

CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

Building Brighter Futures Together



Child Care Program Update

June 27, 2023

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Director

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Outline

1. Current Events
2. Services
3. Monitoring
4. Budget
5. Region IX Communication
6. Requested Motion



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Current Events

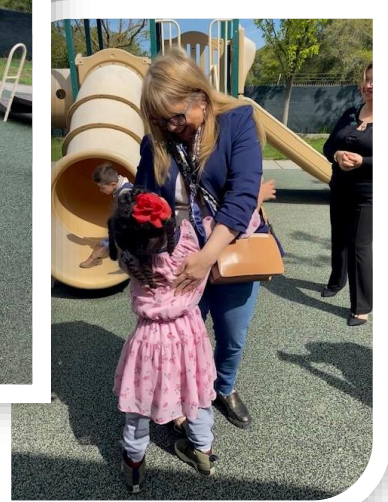


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Week of the Young Child

April 3 - 7



Services



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FY23-24 Admissions Priorities | Selection Criteria

Responsive to Management Bulletin 23-01 California Department of Education

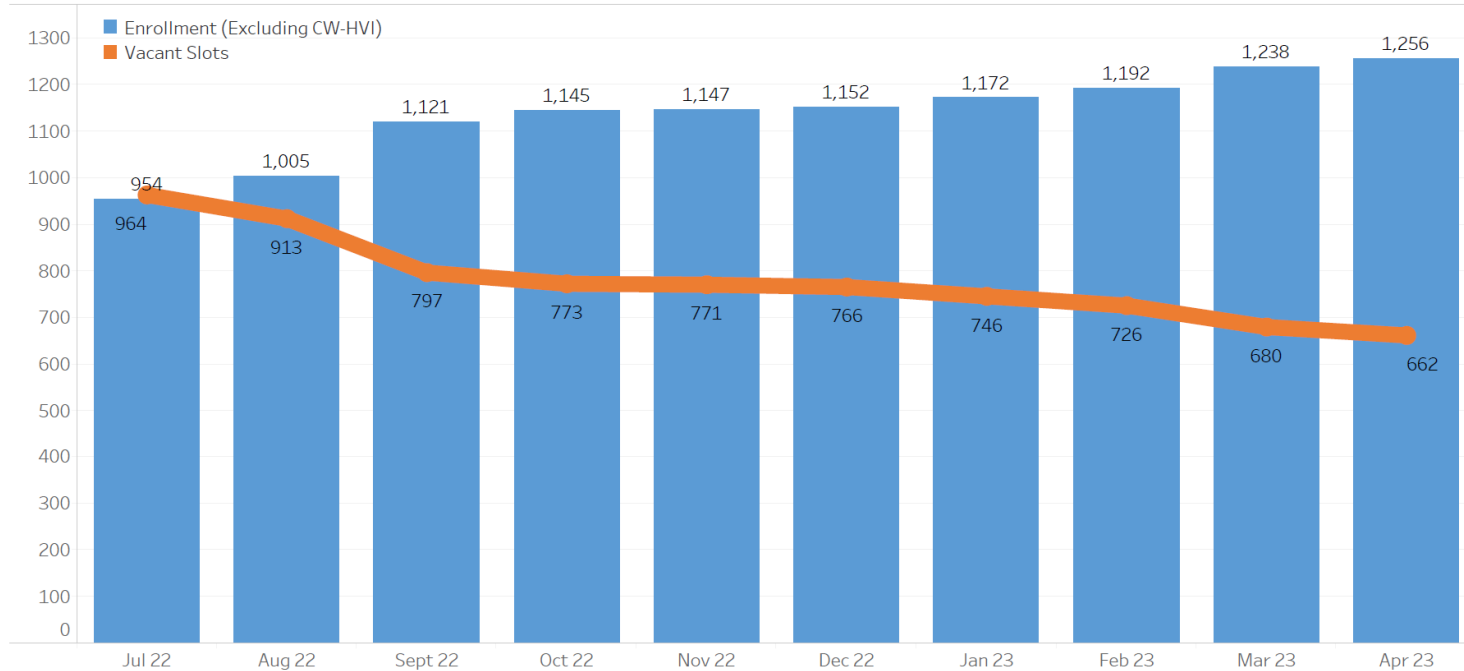
Infants and Toddlers Ages 0-2

1. Recipients of Child Protective Services (CPS) | At risk for CPS | In Foster Care
2. Lowest Income (tie breaker criteria)

