



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- On November 18, Camilla Rand; CSB Director, Katharine Mason; CSB Division Manager, and Debi Marsee; Head Start Health Manager met with Dan Peddycord, the new Director of Contra Costa Public Health of Health Services Department. This was an excellent opportunity to meet the new Director and share the many community collaborations and partnerships CSB's Head Start program has with various health-related CBOs, Public Health and Health Services Department overall.
- CSB is excited about its new and growing partnership with Antioch Unified School District to provide State funded services to 96 children, ages 3-5. Facilities assessment and planning is underway right now between the Acting Superintendent and CSB partner unit staff. Antioch continues to be an area of great need and currently no direct services through CSB.
- On November 20th and 21st, CSB sponsored two workshops on Positive Discipline facilitated by Cathy Cole, Early Care and Education Consultant. This training was highly requested by CSB teachers due to their expressed desire to help children with challenging behaviors in the classroom. A total of 101 staff attended this training, and included delegate and partner staff. The training focused on various techniques and strategies on how to provide children with support, teach them to build self-control and keep the children in early care and development program safe. The participants engaged in discussions and received information relevant to the challenges our teaching staff encounter. The training was well received and the evaluation forms reflected positive feedback.
- Health Department Mobile Dental Units visited Balbo, Bayo Vista and Crescent Park sites to ensure high quality dental exams and treatment for CSB children were taking place while also linking children to local dental homes. During these visits, 83 children received on-site dental exams and 8 children were treated.
- Vision and Audiometric Certification Trainings and Practicum Classes were provided to CSB Staff and local medical providers through the collaboration of CHDP and CSB. This is to ensure the staff who provide hearing and vision screenings are properly trained.
- 2,000 pairs of warm pajamas were donated by the Pajama Program to all CSB children. Distribution will occur over the next few weeks.
- CSB received word this month of an additional \$344,431 in CAPP Alternative Payment funding and \$261,562 in HEAP funding.



- Sup. Gioia's office, through a partnership with West County Reads, is donating books to CSB's Verde and Las Deltas children in North Richmond. The giveaway will take place December 17th.
- CSB staff are in the process of converting all human resources information including training and professional development to SMART and a locally designed HR management system.
- AS CSB transitions its CAT (Clerical Assistant Trainee Program), we are proud of this year's trainees: of the 19 2-year participants, 50% have found full-time employment. Thanks to WDB for providing resources and advice on how to strengthen this trainee program.
- CSB is in the process of hiring 2 Coaches to support teaching teams at the centers with the lowest CLASS scores throughout the county. This is an effort to support the teachers through mentoring and coaching and to increase their overall scores.
- The RFI for CSBG subcontractors closed on November 20 with 18 applicants requesting funding. The EOC Program Services Subcommittee is vetting the applications and will begin the selection process the second week of December. A total of \$340,000 will be distributed to subcontractors.
- The State of Community Services staff will be conducting an individualized training on Advisory Boards in Public Agencies to the EOC per staff request.
- The 2016 budget is being finalized in partnership with the EOC Fiscal Committee and staff. Through a concept of "Zero Budgeting", we are able to build a budget based on mutual needs.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 100.00%
- Early Head Start enrollment: 100.26%
- Head Start Average Daily Attendance for September: 82.6 %
- Early Head Start Average Daily Attendance for September: 86.3%
- Stage 2: 358 families and 559 children
- CAPP: 96 families and 141 children
- In total: 454 families and 700 children
- Incoming transfers from Stage 1: 36 families and 46 children
- LIHEAP: 187 households have been assisted
- Weatherization: 15 units

b. Staffing:

- CSB conducted interviews to fill vacancies within various management and line staff classifications. The Bureau hired 3 Comprehensive Services Assistant Manager- Project, a Site Supervisor I-Project, 2 Infant/Toddler Teacher-Project, 2 Teacher-Project, and 1 Infant/Toddler Associate Teacher-Project. Oral Board interviews were conducted for

Comprehensive Services Assistant Manager-Project. The Bureau is in the process of scheduling interviews for Associate Teacher-Project and for Comprehensive Services Assistant Manager-Project.

c. Legal/lawsuits

- N/A

d. Union Issues:

- No issues with the union(s) were raised during the month of November. Occasional individual staff concerns were resolved through informal phone calls with the PEU Local 1 Business Agent representing CSB's line staff.

III. Hot Topics/Concerns/Issues:

- N/A

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 and are expecting reviews to occur in February and March.
- Comprehensive Service Managers Content Area Managers have planned and scheduled on-going Comprehensive Services and School Readiness (CSSR) Review trainings targeted for staff in December in preparation for the Review.
- Camilla Rand and Katharine Mason have scheduled Board of Supervisors visits throughout the month of December in preparation for the Governance portion of the Federal review. At least one Board member will be interviewed regarding their oversight and involvement in the Head Start program.
- The Head Start Regional Office will be conducting technical assistance with staff regarding the eligibility and enrollment process. This comes after a series of four parent complaints to the Regional Office over the treatment of parents by enrollment staff. We will also be conducting a customer service refresher for all comprehensive services staff who works directly with families.