

OAKLAND HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, March 17, 2022

3:43-5:05 pm

*** MEETING MINUTES**

Approved April 21, 2022

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Priya Jagannathan
Reverend G. Annette Howard

Advisory Board Members Excused:

Kevin Bremond

Newly Appointed Advisory Board Members

Present (*Pending Board Induction with City Clerk's Office*):

Alysoun (Aly) Bonde
Dr. Mariamawit (Mari) Tamerat

Parent Policy Council Members Present:

Christina Michaud (Community Rep.), *Chair*
Bukola Ajana (San Antonio Park EHS), *Vice Chair*
Quizhu (Jewel) Xiong (Home Based Program),
Treasurer
To Niya Scott-Smith (Saint Vincent's),
Parliamentarian
LaShawnda Hicks (San Antonio Park EHS)

Members of Public Present:

Assata Olugbala, *Community Member*
Nora Martinez, *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*
Christine Rolan, *Budget & Fiscal Manager*
Robyn Levinson, *HHS Planner, HS.EHS*
Dave Sandoval, *Program Analyst I*
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*
Lynn Pham, *Center Director (Franklin HS)*
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 3:43 PM, and roll was taken. Four (4) voting Board Members present. Two (2) new Board Members in final stages of induction to Advisory Board, with the City Clerk's Office, present. Quorum, with currently seated board members, was established.

1. Public Comments:

Assata Olugbala provided a shout out to the Rules Committee Meeting that scheduled Head Start Grant Application for Continued Funding for FY 22-23. Ms. Olugbala read the report

and wanted to comment on the program goals and the use of the funds, with specific reference to the goal to create success in school. Ms. Olugbala shared her hope that the Social-emotional health of the children will also be achieved through the Head Start Program.

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

- 1. Review and Approval of AB 361 Resolution No. 21-006**
 - Chair Tafoya, called for a motion to approve the **AB 361 Resolution No. 21-006**
 - ✓ Dr. Javay Ross, motioned to approve the **AB 361 Resolution No. 21-006**
 - ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions.

- 2. Review and Approval of March 17, 2022, Advisory Board Meeting Agenda**
 - Chair Tafoya called for a motion to approve the **March 17, 2022, Advisory Board Meeting Agenda**
 - ✓ Priya Jagannathan motioned to approve the **March 17, 2022, Advisory Board Meeting Agenda**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

- 3. Review and Approval of February 17, 2022, Advisory Board Meeting Minutes.**
 - Chair Tafoya, called for a motion to approve the **February 17, 2022, Advisory Board Meeting Minutes**
 - ✓ Dr. Javay Ross motioned to approve the **February 17, 2022, Advisory Board Meeting Minutes.**
 - ✓ Chair Tafoya seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)-abstentions

PARENT POLICY COUNCIL UPDATES: *Christina Michaud, Parent Policy Council Member, Chair*

- **Parent Policy Council Member Feedback**, *presented by Christina Michaud, Chair*
Program staff welcomed and inducted 2 additional “Primary” Representatives to the Parent Council.
- We now have 16 “Primary” Parent Policy Council Representatives (12 grantee sites and 3 partner sites) and 1 Community Representative
- In depth presentations, questions, and discussion occurred with each item that is part of the FY 22-23 Head Start/Early Head Start Continuation Application. Staff answered questions of the Parent Policy Council. Each element listed below, was unanimously approved.

Questions/Comments/Responses:

Q: L. Hicks: When we’re talking about talking with children about the Ukrainian war or war itself, what age are we talking about? Are we talking about Early Head Start or Head Start? I feel like for Early Head Start, they can barely form full sentences, let alone talking about war.

R: D. Cooppa: The discussion in the Parent Policy Council Meeting and that request came from a Head Start parent, and was in reference to a particular site.

C: L. Hicks: Ok. That makes more sense, because they’re learning about yellow, blue, and green.

