

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: August 18, 2021	Time: 6:00-8:15 PM
Zoom Meeting ID: 82911447514 Password: 303022	
Meeting Leader: Jasmine Cisneros	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Rita Loza at least 48 hours before the meeting at (925) 864-0837 or at araujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to araujo@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

All votes taken during a teleconference will be by roll call.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An approval of the 2021-2022 Planning Calendar.

An approval of the 2022 Early Head Start & Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives.

An approval of the June 16, 2021 Policy Council Minutes.

An understanding of the Final-Year DRDP Outcomes Reports and School Readiness Goals updates so that we are aware of the children’s educational progress.

An understanding of the semi-annual updates to current objectives to ensure progress is being made towards achievements of 2018-2022 Program Goals & Objectives.

An understanding of the process and results from the 2021 Self-Assessment to review areas of improvement and celebrate areas of strength.

An understanding of the 2020-2021 Semi-Annual Monitoring report so that we are informed of our strengths and areas for improvement.

Recognition of the 2020-2021 Policy Council as this is the last meeting for this PC year.

An understanding of Site Reports so that we may celebrate the co-partnering efforts of our children, families, and staff to build partnerships and community.

An understanding of announcements so that we may be informed of bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Matthew Carlson	2 Minutes

Meeting Ground Rules	Present Clarify Check for understanding	Matthew Carlson	3 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Administrative Reports: <ul style="list-style-type: none"> CSB Director Interim Division Manager Fiscal 	Present Clarify Check for understanding	Aaron Alarcon-Bowen Amy Wells Haydee Ilan	20 Minutes
Action: <ul style="list-style-type: none"> Consider approval of 2021-2022 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Amanda Cleveland	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of 2022 Early Head Start & Head Start Program Continuation Grant 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	15 Minutes
Action: <ul style="list-style-type: none"> Consider approval of June 16, 2021 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Carmina Hernandez	3 Minutes
Report: <ul style="list-style-type: none"> Final DRDP and SR Goals 	Present Clarify Check for understanding	Ron Pipa Afi Fiaxe	20 Minutes
Report: <ul style="list-style-type: none"> Goals & Objectives Semi-Annual Report 	Present Clarify Check for understanding	Sarah Reich	10 Minutes
Report: <ul style="list-style-type: none"> 2021 Self-Assessment 	Present Clarify Check for understanding	Amanda Cleveland	10 Minutes
Report: <ul style="list-style-type: none"> Semi-Annual Monitoring Report 	Present Clarify Check for understanding	Nelly Ige	10 Minutes
2020-2021 Policy Council Recognition	Present	Aaron Alarcon-Bowen	20 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	3 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute

Video Conference Meeting – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
 - Review documents ahead and be ready to participate as required.
 - Familiarize yourself with your phone settings, mute/unmute buttons.
 - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
 - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
 - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
 - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
 - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
 - A YES (list names of members voting aye)
 - NOES (list names of members voting no)
 - ABSTAIN (list names of members who abstained)
 - ABSENT (list names of members absent)
 - The chair will announce the proposed decision by stating(Samples):
 - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
 - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
 - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

Director's Report to Policy Council

1. **INSPIRATIONAL STORY:** Ted Talk about the importance of the first 5 years of a child's life (7:26 minutes)
2. **COVID-19 PANDEMIC UPDATE:** As the COVID-19 Delta variant becomes more prevalent, CSB is making sure that we take all the precautions required by Community Care Licensing, the Office of Head Start, the California Department of Education, Contra Costa Health Services, and the California Department of Public Health. We are committed to keeping our children and staff safe. Amy will provide a more detailed report about the measures we have implemented but we would like to ask all of our parents to please make sure that you comply with the requests at our centers, primarily with monitoring your child's health and not bringing them to our sites when there is the least suspicion about potential symptoms. If you haven't been vaccinated, please considering taking the vaccine. Together we can defeat this pandemic!
3. **SHARING OUR MESSAGE**
 - CSB is planning to utilize our social media accounts more strongly in order to spread the word about the great work that we are doing! We will start a texting campaign among our families asking them to "like" us on Facebook. We have the link to our Facebook page in the comments. Please go right now and give us a "like"!
 - The members of Congress that represent our area are "home" during the Summer break. National Head Start is encouraging all the grantees across the country to invite their elected officials to their sites. We accepted this challenge and last week we sent letters to Congressman DeSaulnier, Congressman McNerney and Congressman Thompson, extending a warm invitation to see the wonderful work that we do at our sites. We hope that at least one of them says yes!
4. **LEGISLATIVE ADVOCACY:** CSB Director is in conversation with the Office of California State Senator Steve Glazer who represents Contra Costa County. The items that are on the table are: increasing the salary of teachers and to push the legislature to make coronavirus vaccinations mandatory for all child-care centers in the state. This is the first meeting of many that the CSB Director is having with our elected officials. One of his priorities is to increase the advocacy among the members of the several legislative bodies in our area with the purpose to enhance our program and support our staff.
5. **VISITING OTHER HEAD STARTS PROGRAMS IN THE BAY:** CSB Director is planning to meet with all the Head Start Directors in the Bay area with the purpose to learn from what they do and also share what our Bureau is doing. First meeting was with the Unity Council Head Start and Family Services Director. We are stronger when we work together!

Enrollment and Attendance Report to Policy Council July 2021

Enrollment:

- HS – 45.06%
- EHS –80.71%
- EHS-CCP2 –61.83%

Attendance:

- HS –73.43%
- EHS –69.83%
- EHS-CCP2 –83.05%

Low enrollment and attendance numbers due to Covid-19 concerns & class size restrictions.

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

Informe de Inscripción y Asistencia al Consejo de Políticas Julio 2021

Inscripción:

- HS – 45.06%
- EHS –80.71%
- EHS-CCP2 –61.83%

Asistencia:

- HS –73.43%
- EHS –69.83%
- EHS-CCP2 –83.05%

Bajos números de inscripción y asistencia debido a preocupaciones de Covid-19 y restricciones de tamaño de clase.

La inscripción refleja tanto a los alumnos que están en clase como a distancia. La asistencia refleja SOLAMENTE a los niños que están en clase.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2021 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2021

AS OF JUNE 2021

DESCRIPTION	JUNE YTD Actual	Total Budget	Remaining Budget	50% %YTD
a. PERSONNEL	\$ 1,929,214	\$ 4,236,938	\$ 2,307,724	46%
b. FRINGE BENEFITS	1,271,609	2,898,950	1,627,341	44%
c. TRAVEL	-	22,060	22,060	0%
d. EQUIPMENT	12,552	30,000	17,448	0%
e. SUPPLIES	116,749	213,000	96,251	55%
f. CONTRACTUAL	1,537,293	4,069,324	2,532,031	38%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,253,503	5,545,028	4,291,525	23%
I. TOTAL DIRECT CHARGES	\$ 6,120,920	\$ 17,015,300	\$ 10,894,380	36%
j. INDIRECT COSTS	256,516	805,197	548,681	32%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 6,377,435	\$ 17,820,497	\$ 11,443,062	36%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 1,594,359</i>	<i>\$ 4,455,124</i>	<i>\$ 2,860,765</i>	<i>36%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2021 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2021

AS OF JUNE 2021

DESCRIPTION	JUNE YTD Actual	Total Budget	Remaining Budget	50% %YTD
a. PERSONNEL	\$ 275,979	\$ 479,714	\$ 203,735	58%
b. FRINGE BENEFITS	174,594	295,675	121,081	59%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	18,604	17,100	(1,504)	109%
f. CONTRACTUAL	697,346	1,877,348	1,180,002	37%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	365,484	1,114,151	748,667	33%
I. TOTAL DIRECT CHARGES	\$ 1,532,006	\$ 3,785,988	\$ 2,253,982	40%
j. INDIRECT COSTS	32,144	91,146	59,002	35%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,564,150	\$ 3,877,134	\$ 2,312,984	40%
<i>In-Kind (Non-Federal Share)</i>	\$ 391,038	\$ 969,284	\$ 578,246	40%

CONTRA COSTA COUNTY - EBSD COMMUNITY SERVICES BUREAU
EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM
BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021
AS OF JUNE 2021

DESCRIPTION	JUNE YTD Actual	Original Budget Sep 20-Aug 21	Remaining Budget Jun-Aug 21	83% Budget % YTD
a. PERSONNEL	824,168	1,044,684	220,516	79%
b. FRINGE BENEFITS	519,766	676,672	156,906	77%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	27,466	27,000	(466)	102%
f. CONTRACTUAL	718,072	1,181,455	463,383	61%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,604,654	1,918,123	313,469	84%
I. TOTAL DIRECT CHARGES	3,694,125	4,854,934	1,160,809	76%
j. INDIRECT COSTS	201,540	175,440	(26,100)	115%
k. TOTAL-ALL BUDGET CATEGORIES	3,895,665	5,030,374	1,134,709	77%

Note: Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
May 2021**

Stat. Date	Amount	Program	Purpose/Description
05/24/21	40.61	HS Basic Grant	Office Exp
05/24/21	26.28	Indirect Admin Costs	Office Exp
05/24/21	43.50	EHS-Child Care Partnership #2	Office Exp
	110.39		
05/24/21	1,188.33	HS Basic Grant	Minor Furniture/Equipment
05/24/21	266.88	Indirect Admin Costs	Minor Furniture/Equipment
05/24/21	162.42	CSD Liheap PGE Assistance	Minor Furniture/Equipment
05/24/21	35.10	Operations - Stage 2	Minor Furniture/Equipment
	1,652.73		
05/24/21	2,900.29	Indirect Admin Costs	Minor Computer Equip
	2,900.29		
05/24/21	65.37	HS CARES COVID-19	Clothing & Personal Suppl
05/24/21	615.04	EHS Basis Grant	Clothing & Personal Suppl
	680.41		
05/24/21	857.95	HS Basic Grant	Computer Software Cost
	857.95		
05/24/21	900.00	HS Basic Grant	Training & Registration
05/24/21	1,124.00	Operations (CAPP)	Training & Registration
05/24/21	998.00	Head Start T & TA	Training & Registration
05/24/21	79.00	Head Start T & TA	Training & Registration
05/24/21	100.00	HS CARES COVID-19	Training & Registration
	3,201.00		
05/24/21	6,656.87	Comm. Svc Block Grant	Educational Supplies
05/24/21	1,679.57	HS CARES COVID-19	Educational Supplies
05/24/21	1,837.26	HS Basic Grant	Educational Supplies
05/24/21	120.00	EHS-Child Care Partnership #2	Educational Supplies
05/24/21	25.34	HS Basic Grant	Educational Supplies
	10,319.04		
05/24/21	(495.00)	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
	(495.00)		
Total	19,226.81		

