



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- On Monday, June 27, Congressmen Mark DeSaulnier and Mike Thompson presented a symbolic check to CSB in recognition of its recent award of \$1.6 million to the Early Head Start – Child Care Program, bringing the total amount of Early Head Start funding to \$4.5 million. The presentation was made at Martinez Early Childhood Center, a CSB partner, in the presence of children, parents, county staff, and Board of Supervisor representatives.
- Also on Monday, June 27, CSB Director Camilla Rand, was invited to be on an expert panel during a training session at the Administration for Children and Families Regional Office in San Francisco. The purpose was to discuss CSB's strategies in implementing program changes and slots reductions. The 75 participants were from Hawaii and the outer pacific and were visiting the Regional Office to learn how to address changing community needs through changes in program delivery.
- CSB has just completed its two-day virtual Leadership, Governance, and Monitoring System (LGMS) Review on June 23rd – 24th. This is the last set of the Federal Reviews, which assessed the program's effectiveness in program planning, development, implementation, and ongoing improvement. The review consisted 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. We have received feedback from the LGMS content lead who has indicated that there were no issues or concerns. She had positive feedback in regards to our strong systems in place and received a great impression of our program from the interviewees' responses. We should be getting our final report within 30 days.
- The final report and outcome of the recent Child and Adult Care Food Program (CACFP) administrative review noted 2 findings one of which requires us to include a copy of the most current, full civil rights statement in the CSB Family Handbook and train all responsible staff on the requirement to include the most current, full civil rights statement on all printed materials that also include information about the Child and Adult Care Food Program (CACFP). The Corrective Action plan has been completed.

The Early Childhood Specialist from the Region IX Office of Head Start conducted an on-site observation to provide feedback on the implementation of Practice Based Coaching in CSB. During the observations the Early Childhood Specialist met with the "Teachers Learning and collaborating" (TLC) group, facilitated by



one of the consultants. The team reviewed the Practice Based Implementation Plan and modified the strategies to continue providing quality professional development and sustain collaborative partnerships among the participants. Coaching individualizes and emphasizes the application of strategies learned in a group to teaching practices in the classroom.

- CSB is conducting staff training on the implementation of Ages and Stages Questionnaire 3, a new screening tool that helps parents provide information about the developmental status of their young child's developmental areas: communication, gross motor, fine motor, problem solving, and personal-social. This screening tool will increase parent involvement and promote parent-teacher engagement in observing their children's behavior. The Education Managers are also providing teacher in-service training to help the teachers prepare and support the children's school readiness as the new program year begins and more new children are entering school for the first time.
- Teachers are providing tips to parents on summer activities to help prepare preschoolers who are transitioning to kindergarten in the fall. Children and their parents have the opportunity to watch, "From Kindergartner to Kindergartner: What it's Important to Know". The video provides a view on what is important to know about being in a kindergarten classroom and so that preschoolers understand what to expect as they begin their new adventure. The parents and children are provided with supplies for home learning activities that include pencils, crayons, paper, scissors, glue, and a ruler.
- CSB child development centers continue to participate in Quality Rating Improvement System, which is now called "Quality Child Care Matters". Quality Child Care Matters uses individualized professional development strategies to support overall quality improvement in early care and education sites. Last year's grant offered teachers professional growth opportunities, funds to enhance their classroom environment and enriched curriculum materials in literacy, math, and science.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 97.11 %
- Early Head Start enrollment: 98.07%
- Early Head Start Child Care Partnership enrollment: 100.00%
- Head Start Average Daily Attendance: 86.7%
- Early Head Start Average Daily Attendance: 87.4%
- Early Head Start Child Care Partnership Attendance: 97.4%
- Stage 2: 335 families and 570 children
- CAPP: 77 families and 114 children
- In total: 412 families and 684 children

- Incoming transfers from Stage 1: 20 families and 33 children
- LIHEAP: 260 households have been assisted
- Weatherization: 15 units

b. Staffing:

- During the month of June, CSB continued to evaluate the needs of the community and engaged in redesigning its program options to better meet the needs of the families needing services. CSB is in the process of finalizing the program changes and is still evaluating its staffing structure. In addition, CSB hired temporary teaching staff to ensure ratio requirements and safety in the classroom. The Bureau hired also temporary clerical staff to support comprehensive services during the periods of heavy recruitment and enrollment of children, as well as agency temps to provide support to the Stage II and LIHEAP units.

c. Union Issues:

- An Appeal meeting was held with Local 1, Line Staff Unit Business Agent on behalf of a CSB Associate Teacher for proposed action (Skelly Notice) for 5 day suspension. The Bureau and the Union reached an agreement on the duration of the suspension.
- CSB notified PEU Local 1 of proposed changes to its 2016-2017 Program Service Models, including reduction of home based slots. The Bureau responded to the Union’s Request for Information and is scheduled for a Meet and Confer to discuss the program changes and impact on the Early Childhood Educators on June 27, 2016. CSB is in communication with PEU Local 1, Site Supervisors Unit about disagreements regarding the site supervisor’s job responsibilities and Job Description interpretation.

III. Emerging Issues and Hot Topics:

- The State Department of Community Services and Development (CSD), as the administering agency of the program scheduled the on-site monitoring during June 27, 2016 through July 1, 2016. Three CSD representatives will be performing the on-site monitoring visit to cover the following contracts; 15C-1005, 15K-6003 and 16B-4005 and the scope of the visit will consist of Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements, and Certification and Assurances reviews.

cc: Policy Council Chair
Family & Human Services Committee

Maureen Burns-Vermette, ACF