III. ACTION ITEMS:

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

a. **Monthly Enrollment and Content Area Monitoring Update – February 2022**

- For the month of February, there isn't too much of a change from January. Enrollment was at 64%, daily attendance improved as impact of the surge slowed down, and was at 76%. All the other indicators were still in the 90s.
- With well-baby checks, physical exams, and dental exams, we're seeing an increase in these numbers, as we work, individually with particular families in getting these areas moved forward.
- Overall, we have been progressing in these measures as required and we still have the waivers [issued by the Office of Head Start] in place. So, we still have the enrollment waiver and attendance waiver. And in terms of meeting the requirement for IEPs/IFSPs, serving children with special needs, we are at 8.9% out of the required 10%, and that is also within the waiver for this year, due to COVID.

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

- Over the course of February, we had a total of five (5) sites that were closed for one day or more, due to COVID 19 case. Four (4) of those sites were closed into to beginning of February from cases identified in January. The last closure occurred at the end of February and that site re-opened on February 28. So, as of today [March 17] all of our centers are open, and that reflects what we see in the community, as well – a decrease in cases.
- We continue to use all of the tools at our disposal to keep our classrooms safe. So, while the county and state may be changing masking requirements, we are still held to a federal mandate that requires that all adults on the premises are masked, even staff interacting with each other, and that we do our best to help children, ages 2 and up, to mask, as well. And I think that our staff have done a beautiful job modeling and encouraging that, making it a positive experience in our classrooms.

Questions/Comments/Responses:

Q: Vice Chair Ross: This was such a great report. It was very reassuring. I had my fingers crossed, with this new variant coming around...let's hope it's not what we've been seeing [elsewhere]. For the five classrooms that were closed – were those because positive cases were found in the classroom, from a teacher or a student, or were they outbreaks where multiple students tested positive?

R: S. Trist: In each of those, it was one case.

C: Vice Chair Ross: Awesome!! You guys are rocking it! That is amazing!

R: S. Trist: Our staff are so tight and so diligent in following all of the practices and also helping families, because it can be difficult when families may have different rules and their other children's schools or in their workplaces, and then are asked, when they come to Head Start to mask. So, we continue to try to support them in navigating that, as well. But yes, we're really proud of our safety record in the classroom.

Q: A. Olugbala: Question – Regularly test staff. Does that mean once-a-week, twice-a-week? What does that mean? Lastly, enrollment at 61%. Is that acceptable? Because I also hear that we have a waiting list.

R: S. Trist: Staff are testing a minimum of twice-a-week and I have many centers where staff are testing five days-a-week.

R: D. Cooppan: In terms of the enrollment, we are at 64% for the program overall. Usually the Office of Head Start requires an enrollment of 97%. We were reporting to them every two weeks and now once-a-month, and we are above the average around the country, in relation to COVID and enrollment and attendance. What we're dealing with is in the month of January, we were not able to increase enrollment because as we had accepted families who were ready to go, and a site would be closed due to an exposure. So, in January, we had this constant rolling effect and into February, as well. We should start seeing an uptick in our enrollment numbers in March. This won't be as significant as we would like it to be, because we are also dealing with staff related absences and attendance around COVID, medical leave, and needing to travel, as well as hiring that we are putting into place.

Q: Dr. Tamerat: Congratulations on the safety record. I also agree - that deserves commendation. What is the current quarantine protocol when there is a positive exposure?

R: S. Trist: It is 10 days from exposure. We haven't cut to a shorter period of time and have held it at 10 days. When we started, we were at 14 days, prior to this program year, but yes – we are at 10 days, currently. One of the things that we have been refining this year is finding children who haven't been exposed that we can bring back to the classroom. Part of that is the power of having vaccinated staff. So, we can bring staff who are well, fully vaccinated, and boosted back into the classroom to serve children who were not exposed, who are part of that classroom. We've been doing this and serving the children, while those who were exposed are in quarantine.

C: Dr. Tamerat: I'm not sure what the discussion has been thus far, but there is data that suggests that a 7-day quarantine with a test on the 7th day, could be beneficial, and may help get families back to work and kids back into the classroom sooner. So, at some point, maybe we could discuss it to see if that would be appropriate for the children and for the staff. That data looks pretty good in terms of shortening the quarantine period just a bit for the unvaccinated.

C: S. Trist: I would greatly appreciate the chance to discuss that with you further.

Q: Vice Chair Ross: Through Head Start - do families have access to rapid tests?

