



To: David Twa, County Administrator
From: Joe Valentine, EHSD Director
Subject: Monthly Report
Date: November 8, 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

- October Enrollment is reported at 100%
- The Bureau submitted its 1st quarter Fiscal and Attendance Reports to California Department of Education on October 20, 2011.
- In compliance with ARRA quarterly reporting requirements, the Bureau submitted on time the ARRA reports for the following programs: Department of Energy (DOE) Weatherization Assistance Program ARRA, California Department of Education (CDE) ARRA contracts, Early Head Start ARRA Expansion Program and Early Learning Mentor Coaches ARRA Program.
- The Bureau submitted the Expenditure Activity Report to the California Department of Community Services and Development for the Low-Income Housing & Energy Programs (LIHEAP).
- The Bureau received one-time funding in the amount of \$193,858 from California Department of Education (CDE) to fund the replacement of playground structures and the repairs of play areas located in various childcare centers in order to maintain compliance with the State's Health and Safety requirements.
- The Bureau submitted the Expenditure and Caseload Reports for the CalWORKS Stage 2 and Alternative Payment Childcare programs to the California Department of Education.
- On October 12, 2011, the Bureau received notification from the Administration for Children and Families (ACF) that all requirements for the closeout of Head Start and Early Head Start for budget period January 1, 2010 through December 31, 2010 have been satisfied.
- The accounting firm of Caporicci & Larson has completed the annual audit of the Bureau's Child Development programs for fiscal year, which ended June 30, 2011. At the exit conference held on October 27, 2011, the auditors informed the management that there were no concerns or findings related to the Bureau's Child Development programs. The Bureau will submit the independent auditor's report to the State on or before the due date of December 15, 2011.
- Four centers and our Home Visiting Program received a Cares Plus CLASS grant totaling \$6,500 from First 5 for center-based staff professional development. Areas of focus include enhancing Instructional Support by the teacher for the child,





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teacher-child interactions, and emergent writing through effective interactions. In addition, HB staff will be introduced to CLASS dimensions and specifically look at adult-child interactions during socializations.

- On October 31st, District Director of the Office of Assemblywoman Susan Bonilla, and her Senior Field Representative visited the George Miller Head Start Center in Concord. Camilla Rand, CSB Director, and management staff gave a tour of the classrooms and shared information about the various initiatives and projects representative of the bureau's commitment to enhancing the critical services provided to the children and their families. Furthermore, CSB highlighted the importance of the program in helping children in their pathway to success and the impact of additional budget cuts on affordable child care.
- George Miller III & Martinez Centers were each awarded \$5,000 in Professional Development mini-grants from the Local Planning Council. Site supervisors at these sites wrote the grants and will lead implementation of grant activities. Staff at George Miller III center will receive training in Project Based Learning in connection with known best practices. Staff at Martinez will participate in Weekend En Espanol to strengthen their understanding of the culture and language.
- The top requested referrals are: (1) Parenting Education, (2) Health Education 3) Adult Education
- 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.

Bureau Activities

- The October Policy Council meeting was held on October 19th from 6-8pm at 500 Ellinwood Way in Pleasant Hill. The new council reviewed and approved two new hires and the minutes from September's meeting. Representatives were also introduced to the Policy Council subcommittees and asked to sign-up if interested and completed their 2011-2012 training interest surveys, which will be tallied and shared next month. Additionally, as requested by parents during the August meeting, DECA training was provided by one of the Assistant Directors.
- The Male Involvement Kickoff Barbeques were a success. Thirty people participated in the Richmond event and 38 participated in Pittsburg. Families played horse shoes, soccer, and baseball, planted seeds, participated in arts and crafts activities, caught bugs, and barbequed. The fathers and grandfathers who participated all agreed to be part of the male involvement committee and help with recruitment and activity planning for the coming year.
- Families Thrive has developed a Train the Trainer Program around domestic violence, which has been provided to all Comprehensive Services managers and Site Supervisors. Managers discussed strategies for supporting families and children who may be experiencing domestic violence. Managers were also trained on how to handle disclosures. Additionally, Families Thrive is developing a local resource kit for distribution to all comprehensive services staff.
- The Triple P Positive Parenting seminars were completed as scheduled. Next steps of implementation include: site level promotional marketing campaign to increase engagement and participation and implement the Triple P Stepping Stones Group program in mid-January 2012. Sites and locations are still to be determined.





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- Centers around the county held Open Houses this month. Goals and objectives for the year were reviewed, as well as the classroom schedule. Staff provided hands-on activities with explanations to help parents understand the different areas of the classroom and what children can learn from each area. Parents were also informed about the wide variety of ways they can participate in the program to enhance home-school partnership.
- Fall Harvest Festivals were held at many sites, which were enjoyed by children, families, and friends.
- All CSB permanent teaching staff from our Centers completed Creative Curriculum implementation training this month. The Creative Curriculum is a comprehensive developmentally appropriate curriculum that offers many activity choices and flexibility to help teachers be intentional about the experiences offered to infants, toddlers, and preschool children.
- LIHEAP assistant manager and staff received a Thank You card from an appreciative customer. They were acknowledged for their work and support through a difficult financial situation and with providing their family energy assistance. LIHEAP staff is in the process of scheduling outreach activities over the winter months.
- The Economic Opportunity Council met on October 20th. Members selected areas of interests to focus efforts on issues, resources and information affecting those areas and its impact on residents of Contra Costa County. Areas of interests include: Unemployment, Violence, Safety, Access to Health Care, and Housing.

cc: Policy Council
Family & Human Services Committee
Shirley Karrer, ACF

