



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


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News /Accomplishments

- CSB received the monitoring results from the Desk Review conducted by CSD the week of November 9, 2020 for the Low Income Home Energy Program (LIHEAP) and Department of Energy (DOE) contracts. No findings were found.
- The Community Action Program finalized their grant for 2021 CSBG funds in the amount of \$873,490. Also, the program submitted its Annual Report and Triennial Review to the Economic Opportunity Council and both were approved and submitted to the Clerk of the Board.
- The Early Childhood Mental Health Program will provide services countywide starting January 1, 2021. All enrolled Children, including those in Distance Learning can be referred for services.
- Site Supervisors and Education Managers attended the last in the series of trainings for the Lead, Learn, Excel program the week of November 30, 2020. The weeklong training series focused on collaborative groups, with a strong focus and emphasis on family/teacher collaborations.
- The education managers and site supervisors met with for their quarterly collaboration meeting on Tuesday, December 8. This meeting gives site supervisors the opportunity to address any “hot topics” and areas of strength at their sites while receiving support and guidance from their peers.
- The Partner Unit had a successful month of trainings. On Saturday, December 12, the Early Head Start Family Child Care Providers had their Annual Refresher Training covering all aspects of the program. On December 15, all Child Care Partners attended the Partner Learning Community training on program monitoring protocols.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 57.29%
 - Early Head Start enrollment: 84.89%
 - Early Head Start Child Care Partnership enrollment: 68%
 - Head Start Average Daily attendance: 78.7%
 - Early Head Start Average Daily attendance: 87.9%
 - Early Head Start Child Care Partnership attendance: 79.5%
 - Stage 2: 536 children
 - CAPP: 390 children
 - In total: 926 children
 - Incoming transfers from Stage 1: 21 children
 - LIHEAP: 85 households have been assisted
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- o CARES LIHEAP: 272 households served
- o Weatherization: 13 households served

b. Staffing:

- o The Bureau is working through the established process to fill vacancies permanently or by TU with support from EHSD Personnel and HR.
- o Since December, the bureau hired a Site Supervisor III and Site Supervisor I for George Miller III center. Additionally, the bureau is actively interviewing to fill vacancies for a Accountant I, Accountant Technician, two Child Nutrition Food Transporters, and several teaching and clerical staff positions.

c. Union

- o One Grievance –Step 2
- o One discipline- Constructive Resignation

II. Emerging Issues and Hot Topics:

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

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