



To: David Twa, County Administrator
From: Joe Valentine, EHSD Director
Subject: Monthly Report
Date: October 11, 2011

Camilla Rand, M.S.
Acting Director

In effort to ensure ongoing communication with the County Administrator, Board of Supervisors and Head Start Policy Council and the Economic Opportunity Council, attached is the Bureau's monthly report that contains all issues pertaining to the Head Start program, Community Action and Community Services Bureau (CSB).



Bureau Highlights

- September Enrollment is reported at 100%
- The Bureau submitted to Administration for Children and Families (ACF) its 2012 Continuing Grant applications for Head Start and Early Head Start programs amounting to \$17,120,008 and \$3,285,963, respectively. The applications were presented to and approved by the Head Start Policy Council on August 17, 2011 and by the Board of Supervisors on September 13, 2011.
- CSB submitted its Monthly Caseload and Expenditure Report for CalWORKS Stage 2 and Alternative Payment Programs to California Child Development Department.
- The Administration for Children and Families (ACF) approved the Bureau's request for a waiver of a portion of non-Federal share match requirement. The approval reduces the Bureau's amount of matching funds from \$5,101,493 to 4,940,118 for the budget period January 1, 2011 through December 31, 2011.
- The Bureau received notification from the Administration for Children and Families (ACF) that all requirements for close-out of Head Start and Early Head Start ARRA Cost of Living Adjustments (COLA) and Quality Improvement (QI) funding have been satisfied.
- In compliance with ARRA reporting requirements, the Bureau submitted the ARRA reports for Department of Energy (DOE) Weatherization Assistance Program ARRA, the California Department of Education (CDE) ARRA contracts, Early Head Start ARRA Expansion Program and Early Learning Mentor Coaches ARRA Program
- The Bureau submitted the FY 2010-11 Single Audit Questionnaire and the Federal Program Assistance Inventory Listing to the Auditor-Controller's Office.
- The top requested referrals are: (1) Health Education, (2) Parent/Adult Education (3) Mental Health Services
- The top three nutritional assessments that were completed this month remain the same as last month: (1) Overweight/Obese, (2) Anemia, and (3) Food Allergies.





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Bureau Activities

- The Policy Council/Economic Opportunity Council held their joint orientation on Saturday, September 24th at the Concord Hilton from 9am to 12:30pm. Representatives of both councils and alternates were invited to learn about CSB, policy council, the EOC, an overview of shared governance and public meeting requirements.
- Policy Council: The first business meeting of the new program year was held September 24th. Community Representatives and the Executive committee elections were held. The 2011-2012 executive committee members are: Chair: Dawn Miguel, Vice-Chair- Erica Mendieta, Secretary- Reyna Flores, Secretary; Armando Morales.
- The Triple P Positive Parenting Seminar Series was delivered across the county at Brookside, George Miller Concord and Fairgrounds. Nine seminars were conducted covering the following topics: 1) Positive Parenting, 2) Raising Confident and Competent Children and 3) Raising Resilient Children. A total of 76 English and Spanish speaking parents attended the seminars. Translation services were provided by CSB staff and Triple P facilitators.
- School Readiness Initiatives: CSB is enhancing its already strong kindergarten readiness activities with three initiative partnerships:
 - K to College-CSB is one of several agencies advising this local non-profit agency on Early Learning materials for pre-school populations. Our enrolled children will receive non-commercial developmentally appropriate tools, games and materials at the end of the program year.
 - Gateways Cradle to Career- CSB is participating in developing local resources for addressing school readiness. The consortium has provided significant research, particularly related to family involvement and regular attendance.
 - Roadmap to Kindergarten- Six-session parent series at three CSB sites located on local elementary school campuses will be presented beginning in November using this family resource developed by the Local Planning Council and the County Office of Education.
- Delegate Agency First Baptist Head Start held their annual Health and Activity Fair on September 29th. Over 150 attendees participated in activities supporting healthy eating, nutrition, and exercise.



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