

FY 2014 CSB Planning Calendar	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Community Assessment (Joanne) Major update every 3 yrs; Full update: FY 2014 Next due: FY 2017	Begin researching year 2 Community Assessment Updates Continue researching and preparing the Community Assessment Updates					Present Community Assessment Updates Report for PC and BOS (No action required)	Prepare Community Assessment Updates Narrative for Continuation Grants	→	Submit Executive Summary with HS/EHS Continuation Grant (Action required by PC & BOS)			
Strategic Planning (Camilla)						G/O Updates semi-annual report disseminated to staff, Department Director and Board						G/O Updates semi-annual report disseminated to staff, Department Director and Board
Planning Calendar (Joanne)						Request Planning Calendar updates from Senior Management leads (as assigned/ update assignments)	Leads review and update sections Send to SAM for review (by 31st)	Present Planning Calendar to PC as part of grant process presentation	Request PC approval of Planning Calendar (with full grant)	PC Orientation: Include Planning Calendar in orientation packet-Present to updates staff		
Annual Report (Joanne)	Continue 2014 Annual Report process/ gather content (Begin December)	→	Present/ Distribute Annual Report to PC and BOS/CAO		Disseminate/ Distribute Annual Report to public							Begin Annual Report process/ gather content

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Service Plans and Policies & Procedures (Joanne)	Order copies of approved Service Plans and P & Ps for centers/ administration Post e-document on CSB Intranet			Distribute hard copies to centers/ administrative offices Conduct annual staff training on Service Plans and P & Ps	→ →			Review Team updates assigned P & P sections and Service Plans	→	Enlist PC Sub-committee for review/input to Service Plans and P & Ps Distribute assignments to Senior Managers/ CS Managers Review Team	PC Sub-committee review and submit to PC for approval (action) Submit to BOS for approval (action)	Complete final formatting edits		
Ongoing Monitoring (Joanne)	Quarter 3	Present Quarters 1 & 2 summary of results to PC Submit summary reports to CAO and ACF Submit Report to staff and Partners Distribute Quarters 1 & 2 summary results to Senior Managers, Site Supervisors, CS Managers	→	Quarter 4	→	Review Content for updates to monitoring tools and handbooks Review slot map plans and update for new Quarters Schedule for center monitoring and sample size calculation for files and classrooms	→	Quarter 1	→	Present year end summary of results to PC Submit year end summary reports to CAO and ACF Submit Report to staff and Partners Distribute year end summary results to Senior Managers, Site Supervisors, CS Managers	→	Quarter 2	→	→

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Continuation Grants (Joanne) FY 2014 year-1 of 5-year cycle				Develop grant timeline in conjunction with PC/BOS meeting dates for approval requests	Present to PC: Review of Continuation Grant Cycle and PC involvement	Share Grantee timeline and tasks with Delegate Initial grant writing assignments sent to group (year 2 of 5-year cycle) Announce Continuation Grant to PC, including year-end monitoring results (CSB Director's report)	Conduct grant writing process with assigned team members (including: Planning Calendar, Goals & Objectives) Present Goals & Objectives (including year-end monitoring results) to PC Sub-Committee for feedback	→ Present to PC: Grant Presentation of draft contents, including year-end monitoring results (non-action)	Request PC approval for submission of full HS and EHS grants including: Budgets, Planning Calendar, Goals & Objectives (action) Request BOS approval for full HS and EHS grants including: Budgets, Planning Calendar, Goals & Objectives (action) Upload grants through HSES	Present Grant Cycle process overview to PC at orientation (non-action)		

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Parent, Family and Community Engagement (PFCE) (Pam)	Monthly Male Involvement Meeting	→	→	→	→	Male involvement Year end Celebration Meeting	Monthly Male involvement Meeting	→	→	→	→	→
	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring		Parent Involvement Officers Monitoring	Parent Involvement officers Monitoring	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring	Parent Involvement Officers Monitoring
	Triple P Training (9 weeks)	Family Newsletter			Family Newsletter			Family Newsletter	Parent Interest & Volunteer Surveys	Family Development Credential training	Family Newsletter	
	Kindergarten Transition Site Based Parent Meeting (required)			HS Fatherhood Conference	Family Handbook edits begin	→	Print Family Handbooks	Distribute Family Handbook	Pedestrian Safety Training (Required Parent Meeting Topic)	1st Family Partnership Agreements (Due 90 Days)		
				Week of the Young Child (family connections)	Parent Appreciation Activities							

