



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

MEETING AGENDA – FINAL

Thursday, June 17, 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: June 17, 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/tJcudeggqTosE9Zp_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 **Tracey Black at TBlack@oaklandca.gov**



Human Services Department

ADVISORY BOARD MEETING

Thursday, June 17, 3:00-4:30pm

AGENDA

I. ROLL CALL

Molly Tafoya, Chair
Dr. Javay Ross, Vice Chair

Paula Ambrose
Priya Jagannathan

1. Public Comment

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of **June 17, 2021, Advisory Board Meeting Agenda**
2. Review and Approval of **April 22, 2021, Advisory Board Meeting Minutes**
**(Note: AB Meeting, May 20, 2021, Cancelled due to lack of quorum)

III. ACTION ITEMS:

1. **Monthly Progress Report; Diveena Cooppan, Program Director & Staff**
 - a. Monthly Enrollment and Content Area Monitoring Update for *April and May 2021*
 - b. COVID 19 Response Update
 - c. Partner and Delegate Agency Update
 - d. Self-Assessment Summary of Findings (*Pending*)
 - e. DRS FY 21-26 Grant Application Update
 - f. CDE/Program Self-Evaluation Survey Findings
2. **Policies & Procedures; Program Staff**
3. **Monthly Financial Report; Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II**
 - a. Budget/Financial Report: *April and May 2021*

IV. INFORMATION ITEMS: Diveena Cooppan & Staff

- a. Oakland Resilient Families: Oakland's Guaranteed Income Pilot
 - Frequently asked questions: [FAQs — Oakland Resilient Families](#)
 - Online application: [Emergency Relief - UpTogether.org](#)
- b. Policy Council Update
- c. Information update on upcoming Reports to City Council
- d. Policy & Legislative Updates
- e. Greeting Card

V. OPEN FORUM

VI. ADJOURNMENT

*****(Note: AB Meeting, May 20, 2021, Cancelled due to lack of quorum)***

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, April 22, 2021

3:00-4:34 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Priya Jagannathan

Paula Ambrose

Advisory Board Members Absent:

Dr. Javay Ross (on leave)

Guests:

Staff Members Present:

Diveena Cooppan, *Program Director*

Tracey Black, *HHS Planner, Head Start*

Jason Wang, *Administrative Assistant II*

Lina Hancock, *Office of Councilmember*

Loren Taylor, *Life Enrichment Committee
Chair*

Ever Mendoza, *Acting ERSEA Coordinator*

Dylan Schubert, *Admin Analyst II*

Shelley Taylor, *HR & Buss Supervisor*

Deb Turner, *Program Manager*

Thao Ly, *Education Coordinator*

Christine Rolan, *Fiscal Manager*

I. ROLL CALL:

The Head Start Advisory Board meeting was called to order by Molly Tafoya at 3:03 PM and roll was taken; three (3) Board Member were in attendance. A quorum was established.

1. There were no public comments.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of Revised April 22, 2021, Advisory Board Meeting Agenda - Moving Governance Training to after Action Items

- ✓ Molly Tafoya called for a motion to approve the **Revised April 22, 2021, Advisory Board Meeting Agenda - Moving Governance Training to after Action Items;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Approval of March 18, 2021 Advisory Board Meeting Minutes

- ✓ Molly Tafoya called for a motion to **approve the March 18, 2021 Advisory Board Meeting Minutes;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. FY 21-22 School Readiness Goals Presentation & Discussion; Thao Ly, Education & Home-Based Program Coordinator

- Create School Readiness Goals that are measurable
- Ensure progress in supporting children's growth across the developmental continuum
- Utilizing Learning Genie to track Desired Results Developmental Profile (DRDP)
- ✓ Molly Tafoya called for a motion to **approve the School Readiness Goals Presentation & Discussion;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Monthly Financial Report; Dylan Schubert, Administrative Analyst II; Acting HSD

Grants Administrator

- a. Introduction of *Christine Rolan, Budget & Fiscal Manager for Human Services Dept.*
- b. Budget/Financial Training – *Series 2*
- c. Budget/Financial Report: *February and March 2021*
 - *14% Non-Fed Share, 14% Administrative cost, both on track*
 - *Fringe Benefits: match funds will be used to offset deficit*
 - *Will be earning more funds from State, formulating plan to spend down*
 - *Communicating with Region to spend down CARES Act funds*
- d. *Information Update on COVID Supplemental Funding Application, due April 9 (Information only. No action required.)

- ✓ Molly Tafoya called for a motion to **approve the February 2021 Fiscal Report;**
- ✓ **Paula Ambrose** made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

- ✓ Molly Tafoya called for a motion to **approve the March 2021 Fiscal Report;**
- ✓ **Paula Ambrose** made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

3. Monthly Director’s Progress Report for March 2021; Diveena Cooppan, Program Director

- a. Monthly Enrollment and Content Area Monitoring Update for *March 2021*
747 now enrolled; physical exams still lagging but steadily increasing; 9.9% IEP/IFSP
- b. Update on COVID 19 Response
- c. Partner and Delegate Agency Update
- d. Self-Assessment: In progress of analysis

- ✓ Molly Tafoya called for a motion to **approve the Monthly Progress Report;**
- ✓ **Paula Ambrose** made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

IV. INFORMATION ITEMS; Diveena Cooppan & Staff

- a. Policy Council Update
- b. Information update on upcoming Reports to City Council
- c. Policy & Legislative Updates

V. GOVERNANCE TRAINING:

- 1. ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance); Everardo Mendoza, ERSEA Coordinator (Acting)**
 - *Because of COVID, enrollment requirements are relaxed by Office of Head Start.*

VI. ADJOURNMENT

Meeting adjourned at 4:34 pm

Submitted and recorded by:

Jason Wang

Administrative Assistant II