

**City of Oakland  
Human Services Department**



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

**Thursday, October 17, 2019; 3:00-5:00pm**

**Summary of Discussion**

**Advisory Board Members Present:**

Dr. Javay Ross, *Vice Chair*  
Nayeli Bernal

**Staff Present:**

Diveena Cooppan, *Acting Program Director*  
Mona Barra-Gibson, *Chief of Staff to  
Councilman Loren Taylor*  
Tracey Black, *Head Start Planner*  
Sara Bedford, *HSD Director*  
Sarah Chao, *ERSEA/Data Coordinator*  
Maurine Watkins, *Administrative Assistant*

**Guests:**

**I. ROLL CALL**

The Head Start Advisory Board meeting was called to order at 3:05 PM by Dr. Javay Ross and roll was taken; two (2) Advisory Board Members were in attendance. A quorum was not established.

**II. APPROVAL OF AGENDA ITEMS:**

Two (2) Advisory Board Members were present to review the Agenda Items. No actions were taken on Approval and Action Items. Attending Board Members reviewed the agenda and Staff reported out on Information Items.

**III. ACTION ITEMS: - NO QUORUM; NO APPROVAL**

**1. Acknowledgement of resignation of Advisory Board Member, Iris Brody Lopez: *Advisory Board & Diveena Cooppan, Acting Program Director***

Tracey will follow-up with Diveena on producing a formal letter of appreciation/acknowledgement to send to Iris. Ideas on recruitment of candidates were discussed.

**2. Monthly Progress Report for September 2019 - *Diveena Cooppan, Acting Program Director & Staff***

Areas covered in progress report: Enrollment; Health & Nutrition; Dental, Education; Disabilities; Parent, Family & Community Engagement, Quality Improvement Plan. Any updates to the policies and procedures will be sent to the Advisory Board. New policies need to be approved by the Board.

**3. Monthly Financial Report - *Neil Valle, Budget & Fiscal Manager***

Neil gave the highlights of the Budget and Expenditure report as of 09/30/19. He stated that administrative cost showed a higher number due to program staff starting later than administrative. There were no purchase card transactions for the month of September. Neil stated that we are in good standing with the Child Care Food Program.

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

Tracey Black gave an overview of the Planning Calendar and noted that the quarterly Progress Report is marked as "Tentative" (for quarters 1-4).

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**IV. INFORMATION ITEMS:**

- 1. Enrollment Update for FY 2019-20; Diveena Cooppan & Staff**  
Was incorporated into the monthly report and showed achievement of the 97% target by October 3<sup>rd</sup>.
- 2. Content Area Presentation; ERSEA – (Eligibility, Recruitment, Selection, Enrollment, Attendance): Sarah Chao, ERSEA/Data Coordinator**  
Sarah gave an overview of ERSEA with a definition of each component of the program. ERSEA governs how programs select and enroll children.
- 3. Update on FY 2018-19 Focus Area 2 Monitoring Review Quality Improvement Plan – Diveena Cooppan & Staff**
  - Diveena Cooppan thanked the Board for reviewing the QIP plan over the September 20<sup>th</sup> weekend, as discussed at the September 19<sup>th</sup> board meeting, and for confirming review and edits by Monday September 23<sup>rd</sup>.
  - A Roles and Function document for all key positions in management has been developed.
  - An organizational chart was delivered, and a Staff Qualification document was completed.
  - Strategic Planning will be looked at in January.
- 4. Upcoming Governance Training for Policy Council; Tracey Black, Planner**  
Still trying to lock in the date and location for the training.

**V. OPEN FORUM**

Five Centers were closed due to the power outage. They were ultimately not affected, and opened the next day.

There was a discussion around health and nutrition guidelines and quarterly monitoring. Tracey Black stated that one of the parents suggested having a nutrition workshop centered around healthy eating and meal preparation.

**VI. ADJOURNMENT**

There being no further business to discuss meeting adjourned at 4:45

Submitted and recorded by:  
**Maurine Watkins**  
Administrative Assistant II