Pre-School Aged 3-5

1. Recipients of Child Protective Services | At risk for CPS | in Foster Care
2. With disabilities
3. 4 year-olds not in Transitional Kindergarten (tie breaker criteria)
4. 3 year-olds with lowest income (tie breaker criteria)
5. Income no more than 15% above income guidelines (tie breaker criteria)

Child Care Centers Enrollment

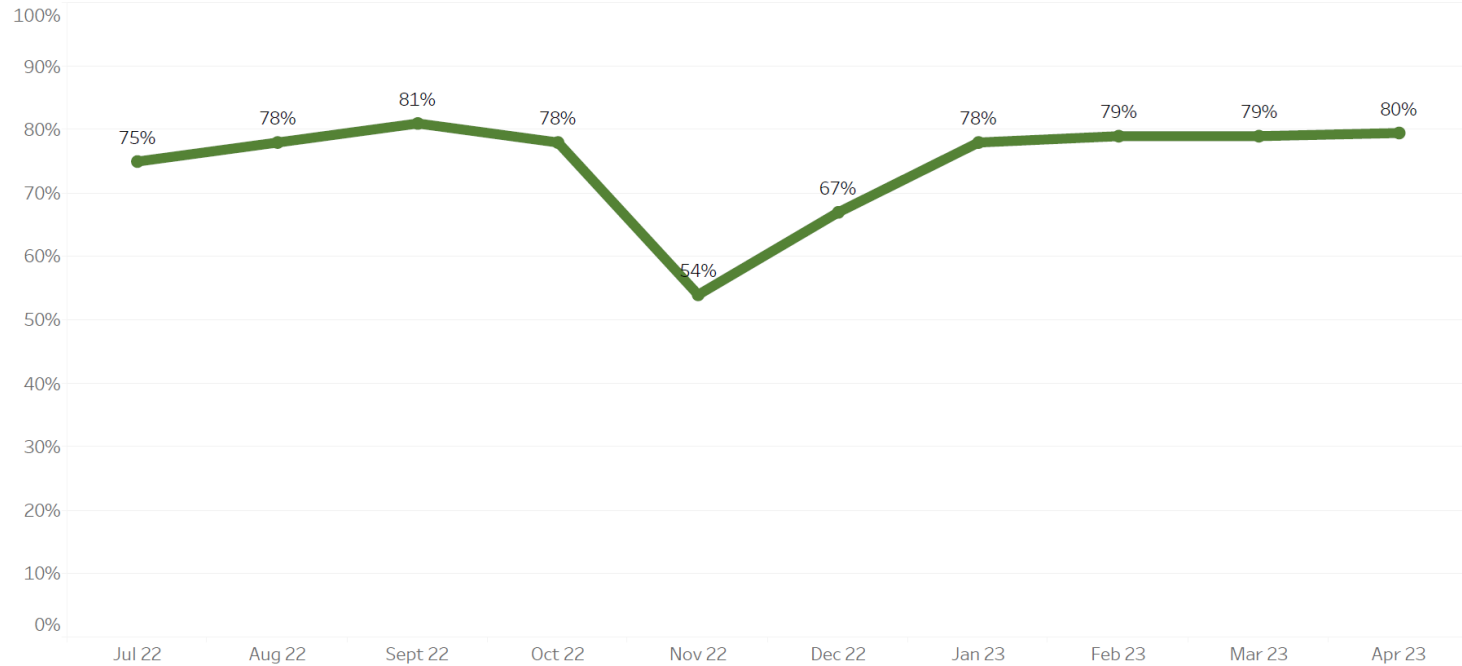


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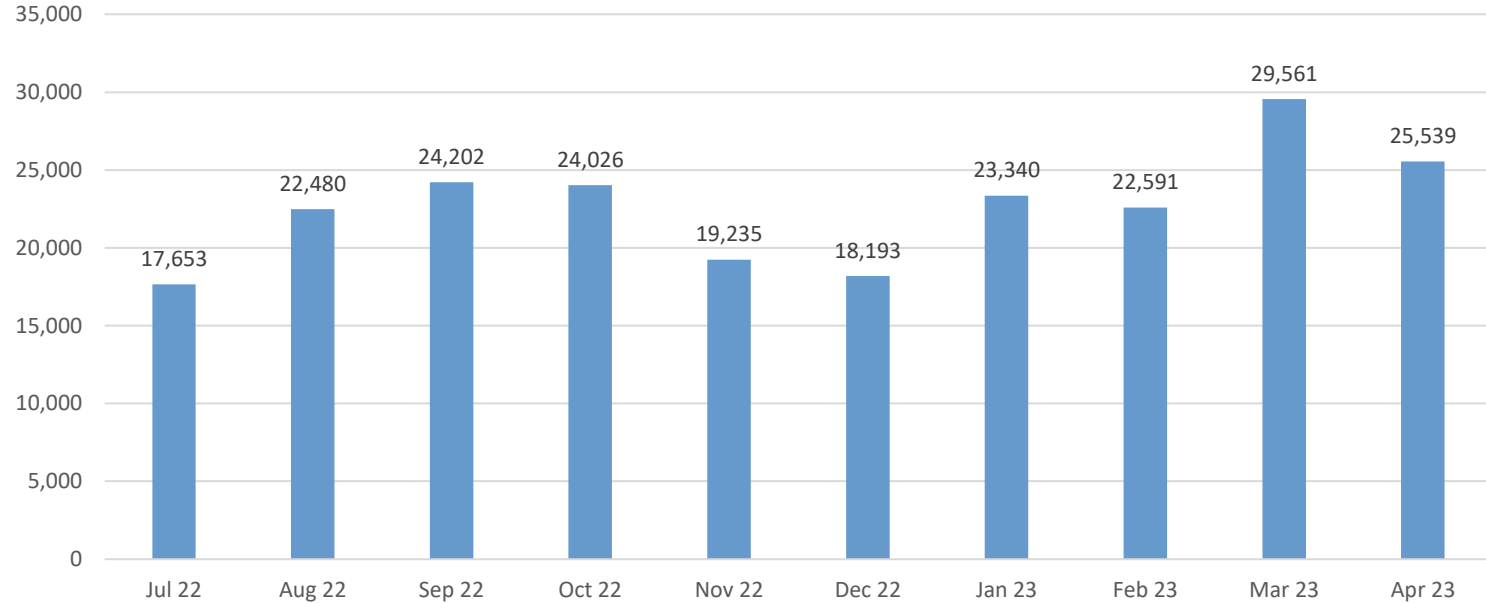
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Attendance Rate



Meals and Snacks



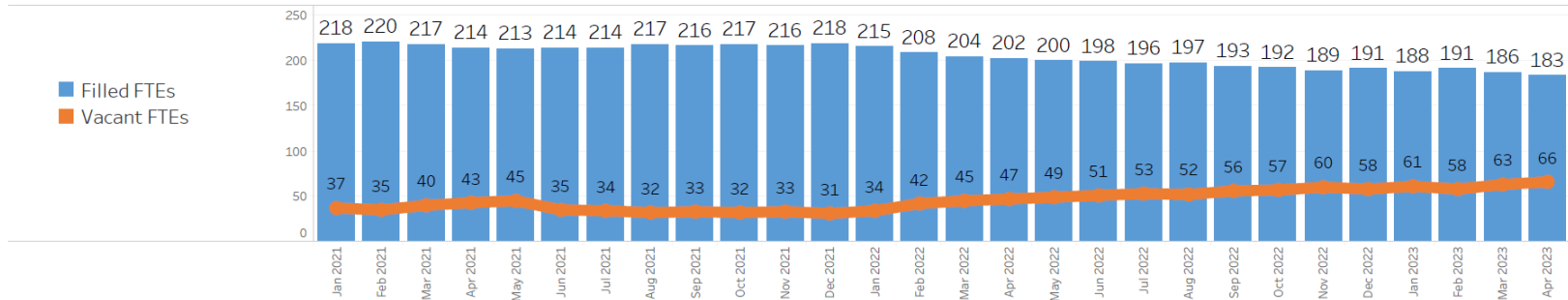
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Child Care Position Vacancies

