



CITY OF OAKLAND
HUMAN SERVICES DEPARTMENT
HEAD START PROGRAM
ADVISORY BOARD MEETING

MEETING AGENDA – FINAL

Thursday, November 19, 2020

3:00-4:30pm

Please See the Agenda to Participate in The Meeting

Phone/Video Conference

Thank you!!

Pursuant to the Governor's Executive Order N-29-20, all members of the Head Start Advisory Board, will join the meeting via phone/video conference and no teleconference locations are required.

PUBLIC PARTICIPATION

The public may participate in this meeting many ways.

By Zoom Webinar:

When: November 19, 2020 03:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Dec 17, 2020, 7 occurrence(s)

- Jun 18, 2020 03:00 PM
- Jul 23, 2020 03:00 PM
- Aug 20, 2020 03:00 PM
- ~~Sep 17, 2020 03:00 PM (Cancelled)~~
- Oct 15, 2020 03:00 PM (Rescheduled from Sep 17, 2020)
- Nov 19, 2020 03:00 PM
- Dec 17, 2020 03:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system. Monthly:

https://zoom.us/webinar/JcudeqgqTosE9Zp_DdC5gbSSuqnEcsdjbD_/ics?icsToken=98tyKuCrrTkpEtOUthCFRowqA4job_zwtn5dj_pnjCDBBwMGZQHFBfdTPJd8A9za

Topic: *Oakland Head Start Advisory Board Monthly Meeting*

Please click the link below to join the webinar:

<https://zoom.us/j/93323871692>

Or iPhone one-tap :

US: +16699009128,,93323871692# or +12532158782,,93323871692#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 933 2387 1692

International numbers available: <https://zoom.us/u/abl3Np3Hxr>

COMMENT:

DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM I. COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are two ways to submit public comments.

• To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at:

<https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.

• To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “*9” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute yourself by pressing *6.

If you have any questions, please email *Maurine Watkins at MWatkins@oaklandca.gov*.



Human Services Department

ADVISORY BOARD MEETING

Thursday, November 19, 3:00-4:30pm

AGENDA

3:00-3:30 Governance Training – “Advisory Board & You”

I. ROLL CALL

Molly Tafoya, Chair
Dr. Javay Ross, Vice Chair

Paula Ambrose
Priya Jagannathan

1. Public Comment

II. APPROVAL OF AGENDA ITEMS:

1. Approval of November 19, 2020, **Advisory Board Meeting Agenda**
2. Review and Approve October 15, 2020, **Advisory Board Meeting Minutes**

III. ACTION ITEMS:

1. **Monthly Financial Report for September & October 2020; Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator**
 - a. Annual Fiscal Report (FY 2019-20)
2. **Monthly Director’s Progress Report for October 2020; Diveena Cooppan, Program Director & Staff**
 - a. Monthly Enrollment and Content Area Monitoring Update
 - b. Partner and Delegate Agency Update
3. **Update on Grant Applications**
 - a. Head Start Competitive Grant Application, FY 21-26

IV. INFORMATION ITEMS; Diveena Cooppan & Staff

- a. Proposed FY 20-21 Governance Training Plan (handout)

V. OPEN FORUM

VI. ADJOURNMENT

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, October 15, 2020;

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair*

Priya Jagannathan

Staff Present:

Diveena Cooppan, *Program Director*

Tracey Black, *HHS Program Planner*

Sara Bedford, *Human Services Director*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Dylan Schubert, *Administrative Analyst II*

Alisa Burton, *Supervisor*

Mike Munson, *KTOP*

Lina Hancock, *Office of Councilmember Loren Taylor, Life Enrichment Committee Chair*

Guests:

I. ROLL CALL

The Head Start Advisory Board meeting was called to order by Vice-Chair Dr. Javay Ross and roll was taken; three (3) Board Member were in attendance. A quorum was established.

1. There was no public comment.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of October 15, 2020 Advisory Board Meeting Agenda

- ✓ Vice-Chair Dr. Javay Ross called for a motion to approve the October 15, 2020 Advisory Board Meeting Agenda;
- ✓ Priya Jagannathan made a motion to approve the October 15, 2020 Advisory Board Meeting Agenda;
- ✓ Molly Tafoya seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Approval of August 20, 2020 Advisory Board Meeting Minutes

- ✓ Vice-Chair Dr. Javay Ross called for a motion to approve the August 20, 2020 Advisory Board Meeting Minutes;
- ✓ Molly Tafoya made a motion to approve the August 20, 2020 Advisory Board Meeting Minutes;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

1. Update on Grant Applications for FY 21-26; Diveena Cooppan, Program Director

The target date for submitting the application is December 7th. We are proposing to serve between 800 and 1000 children and their families. We are requesting \$17,826,866, the same dollar amount currently received. The homeless and pregnant moms are to be given priority. We are intending to keep existing locations and are working with partners for additional locations. We are looking at working with Bananas, Inc. (Resource & Referral Agency) to roll out a Family Childcare Partnership.

- ✓ Vice-Chair Dr. Javay Ross called for a motion to approve the Grant Application for FY 21-26;
- ✓ Priya Jagannathan moved to approve the Grant Application for FY 21-26;
- ✓ Molly Tafoya seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstention

Diveena Cooppan expressed appreciation to the Board for their hard work, dedication, and time commitment in participating in the Federal Review interviews.

2. Monthly Financial Report for July and August 2020: *Dylan Schubert, Administrative Analyst II*

Sara Bedford announced that Neil Valle is taking another position and Dylan Schubert will be co-facilitating while the process of rehiring happens.

Dylan Schubert presented highlights from the July and August Financial Reports.

- We expect to receive an extension to spend down the CV19 supplemental funds for cleaning supplies, masks, gloves, hand sanitizer, etc.
- 20% of our expenditures need to come from matched sources, we are currently at 10% and on track to reach our goals
- The deadline to spend down funds from the Cares Act is the end of December (Dylan will confirm if the funds must be spent or encumbered by December)
 - ✓ Vice-Chair Dr. Javay Ross called for a motion to approve the July and August Financial Reports;
 - ✓ Priya Jagannathan moved to approve the July and August Financial Reports;
 - ✓ Molly Tafoya seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstention

IV. INFORMATION ITEMS

The informational items will be read offline, due to Board Members needing to leave the meeting early:

- a. DRS Update
- b. Proposed FY 20-21 Governance Training Plan (handout)
- c. Update on Quarterly Monitoring Report (postponed to November)

V. OPEN FORUM

There were no comments.

VI. ADJOURNMENT

- ✓ Vice Chair Dr. Javay Ross called for a motion to adjourn;
- ✓ Molly Tafoya moved to adjourn;
- ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstention

Meeting adjourned at 4:05pm

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II