

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

Day & Time: Thursday, 12-19-2024; 3:30-5:00pm

In Person Location: Oakland City Hall.

**1 Frank H. Ogawa Plaza; Council Chambers
Zoom Meeting**

*** MEETING MINUTES**

***(PENDING APPROVAL FROM THE ADVISORY BOARD)**

Approved - January 16, 2025

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross
Kevin Bremond
Christina Michaud
Dr. Mariamawit (Mari) Tamerat

Advisory Board Members Excused:

Alysoun Bonde, *Vice Chair*
Julia Forte Frudden
Dr. Jei Watkins

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Tracey Black, *Manager; Governance & Contracts*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Kurry Foley, *HSD Budget & Fiscal Manager*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Trisha Barua, *HHS Planner, HS/EHS*
Krischa Esquivel, *Education Manager*
Emari Dimagiba, *Health & Human Services Planner*
Betty Ly, *Safety Analyst*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Equal Access - *International Contact Interpretation Team*
(4 members present)

I. ROLL CALL:

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

1. Public Comments: No public comments were made.

II. APPROVAL OF AGENDA ITEMS:

- 1.** Review and approval of December 19, 2024, Meeting Agenda
 - ✓ *Chair Molly Tafoya* motioned to approve the December 19, 2024, AB Meeting Agenda with edits.
 - *Member, Kevin Bremond* seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of November 21, 2024, Advisory Board Minutes
 - ✓ *Chair Tafoya* called for a motion to approve the November 21, 2024, Meeting Minutes
 - *Member Dr. Javay Ross* motioned to approve the November 21, 2024, Meeting Minutes.
 - *Member, Christina Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

3. Review and Approval of November 21, 2024, Special Advisory Board Minutes
 - ✓ *Chair Tafoya* motioned to approve the November 21, 2024, Special Advisory Board Meeting Minutes.
 - *Member Kevin Bremond* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Advisory Board Officer Elections: *Diveena Cooppan*

- ✓ *Chair Tafoya* motioned to move Advisory Board Officer Elections to January.
- *Member Dr. Mari Tamerat* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Director Cooppan informed the Advisory Board that the Parent Policy Council moved their elections to January due to quorum issues and used their last meeting to review officer roles instead. The Advisory Board can either hold elections today or follow a similar approach and vote in January, when more members are be present. Members should decide whether they need a review of officer positions, which are outlined in the Bylaws. Currently, the elected positions are Chair and Vice Chair, but additional roles can be considered. A vote is required to determine the election timeline.

2. Monthly Progress Report: *Trisha Barua presented. Please refer to packet.*

a. Monthly Enrollment and Content Area Monitoring Report – November 2024

- ✓ *Chair Tafoya* motioned to approve the Monthly Progress Report.
- *Member Dr. Javay Ross* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

The board requested clarification from the program staff about “absenteeism.” Program staff clarified that when children are considered “chronically absent,” this includes both, excused and unexcused absences. A child is labeled chronically absent if they miss more than 10% of school days, which can be as little as one day per month. Program staff elaborated that while there is no direct comparison to other Head Start programs, the current attendance rate of 86% in the Oakland Head Start program is strong, marking an improvement over previous year. Attendance has been trending upward, especially as the effects of COVID-19 lessen.

3. Monthly Financial Report- *Kurry Foley presented. Please refer to packet.*

a. Monthly Financial Report (Expenditures, CACFP Report) September/October 2024

- ✓ *Chair Tafoya* motioned to approve the Monthly Financial Report September/October
- *Member Dr. Javay Ross* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

4. Risk Assessment Notification – Corrective Action Plan (RAN – CAP) Update:

- ✓ *Chair Tafoya*, motioned to approve the Risk Assessment Notification – Corrective Action Plan (RAN-CAP) Update
- *Member, Christina Michaud seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Director Cooppan informed the board that extension for the RAN-CAP was requested for January 31st, to allow more time to address outstanding corrective actions, particularly at the Laney site, where repeat issues were identified during technical assistance visits. While progress has been noted, there is still a need for more consistency at partner sites. Several improvements have been implemented, including updating the Standards of Conduct tracking system, refining policies and procedures, providing additional staff training, introducing walkie-talkies for better, real-time communication, and revising the unusual incident reporting process to ensure timely updates.

A two-week onboarding pilot program is also being evaluated for new staff, incorporating daily training sessions, classroom observations, and one-on-one meetings to ensure a strong understanding of policies and expectations. Additionally, discussions are ongoing about implementing regular professional development opportunities, such as quarterly training workshops and creating dedicated spaces for Staff Wellness and Reflective Practice sessions to support long-term improvements in program quality and staff support.

5. Request for Approval – New Facility Lease

- ✓ *Chair Tafoya* called for a motion to approve the New Facility Lease
- *Member Dr. Javay Ross*, motioned to approve the Risk Assessment Notification – Corrective Action Plan (RAN-CAP) Update
- *Member Christina Michaud seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

A request for approval to enter a lease negotiation with *Bethlehem Lutheran Church* for a Head Start facility in West Oakland. The site includes two - three classrooms, office space, a dining hall, and a training room. Renovations will be needed before use, including licensing, playground improvements, and building upgrades.

The estimated request for rent is \$7,000 per month, but fair market value assessments are still in progress. If approved, negotiations will proceed with potential Cit Council approval in January 2025. Renovations are expected to take at least six months, pushing the opening of the site to early 2026. The location will help replace lost Head Start slots in West Oakland and could accommodate children from birth to age five (birth -5). Plans for staffing aligns with ongoing apprenticeship programs to ensure qualified teachers are available.

IV. PARENT POLICY COUNCIL UPDATES:

- a. Parent Policy Council Feedback - No feedback shared at this time.

V. INFORMATION ITEMS –

1. Boards & Commissions Office Presentation – Filing Form 700 (Re-scheduled to January 2025)
2. FY 23-24 Program Information Report (PIR) Overview (see handout)
3. Policy & Procedure: Limitations on Expulsions and Suspensions (see handout)
4. Policy & Procedure: Video & Audio Recording of Multi-Disciplinary Team Meetings
5. Standing Program Updates:

- FY 24-25 City Budget
- Measure C (Children’s Health & Child Care Initiative for Alameda County)
 - a. Upcoming Listening Session – December 18, 2024 – Focus: Accessing Child Care (see handout of all upcoming “Listening Sessions”)

VI. OPEN FORUM

VII. ADJOURNMENT

- Chair, Molly Tafoya, called for a motion to **Adjourn the Advisory Board Meeting**
 - Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II