



City of Oakland Human Services Department

HEAD START ADVISORY BOARD MEETING
150 Frank H Ogawa Plaza, 5th Floor,
Oakland, CA 94612

September 19, 2019 3:00 – 5:00

ADVISORY BOARD 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*
Sara Bedford, *HSD Director*
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 3:05 PM by Chairperson Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was established.

II. Approval of Agenda Item

1. Approval of September 19, Advisory Board Meeting Agenda

Chairperson, Molly Tafoya called for a motion to approve the September 19 agenda. Dr. Javay Ross made a motion to approve; Molly Tafoya seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstains

2. Approval of July 18, Advisory Board Meeting Minutes

Chairperson Molly Tafoya called for a motion to approve the July 18 meeting minutes. Dr. Javay Ross made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstains

III. ACTION ITEMS

1. Monthly Progress Reports for July and August 2019

Diveena Cooppan gave an overview of the Progress Reports for July and August. She stated that staff returned on August 19th. She detailed some of the activities/trainings that occurred in preparation for sites opening. All schools, except the backup schools, opened. The 2 back-up sites were to be Home Based sites until licensing is complete. Ms. Cooppan briefly discussed the enrollment for the program through September 19th.

Chairperson Molly Tafoya called for a motion to approve the Progress Reports for July and August 2019. Paula Ambrose made a motion to approve; Molly Tafoya seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstains

Dr. Javay Ross requested ongoing updates on the enrollment numbers. She also volunteered the use of her clinic as a recruitment site.



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2. Monthly Financial Reports for July and August 2019

Neil Valle, the Budget and Fiscal Manager, presented a printout of the July and August expenditures along with a narrative of the data contained in the reports.

Chairperson Molly Tafoya called for a motion to approve the Financial Reports for July and August 2019. Paula Ambrose made a motion to approve; Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains

3. Advisory Board/Policy Council Program Planning Calendar FY 2019-20

Tracey Black presented an overview of the Planning Calendar. Ms. Black proposed producing a quarterly report for City Council in order to get information on the program to them more frequently. Chairperson Molly Tafoya suggested making the reporting to City Council flexible. Sara suggested meeting with LEC members on a one on one basis. Mona Bara-Gibson suggested breaking down the report by district.

Chairperson Molly Tafoya called for a motion to postpone approval of the Program Planning Calendar until the October meeting. Dr. Javay Ross made a motion to approve. Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains

IV. INFORMATION ITEMS:

1. Enrollment Update for FY 2019-20

Discussed earlier in the meeting.

2. Summary on FY 2018-19 Program Information Report (PIR)

Tracey Black gave a summary of the Head Start and Early Head Start Services Snapshot reports along with the Parent Satisfaction Survey results. In the interest of time, the Board members decided to review the reports in depth offline.

3. Update on Focus Area 2 Monitoring Review for FY 2018-19

Diveena Cooppan reviewed the results from the formal Focus Area 2 Monitoring report. Data focus was the main area of concern in the results. The program has 120 days to correct all areas of non-compliance (ANC) and deficiencies (DEF). Program staff will work with the Regional Office to develop a Quality Improvement Plan (QIP) which will be submitted on September 26th. Technical Assistance from Regional Office will be provided both for the development of the QIP and to support the on-going implementation of the plan. Sara Bedford noted in the areas of Governance, Health and Safety, Fiscal and CLASS the program did well. The Board committed to receive and review the report by Monday, September 23rd.

VI. ADJOURNMENT

Meeting adjourned at 5:07.

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II