



City of Oakland Human Services Department

ADVISORY BOARD MEETING
150 Frank H. Ogawa Plaza, Ste. 5352
Oakland, CA 94612

Thursday, December 19, 3:00-5:00pm

AGENDA

I. ROLL CALL

Molly Tafoya, Chair
Dr. Javay Ross, Vice Chair

Nayeli Bernal
Paula Ambrose

Mark Friedman

II. APPROVAL OF AGENDA ITEMS:

1. Approval of December 19, 2019, **Advisory Board Meeting Agenda**
2. Review of November 21, 2019, **Advisory Board Summary of Discussion**
3. Approval of December 4, 2019, **Special Advisory Board Meeting Minutes**

III. ACTION ITEMS

1. Monthly Director's Progress Report for October & November 2019;

Diveena Cooppan, Acting Program Director & Staff

- 1) Enrollment Update; 2) Update Quality Improvement Plan (QIP); 3) Updated FY 2019-20 Policies & Procedures

2. Monthly Financial Report for November 2019;

Neil Valle, Budget & Fiscal Manager & Dylan Schubert, Analyst II

3. Proposed Changes to Policy Council Bylaws, FY 2019-20; Tracey Black, Program Planner

IV. INFORMATION ITEMS:

Content Area Presentation: Disabilities & Mental Health, *Wenonah Elms/Disabilities & Mental Health Coordinator*

V. OPEN FORUM

VI. ADJOURNMENT



City of Oakland Human Services Department

HEAD START ADVISORY BOARD MEETING

**150 Frank H Ogawa Plaza, Ste. 5352
Oakland, CA 94612**

Thursday, November 21, 2019; 3:00-5:00pm

Summary of Discussion

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Paula Ambrose (*by phone*)

Staff Present:

Diveena Cooppan, *Acting Program Director*
Mona Barra-Gibson, *Chief of Staff to
Councilman Loren Taylor (by Phone)*
Tracey Black, *Head Start Planner*
Sara Bedford, *HSD Director*
Carolyn Mangrum, *Consultant*
Maurine Watkins, *Administrative Assistant*
Dylan Schubert, *Administrative Analyst II*

Guests:

I. ROLL CALL

The Head Start Advisory Board meeting was called to order at 3:15 PM by Chairperson Molly Tafoya and roll was taken; two (2) Advisory Board Members were in attendance and one (1) Member attended by phone. A quorum was not established.

II. APPROVAL OF AGENDA ITEMS:

Three (3) Advisory Board Members were present to review the Agenda Items. As a quorum was not established, no actions were taken on Approval or Action Items. Chairperson Tafoya requested turning action items into informational items (voting to be tabled until next meeting). She requested adding a discussion of the following items to the meeting: her Op-ed, the next meeting time (given the upcoming holidays) and the CCTR application.

III. ACTION ITEMS: - NO QUORUM; NO APPROVAL

1. Monthly Director's Progress Report for September-October 2019:

Diveena Cooppan, Acting Program Manager

Diveena Cooppan presented highlights of the September-October progress reports:

- We are cleared of probation for Early Head Start, we are still on probation for Head Start

-Enrollment Updates

We reached 97% enrollment for the September and October periods
We are on target for the November period

-Government Accountability Office (GAO) Report

GAO conducted a national eligibility audit. Findings from the tests were that fraud and vulnerabilities were found in certain cases. The implications are that there will be a more concentrated focus on monitoring. Our program is doing more training to ensure accurate eligibility practices. (Report name and web-reference: *Head Start - Action Needed to Enhance Program Oversight and Mitigate Significant Fraud and Improper Payment Risks*: Retrieved 12/16/19: <https://www.gao.gov/products/GAO-19-519>)



City of Oakland Human Services Department

- **Update on Monitoring Review – Quality Improvement Plan (QIP)**

Training and Technical Assistance (T/TA) visited on November 13th. They reviewed staff qualifications, audits and reporting. They looked at our general progress on the QIP.

