



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

Thursday, October 15, 2020

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: October 15, 2020 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Dec 17, 2020, 7 occurrence(s)

- Jun 18, 2020 03:00 PM
- Jul 23, 2020 03:00 PM
- Aug 20, 2020 03:00 PM
- ~~Sep 17, 2020 03:00 PM (Cancelled)~~
- Oct 15, 2020 03:00 PM (Rescheduled from Sep 17, 2020)
- Nov 19, 2020 03:00 PM
- Dec 17, 2020 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 :

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Webinar ID: 933 2387 1692

International numbers available: <https://zoom.us/u/abl3Np3Hxr>

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, October 15, 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. Approval of October 15, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve August 20, 2020, **Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Monthly Financial Report for July & August 2020;** *Dylan Schubert, Administrative Analyst II & Neil Valle, Budget & Fiscal Manager*
 - a. Annual Fiscal Report (FY 2019-20)
2. **Monthly Director's Progress Report for August & September 2020;** *Diveena Cooppan, Program Director & Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update
 - b. Update on Return Federal Review, September 28-October 1, 2020
 - c. Partner and Delegate Agency Update
3. **Update on Grant Applications for FY 20-21**
 - a. Head Start Competitive Grant Application, FY 20-21

IV. INFORMATION ITEMS; *Diveena Cooppan & Staff*

- a. DRS Update
- b. Proposed FY 20-21 Governance Training Plan (handout)
- c. Update on Quarterly Monitoring Report (postponed to November)

V. OPEN FORUM

VI. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, August 20, 2020

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair*

Paula Ambrose

Priya Jagannathan

Guests:

Staff Present:

Diveena Cooppan, *Acting Program Director*

Tracey Black, *Head Start Planner*

Sara Bedford, *Human Services Director*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Everardo Mendoza, *Acting ERSEA*

Coordinator

Meadow Holmes, *KTOP*

Lina Hancock, *Office of Councilmember Loren*

Taylor, Life Enrichment Committee Chair

I. ROLL CALL

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

1. There was no Public Comment.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of August 20, 2020 Advisory Board Meeting Agenda

2. Approval of July 23, 2020 Advisory Board Meeting Minutes

- ✓ Chairperson Molly Tafoya called for a motion to approve the August 20, 2020 Advisory Board Meeting Agenda and the July 23, 2020, Advisory Board Meeting Minutes;
- ✓ Paula Ambrose made a motion to approve the August 20, 2020 Advisory Board Meeting Agenda and the July 23, 2020, Advisory Board Meeting Minutes;
- ✓ Molly Tafoya seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

*****Note: 1. Monthly Financial Report for July and August 2020 will be presented in the September Advisory Board Meeting;** Dylan Schubert, *Administrative Analyst II & Neil Valle, Budget & Fiscal Manager*

2. **Monthly Director's Progress Report for July 2020;** Diveena Cooppan, *Acting Program Director & Staff*

a. Monthly Enrollment and Content Area Monitoring Update:

- *Program Report: Grantee & Partner Home Based Program began on 7-31-20, with 132 enrolled out of 188 funded. Unity Council begins services on 8-17-20, OUSD begins services on 8-24-20 (The Home-Based program is currently completely virtual).*

- *Health Services remains challenging due to COVID19 - 56% of children have Medical Home, 54% have Dental Home, and 56% have Health Insurance.*
- *Immunizations: 75% of children have documentation that they are up-to-date on their immunizations schedule.*
- *Physical Exams: 50% of children are up-to-date Physicals and 32% on Well Baby checks*
- *Health Screenings: 38% children received Vision, 39% received Hearing, and 39% received Dental Screenings.*
- *Nutrition Screening: 42% of children received a Growth Assessment*
- *Virtual Pre-Service held for 2 weeks (July 24 – August 7, 2020)*
- *Grantee, Delegate Agency and Partners plan to open classrooms in phases over next 4 weeks*
- *Conducted a Family Survey – 70% of families indicated they wanted to bring child to Center*
- *Frank G. Mar and Fannie Wall sites are undergoing renovations. These sites are not ready for opening and be temporarily closed for FY 20-21.*
- *Update on Reopening:*
 - Our *In-Person* start date has been postponed from Monday, 24 August 2020 to Thursday, September 10, 2020, due to ongoing discussions with the Union, SEIU, and staff surrounding the re-opening plans, processes and protocols.
 - ✓ Chairperson Molly Tafoya called for a motion to approve the Director’s Monthly Report for July 2020;
 - ✓ Paula Ambrose moved to approve the Monthly Director’s Report for July 2020;
 - ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

b. Progress on Quality Improvement Plan (QIP), including:

- Updated QIP & Status of Actions;
QIP Update: deadline extended to 9-11-20. Our team is meeting with Regional Office and Training & Technical Assistance (TTA) team to review our updates and progress on the QIP. Grantee and delegate agency staff are transferring data into the unified Child Plus online data management system.
- *10% Disabilities waiver for FY 2019-20 was received in July 2020*
- *Staff Qualifications: 1 staff member missing Associate’s Degree - approval received 8-17-20. A letter was sent to Unity Council detailing the grantee expectations.*

