



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Director  
Date: January 8, 2013

Subject: 2012/13 Community Services Bureau Policies & Procedures manual

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**RECOMMENDATION(S):**

ACCEPT 2012/13 Policies and Procedures for the Community Services Bureau of the Employment & Human Services Department.

**FISCAL IMPACT:**

None

**BACKGROUND:**

Head Start Performance Standard 1305.3 (c) (6) mandates that the Head Start grantee set criteria, based on a community assessment, that define types of children and families who will be given priority for recruitment and selection. It also requires annual approval of written plans for implementing services which is described within the Policies and Procedures manual. This board order accepts the Community Services Bureau Policies and Procedures for the 2012/13 program year. The document was approved by the Head Start Policy Council on November 14, 2012.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/08/2013** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 8, 2013

David Twa, County Administrator and Clerk of the Board of Supervisors

By: STACEY M. BOYD, Deputy

Contact: C. Youngblood,  
313-1712

cc:



CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Department will not be in compliance with Head Start regulations.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

ATTACHMENTS

CSB Head Start P&Ps