



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

News /Accomplishments

- On June 6, Community Services Bureau (CSB) received official word from the Office of Head Start (OHS) that the Bureau met all standards in the federal review, Focus Area One, which was held March 11- 15. This web-based review was a deep look at our management systems and is the first of three federal reviews in Head Start's new monitoring system. The official report (attached) also included glowing program highlights, recognizing CSB for innovative service delivery through the use of the CLOUDS data management system to support child safety and reporting accuracy, as evidenced by outcome data. CSB later received recognition of successful monitoring results and responsiveness to safety needs of the children by receipt of a letter from the Director of the Office of Head Start, Dr. Deborah Bergeron.
- On May 29, Chris Pflaumer, Administration for Children and Families Region IX Specialist, visited our George Miller III, Contra Costa College, Central Kitchen, Riverview and YMCA centers in Richmond. The visits were accompanied Camilla Rand, Katharine Mason, and several Assistant Directors and Site Supervisors. Chris observed and acknowledged the high quality teaching and learning environments as well as CSB's innovative technology.
- CSB recently celebrated its Teachers Learning and Collaborating (TLC) cohort. The group of nine teachers celebrated by coming together and providing reflection with their coaches, supervisors, Division Manager and Director on the process. Through their 18 months of participation in TLC, teachers had the opportunity to focus on their teaching practices, engage in reflection, share and receive peer feedback. The time to explore their strengths and seek support as needed was a very valuable practice for the teachers.
- CBS held its first *Healthy Fathers, Healthy Children* workshop for all central and east county families. Workshops were held at the Marsh Creek center in Brentwood, and focused on enhancing current efforts to increase male involvement in the program, and engaging fathers (and father figures) in the healthy development of their children. Nutrition information/cooking projects and fun physical activities were included as part of the workshop.
- Site Supervisors from Ambrose, Balboa, George Miller Concord and George Miller III attended the Region IX Head Start Association Site Director Academy in San Francisco, June 4-6. Site Supervisors participated in activities focusing on their own leadership styles and engaging in mindful supervision and actions. They explored ways to bring out the best in themselves and others, and learned strategies for building a cohesive team.


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- All of CSB’s Comprehensive Services (CS) staff received recognition from Managers, Assistant Managers, and Administrative staff on May 29. Staff celebrated with lunch, and CS teams received certificates of appreciation and engaged meaningful learning activities. This day was a special tribute to thank our CS team for their ongoing support of our families and to reinforce how much their work is valued by their individual supervisors, all managers/administrators, teaching staff and our children and families.
 - In celebration of National Teacher Appreciation week, parents, children, Site Supervisors and administrators provided teachers appreciation gifts and words. The gifts ranged children’s artworks, flowers, fruits and hand-crafted treats.
 - A Summer Safety Newsletter was created to remind parents about ways to keep children safe during the summer. The newsletter was distributed to all CSB and partner families.
 - The spring 2019 English as a Second Learner (ESL) course concluded on May 22. Participating families received recognition for successful completing the class. We are looking forward to continuing our collaboration with Martinez Adult Education and offering these well-received classes to families next program year.
 - CSB has entered into an exciting new partnership with Sweet Beginnings Family Resource Center (SBFRC), which is a nonprofit organization that provides families in need with diapers, wipes, and formula to list a few. CSB and child care partner families will receive diapers free of charge. Distribution began in early June.
 - Throughout the month of May, CSB’s Partners Unit planned and conducted an all-day EHS training and a Mobil Dental Clinic for its Family Child Care (FCC) providers. Providers received information on implementing Creative Curriculum with Fidelity, and enrolled children received free dental exams and fluoride varnishes. We are in the process of evaluating both events with the intent to expand in the upcoming program year.
 - CSB’s very own Ajit Kaushal of the Economic Opportunity Council has been elected Vice Chair of the Community Action state association, CalCAPA. Ajit has been the Chair of the CSB EOC for over five years and we are proud that he has taken his leadership skills to the state level.
 - CSB was one of the sponsors of Ensuring Opportunities Housing Summit on June 3, which sought to identify comprehensive housing solutions and examine efforts currently underway that show promise.
 - The 2020-21 Community Action Plan, which is due every two years, has been completed and serves as a roadmap to address poverty in four areas: housing, employment, food security, and access to healthcare.
- I. Status Updates:**
- a. Caseloads, workload (all programs)**
 - o Head Start enrollment: 99.5%
 - o Early Head Start enrollment: 101.9%

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Program Specialist, Chris Pflaumer

- o Early Head Start Child Care Partnership enrollment: 100%
- o Early Head Start Child Care Partnership # 2 enrollment: 102.1%
- o Head Start Average Daily Attendance: 84.2%
- o Early Head Start Average Daily Attendance: 85.5%
- o Early Head Start Child Care Partnership Attendance: 85.5%
- o Stage 2: 469 families and 747 children
- o CAPP: 130 families and 219 children
 - In total: 599 families and 966 children
 - Incoming transfers from Stage 1: 14 families and 22 children
- o LIHEAP: 242 households have been assisted
- o Weatherization: 11 households have been assisted

b. Staffing:

- o During the month June, CSB hired two temporary Teacher Assistant Trainees, and one temporary Teacher in an effort to maintain a viable pull of substitutes needed for the classrooms. Additionally, CSB made a selection to fill the Child Nutrition Food Operations Supervisor position and the temporary Transporter position. CSB Personnel are working on bringing them onboard.
- o CSB Fiscal Unit had a vacancy of Departmental Fiscal Officer due to the incumbent taking on a new assignment within the County. An interview process took place which resulted in a successful selection and acceptance of the assignment, which has been approved by the Head Start Policy Council and is pending Board of Supervisors approval.
- o CSB is looking to fill vacancies for a permanent Site Supervisor II, Assistant Director, and Children Services Manager to meet the bureau's needs. The Bureau is also seeking to fill two permanent and two temporary Child Nutrition Services Transporter positions, several temporary clerical positions in the Personnel and Centralized Enrollment Units, and two temporary Building Services positions.

c. Union Issues

- o On June 11, 2019, CSB and PEU Local1 (the Site Supervisors Unit and the Line Staff Unit) held a Meet and Confer to discuss the Bureau's decision to add additional Master Teachers at a minimum of one Infant/toddler or Preschool Master Teacher in each center. Agreements were reached on the implementation plans. CSB anticipates to start implementation in July.

II. Emerging Issues and Hot Topics:

- There are no issues to report.

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- ❖ Included in the attachments is the Credit Card financial report for April 2019. Please note that the Credit Card financial report for May will be sent with July's submission.

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