R: S. Trist: We received some [rapid tests] from Alameda County Health Department that we distributed over winter break, but we have not otherwise distributed rapid tests unless there is a [site] closure. We played "Omicron inventory catch up", with getting rapid tests back in stock, like everyone else. So, making rapid tests available is absolutely a conversation we can now have, and not just for site closures.

- Chair Tafoya called for a motion to approve the **Monthly Progress Report – February 2022**
- ✓ Dr. Javay Ross motioned to approve to approve the **Monthly Progress Report –**

February 2022

- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4) ayes, (0)-nays, (0)- abstentions

2. Monthly Financial Report: *Christine Rolan, HSD Budget & Fiscal Manager.
Jason Wang, Admin. Analyst II*

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

- We are 67% done for the year and are reporting out on month 8 of 12. The report that you see here are with Payroll numbers, as of February 4, 2022.
- Personnel - 52% expended, year-to-date. This number is slightly off target, due to the September start date of our classes, but do expect to catch up by the end of the year.
- Fringe Benefits - 90% expended
- Travel – 0%, due to COVID
- Equipment – 0 %
- Supplies - currently at 19% expended
- Contractual – currently at 74% expended
- Other – currently at 54 % expended
- Total Direct Charges is at 64%
- Indirect Charges are at 49%
- Purchase Card (P-Card) – with Zoom expenses for our centers and lead testing charges totaling approximately \$1,087.68.

b. Monthly Meal Count Report Discussion and Action

- Meal Count Report is due to the State 45 days after the close of each month. providing this report to the Advisory Board and Parent Policy Council, within 30 days can generate inaccuracies.
- Providing the Meal Count Report with a one-month delay [or every other month], rather than monthly, would allow the program to generate and present a more accurate report. Therefore, we propose to present the February Meal Count Report in April.

Questions/Responses/Comments:

C: Chair Tafoya: Jason, I think that is fine to present the Meal Count Report with a one-month delay, as long as we are in compliance and you are able to continue to report [to the state] monthly.

- Chair Tafoya called for a motion to approve the **Monthly Financial Report – February 2022**
 - ✓ Priya Jagannathan motioned to approve the **Monthly Financial Report – February 2022**
 - ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions
- 3. FY 22-23 Head Start/Early Head Start Continuation Funding Application:**
presented by Diveena Cooppan, Program Director

a. Selection Criteria (FY 22-23), presented by Everardo Mendoza, ERSEA Coordinator

- Each year we are required to analyze the community needs and strengths to come up with a point system on how children will be selected. This is how children are prioritized to be selected for enrollment.
- This year we made a change in our point system and gave homeless and foster children more points to ensure that they have the highest priority over all other categories. In the age category, we now allow children to come back to a Head Start Program, but they will not be receiving additional age points due to the Unified School District heavily expanding their TK program.
- Points were increased from 150 to 200 points for homeless families.

Questions/Comments/Responses:

Q: P. Jagannathan: Thank you, Ever. That was a very comprehensive explanation of the Selection Criteria and I appreciate the thoughtfulness that went into it. My question is about the TK piece and the 4-year-olds. I appreciate the modification if a family is not able to find TK in their neighborhood. And I wonder, what if the family would prefer Head Start services over TK, because of the comprehensive nature of the services? I want to make sure that we are preserving family choice and not pushing families to the district and TK. And I know that is not the district's intention and so, I hope that if a family really wants to stay in Head Start, that there is space to acknowledge that.

R: E. Mendoza: Yes, it is a very difficult decision because some families love Head Start and really do prefer to stay with Head Start. By the way, we are not preventing them from coming back, it is just how we assign points. They are eligible to return. In particular, families with children with special needs or when we see the child would benefit from continued Head Start services for a 2nd or 3rd year. We do support those families. We also recognize that there may be more TK option slots than Head Start options slot. So, we are not preventing TK eligible children from returning, but we are prioritizing points based on the community assessment and children with the highest needs.

R: D. Cooppan: Following up Everardo's statement of the program priority of serving children with the highest need - this is how Head Start frames it and looks at our eligibility and program enrollment, to ensure that, based on our selection criteria and priority scaling, that those who are at the highest risk or considered the most vulnerable, are receiving services first.

