



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- CSB received its Comprehensive Services and School Readiness (CSSR) Review during the week of May 2nd and it resulted in no findings! The review consisted of interviews with the director, various program staff, and parents. Five Federal reviewers monitored 44 classrooms, including directly operated, delegates and partner agencies. Twenty-four staff files and 87 children's files were also monitored. One of the reviewers met with 14 parents who represented all areas of the County and have children enrolled in both Head Start and Early Head Start programs. The parents spoke in detail and shared their personal stories of how our program has supported them and their children and the significant impact and positive difference the program has made in their lives. One of the reviewers exclaimed that our program is the best she has ever seen while another stated she was having so much fun in the classroom that she didn't want to leave.
- CSB is preparing for the two-day virtual Leadership, Governance, and Monitoring System (LGMS) Review scheduled for June 23rd – 24th. This is the last set of the Federal Review, which will be assessing the program's effectiveness in program planning, development, implementation, and ongoing improvement. The review will consist of interviews with members of the Board of Supervisors, Policy Council, director, and various program staff to collect information and understand how the program meets its goals and objectives in providing high quality comprehensive services to children and families.
- In celebration of National Teacher Appreciation week, Katharine Mason, CSB Division Manager, and four Assistant Directors visited every classroom on May 11, 2016 to present the teaching staff with various certificates highlighting the quality work provided throughout our program. CSB visiting managers expressed to each of the early childhood educators how much we value their service in the classroom, how much we appreciate all they do for our students and families, and how thankful we are for their contributions to our community.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 97.75 %
- Early Head Start enrollment: 100.96%
- Early Head Start Child Care Partnership enrollment: 102.78%
- Head Start Average Daily Attendance: 85.3%
- Early Head Start Average Daily Attendance: 87.4%
- Early Head Start Child Care Partnership Attendance: 97.6%
- Stage 2: 375 families and 598 children
- CAPP: 75 families and 110 children



- In total: 450 families and 708 children
- Incoming transfers from Stage 1: 23 families and 23 children
- LIHEAP: 203 households have been assisted
- Weatherization: 15 units

b. Staffing:

- During the month of May, CSB hired 1 permanent Intermediate Clerk – Project and a Site Supervisor I- Project. The Bureau continued to hire temporary clerical staff needed to provide coverage for employees on leave and to support the comprehensive services team in time of high enrolment and the LIHEAP Unit to process high volume of applications for service.

c. Union Issues:

- Meet and Confer with PEU Local 1, Line Staff and Site Supervisors Unit was held to discuss the proposed changes to the 2016-2017 CSB Program Model. The changes resulting in slot reduction of the Center Based Program impacted 4 Teachers and 5 Associate teachers. All impacted staff were given an opportunity to maintain their employment by keeping their classification and accepting alternative location placement. Full agreement was reached with both Union units and the changes will be implemented effective July 1, 2016.

III. Emerging Issues and Hot Topics:

- Community Services has applied to ACF (Administration for Children and Families) Region IX for a reduction of 150 Head Start slots in an effort to meet the changing needs of the community and address on-going funding challenges. This plan includes an increase in State funded slots while maintaining the same level of Federal Head Start funding. The plan is being discussed with labor, the CAO and the parent Policy Council and will go before each governing body for approval in June.

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