

OAKLAND HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, February 17, 2022

3:40-5:03 pm

MEETING MINUTES

(Approved March 17, 2022)

Advisory Board Members Present:

Molly Tafoya, *Chair*
Priya Jagannathan
Kevin Bremond

Advisory Board Members Excused:

Dr. Javay Ross, *Vice Chair*

Newly Appointed Advisory Board Members Present (Pending Board Induction with City Clerk's Office):

Alysoun (Aly) Bonde
Dr. Mariamawit (Mari) Tamerat
Reverend G. Annette Howard

Parent Policy Council Members Present:

Christina Michaud, *Chair*
Bukola Ajana, *Vice Chair*
Quizhu (Jewel) Xiong, *Treasurer*
To Niya Scott-Smith, *Parliamentarian*

Members of Public Present:

Nora Martinez, *Parent Voices - Oakland*
Clarissa Douthard, *Parent Voices - Oakland*

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Clara Sanchez Silva, *Administrative Assistant II*
Alisa Burton, *Program Supervisor*
Tracey Black, *HHS Planner, HS/EHS*
Jason Wang, *Administrative Analyst II – Fiscal*
Robyn Levinson, *HHS Planner, Head Start*
Shelley Taylor, *Supervisor – HR & Business Services*
Everardo Mendoza, *ERSEA Coordinator*
Sarah Trist, *HHS Planner - Health Manager*
Helen Luong, *Family Advocate, HS/EHS*
Conterenia Farrish, *Family Advocate, HS/EHS*
Rachelle Brown, *Family Advocate, HS/EHS*
Lina Hancock, *Office of Councilmember Loren Taylor*
Michael Munson, *KTOP Cable & TV Ops.*

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Tracey Black at 3:40 PM, and roll was taken. Three (3) Board Members were present. Quorum, with currently seated board members, was established.

1. Public Comments:

No public comments were made.

II. APPROVAL OF AB 361 RESOLUTION & AGENDA ITEMS: Molly Tafoya, *Chair*

1. Review and Approval of AB 361 Resolution No. 21-005

- Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-005**
- ✓ Chair Tafoya, motioned to approve the **AB 361 Resolution No. 21-005**
- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-eyes, (0)-nays, (0)-abstentions.

2. Review and Approval of **February 17, 2022, Advisory Board Meeting Agenda**
 - Tracey Black asked for item #3 to be moved to #1 for the **February 17, 2022, Advisory Board Meeting Agenda**
 - Chair Tafoya called for a motion to approve the **Revised February 17, 2022, Advisory Board Meeting Agenda**
 - ✓ Priya Jagannathan motioned to approve the **Revised February 17, 2022, Advisory Board Meeting Agenda**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions
3. Review and Approval of **January 20, 2022, Advisory Board Meeting Minutes.**
 - Chair Tafoya clarified that she was excused from attending the Advisory Board Meeting during January 20, 2022, and requested that this be documented.
 - Chair Tafoya, called for a motion to approve **the January 20, 2022, Advisory Board Meeting Minutes**
 - ✓ Priya Jagannathan motioned to approve the **January 20, 2022, Advisory Board Meeting Minutes.**
 - ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

PARENT POLICY COUNCIL UPDATES: *Diveena Cooppan, Program Director/Manager;*
Parent Policy Council Member & Program Staff

III.

1. **Parent Policy Council Member Feedback**, *presented by Bukola Ajana, PPC Vice Chair*
 - Program staff welcomed and inducted 6 additional “Primary” Representatives to the Parent Council.
 - We now have *13 (*correction*) “Primary” Parent Policy Council Representatives (10 grantee sites and 3 partner sites) and the Representatives from Tassafaronga and 85th Avenue, will be inducted in March.
 - Elections for Officers of the Parent Policy Council were held at the meeting and the following members were elected:
 - Christina Michaud, Returning member, Community Representative - *Chair*
 - Bukola Ajana, Returning member, San Antonio Park EHS - *Vice Chair*
 - Anna Beliel, Manzanita HS - *Secretary*
 - Jia Huan (Ericka) Wei, Laney College Children’s Center- *Asst. Secretary*
 - Quizhu (Jewel) Xiong, Grantee Home-Based - *Treasurer*
 - To Niya Scott-Smith, Returning Member, St. Vincent’s Day Home – *Parliamentarian*
 - The Strategic Planning process, community assessment update data, and proposed Goals & Objectives for FY 2022-2026 were discussed.
 - On Saturday, February 12, Members discussed the community assessment data in detail and recommended changes to the proposed Program Goals & Objectives for FY 2022-2026.

