



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

Good News Update/Accomplishments

Camilla Rand, M.S.
Director



- On May 22, the Head Start Regional Office held its semi-annual School Readiness meeting with Community Services Bureau (CSB) Child Development program leaders and content managers. These meetings typically include a review of program data and a discussion on CSB's plans to use this data to revise annual School Readiness Goals for the next program year, plan for professional development, and address the needs of families and children through program initiatives. This meeting's focus also included an articulation of how CSB ensures curriculum fidelity and support to children's social-emotional needs.
- Kathy Gallagher, EHSD Director, with Camilla Rand, Community Services Bureau (CSB) Director, and Katharine Mason, Division Manager, visited two (2) CSB Head Start centers. The two (2) CSB child development centers visited were Los Arboles Child Development center in Oakley which serves children 18 months through entrance to Kindergarten and Ambrose Infant/Toddler center in Bay Point, serving infants 6 weeks through 36 months old. At each center Kathy toured the classroom, meeting staff and children at the centers.
- Isabel Renggenathen, Assistant Director, along with the CalFresh Partner Group did a presentation to the Board of Supervisors on May 9 in observation of CalFresh Awareness Month. Members present were from the Food Bank, the Economic Opportunity Council, the Multi-Faith Action Coalition and First 5 Contra Costa. The presentation was focused on garnering Board support, the purpose of partner group formation, areas of risk and current involvement of projects to support CalFresh outreach such as CalFresh Express, Medi-Cal Mailings, Free/Reduced School Lunch and Benefits CalWIN and Get Fresh application submission.
- On May 4, all recently hired or promoted CSB Supervisors and Managers received an overview of CSB's Progressive Discipline and Chronological Supervision System so that they are better able to organize and facilitate supervision, recognition, staff development and progressive discipline of staff. Over twenty-five (25) managers/supervisors participated in this training. Refresher trainings on this topic will be held annually in the fall for all CSB Managers/Supervisors.
- Two (2) Community Services Bureau Teachers applied for and were accepted into the California Early Childhood Mentor Program through Diablo Valley College. Each teacher will mentor and supervise early childhood education students from DVC in their classroom. The DVC students will receive mentoring in classroom practicum as they complete their college courses.
- CSB held the Health and Nutrition Services Advisory Committee Luncheon in April. Twenty-three (23) participants from CSB and collaborative agencies were given the opportunity to problem solve current barriers to the access of medical and dental services that our families face, as well as share current and upcoming resources and services available in the community.



- CSB in collaboration with Child Health and Disability Prevention Program (CHDP) co-facilitated two (2) hearing and two (2) vision screening certification trainings (approximately twenty (20) participants per training) for a combination of healthcare providers in the community and CSB staff. In order to meet the needs of both the community and CSB, one (1) additional hearing/vision training has been scheduled for June. Certification for healthcare providers and CSB staff contributes to an increased number of hearing and vision screenings administered to children ages 3-5 in our community.
- A Summer Safety Newsletter was created to remind parents of health and safety concerns that are more common in warm weather. The newsletter was distributed to all part day families prior to the end of the school year. Full day families will receive the newsletter prior to the end of their school year.
- The following three (3) exciting and successful parent engagement opportunities that were offered to CSB families are coming to an end for this school year:
 - 1) Make Parenting a Pleasure which is a research based parent curriculum – participating families learned practical stress management and communication skills; gained a greater understanding of their child; learned effective parenting skills and positive approaches to discipline; and built a support network.
 - 2) Family Financial Fitness training in collaboration with Community Financial Resources - families learned about the importance of developing money management techniques to include smart savings habits, building home budgets, managing cash flow, understanding and building credit, and finding the best option to build assets.
 - 3) English as a Second Language – participating families received instruction to advance their English conversational skills, grammar, reading, writing, pronunciation and vocabulary.

We are in the process of evaluating the above parent engagement activities with the intent to expand in the 2017-18 school year, so additional families may also benefit from these valuable learning experiences.

- The Teachers Learning and Collaborating (TLC) 2016-17 Program ended on May 12 with nineteen (19) participants receiving a certificate of completion. TLC was started in September 2015 as an approach to Practice Based Coaching. Three (3) consultants were hired as coaches to work closely with the participants on implementing strategies for improving or refining teaching practices. Participants also had an opportunity to share and reflect individually or collectively on their teaching practices. The participants shared how TLC helped them grow personally and professionally. Their testimonies were a reflection of their coaches' work with them.
- CSB and the Economic Opportunity Council (EOC) released the Community Action survey to the public in an effort to obtain information on the needs of the community, which will be included in the 2018-19 Community Action Plan. The Plan is due to the Department of Community Services and Development (CSD) at the end of June 2017.
- On May 1-5, 2017, EOC chair, Ajit Kaushal, and CSB employee, Mele Tupou Lolohea, attended the California Community Action Partnership Association (CalCAPA) Conference in Long Beach. The conference focused on information about 2017 CSBG Budget and opportunities for agencies to exchange experiences, plans, get advice, network, and strengthen partnerships.

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

- 2017 funding will remain the same as year 2016 for the Low Income Energy Assistance Program (LIHEAP) and Weatherization programs. The newly released 2018 proposed federal budget calls for the elimination of LIHEAP and CSBG funds. The EOC had an opportunity to celebrate Community Action month and educate the Board on CSBG funding and the support it provides to the community at the May 23 Board Meeting.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 100.9 %
- o Early Head Start enrollment: 100.6%
- o Early Head Start Child Care Partnership enrollment: 100%
- o Head Start Average Daily Attendance: 83%
- o Early Head Start Average Daily Attendance: 86%
- o Early Head Start Child Care Partnership Attendance: 86%
- o Stage 2: 288 families and 449 children
- o CAPP: 91 families and 145 children
- o In total: 397 families and 594 children
- o Incoming transfers from Stage 1: 22 families and 27 children
- o LIHEAP: 284 households have been assisted
- o Weatherization: 30 units

b. Staffing:

- o During the month of May, CSB hired substitute teachers to build a viable substitute pool. The Bureau continues to recruit and hire substitute teachers to ensure adequate adult-child ratio in its child care classrooms. The Bureau continues to struggle to hire fully qualified teaching staff and is looking into exploring new outreach and recruitment strategies. CSB is asking the County HR Department to help develop strategies to recruit teachers.
- o CSB has started the hiring process for an Intermediate Clerk-Project and is in the process of scheduling interviews.

c. Union issues:

- o On May 8, 2017, CSB and the Business Agent for PEU Local 1, Line Staff Unit and Site Supervisors Unit held a Meet & Confer to discuss changes to the program and impact it will have on staff. An agreement was reached between the Bureau and the Union.

II. Emerging Issues and Hot Topics:

- The President's proposed federal budget called for the elimination of CSBG and LIHEAP funds (see above), which would mean an impact of \$4.5 million in this county. The budget flat-lines Head Start and Early Head Start, relinquishing the 1% COLA just granted but does not decrease it further. There is no funding for block-granting in this budget.

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