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Community Services Bureau Community Partners (Kristin) *For detailed information, see CSB External Meeting Calendar	CSB Community Partnership One Stop Consortium Quarterly Meeting			CSB Community Partnership One Stop Consortium Quarterly Meeting DCSS Interagency Agreement due every 2 years (2013) DCSS Interagency Training 2 years (2015) Child Abuse Training (Required Parent Meeting Topic)			CSB Community Partnership One Stop Consortium Quarterly Meeting			CSB Community Partnership One Stop Consortium Quarterly Meeting Voter Registration every 2 years (2014)		

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Self-Assessment (Kristin)	Identify sites and classrooms for assessment Develop self-assessment schedule and send out notification Form self-assessment teams for review at CSB and Delegate Agency sites Train volunteers	Conduct self-assessment (CSB/FBHS) Daily debriefings during 2 weeks Report Writing Corrective Action plan (if needed)	Submit final report and obtain approval of corrective action plans as necessary (ACF/PC/BOS/CSB Director)			Link any self-assessment findings to G&Os for Continuation Grant and T & TA Plan				PC Self-assessment sub-committee formed	Begin Self-Assessment Process Present Process to PC and broaden sub-committee membership	
CDE Contracts (Jagjit)	Monthly CDFS fiscal Report	→	→	→	→	→ Annual Report to CDE	→	→ Extend Fiscal Audit	→	→ Extend Fiscal Audit Management Bulletin for application for CDE refunding	→	Application due for CDE refunding application
LIHEAP/DOE (Jagjit)	LIHEAP Outreach LIHEAP Contract		DOE/WAP Amendment	LIHEAP Outreach			LIHEAP Outreach	LIHEAP/ WAP site monitoring visit by CSD		LIHEAP Outreach		
Mental Health Services (Pam/Lora)	Mental Health Behavioral Management Training to staff	→		Child Abuse Awareness Month-trainings for staff/parents	Children's Mental Health Awareness-classroom activities	MOU-Health Services MOU-First Five-ASQ		Clinician training and orientation-MH Comp Services refresher			Mental Health Behavioral Management Training to staff	→
Disabilities (Pam)	ACF/CAO Mid Year Report of Enrollment of children with Disabilities	Inclusion training for Teachers						Special Needs Comp. Services Refresher training	IEP/IFSP Special Needs All Staff Training	Collect SN training documentation /HR assistance		

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Education Services/ Annual State Requirements - Child Development (Janissa/Ron)	Phonological awareness (HS) Parent Survey Library Initiative (HS)	Make & Take; Math, Letter (HS) Knowledge and ELL (HS) RMTK/ Kindergarten Transition Meeting (HS) PITC: Respectful Care ERS Update	Make & Take; Math, Letter (HS) Knowledge and ELL (HS) Submit Parent survey summary of finding Follow up ERS	WOTYC Reading Challenge 3rd DRDP April 30th: Submit final ERS and DRDP Summary to Ads	Parent Appreciation PITC Environmets for Group Care Develop CDE Action Plan	End of the Year Celebration Submit Annual Report to CDE June 1st	Ready to learn (By Sept PD/PY) RMTK including Ts pre-Survey PITC: Early Messages DRDP Child Assessments	Ready to learn (By Sept. PD/PY) CLASSercizing PITC: Brain Development in Infancy DRDP Child Assessments	Ready to learn (By Sept. PD/PY) Learning Through Literature Pedestrian Safety Kick-off DRDP Child Assessments Open House	Pedestrian Safety kick-off (PD/PY) and Harvest Festival PITC; Discoveries of Infancy. CLASS certified observer reliability PITC Graduate Conference DRDP Child Assessments (PD/PY) ECERS/ITERS →	RMTK, School Readiness Goals CLASS certified trainer reliability DRDP Child Assessments (PD/PY) ECERS/ITERS	Project Approach RMTK, School Readiness Goals Winter Festival PITC: more than Just Routine

