



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- The Contra Costa County Economic Opportunity Council has awarded the following subcontractors for the 2016 Community Services Block Grant (CSBG) funding: Bay Area Community Resources, Bay Area Legal Aid, CC Health Services Homeless Program, Contra Costa Interfaith Housing, Opportunity Junction, RYSE, Inc., Shelter Inc. of Contra Costa, STAND! For Families Free of Violence, The Contra Costa Clubhouse, Inc., and White Pony Express. The subcontractors will help meet the need of our community and the Contra Costa 2016-17 Community Action Plan goal.
- CSB Policy Council Executive Team and Parent, Family, Community Engagement Manager, Rita Loza, attend the NHSA 32nd Annual Parent Engagement Conference in San Diego, CA. This national event focuses on how communities, families, and Head Start program staff can work together to promote family engagement in children's learning and development to achieve positive outcomes. Training topics included: *Parent leaders as authentic partners in & beyond Head Start; Building financial capacity; Healthy fathers, healthy families; Promoting positive behavior in early childhood settings; Transition to success, 2 generation model to support family growth; How to advocate for my child with special needs; and Building collaborations for best home to school transitions.* All participants were excited about what they learned and are looking forward to sharing their knowledge with program families and staff.
- Daniel Chodos, Contra Costa County Health and Safety Consultant with Risk Management, conducted training for CSB staff on *Illness and Injury Prevention and Work Safety*. Training participants included Site Supervisors, Managers and center Health and Safety officers who upon completion of this training will utilize what they learned to train the staff they supervise at their work locations.
- Our toddlers and preschoolers at Verde and Las Deltas centers participated in the book give-away event on December 17, 2015. The book giveaway was facilitated by Robert Rogers, Supervisor John Gioia's District Coordinator, and included Robin Yee Wilson from West County Reads who read aloud to the children and their families during the events.
- The Pajama Program donated children's pajamas to CSB. New pajamas were distributed to the children centers including partners before December 25th.
- CSB partnered with the John Muir Health Car Seat Safety Coalition to provide a Booster Seat Training and Car Seat Give-Away (to those in need) at our Bayo Vista site.



II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 98.55%
- Early Head Start enrollment: 100.78%
- Head Start Average Daily Attendance for December: 82.50 %
- Early Head Start Average Daily Attendance for December: 84.80%
- Stage 2: 408 families and 638 children
- CAPP: 92 families and 134 children
- In total: 500 families and 772 children
- Incoming transfers from Stage 1: 57 families and 82 children
- LIHEAP: 261 households have been assisted
- Weatherization: 15 units

b. Staffing:

- During the month of December CSB conducted interviews to fill vacant position within various management and line staff qualifications. The Bureau hired 6 Comprehensive Services Assistant Manager-Project, 1 Comprehensive Services Manager-Project, 2 Teacher-Project, 1 Infant/Toddler Associate Teacher-Project and 2 Associate Teacher-Project. In January the Bureau will be conducting interviews to fill vacant clerical positions.

c. Legal/lawsuits

- N/A

d. Union Issues:

- No issues with the union(s) were raised during the month of December. CSB Management met with the new PEU Local 1 Business Agent representing CSB's line staff for a Meet and Greet session.

III. Hot Topics/Concerns/Issues:

- On December 21, 2015, the Child and Adult Care Food Program (CACFP) conducted part one of a two-part review by making unannounced visits to our Ambrose and Brookside Children's Center. During the visit the reviewers examined all of the meal forms in CLOUDS, examined the refrigerator for cleanliness and proper temperature setting, and our child files for reported food allergies and proper documentation from a physician. The reviewer also observed a family style meal. One of the reviewers complimented our program on how well the meal time process was at both sites and CSB successfully passed this portion of the review. CACFP will return in March for the final portion to review our administrative documents.
- A lack of dental providers in our community serving the low income populations, and a lack of timely access to medical appointments and follow-up services in Contra Costa County continues to be a challenge for CSB to meet the 90 day Head Start Performance Standard deadline for physical assessments. CSB staff are documenting the delays in the children's files.

IV. Emerging Issues/New Challenges:

- N/A