



Camilla Rand, M.S.  
Director



To: David Twa, County Administrator  
From: Joe Valentine, EHSD Director  
Subject: Monthly Report  
Date: December 6, 2011

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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**

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- November Enrollment is reported at 100%
- The Bureau submitted the Expenditure and Caseload Reports for the CalWORKS Stage 2 and Alternative Payment Childcare programs to the California Department of Education.
- In compliance with ARRA reporting requirements, the Bureau submitted the ARRA reports for Department of Energy (DOE) Weatherization Assistance Program.
- The Bureau submitted the semi-annual financial status reports for ARRA Early Learning Mentor Coaches and Head Start Innovation and Improvement Project, Supporting Grandparents Raising Head Start Grandchildren programs in compliance with Federal regulations.
- Under the approved FY 2011-12 State Budget, if the revenue shortfall reaches \$1 billion or more below the estimated budget, "Tier 1 Trigger Cuts" will automatically occur. The Tier 1 cuts include \$23 million in reductions to the State's child development programs. The reduction, which is equivalent to 3%, will result in funding cuts to the Bureau's child development programs of approximately \$325,000 and will affect more than 70 full-time equivalent childcare slots.
- The CLOUDS database system project has been moving forward. Comprehensive Services staff and Teachers at Brookside have been trained on the CLOUDS and Wallpad systems. Additional enhancements have been made to the enrollment process in CLOUDS, and an iPhone application prototype has been developed (iForm) which is currently in the testing phase.
- The Bureau, in partnership with EHSD administration, is in the exploratory stage implementing an on-line banking system by Desktop Deposit Services through the set up of a check scanner at main offices. This will improve internal business processes, reduce staff cost in time and travel expenses to and from the bank resulting in more time and efforts to focus on children and families at the centers.
- The Bureau completed activation of secured access systems at 15 sites to increase site security through monitored access and photo identification of staff.





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- Lake, Brookside, Riverview, Bella Monte, and George Miller III centers received Preschool Makes A Difference grants to purchase materials and equipment to support language development, literacy activities, and gross motor play.
- Due to funding from the garden grant awarded earlier this year, Brookside parents prepared a large children's garden and assembled planter boxes. This grant was made possible by a USDA Specialty Crop Block Grant through the CDFA for irrigation, raised bed kit, supplies, educational resources, and tools.
- 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**

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- The November Policy Council meeting was held on November 16<sup>th</sup> from 6-8 pm at 500 Ellinwood Way in Pleasant Hill. The council reviewed and approved a new hire and minutes from October's meeting. The 2011-2012 Policy Council Training Calendar, which was based on last month's interest surveys, was shared. Denise Clarke, of Contra Costa Department of Education, presented The McKinney Vento Rights and provided resources. Katharine Mason, Division Manager, shared with the council the Attendance Awareness Campaign and the importance of regular attendance. The council received an overview of the Self-Assessment process. Reena Torres, Comprehensive Services Assistant Manager for the Mental Health, shared with Policy Council of the upcoming Triple P Parenting Program Workshop. Additionally, the Home Energy Assistance Program and Comprehensive Services presented on locating and accessing community resources.
- The Male Involvement Program recruited seven more members who had signed up for the Male Involvement Committee. One of the fathers also joined the Health Services Advisory Committee.
- The Economic Opportunity Council met on November 10<sup>th</sup>. Nominations were taken and an election was held for EOC Chair. The newly elected of EOC is District 5 Delegate, Julie Mason.
- Several partner sites continue to participate in the Nurture the Nurturer training, including Fairgrounds, East Leland Court, and Cambridge Community Center. The training is a 6-session guidance designed to build skills related to mind and body awareness, effective communication, and stress management.
- CSB staff members continue to conduct site visits to Early Head Start, Head Start classrooms, and state funded partners each month. The purpose of the visits is to observe the environment and have ongoing communication with partner agency staff.
- Delegate Agency First Baptist Head Start Updates:
  - First Baptist Head Start will be holding the annual Holiday/Share the Spirit gift and activity workshop for their parents to learn how to make and give gifts at low costs.



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- Education Manager, Sue Vo, will be holding a refresher CLASS training to assist Site Supervisors in becoming CLASS facilitators. Starting in December 2011 through January 2012, Ms. Vo will emphasize/train Education Staff on the domain of Emotional Support and more trainings on other domains will follow.

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



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