

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

**Day & Time: Thursday, 3-14-2024; 3:30-5:00pm**

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

**\* MEETING MINUTES**

**\*(PENDING APPROVAL FROM THE ADVISORY BOARD) -Approved 7/18/24**

**Advisory Board Members Present:**

Alysoun Bonde, *Vice Chair*  
Dr. Javay Ross  
Christina Michaud  
Kevin Bremond  
Dr. Mariamawit (Mari) Tamerat  
Julia Forte Frudden

**Advisory Board Members Excused:**

Molly Tafoya, *Chair*  
Dr. Jei Watkins

**Parent Policy Council Members Present:**

To Niya Scott-Smith, *Chair*

**Staff Present:**

Diveena Cooppan, *Manager/Program Director*  
Tracey Black, *Education Manager*  
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*  
Brittany Pierce, *Administrative Assistant II*  
Clara Sanchez, *Administrative Assistant II*  
Valeria Vallejo, *Office Assistant I*  
Michael Fries, *Program Analyst I*  
Cynthia Pollock, *Case Manager*  
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 3:39 PM.

**1. Public Comments:**

**II. APPROVAL OF AGENDA ITEMS:**

**1. Review and Approval of March 14,2024 Meeting Agenda**

*Member Julia Forte Frudden, called for a motion to approve the March 14th,2024 AB Meeting Agenda. Member Dr. Mariamawit Tamerat seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response*

**2. Review and Approval of February 15, 2024, Advisory Board Minutes**

*Member Kevin Bremond* motioned to approve the AB February 15, 2024, Meeting Minutes. *Member Julia Forte Frudden* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

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

#### **1. FY 23-24 Playground Materials Purchase Request**

*Member Julia Forte Frudden* motioned to approve the FY23-24 Playground Materials Purchase Request. *Member Dr. Mariamawit Tamerat* seconded the motion. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

**Supervisor- HR & Business Services, Shelley Taylor-** We're seeking approval to allocate existing funds for playground replacements at three of our locations: Sungate Head Start, 85th Avenue Early Head Start, and Brookfield. At Sungate, the current playground is showing signs of wear and tear, with flooring tiles deteriorating and the need for shade extension. Meanwhile, at 85th Avenue, we've recognized the need to update the playground to accommodate both Head Start and Early Head Start cohorts effectively. As for Brookfield, safety concerns have prompted us to propose removing the existing monkey bars and replacing them with equipment better suited to the children's age group.

**Vice Chair, Alysoun Bonde-** Through the safety assessment, were there other playgrounds that were flagged and will have to be approved on for updating in the future?

**Supervisor HR & Business Services, Shelley Taylor-** We considered the playground at San Antonio Park not because it had issues, but rather to explore opportunities for expansion.

**Director and Program Manager, Diveena Cooppan -** Additionally, a concern was raised by one of the Parent Policy Council members to assess the Lion Creek site. While safety measures have been implemented, the site has been in existence for a considerable period and could benefit from upgrades.

These proposed expenses are within the existing budget, and we have anticipated these costs. However, we must still obtain approval from Region 9 for expenses exceeding \$5,000. This will entail submitting a quote for their approval.

#### **2. Monthly Progress Report: *Robyn Levinson Presented, please refer to packet for details.***

##### **a. Monthly Enrollment and Content Area Monitoring Update – January 2024**

*Member Dr. Javay Ross* motioned to approve the Monthly Progress Report: *Member Kevin Bremond* seconded the motion. Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

**Member, Julia Forte Frudden-** With regards to the Oakland Private Industry Council event where 120 people were interested and only 2 were qualified, what generally held people back from being qualified.

**Supervisor- HR & Business Services, Shelley Taylor** – When attending job fairs, our primary focus is on identifying qualified candidates, particularly those with early childhood education or child development units. Individuals who already hold permits are highly desirable. However, we've observed a growing interest in our apprenticeship program from candidates with experience in afterschool programs or daycare, as well as recent high school graduates who enjoy working with children but lack formal educational qualifications. Despite the limited number of candidates with the required educational background at these job fairs, the influx of individuals into our apprenticeship program will help us bolster our workforce significantly.

