

**ADVISORY BOARD MEETING**  
**150 Frank H Ogawa Plaza, Ste. 5352**  
**Oakland, CA 94612**  
**Thursday, February 13, 2020; 3:00-5:00 pm**

**ADVISORY BOARD MEETING MINUTES**

**Advisory Board Members Present:**

Molly Tafoya, *Chair*  
Dr. Javay Ross, *Vice-Chair*  
Nayeli Bernal  
Priya Jagannathan

**Staff Present:**

Diveena Cooppan, *Interim Program Director*  
Tracey Black, *Program Planner*  
Neil Valle, *Budget & Fiscal Manager*  
Sara Bedford, *Human Services Director*  
Maurine Watkins, *Administrative Assistant II*

**Guests:**

**I. ROLL CALL**

The Head Start Advisory Board meeting was called to order at 3:07 pm by Chairperson Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was not established.

- Lucia Palacios of Breakwater Associates, conducted a training for the Board around the Quality Improvement Plan (developed in response to the findings from the FA2 Federal Review). The Board shared their thoughts on the changes that have been made since the FA2 Review. These changes have facilitated more understanding and transparency. They include:
  - The role and function of the Advisory Board was made more clear
  - The process for keeping City Council informed has been formalized
  - A member of the Life Enrichment Committee has been participating at each Advisory Board Meeting, and they also receive emails and documentation from the meetings
  - The Board expressed appreciation for the value of having accountability to the City Council, for the oversight of Head Start
  - The Board now has a much clearer understanding of what the Child Plus database does and does not do.  
The Board also has a better understanding of the program's data needs and data assessment needs
  - The Director's Reports, Budget Reports, Enrollment Reports are all more comprehensive
  - Receiving information to review before the monthly meetings has made a huge difference
  
- Dr. Javay Ross arrived at 3:45 - quorum was established.

**II. APPROVAL OF AGENDA ITEMS:**

**1. Approval of February 13, 2020 Advisory Board Meeting Agenda**

Chairperson Molly Tafoya called for a motion to approve the February 13, 2020 Advisory Board Meeting Agenda.

Nayeli Bernal made a motion to approve the Meeting Agenda for February 13<sup>th</sup>.

Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

**2. Approval of January 23, 2020 Advisory Board Meeting Minutes**

Chairperson Molly Tafoya called for a motion to approve the January 23, 2020, Advisory Board Meeting Minutes.

Dr. Javay Ross made a motion to approve the Meeting Minutes from the January 23<sup>rd</sup> Advisory Board Meeting; Nayeli Bernal seconded the motion. Motion carried. (3)-ayes, (0)-nays, (1)-abstention.

### **III. ACTION ITEMS:**

1. **Monthly Financial Report for January 2020;** *Neil Valle, Budget & Fiscal Manager*

We are on pace for the year (we are at about 60% through the fiscal year). Federal and State funding is being spent according to plan, as we are mandated to spend down City of Oakland funds last. Maximum allowed on administrative costs is 15%. We are currently at 14.8% and expected to stay constant.

Dr. Javay moved to approve the Financial Report for January 2020; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

2. **Monthly Director's Progress Report for January 2020:**

*Diveena Cooppan, Interim Program Director & Staff*

**a. Enrollment** – The program reported 99% enrollment for Head Start and 100% enrollment for Early Head Start in January – Working on recruitment for February.

**Fannie Wall:** Repair work is needed before we can use the site again.

**b. Updates for the month of January:**

Training & Technical Assistance (TTA) Team, was on-site Feb 6<sup>th</sup>. The meetings went well. They informed us that Professional Development Plans (PD Plans) are not enough to be in compliance and that additional work is needed. The team recommended that the program consider submitting a Head Start Degree Waiver for specific Head Start staff. Shirley Karrer and Maureen Burns also recommended that the program should submit a letter requesting for an extension on the QIP.

Chairperson Molly Tafoya called for a motion to approve the extension request.

Dr. Javay moved to approve the QIP Extension Request; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

Chairperson Molly Tafoya called for a motion to approve the Monthly Director's Report.

Dr. Javay moved to approve; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions.

## Updated FY 2019-20 Policies & Procedures Handouts:

### ➤ Eligibility, Recruitment, Selection, Attendance & Enrollment (ERSEA)

#### a) Enrollment

- *Fill any vacancy within 30 days*
- *How/when to drop families*
- *We will include over-income families*
- *How we're monitoring is now included*
- *Always Maintain active waiting lists*

Nayeli Bernal moved to approve the Enrollment Policy and Procedure; Dr. Javay Ross seconded the motion. Motion carried (4) ayes, (0) nays, (0) abstentions.

#### b) Attendance

- *The 1-Hour rule is used to prevent chronic absenteeism, as well as keep track of absences*
- *This Policy needs to have some clarification around which practices are from the Performance Standards and which is a recommendation from TTA*
- *It was recommended that Chronic/Consecutive Absences be separated into separate sections in the policy*
- *The Board would like to hear the Family Advocates perspective on the Attendance Policy*

Chairperson Molly Tafoya moved to roll over the Attendance Policy and Procedure to the next Advisory Board meeting (with the caveat that an updated version will be presented at the next meeting); Dr. Javay Ross seconded the motion. Motion carried (4) ayes, (0) nays, (0) abstentions.

## IV. INFORMATIONAL ITEMS

Chairperson Molly Tafoya extended the Board's appreciation for Nayeli Bernal's service on the Advisory Board.

Tracey Black will send the draft of formal inquiry to Mark Friedman about his continued membership on the Advisory Board to Sara Bedford for review.

A discussion was held about the type of skillset/knowledge which would be beneficial to the Board. (Knowledge about Homelessness, Finance, Human Resources, Education, Community Resources, Real Estate, Housing, Health and Father Involvement). These skills should be considered when recruiting Board members.

## V. ADJOURNMENT

There being no further business to discuss meeting adjourned at 5:16.

Submitted and recorded by:

*Maurine Watkins*

Administrative Assistant II