



To: David Twa, County Administrator  
From: Joe Valentine, EHSD Director  
Subject: Monthly Report  
Date: January 10, 2012

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Camilla Rand, M.S.  
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).

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### Bureau Highlights

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- December Enrollment is reported at 100%
- On December 20, the Board and CAO received a letter from me outlining the impact of the tier one trigger cuts to the bureau. The possible 4% or \$400,000 could result in the loss of about 74 full-time equivalent childcare slots. The State Department of Education is expected to release more information on these cuts January 16.
- On December 21, the Board and CAO administrative staff received a letter from Camilla Rand, Bureau Director, outlining ACF's announcement of the Redesignation and Renewal System, the competitive Head Start grant process. AS per the 2007 Reauthorization Act, Head Start agencies that do not meet all seven criteria as outlined in the Act will need to recompetete for the grant. Due to a deficiency in the 2009 federal review, CSB will need to recompetete. The grant process will begin in March.
- The Administration for Children and Families (ACF) approved the Bureau's 2012 continuation grant application for its Head Start and Early Head Start programs. The grant action awards partial funding of the FY 2012 Head Start and Early Head Start programs; the balance of the funding will be awarded when the final appropriation for the FY 2012 Head Start and Early Head Start programs are passed by Congress.
- The Bureau submitted the Expenditure and Caseload Reports for the CalWORKS Stage 2 and Alternative Payment Childcare programs to the California Department of Education.
- The independent audit of the Bureau's Child Development programs for fiscal year, which ended June 30, 2011 and conducted by Caporicci & Larson, has been completed. The audit report was mailed to the State before the due date of December 15, 2011 in compliance with State's regulation. There was no audit exception or finding reported by the auditors.
- The Bureau submitted its indirect cost rate proposal to the Department of Health and Human Services for fiscal year ending June 30, 2012.
- The State awarded additional funding to the Bureau's Department of Energy (DOE) Weatherization Assistance Program ARRA. The additional funding of \$500,000 will allow the Bureau to weatherize more dwellings owned or occupied by the County's low-income individuals and families.





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- The CLOUDS database system project is moving along. Brookside's Comprehensive Services Staff and Teachers have been trained on CLOUDS and Wallpad; Teachers at Bayo Vista & Crescent Park have been trained on Wallpad. Additional enhancements have been made to the enrollment process and iPhone application (iForm).
- Facility improvement projects are in progress, such as restroom reconstruction at the Verde Child Center, parking lot repairs at the Crescent Park Child Center, and increasing exterior lighting at the George Miller Concord or III? Child Care Center.
- Ten New Hatch Computers have arrived and will be deployed to centers where replacement Hatch equipment is needed. These centers will pilot the use of child-based data that the new Hatch Systems will provide, as well as the e-learning component they contain.
- Several Bureau staff will provide presentations at the upcoming California Head Start Conference in Orange County. Business Systems staff will provide a workshop on CLOUDS, Mental Health staff will present information on the Triple P Parenting Program, and Program staff will present "Attendance Matters: Regular School Attendance + Family Engagement = Kindergarten Readiness."
- The top requested referrals are: (1) Family Relations and Parenting, (2) Child Education and Development, and 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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- Three members of the Policy Council Executive Committee attended the 28th Annual National Head Start Association's Parent Conference in New Orleans, Louisiana from December 8th through 13th. This year's theme was "Every Child. Every Parent. Every Opportunity." The conference offered opportunities for parents to learn about program governance, child development, family resources, fun family activities, and much more. It was also a great opportunity to meet other parents and staff from around the country and share experiences. The three executive committee members who attended will provide an overview of what they learned at the January Policy Council meeting. The Executive Committee met while at the conference to approve one new hire. There was no Policy Council meeting in December. Regular meetings will resume in January.
- CSB Staff are in the process of finalizing and analyzing the current cycle's Education, CLASS, and Comprehensive Services Monitoring.
- On December 12, 2011, Riverview held a very successful Family Engagement Fair for parents. All parents were invited and approximately 25 parents and family members participated; many reported the festivities were enjoyable. The parents shared elements of their culture and were encouraged to read a story to a small group of children. The Fair consisted of various stations where parents and children had the opportunity to engage in a variety of activities, including Potato Sack Race, Create Your Own Pine Cone, and Shadow Body Tracing.
- CSB staff attended the Give Kids a Smile Day Planning Meeting with the Contra Costa Dental Society and Strategies for Healthy Smiles. Timeline was set and tasks





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were assigned for the January preparation of the February 3, 2012 County-wide event.

- CSB staff attended the annual John Muir Health Child Safety Coalition Planning Meeting. CSB will host the Child Passenger Safety/Car Seat Check Event for April 2012.
- CSB and California State University of the East Bay are in the planning process to collaborate on utilizing the nursing program students' resource to educate parents and children about a variety of health related topics.
- Cambridge Community Center, a partner site, conducted Classroom Transition training. The purpose of the training was to provide staff with transition materials and suggestions in an effort to improve transitions in the classrooms. An introductory training was also provided to the staff at Cambridge on the CLASS monitoring tool.
- 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 classrooms and communicate with partner agency staff. In these many site visits, staff members provided resources, monitored the environment, and observed during meal-times.
- Delegate Agency First Baptist Head Start held their annual Holiday/Share the Spirit gift and activity workshop for their parents. Sponsors from the community organizations and private individuals selected families from the program and provided gifts to these families for the holiday season. Families were overwhelmingly thankful and surprised with the outpour of love and generosity.
- The Economic Opportunity Council (EOC) was in recess the month of December, and will resume for their first meeting of the new year on January 12th.

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

