




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

News /Accomplishments

- Our first cohort of 10 Teacher Assistants in our Early Childhood Education Linked Program (aka ECE Linked) began August 28. ECE Linked is our new, innovative partnership with Diablo Valley College (DVC) that is designed for CSB's Teacher Assistants endeavoring to earn an Associate Teacher Permit and advance their Early Childhood Education career. It is especially designed for those who need ESL support.
- On August 28-31, 2018, EOC secretary, Dawn Miguel, CSB Division Manager, Christina Reich, and CSB Comprehensive Services Manager, Nancy Sparks, attended the Community Action Partnership Convention in Denver, Colorado. The Annual Convention was designed to provide Community Action Agency professionals and board members the latest policy and programmatic updates as well as management and governance tools. The convention featured several intensive sessions that allowed for deeper dives into specific topic areas and peer-to-peer support.
- As of August 20, CSB's Part-Day/Part-Year Head Start teaching staff returned to their classrooms to prepare for the new school year. Classroom preparations include setting up their classrooms, making home visits and attending in-service trainings. The first day of school for the children will be September 5th.
- A pre-service Comprehensive Services training for the part day teaching staff, including home educators, was held on August 22 – August 24. Content area managers for health, mental health, nutrition, and PFCE refreshed the teaching staff on content specific topics relevant to their daily work with the children and families.
- On August 3, CSB and CoCoKids' staff participated in the FACE-TA Summer Cluster. The cluster was presented by Jamie Smith, who is the consultant for the FACE-TA partnership. The topic focused on and around Father Engagement and the benefits of outdoor play. This wonderful information will be taken back and shared not only with our Family Child Care providers, but also our other partners.
- On August 1, the Annual Comprehensive Services Refresher Training, part II for Comp. Services Team was held at Ellinwood. Training topics included: Health, Mental Health & Disabilities, and Parent, Family, and Community Engagement. All staff actively engaged in group activities and reported learning and benefiting from the training.
- On August 1, CSB teamed up with Contra Costa County's Health Services Department to develop a wellness promotion initiative to support our Staff Health Improvement Plan, in an effort to create and promote a culture of health in the workplace. Our first partnership activity was held at our August's All Cluster meeting where two Health Education Specialists provided educational information on nutrition and physical activity.


1470 Civic Court,
Suite 200
Concord, CA
94520


P: 925 681 6300
F: 925 313 8301


www.cccounty.us/ehsd



- On July 31st, our Federal Partners joined us for our Annual Childcare Partner Meeting. Each program was represented and information was shared about program updates from each of our content areas. Materials were provided for each site to help support our School Readiness Goals. It was a great experience to have all of our Partners together to share last year's successes and goals for this upcoming year.
- As the Community Action Agency of Contra Costa County, CSB was responsible for reporting on fifty (50) organizational standards that reflected the bureau's accountability and performance management. The organizational standards were separated in three thematic groups; Maximum Feasible Participation, Vision and Direction, and Operations and Accountability. On August 8, 2018, CSB staff submitted the fifty (50) organizational standards report and on August 9, 2018, Field Representative, Katie Walker, notified staff that the organizational standards were accepted at 100%.
- CSB received \$35,000 Community Services Block Grant discretionary dollars to further support low-income individuals and families in Contra Costa County. Items purchased are as follows:
 - Computer / laptops for computer labs
 - Transportation vouchers for Shelter clients
 - Gas gift cards
 - Office furniture
 - Commercial refrigerator
 - Business attire for interviews
 - Food for participants
 - Dining room window repair for dining hall
 - Cold and Hot serving table

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 96% (Adjusted for classes in session)
- Early Head Start enrollment: 100.7%
- Early Head Start Child Care Partnership enrollment: 93.06%
- Early Head Start Child Care Partnership # 2 enrollment: 71%
- Head Start Average Daily Attendance: 76.91%
- Early Head Start Average Daily Attendance: 79.2%
- Early Head Start Child Care Partnership Attendance: 79.2%
- Stage 2: 406 families and 653 children
- CAPP: 135 families and 233 children
 - In total: 541 families and 886 children
 - Incoming transfers from Stage 1: 23 families and 33 children
- LIHEAP: 186 households have been assisted
- Weatherization: 13 units

b. Staffing:

- During the month of August, CSB hired several temporary teaching staff to maintain a viable pool of substitutes needed for the classrooms. The Bureau is in the process of scheduling interviews for Teacher-Project, Infant/Toddler Teacher-Project, Infant/Toddler Associate Teacher – Project, Associate Teacher-Project, Site Supervisor II and Experienced Level Clerks.

c. Union Issues:

- CSB continues to Meet & Confer with Local 1 on negotiating wages for CSB employees represented by the Union effective July 1, 2018. A meeting was scheduled on August 30, 2018 to discuss this matter further.

II. Emerging Issues and Hot Topics:

- There are no issues to report at this time.