



City of Oakland Human Services Department

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

Thursday, October 17, 2019; 3:00-5:00pm

**AGENDA**

**I. ROLL CALL**

Molly Tafoya, Chair  
Dr. Javay Ross, Vice Chair

Nayeli Bernal  
Paula Ambrose

Mark Friedman

**II. APPROVAL OF AGENDA ITEMS:**

1. Approval of October 17, 2019, **Advisory Board Meeting Agenda**
2. Approval of September 19, 2019, **Advisory Board Meeting Minutes**

**III. ACTION ITEMS**

1. **Acknowledgement of resignation of Advisory Board Member, Iris Brody Lopez:** *Advisory Board & Diveena Cooppan, Acting Program Director*
2. **Monthly Progress Report for September 2019 -** *Diveena Cooppan, Acting Program Director & Staff*
3. **Monthly Financial Report -** *Neil Valle, Budget & Fiscal Manager & Staff*
4. **Advisory Board/Policy Council Program Planning Calendar FY 2019-20 -** *Tracey Black, Prog. Planner*

**III. INFORMATION ITEMS:**

1. **Enrollment Update for FY 2019-20:** *Diveena Cooppan & Staff*
2. **Content Area Presentation: ERSEA – (Eligibility, Recruitment, Selection, Enrollment, Attendance):** *Sarah Chao, ERSEA/Data Coordinator*
3. **Update on FY 2018-19 Focus Area 2 Monitoring Review Quality Improvement Plan (QIP):** *Diveena Cooppan & Staff*
4. **Update on Progress with 2019-20 Community Assessment Update:** *Tracey Black*
5. **Upcoming Governance Training for Newly Elected Policy Council Representative for 2019-20:** *Tracey Black*
6. **Director’s Report – Miscellaneous Items:** *Diveena Cooppan*



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**HEAD START ADVISORY BOARD MEETING**  
**150 Frank H Ogawa Plaza, 5<sup>th</sup> Floor,**  
**Oakland, CA 94612**

**September 19, 2019 3:00 – 5:00**

**ADVISORY BOARD 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*  
Sara Bedford, *HSD Director*  
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 3:05 PM by Chairperson Molly Tafoya and roll was taken; three (3) Board Members were in attendance. A quorum was established.

**II. Approval of Agenda Item**

**1. Approval of September 19, Advisory Board Meeting Agenda**

Chairperson, Molly Tafoya called for a motion to approve the September 19 agenda. Dr. Javay Ross made a motion to approve; Molly Tafoya seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstains

**2. Approval of July 18, Advisory Board Meeting Minutes**

Chairperson Molly Tafoya called for a motion to approve the July 18 meeting minutes. Dr. Javay Ross made a motion to approve; Paula Ambrose seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstains

**III. ACTION ITEMS**

**1. Monthly Progress Reports for July and August 2019**

Diveena Cooppan gave an overview of the Progress Reports for July and August. She stated that staff returned on August 19<sup>th</sup>. She detailed some of the activities/trainings that occurred in preparation for sites opening. All schools, except the backup schools, opened. The 2 back-up sites were to be Home Based sites until licensing is complete. Ms. Cooppan briefly discussed the enrollment for the program through September 19<sup>th</sup>.

Chairperson Molly Tafoya called for a motion to approve the Progress Reports for July and August 2019. Paula Ambrose made a motion to approve; Molly Tafoya seconded the motion. Motion carried. (3)-ayes, (0)-nays, (0)-abstains

Dr. Javay Ross requested ongoing updates on the enrollment numbers. She also volunteered the use of her clinic as a recruitment site.



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**2. Monthly Financial Reports for July and August 2019**

Neil Valle, the Budget and Fiscal Manager, presented a printout of the July and August expenditures along with a narrative of the data contained in the reports.

Chairperson Molly Tafoya called for a motion to approve the Financial Reports for July and August 2019. Paula Ambrose made a motion to approve; Dr. Javay Ross seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains

**3. Advisory Board/Policy Council Program Planning Calendar FY 2019-20**

Tracey Black presented an overview of the Planning Calendar. Ms. Black proposed producing a quarterly report for City Council in order to get information on the program to them more frequently. Chairperson Molly Tafoya suggested making the reporting to City Council flexible. Sara suggested meeting with LEC members on a one on one basis. Mona Bara-Gibson suggested breaking down the report by district.

Chairperson Molly Tafoya called for a motion to postpone approval of the Program Planning Calendar until the October meeting. Dr. Javay Ross made a motion to approve. Nayeli Bernal seconded the motion. Motion carried. (4)-ayes, (0)-nays, (0)-abstains

**IV. INFORMATION ITEMS:**

**1. Enrollment Update for FY 2019-20**

Discussed earlier in the meeting.

**2. Summary on FY 2018-19 Program Information Report (PIR)**

Tracey Black gave a summary of the Head Start and Early Head Start Services Snapshot reports along with the Parent Satisfaction Survey results. In the interest of time, the Board members decided to review the reports in depth offline.

**3. Update on Focus Area 2 Monitoring Review for FY 2018-19**

Diveena Cooppan reviewed the results from the formal Focus Area 2 Monitoring report. Data focus was the main area of concern in the results. The program has 120 days to correct all areas of non-compliance (ANC) and deficiencies (DEF). Program staff will work with the Regional Office to develop a Quality Improvement Plan (QIP) which will be submitted on September 26<sup>th</sup>. Technical Assistance from Regional Office will be provided both for the development of the QIP and to support the on-going implementation of the plan. Sara Bedford noted in the areas of Governance, Health and Safety, Fiscal and CLASS the program did well. The Board committed to receive and review the report by Monday, September 23<sup>rd</sup>.

**VI. ADJOURNMENT**

Meeting adjourned at 5:07.

Submitted and recorded by:

*Maurine Watkins*

Administrative Assistant II