



City of Oakland Human Services Department

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

Thursday, August 15, 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*  
Alisa Burton, *Head Start Supervisor*  
Maurine Watkins, *Administrative Assistant  
II*

**Guests:**

**I. ROLL CALL**

The Head Start Advisory Board meeting was called to order at 3:05 PM by Dr. Javay Ross, who chaired the meeting, and roll was taken; two (2) Advisory Board Members were in attendance. A quorum was not established. Therefore, no actions were taken. The attending members did have questions about the agenda items, therefore a discussion was held. Notes on the discussion are listed below.

**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.

**II. ACTION ITEMS:**

1. Monthly Progress Report for August 2019; Diveena Cooppan, Acting Program Director & Staff – *No discussion.*
2. Monthly Financial Report for August 2019 (To be forwarded); Neil Valle, Budget & Fiscal Manager & Staff – *No discussion.*
3. Advisory Board/Policy Council Program Planning Calendar FY 2019-20; Tracey Black, Program Planner – *No discussion.*

**III. INFORMATION ITEMS:**

1. Enrollment Update for FY 2019-20; Diveena Cooppan & Staff – Ms. Cooppan briefly discussed the enrollment for the program through August 20 and answered clarifying questions for the members present.
2. Update on Focus Area 2 Monitoring Review for FY 2018-19; Diveena Cooppan & Staff – *No discussion.*
3. Update on Annual Program Information Report (PIR) - Due August 31; Tracey Black – Ms. Black discussed the Program Information Report purpose and function and conveyed



City of Oakland Human Services Department

that the results of the report, submitted on August 31, would be presented to the PC at PC Meeting in September.

4. Update on Annual Child & Adult Care Food Program Renewal Application- Due August 31; Diveena Cooppan & Staff – Ms. Black discussed the 2019-20 Child & Adult Care Food Program Application. She explained the function and purpose of the funding and that the application would be submitted by or before August 31, 2019.
5. Discussion Re: Annual Progress Report from Advisory Board and Policy Council to Life Enrichment Committee, September 10, 2019; 4:00-6:00pm – Diveena Cooppan & Program Staff – Ms. Cooppan discussed the upcoming presentation of the program’s annual progress to the Life Enrichment Committee and requested the presence of the Advisory Board. Both Dr. Javay Ross and Nayeli Bernal indicated that they would do their best to attend.
6. Director’s Report – Miscellaneous Items; Diveena Cooppan – *No discussion.*

V. **OPEN FORUM**

VI. **ADJOURNMENT**

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

Submitted and recorded by:

***Maurine Watkins;***  
Administrative Assistant II