

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

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### News /Accomplishments

- In partnership with the California Head Start Association, CSB held the six-month long Family Development Credential (FDC) Program from which nine CSB staff members and 20 partner agency staff graduated in October. The FDC program provides a series of classes and trainings to staff working directly with families to enhance their skills in areas such as family goal setting and minimizing stress, as well as to meet Head Start Performance Standards to ensure we continue to provide high quality services.
- 74 CSB staff of various classifications have completed at least one of the Trauma Informed Systems modules in a series of three, and two CSB staff – Ruth Hunter, Site Supervisor, and Julia Kittle-White, Comprehensive Services Manager in the Partner Unit – have recently completed the yearlong Contra Costa First 5 Trauma Trainer Apprenticeship Program, which helps individuals develop specific knowledge and skills they need to successfully train other staff and providers.
- CSB Education Managers had a successful visit with Transitional Kindergarten(TK) and kindergarten teachers from Brentwood and John Swett Unified school district to discuss supporting CSB children transitioning to kindergarten. Another meeting with West Contra Costa Unified School District (WCCUSD) is pending.
- CSB's Health Manager, Debi Marsee, is serving as lead for the newly established Rapid Response Team. The goals for this newly formed workgroup include emergency card modification and development of strategies for safe and effective responsiveness in the classrooms when emergencies occur.
- Sophia Talbot, CSB Nutritionist, is the Holiday Food Fight lead for CSB. She has emailed CSB recipients promoting the event and included quick and simple directions and a link for making donations.
- The Education team is surveying all teaching staff on Creative Curriculum; the teachers' spring training will be planned based on the survey information regarding their individual and group needs.
- CSB's Social Media team has been working hard the last few months in posting up to date and relevant content, and day-to-day activities about our programs. CSB's Facebook page has reached 400 likes and a few of the posts have been recognized and reposted by both the National and California Head Start Associations.
- The Partner Unit ended the year with gratitude by acknowledging the various health providers (particularly the medical records staff) that have worked in collaboration with CSB to fulfill the medical requirements of the Head Start and Early Head Start programs by delivering cards and cookies to the various offices.

  
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- The Economic Opportunity Council completed and finalized awarding for Request for Information (RFI) 655 and have selected the following 12 subcontractors to receive Community Services Block Grant funding for 2019 for a total of \$400,000 to continue supporting low-income programs in the community:

- Bay Area Community Resources
- Contra Costa Clubhouse
- Contra Costa Health Services Homeless Program
- Greater Richmond Interfaith Program
- LAO Family Community Development
- Loaves and Fishes of Contra Costa
- Monument Crisis Center
- Opportunity Junction
- Shelter, Inc.
- St. Vincent De Paul of Contra Costa County
- STAND! For Families Free of Violence
- White Pony Express

**I. Status Updates:**

**a. Caseloads, workload (all programs)**

- Head Start enrollment: 98.4%
- Early Head Start enrollment: 101.6% (Adjusted for classes in session)
- Early Head Start Child Care Partnership enrollment: 100%
- Early Head Start Child Care Partnership # 2 enrollment: 101.6%
- Head Start Average Daily Attendance: 77.8%
- Early Head Start Average Daily Attendance: 78.2%
- Early Head Start Child Care Partnership Attendance: 78.2%
- Stage 2: 433 families and 687 children
- CAPP: 117 families and 196 children
  - In total: 550 families and 883 children
  - Incoming transfers from Stage 1: 10 families and 18 children
- LIHEAP: 193 households have been assisted
- Weatherization: 15 households

**b. Staffing:**

- During the month of December, CSB hired a temporary Child Nutrition Food Supervisor and an extra temporary transporter to meet the needs and provide healthy meals to all children program-wide. Additionally, the Bureau hired two temporary Teacher Assistant Trainees (TAT) to maintain a viable pull of substitutes needed for the classrooms, a Site Supervisor II and a Comprehensive Services Assistant Manager.
- The Bureau is in the process of scheduling interviews for an Assistant Director to oversee the Western cluster of child-care sites. The position will become vacant as of December 31, 2018. CSB has the urgent need

to fill the position and will be interviewing candidates from the current eligibility list as well as looking for a temporary solution to fill the position. The Bureau is also in the process of recruiting candidates to fill the Comprehensive Services Manager for Mental Health & Disabilities job as the position will also become vacant as of December 31, 2018.

**c. Union Issues:**

- o During the month of December CSB Director and Sr. Managers met with Genevieve Vigil, Business Agent for PEU Local 1-Line Staff, the Union President, Lynda Middleton and an employee to address concerns of the employee. The issues discussed were resolved to satisfaction of the union and the employee. The employee requested another meeting to discuss other issues. It was agreed that a meeting with appropriate parties will be scheduled around the middle of January 2019.

**II. Emerging Issues and Hot Topics:**

- There are no emerging issues or hot topics to report at this time.