




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

News /Accomplishments

- CSB held a call with Office of Head Start Training and Technical Assistance (T/TA) Specialist, Croshoun Austin, on Thursday, October 29th. CSB was given the opportunity to share the many strengths and accomplishments within the various content areas of our program, including Education, Comprehensive Services, Partnerships, Wellness, ERSEA, and Technology. Croshoun was very pleased with what CSB is doing to meet the needs of children, families, and staff, and plans to share some of our strategies with other Grantees. No T/TA needs were identified or recommended.
- CSB held its first virtual Health and Nutrition Services Advisory Committee Meeting; a meeting required by the Head Start Performance Standards. There were many health professionals from county and community based programs in attendance. The agenda included presentations by WIC, Health Services Testing Program, Help Me Grow, Regional Center of the East Bay, Anthem Blue Cross, and Cal State East Bay Nursing Program.
- The Comprehensive Services (CS) Unit is recruiting and encouraging parents who have expressed an interest or would like to learn English to sign-up for ESL classes offered online through the Martinez Adult Education School. CS staff email the identified parents the school link and support them with sign-up guidance. (This is an ongoing class- therefore, recruitment occurs throughout the year, Oct to May). Staff document their efforts on CLOUDS Referral/Services.
- Comprehensive Services staff sent a group email to parents with a link to complete the online Parent Interest Training and Volunteer survey to be aggregated by center. The report by center will be utilized to conduct parent committee meetings by Site Supervisors based on their top 10 training list. Three of the trainings that will be incorporated at the meetings will include Make Parenting a Pleasure curriculum.
- Family Partnership Agreements are being completed via phone calls or zoom meetings with families through a strength based approach to identify families strengths, areas they may need resources/referrals, and develop family goals. CS staff support families and schedule family meetings if the family is experiencing a crisis, including the appropriate content area manager for additional support to meet the families' needs.
- All of CSB's Site Supervisors and Education Managers attended the third in a series of trainings provided by the Ounce of Prevention called, Lead, Learn, Excel. Lead, Learn, Excel is a professional learning program that helps early childhood education leaders develop skills to support everyday learning and continuous improvement. The trainings this week focused primarily on "Team Lesson Planning" and how to incorporate the "parent voice" in all aspects of classroom planning.


1470 Civic Court,
Suite 200
Concord, CA
94520


P: 925 681 6300
F: 925 313 8301


www.cccounty.us/ehsd



- Various CSB teaching staff continue to attend weekly trainings in collaboration with First 5 Contra Costa to deepen their knowledge on various practices, such as implementing screenings, supporting the assessment process, and supporting Distance Learning families.
- CSB is pleased to offer the opportunity for virtual Program for Infant Toddler Care (PITC) training to three of our CSB staff. The goal of PITC is to help infant/toddler care teachers/staff recognize and implement crucially important relationship-based practices and design care environments that are responsive to infants, toddlers, and their families. In these unprecedented times, implementation of PITC principals is crucial in the care and well-being of caregivers, teachers, families, and children.
- CSB is proud to announce that all of our Home Base services are being offered to children and families in-person in safe outside environments in the family's community.
- As of October, all of our Home Visiting staff are enrolled in the National Home Visiting Study, which will enhance Home Visiting services for children and families.
- CSB has received an additional \$40,000 in CSBG Cares Act funding, and the Economic Opportunity Council (EOC) discussed options for its use at their Outreach subcommittee meeting in late October.
- Eleven out of thirteen CSBG contracts have been executed and amended in late October to include CARES Act funding.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 52.66%
- o Early Head Start enrollment: 86.80%
- o Early Head Start Child Care Partnership # 2 enrollment: 91.20%
- o Head Start Average Daily Attendance: 82.0%
- o Early Head Start Average Daily Attendance: 87.48%
- o Early Head Start Child Care Partnership (CCP) 2 Attendance: 84.4%
- o Stage 2: 448 families and 664 children
- o CAPP: 318 families and 450 children
 - In total: 766 families and 1,114 children
 - Incoming transfers from Stage 1: 4 families and 6 children
- o LIHEAP: 134 households have been assisted
- o Weatherization**: No households were assisted.

b. Staffing:

- o The Department continues to work with the CAO on clearing essential positions to be filled permanently or by TU during the freeze. Key management and support positions remain vacant as we work through the process with support from Personnel and HR.

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

- o Interviews were completed for the Site Supervisor I and III vacancies, both in Richmond.
- o Two Intermediate Clerks were hired. One for the Partners Unit and one for the Comprehensive Services Unit.
- o The Bureau has conducted interviews for the Accountant I position.
- o Due to several permanent vacancies for ASA III positions, we have processed several Temporary Upgrades to cover essential and critical operations. We have submitted request for a County recruitment.

c. Union

- o There are no union updates to report.

II. Emerging Issues and Hot Topics:

- There are no emerging issues and hot topics to report.

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

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