To: David Twa, County Administrator

From: Terry Speiker, Interim Director

Subject: Monthly Report

Date: November 6, 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**

* October enrollment is reported at 100% for CSB.
* On October 18th, Region IX staff visited CSB’s Administrative Offices to validate that CSB completed all required corrective action in regards to CSB report of a child left unattended at Balboa, which was approved by BOS on October 16th and by Policy Council on October 17th. The visit included a review of CSB documentation and staff interviews to verify that all corrective actions were completed in full and not later than October 5th, as stipulated by Health and Human Services (HHS). Region IX staff concluded that appropriate corrective action was taken by the required date and will report this to HHS. CSB expects to receive notice from HHS with the final determination in the coming weeks.
* In compliance with ARRA reporting requirements, the Bureau submitted the ARRA reports for Department of Energy (DOE) Weatherization Assistance Program ARRA.
* The Bureau submitted the FY 2011-12 Single Audit Questionnaire and the Federal Program Assistance Inventory Listing to the Auditor-Controller’s Office for all the federally funded programs administered by the Bureau.
* The Bureau submitted the 1st quarter Fiscal and Attendance Reports to California Department of Education on October 20, 2012.
* The Bureau submitted the Expenditure Activity Report to the California Department of Education.
* The Bureau received one-time Facilities Renovation and Repair (FRR) funding in the amount of $198,214 from California Department of Education (CDE) to maintain facilities compliance with State Health and Safety Regulation requirements.
* In a close-out report for Department of Energy (DOE) Weatherization Assistance Program for contract number 09C-1756 dated October 8, 2012, the California Department of Community Services and Development reported the following:
	1. The Bureau expended 100% of the $350,294 contract allocation.
	2. The Bureau weatherized 70 households.
	3. The Bureau did not purchase vehicles or equipment during the program year under this contract.
	4. The Bureau did not have any unexpected interest, unexpected revenue, or any outstanding advance balance to report during the program year.
* The Bureau submitted the Department of Energy (DOE) Weatherization Assistance ARRA Program closeout reports for project year beginning June 30, 2009 through September 30, 2012. The total contracted amount of $5,054,300 was fully spent in the Weatherization Assistance ARRA Program.
* Visit by California Department of Education (CDE) Fiscal Staff is scheduled for November 7, 2012. They will be looking at our state reporting feature and electronic signatures in CLOUDS. CLOUDS Teacher Training is set for four days in December. Planning for the implementation of ongoing user groups is underway.
* A project funded by a California of Education Facility Repair & Renovation grant to enhance security through installation of additional exterior surveillance cameras was completed at the George Miller III Child Center in Richmond.
* Construction funded by a California of Education Facility Repair & Renovation grant was completed on the new Infant/Toddler playground at our Ambrose Child Center in Bay Point.
* The top three parent-requested referrals are: (1) Parenting Education, (2) Housing Assistance, and (3) Health Education.
* The top three nutritional assessments are: (1) Overweight/Obese, (2) Anemia, and (3) Underweight.