Filled vs Vacant FTEs 2021 - 2023



Vacant FTEs by Classification 2021 - 2023

	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	
Associate Teacher-Project	7	7	6	7	7	4	3	3	4	4	3	3	4	7	8	10	12	13	18	19	18	18	18	18	17	17	17	17	
Child Nutrition Assistant-Proj	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	2	
Child Nutr Fd Svc Trns-Prj	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Child Nutr Food Oper Supv-Prj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Clerk-Experienced Level	0	0	2	2	2	1	1	1	2	2	2	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Comprehensive Svcs Asst Mgr-Prj	1	1	3	3	4	4	3	3	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	3	1	4	4	5	
Comprehensive Svcs Man-Prj	3	3	3	3	3	3	3	1	1	0	0	0	0	0	1	1	1	1	1	2	2	2	2	2	2	2	2	3	
Infant Toddler Assoc Tcher-Prj	7	7	8	8	8	5	5	6	6	6	6	6	6	7	8	8	8	8	8	5	4	4	4	4	4	4	4	5	
Infant Toddler Teacher-Project	2	2	3	5	5	4	4	3	3	3	3	5	6	6	5	5	5	5	5	5	5	5	5	5	5	5	5	6	
Inf/Tod Master Teacher-Prj	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intermediate Clerk-Prj	2	1	2	1	1	1	2	2	2	2	2	1	1	1	1	1	1	1	2	2	4	5	5	5	5	2	3	4	
Master Teacher-Project	3	3	2	2	3	3	2	2	2	2	2	2	2	4	3	3	3	3	3	2	2	2	2	2	2	2	2	2	
Senior Clerk-Project	1	1	0	0	0	0	3	4	6	6	6	6	5	5	6	6	6	6	6	5	5	6	6	6	6	6	5	4	5
Site Supervisor I-Project	1	1	2	2	2	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Site Supervisor II - Project	2	2	2	2	2	1	1	0	0	0	0	0	0	1	1	1	1	1	1	1	2	2	3	3	3	3	3	2	
Teacher-Project	4	4	5	6	6	6	7	6	6	7	7	7	9	10	11	11	11	11	12	13	11	11	11	11	11	11	12	13	
Grand Total	37	35	40	43	45	35	34	32	33	32	33	31	34	42	45	47	49	51	53	52	56	57	60	58	61	58	63	66	

Monitoring



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QIP Update

- July 15, 2022 received *Program Performance Summary Report* with 5 deficiencies and 1 area of noncompliance
- August 9, 2022 Board approved a *Quality Improvement Plan (QIP)* and August 11, 2022 EHSD submitted QIP
- Regular engagement with Head Start Training and Technical Assistance
- Monthly QIP progress reports submitted to Head Start
- November 28-December 1, 2022 follow-up review regarding 2 safety deficiencies (supervision, child maltreatment)
- February 9, 2023 received *Program Performance Summary Report* with 2 safety deficiencies corrected
- June 10, 2023 submitted final QIP progress report
- **QIP ends July 14, 2023**
- We expect a final review within several weeks for remaining 3 deficiencies (unusual incidents, program monitoring, internal controls) and 1 area of noncompliance (governance)

Complaints

*Community members, customers, and employees have several avenues to file complaints.
Our goal is to fully resolve complaints at the lowest level.*

- **Community Services Bureau**

Complaints can be received by anyone. They are resolved at the lowest possible level, reaching Bureau Director if necessary.

- **Employment & Human Services Department (EHSD)**

Complaints are received at the Director's office. They are referred to the Bureau or contracted Ombudsperson for resolution depending on the situation. Resolution and monthly reports are reviewed by Director.

- **Board of Supervisors**

Complaints are received by Board offices. They are referred to Department or CAO, as appropriate, for resolution. Department reports resolution to Board staff and/or CAO.

Employees can also file complaints and grievances with EHSD Personnel and County Human Resources.

Community members, customers and employees can also file complaints with state and federal funding and regulatory agencies.

Daily Facility Checklist

April 2023		
Question	Concern	%
• Environment(s) are free of rust.	(101 / 577)	17.504%
• Outdoor environment is free of litter and unsafe debris.	(29 / 577)	5.026%
• Outdoor environment(s) are free of weeds and leaves.	(27 / 577)	4.679%
• All electrical outlets are covered.	(3 / 577)	0.52%
• Alarms, if applicable, and locks in hallways, front doors, and gates are in working order.	(2 / 577)	0.347%
• The temperature in the refrigerator(s) is set below 40°F and the freezer below 0°F.	(2 / 577)	0.347%
• All postings are current and relevant.	(1 / 577)	0.173%

Daily Classroom Health & Safety

April 2023		
Question	Concern	%
• All cabinets are secured and locked.	(4 / 1664)	0.24%
• Wallpad/Tablet correctly reflects enrolled children in correct classroom.	(2 / 1664)	0.12%
• All door alarms are on and in good working order, if applicable.	(2 / 1664)	0.12%
• Children's food allergy list posted and kept confidential.	(1 / 1664)	0.06%
• Zoning maps for indoors and outdoors are posted.	(1 / 1664)	0.06%
• All rooms have been scanned for items not belonging in the children's space, such as sun tan lotion in a cubby, teacher's personal belongings, including food/beverages, adult scissors.	(1 / 1664)	0.06%
• The spaces in classrooms, hallways, and other areas are clear, clean & free of objects including trip hazards, fall hazards, piles/clutter, etc.	(1 / 1664)	0.06%
• The learning environment is arranged to promote active supervision (sight and sound) of all children present.	(1 / 1664)	0.06%

