

HEAD START ADVISORY BOARD MEETING

Zoom Meeting

Thursday, January 21, 2021

3:00-4:30 pm

ADVISORY BOARD MEETING MINUTES

Advisory Board Members Present:

Molly Tafoya, *Chairperson*

Dr. Javay Ross, *Vice-Chair (Joined at 3:58)*

Priya Jagannathan

Guests:

Staff Present:

Diveena Cooppan, *Program Director*

Tracey Black, *Program Planner*

Maurine Watkins, *Administrative Assistant II*

Jason Wang, *Administrative Assistant II*

Dylan Schubert, *Administrative Analyst II*

Lina Hancock, *Office of Councilmember Loren*

Taylor, Life Enrichment Committee Chair

Sarah Trist, *Program Planner*

Towns Bouchard-Deans, *Program Analyst*

I. ROLL CALL

The Head Start Advisory Board meeting was called to order by Molly Tafoya and roll was taken; Two (2) Board Member were in attendance. A quorum was not established.

1. There were no public comments.

II. APPROVAL OF AGENDA ITEMS:

1. Approval of January 21, 2021 Advisory Board Meeting Agenda

Dr. Javay Ross joined the meeting at 3:58 – establishing a quorum.

- ✓ Molly Tafoya called for a motion to **revise the order of the January 21, 2021 Advisory Board Meeting Agenda to swap Information Items and Action Items:**
- ✓ Priya Jagannathan made the motion;
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

2. Approval of December 17, 2020 Advisory Board Meeting Minutes

- ✓ Molly Tafoya called for a motion to **approve the December 17, 2020 Advisory Board Meeting Minutes:**
- ✓ Priya Jagannathan made the motion;
- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

III. INFORMATION ITEMS; *Diveena Cooppan & Staff*

1. Update on Head Start Competitive Grant Application, FY 21-26

- Grant reapplication was submitted and is going through review, so far only confirmation of receipt.

2. Head Start Program Progress Report to City Council

- Report to City Council scheduled for March
- Life Enrichment is back on the Agenda – March 16th
- Diveena Cooppan presented an overview of the report layout for feedback from the Advisory Board
- The Board suggested highlighting the following areas on the Report:
 - Impact of Covid on Staff and Families and our response
(uncertainty, anxiety, flexibility of staff)
 - The Community Survey
 - The impact of the Budget deficit on the program
 - The Program's use of the Covid funding in light of the City's Budget's deficit
 - History of the program and impact on the community
Number of children served

Number of staff employed
The racial equity piece (who comprises the workforce)
Location of centers

- Community assessment results
- Data which shows resilience and strength of the community
- Molly Tafoya will present the report on March 16th at 1:30 p.m.

3. Upcoming City of Oakland – San Antonio Park Stakeholder Meetings via Zoom, dates in late January and early February will be sent out. (Translation will be available in Spanish, Chinese and Vietnamese).

- Master Plan for San Antonio Park is being developed.
- We will support – it will allow the community to have input as to what they want for that site.
- There will be 3 community engagement events. The Advisory Board is invited to attend and be engaged as a stakeholder.

4. Governance Training Topic in February

- Each month a content area will be presented.
- Policy Council inducted new members this month.
- We are returning to the idea of having a person from the Policy Council to act as a liaison between the Policy Council and the Advisory Board. They will not be a voting member. They will have the flexibility to attend the Advisory Board as their availability permits.

IV. **ACTION ITEMS:**

1. **Health Services Update w/Updated policies & Procedures; Sarah Trist, Program Planner Health & Nutrition Services**

Sarah Trist gave a Power Point Presentation which highlighted the following areas:

- Performance Standards
- Health & School Readiness
- Health Services Advisory Committee
- Family Support Services for Health, Nutrition & Mental Health
- Monitoring in Child Plus

Sarah Trist presented updates to the Immunization Policy and Procedure

- ✓ Molly Tafoya called for a motion to approve **the Immunization Policy and Procedure;**
- ✓ Dr. Javay Ross made the motion;
- ✓ Javay Ross seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

2. **Monthly Financial Report; Dylan Schubert, Administrative Analyst II & Acting HSD Grants Administrator**

a. Financial Report – November & December 2020

- Spending is on track.
- Non-Federal share is at 17% (no concerns)
- Administrative Cost is at 13%.
- General Purpose Funds contribute to Fringe Benefits – we spend down the grant money first, we are on track.
- Because of remote learning, the numbers for CACFP are low.
- We are requesting a Non-Federal Share match waiver of 1.2 million.
- ✓ Molly Tafoya called for a motion to **approve the November 2020 Financial Report;**
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-eyes, (0)-nays, (0)-abstentions

- ✓ Molly Tafoya called for a motion to **approve the December 2020 Financial Report;**
- ✓ Priya Jagannathan made the motion;

- ✓ Dr. Javay Ross seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions
- ✓ Molly Tafoya called for a motion to **approve the NFS Waiver Request;**
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

3. Monthly Director’s Progress Report for December 2020; Diveena Cooppan, Program Director

- Intended to return to “in person” instruction, 1-11-21. However, due to COVID surge, the program delayed “in person” and received approval from City of Oakland to resume “in-person” instruction on 1-25-21. We have put in another request to delay “in-person” instructions. (Approved for February 1st)
- Staff are concerned about returning because the Covid positivity rates are so high
- Everyone is being served virtually
- Laney is virtual
- St Vincent’s is a combination
- Unity Council is requesting a further extension of “virtual only” services, (date not confirmed)
- We have provided a priority list for vaccines to the City
- ✓ Molly Tafoya called for a motion to approve the December 2020 Progress Report;
- ✓ Dr. Javay Ross made the motion;
- ✓ Priya Jagannathan seconded the motion; Motion carried. (3)-ayes, (0)-nays, (0)-abstentions

Update on HR:

- Five part-time workers were released, as part of the budget cuts
- None of the teaching staff were released
- All hiring positions have been frozen at the present time
- One of the Center Directors and a Family Advocates are retiring
- Recruitment for Advisory Members is in progress

V. ADJOURNMENT

Meeting adjourned at 4:31 pm

Submitted and recorded by:

Maurine Watkins

Administrative Assistant II