



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

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### News /Accomplishments

- Community Services Bureau (CSB) received official word from the Office of Head Start (OHS) that the Bureau exceeded all standards in the 2019 federal Classroom Assessment Scoring System (CLASS®) monitoring review, which was held the week of October 21. The week-long review consisted of federal reviewers visiting 40 random CSB, partner and delegate classrooms to observe staff in each of the domains; Emotional support, Classroom Organization and Instructional Support. The final aggregated scores shows that CSB surpassed the 2018 threshold issued by the Office of Head Start, and our own internal thresholds (see attached report *10\_Office of Head Start CLASS Review Results*).
- CSB staff continues to prepare for the 2019 Self-Assessment review scheduled on December 10-13. This year's assessment will be facilitated as a mock interview to prepare the Bureau for the anticipated 2020 Focus Area Two (FA2) federal review. A group of four consultants will partner with content area staff, parents, Board of Supervisors (BOS), and/or BOS representatives to monitor a random sample of classrooms and conduct interviews using FA2 monitoring tools. The Bureau is confident that the comprehensive assessment will prepare staff for the actual FA2 review, which we anticipate will occur in early to mid-year 2020.
- CSB Managers and Partner agency staff attended the 3<sup>rd</sup> Annual CLOUDS User Group Conference on November 13 – 14 in Sacramento. The annual event was hosted by One Solution Technology, developers of CSB's premier child and family data management system known as CLOUDS (Child Location Observation Utilization Data System). As both presenters and participants, CSB staff shared their expertise including the many ways CLOUDS supports them in their daily work, and helps with collecting and analyzing data in preparation for federal reviews.
- CSB's coaching model of Teachers Learning and Collaborating (TLC) began in November; one cohort for preschool, and one cohort for infant and toddler teachers. Groups will meet twice per month for coaching, self-reflection, and peer support until June 2020.
- Several CSB centers received their Quality Matters ratings for the 2018-2019 program year. Each site was recognized for their high-quality with 4 and 5 star ratings!
- CSB partnered with the Food Bank of Contra Costa and Solano Counties to celebrate Food Day with the children and families. The day was a huge success! Over 1500 pounds of fresh produce was donated and delivered to our centers for families.
- CSB's 2019 Annual Immunization Report was submitted in advance of the November 2019 due date. All 785 children (2 to 5 years of age) from our 13 centers, who were enrolled at the time, were in compliance with current and update to date immunization records, as required.

  
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- The Head Start and Early Head Start Health and Nutrition Services Advisory Committee met on October 29, 2019 to review the current health needs of our community and learn about available community resources and programs to support the health needs our children and families are facing. A total of 20 participants from the health community came together and shared program updates.
- CSB's Alternative Payment Program (CAPP) is receiving an additional augmentation of \$452,756 from California Department of Education for Fiscal Year 2019-20. Funding will be used to assist additional families on the waitlist with the highest priority receive childcare services.
- On November 13, 2019, Community Services Bureau held an Information Session for Request For Interest (RFI) 694. Eleven (11) community agencies were in attendance asking question on the new fiscal Requirements and budget templates. The Community Services Bureau with the help of the Economic Opportunity Council (EOC) will be awarding 400,000 in Community Services Block Grant (CSBG) dollars to community partners who assist our most vulnerable population.

**I. Status Updates:**

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

- o Head Start enrollment: 89.49%
- o Early Head Start enrollment: 100.32%
- o Early Head Start Child Care Partnership enrollment: 101.36%
- o Early Head Start Child Care Partnership # 2 enrollment: 102.11%
- o Head Start Average Daily Attendance: 84.75 %
- o Early Head Start Average Daily Attendance: 83.14%
- o Early Head Start Child Care Partnership (CCP) Attendance:
  - CCP 1: 93.12%
  - CCP 2: 81.31%
- o Stage 2: 492 families and 763 children
- o CAPP: 119 families and 225 children
  - In total: 611 families and 988 children
  - Incoming transfers from Stage 1: 23 families and 32 children
- o LIHEAP: 299 households have been assisted
- o Weatherization: 10 households have been assisted

**b. Staffing:**

- o CSB is looking to fill vacancies for an Accountant II, Site Supervisor II, Site Supervisor III, Administrative Analyst II, Associate Teachers and three Intermediate Clerks to meet the bureau's needs. Additionally, CSB is seeking to create a new Administrative Services Assistant (ASA III) position.

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

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

- There are no updates to report at this time.

*\*Please note that the CACP Child Nutrition Report for September is not attached. Instead it will be submitted with December's CAO Submission.*

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