



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

News /Accomplishments

- On October 15, CSB held a graduation ceremony for Family Development Credential (FDC) program participants. A total of 15 graduated, 10 from CSB and five from our Partners YMCA and First Baptist Head Start. The FDC Program is designed for staff who work directly with families to meet training requirements and facilitates “transformative learning” where the participants’ partnership skills are further developed and strengthened to create stronger and more meaningful relationships with the families they serve every day. Congratulations class of 2019, we are so very proud of them!
- CSB’s Alternative Payment Program (CAPP) is receiving an augmentation of \$179,692 from California Department of Education for Fiscal Year 2019-20. This budget is for serving additional families with the highest priority on our waitlist to receive childcare services.
- The State Office of Child Abuse Prevention (OCAP) is working with local counties to develop systems of collaboration between different agencies. Michelle Mankewich, Mental Health, Disabilities and Homelessness Manager is part of the group and representing CSB. Their mission statement reads to *create a seamless cross-sector network that shares collective responsibility of increasing protective factors and improving social determinants of health for our families and community*. More meaningful work and collaboration to come.
- English as a Second Language (ESL) fall 2019 Classes in collaboration with Martinez Unified School District Adult Education are currently being offered to all families at our George Miller Center in Concord. Sixteen families have registered and additional interested families are encouraged to register.
- Make Parenting A Pleasure Parenting (MPAP) Curriculum 2019-20, will began on October 18, 2019 for all interested east county families. MPAP full curriculum will also be offered to families in West County beginning in early December.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 85.6
- o Early Head Start enrollment: 98.07%
- o Early Head Start Child Care Partnership enrollment: 100%
- o Early Head Start Child Care Partnership # 2 enrollment: 103.2%
- o Head Start Average Daily Attendance: 88.01 %
- o Early Head Start Average Daily Attendance: 86.01%
- o Early Head Start Child Care Partnership Attendance: 91.7%


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- o Stage 2: 481 families and 752 children
- o CAPP: 112 families and 209 children
 - In total: 593 families and 961 children
 - Incoming transfers from Stage 1: 11 families and 18 children
- o LIHEAP: 233 households have been assisted
- o Weatherization: 12 households have been assisted

b. Staffing:

- o During the month of October, CSB hired an Accountant Technician, Assistant Director, Intermediate Clerk, three Intern IIs, three permanent Associate Teachers, two Associate Teachers substitutes, and four Teacher Assistant Trainees (TAT) in an effort to maintain a viable pull of substitutes needed for the classrooms.
- o CSB is looking to fill vacancies for an Accountant II, Site Supervisor II, Site Supervisor III and three intermediate Clerks to meet the bureau's needs. Additionally, CSB is seeking to create a new Administrative Services Assistant (ASA III) position.

II. Emerging Issues and Hot Topics:

- On August 2, 2019, teaching staff at the YMCA 8th Street Child Development Center, one of CSB's childcare partners, released a child to an adult who was not authorized to receive the child released to her. The adult was authorized to pick up other children from the center, but not the one she actually took. Center staff immediately realized the situation and called the adult to return the preschool child, which she did within 5-8 minutes. The incident was reported to Community Care Licensing and the Head Start Regional Office and CSB has worked with the YMCA to develop a corrective action plan to ensure this does not happen again. On October 21, CSB received a notice of non-compliance as a result of the incident in which the program is given 120 days to provide a corrective action plan to correct the issue. **See attached letter "12_Program Performance Summary Report"**.

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