



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 March 9th concluded CSB's Classroom Assessment Scoring System (CLASS) review by the Office of Head Start. Four federal reviewers visited 40 CSB, Delegate and partner center classrooms. The reviewers monitored emotional support, classroom organization and instructional support in each of the randomly selected classrooms. At this time we are still awaiting the results, but we are confident that there will be no non-compliance reported.
- CSB's Fiscal and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) unit are now preparing for the third and final federal review from the Office of Head Start. The review will be held the week of April 27th. This review will focus on fiscal documentation, attendance and participation, eligibility and our enrollment process. The requested document/files are randomly selected the first day of the review.
- Camilla Rand participated in this year's annual Young Children's Forum co-sponsored by several Early Childhood leaders and the Local Planning Council. Camilla was one of four panelists sharing best practices and collective action in Contra Costa County.
- The Child Care Council and CSB have begun Provider forums around the county to recruit high quality Family Child Care providers to provide Early Head Start services to children receiving subsidized child care through CalWORKS and Alternate Payment Program. Once recruited, training and environmental modifications will begin in preparation for June 1st start-date for enhanced services to infants and toddlers through this new Early Head Start partnership.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 100.23%
- Early Head Start enrollment: 101.93%
- Average Daily Attendance: 81.25% (primarily due to excused absences)
- Children with disabilities: 10.8%
- Stage 2: 331 families and 541 children
- CAPP: 62 families and 84 children
- In total: 393 families and 625 children
- Incoming cases from Stage 1: 28 families and 40 children
- LIHEAP: 431 households have been assisted
- Weatherization: 30 units



b. Staffing:

- CSB conducted interviews to fill key management vacant positions. The Bureau hired one (1) Administrative Services Assistant III and one (1) Site Supervisor II-Project. Interviews to fill vacant Site Supervisor III-Project, Site Supervisor II-Project and Child Nutrition Food Services Transporter-Project positions are in process.

c. Legal/lawsuits

- N/A

d. Union Issues:

- Meet and Confer was held with Public Employees Union (PEU) Local 1, to discuss the temporary layoff of teaching staff and Early Childhood Educators who are employed on a 9 month-work schedule. Agreement was reached with the Union.
- Appeal from probationary rejection of Administrative Services Assistant III dated March 19, 2015, was received by the Merit Board. The Appeal is scheduled for April 14, 2015. Abigail Dye, Deputy County Counsel, will represent CSB at the appeal hearing.

III. Hot Topics/Concerns/Issues:

- Child Safety System (RFID) under the CAO Venture Capital Project has progressed and is projected to be completed by end of May 2015. This project will allow for CSB to fully utilize the CLOUDS Child Location System at all centers.
- The Contra Costa County Economic Opportunity Council and the Community Services Bureau has started the Community Action Public Hearings; the first public hearing was in Richmond on Thursday, March 26, 2015. During the West County Public Hearing, many topics ensued including homelessness, shelter and resources. The East County Public Hearing will take place on Thursday, April 23, 2015 at the Los Medanos College Library. The Central County Public Hearing date and time is to be determined.
- The Contra Costa County Economic Opportunity Council reviewed 20 applicants for the 2015 Community Service Block Grant funding and nine subcontractors have been selected to provide services to the underserved population community in Food, Housing, Health Security, Youth and Young Adult focused areas.
- On April 13 through April 17, 2015, California Department of Community Services and Development scheduled an on-site monitoring visit of the Bureau's 2014 Department of Energy (DOE) Weatherization Assistance Program and 2014 Low Income Home Energy Assistance Program (LIHEAP).

IV. Emerging Issues/New Challenges:

- N/A