

**HEAD START ADVISORY BOARD MEETING**

**Zoom Meeting**

**Thursday, September 23, 2021**

**3:36-5:02 pm**

**\*ADVISORY BOARD MEETING MINUTES**

**\*(PENDING APPROVAL BY THE ADVISORY BOARD)**

**Advisory Board Members Present:**

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

**Policy Council Members Present:**

Christina Michaud, *Chair & Parent Policy Council/Advisory Board Liaison*  
Bukola Ajana, *Vice Chair*

**Members of Public Present:**

Oscar Yassin  
Clarissa Doutherd  
Assata Olugbala

**Guests Present:**

Kevin Bremond, *First Five Alameda County*

**Staff Present:**

Diveena Cooppan, *Program Director*  
Tracey Black, *HHS Program Planner, Head Start*  
Jason Wang, *Administrative Analyst II*  
Chris Gonzales, *Administrative Assistant I*

Lina Hancock, *Office of Councilmember Loren Taylor*  
Rosa Velasquez, *Office of Councilmember Treva Reid*  
Kimberly Jones, *Office of Councilmember-at-Large & Vice Mayor Rebecca Kaplan*

Deborah Turner, *HHS Project Manager*  
Alisa Burton, *Program Supervisor*  
Everardo Mendoza, *ERSEA Coordinator*  
Maria Lavanderos, *HS Supervisor*  
Christin Rolan, *HSD Budget Manager*

Sarah Bedford, *Director, Human Services Dept.*

Thao Ly, *HS Education Coordinator*  
Shelley Taylor, *HS Supervisor*  
Michael Munson, *KTOP Cable & TV Operations*

**I. ROLL CALL:**

The Head Start Advisory Board meeting was called to order by Tracey Black at 3:36 PM, and roll was taken. Four (4) Board Members were present. Quorum established. \* **NOTE:** Board Member, Paula Ambrose exited the meeting at 4:00pm. Three (3) Board Members remained. Quorum maintained.

Also present at the meeting were Policy Council Members, Christina Michaud, *Chair, Parent Policy Council & Parent Policy Council/Advisory Board Liaison* and Bukola Ajana, *Vice Chair, Parent Policy Council*

**1. Public Comments:**

A. Olugbala, member of public, asked for clarification on whether public attendees can make comments after each agenda item is presented or at the end. Program Staff, Tracey Black responded that public attendees can make comments after each agenda item is presented and prior to a vote on said item.

## II. APPROVAL OF AGENDA ITEMS:

### 1. Review and Approval of **September 23, 2021, Advisory Board Meeting Agenda**

- Chair, Molly Tafoya, called for a motion to approve the **September 23, 2021, Advisory Board Meeting Agenda**.
- ✓ Vice Chair, Dr. Javay Ross, motioned to approve the **September 23, 2021, Advisory Board Meeting Agenda**.
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

### 2. Review and Approval of **August 19, 2021, Advisory Board Meeting Minutes**

- Chair, Molly Tafoya called for a motion to approve the **August 19, 2021 Advisory Board Meeting Minutes**.
- ✓ Paula Ambrose motioned to approve the **Advisory Board Meeting Minutes from August 19, 2021**.
- ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions
- **Public Comment:** Ms. A. Olugbala asked for clarification on the voting process.
- **Staff Response:** Tracey Black explained how the voting process works.
- **Announcement made by Chair:** Chair, Molly Tafoya announced that Paula Ambrose is leaving the Advisory Board, and this will be her last Advisory Board meeting. Advisory Board members and program staff offered words of thanks to Paula Ambrose for her service.

