

# HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, March 18, 2021

3:00-4:30 pm

## ADVISORY BOARD MEETING MINUTES

### Advisory Board Members Present:

Molly Tafoya, *Chairperson*  
Priya Jagannathan  
Paula Ambrose

### Guests:

### Staff 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*  
Townes Bouchard-Dean, *Program Analyst*  
Dylan Schubert, *Admin Analyst II & Acting HSD Grants Administrator*

## **I. ROLL CALL:**

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

1. There were no public comments.

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

### **1. Approval of March 18, 2021, Advisory Board Meeting Agenda**

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

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

- ✓ Molly Tafoya called for a motion to **approve the February 18, 2021 Advisory Board Meeting Minutes** with the amendment of the spelling of Townes Bouchard-Dean's Name to "Townes Bouchard-Dean";
- ✓ Priya Jagannathan made the motion;
- ✓ Paula Ambrose seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

## **III. ACTION ITEMS:**

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

- a. Budget/Financial Training & Report – *January 2021:*
  - ✓ Fiscal Training *Series I:* Why we need the reports and why we report monthly? What is the value of the reports? Where does the data come from?
  - New Fiscal Manager Christine Rolan (Introduction postponed until April)
  - Program received waiver on match requirement due to less than expected CSPP grant funds as a result of COVID.
  - Salaries and Fringe Benefits both on track to spend down our grant. Supplies and Other cost categories need analysis and assessment how/where to spend down.
  - Zoom licenses can only be paid with a credit card, so there are recurring monthly charges on our Purchase Card.
  - COVID Cares Act spending consists of on-site cleaning, facilities improvements, and food distribution, and linking families to community resources for food needs

- Carry forward funds were verbally approved today (March 18), expected funds will be available end of March.
- ✓ Molly Tafoya called for a motion to **approve the January 2021 Fiscal and Budget Report;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

**2. Monthly Director’s Progress Report for February 2021; Diveena Cooppan, Program Director**

- ERSEA: actual enrollment at 728 out of 1006 funded or 72% due to ratio requirements as a result of COVID
  - Reopened last Wednesday 3-10-21, in line with Alameda moving to the Red COVID 19 tier
  - Had security presence to enforce social distancing
  - 83.7 Average Daily Attendance for the month of February
  - Total of 20,370 virtual sessions program year
  - Physical Exam and Dental Screening numbers creeping back up as families become more comfortable going to “in person” appointments
  - School Readiness survey: 95% satisfaction rate of families receiving virtual and in-person
  - Sharing COVID appointment information with staff, invited Lisa Ericson from Alameda County to All Staff meetings. Staff sharing stories and experiences and engage in the Q&A session.
- ✓ Molly Tafoya called for a motion to **approve the Monthly Progress Report for February;**
  - ✓ Paula Ambrose made the motion;
  - ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

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

1. Update on FY 20-21 Self-Assessment
2. Update on FY 20-21 California Head Start Association (CHSA) Conference, February 22-26
3. Update on Upcoming Program Reports to City Council

**Note: Governance Training postponed:**

**Content Area:** ERSEA; Everardo Mendoza, ERSEA Coordinator (Acting)

Governance Training: ERSEA, will be postponed to next month’s meeting (April), due to absence of Everardo Mendoza.

**V. OPEN FORUM**

**VI. ADJOURNMENT**

- ✓ Molly Tafoya called for a motion to **adjourn the meeting;**
- ✓ Paula Ambrose made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

Meeting adjourned at 4:30 pm

Submitted and recorded by:

**Jason Wang**

Administrative Assistant II