



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

News /Accomplishments

- The Annual Joint Board of Supervisors (BOS) and Head Start Policy Council (PC) Meeting was held on November 7th at the Crowne Plaza Hotel in Concord. The theme for this year's event was *Building Strong Communities Together*. Ed Condon, Executive for the Region Nine Head Start Association, was the Key Note Speaker. Following Ed's informative presentation, participants engaged in table discussions to reflect on what they learned and where they feel future attention needs to be focused. Guiding questions were provided at each table to prompt conversations. As shared decision makers, participants were asked to consider ways PC Representatives and the BOS could work together to ensure positive outcomes.
- Representatives from the State Legislative Analyst's Office visited CSB in November. They were interested in learning about facilities needs and the dollars needed. We had an opportunity to tour GM Concord and share pertinent information regarding the cots, needs and challenges associated with no State no longer offering a Facilities and Repair grant over the past several years.
- CSB hosted the quarterly Head Start and Early Head Start Health & Nutrition Advisory Committee on October 31st. Local health care providers joined CSB staff and families to engage and learn from each other about programs and services offered in the community and how each plays a role in supporting the wellness of Head Start children and families.
- CSB Managers and Assistant Managers attended the CLOUDS User Group Conference on November 13th – 15th in Lake Tahoe. As both presenters and participants, CSB staff shared their expertise with others including the many way CLOUDS supports them in their daily work.
- CSB Education Managers recently had the opportunity to meet with Transitional Kindergarten (TK) and Kindergarten teachers from Brentwood Unified School District to discuss supporting CSB children transitioning to kindergarten.
- Many sites are continuing to have their annual Fall Harvest and Back to School Nights. Families participate in art activities, gross motor games, and have the opportunity to spend time in the classroom with their child while celebrating the fall season.
- Preschool teachers received another training on Creative Curriculum on Saturday, October 20th to support curriculum implementation.
- The November early closure training for preschool and infant/toddler teachers focused on school readiness goals and activities to support children's growth.
- On November 14, 2018, five Economic Opportunity Council (EOC) Members including, Renee Zeimer, EOC Chair, and Dawn Miguel, Vice Chair, attended the Annual three-day


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California Community Action Partnership Association(CalCAPA) Conference in Sonoma County. EOC members attended workshops on: Designing Systematic Transformation, creating a unified Culture between Utility Assistance and Weatherization, Community Services Block Grant 101, and Poverty and Inequality in California, and the 2020 census, to name a few. Over the course of the conference, EOC members developed tools to assist in developing the Community Action Plan, learned how to connect the needs assessment to the strategic plan, and heard from the experts on the 2020 Census.

- The EOC met and scored the applications for the 2019 CSBG subcontractor awards. The recommendations will be given to the full board for a vote on December 13th.
- CSB received word that the total allocation for the CSBG grant for 2019 will be \$850,578.00.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 97.43%
- o Early Head Start enrollment: 100.96% (Adjusted for classes in session)
- o Early Head Start Child Care Partnership enrollment: 100%
- o Early Head Start Child Care Partnership # 2 enrollment: 100.53%
- o Head Start Average Daily Attendance: 85.5%
- o Early Head Start Average Daily Attendance: 86.1%
- o Early Head Start Child Care Partnership Attendance: 86.1%
- o Stage 2: 425 families and 673 children
- o CAPP: 115 families and 191 children
 - In total: 540 families and 864 children
 - Incoming transfers from Stage 1: 29 families and 45 children
- o LIHEAP: 141 households have been assisted
- o Weatherization: 28 units

b. Staffing:

- o During the month of November, CSB hired one Clerk Experience Level, and two Intermediate Clerks to provide sufficient administrative support to the program, and three temporary Teachers to maintain a viable pull of substitutes needed for the classrooms. The Bureau promoted one Infant/Toddler teacher to an Associate Infant Toddler, two Teachers to Master Teachers and a Master Teacher to a Site Supervisor.
- o The Bureau is in the process of scheduling interviews for Infant/Toddler Associate Teachers, Site Supervisor II and III, Comprehensive Services Assistant Manager, Food Transporter and multiple Intermediate Clerks, both temporary and permanent.

c. Union Issues:

- o PEU Local 1 (Line staff unit) and CSB held a Skelly Hearing in early November.

II. Emerging Issues and Hot Topics:

- CSB received through an Information Memorandum from ACF that the planned COLA increase for 2018 Head Start and Early Head Start programs will be 1.77%.
- CSB has applied for a Low-Cost Extension to the Regional Office requesting to roll-over \$820,000 in Head Start funds and \$750,000 in Program Improvement Grant (PIG) funds into the 2019 year. Classroom vacancies and grants to cover facilities repairs has led to the balance in 2018 Head Start funds. The PIG request for roll-over is due to ACF issuing the grant in September, too late for the grant to be fully expended by December 30.
- CSB continues to work diligently with Public Works to begin work on the new CSB central kitchen building located in Richmond. The architects have walked through and have begun preliminary drawings. Meanwhile, CSB is working on a facilities grant request to the Office of Head Start for funds to support this project.