



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- On September 16, 2015, twelve (12) CSB staff members were trained to become CSB's First Responders for CSB's Administration Office in the event of an emergency. In addition to life-saving techniques, the team learned how to mobilize and take action in an event of an emergency. CSB's goal is to have all CSB Civic Ct. staff CPR/AED certified by the end of the year, and so far 58 out of 72 staff stationed at Civic Ct. have been certified.
- The Economic Opportunity Council has appointed two new members, pending Board of Supervisor's Approval: Kaila Vidal was approved for the Private/Non-Profit Sector and Devlyn Sewell was approved for the Low-Income Alternate.
- Community Services Bureau and Martinez Unified School District have collaborated to provide English as a Second Language classes to Head Start families. The classes began on October 27, 2015 and will continue through January 18, 2016. Participating families meet weekly at our George Miller Center in Concord and will attend a total of ten classes. Instruction includes conversation skills, grammar, reading, writing, pronunciation and vocabulary.
- Staff from the Department of Public Health Riverside County are scheduled to visit EHSD/CSB on November 9, 2015 to obtain knowledge about CSB's LIHEAP and Community Action Programs.
- CSB centers scheduled Back-to-School Nights to provide parents with an opportunity to learn and understand the excellent quality care that our teachers provide for their children every day in the classrooms. Teachers presented parents with the 2015-16 curriculum, daily classroom schedules, and lesson plans. Preschool age children were able to take their parents on classroom tours showing their parents their artwork as well as the different interest areas where they play and learn every day. The teachers also displayed documentation and pictures of classroom activities in order for parents to view and understand a typical work day for the children.
- The early closure training in October focused on Classroom Individualization. The teachers reviewed the different documents to track each child's developmental level based on the current assessment tool. The teachers reviewed the process of using the individual tracking sheet in planning their lesson plans and in developing educational plans for each child.
- The annual Partners meeting is an all-day informational and networking event for Federal and State Partners that took place on 10/26/15. This event allows our community partners to connect with each other and CSB's program content



area experts. We discussed and reviewed annual administrative and program updates; including program requirements, state and federal regulations, and best practices. This year we also covered federal review updates and discussed preparing for this event. We were very pleased with the content shared with our partners and presented by our content area experts, and with the number of partners that attended the event.

- The Annual CACFP training was conducted at the end of September and in early October. This year, CSB's Education Managers assisted Sophia Talbot, CSB's Registered Dietician. In addition to reviewing the information, participants played MANGO (Ms. Talbot's version of BINGO) and practiced some yoga moves that teachers can take back to the classrooms to do with their children.
- On October 15, CSB participated in The Great California Shake Out drill. Every year the California Governor's Office of Emergency Services conducts the "Great California Shake Out" to remind Californians that they can increase their chances of surviving an earthquake if they "Drop, Cover and Hold On". At 10:15 a.m. CSB's Administrative Office and Child Care Center locations dropped, covered and held on while the earthquake drill sounded through the PA system. Children and staff held their position until the drill was over. This was a great opportunity for staff and children to practice on how to be safer during a big earthquake. CSB continues to review and update emergency preparedness plans and supplies, and conduct structural inspections at our center locations in order to prevent damage and injuries.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 100.00%
- Early Head Start enrollment: 100.00%
- Head Start Average Daily Attendance for September: 88.1 %
- Early Head Start Average Daily Attendance for September: 87.6%
- Stage 2: 345 families and 544 children
- CAPP: 100 families and 146 children
- In total: 445 families and 690 children
- Incoming transfers from Stage 1: 24 families and 27 children
- LIHEAP: 282 households have been assisted
- Weatherization: 30 units

b. Staffing:

- CSB continues to conduct on-going recruitment to fill various teaching and key management positions. The Bureau hired a Site Supervisor II and is in the process of scheduling interviews to fill vacancies within the Comprehensive Services Manager and Comprehensive Services Assistant Manager classifications.

c. Legal/lawsuits

- o N/A

d. Union Issues:

- o No issues with the union(s) were raised during the month of October. CSB is preparing for a Meet and Greet with Genevieve Vigil, new Business Agent for PEU Local 1, representing CSB Line staff.

III. Hot Topics/Concerns/Issues:

- CSB completed the year-end, 4-week Child Development Program audit. The compliance measures tested included fiscal balance, expenditure, account reporting, center-based program eligibility, alternate payment program, and support grants. There were no areas of concern.

IV. Emerging Issues/New Challenges:

- CSB continues to prepare for its Aligned Monitoring System (AMS) review events in the areas of Leadership, Governance, Management Systems (LGMS) and Comprehensive Services, and School Readiness (CSSR). We are awaiting the 45-Day of review notification.
- This year CSB will have its triennial CACFP review. It has been scheduled for the week of March 21st, 2016. In preparation for this, nutrition staff attended a CACFP pre-review workshop on October 21st. Expectations for the review were discussed, and attendees were able to ask questions and receive first-hand clarification. The reviewer will be making unannounced meal-time visits to two of our centers between November and March as part of the overall review.
- The 2016 Request for Information #592 for CSBG Subcontractor Funding is effective November 9 through November 20. Grants up to \$99,999 will be awarded to subcontractor's that demonstrate they have positive outcomes for the low income community in the area of jobs, housing, and food.