### Discussion on Agenda Item - **Action Item 1: Annual Election of Head Start Advisory Board Chair and Vice Chair**

- Chair, Molly Tafoya asked whether the election of new Advisory Board Officers, should be completed on September 23, 2021 or at the October 21, 2021 Advisory Board meeting, as an Action Item. The Advisory Board unanimously recommended postponing the vote until the October 21, 2021 Advisory Board Meeting.
- Chair, Molly Tafoya called for a motion to postpone the election of new Advisory Board Officers as Action Item to the October 21, 2021 Advisory Board Meeting Agenda.
- ✓ Dr. Javay Ross motioned to approve the postponement of the election Advisory Board Officers to the October 21, 2021 Advisory Board Meeting.
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.
- **Public Comment:** A. Olugbala commented on her concern that there are no parents on the Advisory Board.
- **Staff Response:** Diveena Cooppan explained that two members from the Oakland Head Start Parent Policy Council (C. Michaud, Chair of the Parent Policy Council & Parent Policy Council Liaison and B. Ajana, Vice Chair of the Parent Policy Council), were present at the Advisory Board (AB) Meeting. Clarified that there are monthly parent meetings per site and program option. Each site elect representatives to serve on the Parent Policy Council (PPC). There are two Head Start governing bodies – Parent Policy Council and the Advisory Board. All approvals go through PPC and then to AB. Requirement Diveena also explained that the Advisory Board was in the process of undergoing a new appointment to the Head Start Advisory Board – Mr. Kevin Bremond, and expected that the appointment would be official by the October 2021 Advisory Board Meeting.

- **Public Comment:** Chair, Molly Tafoya explained that recruitment during these times for the Advisory Board is challenging because of the time commitment and recently, because of the pandemic.

### III. ACTION ITEMS:

#### 2. **Monthly Progress Report and COVID Response Update:** *Diveena Cooppan, Program Director*

##### a. Monthly Enrollment and Content Area Monitoring Update – *August 2021*

- ASQ (Ages & Stages Questionnaire) is the behavioral and social-emotional screening tool used by the Oakland Head Start/Early Head Start program.
- Two long-time Head Start teachers, retired in August and September 2021. Ms. Owita Howard retired after 31 years of service and Ms. Graciela Iniguez retired after 22 years of service.
- City of Oakland announced mandatory vaccination for employees on August 26, 2021, with guidance included for those in need of medical or religious exemptions.
- HS/EHS held a successful Pre-Service training week for program staff in August 2021.
- The City has partnered with World Central Kitchen, to implement a pilot food distribution program for Oakland. . Human Services and specifically Head Start/Early Head Start is a part of the program.
- City Council presented a Resolution on September 1, 2021 to fund an additional \$1.8 million for the current fiscal year (FY 21-22) to continue to provide services to 3 sites: Franklin HS (16 slots), Arroyo EHS (12 slots) and Tassafaronga HS (24 slots), totaling 52 slots.
- An Informational Memo was forwarded to the Oakland City Council to answer questions regarding the Resolution proposed. ([Revised-Head-Start-Info-Memo-Sept.-2021 Attachments-E-F-Included.pdf \(cao-94612.s3.amazonaws.com\)](https://s3.amazonaws.com/cao-94612.s3.amazonaws.com/Revised-Head-Start-Info-Memo-Sept.-2021_Attachments-E-F-Included.pdf))
- **Public Comment:** *O. Yassin asked if the 52 slots are now part of the reporting and oversight process by which Head Start judges the capacity of the City, to be able to run the Head Start program? How will the Arroyo Viejo site communicate with the site run by the Unity Council, around the corner? And what has the communication been with the families who were attending the Arroyo Viejo site, as to how the program would be run – as a Head Start site, etc.?*
- **Staff Response:** Diveena Cooppan responded to O. Yassin question about the 52 slots - that the Head Start Regional Office/Office of Head Start is directly involved in the oversight and programming of the 52 slots. As such, they are requiring the Oakland Head Start program to submit an updated budget based on an approved cost allocation plan and an updated program design that incorporates the 52 slots into programming, and includes the costs for both direct service teaching and center-based staff and the management staff, such as the Education Coordinator and/or Disabilities & Mental Health Coordinator that support the programming. Diveena also outlined the method that the program will be using to determine the opening date of the three (3) sites. Diveena also conveyed that each family previously enrolled at the Arroyo location, were notified of the site closure by Head Start staff, who provided referrals to alternative early care and education settings, so that every family would have their needs met.