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Health and Safety (Carolyn)	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>Bed Bug Task Force and Steering Committee Meetings (months and days vary)</p> <p>Give Kids a Smile Day Preparation and Implementation of GKSD Plan every day in month of January</p> <p>Tobacco Coalition Meeting (monthly January - December)</p> <p>Health & Safety Officer Committee Meeting</p> <p>Car Seat Safety Check for GKSD - Training, Inventory, Cleaning & Purchasing</p> <p>Northern California HS/EHS Cluster Meeting - Sacramento</p> <p>CHSA Health Institute (External Headstart Conference)</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>Give Kids a Smile Day Event (1st and 3rd Fridays of the month of February)</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at Selected sites</p> <p>Send Downloads to IZ Dept.</p> <p>Audiometric Screening Training w/CHDP</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>Health Services Advisory Committee Meeting and Luncheon</p> <p>Medi - Calibration of Audiometers</p> <p>Health & Safety Officer Committee Meeting</p> <p>Health and Safety Summer Newsletter (To Families)</p> <p>Hands on Health Express Mobile Health Event</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screening Calendar Due</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>FMCH Interagency Agreement due for renewal</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>Strategies for Healthy Smiles Calendar Due</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>Refresher Training - Health and Safety</p> <p>Emergency Preparedness Training</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>Health & Safety Officer Committee Meeting</p> <p>Car Seat Check Up Event with Child Passenger Safety Program</p> <p>Northern California HS/EHS Cluster Meeting - Sacramento</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>Home Based Health Training</p> <p>Yearly Immunization Report Due to Public Health</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>MOU Expires 08/2013</p> <p>Immunization and CAIRS Training with Public Health</p> <p>Vision Screening Training w/CHDP and Prevent Blindness</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>Health Services Advisory Committee Meeting and Luncheon</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>Health & Safety Officer committee Meeting</p> <p>Car Seat Check up Event - Concord</p> <p>Send Downloads to IZ Department</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>Health Services Advisory Committee Meeting and Luncheon</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>Health & Safety Officer committee Meeting</p> <p>Car Seat Check up Event - Concord</p> <p>Send Downloads to IZ Department</p>	<p>CSU East Bay Nursing Student Health & Safety Module Presentations at selected sites</p> <p>ELKS Vision Screenings at Sites</p> <p>Health Services Advisory Committee Meeting and Luncheon</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>Strategies for Healthy Smiles Exams at Sites</p> <p>Health & Safety Officer committee Meeting</p> <p>Car Seat Check up Event - Concord</p> <p>Send Downloads to IZ Department</p> <p>Give Kids a Smile Day Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program and Strategies for Healthy Smiles</p> <p>John Muir Health Child Safety Coalition Planning Meeting - Child Passenger Restraint</p>

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Transitions: Into, Throughout & Out of program (Janissa)	Parent Meeting on Kindergarten Readiness Review CSB Head Count Protocol	→	→ Kindergarten Registration Teacher/Parent Conference Administer Parent post-survey Individual school district schedules orientation plan. Individual plan, RMTK	RMTK/ Transition Training by cluster agency wide	Kindergarten Backpack RMTK Certificate of Completion Post-Survey for Teachers →	→	→ Pretest for teachers on RMTK. Follow-up Seminar on RMTK RMTK Pre-Survey to parents & Initial Home Visit with parents Ready to Learn	→ → →	→ →	Teacher/Parent Conference Parent Meeting on the Road Map Sample RMTK Inclusion Activity	→	→
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) (Christina)	Monthly-Month End Enrollment report to HSES by the 7th Review/Revise recruitment materials	→	→ Establish phase out plan for summer transitions Establish procedure and timelines for rollover Begin major recruitment drive Submit request for flyers to be mailed with public benefit quarterly reports Slots planning for next PY	→	→	→	→	→	→	→	→	→
		PC & BOS approves selection criteria and recruitment plan New Federal Income Guidelines Issued Issue date for cut-off of new enrollments in the PD/PY Headstart program due to 60-day rule		Slots Planning for next PY PD/PY classes end Continue recruitment drive	Slots Map finalized for next PY and distributed Continue recruitent drive	Eligibility & Enrollment Clinics Purge over-income waiver list	Eligibility & Enrollment Clinics Purge over-income waiver list	Eligibility & Enrollment Clinics Purge over-income waiver list	Eligibility & Enrollment Clinics	PD/PY Classes begin 30-day full enrollment checks and reports on Tuesdays and Thursdays	Hold Selection Criteria meeting with staff and parents	

