



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

---

### News /Accomplishments

- The Community Services Bureau (CSB) completed its Self-Assessment the week of May 10, 2021, and there were no non-compliance issues. Highlights of the process include participation from three Board of Supervisors, Policy Council (PC) members, and staff from our delegate agency, First Baptist Head Start (FBHS). The assessment focused on Health and Safety, Program Management and Governance, Education, and Family and Community Engagement. Please refer to attachment *10\_CSB...* for the entire report.
- May was Community Action Month and the Economic Opportunity Council celebrated by honoring the service providers funded by CSBG at the Annual Roundtable event held virtually. We heard heartwarming stories of successes and challenges through the pandemic and CSBs Monica DeVera, Trauma Support Team lead, conducted a much-appreciated self-care/wellness activity to close the event. This is a wonderful way to celebrate as we are not yet in a place with the pandemic to do the in-person outreach events that we typically do every May. Looking forward to next year!
- CSB has officially requested pre-approval for the Central Kitchen relocation and renovation project from the Regional Office of Head Start via the federal 1303 application process. The request is included in the carryover applications for Head Start, Early Head Start, and Early Head Start- Child Care Partnership submitted April 27, 2021. After having located unobligated funds from previous fiscal years, CSB now has sufficient funds for this project which can commence once Head Start approval is obtained.
- CSB provided CAO Analyst, Monica Carlisle, with a tour of our Bayo Vista child care site in Rodeo on Thursday, May 13, 2021. Monica learned about Bayo Vista's collaborations with the Housing Authority, the local Crisis Center, and the refinery near the site. She also had an opportunity to visit each classroom and see children and teaching staff engaged in various activities.
- CSB Trauma Informed Trainers, Ruth Hunter and Julia Kittle-White, provided a virtual training to 25 CSB staff in Trauma 102. The participants were responsive and engaged throughout the 6 hours of training. The topics ranged from the varying types of trauma, brain development and the impact of trauma on brain development, strategies for children and families, and self-care for staff. In six weeks, the same group will receive Trauma 103, which will focus on many strategies that our staff will implement while supporting children and families who experience traumatic situations.

  
1470 Civic Court,  
Suite 200  
Concord, CA  
94520

  
P: 925 681 6300  
F: 925 313 8301

  
[www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)



**I. Status Updates:**

**a. Caseloads, workload (all programs)**

- o Head Start enrollment: 62.1%
- o Early Head Start enrollment: 90%
- o Early Head Start Child Care Partnership enrollment: 75%
- o Head Start Average Daily attendance: 79.6%
- o Early Head Start Average Daily attendance: 85.1%
- o Early Head Start Child Care Partnership attendance: 82.8%
- o Stage 2: 392 children
- o CAPP: 384 children
  - In total: 776 children
  - Incoming transfers from Stage 1: 13 children
- o LIHEAP: 240 households have been assisted
- o CARES LIHEAP: 0 households served (Utility Assistance is 100% spent; however, funds will be transferred to Utility Assistance to serve more households)
- o Weatherization: 9 households served

**b. Staffing:**

- o During the month of May, CSB filled several temporary and permanent Clerk positions. 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:**

- o There are no union issues to report

**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