




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

News /Accomplishments

**Aaron Alarcon-
Bowen, PhD**
Director

- CSB’s Balboa Children’s Center hosted a special Community Outreach and Self-Care Day on Wednesday, October 27, for all enrolled families, staff, and community members. The event included valuable opportunities to learn more about CSB’s varying programs, job opportunities, grocery giveaways, diaper giveaways, music, and more! Many Richmond community partners including, NAMI Contra Costa, Richmond Fire Department, Contra Costa Behavioral Health Services, Lincoln Families, Faith Campbell Learning Center, West Contra Costa Adult Ed, and La Familia offered resources. This wonderful event was enjoyed by many and we look forward to future planning to include more CSB sites in such events.
- CSB welcomed the 2021-2022 Head Start Policy Council Committee in mid-October. Parents were elected at their site-based parent meetings in September. Our Executive team was elected during our first meeting of the year. We welcomed chairwoman, Jasmine Cisneros, newly elected vice-chair Juan de Dios Batiz, secretary, Karen Medrano and parliamentarian, Myriah Herrington. We are excited about the year and look forward to a productive year with our new Policy Council Committee.
- The Community Services and Development (CSD) conducted a desk review for the Community Services Block Grant (CSBG) contract, and CARES contract. The desk review included a review of our administrative, fiscal and programmatic reports. We are happy to announce that there were no noncompliance and deficiencies reported.
- The Economic Opportunity Council and CSB staff held a very successful public hearing on the 2021-2022 Community Action Plan and the response from those in attendance was that the four priority areas (food, jobs, mental health, and housing) were “spot on” and captured the issues facing our community well. The Community Assessment data was noted as “excellent” and “comprehensive” and highly valuable to our community-based partners in their quest to obtain grant funds. The full Community Assessment was sent to all participants following the meeting.
- Starting in November, the Community Services Bureau (CSB) and the Economic Opportunity Council (EOC) will hold monthly meetings with Community Services Block Grant (CSBG) awardees to further support our community partners. Monthly meetings will be a place to share resources, updates, and guest speakers.
- Head Start and Early Head Start staff participated in a review of EHSD’s Standards of Conduct on October 20 to ensure all staff are aware of the anti-harassment and non-discrimination standards outlined in the document.
- Select CSB teaching staff and Site Supervisors participated in the 2021 Family Engagement and Cultural Effectiveness conference sponsored by the Office of Head


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Start. The virtual training was designed to celebrate the different cultures, traditions, and practices that are reflected in the modern family. In doing so, CSB participants are learning how to use the strengths and attributes of culture to aid a child's own successful walk through the world. In this conference, nationally and internationally known practitioners, researchers, and motivational speakers are sharing their knowledge, to teach us and to learn from us, about parent engagement through the lens of cultural awareness.

- Connecting literacy with our menu is another strategy we utilize to encourage our children to enjoy meals prepared by our Central Nutrition Unit staff. October 11-15, 2021, was "Tacos week". All of CSB's directly operated toddler and preschool classrooms participated and enjoyed a variety of tacos throughout the week. Each preschool classroom read "Dragons Love Tacos" to further celebrate "Tacos Week".

I. Status Updates:

a. Caseloads, workload (all programs)

- o Head Start enrollment: 54.11%
- o Early Head Start enrollment: 84.57%
- o Early Head Start Child Care Partnership enrollment: 66.79%
- o Head Start Average Daily attendance: 80.2%
- o Early Head Start Average Daily attendance: 74.48%
- o Early Head Start Child Care Partnership attendance: 81.09%
- o Stage 2: 334 children
- o CAPP: 453 children
- o Emergency Childcare: 55
 - In total: 842 children
 - Incoming transfers from Stage 1: 20 children
- o LIHEAP: 174 households have been assisted
- o ARPA LIHEAP *: 90 households served
- o Weatherization: 10 households served

b. Staffing:

- o During the month of October, CSB hired two Teacher Assistant Trainees and one Comprehensive Services Assistant Manager- Project. 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.
- o As of October 2021, recruitments efforts through the digital marketing campaign were not live yet (as of November, they are now). However, our most needed teaching positions, Associate Teachers and

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Administration for Children and Families
Program Specialist, Chris Pflaumer

Infant/Toddler Associate Teachers were placed on several recruitment websites, including Indeed, Jobs at Head Start, and PITC (Program for Infant/Toddler Care). These classifications have the most in-class vacancies. All CSB teaching classifications are continuously recruited on the County website, as well. At present, there are 12 in-class vacancies for Infant/Toddler Associate Teachers and 14 in-class vacancies for Associate Teachers. We also recently received several applications for the Teacher Assistant Trainee classification and are in the process of scheduling interviews.

c. Union:

- There are no Union updates at this time.

II. Emerging Issues and Hot Topics:

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

* ARPA LIHEAP is a new contract that was executed in October for clients impacted by COVID-19 with large past due energy bills.

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