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Policy Council; Board of Supervisors; EOC (Pam/Jagjit)	PC meeting; finalize sub-committees PC/EOC Facilitative Leadership Training Planning for PC/BOS/EOC Joint Training begins	CHSA Conference	PC & EOC 700 Forms and Brown Act/Ethics Training Certificate due to Clerk of BOS (annually)	Joint Meeting of PC, EOC & BOS (No business meetings) Region IX Conference	CSBG Subcontractor Monitoring CHSA Health Institute Community Action Month EOC Public Meeting every 2 years (last 5/2013)	CSBG Subcontractor monitoring	No PC/EOC Meeting	EOC Recess CAP Annual Convention	Recognition of outgoing PC members Parent Committee Officer elections	Orientation of new PC members and EOC members (full day) Election of new PC and EOC Executive Committee	Make-up PC Orientation (1/2 day)	No PC Meeting No EOC Meeting Ethics/Brown Act Video Training due NHSA Conference
Facilities (Dyanne)	Gather project request needs from ADs/ DMs for FRR grant application	→	Request BOS approval to apply for CDE Facility Renovation and Repair (FRR) Grant	Quarterly Deep Cleaning EHS Apply for CDE Facility renovation and Repair Grant			Quarterly Deep Cleaning EHS		Certification for Playground Safety inspector expires every 4 years. Next due 2016	Quarterly Deep Cleaning EHS		
Communication (Jagjit)	Monthly CST Newsletter Quarterly Staff Newsletter	→ →	→ Quarterly legislative reports to Senior Management Vacation request due for 2nd quarter	→ Quarterly Staff Newsletter	→ →	→ Quarterly legislative reports to Senior Management Vacation request due for 3rd quarter	→ Quarterly Staff Newsletter	→ →	→ Quarterly legislative reports to Senior Management Vacation request due for 4th quarter	→ Quarterly Staff Newsletter	→ → Parent Survey	→ Quarterly legislative reports to Senior Management Vacation request due for 1st quarter 2014
	Quarterly Report to ACF Monthly Report to CAO/BOS Staff Monthly Reports	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →

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Human Resources/ Personnel (Reni)	Monthly-Personnel Tracking Reports	→	→	→	→	→	→	→	→	→	→	→	
	Ongoing Personnel File Monitoring	→	→	→	→	→	→	→	→	→	→	→	
	CSB Standards of Conduct	Permit Expiration Notices to Staff	LIC 500 to Licensing	(Layoff approval by PC)	Order of Layoff PD/PY staff	LIC 500 to Licensing	Program Information Report	Return-to-Work Letter to Laid off PD/PY staff (August 1st)	LIC 500 to Licensing	Chronological Supervision & Progressive Discipline PIP Training	CALPELRA Annual Conference	LIC 500 to Licensing	
	CSB Protocol for Hourly Head Count and Transition Tracking	Meet & Confer Layoff PD/PY staff		OSHA Reports - postings at all sites	Annual Bid Summer Closure & PD/PY staff - Layoff	Illness and Injury Prevention Plan - Review	Permit Expiration Notices to Staff					Permit Expiration Notices to Staff	
	Risk Management Loss Control Report-share w/Senior Management	Submit Board Order to Layoff PD/PY staff (BO approval by BOS) Warning Letter for Layoff to PD/PY staff	CSB/Local One Informational Meeting	Notice of Layoff PD/PY staff Notice of Proposed Action - Present to PC the Board Resolution to Layoff PD/PY staff		CSB/Local One Informational Meeting		Personnel Budget - review		PC Personnel sub-committee		CSB/Local One Informational Meeting	
			Recruitment - CSU East Bay	Recruitment - CCC & Mills College	Recruitment-Solano Community College				Part Day/Part Year Employees Return				Positions Control - Review
	Monthly Service Awards - throughout the year	→	→	→	→	→	→	→	→	→	→	→	→
	Performance review notices- Every other month			→		→		→		→		→	
				CSB Policies and Procedures review	→	→							

