



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

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### News /Accomplishments

- On December 6, 2019, the Community Services Bureau (CSB) received official notice from the Office of Head Start (OHS) that the federal Focus Area 2 (FA2) monitoring review will be held February 10-14, 2020. This review is designed to broaden OHS's understanding of each grantee's performance and to determine if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and the Head Start Act. During the review, a team of federal reviewers will be onsite to conduct ERSEA Child File Review, Data Tours, Center and Classroom Explorations, Management Team Discussions, Teacher Discussions, Governing Body and Policy Council Discussions, Parent Discussions, and Fiscal Explorations.
- CSB completed its annual Self-Assessment on December 13, 2019. Consultant, Jerry Gomez and three reviewers with experience in Federal monitoring joined parents, board members and CSB staff to conduct the review. Mr. Gomez was impressed with the overall results and stated "I need to tell you that I've done close to 200 Federal reviews when I was in the Regional Office and then close to that same number as a consultant in the last 15 years. I've never seen a review with as many strengths and positive observations as are contained in your report!" CSB received a total of 77 overall strengths and positive observations, and only three non-compliances, which are: record keeping and data entry inaccuracies in enrollment and eligibility, 9 out of 28 contracts were signed after the date the contract began, and the delegate agency, First Baptist, is under-enrolled at 91.8%. Corrective action plans have been implemented to address these issues.
- CSB was selected to participate in the Early Head Start (EHS) Family and Child Experience Survey, known as Baby FACES 2020 in the spring. Mathematica Policy Research in collaboration with Administration for Children and Families (ACF) will conduct the survey. A team of Mathematica staff will conduct classroom observations at randomly selected directly operated, partner and delegate agency EHS classrooms, and will conduct survey interviews with EHS parents, teachers, home visitors, center directors and the program director. Information collected from CSB and other Baby FACES participants will be summarized in a series of reports that will provide rich information about how Early Head Start programs promote the development of infants and toddlers through responsive relationships among caregivers, parents, and children; comprehensive supports for families; and the provision of quality child Care and home visiting.
- The Early Head Start – Home Based option was identified as a California evidence-based home visiting model. California Home Visiting Program (CHVP) invited CSB to participate

  
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in the process that will support CHVP in conducting a comprehensive 2020 Home Visiting Needs Assessment.

- Site Supervisors and Education Managers participated in the first series of leadership trainings through Lead, Learn, Excel on December 3 and 4. The training program of one year will focus on developing the knowledge and skills of instructional leaders to fuel everyday learning.
- Assistant Directors and the Education Team worked to ensure that the Desired Results Development Profile (DRDP) Assessment data was entered and available for the Baseline Child Outcomes Report, which will be available in coming months.
- Marsh Creek successfully passed the National Association for the Education of Young Children (NAEYC) reaccreditation process, and Los Arboles was invited to be featured in California Association for the Education of Young Children (CAAEYC) e-connection journal to be highlighted as an NAEYC accredited site.
- The Economic Opportunity Council completed and finalized awarding for the Request for Information (RFI), and have selected the following 13 subcontractors to receive Community Services Block Grant funding for 2020 for a total of \$400,000 to continue supporting low-income programs in the community:
  - Bay Area Community Resources
  - CC Health Services Homeless Program
  - Contra Costa Interfaith Program
  - Contra Costa Clubhouse, Inc.
  - Greater Richmond Interfaith Program
  - LAO Family Community Development
  - Loaves and Fishes of Contra Costa
  - Monument Crisis Center
  - Monument Impact
  - Opportunity Junction
  - Shelter, Inc. of Contra Costa
  - St. Vincent de Paul of Contra Costa County
  - STAND! For Families Free of Violence

**I. Status Updates:**

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

- Head Start enrollment: 97.61%
- Early Head Start enrollment: 100.6%
- Early Head Start Child Care Partnership #1 enrollment: 98.6%
- Early Head Start Child Care Partnership #2 enrollment: 102.1%
- Head Start Average Daily Attendance: 81.8%
- Early Head Start Average Daily Attendance: 83.4%
- Early Head Start Child Care Partnership (CCP) Attendance:
  - CCP 1: 94.9%

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

- CCP 2: 81.2%
- o Stage 2: 541 families and 791 children
- o CAPP: 122 families and 228 children
  - In total: 663 families and 1019 children
  - Incoming transfers from Stage 1: 21 families and 31 children
- o LIHEAP: 358 households have been assisted
- o Weatherization: 18 households have been assisted

**b. Staffing:**

- o During the month of December, CSB conducted interviews to fill permanent Site Supervisor III vacancies, and a Site Supervisor II vacancy. Interviews were also conducted to fill a Master Teacher vacancy and two Infant/Toddler Associate Teacher vacancies. Qualified candidates were identified and the Bureau is working with the County's HR Department on the hiring process.
- o Interviews to fill clerical and various teaching vacancies are scheduled in the coming weeks, and recruitment will open to fill a vacant Comprehensive Services Manager-Project position.
- o CSB continues to interview to build its substitute teaching pool.

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

- On December 16, the National Head Start Association announced that the U.S Senate passed the appropriations bill, which includes more than \$10.6 billion in funding for Head Start in FY20. The bill includes increased funding for the following priorities.
  - o \$250 million for Quality Improvement Funding, including increasing services from mental health professionals to provide expert care and counseling to families and the Head Start workforce; providing staff training on trauma-informed approaches to service delivery; and adding staff to Head Start classrooms.
  - o An increase of \$100 million (\$905 million total) for the expansion of Early Head Start and Early Head Start-Child Care Partnerships, adding additional slots for eligible infants and toddlers.
  - o \$4 million for re-establishing the Tribal Colleges and Universities Head Start Partnership Program to increase the pool of Native American educators who meet the national standards for qualified Head Start teachers.
  - o \$193 million for a cost-of-living adjustment—an increase of just under 2%—to support and retain a qualified Head Start workforce.

cc: Policy Council Chair  
 Administration for Children and Families  
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