



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- Community Services' received its letter from Danya International confirming the week of February 23rd as the date for the Environmental Health and Safety review and the week of March 9th as the Class Assessment Scoring System (CLASS) review. All CSB, partner and delegate classrooms will be visited these weeks by a handful of reviewers (see attached). CSB staff eagerly anticipates this review.
- On January 15th, Community Service Bureau (CSB) participated in the "Parent Power" early literacy program. This event was organized by various community agencies, such as Brentwood Unified School District (BUSD), First 5 California, Child Care Council, and Contra Costa County Libraries, to enrich literacy in Brentwood and surrounding communities. Families were invited to the evening event for dinner and a presentation by Reading Advantage, which highlighted the importance of reading to and with children each day. Families were provided with resources from local organizations along with their own library card.
- Nineteen Community Services Bureau parents participated in the "Cooking Matters Store Tours" to support improved health and nutrition among CSB families. The parents were empowered with four key food skills: reading food labels, comparing unit prices, finding whole grain foods, and identifying three ways to purchase produce.
- CSB's Home Based families are participating in the Expanded Food Nutrition Education Program (EFNEP), which is funded through the UC Cooperative Extension. There will be eight lessons offered to the families focusing on: healthy foods, proper diets, food preparation, storing food, and information on sugary and fatty foods along with how to shop economically. Additionally, parents received sample recipes on their monthly calendars. Both programs have been well received by parents.
- CSB, in partnership with Contra Costas Health Services department, scheduled workshops to promote nutrition and physical activities in the classrooms.
- Staff received Asthma Training through **BreathMobile**. The teachers learned about the definition of asthma, common triggers, symptoms to look for, seriousness of asthma attacks, and medication usage.
- CSB's Reading Advantage Program has been facilitating literacy workshops to encourage reading at home and providing free books for all CSB and partner parents to read to their children.
- The Male Involvement meeting takes place the last Tuesday of each month. Male role models from enrolled families are encouraged to participate. The activities planned during the meetings are based on the survey completed by the participants, and include positive guidance, men's health, father and children at play, positive parent-child relationships, and family picnics.



- Three Managers from CSB attended “Creating a Comprehensive Community Action Plan” which was sponsored by California Community Action Partnership Association and jointly presented by California Department of Community Services and Development and National Association for State Community Services Program.

II. Status Updates:

a. Caseloads, workload (all programs)

- January 2015 Head Start enrollment: 100.2%
- January 2015 Early Head Start enrollment: 102.6%
- December 2014 Head Start Enrollment: 99.47%
- December 2014 Early Head Start Enrollment: 101.93%
- December 2014 Average Daily Attendance: 69.63% (primarily due to excused absences, including family vacation days during the holidays)
- Stage 2: 367 families and 616 children
- CAPP: 61 families and 87 children
- In total: 421 families and 703 children
- Incoming cases from Stage 1: 13 families and 23 children
- LIHEAP: 200 households have been assisted
- Weatherization: 35 units

b. Staffing:

- CSB conducted interviews to permanently fill vacant positions across various management and line staff classifications. The Bureau hired eleven new employees: Pre-school and Infant/Toddler Teachers, Associate Teachers, Intermediate Clerk-Project, and Comprehensive Services Manager – Project. The Bureau continues to interview to fill vacant site supervisor and clerical positions.

c. Legal/lawsuits

- N/A

d. Union Issues:

- Skelly Conference with PEU Local 1 and CSB Site Supervisor Unit was canceled and will be rescheduled for a later date, per Local 1’s request.

III. Hot Topics/Concerns/Issues:

- The Contra Costa County Economic Opportunity Council (EOC) and the Community Action Agency will be jointly conducting public hearings – one each in West, Central, & East Contra Costa County during March, April, and May 2015 to gather information and data on community needs assessment to establish the Community Action Plan FY 2016-17. The Contra Costa County Community Action Plan is required to be submitted to the Community Services and Development by June 30, 2015.
- EOC reviewed 20 applicants and recommended eight subcontractors to be awarded for the 2015 Community Service Block Grant funding.

IV. Emerging Issues/New Challenges:

- N/A