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Business Systems (Sung)	E-Rate: Form 471	E-Rate Form 471 - Nulinx Contract Renewal BOS approval for incoming funds- Review Contract by County Counsel	USAC PIA Review CLOUDS Training Review prior year's E-Rate Form 471 grant application - Training for Teachers/Site Supervisors	E-Rate/USAC PIA Review E-Rate Form 486 Review prior year's E-Rate Form 471 grant application -- File Form 486 to confirm receipt of services and service start date	E-Rate Technology Plan Submit a 3 year technology plan for every 3 year cycle	CLOUDS Renewal - CLOUDS User Training Annual subscription renewal - Training for CS staff		E-Rate Form Bear/472 Invoicing USAC/ Service Provider for reimbursement			E-Rate RFI RFI for next year's technology needs	E-Rate-Form 470 RFP for Tele-communication /Internet/ Internal Connection

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Fiscal (Eric)	Fiscal Reports to PC AND BOS- Monthly CDE 2nd Quarterly Report due Stage 2 & CAPP reports due to CDE (20th of each month) Annual financial status report SF-425 due to ACF Head Start & Early Head Start Fiscal Year Begins	→ Salaries & Benefits Forecast System (SBFS) due Stage 2 & CAPP reports due to CDE (20th of each month) CSBG report due to CSD (bi-monthly on the 20th)	→ CSB BRASS Budget Due Stage 2 & CAPP reports due to CDE (20th of each month) Site review of delegate agency due Appropriation Adjustments for Current Year's Budget CSBG IS forms due 3/1 CSBG close-out forms due 3/31	→ CDE 3rd Quarterly Report due Stage 2 & CAPP reports due to CDE (20th of each month) CSBG report due to CSD (bi-monthly on the 20th)	→ Stage 2 & CAPP reports due to CDE (20th of each month)	→ Stage 2 & CAPP reports due to CDE (20th of each month)	→ State/County Fiscal Year Begins July 1 CDE 4th Quarterly Report due State 2 & CAPP reports due to CDE (20th of each month) County Year-End Clos-Out begins: cut-off for encumbrances adjustment, Deposit Permits Semi-Annual financial status report SF-425 due to ACF Close-out for HS/EHS 18-months period January 2012-June 20-3; HS/EHS 6-months period July-December 2013 begins	→ → Finalize 2014 Operational and T & TA Budget for HS/EHS; 2014 budget for PC discussion and approval County Year-End Close-Out continues: submission of journals, accruals and deferrals to auditor's office CSBG report due to CSD (bi-monthly on the 20th) Child Development audit begins	→ 2014 Budget input in BAGI due to ACF Stage 2 & CAPP reports due to CDE (20th of each month) Final Financial status report SF-425 for 18-months period January 12-June 13 due to ACF	→ CDE 1st Quarterly Report due Stage 2 & CAPP reports due to CDE (20th of each month) CSBG report due to CSD (bi-monthly on the 20th) Child Development audit begins	→ Audit Report due to State (CDE) by November 15th Stage 2 & CAPP reports due to CDE (20th of each month) Indirect Cost Rate Proposal due to US Dept. of Health & Human Services	→ County Single Audit Begins Stage 2 & CAPP reports due to CDE (20th of each month) Cut-off for encumbrance of HS/EHS 2013 FUNDS CSBG report due to CSD (bi-monthly on the 20th)

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Record-Keeping and Reporting (Dyanne)					Release files past Destruction date to County for Shredding		Annual County Equipment Inventory Report confirmation Prior Program Year Archived files stored at sites for one year		Program Year Prior to Last Program Year Drop files to warehouse for storage			

