



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

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### News /Accomplishments

Camilla Rand, M.S.  
Director



- On November 1<sup>st</sup>, Contra Costa County Board of Supervisors (BOS) and Head Start Policy Council (PC) representatives came together for the Community Services Bureau's (CSB) Annual Joint Meeting at the Clarion Hotel in Concord. The theme for this year's event was "Get Involved, Make a Difference". Each of BOS had an opportunity to address the group and share the vision for their districts. Very engaging table discussions followed among PC parents, community representatives and the supervisors. BOS members were able to hear directly from our families and community representatives as to what was important to them and where they wanted attention to be focused in their communities. The families and community representatives walked away feeling heard and informed of the many opportunities and ways they could become involved and make a difference.
- Community Services Bureau's (CSB) State and Federal Compliance Analysts, Nelly Ige and Sarah Reich, were invited to present at the California Child Development Administrators Association (CCDAA) Fall Technical Assistance Conference in Sacramento on November 1, 2017. They shared CSB's strategies and streamlined procedures for managing multiple funding sources, and how the Bureau has effectively combined Head Start with State funding across multiple program types including center-based and family childcare centers. Participants gained an understanding of the importance of implementing efficient systems to ensure compliance and explore strategies to bring back to their programs.
- Twenty-Seven (27) CSB families and twenty-five (25) members of the community attended a Technology Fair at CSB's GMIII center on October 26, 2017. The free 2 hour fair was sponsored by TECH Exchange and included training on computer set up, Internet safety, educational resources and accessing affordable home internet options. All attendees (one per household) received a free desktop computer with pre-installed software and one year of complimentary warranty service.
- Staff, children and families from all centers celebrated "Food Day" on October 24<sup>th</sup>. The Food Bank generously donated a variety of vegetables and fruits to all of CSB centers. Site staff created a "Farmer's Market" where children and their parents "purchased" the fruits and vegetables using "money" from their classrooms' Dramatic Play areas. Children and parents had fun selecting and making the "purchase" and teachers incorporated the event in their classrooms' discussions.
- Sixty-six (66) CSB staff members received Sudden Infant Death Syndrome / Safe Sleep training during the SIDS awareness month of October. The knowledge gained from this



training will support staff in their work to empower families with information to help reduce SIDS risk factors in their homes.

- Site Supervisors and Managers received additional training on “Problem-Solving” at our October 11<sup>th</sup> All Cluster Meeting, and Successful Management and Staff Wellness Training at the November 8<sup>th</sup> All Cluster Meeting.
- GMIII is featured in Chapter 14 of the recently published book – Documentation and Inquiry in the Early Childhood Classroom. Chapter 14 captures how GMII staff demonstrate the Reggio Inspired practice of inquiry and reflection in a large Head Start Center.

**I. Status Updates:**

**a. Caseloads, workload (all programs)**

- Head Start enrollment: 100%
- Early Head Start enrollment: 101.6%
- Early Head Start Child Care Partnership enrollment: 102.78%
- Early Head Start Child Care Partnership # 2 enrollment (*Start-up year*)\*: 15% of funded enrollment; 100% for current capacity
- Head Start Average Daily Attendance: 82.72%
- Early Head Start Average Daily Attendance: 83.52%
- Early Head Start Child Care Partnership Attendance: 83.52%
- Stage 2: 369 families and 583 children
- CAPP: 151 families and 253 children
- In total: 520 families and 836 children
- Incoming transfers from Stage 1: 48 families and 75 children
- LIHEAP: 170 households have been assisted
- Weatherization: 12 units

**b. Staffing:**

- During the month of November CSB conducted interviews to fill vacant Administrative Services Assistant III positions. The Bureau is in the process of making selections and extending the offers. Furthermore, the Bureau conducted interviews to fill permanent teaching, site supervisor and clerk positions along with temporary clerk positions. Interviews are being scheduled to fill vacancies, as well as to increase the substitute teaching staff pool across all teaching classifications.
- CSB is struggling to fill vacant teaching positions in West County. There are 8 Associate Teacher vacancies and 2 Teacher vacancies. Staff continues to advertise in an effort to fill vacant positions. CSB is required to be 100% enrolled at all times, and lack of staffing poses a challenge in meeting this mandate. We are able to bring substitutes, but many have no units or experience working with children.

**c. Union Issues:**

- Labor Relations is working with PEU Local 1, Line Staff Unit, to schedule a Meet & Confer to discuss the transition of two (2) project employees into the merit system. A Board Order was submitted by CSB to transfer the project employees into the merit system, but was stopped by the Union pending the Meet & Confer session.

**II. Emerging Issues and Hot Topics:**

- None

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