



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: January 2019

News /Accomplishments

- During the week of January 28th, CSB's Child Nutrition Unit underwent a triennial review with the Child and Adult Care Food Program (CACFP). The comprehensive review included examination of financial management, procurement procedures, reviewing enrollment documents, checking eligibility forms, comparing meal counts to enrollment, reviewing menus, comparing menu/recipes with CACFP's meal pattern and invoices, as well as reviewing forms for children with food allergies. The reviewer also observed family style meals at GMIII and Balboa centers. The review ended with one small finding related to a discrepancy with a State report which was immediately fixed. The reviewer was impressed with everything else.
- The Community Services Bureau (CSB) is scheduled for the Focus Area One (FA1) review the week of March 11, 2019. The Office of Head Start (OHS) Aligned Monitoring System is composed of three reviews over the five-year grant period, the first of which is the FA1 review. This monitoring system is intended to evaluate Head Start programs for approach to program design, performance, and continuous improvement. During the FA1 review, CSB administrators, managers and parents will share best practices and CSB's data-driven systems employed to ensure high quality program delivery.
- On January 18, 2019, CSB in partnership with Contra Costa College (CCC) and the YMCA of the East Bay had the honor of graduating its first cohort – a total of 11 students (6 from CSB) – who completed the Head Start Teacher Apprenticeship Program, a track designed to assist Teacher Assistants in acquiring the four Early Childhood Education (ECE) core courses needed to become eligible to apply for the California Child Development Associate Teacher Permit. The graduation ceremony was held at Contra Costa College, and was truly a delight to see the families and friends who attended in support of their graduate's achievement. We truly thank all those who contributed to the success of this program and are looking forward to start the second cohort. CSB recently applied for workforce funds to begin a AA and BA TAP track.
- CSB Policy Council Executive Team, PFCE (Parent, Family, and Community Engagement) Manager, Ana Araujo, and support staff attend National Head Start Association Annual Parent and Family Engagement Conference in Orlando, FL. This national event focuses on how communities, families, and Head Start program staff can work together to promote family engagement in children's learning and development to achieve positive outcomes. The PC Executive team members participated in many enriching workshops focusing on leadership, collaboration, and Head Start initiatives. The team had the opportunity to meet with CSB Director, Camilla Rand, who also attended the conference to facilitate a workshop on Communities of Practice for new directors from across the


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country. All participants were excited about what they learned and were delighted to sharing their knowledge with program families and staff at the Policy Council Meeting on January 16.

- CSB's central kitchen once again catered the Annual Board of Supervisor's Martin Luther King celebration held at the Board Chambers on January 21. Each year, CSB's Central Kitchen Unit is asked to provide a meal for the public at this event in celebration of community humanitarians. The amazing southern style cuisine was delicious and enjoyed by all.
- A training on professionalism in the ECE classroom was provided to all Teacher Assistant Trainees (TATs) in December. The training addressed several key items, including interactions with families and how to handle stressful situations. The training solidified the importance of the TAT role in the classroom.
- The Economic Opportunity Council (EOC) is preparing for a Roundtable event for the 2019 awardees of the Community Services Block Grant Funds on February 25th at CSB's Administration Office in Concord. The purpose of this event is to network and create a system of care among the subcontractors. The EOC will also hold three public hearings to determine the priority areas in addressing poverty in the next two years.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 98.9%
- Early Head Start enrollment: 100.6%
- Early Head Start Child Care Partnership enrollment: 100%
- Early Head Start Child Care Partnership # 2 enrollment: 100%
- Head Start Average Daily Attendance: 71.06%
- Early Head Start Average Daily Attendance: 75.5%
- Early Head Start Child Care Partnership Attendance: 75.5%
- Stage 2: 440 families and 698 children
- CAPP: 119 families and 199 children
 - In total: 559 families and 897 children
 - Incoming transfers from Stage 1: 23 families and 34 children
- LIHEAP: 273 households have been assisted
- Weatherization: 17 households

b. Staffing:

- During the month of January, CSB hired two permanent and one temporary Intermediate Clerk, one Preschool Teacher and one Infant/Toddler Teacher, three temporary Teacher Assistant Trainees (TAT) and three Associate Teachers to provide sufficient administrative support to the program, and maintain a viable pull of substitutes needed for the classrooms.
- The Bureau is in the final stage of reviewing the job description for Child Nutrition Food Supervisor position to open recruitment to fill the

position permanently. CSB continues to urgently seek suitable candidates to fill the Assistant Director position in west Contra Costa County. Additionally, an open recruitment to fill Comprehensive Services Manager, Mental Health & Disabilities as the position became vacant at the end of 2018. Interviews shall be conducted in earlier February if not earlier.

c. Union Issues:

- o There are no issues to report at this time.

II. Emerging Issues and Hot Topics:

- DRDPOnline is taking longer than expected to get up and running. CDE is aware and sent out a bulletin on 11/20/2018, but many of the planned features that were supposed to be available in December are still not available now in January. They have reverted back to DRDPTech for reporting needs because they were not able to build reports into DRDPOnline in a timely manner, but DRDPTech is also experiencing issues drawing the data from DRDPOnline. Due to these setbacks, we are unable to obtain agency-wide DRDP data.