



City of Oakland Human Services Department

HEAD START ADVISORY BOARD MEETING

**150 Frank H Ogawa Plaza, Ste. 5352
Oakland, CA 94612**

Thursday, November 21, 2019; 3:00-5:00pm

Summary of Discussion

Advisory Board Members Present:

Molly Tafoya, *Chair*
Dr. Javay Ross, *Vice Chair*
Paula Ambrose (*by phone*)

Staff Present:

Diveena Cooppan, *Acting Program Director*
Mona Barra-Gibson, *Chief of Staff to
Councilman Loren Taylor (by Phone)*
Tracey Black, *Head Start Planner*
Sara Bedford, *HSD Director*
Carolyn Mangrum, *Consultant*
Maurine Watkins, *Administrative Assistant*
Dylan Schubert, *Administrative Analyst II*

Guests:

I. ROLL CALL

The Head Start Advisory Board meeting was called to order at 3:15 PM by Chairperson Molly Tafoya and roll was taken; two (2) Advisory Board Members were in attendance and one (1) Member attended by phone. A quorum was not established.

II. APPROVAL OF AGENDA ITEMS:

Three (3) Advisory Board Members were present to review the Agenda Items. As a quorum was not established, no actions were taken on Approval or Action Items. Chairperson Tafoya requested turning action items into informational items (voting to be tabled until next meeting). She requested adding a discussion of the following items to the meeting: her Op-ed, the next meeting time (given the upcoming holidays) and the CCTR application.

III. ACTION ITEMS: - NO QUORUM; NO APPROVAL

1. Monthly Director's Progress Report for September-October 2019:

Diveena Cooppan, Acting Program Manager

Diveena Cooppan presented highlights of the September-October progress reports:

- We are cleared of probation for Early Head Start, we are still on probation for Head Start

-Enrollment Updates

We reached 97% enrollment for the September and October periods
We are on target for the November period

-Government Accountability Office (GAO) Report

GAO conducted a national eligibility audit. Findings from the tests were that fraud and vulnerabilities were found in certain cases. The implications are that there will be a more concentrated focus on monitoring. Our program is doing more training to ensure accurate eligibility practices. (Report name and web-reference: *Head Start - Action Needed to Enhance Program Oversight and Mitigate Significant Fraud and Improper Payment Risks*: Retrieved 12/16/19: <https://www.gao.gov/products/GAO-19-519>)



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- **Update on Monitoring Review – Quality Improvement Plan (QIP)**

Training and Technical Assistance (T/TA) visited on November 13th. They reviewed staff qualifications, audits and reporting. They looked at our general progress on the QIP.

- **Updated FY 2019-20 Policies and Procedures**

The Board must approve every Policy and Procedure. All need to be approved before we can train, implement and monitor the Policy and Procedure. Diveena Cooppan suggested having a special meeting for approval of the documents before our next meeting with T/TA. The special meeting will be held on December 4, at 3:00. The program has received an extension on the Quality Improvement Plan from the Head Start Regional Office to February 24, 2020.

- **Training**

Child Plus training with a T/TA specialist, Leisha Bundy, was held this week from November 19 – 22nd. The training builds staff knowledge and skills from the beginner level upward. The specialist is also reviewing City of Oakland setups to determine issues with CP that impact ongoing monitoring

- **Monitoring**

- 20% of our Health files have been audited
- 60% of our ERSEA files have been audited.

2. Op–Ed proposed by Chairperson Molly Tafoya

Chairperson Molly Tafoya stated she will share a draft of her Op-ed next week. The op-ed is in response to the recent proposal by the Administration concerning HHS grantee programs. This Op-ed will be packaged together with responses from other HHS grantees. The goal of the Op-ed is to inform on how the proposal could impact families served by the Head Start program. There was a discussion around protocol for getting approval from the City Council for the Op-ed. Chairperson Molly Tafoya will talk with Mona Barra-Gibson about the process.

3. Advisory Board/Policy Council Program Planning Calendar FY 2019-20, Tracey Black, Program Planner

- **Self-Assessment:** Tracey Black presented a one-page proposal for Self-Assessment, which will be used in developing plans of action to improve the program. There is a possibility of working with a fiscal consultant to help with assessing our fiscal processes, policies and procedures with the grantee and the delegate. Chairperson Molly Tafoya suggested a representative from Unity Council be invited to present at the Advisory Board meeting in March. They could swap with the scheduled presentation of the *Facilities* content area presentation.

- **Community Assessment Update**

Tracey Black is working on the update. She will have more information about what has changed from the previous year (FY 2019-20) in December.

- **Proposed Changes to Policy Council Bylaws**

Tracey Black presented the proposed changes for the Policy Council Bylaws. The substantive changes are to swear in and install members in November instead of December and to nominate and install officers in December instead of electing in December and seating and installing in January.



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- General Child Care and Development (CCTR)

We are in the process of reapplying for the grant for this year. The grant will help to augment the Early Head Start services we offer.

4. Monthly Financial Report for September-October 2019; *Neil Valle, Budget & Fiscal Manager*

Dylan Schubert gave highlights of the Budget and Expenditure report.

He pointed out that administrative cost was at 15.8%. It showed a higher number due to program staff starting later than administrative staff. We are on target for match at 20.1%.

Our purchase card transactions for September – October shows travel for staff attending a Child Plus training. Dylan stated that we are in good standing with the Child Care Food Program.

a. FY 19-20 Carry Forward Request

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 have until June 30th to obligate funds and then to September 30th to pay invoices. The Carry Forward Request will be resubmitted to the Board for approval when there is a quorum. The request will then be submitted to the Region for approval.

VI. ADJOURNMENT

There being no further business to discuss meeting adjourned at 4:48

Submitted and recorded by:
Maurine Watkins; Administrative Assistant II