



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

**MEETING AGENDA – FINAL**

**Thursday, February 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:** February 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):

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 *Maurine Watkins at MWatkins@oaklandca.gov*.



**Human Services Department**

**ADVISORY BOARD MEETING**

**Thursday, February 18, 3:00-4:30pm**

**AGENDA**

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

- **Content Area:** Disabilities & Mental Health Services, *Wenonah Elms, Disabilities & Mental Health Coordinator*
- Results from Program Governance and Oversight Screener (tentative)

**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 Approve **February 18, 2021, Advisory Board Meeting Agenda**
2. Review and Approve **January 21, 2021, Advisory Board Meeting Minutes**

**III. ACTION ITEMS:**

1. **Monthly Financial Report;** *Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator*
  - a. Financial Report: Update on Carry Forward
2. **Selection Criteria, FY 21-22 –** *Everardo Mendoza, ERSEA Coordinator (Acting)*
3. **Monthly Director’s Progress Report;** *Diveena Cooppan, Program Director & Staff*
  - a. Monthly Enrollment and Content Area Monitoring Update for January 2021
  - b. Update on COVID 19 Response
  - c. Partner and Delegate Agency Update

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

1. Update on Head Start Program Information Memorandum to City Council in March
2. Invitation to Policy Council Representative to serve as *PC Liaison* to Advisory Board
3. Board & Commission Members: **Mandatory Ethics Training for Board & Commission Members**
  - **February 25 @ 6pm** - Register in advance for this webinar:  
[https://us02web.zoom.us/webinar/register/WN\\_keInrUHtSN2SVFn48haJIQ](https://us02web.zoom.us/webinar/register/WN_keInrUHtSN2SVFn48haJIQ)
  - **February 26 @ 12pm** - Register in advance for this webinar:  
[https://us02web.zoom.us/webinar/register/WN\\_ocA2WO0BRjKE3SNfoZLL5w](https://us02web.zoom.us/webinar/register/WN_ocA2WO0BRjKE3SNfoZLL5w)
4. Office of Counsel to the Inspector General: *Whistleblower Overview Learning Session, 2.9.21* (4-page handout)
5. Governance Training Topic in March: *Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)*

**V. OPEN FORUM**

**VI. ADJOURNMENT**



# HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, January 21, 2021

3:00-4:30 pm

## ADVISORY BOARD MEETING MINUTES

### Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair (Joined at 3:58)*

Priya Jagannathan

### Guests:

### Staff Present:

Diveena Cooppan, *Program Director*

Tracey Black, *Program Planner*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Dylan Schubert, *Administrative Analyst II*

Lina Hancock, *Office of Councilmember Loren*

*Taylor, Life Enrichment Committee Chair*

Sarah Trist, *Program Planner*

Towns Bouchard-Deans, *Program Analyst*

## **I. ROLL CALL**

The Head Start Advisory Board meeting was called to order by Molly Tafoya and roll was taken; Two (2) Board Member were in attendance. A quorum was not established.

1. There were no public comments.

## **II. APPROVAL OF AGENDA ITEMS:**

### **1. Approval of January 21, 2021 Advisory Board Meeting Agenda**

Dr. Javay Ross joined the meeting at 3:58 – establishing a quorum.

- ✓ Molly Tafoya called for a motion to **revise the order of the January 21, 2021 Advisory Board Meeting Agenda to swap Information Items and Action Items:**
- ✓ Priya Jagannathan made the motion;
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

### **2. Approval of December 17, 2020 Advisory Board Meeting Minutes**

- ✓ Molly Tafoya called for a motion to **approve the December 17, 2020 Advisory Board Meeting Minutes:**
- ✓ Priya Jagannathan made the motion;
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

## **III. INFORMATION ITEMS; *Diveena Cooppan & Staff***

### **1. Update on Head Start Competitive Grant Application, FY 21-26**

- Grant reapplication was submitted and is going through review, so far only confirmation of receipt.

