



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING
MEETING AGENDA – FINAL

Thursday, January 21, 2021

3:00-4:30pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to the Governor's Executive Order N-29-20, all members of the Head Start Advisory Board, will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

By Zoom Webinar:

When: January 21, 2021 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Jun 17, 2021, 6 occurrence(s)

- Jan 21, 2021 03:00 PM
- Feb 18, 2021 03:00 PM
- Mar 18, 2021 03:00 PM
- Apr 22, 2021 03:00 PM (**Note:** Fourth Thursday of month)
- May 20, 2021 03:00 PM
- Jun 17 2021 03:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system. Monthly:

https://zoom.us/webinar/tJcudeqgqTosE9Zp_DdC5gbSSuqnEcsdjbD_/ics?icsToken=98tyKuCrrTkpEtOUthCFRowqA4job_zwtn5dj_pnjCDBBwMGZQHFBfdTPJd8A9za

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

Please click the link below to join the webinar:

<https://zoom.us/j/93323871692>

Or iPhone one-tap :

US: +16699009128,,93323871692# or +12532158782,,93323871692#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 933 2387 1692

International numbers available: <https://zoom.us/u/ab13Np3Hxr>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

• To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

• To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email *Maurine Watkins at MWatkins@oaklandca.gov*.



Human Services Department

ADVISORY BOARD MEETING

Thursday, January 21, 3:00-4:30pm

AGENDA

3:00-3:30 Governance Training – “Advisory Board & You”

- Content Area – *Health Services*
- HS Program Governance and Oversight Screener

I. ROLL CALL

Molly Tafoya, Chair

Paula Ambrose

Dr. Javay Ross, Vice Chair

Priya Jagannathan

1. Public Comment

II. APPROVAL OF AGENDA ITEMS:

1. Approval of January 21, 2021, **Advisory Board Meeting Agenda**
2. Review and Approve December 17, 2020, **Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Health Services Update w/ Updated Policies & Procedures** – *Sarah Trist, Program Planner Health & Nutrition Services*
2. **Monthly Financial Report;** *Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator*
 - a. Financial Report –November & December 2020
 - b. Non-Federal Share Waiver Request
3. **Monthly Director’s Progress Report;** *Diveena Cooppan, Program Director & Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update for December 2020
 - b. Update on COVID 19 Response
 - c. Partner and Delegate Agency Update

IV. INFORMATION ITEMS; *Diveena Cooppan & Staff*

1. Update on Head Start Competitive Grant Application, FY 21-26
2. Head Start Program Progress Report to City Council
3. Upcoming City of Oakland – San Antonio Park Stakeholder Meetings via Zoom, dates in late January and early February will be sent out. (Translation will be available in in Spanish, Chinese and Vietnamese).
4. Governance Training Topic in February: *Education*

V. OPEN FORUM

VI. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, December 17, 2020

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair*

Priya Jagannathan

Paula Ambrose

Staff Present:

Diveena Cooppan, *Program Director*

Tracey Black, *Head Start Planner*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Dylan Schubert, *Administrative Analyst II*

Lina Hancock, *Office of Councilmember Loren*

Taylor, Life Enrichment Committee Chair

Guests:

I. ROLL CALL

The Head Start Advisory Board meeting was called to order by Paula Ambrose and roll was taken; Three (3) Board Member were in attendance. A quorum was established.

1. There was no public comment.

II. GOVERNANCE TRAINING

Tracey Black gave a brief training focused on the status of our Program Governance. This included the introduction of the assessment tool, *Program Governance, Leadership and Oversight Capacity Screener*. Tracey requested that the Board complete the Governance, Leadership and Oversight Capacity Screener and return prior to the January 21 Meeting, if possible, so that the results of the screener, could be presented at the January 21 Advisory Board Meeting. The screener is a tool used to explore how programs can improve on the existing quality and strength their Program Governance. The results of the Screener will be used to develop a plan of action for processes and procedures around Oakland Head Start's Program Governance.

III. APPROVAL OF AGENDA ITEMS:

1. Approval of December 17, 2020 Advisory Board Meeting Agenda

- ✓ Paula Ambrose called for a motion to **approve the December 17, 2020 Advisory Board Meeting Agenda;**
- ✓ Molly Tafoya made the motion to approve the **December 17, 2020 Advisory Board Meeting Agenda;**
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Approval of November 19, 2020 Advisory Board Meeting Minutes

- ✓ Paula Ambrose called for a motion to **approve the November 19, 2020 Advisory Board Meeting Minutes;**
- ✓ Molly Tafoya made the motion **approve the November 19, 2020, Advisory Board Meeting Minutes;**
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

IV. ACTION ITEMS:

1. Monthly Financial Report; Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator

a. Financial Report – October 2020

- Spending is on track, and is looking like the program will fully expend funds by end of FY 20-21.
- Administrative Cost is at 17.23%. Will closely monitor to get to 15%.
- COVID Cares Act spending, as of December 2nd:

- Buying 360 laptops to be distributed to families in need of technology, to be deployed in February or March;
 - Working with the Mayor's *Oakland Undivided* Initiative and Oakland Tech Exchange to set up hot-spots and Tech Support for families (this is set up as a loaner program);
 - Food Distribution; and
 - Cleaning and maintenance at sites.
- ✓ Paula Ambrose called for a motion to **approve the October 2020 Fiscal Report**;
 - ✓ Priya Jagannathan made the motion to approve the October 2020 Fiscal Report.
 - ✓ Javay Ross seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

*****Dr. Javay Ross joined the meeting at 3:49**

2. Monthly Director's Progress Report for November 2020; Diveena Cooppan, Program Director

a. Monthly Enrollment and Content Area Monitoring Update:

- There is still flexibility around meeting the 97% funded enrollment (per the Office of Head Start, because of COVID);
- Regular reporting on which sites are providing "In-person" services and which are providing "Virtual" services, continues;
- 616 children are enrolled (out of 1006 funded);
- Up-to-date Immunizations are good;
- Well Baby checks and physicals are low; and
- Visual, hearing and growth screenings are low.

b. Update on COVID-19 Response:

- There have been 5 site closures (due to contact)
 - No spread within the Centers (safety protocols are being implemented and maintained);
 - Holiday vacation for the sites will be aligned with OUSD holiday vacation time (Two-week vacation period)
 - Will re-open Virtual services on January 4th / Reopen In-Person services on January 11, 2020;
 - All staff will work virtually starting on December 21st - January 6th
- ✓ Paula Ambrose called for a motion to **approve the November 2020 Program Progress Report**;
 - ✓ Dr. Javay Ross made the motion to approve the November 2020 Program Progress Report.
 - ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

3. Update on Grant Application

- We are requesting Letters of Support from Partners;
- Dylan Schubert is working on the budget (fine-tuning);
- We are requesting a Letter of Attestation from the office of Councilman Loren Taylor; and
- We are looking at incorporating technology into the objective of the program; (Allowing the family to be able to use technology for accessing resources)

V. OPEN FORUM

There were no comments.

VI. ADJOURNMENT

- ✓ Paula Ambrose called for a motion to **adjourn the meeting**;
- ✓ Dr. Javay Ross made the motion to adjourn the meeting.
- ✓ Molly Tafoya seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

Meeting adjourned at 4:21 pm

Submitted and recorded by:

Maurine Watkins
Administrative Assistant II