

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

**Day & Time: Thursday, 11-21-2024; 3:30-5:00pm**

**In Person Location: Oakland City Hall;  
1 Frank H. Ogawa Plaza; Council Chambers  
Zoom Meeting**

**\* MEETING MINUTES**

**Approved 12-19-24**

**Advisory Board Members Present:**

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

**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*  
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)

**Advisory Board Members Excused:**

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

**Guests:**

Traevon Evans  
Tonya Love  
Parent Voices Oakland

**I. ROLL CALL:**

The Head Start Advisory Board Meeting was called to order by Robyn Levinson at 3:42 PM.

**1. Public Comments:**

Multiple members of the community expressed concerns about reducing slots and services to the families in the community. Others agreed with the change in scope, as its multi-pronged approach strategically proposes to address the program's current under-enrollment issue and reduces the risk of possible funding cuts related to chronic under-enrollment, while it also addresses the current teacher shortage, with innovative, actionable, and continuous teacher retention, recruitment, and outreach efforts.

## **II. APPROVAL OF AGENDA ITEMS:**

### **1. Review and Approval of November 21, 2024, Meeting Agenda**

*Member Julia Forte Frudden*, called for a motion to approve the November 21, 2024, AB Meeting Agenda. *Member Kevin Bremond seconded the motion.*; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

### **2. Review and Approval of October 17, 2024, Advisory Board Minutes**

*Member Christina Michaud*, motioned to approve the October 17, 2024, Meeting Minutes. *Member Forte Frudden seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

## **III. ACTION ITEMS:**

### **1. Monthly Progress Report: *Robyn Levinson Presented, please refer to packet.***

#### **a. Monthly Enrollment and Content Area Monitoring Report – October 2024**

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

Two apprentices have started as Teaching Assistants, one at Arroyo Viejo EHS and one at Tassafaronga HS. Since they only have six units of coursework, they do not meet the qualifications to count toward teacher-student ratios, so their addition will not immediately increase enrollment. The meeting minutes will be updated to reflect this correction.

The first apprenticeship cohort began in August of last year. Apprentices who completed their initial six units have started on an additional six units. Some apprentices already had prior coursework, allowing 2-3 individuals to transition to Teacher Associate positions, which qualify them to be included in ratio. As a result, the toddler classroom at 85<sup>th</sup> Avenue HS/EHS is fully enrolled, and one Associate Teacher is slated to begin at Arroyo Viejo EHS soon, enabling full enrollment there. There is a pipeline for apprentices to transition to Associate Teacher, which will steadily support increased enrollment based on waitlists.

The Change in Scope proposal is under review by the Office of Head Start and includes strategies to achieve full enrollment. Submission by November 30 was required to avoid funding cuts and Chronic Under-Enrollment status. Once City Council approves the proposal, it will proceed through various Advisory Board and Policy Council review levels before final federal approval. If approved, the program will receive a Notice of Award outlining a timeline for demonstrating progress toward full enrollment. Further updates will follow as developments occur.

### **2. Monthly Financial Report- *Kurry Foley Presented, please refer to packet.***

#### **a. Monthly Financial Report (Expenditures, CACFP Report, Purchase Card Report) August, September and October 2024**

*Member Forte Frudden* motioned to move the Monthly Financial Report to August, September, and October: *Member Bremond seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

### 3. FY 24-25 Change in Scope Request

*Member Bremond*, motioned to approve the FY 24-25 Change in Scope Request: *Member Dr. Jei Watkins* seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

The proposal is the same as previously discussed and approved for preliminary submission, with updates from last week's Special Advisory Board meeting.

The Change in Scope applies only to federally funded sites, excluding Tassafaronga HS, Franklin HS, and Arroyo Viejo EHS. It proposes reducing federally funded slots from 622 to 481 while maintaining the overall budget. Adjustments will reallocate funds to increase personnel and fringe costs, creating higher-salary positions such as Early Head Start Teacher 2 and Teacher 3. Final classifications for these roles will be determined by Human Resources and reviewed by the City of Oakland Council.

The slot reductions include:

- **Centers:** 74 slots reduced, with 32 from Laney College, which is no longer part of the grant. This results in a net reduction of 42 directly served slots at centers.

- **Home-Based Program:** 67 slots reduced.

Existing employees will need to apply for higher-paid roles through a formal process managed by the City's Human Resources Department. Additionally, strategies such as, Sign-on Bonuses, Referral Bonuses, and Longevity Pay are being finalized to support both recruitment and retention.

If implementation is approved, the change in scope would bring Early Head Start enrollment to 95-97%, while Head Start enrollment would reach the mid-80% range, with continued improvements expected over six months.

Approval of the Change in Scope proposal applies to fiscal year 2024-2025. Monthly enrollment reports will influence whether the grant is maintained or reduced. Regional Office recommendations and political changes in D.C. add urgency to the timeline. Program Director Cooppan emphasized the need for seeking innovative funding strategies which prioritize early childhood programs, such as the Oakland Children's Initiative and Measure C (Children's Health and Child Care Initiative for Alameda County). In addition, leveraging opportunities for expansion, including additional classrooms at Bethlehem Lutheran Church, were also discussed. While an appeal process exists for potential funding cuts, timely action is crucial to avoid risks tied to chronic under-enrollment.

### **FY 25-26 Oakland Children's Initiative (OCI) Contract**

Currently not an action item, as we did not receive approval from The City Administration to bring forward our draft proposal. When we get approval, we will bring this to the Parent Policy Council and Advisory Board.

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

### **a. Parent Policy Council Feedback**

## **V. INFORMATION ITEMS:**

1. FY 23-24 Program Information Report (PIR) Overview
2. FY 24-25 COO HS/EHS Wage & Compensation Study
3. FY 24-25 CLASS Review/Implementation – In Progress
4. Standing Program Updates:

- Human Services Department Director Position
- Personnel
- FY 24-25 City Budget
- Measure C (Children’s Health & Child Care Initiative for Alameda County)
  - a. Upcoming Listening Sessions (see handout in agenda packet)
- Seeking Volunteers for Human Services Department “Community Day of Thanks” events, November 25 and November 26 (see handout in agenda packet)
  - First 5 Alameda Help Me Grow - List of Holiday Resources
- FY 24-25 Advisory Board Bylaws

**VI. OPEN FORUM**

**VII. ADJOURNMENT**

- Program Planner, Robyn Levinson, called for a motion to **Adjourn the Advisory Board Meeting**
  - Motion carried. Vote: (3)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:08 pm

Submitted by  
**Brittany Pierce**  
Administrative Assistant II