R: P. Jagannathan: Ok. Thank you. I think it would be interesting to make sure we are tracking this. And checking in with those families to select TK, to make sure we're offering all of the options that we can.

R: E. Mendoza: We are tracking this information and following up with parents about their options, to ensure they have selected a slot in either Head Start or TK, before releasing their current HS slot. And we can make this information available for review in the coming months.

Q: Vice Chair Ross: Thank you Ever for your presentation. I know that you use the McKinney-Vento Act as the definition of homelessness. How obvious is it to families, when they are completing their applications, that “doubled-up” qualifies as homeless?

R: E. Mendoza: We have trained eligibility staff, who are required to conduct an eligibility interview and this information is collected during the interview.

Q: Dr. Tamerat: Relative to the McKinney-Vento Act definition of homelessness, do all of the criteria and points assigned, align with the definition?

R: E. Mendoza: Yes.

Q: A. Bonde: I appreciate the inclusion of families at imminent risk. Would a Notice to Evict qualify as an imminent risk?

R: E. Mendoza: Yes.

- Chair Tafoya called for a motion to approve the **Selection Criteria (FY 22-23)**
- ✓ Dr. Javay Ross motioned to approve the **Selection Criteria (FY 22-23)**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

b. Addition of New ECE Partner

- We have been asked to identify a new partner. A partner provides the educational and development supports services within the classroom environment or within the home-based environment and our team of family advocates, health team, and all the other comprehensive services are provided by city of Oakland staff.
- We have a successful partnership with Merritt College which will open 16 slots and a parent workforce development program.
- We are requesting approval to enter into a new early childhood education partnership with Peralta Community College District, Merritt College Children Center in FY 22-23 in an amount of \$97,600 that will provide comprehensive full day Head Start services for 16 preschool slots and to promote enrollment in courses at Merritt college and other local institutions of higher education courses and AA degree programs to study various fields of career interest.
- Diveena Cooppan confirmed there is reimbursement and support around public transportation for families and mentioned she would look into other transportation options that are possible through Head Start funding and in the City.
- Chair Tafoya called for a motion to approve the **Addition of New ECE Partner**
- ✓ Dr. Javay Ross motioned to approve the **Addition of New ECE Partner**
- ✓ Priya Jagannathan seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

c. Budget Summary for Continuation Application 22-23

- There are non-significant changes to the budget.
- Christine Rolan presented her Head Start/Early Head Start Total Budget Summary FY 22-23 Program Year.

- Chair Tafoya called for a motion to approve the **Budget Summary for Continuation Application 22-23**
- ✓ Priya Jagannathan motioned to approve the **Budget Summary for Continuation Application 22-23**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

d. Program Design, Training & Technical Assistance Plan, and Budget

- We will be re applying for the locally designed option within the continuation application.
- We're going to keep the three sites that are City funded as part of the overall grant, while the original grant award goes for 622, this application will include the 52 slots and the three sites for 674 slots.
- We're going to continue to focus on program wide policies and procedures, updating and creating monitoring to identify risk and corrective action plans to follow through in program areas and continued skilled development and other tools required to improve program quality and deliver on performance standards required by Head Start.
- The Locally Designed Option (LDO) will be added to our continuation application for this coming year.
- Chair Tafoya called for a motion to approve the **FY 22-23 Head Start/Early Head Start Continuation Funding Application**
- ✓ Priya Jagannathan motioned to approve the **FY 22-23 Head Start/Early Head Start Continuation Funding Application**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

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

1. Program Updates

- Diveena Cooppan announced she will be on leave beginning the week of March 23rd through April 18th.
- Sara Bedford announced that she will be retiring from the City of Oakland at the end of April, mid-May.

V. OPEN FORUM:

- No Comments.

VI. ADJOURNMENT

- Chair Tafoya called for a motion to **Adjourn the meeting.**
- ✓ Chair Tafoya motioned to **Adjourn the meeting.**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. **Vote:** (4)-ayes, (0)-nays, (0)- abstentions

Meeting adjourned at 5:05 pm

Submitted and recorded by
Clara Sanchez Silva
 Administrative Assistant II