



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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- On October 12, 2018, Julia Taylor, Analyst with the County Administrator Office, joined Camilla Rand, Community Services Bureau (CSB) Director, Katharine Mason, CSB Division Manager, Isabel Renggenathen, CSB Assistant Director, and Jennifer Kirby and Averyl DeVera, CSB Site Supervisors for an informative tour of the George Miller Children’s Center in Concord. The group toured the center, and discussed the wide variety of programs and services CSB has to offer to the community and its staff. The group also met with teaching staff and observed various classroom environments. Julia applauded the positive interactions between the teacher and child, and the warm and caring environment.
 - The annual Head Start (HS)/Early Head Start (EHS) Shared Governance Meeting is scheduled for Wednesday, November 7, 2017 from 2-4 pm at the Crowne Plaza Hotel in Concord. The topic of this year’s meeting is “Building Strong Communities Together”. The Governing Bodies will also connect and share program successes.
 - The 2019-2020 Continued Funding Application (CFA) was reviewed and submitted to the California Department of Education Early Learning and Care Division.
 - Quality Rating Improvement System (QRIS)/ Quality Matters reviews have begun at CSB sites, which includes a review of staff files, child assessment and screening information, and classroom observations. Additional sites have received a quality rating of “5” -the highest rating on the tier scale. CSB now has a total of six sites with a tier 5 rating.
 - All CSB Head Start and Early Head Start sites are preparing for a series of family engagement activities such as “Back to School Night”, “Community Work Day” and “Food Day” in the month of November – December 2018. Everyone is invited to take part.
 - CBS in collaboration with the Martinez Adult School is hosting ESL classes for HS and EHS families in Central Contra Costa County. The classes will begin in early November and will be held at the George Miller Concord Center. 18 families have signed up to attend.
- I. Status Updates:**
- a. Caseloads, workload (all programs)**
 - o Head Start enrollment: 91%
 - o Early Head Start enrollment: 103% (Adjusted for classes in session)
 - o Early Head Start Child Care Partnership enrollment: 90%
 - o Early Head Start Child Care Partnership #2 enrollment: 90%
 - o Head Start Average Daily Attendance: 86.8%
 - o Early Head Start Average Daily Attendance: 86.7%
 - o Early Head Start Child Care Partnership Attendance: 86.7%



- o Stage 2: 415 families and 655 children
- o CAPP: 129 families and 233 children
 - In total: 550 families and 554 children
 - Incoming transfers from Stage 1: 23 families and 27 children
- o LIHEAP: 295 households have been assisted
- o Weatherization: 21 units

b. Staffing:

- o During the month of October, CSB conducted interviews to fill Site Supervisor-Project II and III, and Master-Teacher Project vacancies. The Bureau selected candidates, and is working with the County's Human Resource Department on the hiring process. The Bureau is in the process of hiring staff to fill Comprehensive Services Assistant Manager-Project vacancies. The Bureau is expecting the eligible list to promulgate at the beginning of November.

c. Union Issues:

- o A Skelly Hearing with PEU Local 1 (Line staff unit) and CSB is scheduled in early November.