- **Public Comment:** C. Doutherd thanks the program for the work that is being done to integrate 52 slots into the program and is glad to know that this means 52 additional slots that will have full Head Start services for the community. *C. Doutherd asked if the program has waiting lists? Does the program feel that it can successfully fill the 52 slots or if there might be barriers, due to COVID or other factors? And does the program have Head Start policies and procedures in place that will assist with addressing possible barriers to facilitate a more seamless enrollment?*
- **Staff Response:** Everardo Mendoza responded with a detailed explanation about the healthy waitlists we currently have at Head Start sites surrounding Franklin, Tassafaronga, and Arroyo and so does not anticipate any difficulty filling the 52 slots. Barriers that sometimes exist include up-to-date immunizations, up-to-date physical exam - well-baby checks, and the process of verifying the eligibility of families, with eligibility documentation, has been somewhat of a challenge, given that we are not yet fully onsite at the Oakland Head Start Central Office. Diveena conveyed that the Office of Head Start mandates that programs have waiting lists and that recruitment occurs year-round.
- **Public Comment:** A. Olugbala asked question about racial equity with program enrollment – *do you ever provide a data breakdown by race of the participants in Head Start, and if so, will that be provided for review, in the near future? That would also include staff. Did you address the 10% requirement of serving children with disabilities and have you met that criteria? Teacher training, monitoring plan, and assessment procedures? Very much interested in the Unity Council. Did not understand at the Council Meeting if they are now stepping out as independent and no longer a delegate. I ask because I have historically had parents – African American parents, tell me that they have been denied services at the Foothill Square and Fruitvale locations, and that there was a feeling of some bias or prejudice there. Want to take the time to thank you for your service.*
- **Staff Response:** Diveena Cooppan explained that the program tracks demographics on enrollment of families and program staff. We plan to bring demographic information back to you in the October meeting. We also track the enrollment numbers with children with disabilities to meet the required 10% enrollment and utilize an extensive referral process to support children with identified concerns who need IEPs and IFSPs. And due to the length of the referral process, we typically meet the 10% requirement by or before the end of the program year. The Unity Council has been a delegate agency for the City of Oakland Head Start Program for years and became their own grantee. So, the three grantees of Head Start in the Oakland are the City of Oakland, Unity Council and YMCA of the East Bay. However, in this new and current Head Start grant, the Unity Council no longer operates as a delegate agency, and are now their own Head Start grantee, with no further delegate agency tie to the City of Oakland Head Start program. We are in regular communication with the Unity Council and have a strong relationship with them. We plan to set up meetings with Unity Council, as community partners, to coordinate services and refer services.
- Chair, Molly Tafoya acknowledged that Vice Chair, Dr. Javay Ross had a question and wanted to ensure the opportunity as available for Dr. Ross to share her comment and/or pose her question.

- Vice Chair, Dr. Javay Ross shared the following questions/comments: 1) *How are we looking with enrollment in 2020 as compared to 2019, which are good baselines for pandemic and pre-pandemic, at this three-week mark, since we began services on September 1?* 2) *Saw note about the housing funds. Would like to hear more about this.* 3) *Would like to know program's perspective/thoughts on why more families are going towards the OUSD TK program, as opposed to a full-day of Head Start.*

Vice Chair, Dr. Javay Ross also shared that the special City Council meeting that granted Head Start program \$1.8 million dollars is phenomenal and what you will be able to do with it and our community is phenomenal. Dr. Ross expressed wanting City Council to know that access to general purpose funds has traditionally been a challenge for the Head Start program because of the barriers that are in place with accessing the funds. So, it is an enormous, appreciated step in the right direction, but the red tape and barriers that we have run into need to also be addressed, in order for us to do justice and provide for this community. Dr. Ross expressed wanting to make this statement in hopes of having it spoken to at the next meeting that they are able to attend.

- Diveena Cooppan responded to Dr. Ross, that the program can have more information about the housing funds and OUSD TK enrollment at our next [Advisory Board] meeting. Diveena asked Everardo Mendoza to present a high-level report out on, both enrollment and acceptance, at the moment.
- Everardo Mendoza reported that 50 children have been accepted and pending classroom entry; 196 children have officially entered the classroom today (09/23), as a preliminary number. Due to differently classroom entry requirements that must still be met, such as immunization requirements, classroom entry is pending. However, once requirements are met, children will enter the classroom.
- Dr. Ross asked Everardo *how he thought we are doing compared to last year?* Everardo responded that things are much better this year, because last year there was so much uncertainty around the pandemic, staffing, and capacity at the centers. The demand is very strong this year – a little more in Head Start than Early Head Start, but we have waitlists for every center, with applications coming in at a very high rate. We can see and sense a strong demand. Families are feeling safe, either by need or health-wise, to go into a classroom, but again, the demand is very strong.
- Priya Jagannathan expressed that this process has brought up Head Start as a foundation of parent governance and community responsiveness, that is at the core of [the] Head Start [program]. Priya thought that some of the ways in which the City has to operate might be getting in the way of transparency or ease of access. Given the many important questions coming up, Priya recommended that [Advisory] Board ensure that the program is responding to the community's questions and requests for information as readily as possible. *Priya also mentioned that there were a number of questions brought up in relation to race equity, remembered that in the grant there was mention of an Equity Fellow, and asked for this to be spoken to and what the plans are for uplifting this in our conversation.*

