



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

MEETING AGENDA – FINAL

Thursday, August 19, 2021

3:30-5:00pm

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: August 19, 2021 03:30 PM Pacific Time (US and Canada)

Every month on the Third Thu, until December 16, 2021, 6 occurrence(s)

- Aug 19, 2021 03:30 PM
- Sep 16, 2021 03:30 PM
- Oct 21, 2021 03:30 PM
- Nov 18, 2021 03:30 PM
- Dec 16, 2021 03:30 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 :

US: +16699009128,,93323871692# or +12532158782,,93323871692#

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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 **Tracey Black** at TBlack@oaklandca.gov



Human Services Department

ADVISORY BOARD MEETING

Thursday, August 19, 3:30-5:00pm

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. Review and Approval of **August 19, 2021, Advisory Board Meeting Agenda**
2. Review and Approval of **July 15, 2021, Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Monthly Progress Report; Diveena Cooppan & Program Staff**
 - a. Monthly Enrollment and Content Area Monitoring Update - *July 2021*
 - b. COVID 19 Response Update
2. **RFP for CCTR (Three-year) Sub-contract, FY 21-24, Due August 27, 2021**
3. **Monthly Financial Report: Christine Rolan, HSD Budget & Fiscal Manager; Jason Wang, Admin. Analyst II**
 - a. Monthly Financial Report – *June 2021*
4. **Policies & Procedures; Program Staff**

IV. INFORMATION ITEMS: Diveena Cooppan & Staff

1. **New Grant Update**
2. **FY 21-26 Notice of Award (NOA)**
 - a. Program Governance, Oversight and Capacity Screener (required within 60 days of start of new grant cycle, as a condition of the grant). To be completed by Board or Advisory Board Chair, Policy Council Chair, Executive Director, and Program Director and returned to grantee, by or before **August 31, 2021**.

V. OPEN FORUM

VI. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting
Thursday, July 15, 2021
3:30-4:34 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*
Paula Ambrose
Dr. Javay Ross

Guests:

Kevin Bremond, *First Five Alameda County*

Staff Present:

Laura Vasquez Zarate, *Health Specialist*
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*
Lisa Taylor, *HS Coordinator*
Sara Bedford, *Director of Human Services*
Christine Rolan, *Budget and Fiscal Manager*
Cindy King, *HHS Program Planner, HSD/Head Start*
Veronica Martinez, *HS Supervisor*
Everardo Mendoza, *ERSEA Coordinator*

I. ROLL CALL:

The Head Start Advisory Board meeting was called to order by Molly Tafoya at 3:30 PM, and roll was taken; three (3) Board Members were in attendance. A quorum was established.

1. There were no public comments.

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of **July 15, 2021, Advisory Board Meeting Agenda**

- ✓ Molly Tafoya called for a motion to approve the **July 15, 2021 Advisory Board Meeting Agenda with amendments**, in which Policies and Procedures were moved to Information Items and Financial Report: 4th Quarter is replaced by Financial Report: May 2021
- ✓ Paula Ambrose motioned to approve the July 15, 2021, **Advisory Board Meeting Agenda with amendments**.
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Review and Approval of **June 17, 2021, Advisory Board Meeting Minutes**

*****(Note: AB Meeting, May 20, 2021 Cancelled due to lack of quorum)***

- ✓ Molly Tafoya called for a motion to approve the **June 17, 2021 Advisory Board Meeting Minutes**
- ✓ Paula Ambrose motioned to approve the **Advisory Board Meeting Minutes from June 17, 2021**.
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. **FY 21-26 Head Start Grant and Budget**, *Diveena Cooppan, Program Director*

- \$ 12,252,694 million grant was awarded for the FY 21-26. Grant was awarded on June 30, 2021. This grant will be renewed annually and a renewal application must be submitted, annually.
- Program was awarded 622 slots and will shift to an Early Head Start focus with 330 slots available for Early Head Start for ages 0-3 and 292 slots for Head Start for ages 4-5.
- We have new Partners namely, Banana Resource and Referral Agency (who will oversee the Family Childcare program component).
- Some of the Unity Council's Head Start and Early Head Start will be "unstacked" and will be going to St. Mary's Children's Center, an early care and education program provider, previously planned with the grantee, but no longer available. Thus, the grantee has identified a potential new center-based ECE partner and will follow up.
- Due to reduction in grant operations, staffing will be impacted
- Distinction between Partners and Delegates is that partners are extensions of the work that we do, and we are responsible for all the deliverables
- ✓ Molly Tafoya called for a motion to approve the **FY21-26 Head Start Grant and Budget**
- ✓ Paula Ambrose motioned to approve the **FY 21-26 Head Start Grant and Budget**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. **Monthly Progress Report:** *Diveena Cooppan, Program Director & Program Staff (Presented By Cindy King, HHS Program Planner)*

- a. Monthly Enrollment and Content Area Monitoring Update for June 2021.
Most of the requirements are up to date. Home-based visits are 66% because the delegate agency, was behind in reporting at end of month. Enrollment is good and we have a solid waiting list for FY 21-22.

- ✓ Molly Tafoya called for a motion to approve **Monthly Progress Report for June 2021**
- ✓ Dr. Javay Ross motioned to approve the **Monthly Progress Report for June 2021**
- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

- b. COVID 19 Response Update
- c. Partner and Delegate Agency Update

3. **Policies & Procedures**, *Program Staff* (Presented under IV. Information Items)

4. **Monthly Financial Report:** *Christine Rolan, HSD Budget & Fiscal Manager Jason Wang, Admin. Analyst II*

- a. Budget/Financial Report: May 2021
 - Fiscal report reflects funds available, as of May 31, 2021
 - Budget expenditure categories are Personnel, Fringe Benefits, Travel, Equipment Supplies, Contractual, Construction and Indirect costs
 - Spent 87% of the allocated funds for Salaries and are on target to spend it down the remainder by the end of the fiscal year

- Travel expenditures were low this year because of Covid restrictions
- Covid 19 CARES Act funds are 73% encumbered. We would like to have it roll over for next fiscal year. This process is complicated, but possible.

- ✓ Molly Tafoya called for a motion to approve **Monthly Financial Report – May 2021**
- ✓ Paula Ambrose motioned to approve the **Monthly Financial Report – May 2021**
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

IV. INFORMATION ITEMS:

- a. Vaccination Clinic – An update on the vaccination clinic was shared
- b. Strategic Planning - drafts of Policies and Procedures for Strategic Planning, Comprehensive Program and Program Governance Planning Calendars, and Governance Training Calendar shared, with the request to review for approval for the August 2021 Advisory Board Meeting.

V. OPEN FORUM: *Tracey Black, HHS Program Planner, Head Start*

- a. Time Change of Advisory Board Meetings beginning August 2021.
Tracey asked the Advisory Board if they would consider changing their monthly meeting time to 3:30-5:00pm for the FY 21-22, due to schedule changes of members. Advisory Board members agreed to the new meeting time for FY 21-22, 3:30-5:00pm.

VI. ADJOURNMENT

Meeting adjourned at 4:34 pm

Submitted and recorded by:
Christopher Gonzales
Administrative Assistant I