- **Updated FY 2019-20 Policies and Procedures**

The Board must approve every Policy and Procedure. All need to be approved before we can train, implement and monitor the Policy and Procedure. Diveena Cooppan suggested having a special meeting for approval of the documents before our next meeting with T/TA. The special meeting will be held on December 4, at 3:00. The program has received an extension on the Quality Improvement Plan from the Head Start Regional Office to February 24, 2020.

- **Training**

Child Plus training with a T/TA specialist, Leisha Bundy, was held this week from November 19 – 22nd. The training builds staff knowledge and skills from the beginner level upward. The specialist is also reviewing City of Oakland setups to determine issues with CP that impact ongoing monitoring

- **Monitoring**

- 20% of our Health files have been audited
- 60% of our ERSEA files have been audited.

2. Op–Ed proposed by Chairperson Molly Tafoya

Chairperson Molly Tafoya stated she will share a draft of her Op-ed next week. The op-ed is in response to the recent proposal by the Administration concerning HHS grantee programs. This Op-ed will be packaged together with responses from other HHS grantees. The goal of the Op-ed is to inform on how the proposal could impact families served by the Head Start program. There was a discussion around protocol for getting approval from the City Council for the Op-ed. Chairperson Molly Tafoya will talk with Mona Barra-Gibson about the process.

3. Advisory Board/Policy Council Program Planning Calendar FY 2019-20, Tracey Black, Program Planner

- **Self-Assessment:** Tracey Black presented a one-page proposal for Self-Assessment, which will be used in developing plans of action to improve the program. There is a possibility of working with a fiscal consultant to help with assessing our fiscal processes, policies and procedures with the grantee and the delegate. Chairperson Molly Tafoya suggested a representative from Unity Council be invited to present at the Advisory Board meeting in March. They could swap with the scheduled presentation of the *Facilities* content area presentation.

- **Community Assessment Update**

Tracey Black is working on the update. She will have more information about what has changed from the previous year (FY 2019-20) in December.

- **Proposed Changes to Policy Council Bylaws**

Tracey Black presented the proposed changes for the Policy Council Bylaws. The substantive changes are to swear in and install members in November instead of December and to nominate and install officers in December instead of electing in December and seating and installing in January.



City of Oakland Human Services Department

- General Child Care and Development (CCTR)

We are in the process of reapplying for the grant for this year. The grant will help to augment the Early Head Start services we offer.

4. Monthly Financial Report for September-October 2019; *Neil Valle, Budget & Fiscal Manager*

Dylan Schubert gave highlights of the Budget and Expenditure report.

He pointed out that administrative cost was at 15.8%. It showed a higher number due to program staff starting later than administrative staff. We are on target for match at 20.1%.

Our purchase card transactions for September – October shows travel for staff attending a Child Plus training. Dylan stated that we are in good standing with the Child Care Food Program.

a. FY 19-20 Carry Forward Request

We have approximately \$900,000 to spend down for this year's carry forward. Dylan presented a list of one-time purchase requests submitted by Staff, Program Supervisors and Coordinators.

We have until June 30th to obligate funds and then to September 30th to pay invoices. The Carry Forward Request will be resubmitted to the Board for approval when there is a quorum. The request will then be submitted to the Region for approval.

VI. ADJOURNMENT

There being no further business to discuss meeting adjourned at 4:48

Submitted and recorded by:
Maurine Watkins; Administrative Assistant II



City of Oakland Human Services Department

**HEAD START ADVISORY BOARD MEETING
150 Frank H Ogawa Plaza, 4th Floor,
Oakland, CA 94612**

Wednesday, December 4, 2019; 3:00-4:30pm

ADVISORY BOARD SPECIAL MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Paula Ambrose
Nayeli Bernal

Staff Present:

Diveena Cooppan, *Acting Program Director*
Tracey Black, *Head Start Planner*
Mona Barra-Gibson, *Chief of Staff to
Councilman Loren Taylor*
Dylan Schubert, *Admin Analyst II*
Neil Valle, *Budget & Fiscal Manager*
Maurine Watkins, *Administrative Assistant II*

Guests:

I. ROLL CALL

The Head Start Advisory Board meeting was called to order at 3:13 pm by Chairperson Molly Tafoya and roll was taken; four (4) Board Members were in attendance. A quorum was established.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of December 4, 2019 Advisory Board Special Meeting Agenda

Chairperson Molly Tafoya called for a motion to approve the December 4 agenda with the clarification of including more specifics under item D (adding descriptions for roles/functions and adding the planning calendar).

