



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- Head Start turns 50 years old this year! In recognition of this milestone and the more than 32 million children served nationally since 1965, CSB and John Gioia are hosting a celebration at the George Miller III Center in Richmond on October 16th, 4:30-7:00.
- Each year, California State Association of Counties (CSAC) honors the most innovative programs developed and implemented by California Counties through their Challenge Awards. These unique awards recognize the innovative and creative spirit of California county governments as Counties find innovative, effective and cost-saving ways to provide programs and services to our citizens. Contra Costa County – Community Services Bureau has had the pleasure of receiving the prestigious 2015 CSAC Merit Award for Child Location, Observation and Utilization Data System (CLOUDS).
- On September 26, 2015 Annual Policy Council (PC) Orientation was held at the Crowne Plaza Hotel in Concord. The training was well attended by 30 new and returning Policy Council Representatives and supported by 20 CSB program staff. Officer positions for Chair, Vice Chair, Secretary and Parliamentarian were filled by election for the 2015-16 program year. In addition to the elections, Camilla Rand, CSB Director provided a warm welcome to all attendees and shared areas of focus for this governing body this upcoming program year. Need the names of the new Exec Team
- On September 16th CSB's Communication Circles began. Camilla Rand (Director), Katharine Mason (Division Manager) and Janissa Rowley (Lead Assistant Director) are visiting every child care center between September and December to provide center staff with an opportunity to hear updates, ask questions and share information with CSB's leadership.
- CSB presented its annual Chronological Supervision training to all management and supervisory staff on September 2nd and 3rd. This year's focus was around developing appropriate and supportive performance reviews, professional growth goal development, and performance improvement plans. Additionally, all new managers and supervisors received a separate training in advance on the essential elements of CSB's Chronological Supervision systems and processes.
- CSB's Home Based program and Part Day/ Part Year classrooms started on September 8th and the teaching staff have begun completing the children's



screenings and conducting home visits. Home Based is fully enrolled and staff are scheduling their home visits, socialization, and staff training.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 100%
- Early Head Start enrollment: 100.00%
- Head Start Average Daily Attendance: 83.9%
- Head Start Average Daily Attendance: 86.4%
- Stage 2: 353 families and 572 children
- CAPP: 111 families and 164 children
- In total: 464 families and 736 children
- Incoming transfers from Stage 1: 26 families and 36 children
- LIHEAP: 276 households have been assisted
- Weatherization: 20 units

b. Staffing:

- CSB conducted interviews to fill various vacant positions. The Bureau hired one (1) Assistant Director-Project position and one part time (1) Community Services Mental Health Clinical Supervisor-Project position. CSB is in the process of scheduling interviews for the Accounting Technician, Assistant Services Assistant III and Site Supervisor II positions. CSB has opened recruitment to fill vacant Comprehensive Services Assistant Manager-Project and Comprehensive Services Manager-Project positions.

c. Legal/lawsuits

- N/A

d. Union Issues:

- N/A

III. Hot Topics/Concerns/Issues:

- CSB is getting ready for its Aligned Monitoring System (AMS) review event in the areas of Leadership, Governance, Management Systems and Comprehensive Services, and School Readiness. We are awaiting the 45-Day of review notification. The Economic Opportunity Council (EOC) is currently in the process of developing a strategic plan to guide its work for 2016. The strategic plan will encompass the three priority areas that emerged from the public hearings held earlier this year: employment, housing, and nutrition.
- The Early Head Start-Child Care Partnership program underwent a baseline assessment in the first week of September to determine where programs stood in terms of health and safety requirements, fiscal systems, and ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) systems. A report was received on September 28th indicating that no areas of concern were noted.

IV. Emerging Issues/New Challenges:

- CSB is making preparations for a possible Federal government shut down. CSB's federal funds are secure through the end of the calendar year. CSB's fiscal officer and director are working with EHSD, CAO and the State to provide support as needed after January 1st.