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
June 2021**

Stat. Date	Amount	Program	Purpose/Description
06/22/21	17.40	EHS-Child Care Partnership #2	Office Exp
	17.40		
06/22/21	10.00	Head Start T & TA	Books, Periodicals
06/22/21	387.86	EHS Basis Grant	Books, Periodicals
06/22/21	1,158.36	EHS-Child Care Partnership #2	Books, Periodicals
06/22/21	390.00	Child Dev Misc Grants: QRIS	Books, Periodicals
06/22/21	435.44	EHS Basis Grant	Books, Periodicals
06/22/21	435.43	EHS-Child Care Partnership #2	Books, Periodicals
	2,817.09		
06/22/21	337.87	Indirect Admin Costs	Minor Furniture/Equipment
	337.87		
06/22/21	1,188.00	Indirect Admin Costs	Computer Software Cost
06/22/21	384.00	HS Basic Grant	Computer Software Cost
	1,572.00		
06/22/21	3,190.00	Indirect Admin Costs	Training & Registration
06/22/21	299.00	Head Start T & TA	Training & Registration
	3,489.00		
06/22/21	111.30	HS Basic Grant	Educational Supplies
06/22/21	75.73	HS Basic Grant	Educational Supplies
06/22/21	1,953.45	Comm. Svc Block Grant	Educational Supplies
	2,140.48		
06/22/21	3,196.72	Child Care Svs Program	Other Special Dpmtal Exp
	3,196.72		
Total	13,570.56		

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

April 2021

13 Approved Sites



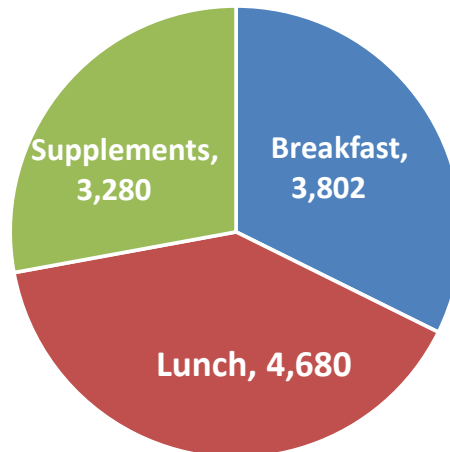
20 Days Meals Served



234 Daily Participation



11,762 Meals Served



Claim Reimbursement

Total: \$ 28,043

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

May 2021

13 Approved Sites



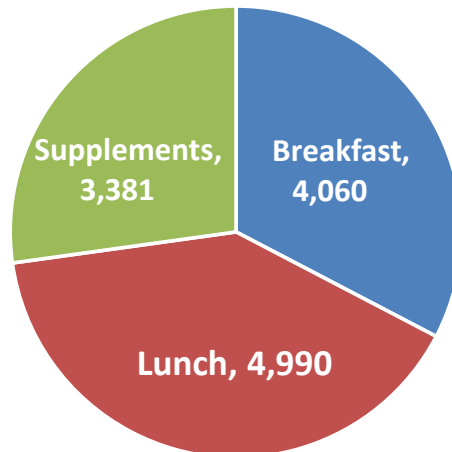
19 Days Meals Served



263 Daily Participation



12,431 Meals Served



Claim Reimbursement

Total: \$ 29,723

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

June 2021

13 Approved Sites



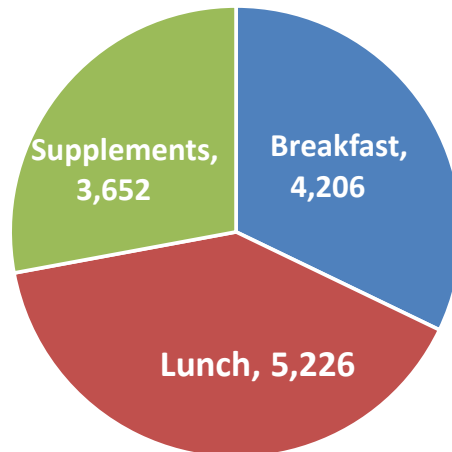
22 Days Meals Served



238 Daily Participation



13,084 Meals Served



Claim Reimbursement

Total: \$ 31,188

2021-2022 CSB Planning Calendar

ACTIVITY	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Aaron Alarcon- Bowen														
Board of Supervisors: Communication		Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement				Plan for Community Action Month	Attend BOS Meeting for PD/PY Layoffs		Community Action Month BOS Proclamation		
									Meet with individual Board members for updates					
				FHS Committee Presentation								Invite Board Members to Centers for Week of the Young Child		
Board of Supervisors: Reports		Monthly Report to BOS/CAO												
Communication: Staff		Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			
Communication: Staff		SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			
Planning: Strategic Planning				Revisit 2021 Proposed Strategic Initiatives	Strategic Plan Updates to Staff and PC	Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements						Report Progress on CSB Strategic Plan		
Amanda Cleveland														
Community Assessment (Year 5) 2017-2022 Major Update Every 5 years		Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant					Researching Community Assessment Updates- Year 5 (Contractor- Diane Godard)		Finalize Community Assessment	Prepare presentation for PC, CSB teams, and others as needed	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff	
									Researching for Year 5 Community Narratives (survey(s) of community members, community photos, etc.)					
Planning Calendar					Host Meeting w/ Leads to brainstorm ideas for Planning calendar format		Request Planning Calendar Updates from Senior Management leads (As Assigned/Up-Date assignments)	Leads Review and Update Sections			Send to SAM for Review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff
Policies & Procedures Biennially; Addendums in 2021/2022		Distribute Hard Copies to Centers/ Administrative Offices. Post on the Intranet. Conduct Annual Staff Training on Service Plans and P&P's						Check-In w/ SAM regarding addendums needed	Distribute Assignments to Senior Managers/CS Managers Review Team	Senior Managers/ Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Enlist PC Sub-Committee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Gets Final SAM Approval	Action: Submit to PC and BOS for Approval /Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet	
Recordkeeping & Reporting: Annual Report		Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/ Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	
Self Assessment Activities					Recruit PC Self-Assessment Sub-Committee	Begin Self-Assessment Process Planning		Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites	Identify Sites and Classrooms for Self-Assessment and Instruments		Conduct Self-Assessment (CSB/FBHS)	Conduct Self-Assessment (CSB/FBHS)	Review Self-Assessment Data & complete SA report	
						Present Process to PC and Broaden Subcommittee Membership		Train Community Volunteers/PC Subcommittee Members	Develop Self-Assessment Schedule and Send Out Notification				(August) Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan	

DRAFT

2021-2022 CSB Planning Calendar

													Action: (August) Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)	
Amy Wells														
Communication: Families				Community Work Days (may be suspended or postponed due to COVID-19)							Community Work Days (may be suspended or postponed due to COVID-19)			
Communication: Families		Early Closure Letter/Curriculum Input Letter	Back to School Nights (may be suspended or postponed due to COVID-19)			Fall/Holiday Letters								Year-end celebrations
Communication: Staff		Monthly Cluster meetings		Quarterly All Cluster meetings			Quarterly All-Cluster meetings				Quarterly All Cluster meetings		Quarterly All Cluster meetings	
Carlos Ribeiro														
Recordkeeping & Reporting: Equipment and Files		Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Drop Files to Warehouse for Storage									Release Files Past Destruction Date to County for Shredding	
		Prior Program Year Archived Files Stored at Sites for One Year												
Christina Reich														
Community Services Block Grant: CSD Meetings and Trainings			2021 CAP Annual Convention-Boston, MA Sept 1-3											
		Quarterly CAC Meeting					Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting	
Community Services Block Grant: EOC Meetings/Events		Monthly EOC Business Meetings												
				Election of EOC Executive Committee Officers 2020-2021			Present the 2020 Board of Supervisors Annual Report to EOC				Form 700 due to Clerk of BOS		Community Action Month: EOC Outreach Event	
Community Services Block Grant: Subcontractors			EOC Members Begin 2021-22 Subcontractor Onsite Monitoring	EOC RFI Process for 2022-23 CSBG Funding	Subcommittee to Review CSBG Proposals for 2022-23 Subcontractor Contracts	2022-23 Awarded Subcontractors and CSBG Budget presented to the EOC				Annual CSBG Roundtable				
Community Services Block Grant: Reporting/Audits		20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)			20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec 2021)	20th: Annual Programmatic Reports due to CSD	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2022)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
						15th: Last day to Submit Budget Modification to CSD (If necessary)				1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2021)			31st: 2021-22 CSBG Close Out Report Due to CSD	
Contracts: CSBG					Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2022-23	RFI Information session for potential subcontractors	Begin executing 2022-23 CSBG contracts							
Eva Gaipa														

2021-2022 CSB Planning Calendar

Tracking		Monthly Personnel Tracking reports: WC/FMLA/LOA Performance Review – every other month Staff & Center Roster Vacant/Filled Report											
		Ongoing Permit expiration notices to staff											
Monitoring		Ongoing Personnel File Monitoring including partners											
		Performance Review notices		Performance Review notices		Performance Review notices	Positions Control Review	Performance Review notices		Performance Review notices		Performance Review notices	Personnel Budget review.
PD/PY		Return-To-Work Letter to Laid off PD/PY staff (August 1st)	PD/PY Employees return							Action: Board Order to Layoff PD/PY Staff	Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	
											Notice of Proposed Action for Layoff		Summer closure & PD/PY Staff Layoff
											Notice of Action for Layoff		
Reporting		Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/Senior Mgmt.		LIC 500 to Licensing			LIC 500 to Licensing
Required Training		Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)	CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline Training		Civil Rights Training (Every 2 years Jan./Feb.)		CSB Protocol for Hourly Head Count and Transition training for staff	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)	Child Abuse & Domestic Violence Awareness Training- At time of hire and after every 2 years	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
Labor		Local 1 presentation at NEO (monthly)		Labor -Management Meeting			Labor -Management Meeting			Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	Labor -Management Meeting	Annual Bid	Labor -Management Meeting
Recruitment		Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment CCC, DVC & Los Medanos College job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
									Mills College Tabling Career Event		Pittsburg CofC & Pittsburg USD CareerLink Fair	Career Intro Career Fair	
											Mount Diablo USD Career Fair	West Bay USD Career Fair (being researched)	

Nancy Benavides

Federal Reports	Fiscal Team			Budget Input in HSES Due to ACF for Next Program Year			County Single Audit begins	Head Start & Early Head Start Fiscal Year Begins	Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due		Report the Results of Prior Year Single Audit to PC	
	Fiscal Team	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month
	Fiscal Team		County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient			Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due		

