



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: April 10, 2018

Subject: Lay off Employees and Abolish and Restore Position in the EHSD/CSB Part-Day, Part-Year Programs

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2018/140 to APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to temporarily close the part-day, part-year Head Start Center Based Pre-School Program, and the Home Based Program during the low enrollment summer period effective the close of business day May 11, 2018; ABOLISH project positions and lay off employees in the Employment and Human Services Department/Community Services Bureau as specified in Attachment A-1, effective the close of business day May 11, 2018; and C) Re-establish positions as specified in Attachment A-2, effective August 20, 2018.

**FISCAL IMPACT:**

Upon approval there will be no fiscal impact. The fiscal year funding anticipates the closure of the part-day, part-year Center Based and the Home Based Programs during the summer months. The closure of the part day, part year Head Start Center Based Pre-School Program and the Home Based Program is scheduled in the operation of the child care program, and the savings from the closure are incorporated in the Employment and Human Services Department/Community Services Bureau's fiscal year budget.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: **04/10/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ABSENT: Diane Burgis, District III Supervisor

Contact: Reni Radeva (925) 608-5036;  
rradeva@ehsd.cccounty.us

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 10, 2018

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

By: June McHuen, Deputy

## BACKGROUND:

The Head Start Center Based and the Home Based Programs operate on a nine-month schedule. Teacher-Project and Early Childhood Educator-Project positions, funded through the Administration for Children and Families grant, will be eliminated at the close of business day May 11, 2018 through August 19, 2018. In order to keep expenditures within the available funding and keep staffing at the level necessary for efficient operations, it is necessary to abolish the positions described in Attachment A-1 on the date indicated. Positions required to support Center Based and Home Based programs for the 2018-2019 program year will be re-established August 20, 2018 as indicated on Attachment A-2. Incumbents in positions that are proposed to be eliminated were hired as part-year teachers and/or have bid into these part-year slots. They are aware of the summer closures and the employment opportunities available when the new school year starts and positions are re-established.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to close the part-day, part-year Center Based and Home Based programs during the summer months of 2018 will result in a fiscal deficit for the Employment and Human Services Department/Community Services Bureau.

## CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department/Community Services Bureau supports four of Contra Costa County's community outcomes - Outcome 2: Children and Youth Healthy and Preparing for Productive Adulthood; Outcome 3: Families that are Economically Self Sufficient; Outcome 4: Families that are Safe, Stable and Nurturing; and Outcome 5: Communities that are Safe and Provide a Health Quality of Life for Children and Families are supported. Employment and Human Services/Community Services Bureau part-day, part-year Head Start pre-school and home based programs support all the listed outcomes.

## ATTACHMENTS

Resolution No. 2018/140

List of positions to be abolished and restored