



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
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News /Accomplishments


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- CSB received a visit from Sarah Neville-Morgan, Director of State Dept. of Education Early Learning and Care Division (EELCD) and Stephanie Myers from the State Head Start Collaboration Office. The visit was conducted at our George Miller III center in Richmond. Staff shared challenges such as staffing shortages and retention and facility needs. Sarah shared her vision of realizing the EELCD Strategic Plan just developed.
- October is Head Start Awareness Month and CSB will showcase artwork, storyboards and pictures of children engaged in activities at the Board of Supervisors Chambers to raise awareness to Head Start and the important impact it has in the community. Art pieces will be on display at 651 Pine Street in Martinez from October 1-27, 2018.
- The Program Information Report (PIR) was reviewed and submitted to the Office of Head Start. The report validates all of the important services that the Head Start program provides to families. Gathering and compiling this information for a program as large as CSB can be a challenge, but is accomplished through the collaborative efforts of many dedicated staff. For more information, please refer to attachments 11-15 of this report.
- Policy Council Orientation for newly elected representatives was held September 29th at the Crown Plaza Hotel. The agenda included an overview of the Community Services; a fiscal overview; a thorough overview of the Policy Council and shared decision making; presentations from past parents on roles & responsibilities of representatives and Executive Officers; the Brown Act & Better Governance Ordinance (Parliamentary Procedures); and an overview of Head Start Performance Standards.
- CSB has developed a wellness team to fully implement the Staff Health Improvement Plan, or SHIP. Earlier this year, the team went to UCLA to attend the UCLA and Johnson & Johnson Building Healthy Communities conference that focused on addressing staff wellness in Head Start programs, and where the SHIP was initially developed. After several assessments, the team has defined the goal for the SHIP to be the following: to holistically improve staff wellness within CSB as well as in the community by focusing on these three primary areas: 1) Organizational supports 2) Nutrition and physical activity and 3) Stress management. Our wellness team has also partnered with Contra Costa County's Health Services to develop a wellness initiative, which will help carry out the aforementioned goal, and has already begun leading some of our physical activities at our meetings.
- On September 19, all of CSB's Managers and Site Supervisors attended a Chronological Supervision training. The purpose of the training was to provide staff with a refresher on CSB's system for supervising staff. This year's training included wellness & team building activities. Participants were actively engaged and shared positive feedback from this half day training.
- CSB's Teacher Apprenticeship Program, or TAP, is in its 2nd year with 14 participants in the 2nd cohort for the 2018-2019 program year. The participants, 12 of whom are



Teacher Assistant Trainees, and two of whom are permanent Associate Teachers, are looking to obtain infant and toddler units. TAP, in partnership with Contra Costa College and the YMCA, is a professional development program designed mainly for our teacher assistants endeavoring to advance their Early Childhood Education (ECE) career; it's 32 weeks long and offers four ECE courses, and develops participants' professional knowledge, skills and practices working with young children. Upon successful completion of the program, they become eligible to apply for the California Associate Teacher Permit issued by the Commission on Teacher Credentialing.

- CSB's ability to provide and expand dental services for children in need continues. The Life Long Dental Van is providing services in West County and the La Clinica Dental Van is providing services in East County.
- CSB congratulates Sarah Reich, Pam Arrington, Isabel Renggenathen and Carolyn Johnson for completing the EHSD Leadership Academy. The graduation, which was held September 19, 2018, was attend by several of CSB's senior managers. The group was proud to celebrate with all of the graduates, and acknowledged them for all of their hard work over the past 9-months. Great work!
- Vehicle and Pedestrian Safety booklets were distributed to CSB directly operated and partner centers to support the annual center based Pedestrian Safety training offered to our families during the month of September.
- Three additional staff will attend the *Make Parenting a Pleasure* training in Oregon on October 18-19, 2018. Additional trainers will allow CSB to expand this popular research and evidence based parent curriculum to central Contra Costa County parents and caregivers.
- CSB is moving along with the implementation of the Teaching Pyramid project for the preschool classrooms. The second cohort, which consist of four teaching teams from Lavonia Allen, GMC and Balboa along with their Site Supervisors and Education Managers, will be attend a series of trainings offered by the First 5 CCC in Concord starting on October 20, 2018. Each classroom will also receive coaching support by a certified Teaching Pyramid Coach and support from the CSB Leadership team.
- On September 4, Head Start teachers welcomed part-day/part year families back to program.
- First Baptist Head Start, CSB's Delegate Agency, has just hired a new Executive Director, Monique Nervis. Monique comes to the job with a Bachelor's degree in Human Development and Family Studies with a minor in Early Childhood Education and a Master's in Public Administration. We are delighted to have her join our team.
- New leadership has been elected by the Economic Opportunity Council for the 2018-19 year. The Executive Team is:
 - Renee Zeimer – Chairperson
 - Dawn Miguel – Vice Chairperson
 - Lauren Babb – Secretary

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 99% (Adjusted for classes in session)
- Early Head Start enrollment: 99.7%
- Early Head Start Child Care Partnership enrollment: 94.44%

- o Early Head Start Child Care Partnership #2 enrollment: 83.7%
- o Head Start Average Daily Attendance: 85%
- o Early Head Start Average Daily Attendance: 86.7%
- o Early Head Start Child Care Partnership Attendance: 86.7%
- o Stage 2: 419 families and 664 children
- o CAPP: 131 families and 226 children
 - In total: 550 families and 890 children
 - Incoming transfers from Stage 1: 24 families and 29 children
- o LIHEAP: 180 households have been assisted
- o Weatherization: 19 units

b. Staffing:

- o During the month of September, CSB hired one Teacher, two Infant-Toddler Associate-Teachers, one Associate Teacher, one Infant/Toddler Teacher and one Site Supervisor II. The Bureau is in the process of hiring staff to fill other vacancies.

c. Union Issues:

- o The negotiations between PEU Local 1 and CSB for 2018-2019 wage increases ended successfully. The union ratified the 3% COLA increase for 2018-2019.

II. Emerging Issues and Hot Topics:

- CSB is celebrating the governor’s signature of AB 605, the 0-5 integrated licensing bill. This will allow programs to apply for a 0-5 license rather than multiple licenses depending on ages served. This is a win for the field and has been in the making for more than two years.
- CSB continues to work with Public Works in locating an alternate space for CSB’s central kitchen. Two locations in Richmond and San Pablo are being looked at.