



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 21, 2020

Subject: Approve Community Services Bureau Program Improvement Plan

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**RECOMMENDATION(S):**

ACCEPT the Employment and Human Services Department (EHSD), Community Services Bureau Program Improvement Plan (Plan) for EHSD Community Services Bureau Head Start Program and AUTHORIZE submission of this Plan to the Administration for Children and Families, as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Community Services Bureau (CSB) Head Start Program provides early care and education services to low-income children 0-5 years of age. A review of this Program was completed by the Office of Head Start in October 2019. Based on that review, two areas of service delivery were found to be out of compliance. The attached Plan defines corrective actions and time frames to correct the identified areas not in compliance.

**CONSEQUENCE OF NEGATIVE ACTION:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **01/21/2020** ☒ 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: January 21, 2020

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

By: Stephanie Mello, Deputy

Contact: Gina Chenoweth  
8-4961

cc:

If items found non-compliant are not corrected in the time-frame provided (by February 22, 2020), the County could lose Federal funding to operate the Head Start program.

### CHILDREN'S IMPACT STATEMENT:

The Community Services Bureau Program supports all five of Contra Costa County's community outcomes: (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" by providing comprehensive early care and education services that include family services, health, mental health, nutrition, disabilities and educational services.

### ATTACHMENTS

CSB Head Start Plan Memo to BOS

EHSD Head Start Plan

Head Start Compliance Notification to EHSD