2021-2022 CSB Planning Calendar

	Fiscal Team	SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize 2021 Operational and T & TA Budget for HS/EHS; 2021 Budget for PC Discussion and Approval				SF-425 Annual Financial Status Report and SF-429 Real property Status Report Due to ACF			SF-425 Final Financial Status Report Due to ACF	Internal Control Checklist on Casn and Petty Cash due to Auditor's Office	
	Fiscal Team	County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office	SF-425 Annual report for CCP2 due to ACF	SF-429 Real Property Status report due to ACF		Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO		Subrecipient & Contractor Determination Checklist		
	Michael		CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (bi-monthly due on the 20th)	CSBG IS Form Due 3/1	CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)
State Reports	Fiscal Team	State/County Fiscal Year Begins July 1st	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office					Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAO				State/County Fiscal Year Ends June 30th
	Komal	CDE 4th Quarterly Report Due			CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due			CDE 3rd Quarterly Report Due		
	Komal	4th qtr QRIS report to Contra Costa County Office of Education (CCCOE)			1st qtr QRIS report CCCOE			2nd qtr QRIS report CCCOE			3rd qtr QRIS report CCCOE		
	Komal/Rose	Child Development Audit documentation begins	Child Development Audit-Interim phase	Child Development Audit Begins	Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021)							
	Rose/Ali	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)
	Ali	CACFP CMIPS Submitted						Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services					Year-end Appropriation Adjustments
Isabel Renggenathen													
Family Engagement	Ron				Prep/planning Take Home Activities	EHS: Take home family activities monthly Dec-June							
	Afi				Prep/planning Take Home Activities	HS: Take home family activities monthly Dec-June							
Special Events	Education Team & Cluster ADs							"Dual Language Learner" Celebration Feb 21-25	Dr. Seuss Birthday March 2		Teachers Appreciation Week May 2-6	International Mud Day June 29	
Contracts: ELCD/CCDD Contracts				Full Day/Part Day-Begin Screenings and DRDP Assessments	Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30			Compile DRDP Parent Surveys by Contract	Complete Agency Summary of Findings	Review Parent Survey Results & Share with Senior Mgmt., BOS, and PC. Submit Report to Analyst.		
School Readiness:	Ron & Afi		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					Present Baseline SR goals to PC Prog Svs Subcommittee and Sr.Mgmt.	Present Baseline SR goals to PC, BOS and staff	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt.	Present Mid-Year SR Updates to PC, BOS, and staff		

2021-2022 CSB Planning Calendar

Reports	Education Team		Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. and Sr. Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.	2nd DRDP Outcomes Report to PC, BOS and staff		
School Readiness: Transitions: Into, Throughout & Out of Program	Education Team		In-Service for Full-day teachers & Pre-Service for PD/PY Teachers					Kinder-Readiness Activities: Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes		Prepare Kindergarten Transition Packets	Distribution of SR Packets/ backpacks (Transition to Kindergarten)	
	Isabel & Ron					PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff	PITC Training for EHS staff
Magda Bedros													
Communication: Regional Office (RO)				Child Outcomes Year-End Report to RO via CAO report (No report due to COVID-19; requirement waived)							Child Outcomes Baseline Report to RO via CAO report		Child Outcomes Mid-Year Report to RO via CAO report
Family Engagement	Education Team					Prep/planning Take Home Activities	HS: Take home family activities monthly Dec-June						
Partnerships: Communication		Grantee and YMCA		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA	Community Based Partnerships MOU Status Check	Quarterly Grantee and Delegate Meeting			Quarterly Grantee and Delegate Meeting			Quarterly Grantee and Delegate Meeting
		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings	Program self-evaluation documentation for state program due	Bi-Monthly CoCo Kids Meetings	
			Annual Federal Partner Meeting	Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings	CLASS Training for Partners		Child Abuse/DV Prevention Training Required		
		Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting			Tri-monthly Partner Learning Community Meeting		Fees/9400 Trainings for State Partners
				Annual State Partner Meeting				State Partner Meeting				State Partner Meeting	
Planning: CS Desk review	Magda and Michelle	CS Desk Guide and Forms review (Every 2 years - 2023)											
Michelle Mankewich													
Communication: Families				Family Newsletter			Family Newsletter and Winter Safety Newsletter				Family Newsletter		Summer Safety Newsletter
Communication: Families	Education Team	Monthly Parent Meetings		PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break				PD/PY 1 Week Spring Break (Aligned with Local School Districts)		
Communication: Families		Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Family Handbook Updates (Every 2 years, 2021-2023)	Child Abuse/DV Prevention Training Required		
Give Kids a Smile Day							Give Kids a Smile Day (GKSD) - Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program	Give Kids a Smile Day Preparation and Implementation of GKSD Plan weekly emails to staff	Give Kids a Smile Day Event-(1st Friday of the Month of February)	Give Kids a Smile Day Post Meeting			
La Clinica and Life Long Dental Vans		Monthly at Selected Sites (as vans are available)											
Hearing and Vision Certification/Training			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers					CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers		

2021-2022 CSB Planning Calendar

Healthy and Active Lifestyle	Sophia				National Food Day - October 24th CCFP Roundtable Conference				"Pride in Food Service Week" -- First week in February	National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)	
		Monthly Parent Meetings / Trainings Quarterly Family Nutrition Meeting			Quarterly Family Nutrition Meeting			Quarterly Family Nutrition Meeting			Quarterly Family Nutrition Meeting			
Family Engagement	Education Team & Site Supervisors				Fall Harvest Festivals (may be canceled postponed due to COVID-19)					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations	
	Education Team									Open House				
	Education Team					EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		EHS PFCE Home Family Activities to support SR PFCE Goals						
	Education Team					HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		HS PFCE Home Family Activities to support SR PFCE Goals						
	Cathy & Sophia				Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting			
		Make Parenting A Pleasure Curriculum (Monthly excluding August)												
									Family Financial Fitness Workshops					
			ESL Classes							ESL Classes				
	Site Supervisors	Itsy Bitsy Read and Parent Power Reading Workshops (year round)												
		Male Involvement Events (year round)												
Planning: CS Desk review	Magda and Michelle	CS Desk Guide and Forms review (Every 2 years - 2021)												
Policy Council: PC Meetings and Trainings	Michelle		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee	Recruitment, Election & Finalization of Subcommittee					PC/BOS Joint Meeting		PC Orientation Planning Begins	PC/BOS Joint Meeting Planning Begins	
	Ana				Make-Up PC Orientation	Facilitative Leadership Training	Ethics/Brown Act Video Training Due	Exec team attend NHSA PFCE conference						
	Ana		Monthly PC Meeting (except July and December)											
	Ana		Monthly Subcommittee Meetings (except July, September and December)											
Monica DeVera														
Human Resources: Monitoring		Monitor transcripts TAT				Monitor transcripts TAT						Monitor transcripts TAT		
Human Resources:		Ongoing new employee orientation	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Sept./Oct.)	Mandated Reporter (At time of hire)-EHS			CSB Standards of Conduct				15 Hours of Professional Development (Ongoing)	

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2021-2022 CSB Planning Calendar

Required Training		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)											
Legislation		Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting		Report on Federal Budget	Quarterly Report at Senior Management Meeting	Report to Sr. Management on May's Legislative Revision	
Monique Young Edwards													
Communication: Staff		Update external calendar meetings		Vacation Request due for 4th Quarter				Vacation Request Due for 1st Quarter			Vacation Request Due for 2nd Quarter		Vacation Request due for 3rd Quarter
Nasim Eghlima													
Contracts: Partnerships		CACFP Contract	Begin Contract Renewals for Contracts Due in November *with the exception of CSBG contracts		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts	Action: BOS Approval of Contracts				Begin Contract Renewals for Contracts Due in July (Pending Slots) *with the exception of CSBG contracts)		Action: BOS Approval of Contracts	
Nelly Ige													
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Families											Review and Update Stage 2/CAPP Program Handbook (if applicable)		Distribute Stage 2/CAPP Program Handbook (If updates made)
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Audit			Fiscal Audit										
CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM: Meetings/Conferences		Monthly CSAM & Unit Meetings		CAPPA & EveryChild California Annual Conference									
					CLOUDS Annual Conference								
Contracts: ELCD/CCDD Contracts				Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year						Draft Self-Evaluation Action Plan	Submit Self-Evaluation to CDE/CDSS on June 1st.
							Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs	Compile Parent Surveys (All Programs)		Review Parent Survey Results & Share with Senior Mgmt. BOS, and PC.			FY 2022-2023 Contract Renewal for All Program Types
LIHEAP/Dept of Energy: Monitoring/Review		Monthly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit						CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit
		Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)		Quarterly Quality Control Review with DCD (3rd Thursday)			
LIHEAP/Dept of Energy: Meetings/Conferences		Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting		Quarterly Local Service Provider Meeting		Quarterly Local Service Provider Meeting		Quarterly Local Service Provider Meeting
			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD
								LIHEAP Action Day Training					Energy Annual Convention
Ongoing Monitoring: Monitoring		1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review			CLASS Monitoring				2nd Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review		CLASS Monitoring		End Monitoring
				Semi-Annual Child Safety Checklist						Semi-Annual Child Safety Checklist			

2021-2022 CSB Planning Calendar

Ongoing Monitoring: Reports			Present 2nd Period Semi-Annual Report to PC Monitoring/ Self Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff							Present 1st Period Semi-Annual Report to PC Monitoring/ Self Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff		Review/Update Content of Monitoring Tools and Handbooks		
		Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms	Root Cause Analysis & Implementation of Corrective Action Plan							Root Cause Analysis & Implementation of Corrective Action Plan				
Sarah Reich														
Communication: Regional Office (RO)		Monthly Calls with the RO; Child Restraint System annual waiver due by July 1		School Readiness (SR) Visit for RO	Semi-Annual T/TA POC Check In Meeting							School Readiness (SR) visit for RO	Semi-Annual T/TA POC Check In Meeting	
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment		Monthly Enrollment Report Due to HSES by the 7th		Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued		Eligibility Refresher Training				PD/PY Classes End
				PD/PY Classes Begin							Eligibility & Enrollment Clinics			
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment								Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive				
		Monthly - Purge Waitlist	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports								Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports			
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection						Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Rollover				Purge Over-Income Waiver List
Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance & Planning		Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY					Distribute Slots Map for Next PY	
GRANTS: HS/EHS/EHS-CCP Grants (09CH010862) (formerly 09CH9115 and 09HP000111)		Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, Including Goals & Objectives (G&O)	Action: Request PC and BOS Approval for Submission of Grant, Budgets and Goals & Objectives.	Action: Upload Grant Documents and Submit Through HSES	Present Grant Cycle Process Overview to PC at Orientation									Share Grantee Timeline Tasks with Delegate
		Program G/O Updates Semi-Annual Report	Disseminated G/O to Staff, Department Director, PC, and BOS					Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS						Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
	Haydee	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF					SF-425 Final Report due to ACF	
Recordkeeping & Reporting: Program Information Report		Quarterly Meeting CSB and FBHS	Upload PIR by August 31st	Submit to BOS in CAO Report; Present at SAM, Sr. Mgmt. and Cluster Mgmts..	Quarterly Meeting CSB and FBHS	Present to PC		Quarterly Meeting CSB and FBHS				Quarterly Meeting CSB and FBHS		

2021-2022 CSB Planning Calendar

Sung Kim													
Business Systems: E-Rate			E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate Form 470	E-Rate Form 471		USAC PIA Review	E-Rate/USAC PIA Review		
			Invoicing USAC/Service Provider for Reimbursement			RFI for Next Year's Technology Needs	RFI for Tele-Communication/Internet/Internal Connection		Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486		
									USAC Conference				
Business Systems: CLOUDS		CLOUDS User Group Meeting			CLOUDS User Group Meeting	CLOUDS User Conference		CLOUDS User Group Meeting	Review Contract by County Counsel			CLOUDS User Group Meeting	CLOUDS Renewal
Business Systems: Facilities/Center Health and Safety		Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen		
		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting		
					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								
Contracts: LIHEAP/DOE/DAP/CARES ACT		Begin CARES Act Contract with CSD	Begin LIHEAP Contract with CSD for PY 2021				End of PY 2020 DAP Contract			End of PY 2020 DAP Contract		End of PY 2020 DAP Contract	
		Begin on DOE Contract with CSD for PY 2018					End of PY 2017 DOE Contract					End of PY 2020 DOE Contract	
Low Income Home Energy Assistance Program/Department of Energy: Reports	Ali/Sung	20th: EARS Monthly Report											

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2022 Early Head Start Program Continuation Grant Funding Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Early Head Start Program Continuation Grant Funding Application for Budget Period 1/1/22 through 12/31/22.

