



Camilla Rand, M.S.
Director

To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Monthly Report
Date: February 11, 2014



I. Good News Update/Accomplishments:

- CSB, in collaboration with the Contra Costa Dental Society, Strategies for Healthy Smiles, the Children's Oral Health Program and Loma Vista Dental Students, participated in the national and annual Give Kids a Smile Day Event. CSB provided on-site dental exams and fluoride varnish applications to 690 children. Resources, referrals and follow ups will be provided to children in need of dental homes and/or treatment and local dentists will open their offices to address the treatment needs of approximately 70 children in the near future.
- With parental consent and participation, West County students diagnosed with asthma, participate in ongoing services provided by the Northern California Breath Mobile. At this "asthma clinic on wheels" children are seen by doctors, nurses and respiratory therapists every 4-6 weeks and receive screenings, assessments, medication, tools, ongoing care, and education while parents receive education regarding asthma triggers and managing asthma.
- CSB staff has begun their annual individual meetings with each Board member. The meeting includes information on the upcoming Head Start Key Indicator Screening, 2012-2013 PIR report and highlights, budget updates, and general program updates. These meeting are an excellent opportunity to showcase the program as well as share challenges in the coming year.
- CSB's Child Nutrition Unit prepared and served the food for the annual Martin Luther King Jr. Celebration held in the Board of Supervisors Chambers. Once again, an excellent lunch was served and many were overheard saying how delicious the food was and how it was beautifully prepared.
- CSB is continuing staff training for all teachers by clusters. This month's focus is on the Project Approach. The Purpose is to deepen project implementation and to develop skills in math, literacy and program solving.
- CSB's certified Program Infant/ Toddler Care Trainer is conducting training for the Early Head Start staff on "Infant/Toddler Social Emotional Milestones; Responsiveness, Care giving and Identity" while the preschool teachers are having their training on the "Project Approach".
- CSB's certified Reliable Classroom Assessment Scoring System Trainer will be delivering a 2-day CLASS Training to a full class of CSB and Delegate Agency staff members on February 26th and 27th.





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- CSB is focusing on kindergarten readiness. Teachers are reviewing information with parents from the Road Map to Kindergarten, encouraging parents to visit schools prior to registering children for kindergarten, and will provide packets of information regarding kindergarten readiness in the weeks to come.
- Forty-three CSB managers and supervisors participated in the Bureau's annual Chronological Supervision Training held on January 14 and January 16, 2014. The training was conducted by several CSB Senior Management Staff: Camilla Rand, Director; Katharine Mason, Division Manager; Reni Radeva, PSA III; and Charlene Calica-Knighton; PSA II. The interactive training focused on effective supervision strategies and systems, including Progressive Discipline, Goal Development and Coaching to ensure that CSB's managers and supervisors are well prepared to support high quality performance and effectively address under performance.
- It is required by Head Start that at least 10% of the children enrolled are children with disabilities, defined as having an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP). At this time CSB has exceeded this requirement with 11.06% of preschool age children with an IEP and 11.1% of infant and toddlers with an IFSP.

II. Status Updates:

- a. Caseloads, workload (all programs)
 - Head Start Enrollment: 1570; 100% enrolled
 - Early Head Start Enrollment: 270; 104% enrolled
 - Stage 2: 372 Families – 590 Children
 - CAPP: 95 Families – 144 Children
 - LIHEAP: Zero clients served (Awaiting 2014 funding)
 - Weatherization: 6 Units Weatherized (Awaiting 2014 Funding)
- b. Staffing:
 - CSB continues to interview and fill permanent positions. The Bureau's Personnel unit is working with the County's Human Resources Department on opening recruitments to fill vacancies within crucial supervisor - management classifications such as the Site Supervisor - Project, Comprehensive Services Assistant Manager-Project and Children's Services Manager-Project.
- c. Legal/lawsuits
 - N/A
- d. Union Issues
 - Staff held a Meet and Confer with Public Employee Union Local 1 to discuss the extension of the part day/part year program through June 30, 2014
 - Staff conducted two Skelly Hearings with employees and PEU Local 1 Business Agent –Representing the Line Staff Unit
- e. Hot Topics/Concerns/Issues
 - Transitional Kindergarten (TK) for All (SB 837): While the concept of extending TK to all 4 year olds is a good one, there are a number of





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challenges with the current legislation which are being addressed by a paper written in collaboration with CSB, First 5 Contra Costa, the Contra Costa County Office of Education, and the Contra Costa Child Care Council.

III. Emerging Issues/New Challenges:

- CSB received its scheduled window for the Head Start Key Indicator Screen between March 10th and April 4th, 2014. Prior to the 3-day visit by the Office of Head Start, we will be given a two week notice letter at which time staff will complete final preparations. This year two screening will be comprised of a small subset of compliance measures and will be limited to a review of our systems and interviews with Governing Body members and key staff.
- CSB plans to extend its part-day preschool program for two additional months in May and June. This is a welcome opportunity after Sequestration forced the shortening of our regular part-day school year, impacting families and part-day teaching staff. This extension will be funded through State dollars, which ensures that all State funds are expended.
- CSB received official word from the Office of Head Start (OHS) that the 5.27% sequester cuts will be restored and the Bureau will receive a 1.3% COLA increase for the 2014 Fiscal year (see attached information Management Bulletin). Staff estimates increased revenue of approximately \$ 1.7 million based on this information.

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

