



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: February 2017

Camilla Rand, M.S.
Director



Good News Update/Accomplishments:

- Community Services Bureau participated in the national and annual Give Kids a Smile Day event on February 3, 2017. Six local dentists volunteered to provide dental exams while dental students from Diablo Valley College completed dental exam forms, applied fluoride varnish and provided oral health education to 293 children at five Head Start locations including GMIII, Balboa, Brookside, George Miller Concord and Martinez ECC. Comprehensive Services Teams are currently in the process of providing support to the families of the 69 children identified as needing treatment. This event was a success due to the collaborative efforts of the Contra Costa Dental Society, Diablo Valley College Dental Program, local dentists, Community Services Bureau staff, parents and children.
- Four CSB's Senior Level Managers, Sung Kim, Katharine Mason, Christina Reich and Eric Pormento, graduated from EHSD's first Leadership Academy cohort. Currently three other Sr. Managers are enrolled in the second cohort which is an eight month program focusing on building effective and successful management skills.
- CSB is in the process of submitting its application for Year 2 Early Head Start – Child Care Partnership Continuation Grant. The continued funding will allow us to maintain the services for the 72 children ages 0 to 48 months of age currently enrolled in the EHS-CCP Program. CSB is in the second year of the 5 year grant period for funds totaling up to \$1,351,036 (\$1,080,829 in base grant funding and \$270,207 in non-federal share).
- CSB has secured a location in the City of San Pablo to build a new childcare center to replace the Brookside children's center. This is a joint project with Health Services Department and will co-locate Children's Behavioral Health with Head Start/ Early Head Start services. The facility will consist of 40,000 SQFT in two stories. CSB's portion will have 10 classrooms, 10 offices and two playground areas designed for different age groups. The Health Services Department will occupy the 2nd floor with their Children's Mental Health Clinic. The County Public Works is working with a private developer who will lease the land from the City of San Pablo and build the location.
- Community Services Bureau hosted the California Department of Education's (CDE) Fiscal and Administrative Services Division on February 6, 2017 for an on-site demo of the CLOUDS system. The intent of the visit was for CDE staff to see a "well developed and vetted" system which has already received State approval for its electronic signature and recordkeeping. CLOUDS will be used as a model system as CDE develops fiscal requirements for electronic recordkeeping.



- Community Services Bureau has developed a system to utilize SMS technology (text messaging) as an efficient means of communicating with clients via their mobile device. Through text messaging, we will further be able to record and analyze data to make program enhancements to meet State and Federal requirements such as attendance reporting. Our delegate agency, First Baptist Head Start, will also be using this new SMS technology.
- **Status Updates:**
 - a. **Caseloads, workload (all programs)**
 - Head Start enrollment: 101.1 %
 - Early Head Start enrollment: 105.1%
 - Early Head Start Child Care Partnership enrollment: 101.4%
 - Head Start Average Daily Attendance: 81%
 - Early Head Start Average Daily Attendance: 84.3%
 - Early Head Start Child Care Partnership Attendance: 84.3%
 - Stage 2: 312 families and 490 children
 - CAPP: 78 families and 124 children
 - In total: 390 families and 614 children
 - Incoming transfers from Stage 1: 17 families and 20 children
 - LIHEAP: 369 households have been assisted
 - Weatherization: 15 units
 - b. **Staffing:**
 - During the month of February CSB conducted several interviews to fill vacant positions within various management and non-management classifications. The Bureau is in the process of hiring a Site Supervisor III, a Comprehensive Services Manager (CSM) and two clerks. The Bureau continues to actively recruit to fill the remaining vacancies and increase its substitute pool for teaching positions.
 - c. **Union issues:**
 - The Bureau engages in on-going communication with the Union to resolve occasional concerns and ensure a safe and healthy work environment.
- **Emerging Issues and Hot Topics:**
 - With the expansion of Transitional Kindergarten, the Community Assessment shows a greater need for Early Head Start services. CSB has applied for and received approval for an additional 190 infants and toddlers county-wide through the Office of Head Start. More details to come once the NOA is received detailing the grant conditions.

Please Note: Financial reports for Head Start, Early Head Start (EHS), EHS CC partnership and credit card expenditure report for the month of January will be reported with March's CAO submission.

cc: Policy Council Chair
Family & Human Services Committee
Nicole Porter, ACF