2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

3. SUBMITTAL STATUS. This is a submission of application for continuation grant funding for FY 2022.

4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 1/1/22 through 12/31/22. The budget summary below is for year four of the five year grant period.

5. CURRENT FUNDING. Funding for Early Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.

7. BUDGET SUMMARY-

Budget Categories:	T/TA	Basic Grant	TOTAL
Personnel		1,504,600	1,504,600
Fringe Benefits		1,008,000	1,008,000
Travel		-	
Supplies		345,205	345,205
Contractual	100,000	2,552,000	2,652,000
Construction			
Other	95,205	3,122,914	3,218,119
Sub-Total of Direct Charges	195,205	8,532,719	8,727,924
Indirect Costs		285,874	285,874
Total Federal Amount Requested	195,205	8,818,593	9,013,798
Non-Federal Share	48,801	2,204,648	2,253,449
Total Federal and Non-Federal	\$244,006	\$11,023,241	\$11,267,247

8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Early Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

12. STATED OBJECTIVES.

- By June 2022, CSB will apply a program-wide approach to further developing CSB's new website, CSBConnect.org, allowing families and community members to equitably access program services.
- By June 2022, Comprehensive Services forms will be available in digital format on the CSB Web Portal to improve accessibility of forms and timeliness of data collection from parents.
- By June 2022, CSB will implement an oral health curriculum for families and staff to support dental health practices at home and at school.
- By June 2022, 75% of CSB Infant Toddler Teaching staff and 50% of CSB Infant and Toddler Site Supervisors will receive training in all modules of the Teaching Pyramid for Infants and Toddlers.
- By June 2022, 7 additional Teacher Assistant Trainees (TAT) will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.
- By June 2022, the Staff Health Improvement Plan in partnership with the Wellness Champions will incorporate wellness activities unique to each unit or center's needs. Impact of efforts will be measured by the annual workforce satisfaction survey.
- By June 2022, CSB will develop a focus group to revise job questionnaires ensuring they are inclusive and equitable to all that apply for CSB positions in an effort to strengthen and further embed equity into program policies and practices.
- By June 2022, 75% of managers and supervisors will have completed a Psychological First Aid (PSA) Training to enhance the psychological safety for all employees in an effort to strengthen our trauma-informed systems as a way of creating more healing and responsive environments for

staff, families we serve and the community.

- By June 2022 CSB will expand the practice of “Strong Partners/Strong families,” a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.
- By June 2022 CSB will reinforce fathering skills for fathers and significant male figures by implement the Fathering in 15™ Online learning for dads at all CSB sites.
- By June 2022, The Friday Flyer will be available for families on the CSB web portal, allowing families easy access to community event and resources.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California’s Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council is anticipated to approve submission of this grant at their August 18, 2021 meeting.

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2022 Head Start Program Continuation Grant Funding Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Head Start Program Continuation Grant Funding Application for Budget Period 1/1/22 through 12/31/22.

2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

3. SUBMITTAL STATUS. This is a submission of application for continuation grant funding for FY 2022.

4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 1/1/22 through 12/31/22. The budget summary below is for year four of the five-year grant period.

5. CURRENT FUNDING. Funding for Head Start is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.

7. BUDGET SUMMARY-

Budget Categories:	T/TA	Basic Grant	TOTAL
Personnel		4,272,000	4,272,000
Fringe Benefits		2,860,000	2,860,000
T & TA		-	
Travel		-	
Supplies		200,000	200,000
Contractual	100,900	4,100,000	4,200,900
Construction		-	-
Other	96,444	5,379,473	5,475,917
Sub-Total of Direct Charges	197,344	16,811,473	17,008,817
Indirect Costs		811,680	811,680
Total Federal Amount Requested	197,344	17,623,153	17,820,497
Non-Federal Share	49,336	4,405,788	4,455,124
Total Federal and Non-Federal	\$246,680	\$22,028,941	\$22,275,621

PA22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above	\$8,000	\$ 2,313,753	\$ 2,321,753
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8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs. under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau’s Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

12. STATED OBJECTIVES.

- By June 2022, CSB will apply a program-wide approach to further developing CSB’s new website, CSBConnect.org, allowing families and community members to equitably access program services.
- By June 2022, Comprehensive Services forms will be available in digital format on the CSB Web Portal to improve accessibility of forms and timeliness of data collection from parents.
- By June 2022, CSB will implement an oral health curriculum for families and staff to support dental health practices at home and at school.
- By June 2022, 75% of CSB Infant Toddler Teaching staff and 50% of CSB Infant and Toddler Site Supervisors will receive training in all modules of the Teaching Pyramid for Infants and Toddlers.
- By June 2022, 7 additional Teacher Assistant Trainees (TAT) will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa

and the YMCA of the East Bay.

- By June 2022, the Staff Health Improvement Plan in partnership with the Wellness Champions will incorporate wellness activities unique to each unit or center's needs. Impact of efforts will be measured by the annual workforce satisfaction survey.
- By June 2022, CSB will develop a focus group to revise job questionnaires ensuring they are inclusive and equitable to all that apply for CSB positions in an effort to strengthen and further embed equity into program policies and practices.
- By June 2022, 75% of managers and supervisors will have completed a Psychological First Aid (PSA) Training to enhance the psychological safety for all employees in an effort to strengthen our trauma-informed systems as a way of creating more healing and responsive environments for staff, families we serve and the community.
- By June 2022 CSB will expand the practice of "Strong Partners/Strong families," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.
- By June 2022 CSB will reinforce fathering skills for fathers and significant male figures by implement the Fathering in 15™ Online learning for dads at all CSB sites.
- By June 2022, The Friday Flyer will be available for families on the CSB web portal, allowing families easy access to community event and resources.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council is anticipated to approve submission of this grant at their August 18, 2021 meeting.



Policy Council Meeting Minutes
Virtual Meeting



Date: 6/16/2021

Time Convened: 6:13 PM

Time Terminated: 8:01 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:13 pm. Matthew Carlson, Vice-Chair, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> Veronica Monroy-Master Teacher at GMIII, Alaysia Turner- Teacher Assistant Trainee at GMIII, and Lorena Molina-Teacher Assistant Trainee at GMIII, were presented with a certificate and a book to acknowledge their dedication to the children and families.
Ice Breaker	Policy Council Representatives participated in an icebreaker activity to open communication and build connections among members. They were prompted to "Share what your family plans are for the summer."
Administrative Reports <ul style="list-style-type: none"> CSB Executive Director Interim Division Manager Fiscal 	<p>Aaron Alarcon-Bowen, CSB Executive Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> Program Instruction ACF-PI-HS-21-04 was issued on May 20, 2021, and urges programs to return to in-person, full enrollment by January 1, 2022, or to the extent possible, as local conditions allow. Our directly operated and partner programs are in the process of ramping up operations in a safe manner beginning in September with the intent to be fully enrolled by January 1. Waiting lists are robust. Information Memorandum ACF-IM-HS-21-02 was issued on June 2, 2021, and provides guidance for programs should they wish to develop policies to continue paying insurance premiums (all or part) while employees are furloughed for 90 days or less. This would apply to CSB in the years that we lay off our part day, part-year teachers for the summer. We are not doing that this year, as we extended some of our programs and need the teaching staff. Community Services Bureau's (CSB) first digital online hub called CSB Connect is currently being developed. Due to pandemic-related restrictions, CSB has had to change the way services are provided to clients. As CSB provides high-quality child development services to low-income and high need children and is the largest childcare provider in Contra Costa County, new requirements for Distance Learning and online communication emerged. Thus, the Bureau has identified the need for a web-based digital hub, which is easily accessible to families, staff, and partner providers. Created out of necessity for health and safety, virtual interfacing has become a tool that could be utilized to increase productivity and engagement virtually. Phase I of the digital online hub, www.CSBConnect.org, will provide the following features:

- Public Site
- About CSB
- Search for Child care locations
- Apply for services
- Request information
- Career & Volunteering
- Community resources
- Information on services - Head Start, State Preschool, Subsidized childcare, Energy Assistance
- Portal Login for Staff and Clients
- Calendar & Events
- Message Center
- Virtual Classroom

CSB Connect is scheduled to go live by July 1, 2021.

Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of May as follows:

- The month's enrollment was 64.410 for Head Start, 88.75% for Early Head Start, and 83% for Early Head Start Child Care Partnership #2.
- The month's attendance was 80.49% for Head Start, 84.09% for Early Head Start, and 83.12% for Early Head Start Child Care Partnership #2.