Bureau Activities

* Policy Council: The Policy Council (PC) held their regular meeting on Wednesday, October 17, 2012. They approved several new hires and PC Executive Committee’s decision to approve CSB’s corrective action plan, in regards to CSB report of a child left unattended at Balboa, for submission to Administration for Children and Families.
* Male Involvement: The meeting was held on October 29, 2012 at the Crescent Park Center. The participants received a presentation on “The Role Male Caregivers Play in the Classroom.”
* Debi Marsee, Comprehensive Services Manager was selected as the winner of the 2012 California Head Start Association’s (CHSA) Program Services Staff of the Year Award. CHSA solicited nominations for the award. After an evaluation of letters of recommendation and biography, Debi was nominated and selected for her outstanding qualities, skills, and expertise she possesses and how they benefit children and families. The award will be presented on Thursday, February 7, 2013 at the California Head Start Association’s Conference.
* Comprehensive Services and Site Staff received training on Family Partnerships and Goals and ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) at the October 3, 2012 all cluster meeting. Staff learned about topics such as: “Affirming Communication” and “Successful Conversations with Parents.” The Delegate Agency First Baptist Head Start participated in this training as well.
* The Elks vision screeners conducted screenings for our Head Start preschoolers, toddlers and infants at various centers throughout the county to include: Balboa, Brookside, George Miller III and Verde. 406 screenings were completed to date for the month of October. The Elks program screens over 50,000 children per year and their goal is to significantly decrease the number of children at risk for amblyopia or “lazy eye” and other vision problems.
* SparkPoint Center Director, Dave Thompson, attended a Parent Meeting at the Ambrose Children’s Center on October 14, 2012. He facilitated the meeting and explained SparkPoint financial program services in depth with our CSB families. The participants had many questions and were very interested in the “credit counseling” information provided. The SparkPoint information flyers were also distributed across county to provide families with this valuable resource.
* On October 23, 2012, CSB’s Health Advisory Committee Meeting was parent facilitated. Program staff and agency partners provided updates and information with regards to their services, which included the following: community health needs, the Children’s Oral Health Program, Lead Prevention updates, Communicable Disease Program, Integrated Pest Management, Contra Costa County Child Care Council, WIC, Community Wellness & Prevention Program, First 5, and additional Partner updates.
* Over the past few months, the Children’s Oral Health Program provided oral health services to 885 CSB children ages 0-5, including education, exams, fluoride varnish and triage to local public health dental clinics. This was a great opportunity for CSB due to challenges in access to oral health care in our community per our needs assessment. In addition, a Lead Poison Prevention Project in the form of an information flyer and a short quiz for parents was announced and parents will be eligible to receive prizes from Lead Poisoning Prevention for participation.
* Chronological Supervision Training was held on October 23 and October 25, 2012 for program all CSB Managers and Supervisors including Site Supervisors, Comprehensive Services Assistant Managers, Comprehensive Services Managers, and Analysts. Training topics included: progressive discipline, chronological supervision, mentoring and coaching, writing letters of discipline and commendation with “FICA” format (Fact, Impact, Context and Action), and online resources.
* “Young Families Health Fair” was held on October 20, 2012 at Lovonya DeJean Middle School in Richmond. Information flyers were distributed across county via email for staff to share with program families to encourage participation.
* On October 15th and 16th, parent volunteers from George Miller Concord and George Miller III in Richmond distributed “Easy Voter Guides” and helped parents register to vote for the November 6, 2012 election.
* The Monument Community Partnership and Chavez Center held a Carnival Health Fair on October 6, 2012 for screenings on the following: dental, vision, diabetes, and much more. An event flyer was emailed to the sites to share with the program families to encourage community engagement. CSB staff participated in this event.
* YMCA and Cameron staff participated in CSB’s Early Head Start (EHS) quarterly meeting in West County, which is a regular meeting of EHS Site Supervisors with the EHS Manager. The meeting detailed federal review requirements and preparations.
* Crossroads High School recently began their Male Involvement Meetings again in an effort to increase the male/teen population’s participation in their child’s lives. Meetings are taking place every week onsite and are facilitated by one of the male staff at the Crossroads program. Topics include communication, positive relationships with in-laws, and hands-on training, such as diapering and feeding.
* The Triple P (Positive Parenting Program) was launched on October 4, 2012, with nearly 20 parents from George Miller III actively participating each week. Triple P Program families engage in learning activities that include practicing positive parenting strategies, such as positive praise, how to encourage positive behavior to teach children new skills and how to manage challenging behaviors. Following each class meeting, parents are encouraged to practice what they have learned during the week with the support of the homework assignments. The classes will continue through November with a graduation ceremony in December.

cc: Policy Council Chair

 Family & Human Services Committee

 Shirley Karrer, ACF