



City of Oakland Human Services Department

**HEAD START ADVISORY BOARD MEETING**

**150 Frank H. Ogawa Plaza, Ste. 4340  
Oakland, CA 94612**

**Thursday, January 23, 2:00-5:00pm**

**AGENDA**

**I. ROLL CALL**

Molly Tafoya, Chair  
Dr. Javay Ross, Vice Chair

Nayeli Bernal  
Paula Ambrose

Mark Friedman

**II. APPROVAL OF AGENDA ITEMS:**

1. Approval of January 23, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve December 19, 2019, **Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

1. **Monthly Financial Report for December 2019;** *Neil Valle, Budget & Fiscal Manager & Dylan Schubert, Administrative Analyst II*
2. **Monthly Director's Progress Report for December 2019;** *Diveena Cooppan, Acting Program Director & Staff*
  - 1) Monthly Enrollment and Content Area Monitoring Update
  - 2) Progress on Quality Improvement Plan (QIP), including:
    - Updated QIP & Status of Actions
    - Disabilities Waiver Request
    - Updated FY 2019-20 Policies & Procedures – **Second Set**
  - 3) **City Council Report – Life Enrichment Committee, January 28, 2020 –** Update and Discussion; *Diveena Cooppan & Staff*
3. **Strategic Planning Process for 20-21 Program Year;** *Diveena; Tracey Consultant, Lucia Palacios*
4. **Update on Annual Program Self-Assessment, FY 2019-20;** *Tracey Black, Program Planner*

**IV. INFORMATION ITEMS**

**V. OPEN FORUM**

**VI. ADJOURNMENT**



**City of Oakland Human Services Department**

**HEAD START ADVISORY BOARD MEETING**

**150 Frank H Ogawa Plaza, Ste. 5352  
Oakland, CA 94612**

**Thursday, December 19, 2019; 3:00-5:00 pm**

**ADVISORY BOARD MEETING MINUTES**

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Paula Ambrose  
Nayeli Bernal

**Guests:**

Priya Jagannathan, Program Manager,  
*Oakland Starting Smart and Strong*

**Staff Present:**

Diveena Cooppan, *Acting Program Director*  
Tracey Black, *Head Start/HHS Planner*  
Mona Barra-Gibson, *Chief of Staff to  
Councilman Loren Taylor*  
Loren Taylor, *Councilman*  
Cindy King, *HSD/HHS Planner*  
Sarah Trist, *Head Start/HHS Planner*  
Dylan Schubert, *Admin Analyst II*  
Neil Valle, *Budget & Fiscal Manager*

**I. ROLL CALL**

The Head Start Advisory Board meeting was called to order at 3:09 pm by Chairperson Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was established.

**II. APPROVAL OF AGENDA ITEMS:**

**1. Approval of December 19, 2019 Advisory Board Meeting Agenda**

Chairperson Molly Tafoya called for a motion to approve the December 19<sup>th</sup> Advisory Board Meeting Agenda.

Paula Ambrose made a motion to approve the Advisory Board Agenda for December 19<sup>th</sup>; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

**2. The Board reviewed the November 21, 2019 Summary of Discussion**

**3. Approval of December 4, 2019 Special Advisory Board Meeting Minutes**

Chairperson Molly Tafoya called for a motion to approve the December 4 Special Advisory Board Meeting Minutes.

Nayeli Bernal made a motion to approve the Meeting Minutes from the Special Advisory Board Meeting, December 4<sup>th</sup>; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**III. Introduction of New Team Members:**

Diveena Cooppan introduced new team members Cindy King (Planner) and Sarah Trist (Planner). Cindy and Sarah gave brief descriptions on their prior experience.

Cindy King is a planner for the Human Services Department and will be supporting the Child Plus improvements and the ERSEA file audits. Sarah Trist is a Head Start Planner who comes with a Health and Nutrition background. Both Cindy and Sarah have strong data and monitoring backgrounds.

Diveena Cooppan introduced Priya Jagannathan, Manager of Oakland Smart and Strong. Priya is interested in potentially serving on the Advisory Board and attended this meeting as an observer.



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### IV. ACTION ITEMS:

#### 1. Monthly Director's Progress Report for November 2019:

Diveena Cooppan, *Acting Program Director & Staff*

##### a. **Enrollment Update:**

November is the final month for the probationary under-enrollment plan for the previous year. We are on target at 98%. There will be a call with the Regional Office on Monday, December 23<sup>rd</sup>, to give the enrollment report and answer any final questions.

### V. **Quality Improvement Plan (QIP) Update:**

The program received an onsite visit from our Region 9 Technical and Training Assistance (T/TA) team on December 10<sup>th</sup> and 11<sup>th</sup>. A specialist on ERSEA - Eligibility and Enrollment, presented on the second day. The Region 9 T/TA specialists reviewed all areas worked on by the team and provided suggestions and answered questions. Each of our Content Area Coordinators presented to the TT/A team. The Region 9 T/TA team noted improvements in the grantee team's ability to respond to questions. The QIP deadline has been extended to February 24<sup>th</sup>, while February 7<sup>th</sup> is our internal target date for having the QIP completed. There will be a 2-week period for documentation, preparation and mock reviews.

The "settings" function in the Child Plus database have been identified as the cause of the major Problems with data monitoring within the system. We have received intensive technical support from Child Plus to help with correcting the system. Administrative control in Child Plus is now being centralized. The Delegate's Child Plus database system is also being brought into alignment with the grantee's system. Excel spreadsheets will be used to provide data until the systems can be fixed. We are looking at January 6<sup>th</sup> to have Immunizations and Medical, Dental Home & Health Insurance corrected in the system. Spreadsheets will be used until after a few good cycles of data is achieved.

