

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)). *To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).*

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: January 18, 2023	Time: 6:00 PM – 7:45 PM
Zoom Meeting ID: 870 4513 5129 Password: 826100	
Meeting Leader: Jasmine Cisneros – Policy Council Chair	
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 Michelle Mankewich at least 48 hours before the meeting at (925) 681-6339 or at mmankewich@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 mmankewich@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you 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 awareness of CSB correspondence so that we are all informed of current notifications.
An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.
Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
To approve former Policy Council member, Delphine Scott, to be appointed to a low-income sector seat on the Economic Opportunity Council.
An approval of November 16, 2022 Policy Council Minutes.
Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
A wellness activity to enhance overall wellbeing.
Heard a presentation about Everyday Moments, a community program to support families in enhancing their parenting skills during everyday challenges they may face.
Participated in a training from Making Parenting a Pleasure to enhance self-care strategies.
An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
Heard 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.

What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	2 Minutes
Correspondence	Present Clarify	Karen Medrano	11 Minutes
Public Comment	Present	Public	3 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	7 Minutes
Action: <ul style="list-style-type: none"> Approval of Delphine Scott to EOC 	Present Clarify Check for understanding Check for Agreement	Christina Reich	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider an approval of November 16, 2022 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	7 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: <ul style="list-style-type: none"> CSB Interim Director 	Present Clarify Check for understanding	Nic Bryant	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> Interim Division Manager 	Present Clarify Check for understanding	Dr. Easter	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Haydee Ilan	7 Minutes
Wellness Activity	Present Clarify	Jasmine Cisneros	6 Minutes
Presentation: <ul style="list-style-type: none"> Everyday Moments 	Present Clarify Check for understanding	Kelly Ransom from We Care	15 Minutes
Training: <ul style="list-style-type: none"> Making Parenting a Pleasure 	Present Clarify Check for understanding	CSB Staff	15 minutes
Report: <ul style="list-style-type: none"> Site Reports 	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for understanding	Michelle Mankewich	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

Summary of ACF Program Instruction ACF-PI-HS-23-01 Issued 1/6/22 for Policy Council

Head Start programs must work with their Health Services Advisory Committee to create an evidence based COVID-19 Mitigation Policy by March 7, 2023. Here are some things the policy must include:

- The plan must include ways to increase or decrease activities based how many COVID infections are in the community.
- The plan must be based on expert recommendations from the CDC, state, and local health departments.
- The plan should include multiple ways to keep children and staff safe from COVID, such as masking, ventilation, vaccinations, and staying at home when sick.
- The plan must include communication to families.

Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

 eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-23-01

[View the Latest COVID-19 Updates from the Office of Head Start](#)

Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy ACF-PI-HS-23-01

U.S. (United States) Department
of Health and Human Services

ACF
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-23-01
- 2. Issuance Date:** 01/06/2023
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** COVID-19; Health Services Management; Safety Practices; Head Start Program Performance Standards; Safe Environments; Program Planning

Program Instruction

To: Head Start and Early Head Start Grant Recipients and Delegate Agencies

Subject: Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

Instruction:

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, [Mitigating the Spread of COVID-19 \(Coronavirus Disease 2019\) in Head Start Programs](#). This Final Rule removes the universal masking requirement for individuals 2 years and older. It does not address the vaccination requirement from the [Interim Final Rule with Comment Period \(IFC\)](#), so the Head Start Program Performance Standards (HSPPS) at 45 CFR

§§[1302.93](#) and [1302.94](#) remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

This Program Instruction (PI) provides supplementary information to support grant recipients in developing the required evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy.

HSPPS (Head Start Program Performance Standards) Requirements

To protect children, families, and staff from infection and illness, [45 CFR §1302.47\(b\)\(9\)](#) requires Head Start programs to have an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy developed in consultation with their HSAC (Health Services Advisory Committee) that can be scaled up or down based on the impacts or risks of COVID-19 (Coronavirus Disease 2019) in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC (Health Services Advisory Committee) ([45 CFR §1302.40\(b\)](#)). The HSAC is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC (Health Services Advisory Committee).

This Final Rule requires programs to have established an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy in consultation with their HSAC (Health Services Advisory Committee) by March 7, 2023.

Evidence-based Policy

As stated in the Final Rule, *evidence-based* is an umbrella term that refers to using the best research evidence (e.g., found in health sciences literature) and clinical expertise (e.g., what health care providers know) in content development.^[1] Integrating the best available science with the knowledge and considered judgements from stakeholders and experts benefits Head Start children, families, and staff.^[2]

The COVID-19 (Coronavirus Disease 2019) mitigation policy should be informed by objective evidence and findings from research and expert recommendations from public health authorities such as the U.S. Centers for Disease Control and Prevention (CDC) and state, tribal, local, and territorial health departments. Head Start programs have various sources to consider, including but not limited to:

- CDC (Centers for Disease Control) guidance, including [general COVID-19 \(Coronavirus Disease 2019\) information](#) and early care and education (ECE) program-specific guidance, such as [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning](#).

- State, tribal, local, and territorial health departments, universities, and professional health organizations
- Caring for Our Children health and safety standards
 - [9.2.3.2: Policy Development for Care of Children and Staff Who Are Ill](#)
 - [9.2.4.4: Written Plan for Seasonal and Pandemic Influenza](#)

The Early Childhood Learning and Knowledge Center features an interactive module to support Head Start programs in learning how to find and use up-to-date, trustworthy, and consistent health information. Programs may access [How to Find Science-informed and Evidence-based Health Information](#) to explore five steps to help determine if information is current and accurate when developing an evidence-based policy.

Grant recipients are not limited to the considerations outlined below when developing their evidence-based policy.

Considerations for an Evidence-based COVID-19 (Coronavirus Disease 2019) Mitigation Policy

Mitigation Strategies

As stated in the Final Rule, in the context of COVID-19 (Coronavirus Disease 2019), *mitigation* refers to measures taken to reduce or lower SARS-CoV-2 transmission, infection, or disease severity. Other terms used for this same concept are "risk reduction strategies" or "prevention strategies."

An evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy should use multiple strategies at the same time, such as masking, ventilation, and staying at home when sick. Current evidence suggests the importance of a layered approach whereby one strategy is "layered" upon another because they are more effective in minimizing the impact of SARS-CoV-2 than when using one strategy alone.^[3] When developing their policy, Head Start programs should consider the [risk factors](#) for their staff and the families served, strategies to be used when the impact of COVID-19 (Coronavirus Disease 2019) changes in the community, and how the risk of exposure could change depending on the Head Start services provided.

COVID-19 (Coronavirus Disease 2019) Community Levels

CDC (Centers for Disease Control) developed the [COVID-19 \(Coronavirus Disease 2019\) Community Levels](#) to help individuals, agencies, and organizations make choices on what precautions to take based on the level of disease burden in their community. It provides county-level data for each U.S. state and territory, determined by a combination of three metrics that are updated weekly — new COVID-19 (Coronavirus Disease 2019) hospital admissions per 100,000 population in the past seven days, the percent of staffed inpatient beds occupied by COVID-19 (Coronavirus Disease 2019) patients (seven-day average), and

new COVID-19 (Coronavirus Disease 2019) cases per 100,000 population in the past seven days. Using these data, the COVID-19 (Coronavirus Disease 2019) Community Level is classified as low, medium, or high. Grant recipients should consider using this data and guidance to inform their evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy. Layered prevention strategies should also be able to be increased when community risk is higher (e.g., when COVID-19 (Coronavirus Disease 2019) Community Level has increased).

COVID-19 (Coronavirus Disease 2019) Vaccination

At this time, the national vaccination requirements at 45 CFR §§[1302.93](#) and [1302.94](#) remain in effect for staff, certain contractors, and volunteers in Head Start programs in states that are not subject to permanent^[4] or preliminary^[5] court injunctions. There is no federal requirement to go further. However, all programs still have the discretion to require, promote, and encourage COVID-19 (Coronavirus Disease 2019) vaccines for staff, subject to tribal, state, and local laws. ACF strongly encourages that all staff, contractors, and volunteers be up-to-date on their [COVID-19 \(Coronavirus Disease 2019\) vaccinations](#) given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death.

OHS (Office of Head Start) also wants to make sure all families can obtain accurate information about the [COVID-19 \(Coronavirus Disease 2019\) vaccine](#) and encourages programs to address in their mitigation policy how they can help families and children access the vaccines. Programs may still consider COVID-19 (Coronavirus Disease 2019) vaccination in their evidence-based policy, including ways to provide access and increase uptake of vaccines among Head Start staff, contractors, volunteers, and children and families.

Prioritizing Strategies

Per CDC (Centers for Disease Control), Head Start programs should consider local context when developing and implementing a response to COVID-19 (Coronavirus Disease 2019) conditions. Factors to consider include:

- Age of population served
- People with disabilities
- People at risk of getting very sick
- Equity
- Availability of resources
- Communities served
- Pediatric-specific considerations

A fuller discussion of each of these factors can be found in [CDC \(Centers for Disease Control\)'s Operational Guidance for K-12 Schools and Early Childhood Programs to Support Safe In-person Learning](#).

