tafoya* motioned to move the Monthly Budget Report to September: *Member Forte Frudden* seconded the motion. Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

- An explanation of the RAN was requested, and the timeline for the request, along with the next steps, was provided.

3. **FY 24-25 Head Start Advisory Board Bylaws-**

- a. Revision for review and approval – Article VI. - Meetings - Section 1e. – Quorum

*Vice Chair, Alysoun Bonde* motioned to approve the change to the FY 24-25 HeadStart Board Bylaws: *Member, Christina Michaud* seconded the motion. Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

*Chair Tafoya*- Provided context on how to consistently meet quorum they have identified some challenges last meeting that included members on leave and needing adjustments for longer term leaves affecting the quorum requirements. To do so language was added to the bylaws on page 19.

Requested that there be an edit to the language as she does not feel that the temporary leave should be approved by the Body of the Advisory Board.

*Member Ross*- Asked about the City's stance on virtual attendance in general for the Board Meetings.

**Human Services Manager: Governance & Contracts, Tracey Black** - The Boards and Commission received a resolution in 2022-2023, when we transitioned from quarantine back to in-person meetings, that included a clause allowing Board Members to participate virtually under specific conditions. One condition is that the request for virtual participation must be approved by the Board in advance. Additionally, the member's location must be open to the public, and the reason for participating virtually

must be due to an extenuating circumstance, such as illness or caregiving responsibilities. There is also a limit on how many times a member can request to attend virtually.

**4. Policies and Procedures – Tracey Black, presented, please refer to packet.**

**a. Program Governance & Impasse Procedure**

*Chair Tafoya* motioned to approve the Program Governance & Impasse Procedure Policy: *Member Ross seconded the motion.* Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

**IV. PARENT POLICY COUNCIL UPDATES:**

**a. Parent Policy Council Feedback – *Chair, ToNiya Scott-Smith Presented***

*Chair, ToNiya Scott-Smith* – Mentioned that a Parent Policy Council Rep has moved on from being a rep and now is employed with Head Start as an Early Learning Aide in the classrooms, Benjamin Justice which is an asset because he is very community minded and solution oriented.

We showed up to support the Head Start program at the City Council Meeting regarding the unfortunate attachment that was passed that would impact on our program given that if the Coliseum sale is not completed by Sept. 1st then all the senior centers will, and half of the rec centers would close which would affect our Head Start sites because the kitchen is located in one of the Senior sites and we have sites in some of the rec centers as well.

I wanted to emphasize supporting Director Cooppan and the dedication that she has given to our program and for her to be back so soon, speaks volumes.

**V. INFORMATION ITEMS -**

1. Oakland Children's Initiative (OCI) Contract Amendment – **Still in progress**
2. Program Recommendations from former Parent Policy Council Member, Benjamin Justice- **Please refer to packet for recommendations, these were also shared back in June.**
3. FY 24-25 Notice of Grant Award Received from Office of Head Start – **This was received and now have it in hand to move forward with program implementation.**
4. FY 24-25 Notice of Focus Area 2 Monitoring Review and CLASS Review received from Office of Head Start – **We have not received the 45-day notice yet.**
5. Virtual (Zoom) Mock Focus Area 2 Monitoring Review Discussion with Lucia Palacios and the Parent Policy Council, August 20, 2024, 9:30-11:30am - **This is for the Parent Policy Council going through questions and having a discussion around what will be asked.**
6. FY 2024-25 Comprehensive & Program Governance Planning Calendars, for approval in

September 2024 - **Please review this that is in the packet.**

7. Strategic Planning Process for approval, for approval in September 2024 – **Please review this as it is in the packet.**

8. General Program Updates:

- Personnel

**Supervisor- HR & Business Services, Shelley Taylor-** We are finally moving forward with hiring Early Learning Aides who were previously our apprentices. We are receiving a lot of applications for Assistant Instructors, and we plan to open the Early Learning Aide positions to the new cohorts that just started. Shelley introduced new Early Childhood Education Manager, Krischa Esquivel. Ms. Esquivel shared a few words about her background and experience and knowledge, as it relates to Head Start, State Preschool, and the work she has done with programs for over 23 years.

- Office of Head Start Risk Assessment Notification (RAN)
- Family Outcomes Assessment Tool PY 24-25

**Programs Operations Manager, Sarah Trist-** Looking forward to rolling this out this year and learning what families need from us and how we can meet their needs.

- Recap Staff Wellness Day, June 28, 2024
- Passing of FY 24-25 City Budget (Option 1 with Contingencies)

**Human Services Manager: Governance & Contracts, Tracey Black-** We are hopeful that the remaining elements will move forward by September 1st. I am not aware of any potential amendments at this time, but we are hoping the process continues as planned. This will help mitigate the threats of potential reductions.

**Programs Operations Manager, Sarah Trist-** I wanted to mention that about 20 minutes after some of these discussions, we shifted our focus to how we would continue operations, which is our main priority. We explored various funding options to keep the portion of the building we use for the Central Kitchen open, as well as potential spaces we could rent or other City facilities that we might utilize.

- Summary FY 22-23 California Department of Education/State Preschool & California Department of Social Services General Childcare Contracts Program Self Evaluations
- FY 22-23 Annual Report to the Public
- Program Information Report (PIR) FY 23-24
- Mobile Classroom
- Workforce Development
- Oakland Children's Initiative (Measure AA)
- Measure C (Children's Health & Child Care Initiative for Alameda County)

## **VI. OPEN FORUM**

## **VII. ADJOURNMENT**

- Chair, Molly Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
  - Motion carried. Vote: (7)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 4:50 pm

Submitted by  
**Brittany Pierce**  
Administrative Assistant II