



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- Community Services received its letter from Danya International confirming the week of May 2nd as the date for the Federal Comprehensive Services and School Readiness (CSSR) monitoring review. This review will focus on four program performance areas: identifying child and family strengths and needs, addressing child and family needs, providing high-quality teaching and learning, and planning for transition. A Team of reviewers will visit CSB, partner and delegate classrooms to review files and management systems, monitor classrooms, and interview staff and parents. CSB staff eagerly anticipates this review.
- The Comprehensive Services team is preparing to enroll children ages 0-5 for the 2016-17 school year. We continue to find it challenging to enroll 4 year old children due to TK and Preschool expansion in this county; therefore we are focusing on serving more 2 year olds, where the need is high.
- Plans are in the works to change the format for our annual Policy Council and Board of Supervisors Joint Training. We are planning to hold the training in the fall of 2016, and are excited about the new format that will include an afternoon tea with time for participants to network and take part in an engaging presentation and interactive workshop facilitated by Interaction Associates.
- Ongoing dental treatment continues to be offered to children enrolled in the Head Start program. During the month of February, Lifelong Medical Care visited the Balboa and Crescent Park Children's center to provide dental exams, fluoride varnish, cleanings and treatment to 18 children.
- The teaching staff early closures days in March focused on Math. The preschool teaching staff had the opportunity to explore, create, and share ideas about sample materials and tools that children use in the classroom. Teachers facilitate the children's learning about math concepts and implement new ideas to enhance the classroom environment and activities such as counting objects numbers, matching the numbers with numerals and words.
- March marks the conclusion of a six month effort by Camilla Rand, Director, Katharine Mason, Division Manager, and Janissa Rowley, Lead Assistant Director to hold Communication Circles at all fifteen CSB child care centers. It took some time but was well worth the effort as they had the opportunity to meet face to face with all CSB site supervisors, teaching staff and Comprehensive Services team members.
- George Miller III Children's Center was visited by Community Care Licensing for an unannounced comprehensive annual visit on March 7, 2016. This



comprehensive visit, including the center tour and review of files, took four hours to complete and resulted in GMIII passing with flying colors without any deficiencies, citations or concerns.

- CSB staff are engaged in the exciting process of planning for the Week of the Young Child. The theme for this year is *Celebrating our Youngest Learner*. Week of the Young Child is an annual celebration sponsored by the National Association for the Education of Young Children and will take place the week of April 11th -15th. The purpose of this special week is to focus attention on the needs of young children and their families and to recognize programs such as CSB that meet those needs.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 99.84 %
- Early Head Start enrollment: 102.09%
- Head Start Average Daily Attendance for December: 83.3%
- Early Head Start Average Daily Attendance for December: 85.2%
- Stage 2: 368 families and 575 children
- CAPP: 72 families and 101 children
- In total: 440 families and 676 children
- Incoming transfers from Stage 1: 22 families and 26 children
- LIHEAP: 384 households have been assisted
- Weatherization: 18 units

b. Staffing:

- During the month of March the Bureau hired an Administrative Analyst, a Comprehensive Services Assistant Manager and two Intermediate Clerk-Project positions. More interviews have been scheduled to fill vacant clerical positions, and to bring in county and agency temporary employees to provide support in the program.

c. Legal/lawsuits

- N/A

d. Union Issues:

- A Step 3 Grievance has been scheduled with PEU Local 1 on behalf of an employee requesting to be paid for performance in a higher classification.

III. Emerging Issues and Hot Topics:

- CSB continues to face challenges as it relates to enrolling four year old children in both its center-based and Home Based programs. Staff are been working diligently to plan services that will continue to serve the needs of the community while also complying with both the State and Head Start mandates. More information will be forthcoming as we plan deeper into the 2016-17 school year.

cc: Policy Council Chair
Family & Human Services Committee
Maureen Burns Vermette, ACF