To: David Twa, County Administrator

From: Joe Valentine, EHSD Director

Subject: Monthly Report

Date: January 31, 2012

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**

* January Enrollment is 100% for EHS, HS, and First Baptist Head Start Delegate.
* In compliance with Federal regulations, the Bureau submitted to Administration for Children and Families (ACF) the Financial Status Report for period July 1, 2011 through December 31, 2011 for Head Start and Early Head Start Grant, Federal Grant #09CH0375/45.
* The Bureau submitted the 2011 budgets for Low-Income Home Energy Assistance (LIHEAP) and Community Services Block Grant (CSBG) programs to California Department of Community Services and Development.
* In compliance with ARRA reporting requirements, the Bureau submitted the ARRA reports for the following programs: Department of Energy (DOE) Weatherization Assistance Program ARRA, ARRA Early Learning Mentor Coaches, and Early Head Start ARRA Expansion grants.
* The Bureau submitted to California Department of Education the 2nd quarter Fiscal and Attendance Report for Child Development contracts and Caseload and Expenditure Report for CalWORKS Stage 2 Alternative Payment Programs.
* The Governor’s Proposed FY 2012-13 Budget include the following proposals that impact the Bureau’s childcare programs:

1. 10% reduction in Standard Reimbursement Rate (SRR) – This could result in funding reduction of approximately $1,084,590, loss of 132 childcare slots and 19.8 FTEs.
2. Reduction in income eligibility ceiling from 70% of State Median Income (SMI) to 200% of the federal poverty level – This will negatively impact approximately 72 children/67 families.

* The Bureau submitted to Administration for Children and Families (ACF) a request to carry-over unobligated 2011 Early Head Start Expansion funds into 2012 budget period.
* The CLOUDS database system project is moving along.  Additional enhancements have been made to the enrollment process, manual attendance section and Monitoring section.  Reports 9400 and 9500 Child Development Reporting forms have been created on CLOUDS and are currently going through the testing phase.
* The Bureau received approval from the state to transfer unspent 2009/2010 Facility Repair & Renovation grant funds to carbon monoxide detector installation projects at 16 sites.  The new systems will provide an additional level of safety monitoring to the children in our centers.
* The top three requested referrals are: (1) Parenting Education, (2) Adult Education, such as GED programs and college selection, and 3) Health 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 Policy Council held their regular meeting on Wednesday, January 18, 2012:
  + Representatives were informed of the Head Start/Early Head Start re-competition process and were notified that CSB is required to re-compete. They will be asked for input throughout the application process. The Council was also notified that CSB is due for a federal review at the end of this year. Preparations are beginning now with the annual self-assessment and parents will be asked to participate if possible. The group also reviewed the roles and responsibilities of the Policy Council, including parent interviews that will be conducted during the review. In preparation for the upcoming tax season, the Policy Council received financial literacy training and resources. More information on Spark Point and the Earned Income Tax Credit will be provided at future meetings.
  + Four members of the Policy Council and two members of the Economic Opportunity Council attended a one-day workshop on Facilitative Leadership. Participants learned necessary skills for working in teams and focused on the following areas: results, process, and relationship; seeking maximum appropriate involvement; how to facilitate agreement; sharing a vision, designing pathways to action, and celebrating accomplishments. Each individual developed a personal action plan to help them put their learning into practice.
  + The Policy Council Executive Committee is attending the California Head Start Association’s Annual Parent Training Conference, from January 29-31st, in Garden Grove.
* The SFI (Supporting Fathers Initiative) groups have started at GMIII as of January 11th and will end on February 22nd.
* The EFNEP (Expanded Food and Nutrition Education Program) classes have started as of January 18th at the George Miller Concord site and will end on March 6th.
* Judy Ventling, CSB’s Licensed Vocational Nurse, provided Crossroads High School, a partner site, with an informal, introductory training on CPR and additional life-saving skills, including what to do when a child is choking. This information was considerably valuable to the young mothers and EHS children Crossroads serves.
* Crossroads and YMCA EHS staff received information on an innovative program called “Text 4 Baby.”  This program offers free health information to the expectant and new mothers directly through their cellular phones.
* Site visits to EHS/HS classrooms, in addition to state funded partners, continue each month.  The purpose of the visits is to observe the classrooms and communicate with partner agency staff.  Many site visits included providing resources, monitoring the indoor/outdoor environment, and conducting observations during transition times.
* The Economic Opportunity Council submitted their annual report to the Board of Supervisors which was approved January 24, 2012.
* The 2012 Community Services Block Grant (CSBG) contract has been submitted to the California Department of Community Services.

cc: Policy Council

Family & Human Services Committee

Shirley Karrer, ACF