**Member, Julia Forte Frudden-** With the apprenticeship program, of the people who have been helping in classrooms as assistance, how many total is that and is it paid or unpaid?

**Supervisor- HR & Business Services, Shelley Taylor-** We currently have 14 apprentices, some of whom are undergoing volunteer on-the-job training without pay but receiving valuable experience. Additionally, 6 apprentices have applied for and are working as early learning aides. They receive payment for their part-time positions, which include tasks such as setting up environments, sanitizing, and meal preparation. Moreover, these apprentices receive on-the-job training, and the hours worked count towards obtaining their permits.

**Member, Javay Ross-** Is childcare support something that would ever be considered? I think that it would be challenging for the participant to fully participate if they didn't have that support to assist with decreasing barriers to be able to access the program.

**Supervisor- HR & Business Services, Shelley Taylor-** Childcare assistance was considered primarily to accommodate the night courses and ensure apprentices have the necessary support to complete their training. Many apprentices have children enrolled in our program, underscoring the importance of addressing childcare needs. It's crucial for applicants to know about our Head Start program, which could help alleviate some of these childcare barriers.

**Member, Kevin Bremond** – Does this mirror the Y's apprenticeship program?

**Supervisor- HR & Business Services, Shelley Taylor-** Yes, it exactly mirrors the program, and we are working with them closely.

**3. Monthly Financial Report: Annie Frieberg, Budgets and Grants Administrator- Presented, please refer to packet for details.**

- a. Monthly Financial Report – *February 2024*
  - Expenditure Reports
  - CACFP Reports
  - Purchase Card Reports
  - Carryforward FY 22-23 Revised Submission

*Member Dr. Javay Ross* motioned to approve the Monthly Financial Report excluding the Carryforward:  
*Member Dr. Mariamawit Tamerat* seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

*Member Julia Forte Frudden* motioned to approve the Carryforward FY 22-23 Revised Submission: *Member Dr. Mariamawit Tamerat* seconded the motion.; Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

**Member, Dr. Mariamawit Tamerat-** I am not familiar with the term carryforward, does this mean that you are carrying over amounts from last years budget into this year?

**Budgets and Grants Administrator, Annie Frieberg-** Yes, that is correct, which is the unspent fund from FY 22-23 and are carrying forward to the current fiscal year.

#### **IV. PARENT POLICY COUNCIL UPDATES:**

##### **a. Parent Policy Council Feedback – *Chair, To Niya- Scott Smith Presented***

**Parent Policy Chair, To Niya Scott-Smith-** We recently had a productive phone meeting with Tonya Love from Council Member Fife's office and our Vice Chair, Alysoun Bonde, where we discussed ongoing issues. We identified a lack of communication among different parties as a key challenge. Following up on this conversation, I reached out to Scott Means regarding the housing initiative and received an invitation to join a meeting with him and Michael Ford, representing our parking vendors. I plan to discuss this further with Ms. Bonde and Ms. Love.

Additionally, the Interface Council of Alameda County has approached us to collaborate on their Community Connect project. They are interested in inviting our mobile classroom to facilitate sign-ups and exploring the possibility of conducting sign-ups at safe car parks around the city.

Furthermore, Bed Rock, an organization building a low-income housing project in West Oakland, has expressed interest in including a Head Start location in their model design. Pastor Chambers, the founder, requested to be included on the agendas for both the Parent Policy Council and the Advisory Board meetings in April to discuss this further.

Moreover, Ayesha Wilson, the foster parent community advocate at Family Paths, has invited me to speak about how Head Start supports neurodivergent students and their families. Additionally, Nae Alton from Breast Friends at West Oakland Health Center has invited us to discuss the Early Head Start and Homebased Program at Breast Friends next month.

