



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

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Camilla Rand, M.S.  
Director



**I. Good News Update/Accomplishments:**

- The Head Start Fiscal/ERSEA (Eligibility, Recruitment, Selection, Enrollment & Attendance) Review was held during the week of April 27<sup>th</sup>. The reviewer interviewed key staff and reviewed fiscal and ERSEA-related documentation for federal compliance. Although we will not receive the report for 60 days, there were no areas of concern brought up during the review.
- CSB received the results of our March 9<sup>th</sup>–13<sup>th</sup> Federal review in CLASS (Classroom Assessment Scoring System) in which the reviewers monitored emotional support, classroom organization and instructional support in each of the randomly selected classrooms. CSB surpassed all federal quality indicator thresholds with a score of 6.17 in emotional support, 5.88 in classroom organization, and 2.56 in instructional support.
- Community Services Bureau participated in the national celebration of the Week of the Young Child™ from April 12<sup>th</sup>-April 16<sup>th</sup>. This event is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC). The purpose of the celebration is to honor the young children and recognize the parents, staff and community partners who make a difference in the children's lives. To commemorate the event CSB's directly-operated centers planned week long activities and invited parents, staff, and community partners to join in on the festivities. This year's theme was: Celebrating Our Youngest Learners.
- CSB hosted Supervisor Mitchoff at the George Miller Center in Concord on April 13<sup>th</sup>, and Supervisor Gioia at the Crescent Park Center in Richmond on April 17<sup>th</sup>. Staff and families enjoyed the opportunity to meet the supervisors and demonstrate the high quality services in early education provided to children and families in their districts.
- The Regional Office of Administration for Children and Families has assigned CSB a new Program Specialist (PS). We warmly welcome Maureen Burns-Vermette.
- On April 23, 2015 Community Services Bureau (CSB) along with the Economic Opportunity Council (EOC) held a Public Hearing for East County community members at Los Medanos Community College in Pittsburg. Participants included EOC board members, CSB staff and various Community agencies. The public input was extremely insightful and will be consolidated with West and Central County's Public Hearing input to create the 2016-17 Community Action Plan.
- CSB conducted its annual Economic Opportunity Council (EOC), Policy Council (PC), and Board of Supervisors (BOS) joint training on April 16, 2015. Keynote



speakers included Rick Mockler, Executive Director, California Head Start Association and Mariana Moore, Director, Ensuring Opportunity. The information provided was well received by all the attendees.

- On April 8–10, 2015 two EOC members along with a CSB staff member attended the 2015 CalCAPA Annual Conference in San Diego. The participants received a wealth of information, which will be shared at the next EOC business meeting.
- The California Head Start Association Health Institute in Los Angeles was attended by three CSB managers. CSB's health manager was a panel participant in the workshop, "Federal Review Environmental Health and Safety: Fears and Tears or Calm and Collected".

## **II. Status Updates:**

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

- March 2015 Head Start enrollment: 100.15%
- March 2015 Early Head Start enrollment: 102.89%
- March 2015 Average Daily Attendance: 80.3% (primarily due to excused absences)
- Children with disabilities: 11.27%
- Stage 2: 350 families and 542 children
- CAPP: 68 families and 92 children
- In total: 418 families and 634 children
- Incoming cases from Stage 1: 48 families and 75 children
- LIHEAP: 289 households have been assisted
- Weatherization: 22 units

### **b. Staffing:**

- CSB conducted interviews to fill various vacant positions. The Bureau hired one (1) Site Supervisor III-Project and three (3) Child Nutrition Food Services Transporter-Project positions.

### **c. Legal/lawsuits**

- N/A

### **d. Union Issues:**

- A Meet and Confer was held with Public Employees Union (PEU) Local 1 Site Supervisor Unit (Business Agent for Local 1 Line Staff Unit waived attendance) to discuss new language to be added to CSB's Standards of Conduct to address compliance with the established federal program eligibility determination regulations and penalties for violating these regulations. Agreement was reached with the Union.

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

- CSB continues to seek facility expansion opportunities to house the Head Start and Early Head Start programs. Currently, we are seeking facility space in East

Contra Costa County to meet the needs of the community by offering quality preschool services for both part-day and full-day care.

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

- Antioch Kid's Club (ACK) is currently seeking a new facility for the 2016-17 school year. Head Start children currently enrolled at the site will continue to receive service for the 2014-15 school year. CSB is working with our delegate agency to transfer the 17 (non-Kindergarten bound) HS children from AKC to one of the delegate sites in Antioch. No child will be displaced during this transition. CSB is working with another Antioch partner to absorb the 48 Head Start Slots currently contracted to Antioch Kid's Club.