



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

Camilla Rand, M.S.
Director



I. Good News Update/Accomplishments:

- 2016 LIHEAP, LIWP and DOE On-Site Monitoring was recently completed (6/27-7/1) by the State Department of Community Services and Development (CSD). Administrative, Financial, Programmatic, and Compliance Requirements, along with Certification and Assurances and file and documents being reviewed. The final report is pending, yet at the exit conference on June 30, the reviewer noted that the review did not disclose any areas of non-compliance.
- CSB is preparing for the Interim Audit scheduled for the week of August 8th. The audit will review compliance in CSB's Title V Child Development, Stage II and CAPP programs for the 2015-2016 program year.
- Several CSB staff attended CHSA's Leadership Conference in Long Beach. The critical topics of discussion were EHS/ CCP Partnership Expansion; the continued changing landscape of Head Start; Duration Funding and the soon-to-be-released HS Performance Standards. CSB staff members Sung Kim and Sarah Reich supported One Solution Technologies in showcasing CLOUDs and Christina Reich presented on a panel regarding Slots Reduction Planning.
- On July 11, 2016, GMIII Children's Center received a comprehensive NAEYC accreditation visit that occurs every five years. The reviewer spent two days at the center observing quality early childhood practices throughout the 10 classroom center and shared with the Site Supervisors that all criterion were met during the visit. Early childhood education programs with the mark of quality achieved through NAEYC accreditation benefit children with greater readiness for and success in school. Families have many choices when looking for care for their young children beginning at birth and NAEYC accreditation is the mark of quality many families are looking for. NAEYC accreditation gives families the chance to make right choices for their children.
- CSB is in process of developing a new system for the Alternative Payment Program (Stage2/CAPP) unit to better suit the needs of clients, providers and staff. This system will include a Mobile APP that will provide, among other functions, online & real time attendance and absence reporting and payment status reports, greatly reducing the amount of time and effort required to process payments and respond to phone inquiries regarding payments. These features will greatly enhance the programs efficiency by allowing our resources to be redirected to other essential/priority tasks needed to provide excellent client service.
- CSB will implement two new curricula for parent engagement and ongoing learning in the 2016-17 program year entitled: *Make Parenting A Pleasure* from *Parenting Now!* This Curricula will assists stressed families in improving protective factors associated with reducing the risk of child abuse and neglect, and has been found to reduce symptoms of depression and increase reported parenting skills; and *Family Financial Fitness* from Community Financial Resources, which aims to build financial stability for families by enhancing



critical thinking skills around spending habits, and providing education about save and invest strategies and the inter-dependent link between Household and Community financial stability.

II. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 100.56 %
- Early Head Start enrollment: 98.00%
- Early Head Start Child Care Partnership enrollment: 100.00%
- Head Start Average Daily Attendance: 77.4%
- Early Head Start Average Daily Attendance: 83.7%
- Early Head Start Child Care Partnership Attendance: 93.8%
- Stage 2: 350 families and 564 children
- CAPP: 81 families and 118 children
- In total: 431 families and 682 children
- Incoming transfers from Stage 1: 15 families and 20 children
- LIHEAP: 202 households have been assisted
- Weatherization: 20 units

b. Staffing:

- During the month of July CSB conducted interviews for Master Teacher-Project. The Bureau hired temporary teaching staff to ensure ratio requirements and safety in the classroom. CSB is in the process of scheduling interviews to fill Administrative Services Assistant III and Personnel Services Assistant II vacancies. Further, the Bureau is working with the county's Human Resources Department to open recruitment for Comprehensive Services Assistant Manager-Project.

c. Union Issues:

- An Appeal meeting was held with Local 1, Line Staff Unit Business Agent on behalf of a CSB's Master Teacher for proposed action (Skelly Notice) for termination of employment.
- Resolution 2016/468 for CSB slots reduction, including Home Based slots, was approved by the CCC Board of Supervisors on 7/16. As a result, 6 of the 7 Early Childhood Educators providing home visiting services have been displaced from their positions. CSB and PEU, Local 1 agreed that these employees will be given opportunity to transfer or demote to other positions for which they qualify. A special bid will be held for these employees during the last week of July.

III. Emerging Issues and Hot Topics:

- CSB is planning to apply for EHS/ Childcare Partnership Expansion due later in August. Staff is identifying partnerships to expand this successful endeavor.

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