




To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: April 2018

News /Accomplishments

- CSB Director and several managers, site supervisors and teaching staff attended the California Head Start Association's (CHSA) Annual conference the week of April 9, 2018. Participants received updates from CHSA's Director and had the opportunity to attend several education workshops and exhibit halls, which provided developmentally appropriate practices, taught critical new skills, broadened one's awareness and disseminated valuable resources that related to children ages zero to five.
- This year's Week of the Young Child festivities were celebrated the week of April 16th by community leaders, CSB managers and Head Start/Early Head Start staff and families. Participants had the opportunity to engage in crazy hair day, pajama day, cultural awareness day, read books to the children, and get their faces painted.
- Through an innovative partnership with Diablo Valley College (DVC), the Community Services Bureau held an orientation on April 16, 2018 for prospective applicants interested in joining the new Linked cohort to support ESL students. This opportunity is designed for trainees who are interested in earning an Associate Teacher's permit and beyond.
- In celebration of National Teacher Appreciation Day, Katharine Mason, CSB Division Manager, and four Assistant Directors are preparing to visit every classroom on May 1st and 2nd to present the teaching staff with various certificates highlighting the quality work provided throughout our program.
- Ongoing dental treatment continues to be offered to children enrolled in the Head Start program. On April 20, 2018, the Contra Costa County Dental Van visited Contra Costa College's Early Head Start center to provide dental exams, fluoride varnish, cleanings and treatment to 19 children.
- CSB Director and two staff attended National Head Start Association's (NHSA) annual conference in Anaheim April 24-27. CSB's Director was invited by NHSA to facilitate the second round of Communities of Practice for Directors. Over 60 directors nation-wide attended the session to discuss pertinent issues impacting programs.
- On April 7th, 35 CSB teaching staff attended the 24th Annual Early Learning Conference at Diablo Valley College (DVC). Participants heard from renowned early childhood advocates about statewide initiatives, public policy trends and workforce pathways for teachers. Additionally, participants received college credit or professional growth hours towards their child development permit.
- The teaching staff early closures days in April focused on interactive science activities. Head Start and Early Head Start teaching staff had the opportunity to explore, create, and share ideas about sample materials and tools that children use in the


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classroom. Teachers facilitate the children's learning about science concepts and implement new ideas to enhance the classroom environment.

- On Tuesday May 1st, the Board of Supervisors will join CSB and the Economic Opportunity Council in celebration Community Action Month. Opportunity Junction will be sharing how Community Service Block Grant funds are critical to their success and a client will give a testimonial.
- On Saturday May 5th, the Economic Opportunity Council will be participating in a Strategic Planning Retreat to develop a plan over for the next 3 years, inclusive of a mission statement.
- On May 10th, members of the Economic Opportunity council and staff will be headed to Sacramento to participate in Community Action Day.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 99%
- o Early Head Start enrollment: 98.72%
- o Early Head Start Child Care Partnership enrollment: 100%
- o Early Head Start Child Care Partnership # 2 enrollment: 62% (100% to capacity at CSB centers/ adjusted for open rooms and available staffing)
- o Head Start Average Daily Attendance: 83.53%
- o Early Head Start Average Daily Attendance: 86.4%
- o Early Head Start Child Care Partnership Attendance: 86.4%
- o Stage 2: 400 families and 640 children
- o CAPP: 145 families and 246 children
 - In total: 545 families and 886 children
 - Incoming transfers from Stage 1: 34 families and 52 children
- o LIHEAP: 318 households have been assisted
- o Weatherization: 16 units

b. Staffing:

- o CSB continues to actively recruit to fill vacant positions across various classifications. During the month of April, the Bureau hired an Accounting Technician and conducted interviews for temporary Child Nutrition Worker II and Child Nutrition Food Services Transporter. Additional interviews are in process to fill a vacant Comprehensive Services Assistant Manager position and teaching positions. Targeted recruitments will be opened to fill two (2) vacant Comprehensive Services Managers, one (1) Child Nutrition Worker II, and Child Nutrition Food Services Transporter.
- o CSB continues to struggle with hiring infant/toddler teaching staff due to a staffing shortage.

c. Union Issues:

- CSB has scheduled a Meet and Confer (M & C) session with PEU, Local 1 to reach an agreement on the upcoming 2018-2019 FY program changes and the impact it may have on staff. A meeting is also being scheduled to discuss and agree on mandatory training for all teaching staff.
- The Bureau is working with Labor Relation to schedule a M &C with Local 1 for negotiating Wages for CSB employees represented by the Union effective July 1, 2018.

II. Emerging Issues and Hot Topics:

- CSB continues to search for alternate space to replace the Brookside Children's Center which will close services to children and families June 30, 2018. Public Works continues to partner in the search.