



To: David Twa, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Monthly Report  
Date: January 2015

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Camilla Rand, M.S.  
Director



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## I. Good News Update/Accomplishments:

- CSB received a \$9,800 grant from Reading is Fundamental (RIF) to purchase books for children to select and take home. This addresses one of CSB's school readiness goals which promotes literacy, cultural sensitivity, and a dual language approach to reading. This is also a key parent and child home engagement activity. CSB participates in this "book giveaway" each year to increase the number of books at home which is directly correlated to increased literacy outcomes.
- Through the Prescott-Joseph Center, CSB children with asthma have the opportunity to participate in the **Breathmobile** Program at Verde and Las Deltas Head Start sites. Through this mobile asthma clinic, licensed respiratory therapists, registered nurses, nurse practitioners and doctors provide asthma evaluation, treatment and education with a focus on preventative care. Children are seen every 4-6 weeks and receive an Asthma Action Plan and medication or means to obtain medication at no cost to the patient. The results of this service include managed asthma care, and reductions in emergency room visits and school absenteeism.
- In December, CSB held a kick-off session for the Practice Based Coaching (PBC) program. This is a Head Start mentor initiative with a one year pilot implementation for 2014-2015 and a full Implementation in 2015-2016. The year one pilot will consist of two Practice-Based Coaching models: Teachers Learning and Collaborating (TLC) and Mentor Coaching. The coaches attended three different training sessions on effective practices for coaching and mentoring
- CSB received several boxes of Pajamas and books for children from Pallie Zambrano's Bay Area Chapter Pajama Program. They were distributed to the families enrolled in Home Based and some of the clients from the Stage II program.
- The teaching staff received training on the Second Step Curriculum, which will be implemented in January 2015. The Second Step Curriculum is an approach to dealing with difficult behaviors in the classroom. The curriculum promotes children's social-emotional development which is included in CSB's School Readiness Goals.
- Debi Marsee, Health Manager, and Ana Araujo, Disabilities Manager, participate in the monthly 7 C's round table of Contra Costa County. The 7Cs roundtable consists of community and public agencies in Contra Costa. The round table agency members work collaboratively in providing health services, mental health services, and inclusion services and working together on new initiatives for the well-being of children and families in Contra Costa County.
- CSB staff is eagerly awaiting the first of three reviews expected early this month. The Environmental Health and Safety Review will consist of a reviewer visiting every CSB, partner and delegate center and classroom as well as Home Based Socialization classrooms. The reviewer will conduct an extensive 100+ checklist to ensure the environments for children meet all health and safety codes.
- CSB has received the official grant to expand Early Head Start services to an additional 72 children, ages 0-5.

## II. Status Updates:

### a. Caseloads, workload (all programs)



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- November 2014 Head Start Enrollment: 99.92%
- November 2014 Early Head Start Enrollment: 102%
- Average Daily Attendance: 80.3% (Due primarily to excused absences for illness)
- Stage 2: 385 families and 639 children
- CAPP: 64 families and 95 children
- In total: 449 families and 734 children
- Incoming cases from Stage 1: 49 families and 99 children
- LIHEAP: 284 households have been assisted
- Weatherization: 25 units weatherization

**b. Staffing:**

- CSB conducted interviews to permanently fill 3 vacant Comprehensive Services Manager-Project positions. The Bureau identified 3 successful candidates and is in the process of completing employment paperwork with these candidates. The Bureau continues to recruit qualified teaching staff within a wide range of classification and is in the process of scheduling interviews for Teacher-Project and Associate teacher-Project.

**c. Legal/lawsuits**

- N/A

**d. Union Issues:**

- Skelly Conference has been scheduled with PEU Local 1 and CSB Site Supervisor Unit, regarding proposed discipline served to a CSB Site Supervisor.

**III. Hot Topics/Concerns/Issues:**

- N/A

**IV. Emerging Issues/New Challenges:**

- Due to the high demand for affordable and/or no cost health care and dental services, CSB is experiencing delays with obtaining dental appointments at local clinics for children requiring mandatory screenings. Furthermore, local clinics are charging fees for copies of medical exam forms, both blank and completed. As a result, CSB is exceeding the 90 day Head Start Performance Standard deadline. Staff is ensuring that documentation is in the children's files indicating the delay.
- Staffing continues to be the biggest challenge to CSB. With three Site Supervisor II openings for more than two months and no viable candidates, managers are acting as site directors which impacts the work that they should be doing. A detailed recruitment plan has not resulted in a new pool of candidates to date.

**\*Please Note:** October's Child Nutrition report and November's Child Nutrition and Credit Card report will be reported with the next CAO submission.



cc: Policy Council Chair  
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