

**Human Services Department
HEAD START/EARLY HEAD START PROGRAM
ADVISORY BOARD MEETING**

Day & Time: Thursday, 2-20-2025; 3:30-5:00pm

In Person Location: Oakland City Hall

1 Frank H. Ogawa Plaza; Council Chambers

Zoom Meeting

*** MEETING MINUTES**

***(PENDING APPROVAL FROM THE ADVISORY BOARD)**

Approved Thursday, March 13, 2025

Advisory Board Members Present:

Molly Tafoya, *Chair*
Christina Michaud, *Vice Chair*
Dr. Javay Ross
Dr. Jei Watkins
Julia Forte Frudden

Advisory Board Members Excused:

Alysoun Bonde
Dr. Mariamawit (Mari) Tamerat
Kevin Bremond

Public participants:

Sarah Silva, *Bananas, Inc.*
Kym Johnson, *Bananas, Inc.*
To Niya Scott-Smith, *Parent*
Policy Council Chair

Staff Present:

Diveena Cooppan, *Manager/Program Director*
Sarah Trist, *Programs Operations Manager*
Shelley Taylor, *Supervisor- HR & Business Services*
Thao Ly, *Education Coordinator*
Brittany Pierce, *Administrative Assistant II*
Erica Mendoza, *Administrative Assistant I*
Trisha Barua, *HHS Planner, HS/EHS*
Krischa Esquivel, *Education Manager*
Emari Dimagiba, *Health & Human Services Planner*
Betty Ly, *Safety Analyst*
Everardo Mendoza, *ERSEA and Data Program Coordinator*
Valeria Vallejo, *Office Assistant I*
Teresa Sal, *Program Analyst I*
Monique Young, *Head Start Supervisor*
Kurry Foley, *Fiscal Manager*
Lisa Taylor, *Family & Community Engagement*
Coordinator
Alisa Burton, *Head Start Supervisor*
Equal Access - *International Contact Interpretation Team*
(4 members present)

I. ROLL CALL:

The Head Start Advisory Board Meeting was called to order by Director Cooppan at 3:30 PM.

1. Public Comments:

II. APPROVAL OF AGENDA ITEMS:

1. Review and Approval of February 20, 2025, Meeting Agenda

Chair, Molly Tafoya, called for a motion to approve the February 20, 2025, Advisory Board Meeting Agenda. Member Christina Michaud seconded the motion.; Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

2. Review and Approval of January 16, 2025, Advisory Board Minutes

Member Michaud, motioned to approve the January 16, 2025, Meeting Minutes with edits.
Member Julia Forte Frudden seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

III. ACTION ITEMS:

1. Election of Advisory Board Officers:

Chair: *Molly Tafoya, Elected*

Vice Chair: *Christina Michaud, Elected*

2. Monthly Progress Report: *Trisha Barua presented. Please refer to packet.*

a. Monthly Enrollment and Content Area Monitoring Report – January 2025

Member Forte Frudden, motioned to approve the Monthly Progress Report:
Member Dr. Javay Ross seconded the motion. Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

- Brookfield Head Start will be closed for the remainder of the program year, due to an electrical panel issue requiring a full system replacement. After assessing the situation, families were engaged in a well-attended evening meeting to discuss relocation options. All affected families have been assigned to new sites. The program is working with the Department of Public Works to determine the next steps, and currently in the assessment and vendor selection phase. Potential one-time funding from Head Start may be explored for necessary repairs. Licensing protocols have been followed.

To accommodate relocated families, Head Start places children where space is available across different program sites. Recognizing potential transportation challenges, the Family Services Coordinator met with families and efforts are underway to provide bus passes for families in need. Discussions are ongoing.

- Specific guidance from Human Resources will be obtained. Program has been informed that there are two primary pathways for salary increases: Through the collective bargaining process, where negotiations occur as part of Union agreements, or via a directive from City Council, which must be voted on and approved. The decision on which pathway to pursue typically originates from the City Administrator's Office in coordination with Human Resources. Since the -City of Oakland is currently in the bargaining process, further clarification may be needed to determine the exact decision-making authority. We will research that information and let you know, in addition to the under-enrollment plan, the longevity pay, and sign on bonuses.

3. Monthly Financial Report- *Kurry Foley presented. Please refer to packet.*

- a.** Monthly Financial Report (Expenditures, CACFP Report) December 2024/January 2025
- b.** Purchase Card Report January 2025
- c.** *Expenditure Report on Mental Health & Disabilities Services *(Information only)

Chair Tafoya motioned to approve the Monthly Financial Report: Expenditures, CACFP Report: *Member, Dr. Ross seconded the motion.* Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Chair Tafoya motioned to approve the Purchase Card Report December 2024/January 2025: *Member Dr. Ross seconded the motion.* Motion carried. Vote: (4)-ayes, (0)-nays, (1)-abstentions, (0) no response

IV. PARENT POLICY COUNCIL UPDATES: Diveena Cooppan & Program Staff; Parent Policy Council Chair

Parent Policy Council Updates could not be provided, due to the Advisory Board Meeting reaching its time limit.

V. INFORMATION ITEMS: Diveena Cooppan & Program Staff

1. Proposed AB Meeting Agenda, March 13, 2025
2. FY 24-25 Community Assessment Update – Summary (see handout) – Please review the final community assessment that includes feedback received.
3. FY 25-26 Selection Criteria (see handout)- Please review the handout. This document be voted on in March.
4. Focus Area 2 Monitoring Review (March 17-21, 2025)
 - FA2 Protocol: At-a-Glance – Governing Body & Policy Council Discussions (see handout)
5. FY 24-25 Virtual Governance Training with Breakwater Associates, Saturday, March 8th, 2025 (exact time TBD)
6. FY 22-26 Program Goals (see handout)
7. Standing Program Updates
 - RAN-CAP (see handout)
8. Black Joy Parade, Sunday, February 23, 2025 (Meeting: 9:00am-1:00pm)
9. Measure C (Children’s Health & Child Care Initiative for Alameda County) Virtual and In-Person Listening Session – March 1, 2025; 9:00am-12:00pn- Focus: Family, Friend & Neighbor Care (FFN)

VI. OPEN FORUM

VII. ADJOURNMENT

- Member, Dr. Jei Watkins, called for a motion to Adjourn the Advisory Board Meeting
 - Motion carried. Vote: (5)-ayes, (0)-nays, (0)-abstentions, (0) no response

Meeting adjourned at 5:00 pm

Submitted by
Brittany Pierce
Administrative Assistant II