



City of Oakland Human Services Department

HEAD START ADVISORY BOARD MEETING

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

Thursday, February 13, 3:00-5:00pm

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 February 13, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve January 23, **Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Monthly Financial Report for January 2019;** *Neil Valle, Budget & Fiscal Manager & Dylan Schubert, Administrative Analyst II*
2. **Monthly Director's Progress Report for January 2019;** *Diveena Cooppan, Acting Program Director & Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update
 - b. Progress on Quality Improvement Plan (QIP), including:
 - Updated QIP & Status of Actions
 - Updated FY 2019-20 Policies & Procedures
 - c. Recap of City Council Report to Life Enrichment Committee, January 28, 2020; and full City Council, February 4, 2020: Update and Discussion; *Diveena Cooppan & Staff*
3. **Review of FY 2019-20 Community Assessment Update Highlights and Grant Application Elements;** *Diveena Cooppan & Tracey Black*
 - a. Review of existing Selection Criteria/Priority Rating Scale for FY 2019-20
 - b. Discussion of Proposed Selection Criteria/Priority Rating Scale for FY 2020-21
 - c. Review of existing Program Goals FY 2019-20
 - d. Discussion of possible updates to Program Goals for FY 2020-21

III. INFORMATION ITEMS

1. Update on Annual Program Self-Assessment, FY 2019-20; *Tracey Black*

V. OPEN FORUM

VI. ADJOURNMENT



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HEAD START ADVISORY BOARD MEETING
150 Frank H Ogawa Plaza, Ste. 4340
Oakland, CA 94612

Thursday, January 23, 2020; 2:00-5:00 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice-Chair*
Paula Ambrose
Nayeli Bernal

Guests:

Staff Present:

Diveena Cooppan, *Acting Program Director*
Mona Barra-Gibson, *Chief of Staff to
Councilman Loren Taylor*
Pamela Ferran, *Policy Advisor, District 6*
Lina Hancock, *District 6*
Neil Valle, *Budget & Fiscal Manager*
Maurine Watkins, *Administrative Assistant II*

I. ROLL CALL

The Head Start Advisory Board meeting was called to order at 2:07 pm by Chairperson Molly Tafoya and roll was taken; four (4) Board Members were in attendance. A quorum was established.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of January 23, 2020 Advisory Board Meeting Agenda

Chairperson Molly Tafoya called for a motion to approve the January 23, 2020, Advisory Board Meeting Agenda.

Nayeli Bernal made a motion to approve the Meeting Agenda for January 23rd;

Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

2. Approval of December 19, 2019 Advisory Board Meeting Minutes

Chairperson Molly Tafoya called for a motion to approve the December 19, 2020, Advisory Board Meeting Minutes.

Paula Ambrose made a motion to approve the Meeting Minutes from the December 19th Advisory Board Meeting; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

III. ACTION ITEMS:

1. Monthly Director's Progress Report for December 2019:

Diveena Cooppan, *Acting Program Director & Staff*

- **Enrollment** – The program reported 98.6% enrollment for Head Start and 100% enrollment for Early Head Start in December, meeting the 97% enrollment requirement for both Head Start and Early Head Start. The 6-month probationary period ended in November.
- **Attendance** – We are meeting the Average Daily Attendance (ADA) target of 85%. Our ADA for the month of December is 85.7%.



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***Mona Barra-Gibson, Chief of Staff to Councilman Loren Taylor, announced her resignation. She introduced Pamela Ferran and Lina Hancock. Pamela will be the new Chief of Staff to Councilman Loren Taylor and will represent him at the Advisory Board. Lina is a new hire and attended the meeting to learn more about Head Start.

- **Health Program Services** – 100% of Health files have been audited and corrected (Delegate Agency, Partners and the grantee). As of December 31, 2019, the program had ensured that 94% of enrollees had medical home or provider; 82% had a dental home; and 87% had health insurance. We are formalizing the tracking process. While the ChildPlus database system is being updated and corrected, we are using Excel spreadsheets and manually tracking.
- **Mental Health & Disabilities Services** - The program submitted a Disability Waiver Request, in reference to the mandate which states that 10% of the funded enrollment must include children with an Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP). A detailed strategy on how we intend to improve in this area was included with the waiver request. Advisory Board reviewed the Disability Waiver Request.
- **Education Services** – As of December 31, 2019, 93% of children have had the Ages & Stages Questionnaire (ASQ) and Ages & Stages Questionnaire Social-Emotional (ASQ:SE) screenings. – DRDP (Desired Results Developmental Profile), which is the child development observation tool used by the program, was completed for 84% of children enrolled. Initial Home Visits were completed for 93% of families enrolled.
- **Family & Community Engagement Services** – To date, 61% of Head Start and 63% of Early Head Start families completed the Family Needs Assessment (FNA). This will help determine what type of workshops we need to hold (Housing, Credit, Job Training, etc.). We are working with families who have preschoolers transitioning to kindergarten to apply for TK/Kindergarten in Oakland Unified School District. We are also working with families who have toddler transitioning to preschool, to prepare for their transition from Early Head Start to Head Start.
- **Human Resources and Professional Development** – 1 Teacher, 1 Center Director and 1 Maintenance are retiring. Active recruitment is ongoing. Chairperson Molly Tafoya spoke to issues around recruitment and the need to compensate teachers competitively, to retain and attract staff.