Program updates:

- Classroom Operations
 - County tier system eliminated
 - Increases to in-class capacity where staffing allows is the focus right now; will do another round of increases July 1, *or so where allowable; staffing is a bit of a struggle
 - Gradually continuing to increase until we reach full capacity
 - At this time, we are continuing with masks at the sites as well as the health questionnaire and temperature screenings per requirements from Child Health and Disability Prevention Program and Child Care Licensing.
- Site visits with Aaron! First visit to GMC last week and continuing throughout the months of June and July.
- CSB held its first in-house Trauma Informed Practice 102 training! The two-day 102 module builds on the knowledge learned from staffs' previous participation in Trauma 101, presented by our wonderful trainers, Julia Kittle-White, Education Manager, and Ruth Hunter, Site Supervisor. The goals for the 102 module is to build an understanding of the influence of trauma on the brain, stress, the influence of culture, resiliency, and adult self-awareness.
- CSB is proud to congratulate Afi Fixe and Jennifer Kirby, Education Managers, for their participation and completion of the Program for Infant Toddler Care (PITC) training. Both are now certified trainers for PITC modules 1-4! PITC is a commitment to care for infants and toddlers in a manner that respects the diverse cultures, lifestyles, preferences, abilities, learning styles, and needs of the children and families served. PITC is responsive to what the infants and toddlers and their families bring to care

	<p>and emphasizes relationship-based implementation strategies. We are excited for Afi and Jennifer to bring the knowledge and strategies learned back to the classroom to support our Infant/Toddler teaching staff.</p> <ul style="list-style-type: none"> • CSB is hiring! Inquire within. <p>Haydee Ilan, Accountant III, presented the following financial reports:</p> <ul style="list-style-type: none"> • 2020-2021 Head Start Program: April 2021, year-to-date cash expenditures were \$3,133,307 YTD, representing 18% of the program budget. • 2020-2021 Early Head Start Program: April 2021, year-to-date cash expenditures were \$697,455 YTD, representing 18% of the program budget. • 2020-2021 Early Head Start – CC Partnership: April 2021 year-to-date cash expenditures were \$2,486,453 YTD, representing 49% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for April 2021 were \$17,240.70. • Child and Adult Care Food Program: April 2021 report not available. April’s numbers will be presented at the next PC meeting. 																																																		
<p>Report: Single Audit Results FY 2020</p>	<p>Haydee Ilan, Accountant III, provided an overview of the 2020 Single Audit Report. External auditors performed a countywide audit as a Federal requirement. The Single Audit included all County programs, including Head Start and Early Head Start, direct programs under the U.S. Dept. of Health and Human Services. There were no findings in programs administered by the Community Services Bureau.</p>																																																		
<p>Subcommittee Updates</p>	<p>Fiscal: Jasmine Cisneros reported that during their subcommittee meeting, they discussed the Fiscal reports in detail and the FY 2020 Single Audit Report.</p> <p>Program Services: Matthew Carlson reported that during their subcommittee meeting, they discussed the Community Assessment, Policies & Procedures Summary of Changes, Self-Assessment, and the Parent Survey Results.</p>																																																		
<p>Action: Consider approval of the Departmental Fiscal Officer for the Community Services Bureau</p>	<p>Christina Reich, Division Manager, introduced Nancy Benavides as a recommendation for Departmental Fiscal Officer for the Community Services Bureau and shared some details of her education and experience.</p> <p>A motion to approve the Departmental Fiscal Officer for the Community Services Bureau was made by Matthew Carlson and seconded by Melanie Graves. The motion passed.</p> <table border="1" data-bbox="375 1047 1944 1446"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Carmina Hernandez</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Dana Von Austin</td> </tr> <tr> <td>Deanna Carmona</td> <td>Kara Simmons</td> <td></td> <td></td> <td>Delia Zarges</td> </tr> <tr> <td>Deniedre Henry</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Denae Johnson</td> </tr> <tr> <td>Desirae Jordan</td> <td>Laura Brum</td> <td></td> <td></td> <td>Jason Streffery</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Maria Chavez</td> <td></td> <td></td> <td>Myriah Herrington</td> </tr> <tr> <td>Folakemi Omole</td> <td>Maria Palestino</td> <td></td> <td></td> <td>Melrease Epperson</td> </tr> <tr> <td>Irais Vargas</td> <td>Matthew Carlson</td> <td></td> <td></td> <td>Nivette Moore-Abalo</td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Melanie Graves</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jamyisha Portis</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Carmina Hernandez	Joel Nickelson-Shanks			Dana Von Austin	Deanna Carmona	Kara Simmons			Delia Zarges	Deniedre Henry	Karen Medrano			Denae Johnson	Desirae Jordan	Laura Brum			Jason Streffery	Devlyn Sewell	Maria Chavez			Myriah Herrington	Folakemi Omole	Maria Palestino			Melrease Epperson	Irais Vargas	Matthew Carlson			Nivette Moore-Abalo	Jasmine Cisneros	Melanie Graves				Jamyisha Portis				
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<p>Action: Consider Approval of the 2021-2023 CSB Policies and Procedures</p>	<p>Amanda Cleveland, ASAIII, provided an overview of the 2021-2023 CSB Policies and Procedures Summary of Changes.</p> <p>Section 1 – Program Governance</p> <ul style="list-style-type: none"> ▪ Part I- Governance: Policy Council: These changes reflect the previously approved Policy and Procedure around Policy Council election, formation, and past parent representatives. ▪ Subsection II: Under communications, there were two items added to include additional notification for Administration for Children and Families and CSB for significant incidents (emergencies) <p>Section 2 – Program Operations</p> <ul style="list-style-type: none"> ▪ Part I: ERSEA <ul style="list-style-type: none"> - Updated matrix throughout the section to align with CSB’s eligibility and enrollment requirements/policies with state funding requirements. - The confidentiality statement was updated to specify steps to maintain the confidentiality of child and family files. ▪ Part II: these changes are just formalizing our planning process around Community assessment and Self-Assessment ▪ Part III: these changes focused on engaging parents and families in the education process, including incorporating children and family culture in the programs. ▪ Part IV: Biggest change in this section is how we are tackling mental health; we’ve partnered with a community-based mental health program. This section outlines how we partner with them, including services provided and requirements their staff must follow with CSB. This section included changes to the napping policy to reduce the risk of suffocation and SIDS and align with licensing requirements. ▪ Part V: changes focused on family resources, specific topics, and steps to provide those resources/referrals, including new partnerships. ▪ Part VI: Updated the information on our internal tracking system ▪ Part VIII: Added information that approval of a CSB Fiscal Officer also goes to Policy Council; many of the HR policies for staff were listed under one section and now have their own sections; any breaches of confidentiality will be investigated, we take the confidentiality of the people we serve very seriously. <p>Section 3 – Alternative Payment Program</p> <ul style="list-style-type: none"> ▪ Reimbursement Policy - updated to note the updated timeline for reimbursement of funds for childcare ▪ HR/Personnel - Sexual Harassment updated to Anti-harassment to align with countywide definition; a section added noting the roles and responsibilities for Personnel Staff <p>Section 4 – Low Income Home Energy Assistance Program (LIHEAP)</p> <ul style="list-style-type: none"> ▪ Income Guidelines Matrix - The matrix for this section was updated to include additional types of income not previously included. ▪ Additional Internal Auditing - The Quality Assurance section was updated to note that the quality-monitoring unit will be conducting random file reviews on an annual basis. <p>Section 5 – Financial & Administrative Requirements</p> <ul style="list-style-type: none"> ▪ Part I: Travel reimbursement for Policy Council activities updated to note that mileage reimbursement rates are subject to change according to county auditor-controller ▪ Part II: under multi-level monitoring specified that ASA III’s and AD’s assist with monitoring of programs ▪ Part III: Confidentiality updated here as well specific to family files
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A motion to approve the 2021-2023 CSB Policies and Procedures was made by Matthew Carlson and seconded by Melanie Graves. The motion passed.

Ayes		Nays	Abstentions	Not Present
Carmina Hernandez	Joel Nickelson-Shanks			Dana Von Austin
Deanna Carmona	Kara Simmons			Delia Zarges
Deniedre Henry	Karen Medrano			Denae Johnson
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Irais Vargas	Matthew Carlson			Nivette Moore-Abalo
Jasmine Cisneros	Melanie Graves			
Jamyisha Portis				

Action:
Consider Approval of May 19, 2021, Policy Council Minutes

The minutes of the May 19, 2021, Policy Council meeting were reviewed and no corrections were noted.

A motion to approve the minutes from May 19, 2021, Policy Council meetings was made by Matthew Carlson and seconded by Melanie Graves. The motion passed.

Ayes		Nays	Abstentions	Not Present
Carmina Hernandez	Joel Nickelson-Shanks			Dana Von Austin
Deanna Carmona	Kara Simmons			Delia Zarges
Deniedre Henry	Karen Medrano			Denae Johnson
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Irais Vargas	Matthew Carlson			Nivette Moore-Abalo
Jasmine Cisneros	Melanie Graves			
Jamyisha Portis				

Report:
2021 Community Assessment

Amanda Cleveland, ASAIII, provided an overview of the 2021 Community Assessment. As a Head Start grantee, CSB is required to collect community data in an ongoing effort to show that we are not only meeting the current needs of the community but also identifying any gaps in service. Some of the information we are required to collect for the Community Assessment per the Head Start Program Performance Standards (HSPPS) includes:

- # of eligible infants, toddlers, preschoolers, and expectant mothers and their geographic location, race, ethnicity, and languages they speak
- # of children experiencing homelessness, children in foster care, and children with disabilities, as well as the services provided in the community to these children
- Education, health, nutrition, and social service needs of children and families
- Information on other Center of Disease Control (CDC) and program options

Once the information is collected, it helps guide our approach to supporting children and families by:

- Making decisions about service delivery, including Head Start/Early Head Start (HS/EHS) site locations and program options.
- Understanding the needs of our families; so asking ourselves do we need to increase access to specific resources or do we need to find and develop partnerships with new agencies/resources?
- Recognizing demographic changes and addressing newly identified needs; do we need to provide materials in additional languages, or do we need to provide grab and go bags for at-home activities?
- Identifying skills and competencies, what types of training/education do we need to continue providing stellar services to families?
- Advancing cultural competence; what resources or training do we need to meet families where they are respectfully; thinking about how can we continue to create inclusive learning environments for children and families?
- Mobilizing community resources and partnerships: sharing the information with community partners (like today) and working together to make sure family needs are met

Population Demographics

The total population for Contra Costa County is over 1.1 million

- Concord – 129,183
- Antioch – 111,200
- Richmond – 109,884
- San Ramon – 75,648
- Pittsburg – 71,422

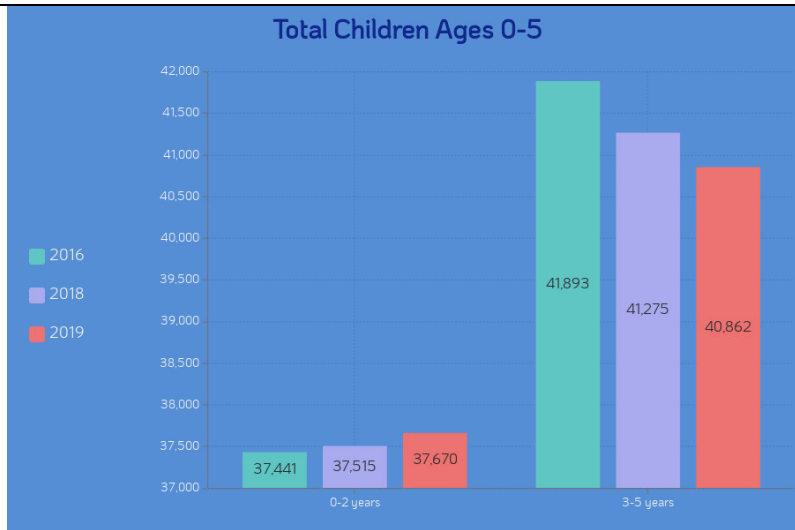
Almost half of all residents in Contra Costa County are in one of the 5 most populated cities of Concord, Antioch, Richmond, San Ramon, or Pittsburg.