Responsive to Changing Conditions

The intent of this policy is to make sure programs can adapt to changing circumstances and conditions of [COVID-19 \(Coronavirus Disease 2019\)](#) while still protecting the health of children, families, and staff. The requirement for having an evidence-based [COVID-19 \(Coronavirus Disease 2019\)](#) mitigation policy specifies that it needs to allow for programs' response to be scaled up or down based on the impact of [COVID-19 \(Coronavirus Disease 2019\)](#) in the community. It gives Head Start programs more flexibility to adapt to the changing circumstances and conditions of the virus and be responsive to the unique challenges and needs of their communities.

Given the unpredictable and evolving nature of [COVID-19 \(Coronavirus Disease 2019\)](#), Head Start programs may go through periods where the impact of [COVID-19 \(Coronavirus Disease 2019\)](#) is low, medium, or high. Programs' [COVID-19 \(Coronavirus Disease 2019\)](#) mitigation policy should specify what prevention strategies or combination of strategies will be used when the impacts or risks of [COVID-19 \(Coronavirus Disease 2019\)](#) increases or decreases, and how the policy is communicated to children, families, and staff. Programs can also decide to place requirements related to [COVID-19 \(Coronavirus Disease 2019\)](#) mitigation policies as needed. For example, a program may choose to require universal masking when there are higher levels of transmission or burden in the community, consistent with [CDC \(Centers for Disease Control\)](#) guidance. We include additional considerations for the communication of the policy below.

Additional Precautions

While local context is critical, Head Start programs may also want to consider additional precautions regardless of the level of impact from [COVID-19 \(Coronavirus Disease 2019\)](#) at that time and in consideration of the needs of the communities that programs serve. As noted in [CDC \(Centers for Disease Control\)'s](#) guidance to K-12 schools and [ECE \(Early Care and Education\)](#) settings, program administrators should work with health departments in their jurisdiction to consider other local conditions and factors when deciding to implement prevention measures. Pediatric-specific indicators, such as vaccination rates among children, pediatric-specific health care capacity, pediatric hospitalizations, and pediatric emergency visits, can help with deciding on which mitigation strategies to use. Head Start programs may consider the extent to which children or staff are at increased risk for severe disease from [COVID-19 \(Coronavirus Disease 2019\)](#) or have family members at increased risk for [severe disease](#). [ECE \(Early Care and Education\)](#) programs may choose to implement universal indoor mask use, for example, to meet the needs of the families they serve, which could include people at risk for getting very sick with [COVID-19 \(Coronavirus Disease 2019\)](#).

Programs should also consider how their COVID-19 (Coronavirus Disease 2019) mitigation policy protects children with disabilities, children who are immunocompromised, and children at higher risk of severe complications, as well as layered mitigation strategies to make sure children can safely continue to attend the program in person. For example, programs may consider additional mitigation measures, such as more extensive mask use or increasing ventilation, if there are children who cannot safely wear a mask because of their disability, as defined by Section 504 of the Rehabilitation Act of 1973. The U.S. Department of Education's [Disability Rights](#) webpage provides guidance and resources for schools and ECE (Early Care and Education) programs to make sure students with disabilities continue to receive the services and supports they are entitled to so they have successful in-person educational experiences.

Communication Plan

COVID-19 (Coronavirus Disease 2019) mitigation policies should include a strong communication plan consistent with [45 CFR §1302.41\(b\)\(2\)](#) to make sure staff and families are prepared to navigate the ongoing conditions of COVID-19 (Coronavirus Disease 2019). Programs should consider:

- Who communicates to staff and families?
- What should be communicated?
- When are communications shared and with what frequency? How does the timing for communications relate to changing COVID-19 (Coronavirus Disease 2019) conditions in the community?
- How will it be communicated? For example, programs may have signs outside classrooms and the building if masks are required or recommended.
- Is the communication accessible to individuals with disabilities?

Evolving guidance comes from various federal, state, tribal, local, and territorial authorities, in addition to CDC (Centers for Disease Control). Employers should be prepared to communicate changes in protocols as far in advance as possible to staff and families.

Please direct any questions regarding this P.I. (Program Instruction) or the requirement that Head Start programs have an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy to your regional office.

Thank you for your work on behalf of children and families.

/ Tala Hooban /

Tala Hooban
Acting Director
Office of Head Start

See PDF Version of Program Instruction:

[Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy](#) [PDF, 100KB]

[1] Adapted from Office of Disease Prevention. Evidence-based practices and programs. National Institutes of Health <https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs>

[2] Adapted from European Centre for Disease Control and Prevention. European Centre for Disease Prevention and Control. Evidence-based methodologies for public health – How to assess the best available evidence when time is limited and there is lack of sound evidence. Stockholm: ECDC; 2011.

https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109_TER_evidence_based_methods_for_public_health.pdf

[3] Center for Disease Control and Prevention. “*Science Brief: Indicators for Monitoring COVID-19 (Coronavirus Disease 2019) Community Levels and Making Public Health Recommendations.*” August, 2022. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/indicators-monitoring-community-levels.html>

[4] The U.S. Department of Health and Human Services (HHS) received notice that as of Sept. 21, 2022, following a decision by the United States District Court for the Western District of Louisiana, implementation and enforcement of [Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 \(Coronavirus Disease 2019\) in Head Start Programs](#), 86 Fed. Reg. 68052 (Nov. 30, 2021) (the “Interim Final Rule” or “IFC”), is permanently enjoined in the following 24 states: Alabama, Alaska, Arizona, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Utah, West Virginia, and Wyoming. Head Start, Early Head Start, and Early Head Start-Child Care Partnership grant recipients in those 24 states are not required to comply with the IFC. (Interim.Final.Rule.with.Comment).

[5] As of Dec. 31, 2021, following a decision by the United States District Court for the Northern District of Texas, implementation and enforcement of the IFC. (Interim.Final.Rule.with.Comment) is preliminarily enjoined in Texas.

Historical Document

Enrollment and Attendance Report to Policy Council November 2022

Enrollment:

- **HS - 49.44%**
- **EHS & EHS-CCP2 –63.35%**

Attendance:

- **HS–73.82%**
- **EHS & EHS-CCP2 –75.11%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness – non-COVID 19 related.

Informe de Inscripción y Asistencia al Consejo de Políticas Noviembre 2022

Inscripción:

Inscripción:

- **HS - 49.44%**
- **EHS & EHS-CCP2 –63.35%**

Asistencia:

- **HS–73.82%**
- **EHS & EHS-CCP2 –75.11%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia debido a enfermedad - no relacionado con COVID 19.

Enrollment and Attendance Report to Policy Council December 2022

Enrollment:

- **HS – 50.04%**
- **EHS & EHS-CCP2 –63.35%**

Attendance:

- **HS–65.50%**
- **EHS & EHS-CCP2 –70.32%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness – and yearend Holiday season.

Informe de Inscripción y Asistencia al Consejo de Políticas Diciembre 2022

Inscripción:

Inscripción:

- **HS – 50.04%**
- **EHS & EHS-CCP2 –63.35%**

Asistencia:

- **HS–65.50%**
- **EHS & EHS-CCP2 –70.32%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia debido a enfermedad – y la temporada de Festividades de fin de año.

Directors Report- January 2023

- November Quality Improvement Plan (QIP) visit (to review safety deficiencies) 11/19 & 11/20- Great review and an overall job well done. The team from ACF visited six directly operated sites and four partner sites. Aiming to receive the final report reflecting this accomplishment sometime this month.
- QIP- extended to February 14, 2023 (except for two safety deficiencies)
- T/TA visit- scheduled for January 17-18th. This visit will focus on Governance, Fiscal monitoring and oversight, and Ongoing Monitoring.
- COVID- Had an uptick in cases at the sites recently. Staff will enhance sanitizing and hand washing.
- Central Kitchen Update- Plans for the central kitchen have been postponed until the next grant cycle. We have made updates to support the Central Kitchen Unit (CNU) at the current location.

