



Contra Costa County

To: Board of Supervisors
From: Kathy Gallagher, Director
Date: July 30, 2019

Subject: 2019-2021 Community Services Bureau Policies and Procedures Manual

RECOMMENDATION(S):

APPROVE the revised 2019-2021 Policies and Procedures for the Head Start program, as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

There are no fiscal impacts.

BACKGROUND:

Head Start Performance Standard 1302.10 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 2019-2021 program years. The document will be reviewed for approval by the Head Start Policy Council on August 21, 2019. If the Council makes any revisions to the manual, it will come back to the Board for final approval.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/30/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II Supervisor

Diane Burgis, 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: July 30, 2019

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

By: Stephanie Mello, Deputy

Contact: CSB, (925) 681-6389

cc: Nasim Eghlima, Christina Reich

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

CHILDREN'S IMPACT STATEMENT:

The Employment and 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

Summary of changes

Section 1 track changes

Section 2 track changes

Section 3 track changes

Section 4 track changes

Section 5 track changes

Full copy Policies and Procedures