### **2. Head Start Program Progress Report to City Council**

- Report to City Council scheduled for March
- Life Enrichment is back on the Agenda – March 16<sup>th</sup>
- Diveena Cooppan presented an overview of the report layout for feedback from the Advisory Board
- The Board suggested highlighting the following areas on the Report:
  - Impact of Covid on Staff and Families and our response  
(uncertainty, anxiety, flexibility of staff)
  - The Community Survey
  - The impact of the Budget deficit on the program
  - The Program's use of the Covid funding in light of the City's Budget's deficit
  - History of the program and impact on the community  
Number of children served

Number of staff employed  
The racial equity piece (who comprises the workforce)  
Location of centers

- Community assessment results
- Data which shows resilience and strength of the community
- Molly Tafoya will present the report on March 16<sup>th</sup> at 1:30 p.m.

3. Upcoming City of Oakland – San Antonio Park Stakeholder Meetings via Zoom, dates in late January and early February will be sent out. (Translation will be available in Spanish, Chinese and Vietnamese).

- Master Plan for San Antonio Park is being developed.
- We will support – it will allow the community to have input as to what they want for that site.
- There will be 3 community engagement events. The Advisory Board is invited to attend and be engaged as a stakeholder.

4. Governance Training Topic in February

- Each month a content area will be presented.
- Policy Council inducted new members this month.
- We are returning to the idea of having a person from the Policy Council to act as a liaison between the Policy Council and the Advisory Board. They will not be a voting member. They will have the flexibility to attend the Advisory Board as their availability permits.

#### IV. **ACTION ITEMS:**

1. **Health Services Update w/Updated policies & Procedures; Sarah Trist, Program Planner Health & Nutrition Services**

Sarah Trist gave a Power Point Presentation which highlighted the following areas:

- Performance Standards
- Health & School Readiness
- Health Services Advisory Committee
- Family Support Services for Health, Nutrition & Mental Health
- Monitoring in Child Plus

Sarah Trist presented updates to the Immunization Policy and Procedure

- ✓ Molly Tafoya called for a motion to approve **the Immunization Policy and Procedure;**
- ✓ Dr. Javay Ross made the motion;
- ✓ Javay Ross seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

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

a. Financial Report – November & December 2020

- Spending is on track.
- Non-Federal share is at 17% (no concerns)
- Administrative Cost is at 13%.
- General Purpose Funds contribute to Fringe Benefits – we spend down the grant money first, we are on track.
- Because of remote learning, the numbers for CACFP are low.
- We are requesting a Non-Federal Share match waiver of 1.2 million.
- ✓ Molly Tafoya called for a motion to **approve the November 2020 Financial Report;**
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

- ✓ Molly Tafoya called for a motion to **approve the December 2020 Financial Report;**
- ✓ Priya Jagannathan made the motion;

- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions
- ✓ Molly Tafoya called for a motion to **approve the NFS Waiver Request;**
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**3. Monthly Director’s Progress Report for December 2020; Diveena Cooppan, Program Director**

- Intended to return to “in person” instruction, 1-11-21. However, due to COVID surge, the program delayed “in person” and received approval from City of Oakland to resume “in-person” instruction on 1-25-21. We have put in another request to delay “in-person” instructions. (Approved for February 1<sup>st</sup>)
- Staff are concerned about returning because the Covid positivity rates are so high
- Everyone is being served virtually
- Laney is virtual
- St Vincent’s is a combination
- Unity Council is requesting a further extension of “virtual only” services, (date not confirmed)
- We have provided a priority list for vaccines to the City
- ✓ Molly Tafoya called for a motion to approve the December 2020 Progress Report;
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**Update on HR:**

- Five part-time workers were released, as part of the budget cuts
- None of the teaching staff were released
- All hiring positions have been frozen at the present time
- One of the Center Directors and a Family Advocates are retiring
- Recruitment for Advisory Members is in progress

**V. ADJOURNMENT**

Meeting adjourned at 4:31 pm

Submitted and recorded by:

***Maurine Watkins***

Administrative Assistant II