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2022-23

October 2022

12 Approved Sites



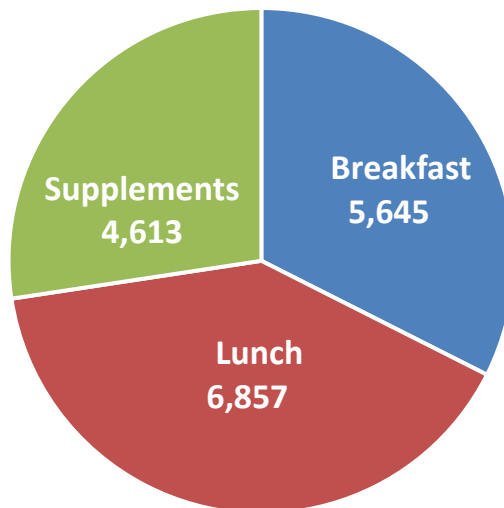
21 Days Meals Served



327 Daily Participation



17,115 Meals Served



Claim Reimbursement

Total: \$ 50,079

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2022 HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2022
AS OF OCTOBER 2022

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	83% %YTD
a. PERSONNEL	\$ 4,553,936	\$ 659,538	\$ 3,894,398	86%
b. FRINGE BENEFITS	3,077,030	819,573	2,257,457	73%
c. TRAVEL	16,765	13,247	3,518	21%
d. EQUIPMENT	-	-	-	-
e. SUPPLIES	258,500	78,512	179,988	70%
f. CONTRACTUAL	4,296,092	2,249,600	2,046,492	48%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,752,926	2,436,262	2,316,664	49%
I. TOTAL DIRECT CHARGES	\$ 16,955,249	\$ 6,256,732	\$ 10,698,517	63%
j. INDIRECT COSTS	865,248	287,489	577,759	67%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 17,820,497	\$ 6,544,220	\$ 11,276,277	63%
<i>In-Kind (Non-Federal Share)</i>	\$ 4,450,933	\$ 1,631,864	\$ 2,819,069	63%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF OCTOBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	83% % YTD	Actual Oct-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	4,355,302	629,340	3,725,962	86%	362,666
Temporary 1013	198,634	30,198	168,436	85%	16,067
a. PERSONNEL (Object class 6a)	4,553,936	659,538	3,894,398	86%	378,734
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	3,077,030	819,573	2,257,457	73%	201,710
b. FRINGE (Object Class 6b)	3,077,030	819,573	2,257,457	73%	201,710
c. Travel (Object Class 6c)					
HS Staff	16,765	13,247	3,518	21%	-
c. TRAVEL (Object Class 6c)	16,765	13,247	3,518	21%	-
d. EQUIPMENT (Object Class 6d)					
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	60,000	9,153	50,847	85%	5,791
2. Child and Family Services Supplies (Includesclass	90,000	69,185	20,815	23%	-
4. Other Supplies					
Health and Safety Supplies	-	-	-		-
Computer Supplies, Software Upgrades, Compute	100,000	(974)	100,974	101%	(139,003)
Health/Safety Supplies	1,800	(40)	1,840	102%	-
Mental helath/Diasabilities Supplies	1,500	16	1,484	99%	-
Employee Morale	2,000	1,094	906	45%	-
Household Supplies	-	-	-		-
TOTAL SUPPLIES (6e)	258,500	78,512	179,988	70%	(133,212)
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Coi	20,000	20,000	-	0%	-
2. Health/Disabilities Services					
Health Consultant	55,000	2,360	52,640	96%	3,816
5. Training & Technical Assistance - PA11					
One Solution	268,000	125,200	142,800	53%	142,800
Leadership Trainings/Seminars/Worshops	40,685	(3,611)	44,296	109%	-
Demogaphic/Data Research	6,500	410	6,090	94%	-
Practice Based Coaching/Classroom Observatic	4,000	105	3,895	97%	-
Family Development Credential/Reflective Prac	15,500	188	15,313	99%	-
Reflective Supervision	17,500	399	17,101	98%	-
7. Delegate Agency Costs					
First Baptist Church Head Start PA22	1,156,877	202,264	954,613	83%	-
First Baptist Church Head Start PA20	4,000	-	4,000	100%	-
YMCA Delegate Agency PA22	1,156,877	1,156,877	-	0%	-
YMCA Delegate Agency PA20	4,000	4,000	-	0%	-
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	106,473	-	106,473	100%	-
First Baptist/East Leland and Kids Castle	131,848	-	131,848	100%	-
Martinez ECC	80,200	-	80,200	100%	-
Tiny Toes	87,392	4,592	82,800	95%	16,848
YMCA of the East Bay	789,112	390,304	398,808	51%	25,272
f. CONTRACTUAL (Object Class 6f)	4,296,092	2,249,600	2,046,492	48%	194,352
g. CONSTRUCTION (6g)					
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	370,000	130,694	239,306	65%	19,477
(Rents & Leases/Other Income)	(10,000)	(3,474)	(6,526)		(4,029)
4. Utilities, Telephone	250,000	150,228	99,772	40%	2,091
5. Building and Child Liability Insurance	2,900	170	2,730	94%	-
6. Bldg. Maintenance/Repair and Other Occupancy	346,911	308,769	38,142	11%	71
8. Local Travel (55.5 cents per mile effective 1/1/20	29,375	3,777	25,598	87%	1,893
9. Nutrition Services					
Child Nutrition Costs	640,000	359,664	280,336	44%	250
(CCFP & USDA Reimbursements)	(160,000)	(38,598)	(121,402)	76%	(30,204)
13. Parent Services					
Parent Conference Registration - PA11	1,060	1,060	-	0%	-
Parent Resources (Parenting Books, Videos, etc.	1,000	1,000	-	0%	-
PC Orientation, Trainings, Materials & Translation	1,000	1,000	-	0%	-
Policy Council Activities	2,000	2,000	-	0%	-
Male Involvement Activities	500	500	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Ap	7,925	7,925	-	0%	-
Child Care/Mileage Reimbursement	5,500	5,500	-	0%	-
14. Accounting & Legal Services					
Auditor Controllers	4,500	2,599	1,901	42%	866
Data Processing/Other Services & Supplies	20,000	4,900	15,100	75%	-
15. Publications/Advertising/Printing					
Outreach/Printing	1,500	1,425	75	5%	-
Recruitment Advertising (Newspaper, Brochures)	30,000	4,171	25,829	86%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, N	5,000	42	4,958	99%	-
Staff Trainings/Dev. Conf. Registrations/Member	75,000	7,750	67,250	90%	5,035
Family, Community and Parent Involvement	5,334	5,334	-	0%	-
17. Other					
Site Security Guards	16,832	3,708	13,124	78%	-
Dental/Medical Services	1,000	1,000	-	0%	-
Vehicle Operating/Maintenance & Repair	103,000	22,528	80,472	78%	10,177
Equipment Maintenance Repair & Rental	55,000	10,697	44,303	81%	-
Dept. of Health and Human Services-data Base (C	15,000	3,837	11,163	74%	2,912
Other Operating Expenses (Facs Admin/Other ad	460,000	209,087	250,913	55%	-
Other Departmental Expenses	2,472,589	1,228,968	1,243,621	50%	-
h. OTHER (6h)	4,752,926	2,436,262	2,316,664	49%	8,541
i. TOTAL DIRECT CHARGES (6a-6h)	16,955,249	6,256,732	10,698,517	63%	650,125
j. INDIRECT COSTS	865,248	287,489	577,759	67%	-
k. TOTALS (ALL BUDGET CATEGORIES)	17,820,497	6,544,220	11,276,277	63%	650,125

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF OCTOBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	83% % YTD	Actual Oct-22
<i>Non-Federal Share (In-kind)</i>	4,450,933	1,631,864	2,819,069	63%	162,531