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Professional Development (Charlene) *See training calendar for mandated trainings	Ongoing New Hire Orientation	→	→	→	→	→	→	→	→	→	→	→
	Ongoing Sexual Harassment Awareness Training (line staff every 3 years)	→	→	→	→	→	→	→	→	→	→	→
	Ongoing Sexual Harassment Awareness Training (supervisors every 2 years)	→	→	→	→	→	→	→	→	→	→	→
	CHSA Board Meeting (quarterly)	CHSA Annual Conference	CHSA Cluster V Meeting (quarterly)	CHSA Board Meeting (quarterly)			CHSA Cluster V Meeting (quarterly)	CHSA Board Meeting (quarterly)	Monitor transcripts TDP/CAT	CHSA Cluster V Meeting (quarterly)	CHSA Board Meeting (quarterly)	NAEYC Annual Conference
Monitor transcripts TDP/CAT		CAEYC Annual Conference	CAEYC Annual Conference				CSHA Manager & Director Institute			CCDAA Annual Fall Technical Assistance & Statewide Meeting		
Child Developmental Policy Institute		CCC Annual Conference (Spring)	CCDAA Annual Conference	Child Abuse Awareness & Prevention Training		Monitor transcripts TDP/CAT	Annual National Conference for Nonprofit Organizations & Units of Government (Wipfli)			LMC Fall Harvest		
				DVC Annual Early Learning Conference						General HIPAA Awareness Training		
				NHSA Annual Conference				CSDP Annual Meeting & Forum		Upon hire and bi-annual for applicable staff	NHSA Leadership	CAT Program Completion Celebration

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Stage 2 /CAPP (Jagjit) Unit Meet: Monthly Quarterly Monitoring Due Review Parent Survey Results & Share with Senior Management	→	→	→	→	→	→	→	→	→	→	→	→
			Begin Review of Stage 2 /CAPP Policies and Procedures	Quarterly Monitoring Due	→	Review Stage 2/CAPP Program Handbook Staff Training	Quarterly Monitoring Due	Fiscal Audit		Quarterly Monitoring Due	Prepare and Conduct Parent Survey	→
Partners (Kristin) Partners are offered all In-House Trainings	→	→	Quarterly Grantee/ Delegate Meeting	Child Abuse/DV prevention training required	→	BOS approval of all contracts Distribution of "School Readiness" backpacks Begin kindergarten transitions/ trainings	→	Annual Partner Director Meeting	→	Quarterly Grantee/ Delegate Meeting Pedestrian Safety training required Part-day/Part-year centers open January-December Contract Renewals	→	Quarterly Grantee/ Delegate Meeting
					→	BOS approval of contracts finalized and signed Fees/9400 trainings for state partners	→		→		BOS approval of all contracts	→

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CSD Community Services Block Grant (CSBG) (Jagjit)	Annual Programmatic Reports due: CSD 801 NPI CSD 295-CCR Due 1/20		CSBG/IS Reports due: CSBG Fiscal Data-Other Funds (CSD 425.OF & Other Resources 425.OR) & Program and Management Accomplishments (CSD 090)		Public Hearing and Meeting with Policy Council every 2 years due in 2015 for (2016-2017 CAP) Monitoring of CSBG Subcontractors	Community Action Plan due to CSD every 2 years due in 2015 (for 2016-2017)	Mid-Year Programmatic Reports due: CSBG/NPI CSD 801 and CSD 295-CCR 7/20			Begin review/renewal of CSBG subcontracts CSBG Annual site visit/audit by CSD	→	→ Request Annual Report from Sub-Committee by end of December
Child Nutrition (Christina)	California Head Start Health Institute Monthly Nutrition Services Policy Council Sub-committee Meeting Northern California Regional Cluster Meeting	→	Nutrition Services Advisory Meeting SYSCO Food Show National Nutrition Month	Week of the Young Child Contra Costa Solano County Food Bank Summit Annual California Dietetic Association Meeting & Exhibition	→	→	→	→	→	→	→	→