



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

MEETING AGENDA – FINAL

Thursday, December 17, 2020

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: December 17, 2020 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Dec 17, 2020, 7 occurrence(s)

- Jun 18, 2020 03:00 PM
- Jul 23, 2020 03:00 PM
- Aug 20, 2020 03:00 PM
- ~~Sep 17, 2020 03:00 PM (Cancelled)~~
- Oct 15, 2020 03:00 PM (Rescheduled from Sep 17, 2020)
- Nov 19, 2020 03:00 PM
- Dec 17, 2020 03:00 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#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

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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 *Maurine Watkins at MWatkins@oaklandca.gov*.



Human Services Department

ADVISORY BOARD MEETING

Thursday, December 17, 3:00-4:30pm

AGENDA

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

I. ROLL CALL

Molly Tafoya, Chair

Paula Ambrose

Dr. Javay Ross, Vice Chair

Priya Jagannathan

1. Public Comment

II. APPROVAL OF AGENDA ITEMS:

1. Approval of December 17, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve November 19, 2020, **Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Monthly Financial Report;** *Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator*
 - a. FY 20-21 Carryforward Budget Update (from approval in FY 2019-20)
 - b. Financial Report – October & November 2020
2. **Monthly Director’s Progress Report;** *Diveena Cooppan, Program Director & Staff*
 - a. Monthly Enrollment and Content Area Monitoring Update for November 2020
 - b. Update on COVID 19 Response
 - c. Partner and Delegate Agency Update
3. **Update on Grant Applications**
 - a. Head Start Competitive Grant Application, FY 21-26

IV. INFORMATION ITEMS; *Diveena Cooppan & Staff*

- a. Governance Training, I

V. OPEN FORUM

VI. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, November 19, 2020

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*
Dr. Javay Ross, *Vice-Chair*
Priya Jagannathan
Paula Ambrose

Guests:

Staff Present:

Diveena Cooppan, *Program Director*
Sara Bedford, *Director, Human Services*
Tracey Black, *Head Start Planner*
Maurine Watkins, *Administrative Assistant II*
Jason Wang, *Administrative Assistant II*
Dylan Schubert, *Administrative Analyst II*
Alisa Burton, *Supervisor*
Mike Munson, *KTOP*

I. ROLL CALL

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

1. There was no public comment.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of November 19, 2020 Advisory Board Meeting Agenda

- ✓ Chairperson Molly Tafoya called for a motion to approve the November 19, 2020 Advisory Board Meeting Agenda;
- ✓ Paula Ambrose made a motion to approve the November 19, 2020 Advisory Board Meeting Agenda;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

2. Approval of October 15, 2020 Advisory Board Meeting Minutes

- ✓ Chairperson Molly Tafoya called for a motion to approve the October 15, 2020 Advisory Board Meeting Minutes;
- ✓ Dr. Javay Ross made a motion to approve the October 15, 2020 Advisory Board Meeting Minutes;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. Monthly Financial Report for Year-End Close Out and September 2020: *Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator*

Financial Year-End Report

- Spent down grant funds
- 20% of our expenditures need to be from matched sources (State and City funds), we are on track to reach our goals
- Administrative costs: needs to be below 15%, we are currently at 14.97%
- ✓ Chairperson Molly Tafoya called for a motion to approve the Year End Closeout Report;
- ✓ Paula Ambrose made a motion to approve the Year-End Closeout Report;
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

Monthly Financial Report for September 2020

- Non-Federal Share Costs are on track to budget
- Administrative Costs are on track to budget
- We continue to spend down the CARES Act funds (Head Start and Early Head Start)
- We are looking at making a big technology purchase of laptops for loaning to families
- PPE is provided to teachers under COVID as an eligible class
- City consultants have assessed the sites for ventilation and air purification flow
- ✓ Chairperson Molly Tafoya called for a motion to approve the September 2020 Financial Report;
- ✓ Dr. Javay Ross made a motion to approve the September 2020 Financial Report;
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

FY 20-21 Carryforward Budget Update

- The Carryforward Budget was previously approved by the Board in December 2019
- The Region requested that the Carryforward Budget spending be deferred until year 5 (\$900K)
- The Carryforward must be spent down this year
- Dylan Schubert will send the FY20-21 Carryforward Budget, with modifications, to The Board
- ✓ Chairperson Molly Tafoya called for a motion to rely on the prior action of approval of the FY20-21 Carryforward Budget with documentation that the Board has received and reviewed the Carryforward Budget modifications by email;
- ✓ Paula Ambrose made the motion to rely on the prior action of FY 20-21 Carryforward Budget with documentation that the Board received and reviewed the modifications by email.
- ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

2. Monthly Director's Progress Report for October 2020; Diveena Cooppan, Program Director

- The Board agreed that all had read the Director's Progress Report before the meeting.
- ✓ Chairperson Molly Tafoya called for a motion to approve the October 2020 Progress Report;
- ✓ Dr. Javay Ross made a motion to approve the October 2020 Progress Report;
- ✓ Paula Ambrose seconded the motion; Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

IV. INFORMATION ITEMS

a. Update on COVID Closure; Diveena Cooppan

- An individual at the 85th site tested positive for the virus. Both classrooms were closed
- We followed the protocols given by Alameda County Department of Public Health's liaison
- The Risk Management Lead was contacted (Lead does contact tracing for staff)
- Sara Bedford delivered findings report to Human Services staff and Senior Management
- Parents and staff were given information to testing sites
- Formal letters were given to every family at that site through email and certified letters
- The site was deep-cleaned by our contracted company
- Manzanita had an individual that had a primary exposure at their home
- That individual has been quarantined for 14 days
- Deep-clean is schedule for Manzanita
- Letters were sent to the staff and the families about testing sites and how to monitor for symptoms
- A general letter was sent to all families and staff
- A formal report was sent to the Department of Health
- An unusual incident report was sent to Community Care Licensing
- Sara Bedford informed the Regional Office
- We will have an informational meeting with the staff
- Dr. Ross recommended using rapid testing

b. Status of Grant Application for FY 21-26

- The Grant Application went through on November 10th
- We have authorization to submit the application
- The first draft of the Grant Application is completed
- December 17th is the target date for submission

c. New staff member, Shelley Taylor, is scheduled to come on board as a Head Start Supervisor of HR & Business Services, on November 30, 2020.

V. OPEN FORUM

There were no comments.

VI. ADJOURNMENT

Meeting adjourned at 4:20 pm

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II