

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