

## HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, December 17, 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*

Tracey Black, *Head Start Planner*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Dylan Schubert, *Administrative Analyst II*

Lina Hancock, *Office of Councilmember Loren*

*Taylor, Life Enrichment Committee Chair*

#### **I. ROLL CALL**

The Head Start Advisory Board meeting was called to order by Paula Ambrose and roll was taken; Three (3) Board Member were in attendance. A quorum was established.

1. There was no public comment.

#### **II. GOVERNANCE TRAINING**

Tracey Black gave a brief training focused on the status of our Program Governance. This included the introduction of the assessment tool, *Program Governance, Leadership and Oversight Capacity Screener*. Tracey requested that the Board complete the Governance, Leadership and Oversight Capacity Screener and return prior to the January 21 Meeting, if possible, so that the results of the screener, could be presented at the January 21 Advisory Board Meeting. The screener is a tool used to explore how programs can improve on the existing quality and strength their Program Governance. The results of the Screener will be used to develop a plan of action for processes and procedures around Oakland Head Start's Program Governance.

#### **III. APPROVAL OF AGENDA ITEMS:**

##### **1. Approval of December 17, 2020 Advisory Board Meeting Agenda**

- ✓ Paula Ambrose called for a motion to **approve the December 17, 2020 Advisory Board Meeting Agenda;**
- ✓ Molly Tafoya made the motion to approve the **December 17, 2020 Advisory Board Meeting Agenda;**
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

##### **2. Approval of November 19, 2020 Advisory Board Meeting Minutes**

- ✓ Paula Ambrose called for a motion to **approve the November 19, 2020 Advisory Board Meeting Minutes;**
- ✓ Molly Tafoya made the motion **approve the November 19, 2020, Advisory Board Meeting Minutes;**
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

#### **IV. ACTION ITEMS:**

##### **1. Monthly Financial Report; Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator**

###### **a. Financial Report – October 2020**

- Spending is on track, and is looking like the program will fully expend funds by end of FY 20-21.
- Administrative Cost is at 17.23%. Will closely monitor to get to 15%.
- COVID Cares Act spending, as of December 2<sup>nd</sup>:

- Buying 360 laptops to be distributed to families in need of technology, to be deployed in February or March;
  - Working with the Mayor's *Oakland Undivided* Initiative and Oakland Tech Exchange to set up hot-spots and Tech Support for families (this is set up as a loaner program);
  - Food Distribution; and
  - Cleaning and maintenance at sites.
- ✓ Paula Ambrose called for a motion to **approve the October 2020 Fiscal Report**;
  - ✓ Priya Jagannathan made the motion to approve the October 2020 Fiscal Report.
  - ✓ Javay Ross seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

**\*\*\*Dr. Javay Ross joined the meeting at 3:49**

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

a. Monthly Enrollment and Content Area Monitoring Update:

- There is still flexibility around meeting the 97% funded enrollment (per the Office of Head Start, because of COVID);
- Regular reporting on which sites are providing "In-person" services and which are providing "Virtual" services, continues;
- 616 children are enrolled (out of 1006 funded);
- Up-to-date Immunizations are good;
- Well Baby checks and physicals are low; and
- Visual, hearing and growth screenings are low.

b. Update on COVID-19 Response:

- There have been 5 site closures (due to contact)
    - No spread within the Centers (safety protocols are being implemented and maintained);
  - Holiday vacation for the sites will be aligned with OUSD holiday vacation time (Two-week vacation period)
  - Will re-open Virtual services on January 4<sup>th</sup> / Reopen In-Person services on January 11, 2020;
  - All staff will work virtually starting on December 21<sup>st</sup> - January 6<sup>th</sup>
- ✓ Paula Ambrose called for a motion to **approve the November 2020 Program Progress Report**;
  - ✓ Dr. Javay Ross made the motion to approve the November 2020 Program Progress Report.
  - ✓ Priya Jagannathan seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

**3. Update on Grant Application**

- We are requesting Letters of Support from Partners;
- Dylan Schubert is working on the budget (fine-tuning);
- We are requesting a Letter of Attestation from the office of Councilman Loren Taylor; and
- We are looking at incorporating technology into the objective of the program; (Allowing the family to be able to use technology for accessing resources)

**V. OPEN FORUM**

There were no comments.

**VI. ADJOURNMENT**

- ✓ Paula Ambrose called for a motion to **adjourn the meeting**;
- ✓ Dr. Javay Ross made the motion to adjourn the meeting.
- ✓ Molly Tafoya seconded the motion; Motion carried. (4)-eyes, (0)-nays, (0)-abstentions

Meeting adjourned at 4:21 pm

Submitted and recorded by:

***Maurine Watkins***  
Administrative Assistant II