



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

News /Accomplishments

- In collaboration with the Contra Costa County Library, Verde and Marsh Creek are piloting a Summer Reading Program. Children and families are encouraged to read and visit the library over the summer months. Children and families received a book passport, community library summer activities list, and a free book on the last day of school.
- On May 4th, the Family and Community, Engagement Technical Assistance (FACE TA) program conducted their first cluster meeting for all Northern California teams. Jaimie Smith, FACE TA consultant, acknowledged CSB and COCO Kids for their hard work and dedication to ensuring that parents and families are actively involved in their child's education. At the meeting, CSB staff were given the opportunity to share the bureau's purpose statement and explain the process (the why and how). Meeting participants used the provided information to develop a purpose statement for their agency.
- The Part-Day/Part-Year classes for the 2017-18 fiscal year concluded on Friday, May 4th, and summer layoffs for CSB's Part-Day teaching staff began on Friday, May 11th. The Part-Day classrooms will resume after Labor Day, September 3rd.
- CSB continues to partner with the Bay Area Discovery Museum (BADM) to provide Head Start families and centers in West Contra Costa County with an opportunity to visit the museum and experience hands on learning free of charge. To celebrate the end of the school/program year, BADM hosted a family day celebration in mid May 2018. BADM provided free transportation and admission to West County centers so that they could engage in creative learning activities.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 98.7%
- Early Head Start enrollment: 100%
- Early Head Start Child Care Partnership enrollment: 100%
- Early Head Start Child Care Partnership # 2 enrollment: 66.84% (100% to capacity at CSB centers/ adjusted for open rooms & staffing)
- Head Start Average Daily Attendance: 83.5%
- Early Head Start Average Daily Attendance: 85.6%
- Early Head Start Child Care Partnership Attendance: 85.6%
- Stage 2: 408 families and 649 children
- CAPP: 140 families and 246 children
 - In total: 548 families and 895 children
 - Incoming transfers from Stage 1: 27 families and 39 children
- LIHEAP: 267 households have been assisted


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- Weatherization: 13 units

b. Staffing:

- During the month of May, CSB conducted interviews to fill a permanent Intermediate Level Clerk-Project position. A candidate was selected and the Bureau is in the process of hiring this candidate. Additionally, interviews were conducted to hire temporary employees to fill positions that are vacant due to staff being out on leave.
- Hiring paperwork was completed with several Teacher Assistant Trainees who will be supporting the classrooms county-wide. Interviews for permanent teachers, associate teachers, infant/toddler teachers and infant/toddler associate teachers were conducted and recommendations for hire are pending. Interviews have been scheduled to fill a permanent Child Nutrition Food Service Transporter vacancy.
- The recruitment for a Comprehensive Services Manager-Project was conducted and the eligible list will promulgate at the end of May. The Bureau will be scheduling interviews to fill 2 vacancies within this classification.

c. Union Issues:

- CSB held a Meet and Confer (M & C) with Local 1 regarding a mandatory training for the teaching staff on weekend. Both parties reached an agreement. A Meet and Confer session was conducted with Local 1 for negotiating Wages for CSB employees represented by the Union effective July 1, 2018. The Union submitted additional Request for Information (RFI). The requested information was submitted by CSB. Labor Relation is working on scheduling a follow-up meeting.

II. Emerging Issues and Hot Topics:

- None