Daily Playground Safety

April 2023		
Question	Concern	%
• Equipment and Parts: All play equipment is in good repair with no cracks or jagged edges, or blocked from children's access.	(108 / 1087)	9.936%
• Boundaries: Fencing or other barrier zone play areas are locked, secure and in good repair, including gate latches and alarms.	(32 / 1087)	2.944%
• Litter: The area is free of glass, sharp objects, animal feces, branches, wasp nests, vagrants, and abandoned clothing.	(15 / 1087)	1.38%
• Play Materials: All additional play materials such as small blocks, books, dramatic play items, and other toys are in good repair and age appropriate for the children using them.	(14 / 1087)	1.288%
• Portable Materials: All portable items such as carts, trikes, blocks, water tables, etc. are in good repair with no cracks or jagged edges.	(11 / 1087)	1.012%
• Zoning Maps: Zoning maps are posted outside in a visible location.	(1 / 1087)	0.092%

April 2023 Unusual Incidents

Category	7/22	8/22	9/22	10/22	11/22	12/22	01/23	02/23	03/23	04/23	FY 21/22 YTD	FY 22/23 YTD
Child Injury	0	0	0	1	4	0	1	0	1	0	3	7
Lack of Supervision	2	1	2	1	0	1	0	0	0	1	1	8
Inappropriate discipline	0	0	0	3	0	1	1	0	0	1	1	6
Potential child abuse and maltreatment	0	0	0	1	0	0	0	1	1	0	0	3
Unauthorized release	0	0	0	0	0	0	1	0	0	0	0	1
Other	0	1	0	8	5	6	2	4	1	2	15	29
TOTAL	2	2	2	14	9	8	5	5	3	4	20	54



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Fiscal Monitoring

Dates

- 1st Quarter – September 2022
- 2nd Quarter – December 2022
- 3rd Quarter – April 2023
- 4th Quarter – Scheduled June 2023

Topics

- Allowable Costs
- Internal Controls
- Cost Allocation Property
- Contract Compliance
- Accountability



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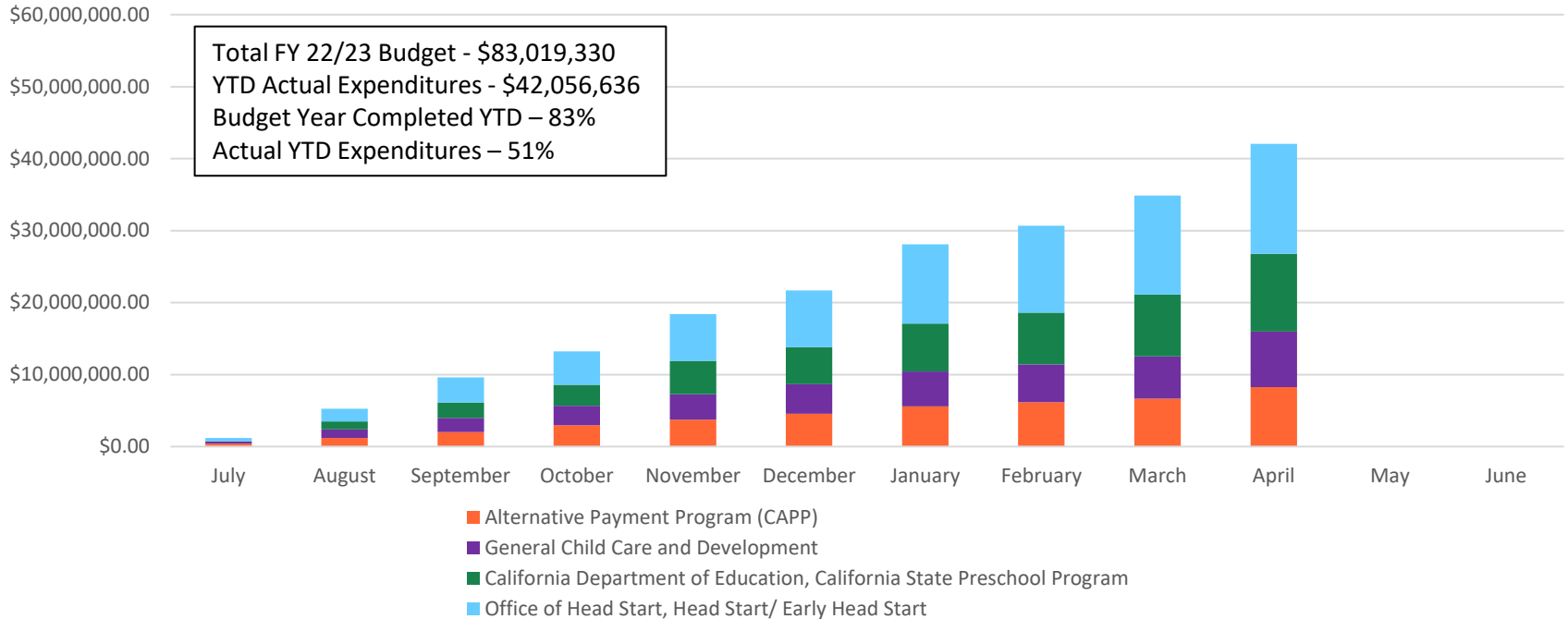
Budget