Population by Ethnicity (2019). There were no significant changes in ethnicity from 2018 to 2019.

The total percentage reported is more than 100%, as those participating may identify with more than 1 ethnic group. Updated US Census data will be available later this year.

- Caucasian – 55.8%
- Hispanic/Latino – 25.6%
- Asian – 16.7%
- Some other race – 10.9%
- Black/African American – 8.7%
- Two or more races – 6.8%
- American Indian/Alaska Native – 0.5%
- Pacific Islander/Native Hawaiian – 0.5%

Population by Age 2019



We are focused on children age 5 and under. The main graph above shows the population from 2016-2019 for those ages. Again, we see a slight increase in the population of children 0-2 years old and a decline in children ages 3-5.

There are over a total of 15,000 children and pregnant mothers eligible for HS/EHS services. This is determined by noting the children and pregnant mothers living in households at or below the federal poverty guidelines. Of the total population of children 0-17, children ages 0-4 make up approximately 25%

Economic Profile

The entire country saw a drastic increase in unemployment due to COVID-19 and shelter in place orders; in Contra Costa County, the unemployment rate skyrocketed from 2.7%, peaked at 15.1% mid pandemic, and is currently at 6.6%. Unemployment continues to be a concern, and during the 2020/21 program year, HS/EHS provided over 400 resources/referrals to families regarding adult education and job training.

Rent: increased by \$144 monthly or \$1,728 a year. Additionally, there are currently 224 fewer renter-occupied units in Contra Costa County.

Public Assistance: While in 2019, we saw a significant drop in cases, by July 2020, we began to see an increase in cases. What is notable about this number is that the percentage of cases involving children in 2 parent households has increased by 37.7% since the COVID-19 outbreak.

	Pre-COVID19	Current Trends
Unemployment	2.7%	6.6%
Rent	Up 6% to \$2,239	Up 6.4% to \$2,383
Public Assistance	December 2019 – down 541 cases	July 2020 – Increase 100 cases

Looking at the trends above and forecasting the ongoing effects of the pandemic on the economy, we can certainly forecast the need for increased support for our already vulnerable populations in the community.

Homelessness

Due to COVID-19, there was no Point in Time survey completed for 2021, and the most updated data is from 2020. The Point in Time survey is a multi-agency effort to conduct a comprehensive count of families and individuals experiencing homelessness. It provides a one-day snapshot of homelessness and highlights the housing and homeless crisis in the county.

1 in 3 people were chronically experiencing homelessness, including 707 people living in shelters, 1,570 people sleeping outside, 154 children, and 2,123 adults.

The data did show a decrease of 4% from 2018. However, even with the decrease in unsheltered population in the county in 2020, we have seen that home prices in March 2021 are up a dramatic 18-24% over March 2020, and again as stated in the previous slide, rent rates are up 6%, making housing options difficult.

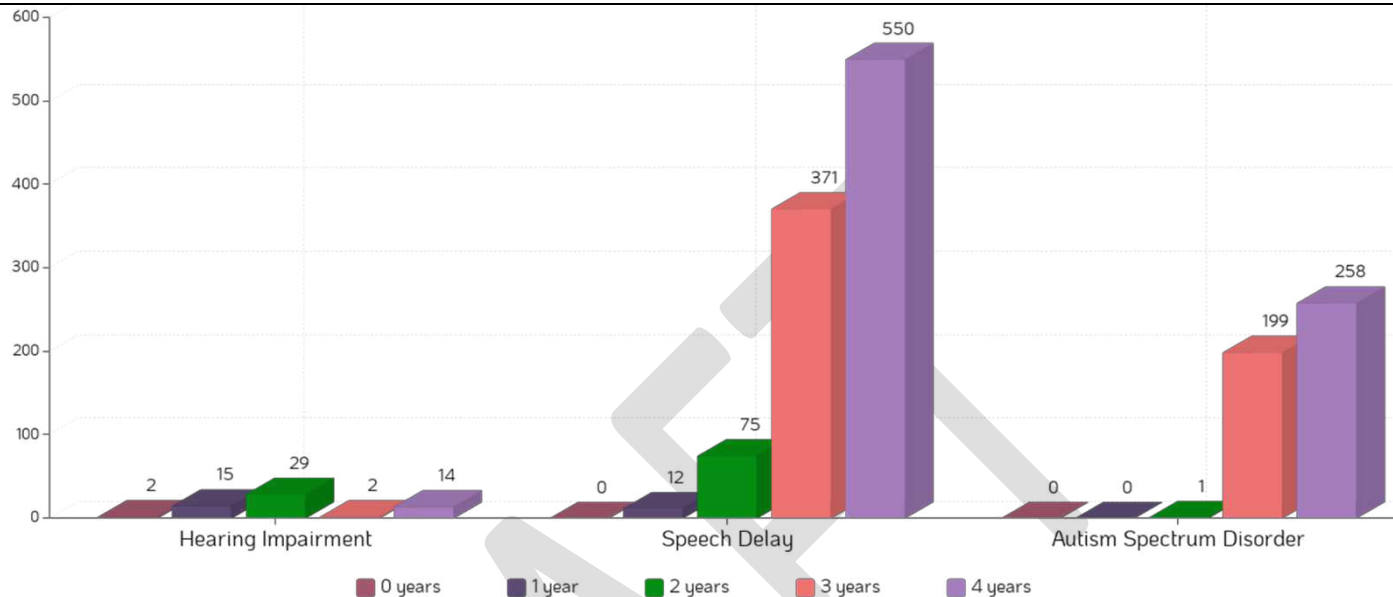
Health & Safety of Children & Families

Some statistics that affect the children and families served by CSB and our community partners. But, again, a majority of the data is from 2019.

- Teen birth rate: down to 1.9 per 1,000 in 2019, from 3.6 per 1,000 in 2018 (American Community Survey ACS)
- Dental visits: even with a pandemic, 2020 saw an increase in the percentage of low-income children visiting the dentist increased to 31% from the previous year (2019) rate of 19%.
- Total births: rate from the end of 2019, 2,158 of those women who gave birth live below the federal poverty line.
- Uninsured children: as of 2020, there are 1,456 children ages 0-5 who are uninsured
- Foster care: the number of children in foster care in CC County is down 21% from 2019, with 661 children in foster care as of October 2020.
- Air Quality rating: CC County remains at an F for air quality, per the American Lung Association. *The F grade has much to do with the air quality due to fires, as the grade looks at the average number of days over the year that the county air is in the orange, red, purple, or maroon rating for air quality;* they also report that over 16k children and over 76K adults are at risk from the poor air quality. ****At-risk categories include asthma, Chronic obstructive pulmonary disease COPD, poverty, people of color, smokers/former smokers****

Special Education 2019

In the county in 2019, there were 1,640 children receiving special education services. We focused on hearing impairment, speech delay, and Autism Spectrum Disorder (ASD) as these were the areas with the most children receiving special education services.



There was an increase in services for children at age 2 & 3 in speech delays and an autism spectrum disorder. This is because the traits identifying speech delays and ASD are often noticed around these ages when children are not meeting developmental milestones around language and social interactions.

Education & Child Care

During the 2019-2020 school year, Transitional Kindergarten (TK) enrollment in the county fell 1% to 2,569; due to the pandemic and the lack of in-person education options. We anticipate that this will increase once in-class learning has fully resumed. In addition, while the overall county saw a decrease, three school districts saw an increase in TK enrollment, while four saw the most significant declines.

We saw a 1% increase in infant care slots in centers and a decline in daycare availability for toddlers and preschool-age children in centers. We also saw a 30% decrease in licensed family care providers, with a 2366 slot decrease since 2020. This is likely due to the shelter in place orders of the COVID-19 pandemic.

This shows the Overall Cost of Child Care in Contra Costa County, separated by Infant and preschool care in center-based and family care options. Center-based care is more costly than family care. The noticeable change is the cost increase of about 10% for both types of care for infants and preschool between 2017 to 2019.

Report:
Parent Survey
Results

Nelly Ige, ASAIII, provided an overview of the 2020-2021 Parent Survey Results. Each year CSB’s parents are asked to complete a survey to gauge families’ satisfaction levels with our services.

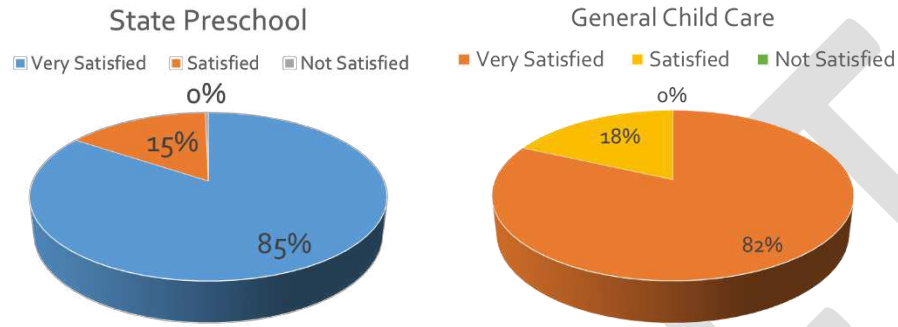
Parent Surveys are distributed to all CSB’s state centers:

- General Child Care (CCTR)

- State Preschool (CSPP)

The results are reviewed by staff to determine what we are doing well and where are areas we can improve.

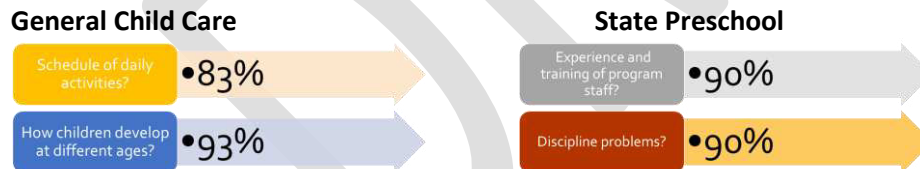
How satisfied are you with the overall quality of the program?



Do you feel that your child is safe and happy in the program?



Have you received information from the program about the following?