***** Note:** *Dr. Javay Ross joined the meeting at 3:40pm*

- Update FY 19-20 Policies & Procedures Review, Continued
Policies and Procedures were presented to the Board for approval:
 - 1 - Attendance Policy and Procedures**, presented by Everardo Mendoza, ERSEA Coordinator
 - ✓ Chairperson Molly Tafoya called for a motion to approve the Attendance Policy and Procedure;
 - ✓ Priya Jagannathan moved to approve the Attendance Policy and Procedure;
 - ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention
 - 2 - Data Management and Record Keeping: Collecting, Documenting, and Using Data**, presented by Diveena Cooppan, Program Directors (Interim)
 - ✓ Chairperson Molly Tafoya called for a motion to approve Collecting, Documenting, and Using Data Policy and Procedure;
 - ✓ Dr. Javay Ross moved to approve the Collecting, Documenting, and Using Data Policy and Procedure;
 - ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

3 - Data Management and Record Keeping: Data Management Systems

- ✓ Chairperson Molly Tafoya called for a motion to approve the Data Management Systems Policy and Procedure;
- ✓ Paula Ambrose moved to approve the Data Management Systems Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

4 - Data Management and Record Keeping: Protecting Data Privacy, Sharing Data and Confidentiality

- ✓ Chairperson Molly Tafoya called for a motion to approve the Protecting Data Privacy, Sharing Data and Confidentiality Policy and Procedure;
- ✓ Dr. Javay Ross moved to approve the Protecting Data Privacy, Sharing Data and Confidentiality Policy and Procedure;
- ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

5 - Data Management and Record Keeping: Grantee Responsibility and Accountability with Delegates

- ✓ Chairperson Molly Tafoya called for a motion to approve the Accountability with Delegates Policy and Procedure;
- ✓ Priya Jagannathan moved to approve the Accountability with Delegates Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

6 – ChildPlus Overview

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Overview Policy and Procedure;
- ✓ Paula Ambrose moved to approve the ChildPlus Overview Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

7 – ChildPlus: Access, System Management, Data Security

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Access, System Management, Data Security Policy and Procedure;
- ✓ Dr. Javay Ross moved to approve the ChildPlus Access, System Management, Data Security Policy and Procedure;
- ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

8 – ChildPlus: Onboarding-Basic Training for New & Existing Staff Members

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Onboarding-Basic Training for New & Existing Staff Members Policy and Procedure;
- ✓ Paula Ambrose moved to approve the ChildPlus Onboarding-Basic Training for New & Existing Staff Members Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

9 – ChildPlus: Training by Content Area

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Training by Content Area Policy and Procedure;
- ✓ Dr. Javay Ross moved to approve the ChildPlus Training by Content Area Policy and Procedure;
- ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

10 – ChildPlus: Technical Assistance

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Technical Assistance Policy and Procedure;
- ✓ Paula Ambrose moved to approve the ChildPlus Technical Assistance Policy and Procedure;
- ✓ Priya Jagannathan seconded the motion. Motion carried. (4)-eyes, (0)-nays, (0)-abstention

*Advisory Board Chair, Molly Tafoya, requested to exit the meeting, due to schedule conflict.

3. Upcoming Grant Applications for FY 20-21; Tracey Black, Program Planner

- Tracey Black presented Grant Applications for Board approval
 - a. Quality Counts (QC) Quality Improvement (QI) Grant Application for FY21, due August 28, 2020
 - b. Child & Adult Care Food Program (CACFP) FY 20-21 (renewal grant application), due August 31, 2020
 - ✓ Dr. Javay Ross called for a motion to approve the Quality Counts Quality Improvement and the Child & Adult Care Food Program grant applications;
 - ✓ Paula Ambrose moved to approve the Quality Counts Quality Improvement and the Child & Adult Care Food Program grant applications;
 - ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-eyes, (0)-nays, (0)-abstention

IV. INFORMATION ITEMS

- a. Notice of Grant Award – Quality Improvement Funding, FY 2020-21
- b. DRS Update
- c. FY 20-21 Advisory Board Bylaws have been updated
- d. Program Governance Planning Calendars have been updated/corrected
- e. FY 20-21 Annual Comprehensive and Program Governance Planning Calendars
- f. Strategic Planning Meeting will be held on August 28th
- f. Information Report to City Council

V. OPEN FORUM

Reminder: Paula Ambrose will be on sabbatical from August 28th to October 20th.

VI. ADJOURNMENT

- ✓ Vice Chair Dr. Javay Ross called for a motion to adjourn;
- ✓ Paula Ambrose moved to adjourn;
- ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-eyes, (0)-nays, (0)-abstention

Meeting adjourned at 4:45pm

Submitted and recorded by:

Maurine Watkins
Administrative Assistant II