



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

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### News /Accomplishments

Camilla Rand, M.S.  
Director



- The Community Services Bureau (CSB) was randomly selected to participate in a national study called Baby FACES in 2018. The study will be conducted by Mathematica Policy Research, and will provide information about how Early Head Start programs promote the development of infants and toddlers through responsive relationships among caregivers, parents, and children; comprehensive supports for families; and the provision of quality child Care and home visiting.
- CSB Manager, Sophia Talbot, and Director, Camilla Rand, along with four CSB parent-elected Policy Council parents (Emma Duran, Veronica Gutierrez, Rosmery Guevara and Elisha Jefferson) attended the National Head Start Association's (NHTSA) 34<sup>th</sup> Annual Parent and Family Engagement Conference held in Austin, Texas from Dec. 3<sup>rd</sup> through Dec. 7<sup>th</sup>, 2017. The annual event focused on how communities, parents, families, and Head Start program staff can best collaborate to promote both parent and family engagement and children's learning and development. The four Policy Council executive team members attended sessions on engaging other parents, and being leaders in their agencies. Camilla was also invited by NHTSA to host a *Communities of Practice* session with new directors from across the country to dialogue about best practices and challenges in leading an organization under the current administration.
- Supervisor John Gioia's office and West County READ donated books and toys to the children at Verde Head Start on December 14, 2017. Robert Rodgers, Supervisor Gioia's District Coordinator, and Robin Wilson from West County READ also read to the children and enjoyed some yoga poses together. Each child received a book titled "There was an Old Lady who Swallowed a Fly." They also donated books for infants and toddlers at our Las Deltas site. Las Deltas children received a book titled "Franklin's Special Blanket" or "Beach Babies."
- CSB Director, Camilla Rand, and Senior Business Systems Analyst, Sung Kim, were invited to present at the California Child Development Administrators Association (CCDAA) Leadership Institute in Irvine California on February 1, 2018. The title of their presentation is "Leading with a Shared Vision through Innovative Leadership." In this workshop, Camilla and Sung will share insights on how thinking outside of the box and being innovative through the use of technology has shaped the success of the Community Services Bureau of Employment and Human Services Department.
- On December 14, 2017, Bayo Vista's Children center welcomed Captain Robert Nelson from the Contra Costa County Office of the Sheriff, and Stefanie Monge, Assistant Manager at Bayo Vista's Housing Authority, to their Winterfest celebration. Captain Nelson and Stefanie delivered handcrafted toys and books to each child at the



center. The wooden toys were handcrafted by the inmates at the Marsh Creek Correctional Facility in collaboration with the Sheriff's Office, and a variety of children books were provided on behalf of the Bayo Vista Housing Authority. The children were happy to take home a toy and a book to share with their family.

- CSB School Readiness goals and action plan for the classrooms are finalized and ready to be presented to the Policy Council in 2018, and will be include in the CAO report for January.
- CSB teaching staff attended a positive guidance training to support their professional development. The feedback from the survey was positive and teachers were provided optimal learning during the training.
- The Economic Opportunity Council completed their evaluations of their recent RFI and have chosen the following organizations to support with Community Services Block Grant funding for 2018:
  - Bay Area Community Resources: \$27,500
  - Contra Costa Clubhouses: \$23,522
  - CC Health Services Homeless Program: \$27,500
  - Contra Costa Interfaith Housing: \$27,500
  - Loaves and Fishes of CC: \$38,500
  - Monument Crisis Center: \$27,500
  - Opportunity Junction: \$87,000
  - Shelter, Inc.: \$68,000
  - St. Vincent De Paul: \$27,500
  - White Pony Express: \$36,500

**I. Status Updates:**

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

- Head Start enrollment: 100.09%
- Early Head Start enrollment: 100.32%
- Early Head Start Child Care Partnership enrollment: 100%
- Early Head Start Child Care Partnership # 2 enrollment (*Start-up year*): 15.8% (100% to capacity/adjusted for open rooms and staffing)
- Head Start Average Daily Attendance: 84%
- Early Head Start Average Daily Attendance: 84.7%
- Early Head Start Child Care Partnership Attendance: 84.7%
- Stage 2: 345 families and 543 children
- CAPP: 151 families and 253 children
  - In total: 496 families and 796 children
  - Incoming transfers from Stage 1: 23 families and 43 children
- LIHEAP: 130 households have been assisted
- Weatherization: 7 units

**b. Staffing:**

- During the month of December CSB conducted interviews to fill an Administrative Services Assistant II, a Site Supervisor I and various

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

teaching positions. The Bureau is in the process of on-boarding the selected candidates. Furthermore, the Bureau conducted interviews to hire temporary teaching staff, including a temporary Site Supervisor II.

**c. Union Issues:**

- No union issues at this time. CSB will be working with PEU Local 2700 to relocate 2 payroll clerks from 1470 Civic Court in Concord to 40 Douglas Drive in Martinez. This is part of the process of consolidating EHSD's Personnel Unit.

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

- Potential Federal Shutdown: CSB was informed by its Program Specialist at the Administration for Children and Families that in the event of a federal government shutdown, grants that have already been awarded will still be honored for payment.