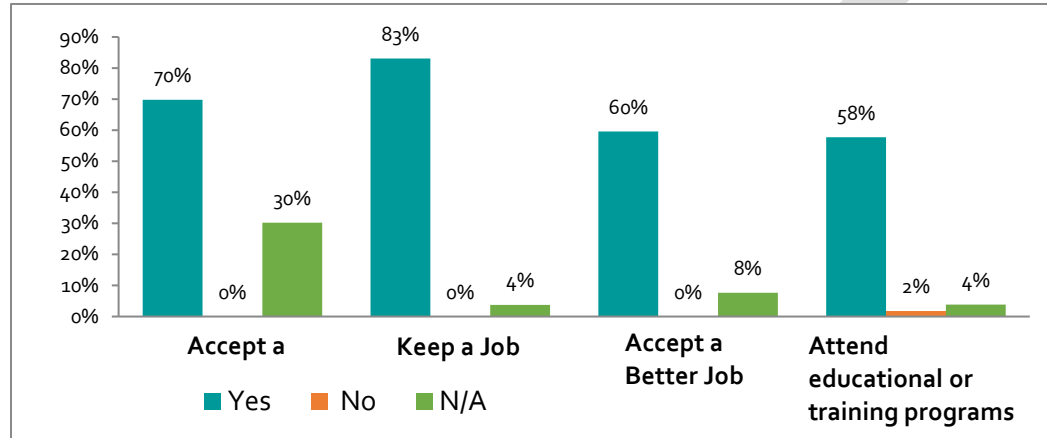
Would you like more information about any topics related to your child’s care and development? Some comments that were stated:

- “Parent interaction/involvement.”
- “Schedule of daily activities”
- “Information about her social emotional development.”
- “Discipline.”

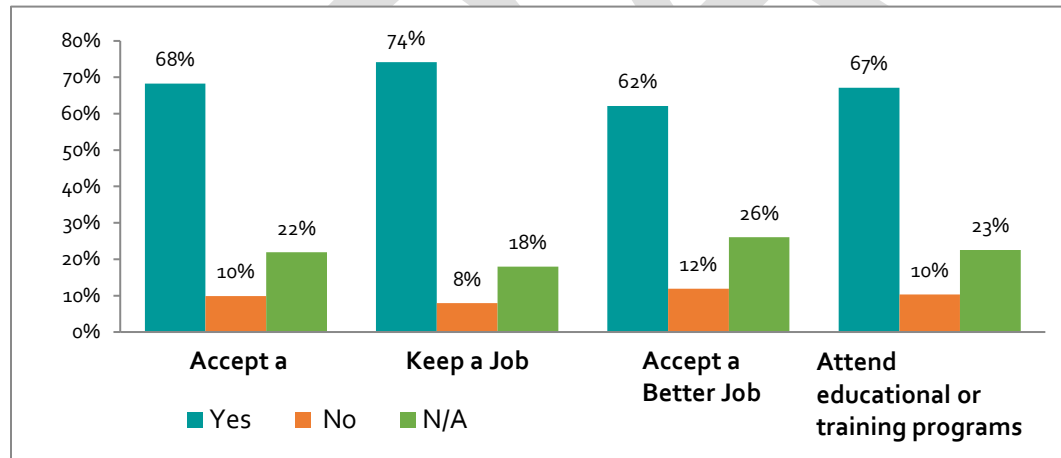
“More progress reports”
 “Report Card about skills, learning behavior.”

Has your child’s enrollment in this program made it easier for you to:

General Child Care



State Preschool



How satisfied are you with these characteristics of your child’s program?

General Child Care

	Satisfied
--	-----------

Section A – Hours of operation	98%
Section B – Location of program	96%
Section C – Number of adults working with children	98%
Section D – Background and experience of staff	98%
Section E – Languages spoken by staff	98%
Section F – How program staff communicate with you	98%
Section G – Meeting the individual needs of your child	98%
Section H – Interaction between staff and children	96%
Section I – Interaction with other parents	91%
Section J – Parent involvement	98%
Section K – Equipment and materials	96%
Section L – Cultural activities	98%
Section M – Daily activities	98%
Section N – Environment	98%
Section O – Nutrition	98%
Section P – Health and safety policies and procedures	98%
Section Q – How the program promotes your child's learning and development	98%
State Preschool	
	Satisfied
Section A – Hours of operation	99%
Section B – Location of program	99%
Section C – Number of adults working with children	99%
Section D – Background and experience of staff	100%
Section E – Languages spoken by staff	100%
Section F – How program staff communicate with you	99%
Section G – Meeting the individual needs of your child	100%
Section H – Interaction between staff and children	100%
Section I – Interaction with other parents	97%
Section J – Parent involvement	97%
Section K – Equipment and materials	100%
Section L – Cultural activities	98%

Section M – Daily activities	100%
Section N – Environment	100%
Section O – Nutrition	100%
Section P – Health and safety policies and procedures	100%
Section Q – How the program promotes your child's learning and development	100%

For children receiving distance learning only: How useful have the distance learning activities and materials been for you and your child?

2 people responded with either somewhat useful or not applicable.

For children receiving distance learning only: How can we improve your distance learning experience?

2 people responded with either wanting more activities or not applicable.

Is there anything else you would like to say about how this program meets your family's needs?

"I feel like my son is doing excellent thanks to you guys."

"The staff and teachers are super helpful and very involved. They go above and beyond their rolls. "

"The program has helped my son become independent"

"Staff is very attentive and communicates well with my daughter"

"Has really helped my daughter lean and develop skills. The program has also allowed me to accept job offers. Thank you."

"I am more than satisfied everything is excellent a thousand thanks."

Do you have any suggestions about how this program could be improved?

"Would like to know more about the curriculum"

"Because of the Pandemic and the parents not being allowed in the classrooms, it would be nice if they can send some pictures of projects or activities they're doing that day."

"Maybe extending hours"

"More secondary language materials"

"Consistent teachers more staff available"

"More fresh veggies"

"I wish we could go back to regular activity like field trips"

"When not enough teaching staff, try to bring more"

<p>Site Reports</p>	<p>Ambrose</p> <ul style="list-style-type: none"> • Ambrose is getting ready to end the program year; some children will be transitioning to Head Start, either to Lavonia Allen or Riverview. • New security cameras were installed outside our Center (facing the teachers' break room). • We continue planting and harvesting at the Ambrose Community Garden. • Grab-N-Go bags with family activities, books, finger paint, and paper were distributed to distance learning children. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista is celebrating the end of a successful school year. We have many boys and girls that will be missed when moving on to Kindergarten this year. We would like to thank all the families that helped make this school year a success. We wish them all well on their next journey in learning. • The staff breakroom has temporary furnishings until the new furnishings arrives. • Room #3 preschool classroom ended the Ball project and now are learning how to sign the alphabet using sign language. • Bayo Vista is looking forward to a visit from Community Services Director Mr. Aaron Alarcon-Bowen next week. • Parents received a bag of groceries delivered to our site from the Foodbank that visits the area each 2nd Tuesday of the month. <p>Contra Costa College</p> <ul style="list-style-type: none"> • We are celebrating the success of the Early Childhood Learning Center. Everything has been running smoothly with the children and families returning to the center. • Contra Costa College received a new stove and dishwasher. • In our Toddler room, the children have started an amazing planting project. They have planted many new flowers around the play yard. • The special guest at our center was Cecilia Valdez, via zoom during a parent meeting. She discussed Tandem and supplied our parents with resources for training and reading opportunities. <p>George Miller Concord</p> <ul style="list-style-type: none"> • Aaron Alarcon Bowen - new Executive Director of CSB, visited the site on June 9, 2021. He had a great time talking with the staff and visiting the classrooms. • Part Day Program did their End of the School Year Celebration on June 10, 2021. • Pre-school teachers prepare for the end of the school year celebration for children bound to kindergarten and transitional kindergarten. • Cecilia Valdez of TANDEM discussed the importance of reading with the children during our parent meeting on May 26, 2021, and early reading resources were given to the families. <p>GMIII</p> <ul style="list-style-type: none"> • Two staff members at GMIII completed the TAT program known as "Grow Your Own." In addition, other teachers celebrated their college coursework graduations this month. • Received new furniture such as tables for the classrooms. • Classroom 8 is learning about the different types of vehicles and identifying the numbers and letters on the license plates. • Children in classrooms 5 and 6 discussed how to be ready for Kindergarten. In classroom 10, the Kindergarten transition-visiting expert talked to the children via Zoom about "What the transition to Kindergarten may look like."
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	<p>Las Deltas</p> <ul style="list-style-type: none"> • Las Deltas will soon close its doors. However, the staff is diligently packing and cleaning to move and reopen at Crescent Park. • The Las Deltas staff is supportive of each other throughout this transition. • Teachers, as they did for Mother's Day, they are working with their students to plan and host Father's Day and end of year celebrations for our kinder-bound students. <p>Marsh Creek</p> <ul style="list-style-type: none"> • On June 10, we had the "End of the Year Celebration" with in class and Distance Learning children. We had great participation of the families. The children had a wonderful time singing and dancing for their families. They received a backpack with school supplies and a certificate for the time completed in the Head Start Program; it was a great success. • The door alarm to exit the playground was repaired on June 1. • On Wednesday, June 9, we did the closing event of Kindergarten Study with a "Water Day." Children had fun getting wet with a sprinkler providing water for them to play in; it was a hot day, so everyone enjoyed the activity. • On June 8, Jovana Lara from Comprehensive Services was our "Visiting Expert." She talked to the children about her experience in kindergarten and answered their questions about kindergarten. They drew a picture of Ms. Jovana; it was a great conversation where the children had the opportunity to ask questions such as: How is the lunch? And how is the playground in kindergarten? Will the classroom have toys? Books? And playdough? • All families received resources about kindergarten readiness and summer safety. In addition, the parents received information about positive discipline after June's monthly parent committee meeting. <p>Verde</p> <ul style="list-style-type: none"> • We are celebrating our students who are moving on to Kindergarten with backpacks, certificates, and cheers! • Verde Elementary has many precautions in place to protect all students and staff, including a QR code registration system to help with contact tracing. • Just like for Mother's Day, the staff are working on special projects with their students for Father's Day. • We no longer have onsite "Free Food Boxes" service day on Thursdays, the WCCUSD has "Free Food Boxes" service day at the following sites: Nystrom Elementary School, Hercules, Helms, and Dejean Middle School, and El Cerrito, De Anza, Kennedy, Pinole Valley, and Richmond High School. 				
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):</p> <ul style="list-style-type: none"> • Participants were encouraged to attend the virtual Child Nutrition Unit meeting scheduled on July 7, 2021, from 5:00 – 6:00 pm. PC parents will receive an email invite with all the meeting details; flyers would be posted at the sites. • No meeting in July; our last Policy Council meeting for this program year is scheduled for August 18, 2021, at 6:00 pm. <p>Have a wonderful and safe summer with your families.</p>				
Meeting Evaluation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Pluses / +</u></td> <td style="width: 50%; text-align: center;"><u>Deltas / Δ,</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Welcome our new Fiscal Director • Good facilitation • Good information </td> <td> <ul style="list-style-type: none"> • None </td> </tr> </table>	<u>Pluses / +</u>	<u>Deltas / Δ,</u>	<ul style="list-style-type: none"> • Welcome our new Fiscal Director • Good facilitation • Good information 	<ul style="list-style-type: none"> • None
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Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.	
Objective 1: By June 30, 2021, CSB will take a program-wide approach to identifying a platform which allows families to remotely access individualized child and family information.	
<i>Outcome 1: CSB will identify a web-based application providing families a platform for accessing information specific to their child and family needs. This will improve communication between families and staff across all content areas and support family engagement.</i>	
January Update:	January Update: CSB is in the process of developing a website inclusive of all programs to interact with families, community partners and staff. The web design has been completed and developers are in the process of linking functions to the CLOUDS database.
June Update:	CSB's website, CSBConnect, is live as of July 2021. CSBConnect features a public-facing webpage with accessible program service information and a password protected portal for clients and staff. Through the portal, prospective families can begin the application process online while enrolled families have the ability to communicate with staff electronically and share information specific to their child and family needs.
Objective 2: By June 30, 2021, CSB will use technologies to design a contact-less sign-in/out process that supports safety for families and staff while maintaining accurate records.	
<i>Outcome 2: CSB will implement a touchless attendance process through use of QR codes to record daily electronic signatures, reducing the risk of spreading illness through communal use of hardware. Utilizing QR codes will expedite the sign-in/out process and support child attendance data management.</i>	
January Update:	The QR code system for sign-in/out has been developed and is currently being used at all CSB centers. CSB has collected input from initial implementation and is currently working with developers to refine the process to ensure efficiencies.
June Update:	QR code sign-in is now available on the attendance tablets, of which each classroom has two assigned. All tablets will be updated in July with the newly added feature. This results in a more portable and flexible system so that each center may implement efficient sign-in processes unique to needs of each center. This capability will also support processes as restrictions loosen and we shift towards pre-pandemic practices.
Objective 3: By June 30, 2021, CSB will employ new innovative strategies to support communication with clients conducive to a remote workspace including the CLOUDS calling feature.	
<i>Outcome 3: CSB will ensure staff are able to effectively connect with families remotely through implementation of an embedded calling feature to allow staff working from home to communicate with families through the CLOUDS application. Recordkeeping will be enhanced through automated records kept by the database showing contact history.</i>	

