



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

News /Accomplishments

- Community Services Bureau's Focus Area One review was held March 11- 15. This review is the first of three federal reviews in Head Start's new monitoring system. This web-based review was a deep look at our management systems. The series of interviews included all content managers, our Policy Council Chair and a select group of senior managers who oversee key systems. Although we won't receive the report for another 6 weeks, we know there were no areas of concern as the reviewer was clearly impressed with our program, having several areas to highlight as strengths in her report.
- The Community Action Program completed its Triennial Onsite review during the week of March 11th, and field representative Katie Walker reported that there are no findings. Katie also noted the strengths of the Economic Opportunity Council and the Community Action staff.
- On March 14, Isabel Renggenathen presented at the California Department of Public Health Roundtable in Sacramento. The Topic was "Protecting Children's Environmental Health: The Location of a Child Care Facility Matters". As a panelist, Isabel shared CSB's experience in being proactive for the health & safety of children with Brookside center's closure in June 2018. Attendees appreciated hearing our experience and thoughtful process, and they found it helpful for their decision making process. Attendees received useful resources and shared ideas for child care providers around environmental health concerns and how to ensure a safe facility setting.
- On March 21, CSB hosted its kick-off orientation for the appointed Wellness Champions as outlined in the Staff Health Improvement Plan (SHIP), which is focused on holistically improving staff wellness to increase morale, thus creating a healthy workforce to continue providing high quality services. Currently, there are over 20 Wellness Champions from various classifications and will play a critical role in creating and enhancing break areas conducive to health and wellness, encouraging participation in agency- and department-wide wellness events, and ensuring wellness activities are consistently incorporated and embedded in unit and center activities so as to help achieve the SHIP's goals and objectives.
- Many CSB teaching staff, supervisors and Senior Managers attended the Local Policy Councils' (LPC) Young Children's Forum on March 16th to learn about early childhood opportunities, and provide support to LPC staff and the attendees. CSB teaching staff supported the Forum by offering childcare for participants. The LPC supports early care and education by coordinating collaborations to strengthen partnerships amongst the early childhood community.


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- CSB has received a stipend to continue working with FACE-TA (Family and Community Engagement Technical Assistance) for Early Head Start – Child Care Partnership. The stipend will support our work with families and children. The FACE-TA team will work collaboratively with the CSB Partner Team and the COCO Kids Team to implement activities to support the FACE-TA goals and objectives
- Family engagement activities have been distributed in January for Head Start and Early Head Start families and will continue monthly. The focus of these activities are based on child assessment data and relate to children’s development of mathematics skills.
- CSB Partner’s Unit conducted its first quarterly meeting of the year with First Baptist Head Start, and included the Fiscal unit. The meeting concluded with great outcomes. Additionally, the Partners Unit held a PLC (Partner Learning Community) meeting which included immunization training and I am Moving I am Learning (IMIL) training, and resources for all participants. The training was well received.
- The Economic Opportunity Council’s public hearings, held every two years, to inform the Community Action Plan are planned as follows:
 - April 17, 6-7 pm, 500 Ellinwood Way, Pleasant Hill
 - Early May in East and West County; dates are still to be determined.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 99.7%
- Early Head Start enrollment: 102.2%
- Early Head Start Child Care Partnership enrollment: 100%
- Early Head Start Child Care Partnership # 2 enrollment: 99.5%
- Head Start Average Daily Attendance: 79%
- Early Head Start Average Daily Attendance: 82%
- Early Head Start Child Care Partnership Attendance: 82%
- Stage 2: 468 families and 753 children
- CAPP: 119 families and 201 children
 - In total: 587 families and 954 children
 - Incoming transfers from Stage 1: 18 families and 31 children
- LIHEAP: 394 households have been assisted
- Weatherization: 10 households have been assisted

b. Staffing:

- During the month of March, CSB filled the Comprehensive Service Manager (Mental Health/ Disabilities) with an internal candidate, and hired three temporary Teacher Assistant Trainees and promoted three temporary Teacher Assistant Trainees to temporary Associate Teachers in an effort to maintain a viable pull of substitutes needed for the classroom. Interviews to fulfill the Assistant Director, Comprehensive

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Program Specialist, Chris Pflaumer

Service Manager (Health & Education), and multiple temporary and permanent Intermediate clerk positions are underway.

- The Bureau made a final selection for a new permanent Child Nutrition Worker II and the hiring process is close to completion. The Bureau is continuously making the effort to fill vaccines in the Child Nutrition Unit. Currently, the open recruitment to fill the permanent position of Child Nutrition Food Operations Supervisor is in the process.

c. Union Issues:

- CSB held a Meet and Confer with PEU, Local 1 to discuss the on-boarding of Teacher Assistant Trainees. Additional information was sent at the request of the Union. The Bureau is waiting to hear if a continuation Meet and Confer session will be needed.
- CSB Management and PEU Local 1 held a Joint Labor Management Meeting, and agreed to conduct quarterly meeting moving forward with the purpose of improving transparency, and working relations between management, staff and Union representatives.

II. Emerging Issues and Hot Topics:

- There are no issues to report at this time.

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