Welcome New Advisory Board Members:

- **Dr. Tamerat introduced herself:** Dr. Tamerat is a pediatrician at UC Benioff, Children's Hospital Oakland Primary Care Clinic. She is originally from Washington, DC and has been in the Bay Area for about 10 years. Dr. Tamerat is part of the faculty at Children's Hospital Oakland and supervises the resident trainees in Pediatrics.
- **Aly Bonde introduced herself:** Ms. Bonde is the Director of Housing and Economic Mobility at Oakland Thrives, focusing on the Guaranteed Income Pilot Program. Her background includes special education and childcare worker.
- **Reverend Annette Howard introduced herself:** Reverend Howard started out as a parent in Head Start, with her daughter attending the program. She volunteered at the centers, worked with the parent groups, and was on the Parent Policy Council. Reverend Howard was hired as a consultant for the Head Start program, eventually came on full-time, and recently retired from the City's Head Start program for after 35 years of service.

IV. ACTION ITEMS:

1. Monthly Progress Report: *Diveena Cooppan & Program Staff*

a. Monthly Enrollment and Content Area Monitoring Update – January 2022

- Child assessments, screenings, parent conferences and home visits have been completed within this the first phase of the year.
- Enrollment and attendance remain at 63%.
- Due to the impact of pandemic, we continue to have the Office of Head Start enrollment and attendance waivers on meeting the 97% enrollment requirement and the 85% attendance requirement.
- Highlights: Medical home - We're at 98% for our families, Health Insurance is at 92%, Physical Exams and Well-being checks are slightly low at 73%
- Up-to-date Immunizations are at 98%, Hearing and Vision Screenings are at 90%, Growth assessments are at 87%.
- 91% of families have a Dental Home, 72% have had a current Dental Exam and 93% have had a Nutrition Screening.
- The Ages & Stages Questionnaire (ASQ) was completed at a 98%, Behavioral Screening, Ages and Stages Questionnaire the Social Emotional (SE) had 98% completion. Out of the ASQ developmental screening we had about 37% of concerns identified and out of the ASQ-SE behavioral screening we had about 20% of concerns identified.
- The individualized curriculum assessment - we're at 94% completion. We have completed 91% of the initial Parent/Teacher conferences and 98% of the initial Home Visit were completed. 96% of the first family outcomes assessments have been completed.
- Currently we approximately 9% of the children enrolled in with an IFSP and IEP, and approximately around 20 referrals that are currently in process.
- The team supported five families who were in an insecure housing situation stable housing.

b. Self-Assessment Plan FY 21-22

- Plan to be presented at the Advisory Board Meeting in March.

c. COVID 19 Response Update, presented by Sarah Trist, HHS Planner/Health Manager

- January was a very difficult month for COVID, as the surge was higher than the surge we saw at this time last year. However, numbers are coming down rapidly.
- We had nine site closures in January with very limited infection within the center.
- Every center-based staff is vaccinated at this time, and we continue to provide staff Covid self-testing kits.
- We continue to use an isolation and quarantine period of 10 days in recognition of the risk to families.
- The Home-based program remains virtual at the moment.

- Chair Tafoya called for a motion to approve the **Monthly Progress Report**
- ✓ Chair Tafoya motioned to approve to approve the **Monthly Progress Report**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

2. Monthly Financial Report: Christine Rolan, HSD Budget & Fiscal Manager.

Jason Wang, Admin. Analyst II

a. Monthly Financial Report – January 2022, presented by Jason Wang, Admin. Analyst II