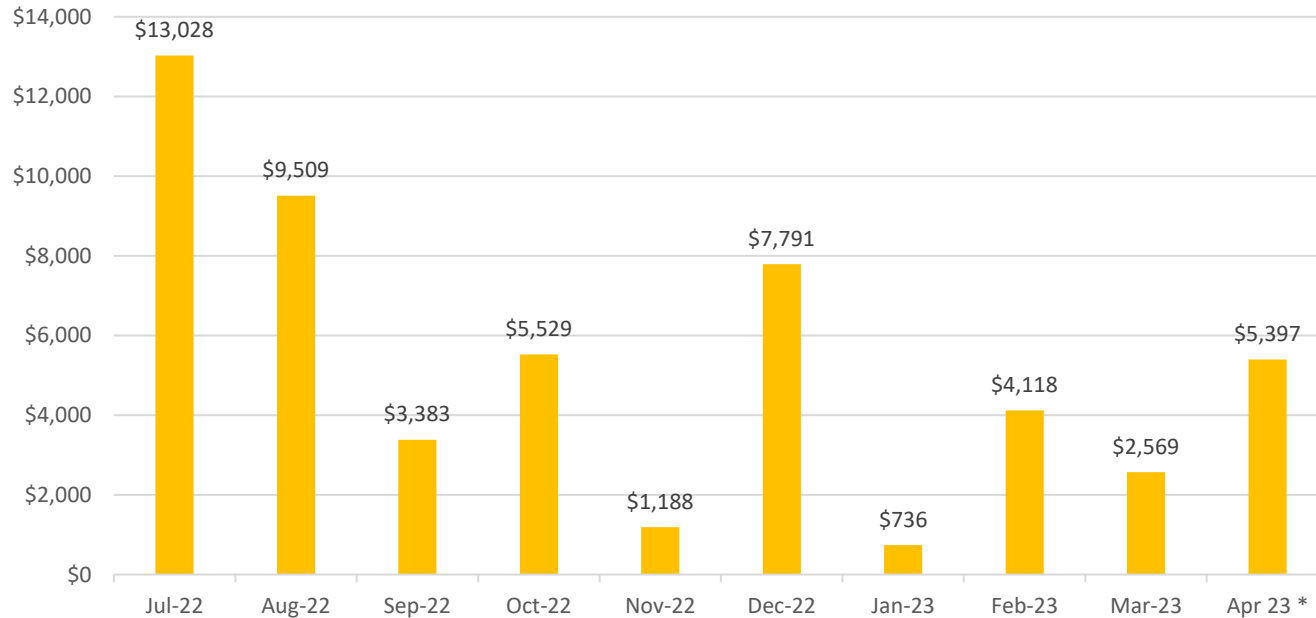
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Child Care Budget Summary



Credit Card Expenditures



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Region IX Communications



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April 2023 ACF / OHS Communications

- April 25, 2023: Real Property Facilities Initiative (RPFI) Facilities Review

Requested Motion



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Motion Requested

RECEIVE monthly update on the activities and oversight of the County's Head Start Program and ACCEPT the 2023-2024 Admission Priorities / Selection Criteria. (Marla Stuart, Employment and Human Services Director)



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