

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

**HEAD START ADVISORY BOARD MEETING**

**Zoom Meeting**

**Thursday, April 22, 2021**

**3:00-4:34 pm**

**ADVISORY BOARD MEETING MINUTES**

**Advisory Board Members Present:**

Molly Tafoya, *Chairperson*

Priya Jagannathan

Paula Ambrose

**Advisory Board Members Absent:**

Dr. Javay Ross (on leave)

**Guests:**

**Staff Members Present:**

Diveena Cooppan, *Program Director*

Tracey Black, *HHS Planner, Head Start*

Jason Wang, *Administrative Assistant II*

Lina Hancock, *Office of Councilmember*

Loren Taylor, *Life Enrichment Committee  
Chair*

Ever Mendoza, *Acting ERSEA Coordinator*

Dylan Schubert, *Admin Analyst II*

Shelley Taylor, *HR & Buss Supervisor*

Deb Turner, *Program Manager*

Thao Ly, *Education Coordinator*

Christine Rolan, *Fiscal Manager*

**I. ROLL CALL:**

The Head Start Advisory Board meeting was called to order by Molly Tafoya at 3:03 PM and roll was taken; three (3) Board Member were in attendance. A quorum was established.

1. There were no public comments.

**II. APPROVAL OF AGENDA ITEMS:**

**1. Approval of Revised April 22, 2021, Advisory Board Meeting Agenda - Moving Governance Training to after Action Items**

- ✓ Molly Tafoya called for a motion to approve the **Revised April 22, 2021, Advisory Board Meeting Agenda - Moving Governance Training to after Action Items;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**2. Approval of March 18, 2021 Advisory Board Meeting Minutes**

- ✓ Molly Tafoya called for a motion to **approve the March 18, 2021 Advisory Board Meeting Minutes;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**III. ACTION ITEMS:**

**1. FY 21-22 School Readiness Goals Presentation & Discussion; Thao Ly, Education & Home-Based Program Coordinator**

- Create School Readiness Goals that are measurable
- Ensure progress in supporting children's growth across the developmental continuum
- Utilizing Learning Genie to track Desired Results Developmental Profile (DRDP)
- ✓ Molly Tafoya called for a motion to **approve the School Readiness Goals Presentation & Discussion;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

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

*Grants Administrator*

- a. Introduction of *Christine Rolan, Budget & Fiscal Manager for Human Services Dept.*
- b. Budget/Financial Training – *Series 2*
- c. Budget/Financial Report: *February and March 2021*
  - *14% Non-Fed Share, 14% Administrative cost, both on track*
  - *Fringe Benefits: match funds will be used to offset deficit*
  - *Will be earning more funds from State, formulating plan to spend down*
  - *Communicating with Region to spend down CARES Act funds*
- d. \*Information Update on COVID Supplemental Funding Application, due April 9 (Information only. No action required.)

- ✓ Molly Tafoya called for a motion to **approve the February 2021 Fiscal Report;**
- ✓ **Paula Ambrose** made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

- ✓ Molly Tafoya called for a motion to **approve the March 2021 Fiscal Report;**
- ✓ **Paula Ambrose** made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

**3. Monthly Director’s Progress Report for March 2021; Diveena Cooppan, Program Director**

- a. Monthly Enrollment and Content Area Monitoring Update for *March 2021*  
*747 now enrolled; physical exams still lagging but steadily increasing; 9.9% IEP/IFSP*
- b. Update on COVID 19 Response
- c. Partner and Delegate Agency Update
- d. Self-Assessment: In progress of analysis

- ✓ Molly Tafoya called for a motion to **approve the Monthly Progress Report;**
- ✓ **Paula Ambrose** made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

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

- a. Policy Council Update
- b. Information update on upcoming Reports to City Council
- c. Policy & Legislative Updates

**V. GOVERNANCE TRAINING:**

1. **ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance);** *Everardo Mendoza, ERSEA Coordinator (Acting)*
  - *Because of COVID, enrollment requirements are relaxed by Office of Head Start.*

**VI. ADJOURNMENT**

Meeting adjourned at 4:34 pm

Submitted and recorded by:

**Jason Wang**

Administrative Assistant II