

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

Day & Time: Thursday, 7-18-2024; 3:30-5:00pm

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

*** MEETING MINUTES**

***(Approved August 15, 2024)**

Advisory Board Members Present:

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

Advisory Board Members Excused:

Alysoun Bonde, *Vice-Chair*
Christina Michaud
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*
Annie Frieberg, *Budgets and Grants Administrator*
Robyn Levinson, *HHS Planner, HS/EHS*
Wenonah Elm, *Mental Health & Disabilities Coordinator*
Betty Ly, *Program Analyst I*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Brittany Pierce, *Administrative Assistant II*
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)

I. ROLL CALL:

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

1. Public Comments:

Chair, Molly Tafoya- Seeing that we have a member of the Advisory Board on an extended Maternity Leave and a vacant seat is impacting our ability to achieve quorum each meeting, I think that it is important that we identify an alternative today to be able to move forward with our meetings, as this is an issue for our Advisory Board.

Manager, Governance & Contracts, Tracey Black- The Board can decide to vote on it in the moment today, in addition to including revised language in the Bylaws for FY 24-25, to reflect an adjusted quorum when a board member is on short-term or extended leave (i.e. personal leave or family leave), with prior approval of the board. Today, the motion can be made and voted on by the board, as a one-time vote under the immediate circumstances, and can be formally included as a revision in the Bylaws for FY 24-25.

Chair Tafoya, called for a motion for this body of the Advisory Board to temporarily to suspend our quorum requirements for this meeting to achieve a quorum of 4 to proceed with today’s meeting. *Member Dr. Javay Ross* seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of July 18, 2024 Meeting Agenda

Chair Tafoya, called for a motion to approve the July 18th ,2024 AB Meeting Agenda. *Member Dr. Mariamawit Tamerat* seconded the motion.; Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of March 14, 2024, Advisory Board Minutes

Chair Tafoya, motioned to approve the AB March 14th, 2024, Meeting Minutes. *Member Tamerat* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Advisory Board Meeting Proposed, August 22, 2024 (Catch up meeting proposed by staff)

Chair Tafoya motioned to schedule the Advisory Board Proposed, August 15th, 2024, meeting. *Member, Dr. Javay Ross* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Monthly Progress Report: Robyn Levinson presented. Please refer to packet for details.

a. Monthly Enrollment and Content Area Monitoring Update – June 2024

Chair Tafoya, motioned to approve the Monthly Progress Report: *Member Ross* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Member, Dr. Javay Ross- Regarding the regional center and referrals, there seems to be a slight improvement in the wait times for referrals. I have noticed this change, but I am curious if the program has observed the same trend. Additionally, there's an ongoing focus on closing the gap for gender and black boys within the program. I'm interested in understanding how suspensions and expulsions are managed, whether these incidents are tracked demographically, and if there have been any changes in these numbers over the past few years.

HHS Planner, HS/EHS, Robyn Levinson- Recently, the referral process to the regional center and awaiting evaluations has become more efficient, with shorter wait times compared to past years. Although there was a slight delay this past spring due to OUSD system changes, the overall backlog has begun to decrease.

Regarding suspension limitations, Head Start prohibits any form of suspension. Efforts are underway to strengthen this policy by establishing clear processes and systems to manage any related actions.

Manager and Program Director, Diveena Cooppan -We will present the updated suspension policy to you soon. This policy is crucial, as it is reviewed in every evaluation. It was addressed in our FA1 and RAN reviews and will be asked about again in our FA2 review. Consistency in messaging across all evaluations is essential.

3. Monthly Financial Report- Diveena Cooppan presented, please refer to the packet.

- a. Monthly Financial Report (Expenditures, CACFP Report, P-Card Report) – June 2024

Chair Tafoya motioned to approve the Monthly Budget Report, March, April, May and June: *Member Kevin Bremond* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Chair Tafoya motioned to approve the CACFP, March, April, and May: *Member Bremond* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Chair Tafoya motioned to approve the P-Card Report, March, April, May, and June: *Member Bremond* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Manager & Program Director Cooppan - The key takeaway from this report is that our CSPP and CCTR grants from the Department of Education and our grants from Social Services have been fully reimbursed and claimed. Due to low enrollment, expenditures in these grant areas are lower.