2. FY 2019-20 Updated Policies & Procedures Approvals:

A. Human Resources:

1. **HR Policy for Staff Qualifications** – The key issue was staff did not have minimum education requirements. We are now monitoring information closely. Delegate Agency and Partners are also now being closely tracked, making sure the same standards apply across the board.
2. **HR Policy for Background Checks** – Documentation is included in the employee file
3. **Standards of Conduct** – Use the City of Oakland policies that all employees must adhere to, as well as Head Start requirements.



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4. **HR Policy for Volunteers** – Oakland Head Start has specific guidelines that program staff must ensure are followed, when volunteers, such as storytellers with Oakland Public Library or Jump Start, visit Head Start and Early Head Start classrooms.
5. **HR Policy for Dual Language Learners and families** – Oakland Head Start has specific guidelines that must be followed to ensure that it is actively addressing the needs of dual language learners and their families. Placing staff with language skills that match children needs at sites is one way this need is being addressed.

Chairperson Molly Tafoya called for a motion to approve the Human Resources Policies and Procedures. Dr Javay Ross made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

B. Disabilities Services:

1. **Referral for Disability Services** – General referral concept (when to refer, how to proceed, monitoring, parent consents) IEP/IFSP, Speech, and any type of needs provided by the Disabilities Coordinator
2. **Referral for Disability Services with OUSD or RCEB** – referral procedures to OUSD for an IEP and to Regional Center of East Bay for IFSP.

Chairperson Molly Tafoya called for a motion to approve the Disabilities Services Policies and Procedures. Nayeli Bernal made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

C. Health and Nutrition Services:

1. **Health Services Monitoring: Immunization Requirements** –Immunizations must be in place prior to enrollment for upcoming school year.
2. **Health Services Monitoring: Nutrition Services Requirements-Food Allergies and Intolerances** – Oakland Head Start has guidelines for ensuring food allergies and intolerances of are clearly documented and up-to-date with the Central Kitchen and clearly documented, up-to-date, and posted, as per the policy and procedure, in all classrooms.
3. **Growth Assessment** – Height and weight - when problems are identified they can be treated immediately (includes how to monitor, who can do it, and who will follow-up)
4. **Dental Examination** – Procedures for the Standard Dental Exam.
5. **Health Services Advisory** – Oakland Head Start’s Health Services Advisory Committee is established to provide guidance, insight, and technical support to the Head Start program. The Health Services Advisory Committee must meet 2x annually.

Chairperson Molly Tafoya called for a motion to approve the Health and Nutrition Services Policies and Procedures. Dr Javay Ross made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

D. Ongoing Monitoring:

1. **Ongoing Monitoring** – Overall policy: Overall monitoring at every level, including Delegate Agency and partners, to maintain quality.

Chairperson Molly Tafoya called for a motion to approve the Ongoing Monitoring Policy and



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Procedure – Overall policy. Paula Ambrose made a motion to approve; Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

E. Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA):

1. Recruitment – Oakland Head Start employs specific guidelines with its recruitment efforts that involve all staff, and which include partnering with community organizations and agencies to strategically conduct outreach and recruitment for eligible program participants.

Dr. Javay Ross called for a motion to approve the ERSEA Policy and Procedure - Recruitment. Nayeli Bernal made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

F. Family Partnership Policy and Procedure:

1. Family Partnership – Guidelines to work with families to identify strengths and needs. Determine how the program can support families in reaching their goals.

Chairperson Molly Tafoya called for a motion to approve the Family Partnership Policy and Procedure. Paula Ambrose made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

3. City Council Report & Quality Improvement Plan Status; *Diveena Cooppan, Acting Program Director*

Diveena Cooppan presented the City Council Report requested by Councilman Loren Taylor, to share the findings of the Federal Monitoring Review of March 2019. It includes follow-up questions from the September 10th Council report out. Also included is the Quality Improvement Plan developed in response to the review findings.

Chairperson Molly Tafoya called for a motion to approve the Monthly Report. Dr. Javay Ross made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

4. Strategic Planning Process for 20-21; *Diveena Cooppan*

Diveena Cooppan presented a power point presentation on Strategic Planning. She stated that we're in year 4 of the 5-year cycle. The Board will get the application for review in February/March, which is due April 1. Diveena Cooppan presented the next steps in the Strategic Planning Timeline for the next 5-year cycle.

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

5. Monthly Financial Report for December 2019; *Neil Valle, Budget & Fiscal Manager*

Neil Valle presented highlights from the December Financial Report. We're half way through the Year. The report shows fiscal progress is in good condition. Neil also reviewed the Child & Adult Care Food Program (CACFP) report for December.

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



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6. Update on Annual Program Self-Assessment; Diveena Cooppan, Acting Program Director

Diveena Cooppan presented the plan. She stated that the QIP was used as starting point and detailed timelines were created for the plan.

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

IV. INFORMATIONAL ITEMS

Nayeli Bernal announced her resignation from the Advisory Board. It will be effective after the next meeting on February 13th.

The next Advisory Board meeting will be held on February 13th from 3:00 – 5:00.

Chairperson Molly Tafoya proposed that a formal inquiry be sent to Mark Friedman about his continued membership on the Advisory Board. The inquiry should include a deadline for a formal response. Tracey Black should draft the letter and CC to the Board.

V. ADJOURNMENT

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

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II