



To: David Twa, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: August 2020

News /Accomplishments

- The Community Services Bureau closed childcare operations August 10 to September 7 to collect additional information from Health Services Department (HSD) and the State in order to refine and enhance practices and procedures for safe operation of congregate care. A taskforce committee of staff and families met weekly with CSB Management and have created a plan for reopening based on the group’s input and guidance from HSD, Risk Management, CDC, and the California Department of Public Health. Services are confirmed to re-open on September 8th with reduced group sizes and staffing ratios, additional PPEs recommended by Community Care Licensing and staff, and clear and written closure criteria from HSD. Families not offered in-person services will receive daily and weekly Distance Learning services. Staff and families are receiving training and information on revised operational guidelines. See attachment “11_CS B Re-Opening Brief rev 090420” for more information.
- As of August 8, 2020, the new Time Management feature is being used in CLOUDS in place of Timeware. Users are getting accustomed to the features and system quickly. CSB began training in mid-July for one month of extensive training and testing before the official rollout. The Time Management module was built to be intuitive and familiar to CSB staff. We accomplished this by designing its user interface to look almost exactly like the old system, Timeware. The functionality is much the same as well but with some added features, such as the ability to use multiple accruals for one day off.
- All teaching staff participated in a Comprehensive Services Refresher training in late August, which focused on the areas of health, nutrition, mental health/disabilities, and Parent Family Community Engagement. Teachers also participated in the annual education in-service training, which included training supports on social/emotional support, individualization, curriculum, and how support families with distance learning.
- The annual Community Assessment report from the previous year was finalized as of mid-August 2020. The Community Assessment outlines any significant changes that describes community strengths, needs and resources for eligible Head Start children. To review the full report, refer to attachment “12_CS B Community Assessment 2020 with ES”.
- Julia Kittle-White, Partner Unit Education Manger completed her study on West Ed Learning Institute and became Program for Infant Toddler Caregiving (PITC) Certified Trainer. Julia will join Magda Bedros and Ron Pipa in planning and facilitating trainings for our directly operated and community partner childcare staff, which will promote practices that support high-quality infant and toddler care.


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- The Partner Unit had a very successful Annual Refresher Training for our state funded childcare partners. The agenda was full of useful information for operating programs during this pandemic and the meeting was very well attended with all partners represented.
- The Partner Unit management team conducted a monthly meeting with the delegate agency FBHS, YMCA, and CocoKids. Content area managers and unit leads provided guidelines and updates. The training was a success and the information was well received by all attendees.
- Comprehensive Services staff continues to contact parents to provide resources, and to update to Family Partnership Agreement (FPA), health history, and the Program Information Report (PIR).
- On Thursday, August 13, 2020, the Economic Opportunity Council approved a total of \$945,000 in CSBG CARES funding to meet the needs of the community. During a CSBG Advisory Committee meeting, the group discussed allocating the funds to CSBG Subcontractors to help communities impacted by the pandemic. This Discretionary CARES funding is expected to be received in late September.
- This year due to COVID-19, the Economic Opportunity Council will be scheduling their Onsite Monitoring Visit with the 2020-2021 CSBG Subcontractors virtually (via Zoom). Some agencies are open for onsite monitoring with safety precautions using social distancing and other regulations for the safety of all individuals. Onsite monitoring plans are in process as these virtual visits will be held in mid-late September.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 96.95%
- o Early Head Start enrollment: 99%
- o Early Head Start Child Care Partnership # 1 enrollment: 97.22% *
- o Early Head Start Child Care Partnership # 2 enrollment: 87.9% *
- o Head Start Average Daily Attendance: 38.51% *
- o Early Head Start Average Daily Attendance: 54.48% *
- o Early Head Start Child Care Partnership (CCP) Attendance:
 - CCP 1: 87.19% *
 - CCP 2: 42.86%*
- *Attendance: Class size restrictions and distance learning participation contributed to low attendance numbers.*
- o Stage 2: 401 families and 464 children
- o CAPP: 315 families and 444 children
 - In total: 716 families and 908 children
 - Incoming transfers from Stage 1: 2 families and 4 children
- o LIHEAP: 134 households have been assisted

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

- Weatherization: 2 households have been assisted. **Due to Shelter in Place and the increase in COVID-19 numbers, weatherization is only providing emergency cooling needs for eligible households.*

b. Staffing:

- The Department continues to work with the CAO on clearing essential positions to be filled during the freeze. Key management and support positions remain vacant as we work through the process with support from Personnel and HR.
- An interview for filling a Site Supervisor I vacancy is in process, and two qualified applicants were identified for the Site Supervisor III vacancy. Interviews will be scheduled soon.
- Personnel in the process of conducting reference checks (Skill Surveys) for two potential Intermediate Clerks for the Partner Unit.

c. Union

- There are no union updates to report.

II. Emerging Issues and Hot Topics:

- On August 27th, Administration for Children and Families (ACF) issued a Program Information memorandum 20-05 Final Rule on Designated Renewal System Changes. After much advocacy at the national level the automatic re-competition triggers for grantees that score in the lowest 10% annually on CLASS assessment during Federal Review has been removed, CLASS minimum quality and competitive thresholds have been established at levels higher than before, two deficiencies in any areas are now required for re-completion rather than only one, and two or more audit finding now trigger re-completion rather than one. These changes are effective October 27, 2020.

cc: Policy Council Chair
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