



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

News /Accomplishments

- Effective late August 2019, the Community Services Bureau (CSB) will temporarily close the doors to the Crescent Park Children’s center in Richmond. The closure is a result of significant staffing challenges and slot reductions. CSB has implemented plans to ensure that remaining children and staff transition to nearby centers, and available slots are relocated to childcare partner sites throughout the county. CSB will continue to assess the needs of Crescent Park in an effort to reopen the center soon.
- CSB is working with EHSD to prepare a salary study of certain positions within the Bureau to ensure we remain competitive and viable as the largest childcare provider in the county.
- CSB is preparing for an All-Staff Development Day on August 28, 2019 at the Centre Concord. The theme for the event is “Bloom Where You Are Planted”. Staff will hear from Education Consultant, Kenneth Wesson, and engage in workshops that will strengthen ones professional and personal development, and the culture of the Bureau. All CSB staff, including temporary employees, are required to attend. The Administration Office and Childcare Centers will close for the day. Families and clients will be notified well in advance. We are pleased that effective this year, the State Department of Education will now reimburse programs for two staff development days per year.
- CSB’s Teacher Apprentice Program is in full swing with six new participants enrolled for the fall semester. Another five are expected to graduate this December, making the total graduates to date sixteen. We are continuing to recruit with parents.
- In collaboration with Contra Costa Health Services’ (CCHS) Community of Oral Health Program, on-site dental assessments were provided to 52 Head Start and Early Head Start children throughout the summer.
- CSB and Behavioral Health staff met and are in the process of renewing a Memorandum of Understanding (MOU) with Contra Costa Health Services to include various options for ensuring that Head Start children receive mental health services reflective of the social-emotional support they need.
- Division Manager, Christina Reich, and Assistant Director, Pam Arrington, attended the Mental Health Interns 2018-19 year-end meeting /training. In addition to thanking the team for supporting the social-emotional needs of our children and for their meaningful work supporting and counseling CSB families, each intern along with their supervising clinicians were presented with a certificate of appreciation and two books specially chosen from a book list that the interns generated.
- Several Managers, Supervisors and Teachers attended the Leadership Institute Conference in Nebraska July 22-24th. Participants received instructional support on


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inspiring, yet practical ideas that will support their professional development. CSB Nutritionist, Sophia Talbot attended the 10th Biennial Childhood Obesity Conference in Anaheim in July, and Health Manager, Cathy Lucero, attended the Managing Comprehensive Health Services Conference in New Orleans in July.

- CSB families receiving General Child Care, State Preschool, Stage 2 and Alternative Payment services completed the 2019-18 Parent Survey. CSB Managers reviewed the results to determine our strengths and areas of improvement review. Last program year, over ninety percent of our families were satisfied with the overall quality of the programs, and felt safe leaving their child in our care. Because of our services, parents were able to accept or sustain employment, and attend educational/training programs. CSB will continue to promote and strengthen our programs in order to better support families in need (see attached).
- CSB's childcare partner, Baby Yale, will be serving 60 Head Start children in their Harvest Park Center in Brentwood, bringing much needed services to East County.
- The Economic Opportunity Council (EOC) will spend Saturday, August 3, developing a two year strategic plan based on the recently completed Community Action Plan. Members of the EOC, who are skilled facilitators will lead the effort.
- EOC Member Ajit Kaushal, has won the *Avril Weisman Board Scholarship* from the Community Action Partnership in Washington, DC. This prestigious award allows Ajit to attend the National Community Action Partnership conference in Chicago, IL with all expenses paid.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 98%
- Early Head Start enrollment: 102.3%
- Early Head Start Child Care Partnership enrollment: 101.4%
- Early Head Start Child Care Partnership # 2 enrollment: 98%
- Head Start Average Daily Attendance: 75.5%
- Early Head Start Average Daily Attendance: 85%
- Early Head Start Child Care Partnership Attendance: 85%
- Stage 2: 482 families and 777 children
- CAPP: 128 families and 218 children
 - In total: 610 families and 995 children
 - Incoming transfers from Stage 1: 8 families and 9 children
- LIHEAP: 255 households have been assisted
- Weatherization: 9 households have been assisted

b. Staffing:

- During the month of July, CSB hired a Departmental Fiscal Officer and Child Nutrition Food Operations Supervisor.

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

- 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. Labor Relations:

- In July, CSB and PEU Local1 held a Meet and Confer to discuss the Bureau's decision to replace Teachers with Master Teachers throughout several centers county-wide. The group also met regarding the closure of Crescent Park and the relocation of staff.

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II. Emerging Issues and Hot Topics:

- Associate Teacher staffing and teacher leaves of absence continues to be CSB's biggest challenge. Personnel staff are working diligently to recruit throughout the county.

cc: Policy Council Chair
Administration for Children and Families
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