- The payroll numbers are through January 7th, 2022. The year is about 60% over and we are on track in most of the budget categories at 58%.
 - In response to a request for additional detail on the organization of the budget, a summary of budget categories was created to provide real life examples.
 - Jason presented the progress of expenditures in the current Head Start and Early Head Start Budget.
 - Personnel - 45% expended
 - Fringe Benefits - 80% expended
 - Travel is at – 0%
 - Equipment – 0 %
 - Supplies - currently at 7% expended.
 - Contractual – currently at 74% expended.
 - Other – currently at 49 % expended.
 - Total Direct Charges is at 59% and Indirect Charges are at 43%. Total percentage we have spent is 58%.
 - Purchase Card (P-Card) – with Zoom expenses for our centers, is approximately, \$688.
 - Meal Count: Breakfast - we served a total of 1,504; Lunch we served a total of 1,355, and for Afternoon Snacks, we served a total of 1,361.
- Chair Tafoya called for a motion to approve the **Monthly Financial Report – January 2022**
 - ✓ Kevin Bremond motioned to approve the **Monthly Financial Report – January 2022**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

3. **Annual Strategic Review**, *presented by Diveena Cooppan, Program Director*

a. **Selection Criteria**

b. **Program Goals and Objectives**

- We are requesting approval of our Program Goals and Objectives, which will become part of the FY 22-23 continuation application, as they are part of the strategic planning for the five-year grant cycle (FY 2021-2026)
- On Saturday, February 12, 2022, we held a Strategic Planning session focused on goals and objectives. We were able to take a deep dive into the community assessment data and had a powerful discussion.
- The proposed Strategic Plan PY 2022-2026 was presented by Diveena in a PowerPoint presentation and highlighted key issues that would help influence the shaping of our program.
- **GOAL 1: FAMILY WELL-BEING:** The City of Oakland’s Head Start Program will collaborate and partner with families to support family well-being, parents’ aspirations, and parents’ life goals to create healthy, safe and secure environments for young children to learn and grow.
- **GOAL 2: COMMUNITY ENGAGEMENT:** The City of Oakland’s Head Start Program will facilitate meaningful connections with the community to enhance the lives of children and families.
- **GOAL 3: SCHOOL READINESS:** The City of Oakland’s Head Start Program will provide high quality early childhood development programs designed to help children realize their greatest potential and prepare for success in school.
- Chair Tafoya expressed her concern regarding not having a dedicated staff person working on this Strategic Planning Project, due to staff shortages and offered for Parent Policy Council and Advisory Board members to volunteer to help.
- Diveena responded that the program would look into additional ways that the Parent Policy Council and Advisory Board could assist in an ongoing manner, with the supporting and assessing the Strategic Plan.
- Kevin Bremond requested that ongoing activities supporting Father/Male Involvement be made more visible and/or added to the Objectives, under each Program Goal.
- Priya Jagannathan shared excitement about the detail in which the Goals and Objectives were presented and looks forward to seeing the implementation of the objectives associated with the goals, in the coming program year.
- Priya Jagannathan and Aly Bonde requested a copy of the Community Assessment Update, when final.
- Chair Tafoya called for a motion to approve the **Program Goals and Objectives for 2022-2026**
- ✓ Chair Tafoya motioned to approve the **Program Goals and Objectives for 2022-2026**

- ✓ Kevin Bremond seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

V. **INFORMATION ITEMS:** *Diveena Cooppan and Program Staff*

1. **Program Updates**

- N/A

VI. **OPEN FORUM:**

- Clarissa Douthard with Parent Voices - Oakland asked about Measure AA funding and City of Oakland Head Start Program. She also asked about the linkages between family well-being and job opportunities during a workforce shortage. Ms. Douthard is curious about pathways for families who want to enter early education and finally, in terms of data collection, she would like to know more information about Family Advocates and data collection.
- Diveena Cooppan response: Yes, we will be working on the Measure AA, in partnership with whoever is administering and overseeing the measure it in Oakland. Under “Activities” in our objective goals, we have a Workforce Development Program to address staffing and we’re also looking into a potential partnership with Merritt College Children’s Center, regarding training around early childhood development.

Data collection, three times per year, is one of the requirements from the Office of Head Start, as per the Head Start Performance Standards. Data collection is conducted by Family Advocates, where they sit in one-on-one sessions with families and review family outcomes assessments and develop a *Family Goals Plan* together

VII. **ADJOURNMENT**

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Chair Tafoya motioned to **Adjourn the meeting.**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (3)-ayes, (0)-nays, (0)-abstentions

Meeting adjourned at 5:03 pm

Submitted and recorded by
Clara Sanchez Silva
Administrative Assistant II