

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

**Day & Time: Thursday, 1-16-2025; 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 February 20, 2025**

**Advisory Board Members Present:**

Dr. Javay Ross  
Dr. Jei Watkins  
Kevin Bremond  
Christina Michaud  
Julia Forte Frudden

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Sarah Trist, *Programs Operations Manager*  
Shelley Taylor, *Supervisor- HR & Business Services*  
Thao Ly, *Education Coordinator*  
Brittany Pierce, *Administrative Assistant II*  
Erica Mendoza, *Administrative Assistant I*  
Annie Frieberg, *Budget & Grants Administrator*  
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*  
Scott Kim, *Head Start Program Operations Manager*  
Valeria Vallejo, *Office Assistant I*  
Teresa Sal, *Program Analyst I*  
Equal Access - *International Contact Interpretation Team*  
(4 members present)

**Advisory Board Members Excused:**

Molly Tafoya, *Chair*  
Alysoun Bonde, *Vice Chair*  
Dr. Mariamawit (Mari) Tamerat

**Guests:**

To Niya Scott-Smith, *Chair*  
*Parent Policy Council*  
Krystal Sams, *City Clerk's Office*

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Brittany Pierce, at 3:40 PM.

**1. Public Comments:**

**II. APPROVAL OF AGENDA ITEMS:**

**1. Review and Approval of January 16 ,2025 Meeting Agenda**

*Member, Julia Forte Frudden, called for a motion to approve the January 16 ,2025 AB Meeting Agenda.*  
*Member, Jei Watkins seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0)*  
*no response*

**2. Review and Approval of December 19, 2024, Advisory Board Minutes**

*Member, Julia Forte Frudden*, motioned to approve the December 19, 2024, Meeting Minutes with edits. *Member, Kevin Bremond* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

### **III. ACTION ITEMS:**

#### **1. Temporary Leave of Absence Requested by Advisory Board Member Dr. Tamerat**

*Member Dr. Javay Ross*, motioned to approve Temporary Leave of Absence Requested by Advisory Board Member, Dr. Mariamawit (Mari) Tamerat. *Member Christina Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

#### **2. Election of Advisory Board Officers**

*Member Dr. Jei Watkins*, motioned to move Advisory Board Officer Elections to February: *Member* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

#### **3. Monthly Progress Report: Trisha Barua presented, please refer to packet.**

- a. Monthly Enrollment and Content Area Monitoring Report – December 2024

*Member Forte Frudden*, motioned to approve the Monthly Progress Report: *Member Dr. Watkins* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

#### **4. Monthly Financial Report- Annie Frieberg presented, please refer to packet.**

- a. Monthly Financial Report (Expenditures, CACFP Report) November/December 2024
- b. Purchase Card Report November/December 2024
- c. FY 23-24 Reconciled Report of Oakland's Children's Initiative (OCI)

*Member Bremond* motioned to approve the Monthly Financial Report: Expenditures, CACFP Report, Purchase Card Report November/December: *Member Michaud* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

*Member Forte Frudden* motioned to approve the FY23-24 Reconciled Report of Oakland Children's Initiative (OCI): *Member Dr. Watkins* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (1)-abstentions, (0) no response

#### **5. Funding Requests – Diveena Cooppan, Manager, Early Childhood & Family Services Division/Director, Oakland Head Start Program**

- a. Non-Federal Share Match Waiver Request for Carryforward Funding to the Office of Head Start

*Member Michaud*, motioned to approve the Non-Federal Share Match Waiver Request for Carryforward Funding to the Office of Head Start: *Member Dr. Javay Ross* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

**IV. INFORMATION ITEMS:** Diveena Cooppan & Program Staff

1. Boards & Commissions Office Presentation – Filing Form 700 (see handout)- Krystal Sams, Oakland City Clerk’s Office, presented.
2. FY 24-25 Community Assessment Update – Summary (see handout) – Trisha Barua presented.
3. Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) Presentation
4. Policy & Procedure: Limitations on Expulsions and Suspensions (see handout)
5. Policy & Procedure: Video & Audio Recording of Multi-Disciplinary Team Meetings
6. FY 24-25 Program Information Report (PIR) Overview (see handout)
7. FY24-25 Program Governance Training Plan (see handout)
8. Standing Program Updates:
  - RAN-CAP

**V. OPEN FORUM**

**VI. ADJOURNMENT**

- Member Dr. Watkins, 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