



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

**MEETING AGENDA – FINAL**

**Thursday, March 18, 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:** March 18, 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](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):

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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, March 18, 3:00-4:30pm**

**AGENDA**

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

- Head Start Performance Standards Review
- **Content Area:** *Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA), Everardo Mendoza, ERSEA Coordinator (Acting)*

**I. ROLL CALL**

Molly Tafoya, Chair	Paula Ambrose
Dr. Javay Ross, Vice Chair	Priya Jagannathan

1. Public Comment

**II. APPROVAL OF AGENDA ITEMS:**

1. Review and Approval of **March 18, 2021, Advisory Board Meeting Agenda**
2. Review and Approval of **February 18, 2021, Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

1. **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 & Report – January/\*February 2021 (\*Tentative)
2. **Policies & Procedures** *(if applicable)*
3. **Monthly Director’s Progress Report;** *Diveena Cooppan, Program Director & Staff*
  - a. Monthly Enrollment and Content Area Monitoring Update for January/February 2021
  - b. Update on COVID 19 Response
  - c. Partner and Delegate Agency Update

**IV. INFORMATION ITEMS;** *Diveena Cooppan & Staff*

- a. Update on FY 20-21 *California Head Start Association (CHSA) Conference, February 22-26, 2021*
- b. Policy Council Update
- c. Update on Upcoming Program Reports to City Council
- d. Policy & Legislative Updates:
  - FY 20-21 & FY 21-22 California State Preschool
  - Transitional Kindergarten (TK)/Kindergarten (K), FY 21-22

**V. OPEN FORUM**

**VI. ADJOURNMENT**

# HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, February 18, 2021

3:00-4:30 pm

## ADVISORY BOARD MEETING MINUTES

### Advisory Board Members Present:

Molly Tafoya, *Chairperson*  
Dr. Javay Ross, *Vice-Chair (Joined at 4:05)*  
Priya Jagannathan  
Paula Ambrose

### Staff Present:

Diveena Cooppan, *Program Director*  
Tracey Black, *HHS Planner, Head Start*  
Maurine Watkins, *Administrative Assistant II*  
Jason Wang, *Administrative Assistant II*  
Sarah Bedford, *Human Services Director*  
Lina Hancock, *Office of Councilmember Loren Taylor, Life Enrichment Committee Chair*  
Wenonah Elms, *Health & Disabilities Coordinator*  
Townes Bouchard-Deans, *Program Analyst*  
Everardo Mendoza, *ERSEA Coordinator*

### Guests:

#### **I. ROLL CALL:**

The Head Start Advisory Board meeting was called to order by Molly Tafoya 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 February 18, 2021 Advisory Board Meeting Agenda**

Molly Tafoya called for a motion to **approve the February 18, 2021 Advisory Board Meeting Agenda;**

- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

##### **2. Approval of January 21, 2021 Advisory Board Meeting Minutes**

- ✓ Molly Tafoya called for a motion to **approve the January 21, 2021 Advisory Board Meeting Minutes with the amendment of the spelling of Townes Bouchard-Dean's name to the correct spelling - Townes Bouchard-Dean;**
- ✓ Priya Jagannathan made the motion;
- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

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

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

a. Financial Report:

- ✓ Due to Dylan Schubert's involvement with the City's Budget process, the Financial Report was not submitted to the Board at this meeting. This month's report will be merged with next month's Financial Report (January and February 2021) and presented at the March meeting
  - The budget for the City was submitted last week.
  - The Carry Forward was submitted on February 12<sup>th</sup>.

**2. Selection Criteria, FY 21-22; Everardo Mendoza, ERSEA Coordinator (Acting)**

- Very similar to last year's Selection Criteria
- Added points for families that are experiencing homelessness and/or at risk of losing housing or unemployment as a direct result of COVID.
- Added points for families who transfer from a Head Start program in another city.
- Homeless families are given priority.
- Federal poverty guidelines have increased.
- ✓ Molly Tafoya called for a motion to **approve the Selection Criteria, FY 21-22;**
- ✓ 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 January 2021; Diveena Cooppan, Program Director**

- Everyone is still in virtual programming.
- Agreed with the Union to review the Family Surveys before deciding on a reopening date
- Currently there are no mandates concerning vaccinations
- We are holding weekly All-Staff meetings to disseminate vaccination information and receive feedback from staff.
- There are a fair number of staff expressing concerns about the vaccinations.
- The Human Services Department is planning an event to bring in experts to address questions and concerns of the staff regarding vaccinations
- Election of officers for the Policy Council was held on Tuesday, February 16<sup>th</sup>
- We are now focusing on the Self-Assessment process. The areas that were not a critical target in the Federal Review, will be given consideration. Some of these areas include:
  - Education and Child Development
  - Family Services
  - Safety
  - Personnel
  - Program Governance Screener
  - Policies and Procedures
- Information about vaccinations is being shared with the Partners and Delegate Agency.
- Lina Hancock announced she can help getting vaccinations appointments for people in District 6 and 7.

**VI. INFORMATION ITEMS; Diveena Cooppan & Staff**

**1. Update on Head Start Program Information Memorandum to City Council in March**

Timelines are different. The Board will not need to present the City Council Report for Head Start, the Informational Memo will be used instead.

**2. Invitation to Policy Council Representative to serve as *PC Liaison to Advisory Board***

The Board suggested having a discussion with the Policy Council to determine if they would like to attend the Advisory Board meeting and what they wish to get out of it. It was also suggested to hold a joint meeting quarterly or twice per year. Chairperson Molly Tafoya would like to sit in on one of their meetings.

**2. Board & Commission Members: Mandatory Ethics Training for Board & Commission Members**

The trainings are being offered on February 25<sup>th</sup> at 6:00pm and February 26<sup>th</sup> at 12:00pm Tracey Black requested the Board to register for one of the trainings.

**4. Office of Counsel to the Inspector General: Whistleblower Overview Learning Session, 2.9.21**

Tracey Black shared with the Board a 4-page handout that was included in the packet emailed to the Board.

5. Governance Training Topic in March: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA). This training is required for every new Board member.

**Governance Training (February):**

**Content Area:** Disabilities & Mental Health Services; Wenonah Elms,

*Disabilities & Mental Health Coordinator*

Wenonah Elms gave a PowerPoint presentation on the Disabilities & Mental Health Services content area.

**V. OPEN FORUM**

Maurine Watkins made announcement that she will retire on March 26, 2021

**VI. ADJOURNMENT**

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

Meeting adjourned at 4:35 pm

Submitted and recorded by:

*Maurine Watkins*

Administrative Assistant II