



To: David Twa, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Community Services Monthly Report  
Date: January 2016

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Camilla Rand, M.S.  
Director



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

- CSB's central kitchen once again catered the Annual Board of Supervisor's Martin Luther King celebration held at the Board Chambers on January 19. Each year, CSB's Kitchen Manager, Velma Braggs, is asked to provide the meal to the public for the wonderful event celebrating community humanitarians. The menu was delicious and always enjoyed by all.
- CSB just submitted its Community Services Block Grant (CSBG) annual outcomes report to the California Department of Community Services and Development (CSD), which indicated that 18,042 low income families were assisted with a wide array of services funded through CSBG dollars in 2015.
- On January 22, Head Start's Regional Office conducted Technical Assistance training with staff on the topics of eligibility and enrollment process and supporting children with challenging behaviors. This was scheduled after the Regional Office received several complaints from parents around these two issues. Since the initial complaints, we have completed several program enhancements and staff trainings in November and December to address these concerns, and more recently developed (in partnership with Technical Assistance staff) additional steps we will take to further strengthen our systems and communication to families. We appreciate the support from the Regional Office and look forward to implementing the suggested enhancements.

**II. Status Updates:**

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

- Head Start enrollment: 100.78%
- Early Head Start enrollment: 98.55%
- Head Start Average Daily Attendance for December: 76.3 %
- Early Head Start Average Daily Attendance for December: 68.7%
- Stage 2: 380 families and 591 children
- CAPP: 88 families and 131 children
- In total: 468 families and 722 children
- Incoming transfers from Stage 1: 71 families and 79 children
- LIHEAP: 208 households have been assisted
- Weatherization: 14 units

**b. Staffing:**

- During the month of January the Bureau conducted interviews for filling clerical positions crucial for the operational needs of the program. CSB is awaiting approval to hire the selected candidates. The Bureau



obtained approval to fill site supervisor and various teaching positions. Interviews for Master Teacher-Project, Teacher-Project and Site Supervisor II are being scheduled.

**c. Legal/lawsuits**

- N/A

**d. Union Issues:**

- Individual concerns expressed by CSB staff were resolved in collaborative manner between CSB management and Local 1. A Step 1 Grievance was held on behalf of an employee requesting to be paid for performance in higher classification. The Bureau denied the request and at this time it is unknown if PEU Local 1 will pursue with the grievance.

**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 review event notifications and are expecting reviews to occur in March or April.
- The Governor's 2016-17 budget proposal related to Early Childhood Education, includes the creation of a \$1.6 billion Early Education Block Grant (EEBG) by combining the funding from Part Day State Preschool (CSPP), Transitional Kindergarten (TK), and QRIS, while the remainder of the early education funding is proposed to go to vouchers over a 5 year period. Our concerns are that if this proposed budget passes "as is" in late June, the quality of Early Education will suffer due to vouchering of the program, and there may not be sufficient amount of time to implement changes, usually effective July 1<sup>st</sup>, without at least somewhat negatively impacting staffing and services to families.