**Staff Qualifications** is the next priority after Immunizations and Medical, Dental Home & Insurance.

**ERSEA - Income Eligibility** – (need 12 months of income statements or current Income Tax Returns). Our ERSEA Coordinator will be the final approver of all new HS and EHS enrollees. The Regional Office has asked us to review the income eligibility documentation of every child who has returned to the program, in addition to those enrolled since the 9/12 findings, and with proper notification to families, make corrections, as necessary. The Board emphasized the importance of managing the concerns and fears of parents around the collection of income eligibility information with great sensitivity. Family Advocates will have individualized, one-on-one meetings with the families, to carefully communicate the income eligibility review and collect updated documentation, where needed. Our goal is the have the Delegate's file audit completed by Jan 3<sup>rd</sup>.

**Disabilities Services** –Ten per cent (10%) of total funded enrollment is to be awarded to children with disabilities (children must have IEPs or IFSPs completed by the Regional Center of the East Bay or Oakland Unified School District (OUSD) Center for Children with Exceptional Needs). As of now, the program is currently serving 8.2% of children with an IEP or IFSP. We will be submitting our Disabilities Waiver Request by the end of December.



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**Health and Nutrition** – As with all content areas, the policies and procedures for Health and Nutrition, are being modified to include the specific data collection and monitoring processes.

### 3. FY 2019-20 Policies & Procedures Update:

#### a. ERSEA - Selection

Update: One universal waiting list (instead of two) and using December 2<sup>nd</sup> Kindergarten cutoff for age (to be aligned with OUSD).

Chairperson Molly Tafoya called for a motion to approve the ERSEA - Selection Policy and Procedure. Paula Ambrose made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

#### b. Health - Medical, Dental Home & Health Insurance

Update: Now tracking as a medical requirement (instead of medical information)  
30-day requirement (Family Advocates must follow up and document follow-up).

Chairperson Molly Tafoya called for a motion to approve the Medical, Dental Home & Health Insurance Policy and Procedure. Paula Ambrose made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

#### c. Health - Sensory Screenings (Vision & Hearing)

Update: Merged policies into one single policy from two separate. Must be completed within 45 days of enrollment. Added the optics vision screener tool and the handheld Otoacoustic Emissions (OAE) tool. An exception was added: If the child has had a recent auditory exam or the parent does not wish for COO to screen their child, a screening will not be conducted.

Chairperson Molly Tafoya called for a motion to approve the Sensory Screenings (Vision & Hearing) Policy and Procedure. Nayeli Bernal made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

#### d. Health - Immunizations

Update: Removed the “belief exemption” (following California’s requirement)

- Only medical exemption (proof of “medical exemption” is required)
- Added requirement to ensure immunizations are up to date before child can enter the classroom (Homebased and Homeless services have exceptions)

Chairperson Molly Tafoya called for a motion to approve the Immunizations Policy and Procedure. Paula Ambrose made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

#### e. Health - Medical Assessments/Exam Requirement

Update: Levels of support- bus passes, ridesharing, language, transportation, Parent and medical office authorization (consent to release information)

Chairperson Molly Tafoya called for a motion to approve the Medical Assessments/Exam Requirement Policy and Procedure.

Paula Ambrose made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.



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### **4. Proposed Changes to Policy Council Bylaws, FY 2019-20**

Update: Tracey Black proposed changing the months for seating of newly elected PC Representatives from December to November (to align with timeline for board Resolution and grant application due date).

Chairperson Molly Tafoya called for a motion to approve the changes to the Policy Council Bylaws. Nayeli Bernal made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

### **5. Monthly Financial Report for October and November, FY 2019-20**

Update: Neil Valle presented highlights from the November Financial Report and asked if the board had any questions from the October Financial Report they received. The November report included updated data from the Unity Council. Neil noted that while the Unity Council spending does not come through the City, the grantee closely monitors, tracks, documents and follows up on any questions with the Unity Council's monthly contract expenditures (invoices). The report shows fiscal progress is in good condition. Neil also reviewed the Child & Adult Care Food Program (CACFP) report for October.

Chairperson Molly Tafoya called for a motion to approve the Financial Report for October. Paula Ambrose made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

Chairperson Molly Tafoya called for a motion to approve the Financial Report for November. Nayeli Bernal made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions.

### **6. Update on Carry Forward; Neil Valle/Dylan Schubert**

The request for FY 19-20 Carry Forward has been approved by the Policy Council and the Advisory Board. The documents are being prepared for uploading into HSES.

### **7. Additional Items Discussed:**

\*\*\*City Council Report - Life Enrichment Committee – proposal for the Board to present on January 28<sup>th</sup> Sara Bedford to make a request for the January 28<sup>th</sup> date

\*\*\*The Board's January meeting will be held on January 23<sup>rd</sup> from 2:00 – 5:00 (includes Strategic Planning).

### **8. Open Forum**

\*\*\*Sara Bedford and Tracey Black will contact Jelani Killings of the Ethics Committee for more details about the training for 700 Filers and to request an alternative training date for the Board members.

## **V. ADJOURNMENT**

There being no further business to discuss meeting adjourned at 4:43.

Submitted and recorded by:

***Maurine Watkins***

Administrative Assistant II