




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

News /Accomplishments

- On Monday, November 16th Community Services Bureau (CSB) received the annual Monitoring Desk Audit report of the Community Services Block Grant program from The Department of Community Services and Development (CSD). The desk audit consisted of reviewing administrative, programmatic, and fiscal documents of the program and contract 20F-3007 and CARES contract 20F-3646. The desk audit concluded with no findings and instead highlighted the enhancements being made to programs that focus on nutrition, housing and health, and legal aid services for residents facing possible eviction.
- During the week of November 9, 2020, CSB received a Desk Review from Community Services and Development (CSD) for the Low Income Home Energy Program (LIHEAP) and Department of Energy (DOE) contracts. The Desk Review consists of verification of processes and activities such as, administrative policy review, client file verification, fiscal review, etc. CSD Field Representative will be identifying any potential recommendations, observations and/or findings throughout the week and will include it on the final monitoring report. Only findings will result in CSB creating a corrective action plan. At this time, no issues have been reported to CSB.
- On Wednesday, November 18, 2020, the Education Team hosted an early closure training for Site Supervisors and teaching teams on race and ethnic equity. The training was adapted from the Office of Head Start’s webinar on Advancing Racial and Ethnic Equity in Head Start. The training provided staff with anti-bias and anti-racism strategies that our program can use in daily practices, services, and systems. Key ideas presented in the training were supporting anti-bias teaching and promoting inclusive learning environments in our classrooms.
- CSB was recognized by the California State Association of Counties (CSAC) for the Merit Award under the Government Finance, Administration & Technology section for its use of technology to enhance communication with families during COVID-19. CSB was amongst 363 programs that was honored this year. This is the second Merit Award that CSB has received for CLOUDS. A big thank you to Sung Kim and the entire CSB staff for contributing to this award.
- CSB is so pleased to have been accepted to participate in the UCLA Health Care Institutes “Strategies to Promote Wellness for Head Start Staff Through a Trauma Informed Lens” training. One of the first steps to incorporating a trauma-informed approach into our program is to recognize the signs and symptoms of trauma. We are thrilled to be able to send staff to this much-needed virtual training and look forward to learning more to be able to better support our children and families.


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- All partners were trained on *Using the Home as Learning Environment* to support parents on distance learning and they are all engaged and committed to making educational and social gains with their children and families as we navigate this pandemic.
- The partner team is actively engaged in project planning to focus this year's Family Child Care Provider Refresher Training on services in a pandemic in addition to updates on requirements in all service areas.
- Parents are receiving resources via email on Tuesdays and Thursdays, to link them with community resources, and provide dental, nutrition, and parenting tips.
- Childcare providers that provided services in July 2020 through the voucher programs (CalWORKs Stage 2 and Alternative Payment Program) for CSB children, will receive a one-time stipend. The flat-rate stipend amount for all childcare providers is based on the number of subsidized children enrolled in the month of July 2020.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 54.94%
- Early Head Start enrollment: 82.64%
- Early Head Start Child Care Partnership # 2 enrollment: 66.03%
- Head Start Average Daily Attendance: 83.0%
- Early Head Start Average Daily Attendance: 84.87%
- Early Head Start Child Care Partnership (CCP) 2 Attendance: 85.30%
- Stage 2: 545 children
- CAPP: 413 children
 - In total: 958 children
 - Incoming transfers from Stage 1: 21 children
- LIHEAP: 94 households have been assisted
- CARES LIHEAP: 257 households served
- Weatherization: 5 households served

b. Staffing:

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

c. Union

- There are no union updates to report.

II. Emerging Issues and Hot Topics:

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

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