



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



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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.



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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