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF OCTOBER 2022

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	83% % YTD
a. PERSONNEL	1,685,285	634,838	1,050,447	62%
b. FRINGE BENEFITS	1,103,060	497,703	605,357	55%
c. TRAVEL	7,185	(701)	7,886	110%
d. EQUIPMENT	-	-	-	
e. SUPPLIES	140,500	85,006	55,494	39%
f. CONTRACTUAL	3,095,030	1,446,396	1,648,634	53%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,662,534	1,920,194	742,340	28%
I. TOTAL DIRECT CHARGES	8,693,594	4,583,437	4,110,157	1%
j. INDIRECT COSTS	320,204	89,383	230,821	72%
k. TOTAL-ALL BUDGET CATEGORIES	9,013,798	4,672,820	4,340,978	74%
<i>In-Kind (Non-Federal Share)</i>	<i>2,253,450</i>	<i>1,168,205</i>	<i>1,085,245</i>	<i>48%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF OCTOBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	83% % YTD	Actual Oct-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	1,541,229	511,625	1,029,604	67%	101,891
Temporary 1013	144,056	123,213	20,843	14%	810
a. PERSONNEL (Object class 6a)	1,685,285	634,838	1,050,447	62%	102,702
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	1,103,060	497,703	605,357	55%	58,751
b. FRINGE (Object Class 6b)	1,103,060	497,703	605,357	55%	58,751
c. Travel (Object Class 6c)					
HS Staff	7,185	(701)	7,886	110%	-
c. TRAVEL (Object Class 6c)	7,185	(701)	7,886	110%	-
d. EQUIPMENT (Object Class 6d)					
-	-	-	-		-
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	27,000	9,676	17,324	64%	1,775
2. Child and Family Services Supplies (Includesclassroom Supplies)	86,800	70,738	16,062	19%	1,863
4. Other Supplies					
Computer Supplies, Software Upgrades, Computer Replacement	21,700	7	21,693	100%	-
Health/Safety Supplies	1,000	687	313	31%	-
Miscellaneous Supplies	1,000	911	89	9%	-
Household Supplies	2,000	1,988	12	1%	-
Employee Health and Welfare costs (formerly Employee morale)	1,000	1,000	-	0%	-
TOTAL SUPPLIES (6e)	140,500	85,006	55,494	39%	3,638
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	3,000	3,000	-	0%	-
2. Health/Disabilities Services					
Health Consultant	23,050	11,440	11,610	50%	640
5. Training & Technical Assistance - PA11					
Leadership Trainings/Seminars/Worshops	25,000	12,576	12,424	50%	-
Demographic/Data Research	25,000	8,088	16,913	68%	3,131
Practice Based Coaching/Classroom Observation	15,000	4,642	10,358	69%	1,000
Family Development Credential/Reflective Practice	45,000	2,354	42,647	95%	1,000
Reflective Supervision	15,000	-	-	0%	-
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	78,052	-	78,052	100%	-
First Baptist/East Leland and Kids Castle	131,040	-	131,040	100%	-
Aspiranet	949,760	484,760	465,000	49%	-
Cocokids	401,740	132,880	268,860	67%	83,709
Crossroads	155,893	68,533	87,360	56%	-
KinderCare	319,520	94,880	224,640	70%	74,880
Martinez ECC	99,840	45,909	53,931	54%	-
Tiny Toes	49,920	12,480	37,440	75%	12,480
YMCA of the East Bay	658,215	449,855	208,360	32%	37,960
f. CONTRACTUAL (Object Class 6f)	3,095,030	1,446,396	1,648,634	53%	214,801
g. CONSTRUCTION (6g)					
-	-	-	-		-
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	25,000	13,991	11,009	44%	1,330
4. Utilities, Telephone	10,000	6,171	3,829	38%	-
6. Bldg. Maintenance/Repair and Other Occupancy	262,000	256,433	5,567	2%	-
8. Local Travel (55.5 cents per mile effective 1/1/2012)	2,875	339	2,536	88%	411
13. Parent Services					
Parent Conference Registration - PA11	3,000	3,000	-	0%	-
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%	-
Policy Council Activities	1,000	1,000	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	1,000	1,000	-	0%	-
Child Care/Mileage Reimbursement	2,000	1,842	158	8%	-
14. Accounting & Legal Services					
Auditor Controllers	500	500	-	0%	-
Data Processing/Other Services & Supplies	9,000	2,000	7,000	78%	-
15. Publications/Advertising/Printing					
Recruitment Advertising (Newspaper, Brochures)	2,000	(2,525)	4,525	226%	4,500
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	47,020	39,676	7,344	16%	-
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	9,000	3,324	5,676	63%	(250)
17. Other					
Site Security Guards	3,139	2,936	203	6%	-
Vehicle Operating/Maintenance & Repair	34,000	25,753	8,247	24%	2,068
Equipment Maintenance Repair & Rental	18,000	11,576	6,424	36%	-
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000	-	0%	-
Other Operating Expenses (Facs Admin/Other admin)	75,000	3,400	71,600	95%	-
Comprehensive Services with State Child Development Program	2,150,000	1,543,284	606,716	28%	-
h. OTHER (6h)	2,662,534	1,920,194	742,340	28%	7,425
i. TOTAL DIRECT CHARGES (6a-6h)	8,693,594	4,583,437	4,110,157	47%	387,317
j. INDIRECT COSTS	320,204	89,383	230,821	72%	-
k. TOTALS (ALL BUDGET CATEGORIES)	9,013,798	4,672,820	4,340,978	48%	387,317
Non-Federal Share (In-kind)	2,253,450	1,168,205	1,085,245	48%	96,829

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
Head Start
October 2022**

Stat. Date	Amount	Program	Purpose/Description
10/24/22	\$832.08	HS Basic Grant	Books, Periodicals
	\$832.08		
10/24/22	\$439.22	Head Start T & TA	Other Travel Employees
	\$439.22		
10/24/22	\$450.00	HS Basic Grant	Training & Registration
10/24/22	\$450.00	EHS-Child Care Partnership #2	Training & Registration
	\$900.00		
10/24/22	\$277.85	EHS-Child Care Partnership #2	Educational Supplies
10/24/22	\$648.33	HS Basic Grant	Educational Supplies
	\$926.18		
10/24/22	\$300.25	EHS-Child Care Partnership #2	Other Special Dpmtal Exp

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2022-23

November 2022

12 Approved Sites



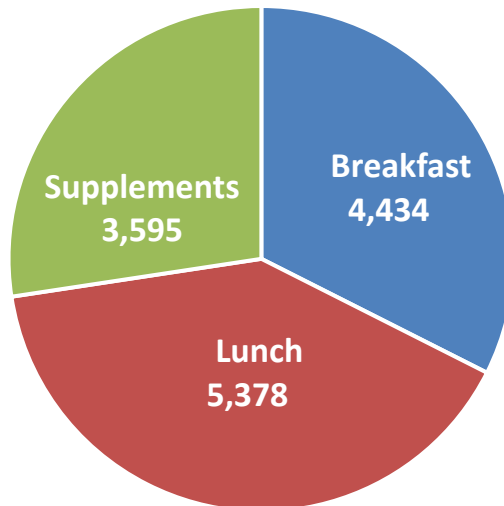
19 Days Meals Served



284 Daily Participation



13,407 Meals Served



Claim Reimbursement

Total: \$ 39,266

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2022 HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2022
AS OF NOVEMBER 2022

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	92% %YTD
a. PERSONNEL	\$ 4,713,323	\$ 414,527	\$ 4,298,796	91%
b. FRINGE BENEFITS	3,181,425	658,628	2,522,797	79%
c. TRAVEL	16,765	13,247	3,518	21%
d. EQUIPMENT	-	-	-	-
e. SUPPLIES	258,500	69,575	188,925	73%
f. CONTRACTUAL	4,473,827	2,109,664	2,364,163	53%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,752,926	2,185,336	2,567,590	54%
I. TOTAL DIRECT CHARGES	\$ 17,396,766	\$ 5,450,978	\$ 11,945,788	69%
j. INDIRECT COSTS	895,850	82,982	812,868	91%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 18,292,616	\$ 5,533,960	\$ 12,758,656	70%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 4,455,124</i>	<i>\$ 1,265,460</i>	<i>\$ 3,189,664</i>	<i>72%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF NOVEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	92% % YTD	Actual Nov-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	4,462,981	337,057	4,125,924	92%	399,962
Temporary 1013	250,342	77,470	172,872	69%	4,435
a. PERSONNEL (Object class 6a)	4,713,323	414,527	4,298,796	91%	404,397
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	3,181,425	658,628	2,522,797	79%	265,339
b. FRINGE (Object Class 6b)	3,181,425	658,628	2,522,797	79%	265,339
c. Travel (Object Class 6c)					
HS Staff	16,765	13,247	3,518	21%	-
c. TRAVEL (Object Class 6c)	16,765	13,247	3,518	21%	-
d. EQUIPMENT (Object Class 6d)					
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	60,000	2,013	57,987	97%	7,139
2. Child and Family Services Supplies (Includesclass	90,000	68,125	21,875	24%	1,059
4. Other Supplies					
Health and Safety Supplies	-	-	-		-
Computer Supplies, Software Upgrades, Compute	100,000	(974)	100,974	101%	-
Health/Safety Supplies	1,800	(40)	1,840	102%	-
Mental helath/Diasabilities Supplies	1,500	16	1,484	99%	-
Employee Morale	2,000	356	1,644	82%	738
Household Supplies	-	-	-		-
TOTAL SUPPLIES (6e)	258,500	69,575	188,925	73%	8,937
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Coi	20,000	20,000	-	0%	-
2. Health/Disabilities Services					
Health Consultant	55,000	(520)	55,520	101%	2,880
5. Training & Technical Assistance - PA11					
One Solution	249,000	106,200	142,800	57%	-
Leadership Trainings/Seminars/Worshops	45,685	1,389	44,296	97%	-
Demogtaphic/Data Research	12,000	5,910	6,090	51%	-
Practice Based Coaching/Classroom Observatic	5,000	617	4,383	88%	488
Family Development Credential/Reflective Prac	15,500	188	15,313	99%	-
Reflective Supervision	25,000	7,899	17,101	68%	-
7. Delegate Agency Costs					
First Baptist Church Head Start PA22	1,156,877	202,264	954,613	83%	-
First Baptist Church Head Start PA20	4,000	-	4,000	100%	-
YMCA Delegate Agency PA22	1,257,060	1,023,832	233,228	19%	233,228
YMCA Delegate Agency PA20	4,000	4,000	-	0%	-
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	106,473	-	106,473	100%	-
First Baptist/East Leland and Kids Castle	131,848	-	131,848	100%	-
Martinez ECC	84,403	4,203	80,200	95%	-
Tiny Toes	91,595	8,795	82,800	90%	-
YMCA of the East Bay	819,697	339,813	479,884	59%	81,076
f. CONTRACTUAL (Object Class 6f)	4,473,827	2,109,664	2,364,163	53%	317,671
g. CONSTRUCTION (6g)					
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	370,000	83,385	286,615	77%	47,309
(Rents & Leases/Other Income)	(10,000)	(3,474)	(6,526)		-
4. Utilities, Telephone	250,000	122,616	127,384	51%	27,611
5. Building and Child Liability Insurance	2,900	170	2,730	94%	-
6. Bldg. Maintenance/Repair and Other Occupancy	346,911	278,742	68,169	20%	30,027
8. Local Travel (55.5 cents per mile effective 1/1/20	29,375	1,427	27,948	95%	2,350
9. Nutrition Services					
Child Nutrition Costs	640,000	246,881	393,119	61%	112,783
(CCFP & USDA Reimbursements)	(160,000)	(20,572)	(139,428)	87%	(18,027)
13. Parent Services					
Parent Conference Registration - PA11	1,060	1,060	-	0%	-
Parent Resources (Parenting Books, Videos, etc.	1,000	1,000	-	0%	-
PC Orientation, Trainings, Materials & Translatio	1,000	1,000	-	0%	-
Policy Council Activities	2,000	2,000	-	0%	-
Male Involvement Activities	500	500	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Ap	7,925	7,925	-	0%	-
Child Care/Mileage Reimbursement	5,500	5,500	-	0%	-
14. Accounting & Legal Services					
Auditor Controllers	4,500	2,599	1,901	42%	-
Data Processing/Other Services & Supplies	20,000	1,772	18,228	91%	3,128
15. Publications/Advertising/Printing					
Outreach/Printing	1,500	1,425	75	5%	-
Recruitment Advertising (Newspaper, Brochures)	30,000	4,096	25,904	86%	75
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, N	5,000	(2,328)	7,328	147%	2,370
Staff Trainings/Dev. Conf. Registrations/Member	75,000	4,525	70,475	94%	3,225
Family, Community and Parent Involvement	5,334	5,334	-	0%	-
17. Other					
Site Security Guards	16,832	1,725	15,107	90%	1,982
Dental/Medical Services	1,000	1,000	-	0%	-
Vehicle Operating/Maintenance & Repair	103,000	15,797	87,203	85%	6,731
Equipment Maintenance Repair & Rental	55,000	10,697	44,303	81%	-
Dept. of Health and Human Services-data Base (C	15,000	3,441	11,559	77%	396
Other Operating Expenses (Facs Admin/Other adi	460,000	178,122	281,878	61%	30,965
Other Departmental Expenses	2,472,589	1,228,968	1,243,621	50%	-
h. OTHER (6h)	4,752,926	2,185,336	2,567,590	54%	250,926
i. TOTAL DIRECT CHARGES (6a-6h)	17,396,766	5,450,978	11,945,788	69%	1,247,271
j. INDIRECT COSTS	895,850	82,982	812,868	91%	235,109
k. TOTALS (ALL BUDGET CATEGORIES)	18,292,616	5,533,960	12,758,656	70%	1,482,380