- Diveena Cooppan responded that though the program had hoped to bring an update on the Race and Equity Fellow to the Advisory Board this month, between August and September meetings, we received the \$1.8 million initiative that involved the writing of a number of reports, developing budgets, and speaking with the Office of Head Start. Now the program will move forward on the rest of the grant and will provide the Advisory Board with an update.
  - Chair, Molly Tafoya called for any additional comments or questions on the agenda item – there are no additional comments or questions. Molly expressed the awareness of the many questions and comments in the Chat and seconded what colleagues on Advisory Board have said especially, that we want to figure out a way disseminate information more quickly, and in real time, ideally.
  - Chair, Molly Tafoya called for a motion to approve the **August 2021 Monthly Progress Report & COVID 19 Response Update**
  - ✓ Vice Chair, Dr. Javay Ross motioned to approve the **August 2021 Monthly Progress Report & COVID 19 Response Update**
  - ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions
- 3. Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager Jason Wang, Administrative Analyst II*
- a. Monthly Financial Report – July and August 2021**
- Presented Budget for FY 21-22. Allocation of \$12.2 million dollars is explained. Costs discussed were *Personnel, Fringe Benefits, Travel, Contractual, Other, Total Direct Charges and Indirect Charges*.
  - Financial report is as of September 15, 2021, with Payroll through July 23, 2021. We have expended 3% of the budget, thus far.
  - Chair, Molly Tafoya asked that the board receive an update regarding the CACFP in the next Advisory Board Meeting.
  - Chair, Molly Tafoya called for a motion to approve the **Monthly Financial Report – July and August 2021**.
  - ✓ Dr. Javay Ross motioned to approve the **Monthly Financial Report – July and August 2021**.
  - ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.
- b. Low Cost Extension Request**
- Program requested approval to submit a request to the Office of Head Start to spend down unspent funds that were included in the base grant of the previous, FY 20-21 grant cycle and CARES ACT funds, with a Low-Cost Extension Request submitted to the Office of Head Start. The line item budget was presented.
  - Chair, Molly Tafoya called for a motion to approve the **Low-Cost Extension Request**.
  - ✓ Priya Jagannathan motioned to approve the **Low-Cost Extension Request**.
  - ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

Due to the lack of time remaining for the meeting, Chair, Molly Tafoya recommended that the Education Policies and Procedures for this meeting be moved to the next Advisory Board Meeting in October 2021.

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

- 1. FY 21-22 New Grant Update** (postponed until October)
- 2. FY 21-22 School Readiness Goals** (postponed until October)
- 3. New Grant Cycle Requirement**
  - Office of Head Start – *Program Governance, Oversight, and Capacity Screener* – Completed.
  - Office of Head Start – *Health & Safety Screener* – To be completed by all Head Start Program partner sites.
- 4. Annual Review of Head Start Advisory Board Bylaws (FY 21-22)** for Action in October

**V. OPEN FORUM:**

- Questions posed in the Zoom Chat:
  - C. Doutherd also asked a question in the Chat about immunizations.
  - O. Yassin asked a question in the Chat – Where will the Arroyo Viejo clients go between now and whenever the Oakland sites open?
- A. Olugbala thanked the program for what it was doing in the community and mentioned the tremendous need for quality childcare and early childhood education in Oakland.
- C. Doutherd mentioned importance of transparency and staffing, in regard to Head Start and the Strategic Planning Process, including who is involved/engaged.
- Chair, Molly Tafoya thanked the community for participating in the meeting.

**VI. ADJOURNMENT**

- Meeting adjourned at 5:02 pm

Submitted and recorded by  
***Christopher Gonzales***  
Administrative Assistant I