





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

News /Accomplishments

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- The Economic Opportunity Council held its annual elections and we are pleased to announce the Executive team, Chair; Renee Zeimer, Vice-Chair, Devlyn Sewell; Secretary, Desire Medlen. Site visits are being conducted by the Economic Opportunity Council to all Community Services Block grant-funded subcontractors and will include Executive Director, Dr. Aaron Alarcon-Bowen as his schedule allows.
- On Tuesday, September 7, CSB held its First Baptist Head Start (FBHS) Quarterly Meeting, with all content area managers, accountants, and administrators. The group discussed all comprehensive services areas including areas that need improvements and celebrated successes and accomplishments. The CSB team and First Baptist team are working diligently to improve attendance, 9400s, and demands process. 9400s are monthly enrollment and attendance reports that are generated through CLOUDS (Child Location Observation Utilization Data System) based on daily attendance and is verified by site staff and Partner unit staff each month to ensure the demand matches the enrollment/ attendance for each center.
- The First Baptist Head Start desk audit is underway and a meeting with their board was held on September 24, 2021, to inform them of the process we will undertake.
- The Program Information Report (PIR) was reviewed and submitted to the Office of Head Start. The report validates all of the important services that the Head Start program provides to families. Gathering and compiling this information for a program as large as CSB can be a challenge, but is accomplished through the collaborative efforts of many dedicated staff. For more information, please refer to attachments *10_CSB 09CH010862 Head Start Performance Indicators PIR 2020-2110-13*, *11_CSB 09CH010862 Early Head Start Performance Indicators PIR 2020-21*, *12_CSB 09CH010862 DELEGATE Head Start Performance Indicators PIR 2020-21*, and *13_CSB 09HP000111 Early Head Start-CCP Performance Indicators PIR 2020-21* of this report.
- The Comprehensive Services team has resumed health screenings for preschool children, which were halted due to the pandemic. These include hearing, vision, heights, and weights.
- CSB Site Supervisors and the Education Team met on Tuesday, September 14, for their quarterly collaboration meeting. The meeting focused on wellness, ways to sustain leadership skills learned at previous trainings, and a lesson plan discussion. The meeting was formatted so groups have an opportunity to share ideas, areas of strength at the sites, as well as concerns while seeking feedback and input from others.



- The Partner Unit held its Annual State-Funded Childcare Partner annual refresher training on September 16, 2021, and content area leads addressed areas to improve based on monitoring findings and celebrated accomplishments as well.
- The CSB Annual report was presented at Policy Council in September and printed and was distributed internally and to partners in October 2021.
- The CSB Planning Calendar was approved at August Policy Council and was submitted for the Board of Supervisors' approval.

I. Status Updates:

a. Caseloads, workload (all programs)

- Head Start enrollment: 47.23%
- Early Head Start enrollment: 81.03%
- Early Head Start Child Care Partnership enrollment: 66.79%
- Head Start Average Daily attendance: 76.00%
- Early Head Start Average Daily attendance: 66.00%
- Early Head Start Child Care Partnership attendance: 83.05%
- Stage 2: 335 children
- CAPP: 491 children
 - In total: 826 children
 - Incoming transfers from Stage 1: 6 children
- LIHEAP: 217 households have been assisted
- CARES LIHEAP: 0 households served
- Weatherization: 11 households served
- CSB analyzed 12 months of data for the above state and federal childcare, LIHEAP, and Weatherization programs to show trends of services provided to families and clients since mid-year 2020. The report reveals that some services decreased in 2020 and a few months in 2021 due to various reasons. However, we are experiencing an increase in services since the shelter-in-place has lifted and positive COVID cases have declined countywide. For more information, please refer to attachment, *14_CSB- All Program Trends - 9.2021*.

b. Staffing:

- During the month of September, CSB filled several temporary and permanent positions. The Bureau also processed several promotions and filled 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:

- There are no Union updates at this time.

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

II. Emerging Issues and Hot Topics:

- The Community Services Bureau and the Employment and Human Services Department are conducting a review of CSB's delegate agency, First Baptist Head Start. This review encompasses fiscal, governance, systemic, and programmatic areas. It is scheduled to be concluded by mid-November.

cc: Policy Council Chair, Jasmine Cisneros
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Program Specialist, Chris Pflaumer