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF NOVEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	92% % YTD	Actual Nov-22
<i>Non-Federal Share (In-kind)</i>	4,455,124	1,265,460	3,189,664	72%	370,595

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF NOVEMBER 2022

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	92% % YTD
a. PERSONNEL	1,745,539	588,728	1,156,811	66%
b. FRINGE BENEFITS	1,139,603	469,053	670,550	59%
c. TRAVEL	7,185	(701)	7,886	110%
d. EQUIPMENT	-	-	-	
e. SUPPLIES	140,500	84,044	56,456	40%
f. CONTRACTUAL	3,233,289	1,508,015	1,725,274	53%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,662,534	1,880,292	782,242	29%
I. TOTAL DIRECT CHARGES	8,928,650	4,529,431	4,399,219	1%
j. INDIRECT COSTS	331,773	26,317	305,456	92%
k. TOTAL-ALL BUDGET CATEGORIES	9,260,423	4,555,748	4,704,675	93%
<i>In-Kind (Non-Federal Share)</i>	<i>2,253,450</i>	<i>1,077,281</i>	<i>1,176,169</i>	<i>52%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF NOVEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	92% % YTD	Actual Nov-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	1,586,736	452,711	1,134,025	71%	104,420
Temporary 1013	158,803	136,017	22,786	14%	1,944
a. PERSONNEL (Object class 6a)	1,745,539	588,728	1,156,811	66%	106,364
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	1,139,603	469,053	670,550	59%	65,194
b. FRINGE (Object Class 6b)	1,139,603	469,053	670,550	59%	65,194
c. Travel (Object Class 6c)					
HS Staff					
c. TRAVEL (Object Class 6c)	7,185	(701)	7,886	110%	-
d. EQUIPMENT (Object Class 6d)					
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	27,000	9,600	17,400	64%	76
2. Child and Family Services Supplies (Includes classroom Supplies)	85,000	68,064	16,936	20%	873
4. Other Supplies					
Computer Supplies, Software Upgrades, Computer Replacement	23,500	1,807	21,693	92%	-
Health/Safety Supplies	1,000	687	313	31%	-
Miscellaneous Supplies	1,000	911	89	9%	-
Household Supplies	2,000	1,975	25	1%	13
Employee Health and Welfare costs (formerly Employee morale)	1,000	1,000	-	0%	-
TOTAL SUPPLIES (6e)	140,500	84,044	56,456	40%	962
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	3,000	3,000	-	0%	-
2. Health/Disabilities Services					
Health Consultant	23,050	10,720	12,330	53%	720
5. Training & Technical Assistance - PA11					
Leadership Trainings/Seminars/Worshops	25,000	12,576	12,424	50%	-
Demographic/Data Research	25,000	8,088	16,913	68%	-
Practice Based Coaching/Classroom Observation	15,000	4,642	10,358	69%	-
Family Development Credential/Reflective Practice	45,000	2,354	42,647	95%	-
Reflective Supervision	15,000	-	-	0%	-
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	82,177	4,125	78,052	95%	-
First Baptist/East Leland and Kids Castle	137,300	6,260	131,040	95%	-
Aspiranet	986,458	521,458	465,000	47%	-
Cocokids	414,547	145,687	268,860	65%	-
Crossroads	162,790	75,430	87,360	54%	-
KinderCare	331,342	106,702	224,640	68%	-
Martinez ECC	103,780	49,849	53,931	52%	-
Tiny Toes	51,890	14,450	37,440	72%	-
YMCA of the East Bay	673,364	389,084	284,280	42%	75,920
f. CONTRACTUAL (Object Class 6f)	3,233,289	1,508,015	1,725,274	53%	76,640
g. CONSTRUCTION (6g)					
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	25,000	13,201	11,799	47%	790
4. Utilities, Telephone	10,000	4,998	5,002	50%	1,173
6. Bldg. Maintenance/Repair and Other Occupancy	262,000	254,594	7,406	3%	1,839
8. Local Travel (55.5 cents per mile effective 1/1/2012)	2,875	(109)	2,984	104%	448
9. Nutrition Services					
Child Nutrition Costs	4,000	(3,129)	7,129	178%	4,990
(CCFP & USDA Reimbursements)	(1,000)	189	(1,189)	119%	(554)
13. Parent Services					
Parent Conference Registration - PA11	3,000	3,000	-	0%	-
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%	-
Policy Council Activities	1,000	1,000	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	1,000	1,000	-	0%	-
Child Care/Mileage Reimbursement	2,000	1,842	158	8%	-
14. Accounting & Legal Services					
Auditor Controllers	500	500	-	0%	-
Data Processing/Other Services & Supplies	9,000	925	8,075	90%	1,075
15. Publications/Advertising/Printing					
Recruitment Advertising (Newspaper, Brochures)	2,000	(2,525)	4,525	226%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	47,020	38,730	8,290	18%	946
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	9,000	3,324	5,676	63%	-
17. Other					
Site Security Guards	3,139	2,936	203	6%	-
Vehicle Operating/Maintenance & Repair	34,000	24,618	9,382	28%	1,135
Equipment Maintenance Repair & Rental	18,000	10,750	7,250	40%	826
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000	-	0%	-
Other Operating Expenses (Facs Admin/Other admin)	75,000	(792)	75,792	101%	4,192
Comprehensive Services with State Child Development Program	2,150,000	1,520,242	629,758	29%	23,042
h. OTHER (6h)	2,662,534	1,880,292	782,242	29%	39,902
I. TOTAL DIRECT CHARGES (6a-6h)	8,928,650	4,529,431	4,399,219	49%	289,062
j. INDIRECT COSTS	331,773	26,317	305,456	92%	74,635

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF NOVEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	92% % YTD	Actual Nov-22
k. TOTALS (ALL BUDGET CATEGORIES)	9,260,423	4,555,748	4,704,675	51%	363,696
<i>Non-Federal Share (In-kind)</i>	<i>2,253,450</i>	<i>1,077,281</i>	<i>1,176,169</i>	<i>52%</i>	<i>90,924</i>

Delphine Smith for Low-Income Sector of the Economic Opportunity Council

- The Economic Opportunity Council (EOC) is an advisory body of the Contra Costa County Board of Supervisors and is responsible for administration of the Community Services Block Grant (CSBG) Funds.
- The EOC makes decisions on how to help lessen the effects of poverty on the community and uses the CSBG funds to do so.
- The EOC bylaws call for the low-income sector participants to be elected democratically by a body of their peers.
- Delphine, as a former Policy Council member, is coming before you for approval to participate in the EOC.

Application Form

Profile

Delphine _____ A _____ Smith _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Rodeo _____ CA _____ 94572 _____
 City State Postal Code

Home: _____
 Primary Phone

_____ Email Address

District Locator Tool

Resident of Supervisorial District:

District 5

_____ Accounting Specialist _____
 Employer Job Title

Length of Employment

1 month

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

46

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Economic Opportunity Council: Submitted

Seat Name

Low Income

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

N/A

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Contra Costa College

Degree Type / Course of Study / Major

Associates Degree

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Walden University

Degree Type / Course of Study / Major

Business Administration- Accounting

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

CPR/First Aid

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have a passion and drive for assisting in programs that help people strive.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I was a previous policy council member for 5 years and it was a great experience for me .

