

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

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### News /Accomplishments

- On September 25, the Office of Head Start hosted a live webinar on the Focus Area Two (FA2) Federal monitoring review. The FA Two is an onsite review that focuses on classroom observations, the use of data management systems and the eligibility and enrollment process as they relate to the Head Start Program Standards. Senior Management staff members participated in the webinar, and will share the information with center staff and content area experts to prepare for the upcoming review. **CSB anticipates the FA2 review will occur mid-year 2020.** CSB received its FA One review in March 2019 which resulted in no areas of concerns and highlighted CSB's child safety and supervision and CSB's CLOUDs database.
- CSB will be conducting an on-site self-assessment this year utilizing Head Start and Early Head Start experts. The group of four consultants will pair with content area staff to conduct the assessment using the FA2 monitoring tool. The review will be held the week of December 9, 2019.
- In Preparation for the CLASS (Classroom Assessment and Scoring System) review beginning October 21, 2019, CSB had the pleasure to host Head Start Regional Office Technical Assistant (TA) managers on a tour of Head Start directly operated and partner sites in East County. CSB shared program highlights and concluded the visits with in-depth discussions to further prepare for the upcoming review.
- The Balboa Children's center had a successful National Association for the Education of Young Children (NAEYC) review, and achieved a new five-year term of accreditation. Additionally, staff members at Balboa participated in a Strengths-Finder training with Robert Huffman. The training focused on understanding and utilizing strengths in the workplace. The training was well received.
- The Economic Opportunity Council conducted their elections with the following results:
  - Chair: Renee Zeimer
  - Vice Chair: Dawn Miguel
  - Secretary: Tricia Piquero
- The Community Services Block Grant Organizational Standards have been submitted for CSB with 100% compliance in all areas.

#### I. Status Updates:

##### a. Caseloads, workload (all programs)

- Head Start enrollment: 72% (Open classes 91.03%)
  - Early Head Start enrollment: 98.10%
  - Early Head Start Child Care Partnership enrollment: 98.61%
  - Early Head Start Child Care Partnership #2 enrollment: 98.40%
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1470 Civic Court,  
Suite 200  
Concord, CA  
94520

  
P: 925 681 6300  
F: 925 313 8301

  
[www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)



- o Head Start Average Daily Attendance: 85.05%
- o Early Head Start Average Daily Attendance: 86.84%
- o Early Head Start Child Care Partnership Attendance: 86.84%
- o Stage 2: 475 families and 726 children
- o CAPP: 112 families and 216 children
  - In total: 587 families and 942 children
  - Incoming transfers from Stage 1: 13 families and 21 children
- o LIHEAP: 305 households have been assisted
- o Weatherization: 8 households have been assisted

**b. Staffing:**

- o During the month of September, CSB hired an Infant Toddler Teacher, Teacher, Intermediate Clerk, five (5) temporary Teacher Assistant Trainees (TAT), and promoted three (3) TATs to Associate Teacher Subs in an effort to maintain a viable pull of substitutes needed for the classrooms. Additionally, CSB hired a temporary Children Services Manager, and a permanent and temporary Child Nutrition Food Transporter.
- o Interviews are scheduled for the following positions; Accountant II, Infant Toddler Master Teachers and Associate Teachers.
- o CSB is looking to fill vacancies for a permanent Site Supervisor II and III, Assistant Director, Accounting Technician, two (2) Clinical Mental Health Supervisors, two (2) Spanish Speaking Intermediate Clerks and a Children Services Manager to meet the bureau's needs.
- o CSB is in the process of hiring 11 new Master Teachers throughout the county. CSB's goal is for each center to have at least one Master Teacher at every center and two at the larger centers.

**II. Emerging Issues and Hot Topics:**

- CSB is thankful to the county Board of Supervisors who signed on to National Head Start Association's Letter to the Administration for Children and Families asking that the 10% CLASS score trigger for DRS (Designation Renewal) be removed from regulations. Currently, any program that receives a CLASS score lower than the lowest 10% of programs reviewed that year, will need to re-compete for its grant, even if its score is above the federal threshold indicating quality. The current system ensures that at least one agency will always be in re-competition as a result of their score.
- CSB is gearing up to support education around Census 2020. Activities will include staff and parent workshops, informational booths at centers and outreach materials and information to families through parent meetings and community events.

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