**Member, Kevin Bremond-** What does it take to start a Head Start siter, other than just the space.

**Director and Program Manager, Diveena Cooppan -** The process of establishing a Head Start facility begins with a comprehensive assessment conducted by our licensing team. This evaluation involves inspecting existing facilities to determine if they meet the necessary educational standards and can be licensed for childcare services. The team assesses various factors such as the layout, safety features, and suitability for educational purposes. If renovations are needed to bring the facility up to standards, the team estimates the scope of work and the timeline required for completion.

Once the assessment is complete and the facility is deemed suitable, the next step involves negotiations with real estate. This negotiation process includes discussions on rental fees, legal agreements, and how

the contract will incorporate elements of childcare licensing that must be met on an ongoing basis. This phase requires careful consideration to ensure that all legal and regulatory requirements are met and that the terms of the agreement align with the goals of the Head Start program.

Following successful negotiations and agreement on the rental terms, the focus shifts to staffing, which presents one of the most significant challenges in the establishment process. From start to finish, this process typically takes between 6 months to 1 year, depending on various factors such as the extent of renovations needed and the availability of suitable staff members.

**Vice Chair, Alysoun Bonde-** I would like clarification around the issue that is around approval for Parent Policy Council Members to travel. I see that some were able to make it Long Beach, but for future travel regarding policy and procedure.

**Director and Program Manager, Diveena Cooppan** - Navigating the process of professional development and conference attendance within the City's 60-day policy presents several challenges for us as a Head Start program. Unlike other city departments, professional development, including travel to conferences, is not a luxury but a core requirement for us. Ensuring that both management staff, board members, and all levels of staffing can attend is essential, including parents and family members.

The COVID-19 pandemic posed significant disruptions to our travel plans, and upon resuming travel, we encountered challenges in relearning the process and establishing a new rhythm. One current challenge we face is delays in providing per diem stipends. Many staff members are unable to attend conferences without upfront per diem assistance. Our process involves assessing seniority and priority lists, identifying attendees, and waiting for responses, which contributes to delays.

Furthermore, a new policy states that per diems will not be provided in advance, requiring staff, family members, and board members to incur expenses and await reimbursement. However, there's no guarantee of reimbursement timing, and expenses incurred on credit cards may not be reimbursed, assuming individuals have access to credit cards—a challenge for many.

## **V. INFORMATION ITEMS**

### **a. General Program Updates:**

- City Council Meeting: FY 24-25 Head Start CFA: Tuesday, March 12, 2024  
**Director and Program Manager, Diveena Cooppan provided update**
- FY 23-24 Self-Assessment Overview. **Robyn Levinson provided update**
- California Head Start Annual Family Engagement and Education Conference, Long Beach, Ca; February 27 – March 1, 2024. **Robyn Levinson provided update**
- FY 22-23 COO Head Start Program Annual Report to the Public. **Director and Program Manager, Diveena Cooppan provided update**
- Advisory Board Membership Vacancy and Recruitment. **Education Manager, Tracey Black provided update**
- Governance Training – Tentatively scheduled for 20<sup>th</sup> of April, 2024. **Director and Program Manager, Diveena Cooppan provided update**

- Form 700 Filing (due April 2, 2024) **Education Manager, Tracey Black provided update**

**Director and Program Manager, Diveena Cooppan** – Wanted to add one additional information item that we received important news during today's monthly Region 9 call regarding a newly released opportunity for federal grant expansion. This opportunity is particularly significant as Head Start hasn't seen such a release in the past 10 years. The grant may also encompass early childhood and potentially family childcare components. We are committed to thoroughly exploring this opportunity and determining if it aligns with our goals. We will bring it to your attention for review and consideration. Please note that the application deadline is May 14th, which provides a short turnaround for a comprehensive application review.

## **V. OPEN FORUM**

### **ADJOURNMENT**

- Vice Chair Bonde called for a motion to **Adjourn the Advisory Board Meeting.**
- Member Dr. Javay Ross, seconded the motion to **Adjourn the Advisory Board Meeting.**
  - Motion carried. Vote: (6)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:00 pm

Submitted by  
**Brittany Pierce**  
Administrative Assistant II