Reconciliation is ongoing, with many invoices still needing payment through July. Personnel expenses are only accounted for up to March 29th due to pending payroll catch-up. The current figures are projections up to June 30th.

The CACFP catch-up includes February, March, April, and May, with June's data expected in August. P-Card logs for March, April, May, and June have been approved by the Policy Council, which conducted an in-depth budget review over the past few months.

4. *Oakland Children's Initiative (OCI) Contract Amendment *(Returned for Vote) – Diveena Cooppan provided an update. No voting performed.

Manager & Program Director Cooppan - Since our initial planning, there have been significant developments. In December, we received our FY 23-24 OCI Measure AA contract with First 5, totaling \$6.5 million. This contract covered the introduction of three new sites: Arroyo, Franklin, and Tassafaronga, along with staff for these sites, our kitchen, drivers, and maintenance team. These expenses were necessitated by federal reductions in our previous grant and were permitted under OCI legislation. The contract also included an expansion to incorporate an inclusion classroom at Martin Luther King Jr. Elementary in partnership with OUSD. However, OUSD has since decided to use this location for their own expansion, prompting us to reassess how this change will be integrated into our OCI contract.

We were asked to submit an amended proposal, focusing on our long-term vision for Head Start and city expansion possibilities, as expanding existing single-classroom facilities is not feasible. Our revised model, which was presented to City Council, alongside our continuation application during our last meeting, involved a request to reduce the budget to a more manageable level, though no specific amount

was provided. Certain priorities were emphasized, and the final version will be presented for review and approval in our August meeting.

5. FY 24-25 COLA (Cost of Living Adjustment)/QI (Quality Improvement (Funding Increase) – Diveena Cooppan provided an update. No voting was performed.

6. Change of Scope Proposal

Chair Tafoya motioned to move our request for a Change of Scope: *Member Ross* seconded the motion. Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Manager & Program Director Cooppan - We are seeking authorization to begin discussions with the Office of Head Start regarding a change of scope proposal, specifically for a slot reduction. This proposal is part of a nationwide trend and is particularly relevant in our region, Region 9. Many programs, including ours, are under an enrollment plan due to not meeting the 97% enrollment target for both Early Head Start and Head Start. We have been unable to reach this target and are not expected to do so in the next six months. If we remain under-enrolled, we risk being placed in a chronic under-enrollment plan, which could result in a reduction of unspent funds.

The slot reduction proposal aims to retain the full grant amount while reducing the number of slots, allowing us to achieve the 97% enrollment target within a six-month extension period. We will present the actual proposal for review and vote after initial conversations.

7. Policies and Procedures – Will Bring back at our August Meeting

- a. *Program Governance & Impasse Procedure *(Returned for Vote)

IV. PARENT POLICY COUNCIL UPDATES:

- a. Parent Policy Council Feedback – *Chair, To Niyah Scott Smith* - **Will Bring back at our August Meeting**

V. INFORMATION ITEMS - Will Bring back at our August Meeting

1. Program Recommendations from former Parent Policy Council Member, Benjamin Justice
2. Official Notice of Focus Area 2 Monitoring Review and CLASS Review in FY 24-25 received from Office of Head Start
3. Virtual (Zoom) Mock Focus Area 2 Monitoring Review Interview with Lucia Palacios and the Advisory Board, July 12, 2024, 4:00-5:00pm
4. FY 2024-25 Comprehensive & Program Governance Planning Calendars and Strategic Planning Process for approval, September 2024
5. For Review - FY 2024-25 Advisory Board Bylaws for approval, September 2024
6. General Program Updates:
 - Personnel
 - Office of Head Start Risk Assessment Notification (RAN)
 - New sub-component to P&P “Referral for Specialized Services”
 - Family Outcomes Assessment Tool PY 24-25
 - Recap Staff Wellness Day, June 28, 2024
 - FY 24-25 Notice of Grant Award Received

- Passing of FY 24-25 City Budget (Option 1 with Contingencies)
- 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 & Childcare Initiative for Alameda County)

VI. OPEN FORUM

VII. ADJOURNMENT

Chair Tafoya, called for a motion to Adjourn the Advisory Board Meeting

- Motion carried. Vote: (4)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 4:50 pm

Submitted by
Brittany Pierce
Administrative Assistant II