To: David Twa, County Administrator

From: Terry Speiker, Interim Director

Subject: Monthly Report

Date: December 4, 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**

* The Bureau received a letter from Administration for Children and Families (ACF) on November 8th clearing the deficiency finding that resulted from the August 6th incident in which a child was left unattended at the Balboa Center. No additional corrective action is required. A copy of the letter is attached.
* CSB received unofficial notice that Head Start Recompetition results will be delayed until Spring 2013. The original date for Grantees to hear the results was to be December 2012. Community Services Bureau is one of 130 grantees nationwide that is in the process of recompleting for its Head Start and Early Head Start grants.
* November enrollment is reported at 100%.
* Camilla Rand, Director, and Katharine Mason, Division Manager, have begun meeting individually with each Supervisor Member to provide program updates and to introduce and begin to prepare for the next Federal Review, which is expected later in 2013.
* 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 November 15, 2012, the Bureau reported the Community Services Block Grant (CSBG) financial operations for the year to the Economic Opportunity Council.
* The Bureau provided the Head Start and Early Head Start financial reports to the Policy Council on November 14, 2012.
* A project funded by a California of Education Facility Repair & Renovation grant to enhance security through installation of bullet-resistant covering on the windows at George Miller III Child Care Center and Las Deltas Child Care Center in Richmond has started and is projected to be completed by the end of December 2012.
* The top three parent-requested referrals are: (1) Parenting Education, (2) Health Education, and (3) Adult Education.
* The top three nutritional assessments are: (1) Overweight/Obese, (2) Underweight, and (3) Anemia.

**Bureau Activities**

* Policy Council: The Policy Council (PC) held their regular meeting on Wednesday, November 14, 2012 at 500 Ellinwood Way in Pleasant Hill. The PC members voted and approved CSB’s 2012-2013 Policies and Procedures, 2012-2013 Service Plan and one new hire.
* Male Involvement: The meeting was held on November 27, 2012 at George Miller III Center Child Care Center. There was a presentation and discussion on “The Role Male Caregivers Play in the Classroom” and active participation from the parents (both males and females) that attended.
* Eddie Yomamoto, Fiscal and Administrative Services Division Director at State of California Department of Education, visited CSB and toured George Miller III Child Care Center to observe the CLOUDS system in action. CSB is still awaiting final approval from the State to move forward with an electronic signature system.
* Program staff have begun an intensive working committee to look deeply into teacher substitute expenditures, one of the Bureau’s high costs, and to take action to reduce costs in this area to the greatest extent possible.
* Bay Area Legal Aid services flyers, announcing free legal workshops, were sent out to the Site Supervisors and Comprehensive Services to share with the families at their sites that may have a need for various services that include: child support, custody issues, family law, immigration, bankruptcy, and etc.
* Family Partnership Assessments are in progress throughout all areas of the county between parents and staff to ascertain parent goals/aspirations and to address any areas of needed support or resources on an on-going individualized basis.
* On November 20, 2012, Comprehensive Services staff participated in a CalWin training. CalWin is the system that supports the administration of public assistance and runs eligibility and benefit determinations and case maintenance. The staff learned about the basic use of CalWin and how to print out income for parents that are receiving cash aid.
* CSB’s directly operated sites recently participated in a Lead Poisoning Prevention Project. Informational handouts were given to the parents and they were encouraged to participate in a short quiz to identify their knowledge level on the subject of lead poising. At the completion of this project on November 15th, 949 parents participated. Parents from our Partner centers and Home-Based programs will have the opportunity to participate in January 2013.
* All CSB teaching staff completed the Early Childhood Environment Rating Scale (ECERS) assessments and action plans are being developed based on assessment results. ECERS provides a collaborative tool for educators and others to discuss their early childhood environmental education program goals, consider strengths and areas of needed improvement, and chart a future direction for development.
* CSB’s five Preschool Makes A Difference (PMD) centers throughout the county (Brookside, George Miller Concord, George Miller III, Riverview and Lavonia Allen) will be awarded a mini-grant to purchase site specific materials. Each grant will be $600-$900 per center.
* Four CSB centers (Ambrose, Brookside, George Miller Concord, and George Miller III) and four Partner centers (Concord Child Care, First Baptist Head Start Kid’s Castle, Antioch Kid’s Club and West Contra Costa State Preschool) have been accepted to participate in the First 5 Contra Costa Quality Rating and Improvement System (QRIS) Professional Development stipend for center staff. Awards will range from $2000-$5000 per center and is based on the size of the center and the number of participating staff.
* Crossroads High School continues with their weekly male involvement meetings. The meetings were originally scheduled each month, but due to high interest from both the teen moms and dads, they are now conducting weekly meetings. The previous meeting detailed the various roles of a mother and father and the teens’ perspective of what various parenting roles are.
* Cambridge Community Center staff recently participated in an Effective Transitioning training lead by CSB’s Education Manager, Ron Pipa. The training gave staff various ways to lead an effective transition in the classroom.
* Triple P (Positive Parenting Program): The participating parents from George Miller III Child Care Center will complete their 10-week parenting class on December 6th. Parents have reported positive feedback, noting how the parenting strategies have made a difference in their family life and how the increased confidence in parenting has improved relationships between both parents. Triple P will begin in winter or late spring for East and Central County.
* Delegate Agency First Baptist Head Start Updates:
* First Baptist Head Start (FBHS) received a grant from Los Medanos Community Healthcare District to fund their Healthy Lifestyle Program.
* FBHS distributed Thanksgiving food baskets, which included a donated frozen turkey and other essentials to families in need.
* The Economic Opportunity Council meeting was held on November 15th. Meeting highlights include subcontractor monitoring reports, and three new Economic Opportunity Council members were approved and recommended to the Board for approval, scheduled for December 4th.

cc: Policy Council Chair

Family & Human Services Committee

Shirley Karrer, ACF