



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

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Camilla Rand, M.S.  
Director



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

- The CSB Director, a Division Manager, and the delegate agency Executive Director attended the California Head Start Association Policy and Management Institute in Monterey and were honored to meet and be addressed by the newly appointed Director of the Office of Head Start, Dr. Blanca Enriquez, who spoke about reauthorization and the proposed new performance standards. We were also addressed by the President of the National Head Start Association, Yasmína Vincent, who called upon us to refer to Head Start not as a program, but as a “national movement.”
- CSB has been contacted by Danya International, the company that coordinated federal review events, to obtain availability to conduct a baseline assessment of our new Early Head Start – Child Care Partnership Grant. They will be looking at Health and Safety and Fiscal/Eligibility Systems. Staff are excited to welcome them.
- The John Muir, Ronald McDonald and Public Health Dental Vans will be visiting selected sites beginning July 30th at GMC. This is a collaborative effort to ensure high quality dental exams for CSB children. Central/East county children participating in these dental exam opportunities will be linked to La Clinica for their dental home, while those from west county sites will establish a dental home through Lifelong. Exams will be performed at no cost to the parent. For those children enrolled in DentiCal, billing will take place while exams will be free for children without insurance.
- California University of the East Bay Nursing Students have expanded their program to present lesson plans on topics of healthy habits, nutrition and exercise in classrooms at four CSB sites.
- Seven CSB Site Supervisors were selected to participate in the CCC Local Planning and Advocating Council’s Professional Learning Community for Early Care and Education Site Supervisors. Site Supervisors developed an individual professional plan focusing specifically in leadership and methods of communication, leader competencies, and reflective practice in leadership. The Site Supervisors evaluated their growth throughout the nine months using a program administrator’s tool for evaluation of growth. The Site Supervisors



presented their nine month study to the LPC board meeting, July 27<sup>th</sup> at the County Office of Education.

- This year five remaining CSB centers were added to the nine that were participants of Contra Costa County Quality Rating and Improvement System (QRIS). QRIS is a nationwide effort to improve the quality of early care and education for children. The site supervisors complete a portfolio demonstrating the center staff provide and maintain a quality program. After a careful review of the participants' portfolio, a site monitoring using the Classroom Assessment Scoring System (CLASS) and Environmental rating Scale the CSB centers received a rating of 4 and 5 which is the top two higher ratings in the QRIS Quality Continuum Framework. Two other centers will be assessed in September to make all 15 of CSB centers eligible for QRIS stipend.
- CSB contracted with Interaction Associates to deliver two of their trademarked workshops, Managing With Impact and Facilitative Leadership. Managing With Impact™ (MWI) was held on July 7<sup>th</sup> and 8<sup>th</sup>, 2015 and included nineteen (19) site supervisors and comprehensive services managers and assistant managers. The workshop provided participants with practical ideas, skills, tools, perspective, and confidence so they can manage their staff in a way that brings out the best in everyone and contributes directly to the success of the bureau. Facilitative Leadership® (FL) was held on July 15<sup>th</sup> and 16<sup>th</sup>, 2015 and included eighteen (18) senior managers, site supervisors, comprehensive services managers and assistant managers. The workshop focused on the Seven Leadership Practices and provided a framework for improving the effectiveness of team, project, and organizational leaders. During both workshops, CSB managers and supervisors had the opportunity to practice the concepts of key leadership behaviors that they learned from MWI an FL and received strong encouragement to integrate these behaviors into their on-the-job practices to increase their productivity and effectiveness.
- First Five sponsored Janissa Rowley to represent Community Services Bureau at the QRIS Conference in Maryland from July 15-17. The annual conference is organized by a coalition of states and organizations to promote collaboration and partnership among community agencies and improve the quality of early learning and education across the nation. Several workshops provided information on improvement strategies to elevate the quality of care in state early care and education systems and improve children's development.
- Janissa joined the Contra Costa Early Learning Leadership represented by the County Office of Education and First Five in a visit to Congressman Mark

cc: Policy Council Chair  
Family & Human Services Committee  
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DeSaulnier's Office at Capitol Hill. Although Congressman DeSaulnier was unavailable during the visit the team met with Sarah L. Jackson, his Senior Legislative Assistant. The visit focused on what we are doing in Contra Costa with "Race to The Top- Early Learning Challenge", Early Head Start-Child Care Partnership, and Head Start funding and scope of services.

## **II. Status Updates:**

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

- July Head Start enrollment: 93.53%
- July Early Head Start enrollment: 89.03%
- June Head Start Average Daily Attendance: 77.6%
- June Early Head Start Average Daily Attendance: 82.9%
- Stage 2: 366 families and 589 children
- CAPP: 130 families and 188 children
- In total: 496 families and 777 children
- Incoming cases from Stage 1: 26 families and 36 children
- LIHEAP: 309 households have been assisted
- Weatherization: 21 units

### **b. Staffing:**

- During the month of July CSB conducted an analysis of its staffing needs. The Bureau conducted interviews and hired 3 Associate Teacher-Project and 1 Site Supervisor II. The Bureau continued to recruit to fill line staff vacant positions. CSB's Personnel staff worked with Central HR on opening recruitment to fill key management vacancies such as Assistant Director-Project, Mental Health Clinical Supervisor-Project and Administrative Assistant III. The Bureau is in the process of scheduling interviews to fill various vacancies.

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

- N/A

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

- No issues with the union/s were raised during the month of July.

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

- N/A

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

- AB 104 expands the school districts' ability to enroll 4 and 5 year old children into Transitional Kindergarten, which will impact Head Start's ability to enroll predominantly 4 year old children into our directly operated and partner programs. In response, CSB has submitted a request to Head Start Regional Office for a class size waiver to allow CSB and child care partner centers to operate several preschool classes for twenty (20) predominantly 3 year old children. Approval of this waiver would enable CSB to better serve the

educational needs of these younger children and to maintain 100% enrollment as required by Head Start.

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