



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: April 14, 2015

Subject: ADD (1) Assistant Director-Project, (1) Comprehensive Services Manager-Project, (1) Intermediate Clerk-Project and (1) Accounting Technician in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21628 add one (1) Assistant Director-Project (9MD3) (unrepresented) position at salary plan and grade C85 1633 (\$5,446 - \$6,619); add one (1) Comprehensive Services Manager-Project (9MS3) (unrepresented) position at salary plan and grade C85 1454 (\$4,561 - \$5,544); add one (1) Intermediate Clerk-Project (99J3) (represented) position at salary plan and grade QH5 0946 (\$2,842 - \$3,454), and one (1) Accounting Technician (JD7A) (represented) position at salary plan and grade 3RX 1236 (\$3,664 - \$4,680) in the Employment and Human Services Department, Community Services Bureau.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$390.850, including pension costs of \$75,090. 100% Federal funds for the Early Head Start Partnership Grant.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2015** ☒ 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

ABSENT: 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: April 14, 2015

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

By: Chris Heck, Deputy

Contact: Reni Radeva (925)
681-6321

BACKGROUND:

The Administration of Children and Families (ACF), Office of Head Start awarded an Early Head Start Child Care Partnership Grant to the Community Services Bureau (CSB) of Employment and Human Services Department. The grant period is 1/1/2015 - 6/30/2019 with an annual award of \$1,062,176. The grant will allow CSB to implement new child care partnerships to serve 72 infants and toddlers and their families throughout Contra Costa County. The Bureau will partner with First Baptist Head Start and the Contra Costa Child Care Council (CCC) to provide full-day, full-year comprehensive services to low-income children ages 0-3 years old and their families in a center-based or family child care program. Community Services Bureau will be responsible for the administration of the grant, the delivery of comprehensive services to the children and their families, monitoring of the providers to ensure compliance with the Early Head Start and California State Licensing Regulations, and program and fiscal audits requested by ACF. In addition to providing administrative and technical assistance, CSB will be responsible for reporting outcomes and expenditures to the Administration for Children and Families. To ensure the administration of the grant, CSB will need one Assistant Director-Project who will be responsible for ensuring compliance with Licensing and State regulations and Early Head Start education requirements; one Comprehensive Services Manager-Project who will be responsible for the delivery of comprehensive services, and providing resources and support; one Intermediate Clerk-Project who will provide clerical support to both the Assistant Director and the Comprehensive Services Manager; and one Accounting Technician who will provide fiscal support. All these positions are budgeted in the approved Partnership Grant budget.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the requested four positions to CSB may result in inadequate and insufficient staffing of the new Early Head Start Child Care Partnership Grant awarded to the Community Services Bureau and may negatively impact the administration of the Partnership Grant. This in turn may result in lost funding for CSB and for the County.

CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five outcomes established by the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS

P-300 #21628