




To: Monica Nino, Contra Costa County Administrator
From: Kathy Gallagher, EHSD Director
Subject: Community Services Monthly Report
Date: February 2021

News /Accomplishments

- Community Services Bureau (CSB) is perusing an opportunity for administrative simplification now available to Head Start grantees through grant consolidation. In 2020, CSB consolidated its two Early Head Start-Child Care Partnership (EHS-CCP) grants effectively streamlining grant management processes. The Office of Head Start now allows for grantees to consolidate multiple grants across all program codes. CSB has made the initial request to consolidate all Head Start grants so that the Bureau will hold one grant for all programs; Head Start, Early Head Start, and Early Head Start- Child Care Partnership. Benefits from grant consolidation include being able to more cohesively operate programs and reducing duplicative efforts through streamlined reporting and grant application/amendments. CSB will be able to formally request grant consolidation while applying for the Head Start Continuation grant in October for an effective date of January 1, 2022.
- CSB received written notification from California Department of Education (CDE) that they will be conducting the Contract Monitoring Review and Error Rate Review virtually on April 5th-April 16th for all of our state child care contracts. The review consists of verification of processes and activities such as: file eligibility, parent and teacher involvement, due process, staffing qualifications, administrative polices, etc.
- CSB is now working on the Development Phase I of our digital workplace hub, CSBConnect Portal, which will be CSB's primary communication tool that will provide a one-stop-shop for staff, clients/families and partner agencies to share and provide information relevant to their participation on programs administered by the Bureau. Among the features planned and in development are a Distance Learning portal to provide educational material, virtual classrooms and child progress reports for parents and teachers; a Client Portal to allow families/clients to apply for our programs and check status on their applications; as well as an Appointment Management module to allow clients to schedule and manage their appointments with our program staff.
- During the week of February 5, CSB celebrated Pride In Food Service Week where we recognized our Child Nutrition Unit staff for their hard work and daily contributions in ensuring our Head Start and Early Head Start children receive the most nutritious and healthy meals each day. The children at the centers helped to celebrate too by creating beautiful drawings and artwork to share with the Child Nutrition Unit staff.
- Education Managers, Site Supervisors, and teachers focusing on Distance Learning for children and families met virtually on February 10 to address what is working well with families and what areas need improvement. Teachers indicated that a good majority of families are enjoying and are participating in Zoom meetings with their children. Teachers also indicated that some families struggle to balance the needs of the home,


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work, and participating in Distance Learning. The group of staff will continue to meet regularly to problem solve and focus on supporting families in a way that meets their individual needs.

- Site Supervisors participated in a Peer Learning Community (PLC) meeting in collaboration with San Mateo Head Start on February 9. The PLC was established as a way for site supervisors to share concerns, areas of strength, and feedback with one another while building partnerships with staff in another agency.
- The Comprehensive Services team have started annual refresher trainings. Staff will attend trainings twice a month from January- April, to review on content areas.
- CSB's Partner Unit added a new Family Child care provider to serve Early Head Start children and their families via our contract with CocoKids. The new provider received orientation via Zoom on February 11, and started on February 15.
- The Economic Opportunity Council (EOC) appointed two new members to the board. Desire Medlen from East County will be representing the Low - Income sector and Brendan Foley, from Central County, will be representing the Private/ Non-Profit sector of the board. Mrs. Medlen will be joining the Governance subcommittee and Mr. Foley will be joining the Program Services subcommittee.
- The EOC received 14 proposals for Community Services Block Grant (CSBG) Request for Interest (RFI) 722 which closed January 22. The EOC is reviewing proposals and will make a final decision on which community partners will be awarded CSBG funding on March 11, 2021.

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 58.9%
- o Early Head Start enrollment: 88.4%
- o Early Head Start Child Care Partnership enrollment: 73%
- o Head Start Average Daily attendance: 73.8%
- o Early Head Start Average Daily attendance: 78.4%
- o Early Head Start Child Care Partnership attendance: 75.6%
- o Stage 2: 380 children
- o CAPP: 261 children
 - In total: 641 children
 - Incoming transfers from Stage 1: 26 children
- o LIHEAP: 179 households have been assisted
- o CARES LIHEAP: 331 households served
- o Weatherization: 9 households served

b. Staffing:

- o In February, CSB hired two Accountant I's, an Administrative Services Assistant III, Accountant Technician, Associate Teacher, Child Nutrition

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

Transporter, and filled several clerical support vacancies. The Bureau also processed temporary upgrades and extensions. For all other vacancies, the Bureau is working through the established process to fill vacancies permanently or by TU with support from EHSD Personnel and HR.

c. Union:

- One Grievance – Working with Labor on an Step 3 Grievance

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