

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, August 20, 2020

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair*

Paula Ambrose

Priya Jagannathan

Guests:

Staff Present:

Diveena Cooppan, *Acting Program Director*

Tracey Black, *Head Start Planner*

Sara Bedford, *Human Services Director*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Everardo Mendoza, *Acting ERSEA*

Coordinator

Meadow Holmes, *KTOP*

Lina Hancock, *Office of Councilmember Loren*

Taylor, Life Enrichment Committee Chair

I. ROLL CALL

The Head Start Advisory Board meeting was called to order by Chairperson Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was established

1. There was no Public Comment.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of August 20, 2020 Advisory Board Meeting Agenda

2. Approval of July 23, 2020 Advisory Board Meeting Minutes

- ✓ Chairperson Molly Tafoya called for a motion to approve the August 20, 2020 Advisory Board Meeting Agenda and the July 23, 2020, Advisory Board Meeting Minutes;
- ✓ Paula Ambrose made a motion to approve the August 20, 2020 Advisory Board Meeting Agenda and the July 23, 2020, Advisory Board Meeting Minutes;
- ✓ Molly Tafoya seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

III. ACTION ITEMS:

*****Note: 1. Monthly Financial Report for July and August 2020 will be presented in the September Advisory Board Meeting; Dylan Schubert, Administrative Analyst II & Neil Valle, Budget & Fiscal Manager**

2. **Monthly Director's Progress Report for July 2020; Diveena Cooppan, Acting Program Director & Staff**

a. Monthly Enrollment and Content Area Monitoring Update:

- *Program Report: Grantee & Partner Home Based Program began on 7-31-20, with 132 enrolled out of 188 funded. Unity Council begins services on 8-17-20, OUSD begins services on 8-24-20 (The Home-Based program is currently completely virtual).*

- *Health Services remains challenging due to COVID19 - 56% of children have Medical Home, 54% have Dental Home, and 56% have Health Insurance.*
- *Immunizations: 75% of children have documentation that they are up-to-date on their immunizations schedule.*
- *Physical Exams: 50% of children are up-to-date Physicals and 32% on Well Baby checks*
- *Health Screenings: 38% children received Vision, 39% received Hearing, and 39% received Dental Screenings.*
- *Nutrition Screening: 42% of children received a Growth Assessment*
- *Virtual Pre-Service held for 2 weeks (July 24 – August 7, 2020)*
- *Grantee, Delegate Agency and Partners plan to open classrooms in phases over next 4 weeks*
- *Conducted a Family Survey – 70% of families indicated they wanted to bring child to Center*
- *Frank G. Mar and Fannie Wall sites are undergoing renovations. These sites are not ready for opening and be temporarily closed for FY 20-21.*
- *Update on Reopening:*
 - Our *In-Person* start date has been postponed from Monday, 24 August 2020 to Thursday, September 10, 2020, due to ongoing discussions with the Union, SEIU, and staff surrounding the re-opening plans, processes and protocols.
 - ✓ Chairperson Molly Tafoya called for a motion to approve the Director’s Monthly Report for July 2020;
 - ✓ Paula Ambrose moved to approve the Monthly Director’s Report for July 2020;
 - ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

b. Progress on Quality Improvement Plan (QIP), including:

- Updated QIP & Status of Actions;
QIP Update: deadline extended to 9-11-20. Our team is meeting with Regional Office and Training & Technical Assistance (TTA) team to review our updates and progress on the QIP. Grantee and delegate agency staff are transferring data into the unified Child Plus online data management system.
- *10% Disabilities waiver for FY 2019-20 was received in July 2020*
- *Staff Qualifications: 1 staff member missing Associate’s Degree - approval received 8-17-20. A letter was sent to Unity Council detailing the grantee expectations.*

***** Note:** *Dr. Javay Ross joined the meeting at 3:40pm*

- Update FY 19-20 Policies & Procedures Review, Continued
Policies and Procedures were presented to the Board for approval:
 - 1 - Attendance Policy and Procedures**, presented by Everardo Mendoza, ERSEA Coordinator
 - ✓ Chairperson Molly Tafoya called for a motion to approve the Attendance Policy and Procedure;
 - ✓ Priya Jagannathan moved to approve the Attendance Policy and Procedure;
 - ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention
 - 2 - Data Management and Record Keeping: Collecting, Documenting, and Using Data**, presented by Diveena Cooppan, Program Directors (Interim)
 - ✓ Chairperson Molly Tafoya called for a motion to approve Collecting, Documenting, and Using Data Policy and Procedure;
 - ✓ Dr. Javay Ross moved to approve the Collecting, Documenting, and Using Data Policy and Procedure;
 - ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstentions

