

# 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 85<sup>th</sup> 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 10<sup>th</sup>
- We have authorization to submit the application
- The first draft of the Grant Application is completed
- December 17<sup>th</sup> 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