



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

News /Accomplishments

- On May 2nd, Division Manager Christina Reich represented CSB on a panel of experts to share about CSB's social media presence at the National Head Start Association (NHSA) Annual Conference in San Antonio, TX. NHSA invited CSB to participate, along with three other programs in the country, as they had noticed the great job we do. It was an honor to present.
- On May 17th, CSB recognized participants of the Teachers Learning and Collaborating (TLC) cohort. This 18 months program allows teachers to focus on teaching practices, reflection, and peer feedback. Through TLC, teachers are able to explore their strengths and seek support when needed. The cohort received certificates of completion for their hard work, dedication, and commitment to reflective practice in the classroom.
- Four Site Supervisors in central, East and West County are participating in the new cohort of the Family Development Credential (FDC) program, which began on May 14, 2019. The sessions for this cohort will end in October 2019. The FDC program teaches family workers how to coach families to set and reach their goals for healthy self-reliance. Initially based on Cornell University research, the FDC program works in many states throughout the nation, teaching and credentialing frontline workers from public, private and non-profit service systems.
- Comprehensive Services staff is recruiting for new families by distributing flyers in the community in all areas of the county to start recruiting efforts for 2019-2020 program year. They are going out to local businesses, medical/dental offices and documenting their efforts on the recruitment log.
- Nine partner unit staff members completed the Classroom Assessment Scoring System (CLASS) training and passed the rigorous reliability certification test to become Pre-K CLASS Observers.
- Four Head Start and Early Head Start partners and two state partners received a perfect monitoring report! Our partners are such quality!
- Our CalWORKs Stage 2 Child Care Program is receiving an augmentation from California Department of Education for \$1,345,174 for Fiscal Year 2018-19. This budget is towards our CalWORKs families to receive continued childcare services while becoming self-sufficient.
- On May 14th, the Economic Opportunity Council (EOC) and CSB Staff participated in the Legislative visit in Sacramento, CA. The legislative visit provided the EOC the opportunity to meet with legislators and their staff to advocate for Community Services Block Grant funding and the impacts it has on the lives of Contra Costa residents.


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- Mele Tupou Lolohea, CSB staff, was asked to present during the California Community Action Partnership Association (CalCAPA) conference in Sacramento, CA on May 14th. Mele shared how “Community Action Agency Changed My Life” through CSBG funded programs such as the Student Intern program. We are happy to announce that recently Mele was promoted to a Senior Clerk and continues to support the Community Action program. We have no doubt that she will continue to grow professionally.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 101.1%
- Early Head Start enrollment: 101.9%
- Early Head Start Child Care Partnership enrollment: 101.4%
- Early Head Start Child Care Partnership # 2 enrollment: 100%
- Head Start Average Daily Attendance: 82%
- Early Head Start Average Daily Attendance: 83.9%
- Early Head Start Child Care Partnership Attendance: 83.9%
- Stage 2: 476 families and 766 children
- CAPP: 125 families and 211 children
 - In total: 601 families and 977 children
 - Incoming transfers from Stage 1: 24 families and 33 children
- LIHEAP: 261 households have been assisted
- Weatherization: 11 households have been assisted

b. Staffing:

- During the month May, CSB hired two temporary Teacher Assistant Trainees, and one temporary Associate Teacher in an effort to maintain a viable pull of substitutes needed for the classrooms.
- CSB promoted an employee from an Administrative Analyst to an Administrative Services Assistant II to continue providing support to the Business Operations Unit and its initiatives.
- The Bureau filled the Comprehensive Services Manager (Health & Education) with an internal candidate and Assistant Director with an external candidate. Both are being on-boarded into their new roles.
- CSB is looking to fill two Building Services Maintenance Worker positions on a temporary basis to provide support to the Business Operations. Additionally, CSB continues to search for two permanent Child Nutrition Services Transporters and two temporary Child Nutrition Services Transporter positions.
- CSB has a need and will be filling a few temporary clerical positions in the Personnel, CEU, as well as a Children Services Manager to meet the needs of the bureau.

cc: Policy Council Chair
Administration for Children and Families
Program Specialist, Chris Pflaumer

- o CSB continues to have 21 teaching staff vacancies, including for teachers and associate teachers. Staff continue to recruit through a variety of venues in an effort to fill the classrooms with qualified teachers.

II. Emerging Issues and Hot Topics:

- The Governor's May Revise was released and the following was included for Early Care and Education. Please see attached document outlining the proposals that relate to Early Care and Education.

*Please note, the Credit Card Financial Report for April 2019 will be included with the June 2019 CAO submission.

cc: Policy Council Chair
Administration for Children and Families
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