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Football Practice for my son. Church Chior Rehearsal 2nd and 4th Thursdays

Delphine A Smith

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

EOC

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

EOC , Policy Council

List any volunteer or community experience, including any advisory boards on which you have served.

Policy Council Contra Costa County, Delegate Board member for Supervisor John Gioia

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Delphine A Smith

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Delphine A. Smith

[REDACTED]
Rodeo, CA 94572
[REDACTED]
[REDACTED]

Robert Half Temp Services
City of Berkeley
Accounting Office Specialist II

January 2022 to March 2022

Processed Invoices for Police and Fire Departments, Created Purchase Order numbers for processing quotes for payments based on new and previous vendors for Accounting Team. Processed Documentation for payments through Tyler software. Proficient in City of Berkeley's adding funds to contracts for increasing funds to pay vendors, on a continuous basis. Responsible for contacting vendors regarding payments and updates of payments.

AP/AR Accountant
Elevate Gourmet Brands

July 2019 to October 2020

Research and resolve variances in all reconciliation tasks; making sure to document properly. Enter daily sales and payment reconciliation, providing sales audit and cash reconciliation processes for all locations. Prepare, sort, copy, file and mail invoices, receipts, correspondence and other requested items. Assume responsibilities and accountability for the following: Accounts payable, vendor setup, generate cash flow reports, prepare AP check runs and print checks. Prepare and analyze reports of receivables related accounts and transactions. Processed Cost accounting functions for Financial Director on a monthly basis.

Interim Finance Director
Health and Human Resource Education Center/Robert Half

July 2018 to November 2018

Process and manage payroll functions for employees, vendors and interns. Data entry of financial tasks, accounts payable/receivable, expense reports, invoices, budgeting and financial reports. Process cash reconciliations, check runs, debit and credit card activities. Prepare invoices, maintain petty cash, and perform monthly bank reconciliations. Review all payables for accuracy and back up documentation. Assured that program allocations are assigned properly. Develop, implement and maintain accounting and administrative policies and procedures for financial accounting, employee relations and other agency policies. Responsible for all human resource activities including employee benefits, health insurance and related benefits. Process financial data for different financial audits internal and external requirements.

Finance Director
Greater Richmond Interfaith Program (GRIP)

March 2011 to July 2017

Processed and managed daily payroll functions. Data entry of strict confidential financial and personnel information. Processed and collected data for accounts payable, expense reports, client billing, budgeting and financial reports. Prepared financial reporting, including income, balance sheet and cash statements. Maintained administration and management, finance, accounting for grants and contracts. Prepared, maintained and reconciled journal entries and general ledger accounts. Provided complex information to management and board in a clear and concise manner both written and verbal, including producing reports and presentations and facilitating meetings. Interacted with various outside visitors and agencies.

Community Health Manager
Brookside Community Health Center, Inc.

April 2009 to March 2010

Created and published health pamphlets and flyers for program, Hired and trained Community Health Outreach Workers on health programs Established collaborations with other community organizations and service providers Developed and scheduled Community Health Outreach Workers to low income census tracks

Office Manager/Tax Preparer
1st Liberty Financial, LLC

January 2007 to June 2014

Provided tax preparation and counseling for clients and businesses, managed task staff for tax preparation, assisted potential clients with insurance needs, maintained scheduling of clients and staff

Education: Bachelor of Science, California State University, Hayward, Business Administration- General Business

Associate of Art Degree, Contra Costa College, Business Management/Liberal Arts,

2004 – 2006
December 2013

Certificates:

Skills: Microsoft Office Suite, Outlook, QuickBooks, FileMaker Pro, ADP, Ovation, TaxWise, Cost Accounting, Accounting Functions

Volunteer: Parliamentarian, Executive Board Head Start Policy Council, Contra Costa County, Community Asthma Advocate with Contra Costa Health Services, West County Asthma Coalition, Environmental Justice Air Quality Resource Team, Environmental Justice Legislative Group, Richmond Just Cause Initiative for Housing, Beautification Committee, Ditching Dirty Diesel and Contra County's Earn it, Keep it, Save it Coalition New Horizon Career Development Center



Policy Council Meeting Minutes
Virtual Meeting



Date: 11/16/2022

Time Convened: 6:06 PM

Time Terminated: 8:00 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY																																																													
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:06 pm. Juan Batiz, Vice Chair, reviewed the desired outcomes. Ana Maria Dempsey, Volunteer reviewed the meeting ground rules.																																																													
Public Comment	None																																																													
Correspondence	None																																																													
Parent Recognition of Staff	The following staff was recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> Ms. Lateisha Hunter, Teacher, at Richmond Early Learning Center and Ms. Ruth Hunter, Site Supervisor, at GMIII, were presented with a certificate and a book to acknowledge their dedication to the children and families. 																																																													
Action: Review and Consider approval of Executive Officer Parliamentarian Position	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, reviewed the list for the PC Executive Officer Parliamentarian Position; the nomination for the position was seconded before voting took place. The 2022-2023 PC Executive Officer Parliamentarian Position is as follows:</p> <p>1. Parliamentarian: Tuliisa Miller</p> <p>A motion to approve the 2022-2023 Executive Officer Parliamentarian was made by Amy Mockoski and seconded by Deanna Carmona. The motion passed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="background-color: #cccccc;">Ayes</th> <th style="background-color: #cccccc;">Nays</th> <th style="background-color: #cccccc;">Abstentions</th> <th colspan="2" style="background-color: #cccccc;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Maira Garcia</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Charmaine Steptoe</td> <td>Teresa Munoz</td> </tr> <tr> <td>Ana Maria Dempsey</td> <td>Michelly Mendantta</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Yvonne Ramirez</td> </tr> <tr> <td>Deanna Carmona</td> <td>Natalia Moyotl</td> <td></td> <td></td> <td></td> <td>Debora Jimenez</td> <td>Zaraby Duran</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Nalu Cavalcan</td> <td></td> <td></td> <td></td> <td>Karen Franco</td> <td>Rasheeta Flectcher</td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td></td> <td>Karen Medrano</td> <td></td> </tr> <tr> <td>Juan Batiz</td> <td>Raquel Magana</td> <td></td> <td></td> <td></td> <td>Lizeth Vazquez</td> <td></td> </tr> <tr> <td>Lorena Mercham</td> <td>Sinay Catanon</td> <td></td> <td></td> <td></td> <td>Marcela Esparza</td> <td></td> </tr> </tbody> </table>						Ayes			Nays	Abstentions	Not Present		Amy Mockoski	Maira Garcia	Tuliisa Miller			Charmaine Steptoe	Teresa Munoz	Ana Maria Dempsey	Michelly Mendantta	Vilma Gaytan			Deniedre Henry	Yvonne Ramirez	Deanna Carmona	Natalia Moyotl				Debora Jimenez	Zaraby Duran	Devlyn Sewell	Nalu Cavalcan				Karen Franco	Rasheeta Flectcher	Jasmine Cisneros	Patricia De Queiroz				Karen Medrano		Juan Batiz	Raquel Magana				Lizeth Vazquez		Lorena Mercham	Sinay Catanon				Marcela Esparza	
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Action: Approval of Revised Governance Policy	<p>Nicholas Bryant, Interim Director, provided an overview of the revised Governance Policy. Reviewed the previous policy and the new policy. Provided a comparison of previous policy and new policy.</p>																																																													

Previous Policy & New Policy

PART I. PROGRAM GOVERNANCE

A. Service Area

Costa County Employment and Human Services Department, Community Services Bureau (CSB) is the designated Community Action Agency for Contra Costa County. CSB is the Head Start and Early Head Start Center for Contra Costa and also administers the California Department of Education Child Development Program, Community Services Block Grant, State Child Welfare Research Program, Low Income Home Energy Assistance and Rehabilitation Program.

B. Service Philosophy

The Bureau's services are directed towards building self-sufficiency among the county's low-income residents and vulnerable populations. CSB serves pregnant women and families residing in age 5 and 6th through kindergarten, individuals and families, all program recipients served under the various CSB funding streams must meet the eligibility requirements of the funding source to which they are served.

C. Program Governance

1. **Board of Supervisors:** The Board of Supervisors (BOS) is a body of publicly elected officials. Their role is to oversee the operations of county departments and to exercise executive and administrative authority through the county government and county administration. The BOS is also charged with responsibility and oversight for the Head Start and Early Head Start grants as outlined below under Board II.