3 - Data Management and Record Keeping: Data Management Systems

- ✓ Chairperson Molly Tafoya called for a motion to approve the Data Management Systems Policy and Procedure;
- ✓ Paula Ambrose moved to approve the Data Management Systems Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

4 - Data Management and Record Keeping: Protecting Data Privacy, Sharing Data and Confidentiality

- ✓ Chairperson Molly Tafoya called for a motion to approve the Protecting Data Privacy, Sharing Data and Confidentiality Policy and Procedure;
- ✓ Dr. Javay Ross moved to approve the Protecting Data Privacy, Sharing Data and Confidentiality Policy and Procedure;
- ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

5 - Data Management and Record Keeping: Grantee Responsibility and Accountability with Delegates

- ✓ Chairperson Molly Tafoya called for a motion to approve the Accountability with Delegates Policy and Procedure;
- ✓ Priya Jagannathan moved to approve the Accountability with Delegates Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

6 – ChildPlus Overview

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Overview Policy and Procedure;
- ✓ Paula Ambrose moved to approve the ChildPlus Overview Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

7 – ChildPlus: Access, System Management, Data Security

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Access, System Management, Data Security Policy and Procedure;
- ✓ Dr. Javay Ross moved to approve the ChildPlus Access, System Management, Data Security Policy and Procedure;
- ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

8 – ChildPlus: Onboarding-Basic Training for New & Existing Staff Members

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Onboarding-Basic Training for New & Existing Staff Members Policy and Procedure;
- ✓ Paula Ambrose moved to approve the ChildPlus Onboarding-Basic Training for New & Existing Staff Members Policy and Procedure;
- ✓ Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

9 – ChildPlus: Training by Content Area

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Training by Content Area Policy and Procedure;
- ✓ Dr. Javay Ross moved to approve the ChildPlus Training by Content Area Policy and Procedure;
- ✓ Paula Ambrose seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstention

10 – ChildPlus: Technical Assistance

- ✓ Chairperson Molly Tafoya called for a motion to approve the ChildPlus Technical Assistance Policy and Procedure;
- ✓ Paula Ambrose moved to approve the ChildPlus Technical Assistance Policy and Procedure;
- ✓ Priya Jagannathan seconded the motion. Motion carried. (4)-eyes, (0)-nays, (0)-abstention

*Advisory Board Chair, Molly Tafoya, requested to exit the meeting, due to schedule conflict.

3. Upcoming Grant Applications for FY 20-21; Tracey Black, Program Planner

- Tracey Black presented Grant Applications for Board approval
 - a. Quality Counts (QC) Quality Improvement (QI) Grant Application for FY21, due August 28, 2020
 - b. Child & Adult Care Food Program (CACFP) FY 20-21 (renewal grant application), due August 31, 2020
 - ✓ Dr. Javay Ross called for a motion to approve the Quality Counts Quality Improvement and the Child & Adult Care Food Program grant applications;
 - ✓ Paula Ambrose moved to approve the Quality Counts Quality Improvement and the Child & Adult Care Food Program grant applications;
 - ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-eyes, (0)-nays, (0)-abstention

IV. INFORMATION ITEMS

- a. Notice of Grant Award – Quality Improvement Funding, FY 2020-21
- b. DRS Update
- c. FY 20-21 Advisory Board Bylaws have been updated
- d. Program Governance Planning Calendars have been updated/corrected
- e. FY 20-21 Annual Comprehensive and Program Governance Planning Calendars
- f. Strategic Planning Meeting will be held on August 28th
- f. Information Report to City Council

V. OPEN FORUM

Reminder: Paula Ambrose will be on sabbatical from August 28th to October 20th.

VI. ADJOURNMENT

- ✓ Vice Chair Dr. Javay Ross called for a motion to adjourn;
- ✓ Paula Ambrose moved to adjourn;
- ✓ Priya Jagannathan seconded the motion. Motion carried. (3)-eyes, (0)-nays, (0)-abstention

Meeting adjourned at 4:45pm

Submitted and recorded by:

Maurine Watkins
Administrative Assistant II