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January Update:	CSB has developed a calling feature in CLOUDS which maintains automated records. The feature has been tested and presented to the CLOUDS user group. A training video has been created and staff trainings will be conducted by Spring 2021 to support communication with families, especially as we continue to engage families remotely.
June Update:	The Centralized Enrollment Unit and Comprehensive Services Team received training in March 2021 and are now utilizing the CLOUDS call-out feature. The feature has ensured staff are able to maintain communication with families regardless of work location.
Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.	
Objective 1: By June 2021, CSB will implement an oral health curriculum for families and staff to support dental health practices at home and at school.	
<i>Outcome 1: Parent evaluations at two directly operated and two partner sites will indicate which curriculum is best received and will demonstrate that parents have a great understanding of the need to attend to oral health at birth to reduce the risk of early onset dental decay in children under 3 years old.</i>	
January Update:	Oral Health Curriculum “Teeth for Two” and “Mouth Healthy-Pregnancy” are scheduled for February’s parent meeting/workshop at Aspiranet and Crossroads. “Teeth for Tots” and “Mouth Healthy-Babies and Kids” are scheduled for February’s parent meeting at Ambrose and Contra Costa College. CSB will evaluate success to inform program-wide implementation.
June Update:	Health Manager presented Module 1 from “Teeth For Tots” during CC College parent meeting on March 24th and “Mouth Healthy-Why Baby Teeth Matter” during Ambrose parent meeting on March 31st. The Zoom meetings were combined with parents from CCCollege and Ambrose. The curriculum will be presented again in the Fall. Presentations for pregnant women “Teeth For Two” and “Mouth Healthy Pregnancy” was postponed until the new program school year for Crossroads and the reconvening of site based parent workshops at Aspiranet. By September 2021, Health Manager will collaborate and coordinate to present the curriculum at Crossroads, Aspiranet, CC College and Ambrose and determine program implementation based on parent evaluations of the programs.
Objective 2: By December 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.	
<i>Outcome 2: Evaluations from trainings will show that staff knowledge of best practices increased as a result of this training. Ongoing education monitoring results will show improvement in adult/child interactions.</i>	
January Update:	Infant/Toddler CLASS coaching was put on hold initially, due to our county shelter-in-place. We resumed coaching using a virtual format in October 2020. The program is extended through Spring 2021. At that time, we will provide the participants with an evaluation form to encourage the participants to reflect on their experience. Once in-class monitoring resumes, our monitoring team will continue with ongoing education monitoring.

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June Update:	Four of CSB’s infant/toddler partner teachers completed the coaching series via virtual coaching format. Based on the survey conducted by Teachstone of all participants in the coaching sessions, 85% felt the coach consistently supported learning and application of new behaviors with 85.5% stating they made significant or greater changes to teaching as a result of this coaching opportunity. Additionally, 96% of participants felt they now have a solid or comprehensive understanding of infant/toddler CLASS concepts. Due to continued modified programming, our teachers completed Infant/Toddler Environmental Rating Scale (ITERS) via self-monitoring. We will begin monitoring at a management level in the upcoming year to inform us of professional growth and development in CLASS coaching concepts that coincide with ITERS items and indicators.
Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.	
Objective 1: By December 2020, 7 additional Teacher Assistant Trainees (TAT) will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.	
<i>Outcome 1: Seven TATs will have completed the program and be eligible to apply for the Associate Teacher Permit, and for promotion as an Associate Teacher within our agency, thereby alleviating the teacher shortage.</i>	
January Update:	Two TATs have completed the program and are in process of applying for the Associate Teacher permit. Three TATs continue in Spring 2021 and are set to complete the program by the end of that semester. With the pandemic affecting execution of this program, the recruitment plan is being redesigned to adapt to new climate.
June Update:	All three continuing TATs have completed the ECE Work Study Program and applied for the Associate Teacher (AT) Permit. They will be ready to apply for CSB’s vacant AT positions upon receipt of their permit. Therefore, a total of seven TATs have completed the program this year. Four additional TATs are enrolled in the Work Study Program for Fall 2021.
Objective 2: By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will incorporate wellness activities unique to each unit or center’s needs. Impact of efforts will be measured by the annual workforce satisfaction survey.	
<i>Outcome 2: The workforce satisfaction survey will show an increase in the areas of joy at work, good self-care and work balance, feeling heard, engaging in reflective practice, and receiving recognition and appreciation.</i>	
January Update:	Due to several surveys that were issued in 2020 to assess stress, anxiety and feedback from staff to ensure support for staff in delivering services during sweeping shifts and changes, the workforce satisfaction survey has been postponed to Summer 2021.
June Update:	The Workforce Satisfaction Survey is in progress at this time – outcomes will be available for the next update.
Objective 3: By June 2021, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.	

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<i>Outcome 3: CSB’s TAT and AT staff will increase by 10% which translates into a reduction in vacancies, ensuring CSB’s ability to achieve full enrollment and serve all enrolled children. This reduces workloads and stress levels of existing staff, increases ability to use subs for staff illness and vacation rather than in long-term vacancy placement, and increases number of candidates for the ECE Work-Study programs.</i>	
January Update:	A total of the following were hired: Three Associate Teachers and six Teacher Assistant Trainees.
June Update:	Since January 2021, we saw a 2% increase in our TAT staff, and a 5% increase in AT staff – a total of 4% increase in TAT staff and 7% increase in AT staff with January and June updates combined.
Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.	
Objective 1: By June 2021, CSB will practice “ <i>Strong Partners/Strong families,</i> ” a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.	
<i>Outcome 1: This approach to parent meeting will foster authentic partnership with families. Site Supervisors and Comprehensive Services will complete training on organizing and hosting meaningful virtual parent meetings. CSB will validate family and staff participation through documentation of meeting sign-in.</i>	
January Update:	The parent meeting re-design is planned for Spring 2021.
June Update:	CSB adapted to the changing environment as a result of the pandemic and shifted to virtual parent meetings. CSB purchased zoom licenses for Site Supervisors and Comprehensive Services Assistant Managers and training was provided. Staff were also trained on how to utilize email and SMS messaging through the CLOUDS system to invite parents to attend Site Parent meetings and other countywide engagement events, such as Parent Resiliency training and Child Nutrition Training.
Objective 2: By June 2021, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15 ^(TM) : Online Learning for Dads.	
<i>Outcome 2: CSB will pilot the program with two directly centers by the fall. Through analysis of pilot outcomes, CSB will then offer Fathering in 15TM bureau-wide by June 2021. Usage data and other reports provided by the tool, along with evaluations, will demonstrate the impact this program has had on the fathers/father figures.</i>	
January Update:	The pilot of the pro-fathering online learning will be facilitated in Spring 2021.
June Update:	After the purchase of the renewal license, site enrollment was reviewed to identify the center with most fathers registered. We decided to do the pilot at one center instead of two in order to concentrate on maximum participation. In May of 2021, a staff meeting was convened at the chosen center to review the FatheringTM in 15 goals, the training topics, project timelines, recruitment expectations, registrations, and follow-up. In June 2021, informational flyers were distributed to all fathers at the

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	GMC site using group emails followed by phone calls. As a result, 15 fathers are registered and expected to complete training topics by the end of August. Data will be collected, analyzed, and used to improve the training as we look to implement it at all directly operated sites in fall 2021.
Objective 3: By June 2021, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.	
<i>Outcome 3: CSB will improve the identification of families meeting the McKinney Vento definition of homelessness, implement ECLKC training for comprehensive services staff, and develop streamlined referral processes with CSB's housing partners in the Community Action Program.</i>	
January Update:	All Comprehensive Services staff completed the ECLKC training on homelessness in October 2019. By March 2021, Comprehensive Services staff will participate in refresher training focused on McKinney Vento definitions and the ECLKC training. By April 2021, referral process will be developed and implemented with Community Action Partners. By May 2021, Centralized Enrollment Unit will implement screening questionnaire as part of enrollment process for new families.
June Update:	On March 3, 2021 All comprehensive Services staff participated in a refresher training focused on the McKinney Vento definition of homelessness, this will continue has an annual focused training. On May 13, 2021, The Community Action Service Providers held a Round Table wherein it was determined a two-way referral system will start September 1, 2021. Also in May 2021, the Centralized Enrollment Unit incorporated a screening questionnaire for use during the enrollment of new families; this questionnaire is located under enrollment forms on the CLOUDS database.