2. **Policy Council/Committee and Resolutions:** The Council/Board of Supervisors and the Policy Council address the total job of the Policy Council, procedures for electing parent members, and selection of community representatives as outlined below:

- The Policy Council consists of parents of currently enrolled children, past parents, and community agency representatives. The Policy Council composition is reviewed annually to ensure it meets the General Accounting guidelines of the Head Start Program Performance Standards (HS/ EHS Part II) and that the representatives are geographically reflected according to program sites (Head Start, Early Head Start, High-Care, Day-Care, and Home-Based).
- All level II parent of the Policy Council seats must be filled by parents of children currently enrolled in Head Start (HS) and Early Head Start (EHS).
- The number of seats allocated to each children center is based on the center's number of funded HS/EHS slots with one seat for every 50 slots rounded up or down to the nearest whole number.
- Parents and community representatives are elected annually for one-year terms, beginning in August 31 of the following year. The one-year of service is for:
 - o Parents employed by Contra Costa County, religious agencies, and partner agencies, who work for or with HS and/or EHS programs, and immediate family members of such persons including employees, are purchased from among all members of the Policy Council (immediate family is defined as any parent, child,

2023-24 POLICY and Resolutions
Section I – Program Governance

SECTION: Employment & Human Services
Administrative Services
PAGE NO.: 1
ISSUED: 10-10-22

HEAD START AGENCY
GOVERNANCE

SECTION: 9-8
PAGE NO.: 1
EFFECTIVE: 10-16-2022

I. GENERAL

A. This policy describes the formal structure of program governance for the Contra Costa County Head Start program including the oversight of quality services for children and families and for making decisions related to program needs and implementation. To the extent that the provisions of this policy conflict with the provisions of the HS/ EHS Community Services Bureau Policies & Procedures Manual approved by the Board of Supervisors on 7/20/2018, the provisions of the Head Start Agency Governance Policy 9-8 shall prevail and for grants HS/EHS.

II. REFERENCE

- A. Head Start Program Performance Standards (HS/ EHS) Chapter XIII
- B. Head Start Act (P.L. 91-510)
- C. Contra Costa County Administrative Policies (HS/ EHS), 201, Budget & Finance, 300, 400, 500, 600, 700, 800, 900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000, 2100, 2200, 2300, 2400, 2500, 2600, 2700, 2800, 2900, 3000, 3100, 3200, 3300, 3400, 3500, 3600, 3700, 3800, 3900, 4000, 4100, 4200, 4300, 4400, 4500, 4600, 4700, 4800, 4900, 5000, 5100, 5200, 5300, 5400, 5500, 5600, 5700, 5800, 5900, 6000, 6100, 6200, 6300, 6400, 6500, 6600, 6700, 6800, 6900, 7000, 7100, 7200, 7300, 7400, 7500, 7600, 7700, 7800, 7900, 8000, 8100, 8200, 8300, 8400, 8500, 8600, 8700, 8800, 8900, 9000, 9100, 9200, 9300, 9400, 9500, 9600, 9700, 9800, 9900, 10000
- D. Employment & Human Services Department Manual, Miscellaneous, and other information.

III. POLICY

A. **Governance Policy:** The five members of the Contra Costa County Board of Supervisors, serve as the governing body ("Board") of the County's Head Start program ("Program"). The Board has general legal and fiscal responsibility for the Program, including the safeguarding of federal funds and ensuring Program compliance with state, federal, and local laws and regulations.

1. **Responsibilities:** The Board is responsible for carrying out the following duties, including but not limited to:
 - a. Selection of delegate agencies and first service area;
 - b. Establishing priorities and criteria for recruitment, selection, and evaluation of children;
 - c. Reviewing all applications for funding, including amendments to applications;
 - d. Reviewing and approving the annual self-evaluation and financial audit.

Contra Costa County
Employment & Human Services Dept. Manual

ISSUED: 10-10-2022
Revised: 10-16-2022
Distribution: CSB, EHS,
Administration



A motion to approve of the Revised Governance Policy was made by Juan Batiz and seconded by Tuliisa Miller. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Maira Garcia	Tuliisa Miller			Charmaine Steptoe	Teresa Munoz
Ana Maria Dempsey	Michelly Mendantta	Vilma Gaytan			Deniedre Henry	Yvonne Ramirez
Deanna Carmona	Marcela Esparza				Debora Jimenez	Zaraby Duran
Devlyn Sewell	Nalu Cavalcan				Karen Franco	Rasheeta Flectcher
Jasmine Cisneros	Patricia De Queiroz				Karen Medrano	
Juan Batiz	Raquel Magana				Lizeth Vazquez	
Lorena Mercham	Sinay Catanon				Natalia Moyotl	

Action: Approval of the Updated HS/EHS Goals

Sarah Reich, Administrative Services Assistant III, provided an overview of the updated HS/EHS Goals.

Head Start Program Goals:

- Head Start Program Performance Standard 1302.102(a)
 - Establish goals and measurable objectives

- Responsive to community needs
- Promote school readiness for enrolled children
- Effective health and safety practices to ensure children are safe at all times
- Long-Term Goals
- Measurable Objectives

Revisions Guided by...

- Community Assessment
 - Shift in community need for infant/toddler services
- Monitoring results
 - Enhancements to child safety, supervision, and monitoring practices
- Alignment with County processes
 - Standardize administrative procedure and increase oversight

Revised Goals

- **Goal 1:** Ensure a culture that includes standardized practices for safe environments, safe transitions, Children’s Personal Rights, standards of conduct, child supervision, and classroom monitoring.
 - Annual health and safety training for all staff & partners
 - Continue to implement and monitor effectiveness of multi-layer ongoing monitoring
 - Use of technology to support communication and monitoring, including nutrition
- **Goal 2:** Adapt to the shift in community need for infant and toddler services and in light of the California implementation of Transitional Kindergarten.
 - Implement a plan to shift resources from Head Start to Early Head Start to support a slot conversion
- **Goal 3:** Implement innovative approaches to hiring, developing, and retaining a robust teaching, support and management staff for grantee operated and delegate/partner operated sites.
 - Conduct class and comparison study of early childhood educator classifications
 - Support Early Childhood Education Work Study Program participants
 - All staff participation in mindfulness training
 - Managers and Supervisors receive Psychological First Aid training

New Goals

- **Goal 4:** Continue to execute, and then monitor the effectiveness of, the integration of administrative functions into the Employment & Human Services Department which was started with fiscal functions as part of the 2022 Quality Improvement Plan.
 - Finalize integration of facility, purchasing, and technology
- **Goal 5:** Increase enrollment and attendance levels for grantee operated and delegate/partner operated centers as we continue to emerge from the impacts of the pandemic.
 - Collaboration with Workforce Services to recruit CalFresh recipients
 - Expand family partnerships to improve attendance

A motion to approve of the Updated HS/EHS Goals was made by Raquel Magana and seconded by Amy Mockoski. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Maira Garcia	Tuliisa Miller			Charmaine Steptoe	Teresa Munoz
Ana Maria Dempsey	Natalia Moyotl	Vilma Gaytan			Deniedre Henry	Yvonne Ramirez
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Juan Batiz	Raquel Magana				Lizeth Vazquez	
Lorena Mercham	Sinay Catanon				Michelly Mendantta	

Action: Approval of the HS/EHS Carryover Grant

Sarah Reich, Administrative Services Assistant III, and Haydee Illan, Accountant III, reviewed the Head Start/Early Head Start Carryover Grant. CSB is requesting to carryover of unobligated funds of \$3,138,511 from the year 2 and year 3 in a carryover application for Head Start and Early Head Start Unobligated funds.

A motion to approve the HS/EHS Carryover Grant was made by Ana Dempsey and seconded by Tuliisa Miller. The motion was approved.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Maira Garcia	Tuliisa Miller			Charmaine Steptoe	Teresa Munoz
Ana Maria Dempsey	Natalia Moyotl	Vilma Gaytan			Deniedre Henry	Yvonne Ramirez
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Jasmine Cisneros	Patricia De Queiroz				Karen Medrano	
Juan Batiz	Raquel Magana				Lizeth Vazquez	
Lorena Mercham	Sinay Catanon				Rasheeta Flectcher	

Action: Consider Approval of October 19, 2022 Policy Council Minutes

The minutes of the October 19, 2022 Policy Council meeting were reviewed and no corrections were noted.

A motion to approve the minutes from October 19, 2022, Policy Council meeting was made by Juan Batiz and seconded by Amy Mockoski. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Maira Garcia	Tuliisa Miller			Charmaine Steptoe	Teresa Munoz
Ana Maria Dempsey	Marcela Esparza	Vilma Gaytan			Deniedre Henry	Yvonne Ramirez
Deanna Carmona	Michelly Mendantta				Debora Jimenez	Zaraby Duran

	Devlyn Sewell	Nalu Cavalcan				Karen Franco	Natalia Moyotl	
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	Juan Batiz	Raquel Magana				Lizeth Vazquez		
	Lorena Mercham	Sinay Catanon				Rasheeta Flectcher		

