



# Contra Costa County

To: Board of Supervisors  
From: Kathy Gallagher, Director  
Date: September 13, 2016

Subject: 2016-2018 Community Services Bureau Policies & Procedures Manual and Service Plan

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## **RECOMMENDATION(S):**

APPROVE the revised 2016-18 Policies and Procedures and Service Plan for the Head Start program as recommended by the Employment & Human Services Director.

## **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 Head Start Policies and Procedures and Service Plan for the 2014-15 program year. The document was reviewed and approved by the Head Start Policy Council on February 18, 2015.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **09/13/2016** ☒ 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: September 13, 2016

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

By: Stacey M. Boyd, Deputy

Contact: CSB, (925) 681-6304

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 Policies-Procedures REDLINE

CSB Policies-Procedures CLEAN

CSB Policies-Procedures summary of changes