



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

News /Accomplishments

Camilla Rand, M.S.
Director



- On July 24, seven (7) of CSBs Site Supervisors (SS) participated in the CCC Local Planning And Advisory Council for Early Care and Education professional Learning community for Site Supervisor/center directors. During the past 7 months, Site Supervisors met once a month to study leadership, professionalism, advocacy and team development. Each SS developed their own professional leadership plan. They used SMART goals and books such as *Leading with Heart and Soul* by Toni Christi and on line university modules specific to SS leadership to accomplish their goal in a specific leadership area.
- Isabel Renggenathen, Assistant Director, attended the 2017 UCLA Head Start Management Fellows Program which was held on June 19-30, 2017, at UCLA Anderson School of Business. Some of the topics covered in the 80+ hours classroom's instruction were: Strategic Planning, Management Effectiveness, Data Analysis, Communication Principles, Decision Making, Negotiation and Management & Leadership to name a few. All participants are required to complete a Management Improvement Project (MIP) as the final project to graduate this program. The MIP provides a process for conducting an environmental analysis, identifying critical issues and /or key problem, reaffirming agency's mission and formulating goals, objectives and strategic options to be implemented at participants' agencies. The goal from Isabel's MIP is to create a positive working environment for employees so they can deliver the best quality of service for children and families to stay ahead in a competitive market. Isabel is excited to start working on her MIP for CSB.
- On July 25, the teaching staff attended a training on "Implementing Your Curriculum with Fidelity", focusing on understanding linking Creative Curriculum to planning activities for children. There were 157 participants.
- CSB is planning an all-teaching staff day-long summit on August 30 at the Pleasant Hill Community Center. The in-service training will include Ronald Mah as a key-note and trainer and topics will include Building the Classroom Community, Positive Discipline, Building and Growing Relationships for Joyful Learning and Understanding Children's Behavior.
- CSB has secured approval from the Regional Office on the final plan for the newest EHS/CCP grant in the amount of \$3.6 million for 190 new infants and toddlers. New classrooms serving the youngest will open at Las Deltas, Brookside, Bayo Vista, GM Concord, Crescent Park and Balboa. New partnerships will include the YMCA of the East Bay and four Stage II providers. CSB is in the start-up phase of this new project.
- CSB has just learned from Health Services that the joint childcare and Health Services building project in San Pablo has been stopped. At this time Health Svs cannot afford to be a part of the new project. This is a stumbling block for CSB which is working hard to identify a space to replace Brookside in the near future.



I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 100 %
- o Early Head Start enrollment: 115.3%
- o Early Head Start Child Care Partnership enrollment: 100%
- o Head Start Average Daily Attendance: 78.3%
- o Early Head Start Average Daily Attendance: 81.6%
- o Early Head Start Child Care Partnership Attendance: 81.6%
- o Stage 2: 319 families and 503 children
- o CAPP: 128 families and 208 children
- o In total: 447 families and 771 children
- o Incoming transfers from Stage 1: 21 families and 31 children
- o LIHEAP: 92 households have been assisted
- o Weatherization: 15 units

b. Staffing:

- o During the month of July CSB conducted interviews to fill vacant positions within various classifications. The Bureau hired a Master Teacher-Project, two (2) Associate Teacher-Project and two (2) Child Nutrition Worker I-Project. The Bureau is in the process of scheduling interviews to hire permanent clerical staff, as well as to bring in additional temporary clerical support to meet the needs of the program during the high peak time of enrollment. Continuous efforts are made to recruit and hire qualified infant/toddler teaching staff for our Early Head Start centers.
- o CSB has finalized the new staffing for the new EHS/ CCP grant. New positions include Accountant I, several teaching positions, Assistant Director, Comprehensive Services Manager and Assistant Managers and clerical positions.

c. Union issues:

- o CSB and PEU, Local One are in the process of scheduling two (2) Skelly Hearing meetings for disciplinary actions proposed by the Bureau. There are no other issues involving the unions at this time.

II. Emerging Issues and Hot Topics:

- At a recent California Head Start meeting in Sacramento, staff learned that funding for Head Start and Early Head Start for the next year is projected to remain flat, rather than the reduction of the 1.09% COLA awarded this year, as previously announced. This is good news for the field.
- Great news from the State. The Standard Reimbursement Rate increase was higher than initially projected and several regulations were included to streamline processes for families and staff. This includes shifts in the State Median Income for eligibility into the program, new regulations for

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recertification and remaining eligible in the program. Overall, these shifts are very positive and a move in the right direction.

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