Nayeli Bernal made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains

III. ACTION ITEMS:

1. Update on Monitoring Review – Quality Improvement Plan (QIP)

Diveena Cooppan gave an update on activities. She stated that Regional Training and Technical Assistance (T/TA) were here in November. They reviewed the minutes and wanted to know about the Advisory Board approvals. They were shown the correspondence from the Board which stated the QIP had been reviewed. The TT/A will return on 11th and 12th December.

Chairperson Molly Tafoya called for a motion to approve the QIP from 9/26. Dr. Javay Ross made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains

2. Updated FY 2019-20 Policies & Procedures

The Policies and Procedures were mailed to the Board members on December 2nd for review in advance the Board meeting. The format of all the Policies and Procedures will be modified to



City of Oakland Human Services Department

be uniform, however, the content will not change from what is approved. The policies & procedures presented are living documents. If there are substantive changes, they will be presented to the Advisory Board again for approval.

a. ERSEA (Eligibility)

Chairperson Molly Tafoya called for a motion to approve the ERSEA Eligibility Policy and Procedure document. Paula Ambrose made a motion to approve; Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains.

b. Staff Supervision

This document includes the City of Oakland standards along with Head Start standards. For now, auditing will be done manually. The team is planning to build a function in Child Plus for tracking.

Chairperson Molly Tafoya called for a motion to approve the Staff Supervision Policy and Procedure document. Nayeli Bernal made a motion to approve; Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains.

c. Professional Development

This document was derived from Head Start standards. It focuses on staff qualifications. This document includes staff expectations and informs performance appraisals.

Chairperson Molly Tafoya called for a motion to approve the Professional Development Policy and Procedure document. Paula Ambrose made a motion to approve; Chairperson Molly Tafoya seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains.

d. City of Oakland Head Start Management Team Roles & Function

This document clarifies the roles, responsibilities and accountabilities.

Diveena Cooppan specified the current vacancies: Program Director, HR and Business Services Supervisor, Program and Supervisor of Partner/Delegates, Health and Nutrition Coordinator and Field-Based staff.

Chairperson Molly Tafoya called for a motion to approve the Management Team Role and Function document. Chairperson Molly Tafoya made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains.

e. Advisory Board & Policy Council Planning Calendar, FY 2019-20

Tracey Black presented an overview of the Advisory Board & Policy Council Planning Calendar, FY 2019-20. She stated there is a Council Report due in January. The planning calendar is a living document.

Chairperson Molly Tafoya called for a motion to approve the Planning Calendar. Dr. Javay Ross made a motion to approve; Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains.



City of Oakland Human Services Department

3. **FY 2019-20 Budget Carry Forward Request**

Dylan Schubert, Administrative Analyst, presented highlights of the Carry Forward Funding Request. He stated we are on year 4 of a 5-year budget cycle. We have approximately \$900,000 to spend down for this year's carry forward. Dylan presented a list of one-time purchase requests submitted by Staff, Program Supervisors and Coordinators. We cannot spend monies until the Region approves. We have until June 30th to obligate funds and then to September 30th to pay invoices.

Chairperson Molly Tafoya called for a motion to approve the Carry Forward Request.

Dr. Javay Ross made a motion to approve; Chairperson Molly Tafoya seconded the motion.

Motion carried. (4)-ayes, (0)-nays, (0)-abstains.

IV. **INFORMATION ITEMS:**

1. **FY 2019-20 Strategic Planning Meeting**

It was suggested to extend the January 16th meeting from 2:00 – 5:00 in order to accommodate the Strategic Planning Session. A decision about the time will be made during the December 19th meeting.

V. **ADJOURNMENT**

There being no further business to discuss meeting adjourned at 4:32.

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II