



CONTRA COSTA COUNTY
COMMUNITY SERVICES
BUREAU

Camilla Rand, M.S.
Director

To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Monthly Report
Date: December 10, 2013



I. Good News Update/Accomplishments:

- CSB's triannual review of the Community Action Program was completed during the second week of November 2013. The State Analyst spend three days reviewing contracts, reports, minutes, and budgets; attended the Economic Opportunity Council meeting; and visited 2 CSBG sub-contractors.
The State analyst was very pleased with the program, organization and leadership and concluded with no areas of concern .
- CSB has been actively applying for community grants and other small granted projects, and seeking community donations to support program activities.
 - Our most recent award was the Cooking Matters in the Store mini-grant from NHSA which provides grocery store stipends and smart shopping tips for families
 - In celebration of Food Day, the Food Bank of Solano and Contra Costa Counties and Spikes produce donated bags of food to families and a pumpkin to all children in the program.
- Community volunteering is on the rise at CSB—two Girls Scouts completed their projects at George Miller Concord this summer: one on literacy and another on Children's art.
- Company C Contemporary Ballet of Walnut Creek received a grant to conduct weekly ballet classes to children enrolled in a local Head Start program.
 - Ballet lessons began at GMC for 3 preschool classes July, 2013 where children learn about focused movement, love of dance, and healthy life style.
 - Children look forward to their weekly half- hour sessions with instructor Laura who encourages them to imitate simple dance movements, use shakers and other rhythm instruments, and repeat French words. GMIII and GMC are participating in "Sesame Street Little Discoverers: Big Fun with Science, Math, and More Research Study" where children, parents, and educators are following the "Little Discoverers," curriculum.
 - As part of the study, classrooms will participate in training sessions, receive a box of math and science materials, and weekly newsletter that contain information about STEM activities they can do at home.
 - Teachers will receive a \$200 stipend, teacher assistants will receive \$100, centers will receive \$100 stipend, and the parents will receive a \$20 gift card for completing a survey at the end of the six-week project.



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- CSB held an All Staff Summit on November 15th to solidify our agency goals, develop strategies to meet those goals, and celebrate the efforts and high aims of CSB's hard working staff.
 - The theme for the day was "Reach," symbolizing our efforts to aim high to support the needs of our community and to fulfill our mission.
 - The Glen Price Group facilitated strategic planning sessions to assist CSB in building a roadmap for the future
 - Team presentations and recognitions built team spirit as well as morale and three workshops that staff could choose from strengthened skills: Leadership, Cultural Humility, and Music and Movement.
- CSB is partnering with an employee and her daughter to provide basic sign language training to Infant/toddler staff to promote language development and communication. Teaching staff will in turn share this knowledge with families to enhance communication at home.

II. Status Updates:

- a. Caseloads, workload (all programs)
 - Head Start: 100% enrolled—1560
 - Early Head Start: 100% enrolled—260
 - Stage 2: 357 Families and 164 children
 - CAPP: 106 Families and 164 children
 - LIHEAP: 296 clients served
 - Weatherization: 15 Units Weatherization
- b. Staffing:
 - CSB continues to interview to fill vacancies.
 - The Bureau is evaluating its staffing needs and personnel costs while measuring the possible impact on bargaining negotiations with the Unions on CSB budget.
- c. Legal/lawsuits
 - N/A
- d. Union Issues
 - Staff is collaborating with Local 1 on a Suspension and a separate Settlement Agreement.
- e. Hot Topics/Concerns/Issues
 - Electronic Signature Approval: On December 3, 2013, CSB representatives, lead by CSB Director, Camilla Rand and Division Manager's, Sung Kim and Katharine Mason, along with other program staff, met with representatives from the California Department of Education representatives at George Miller III, on what CSB hopes will be the final deciding meeting for the approval to utilize the CLOUDS Attendance Management System in lieu of current paper processes.
 - In summary, the meeting went very well and produced positive outcomes for both sides.
 - Although CSB still has to wait for the formal results, CSB is confident that the CDE will continue to move forward to finalize this project.





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- CSB anticipates receiving an official notice from CDE in mid-January on their decision.

III. Emerging Issues/New Challenges:

- CSB received notice the Grantee and Delegate agencies will receive a Head Start Key Indicator Screening sometime between January and May, 2014.
 - This year-two screening is comprised of a small subset of Compliance Measures in 15 key indicator categories.
 - The outcome will determine if a full On-Site Monitoring (i.e. Federal Review) will be scheduled later in the year.
 - CSB and our Regional Office are in the process of learning more about this new process within Office of Head Start; meanwhile staff are beginning preparations.

Please Note: The October and November CACFP nutrition reports will be in January's report.

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

