



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- The week of February 23rd concluded CSB's Environmental Health and Safety Review by the Office of Head Start. Four federal reviewers visited all 87 CSB, Delegate and partner centers and reviewed documentation related to facility safety. There were a handful of minor issues that we were able to repair immediately, while the reviewers were on-site. One of the four reviewers commented that we had been around the country and seen lots of centers, but ours stood out as clean and organized and well designed. A huge kudos to staff who worked tirelessly to make CSB shine.
- CSB staff are now preparing for a second review, March 10-13. This CLASS (Classroom Assessment and Scoring System) review will focus on three domains of quality: emotional support, classroom organization and instructional support. A computer-generated random selection of up to 74 classrooms will be chosen for the 4 day review.
- On February 21st, Camilla Rand and Katharine Mason provided Policy Council parents a training on the Essentials of Facilitative Leadership. Participants learned how to maximize participation and teamwork in meetings.
- On February 7th, Community Services, led by Health Manager Debi Marsee, joined a nationwide effort to provide dental screenings and treatment to Head Start children. During "Give Kids a Smile Day", 13 dentists throughout the county volunteered their time and nearly 700 CSB children were seen and treated. Any children requiring more treatment will be handled individually.
- CSB's portion of the County's Single Audit has concluded with no issues or concerns. Programs reviewed were LiHEAP, Stage II, Child Development Programs, and Head Start.
- Three new EOC members were approved by the group at the February meeting.

II. Status Updates:

a. Caseloads, workload (all programs)

- January 2015 Head Start enrollment: 100.2%
- January 2015 Early Head Start enrollment: 102.6%
- January 2015 Average Daily Attendance: 80.15% (primarily due to excused absences)
- Stage 2: 353 families and 577 children
- CAPP: 64 families and 92 children
- In total: 371 families and 669 children
- Incoming cases from Stage 1: 18 families and 21 children



- o LIHEAP: 198 households have been assisted
- o Weatherization: 25 units

b. Staffing:

- o CSB continues to conduct interviews to permanently fill vacant positions across various line staff classifications. The Bureau hired two Intermediate Clerk – Project and one Associate Teacher. The Bureau continues to interview to fill vacant site supervisor, administrative analyst and teaching positions.

c. Legal/lawsuits

- o N/A

d. Union Issues:

- o A Skelly Conference was conducted with PEU Local 1 and CSB's Site Supervisor Unit regarding proposed discipline served to a CSB Site Supervisor. The Bureau is working on finalizing the action.

III. Hot Topics/Concerns/Issues:

- The annual Policy Council/ Board of Supervisors and Economic Opportunity Council joint training will be held April 16, 9-11. Guest speakers include Rick Mokler from California HS Association. Invitations will be sent soon.
- The Community Outreach Committee is planning three community public hearing events to inform the 2016 Community Assessment and Community Action Plan. Events are planned to be held in west, central and east counties. Locations and times will follow.
- CSB received word from the Community Services Department that the LiHEAP/ Weatherization audit will take place the week of April 13-17, 2014.

IV. Emerging Issues/New Challenges:

- N/A