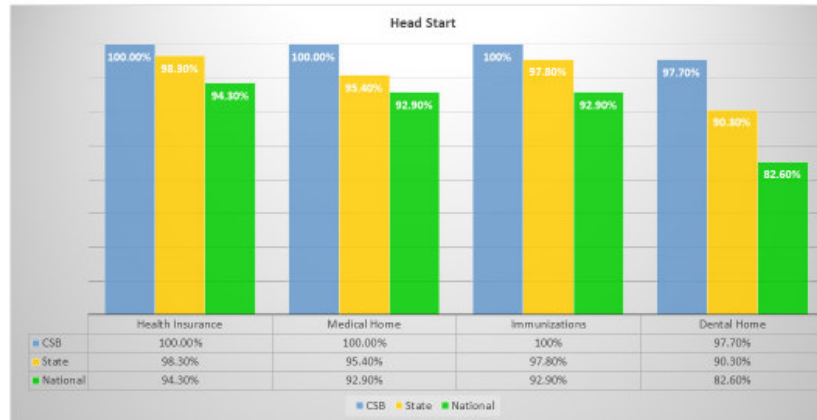
<p>Administrative Reports</p> <ul style="list-style-type: none"> • Interim Director • Interim Division Manager • Fiscal 	<p>Nicholas Bryant, Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • TTA review <ul style="list-style-type: none"> ○ Compassion and assistance ○ Ending of the QIP ○ Next Steps • Looking to the future <ul style="list-style-type: none"> ○ PC and CSB <p>Amy Wells, Interim Division Manager, reported:</p> <ul style="list-style-type: none"> • The October enrollment was 49.23% for Head Start, 63.87% for Early Head Start and Early Head Start Child Care Partnership #2. • The October attendance was 77.20% for Head Start and Head Start Delegate, 79% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • Classroom Operations <ul style="list-style-type: none"> ○ Lots of fall harvest celebrations! ○ Indoor classroom volunteers! Please be sure to have the appropriate vaccinations and we would love to have you! ○ We welcomed Cal State East Bay Nursing students back into Lavonia Allen, GM III, and Riverview. These nursing students will provide Health Education lessons to the students and gain experience working with low income families. • Visit from Supervisor Gioia <ul style="list-style-type: none"> ○ John Gioia came Balboa in recognition of Head Start Awareness Month to have a picnic snack with the children in room 3 and received art created by the children to show appreciation for his ongoing support of CSB and the community • Safety <ul style="list-style-type: none"> ○ Just a reminder that safety is everybody’s concern. Please be sure to close all doors and half doors as you enter the sites; hold children’s hand upon arrival and exit ○ Please ensure attendance at parent meetings-safety and supervision discussions ○ Got a great activity to share? Please do. • Wellness/Professional Development <ul style="list-style-type: none"> ○ Safety and supervision ○ Comp Services Refresher ○ Coaches support for teaching staff
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	<p>Haydee Ilan, Accountant III, presented the following financial reports:</p> <ul style="list-style-type: none"> • 2021-2022 Head Start Program: September 2022, year-to-date cash expenditures were \$10,626,152 YTD, representing 60% of the program budget. • 2021-2022 Early Head Start Program: September 2022, year-to-date cash expenditures were \$3,953,662 YTD, representing 74% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for September 2022, were \$1,305.82. • Child and Adult Care Food Program: September 2022, total meals served, including breakfast, lunch, and supplements, were 16,940.
<p>Report: Administrative Reports IV – Ongoing Monitoring</p>	<p>Amanda Cleveland, Administrative Services Assistant III, provided an overview of the Ongoing Monitoring Report.</p> <p>Program Monitoring Activities for October:</p> <ul style="list-style-type: none"> • Implementation of new monitoring tool • Trends for October 2022 • Quarterly Roundtable – November 30th
<p>Report: 2021-2022 PIR</p>	<p>Sarah Reich, Administrative Services Assistant III, provided an overview of the 2021-2022 Head Start and Early Head Start Program Information Report (PIR). Office of Head Start (OHS) mandates grantees to submit the Program Information Report (PIR) for each HS/EHS program annually.</p> <ul style="list-style-type: none"> • Important source of descriptive and service data • Data drives decision making and informs of quality services provided. Shared with: <ul style="list-style-type: none"> ○ Head Start Community & Partners ○ Congress ○ Public <p>Summary</p> <ul style="list-style-type: none"> • Three Program Information Reports submitted <ul style="list-style-type: none"> ○ 2 Head Start (HS) Reports <ul style="list-style-type: none"> ▪ Grantee/Recipient ▪ Delegate • 1 Early Head Start (EHS) <ul style="list-style-type: none"> ○ Early Head Start-Child Care Partnership (EHS-CCP) included <p>Performance Indicators</p> <ul style="list-style-type: none"> • Enrollment • Services to All Children • Services to Preschool Children • Family Services • Staff and Classes

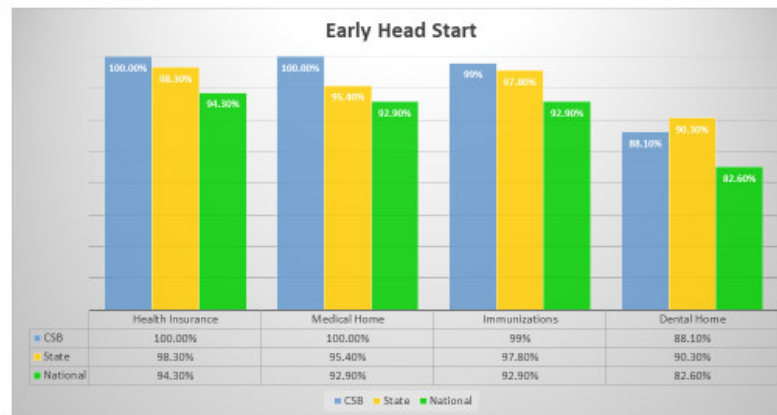
Enrollment

- Total enrolled Children: 1828
- 69 Pregnant Women
- Over 2/3 of children served multiple years.

Services to Children at the end of enrollment:



Services to Children at the end of enrollment:



Health

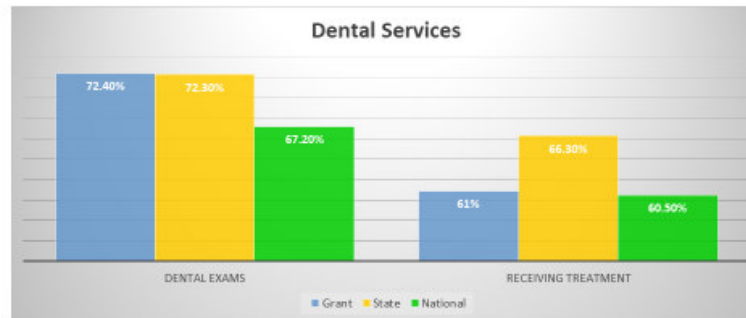
Children with chronic conditions receiving medical treatment:

- HS – 93.4%
- EHS – 94.9%

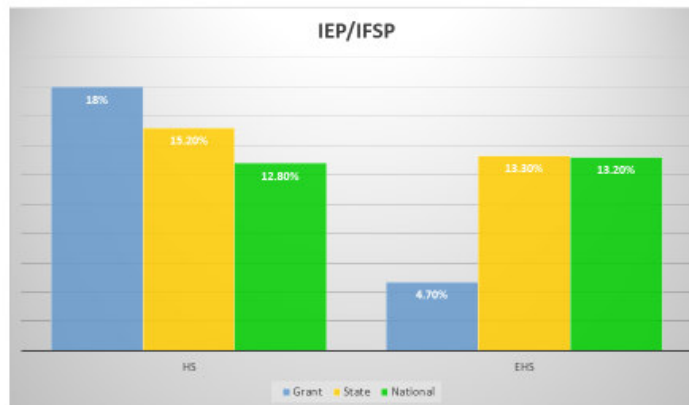
Both above State and National averages (range 76.1%-81.6%).

Services to Preschoolers

- CSB exceeded State and National averages for the number of children receiving professional dental exams.



Services to Children- Disabilities



	<p>Family Services</p> <ul style="list-style-type: none"> • CSB exceeds state and national averages for families experiencing homelessness that acquired housing during the year at 35.3% • The top four program services to promote family outcomes: <ul style="list-style-type: none"> ○ Education on preventative medical and oral health ○ Involvement in child screenings, assessments, progress ○ Supporting transitions between programs ○ Research-based parenting curriculum <p>Staff and Classes</p> <ul style="list-style-type: none"> • Preschool Teachers <ul style="list-style-type: none"> ○ 30% have an Early Childhood Education or related Bachelor’s degree or higher • 100% of preschool & 92% infant/toddler teachers had a Child Development Associate or equivalent
Wellness Activity	Wellness Activity is tabled for the 1/18/23
Training: Head Start Eligibility	<p>Tracy Lewis, Administrative Services Assistant II, , provided training on CSB Head Start Eligibility policies to include:</p> <p>Overview</p> <ul style="list-style-type: none"> • By the end of this training, we will have an understanding of CSB’s policies on: <ul style="list-style-type: none"> ○ Methods of collecting complete and accurate eligibility information ○ Strategies for treating families with dignity and respect ○ Individuals who attempt to provide or intentionally provide false information <p>Determining Eligibility</p> <ul style="list-style-type: none"> • Request and assist families with obtaining documentation to verify eligibility based on: <ul style="list-style-type: none"> ○ <u>Child age</u> <ul style="list-style-type: none"> ▪ Head Start: age 3-5 ▪ Early Head Start: age 0-3 and pregnant mothers ○ <u>Family income</u> - below federal poverty guidelines <ul style="list-style-type: none"> ▪ Public assistance recipients, Receiving CalFresh – Food Stamps • <u>Experiencing Homelessness</u> • <u>Foster Care</u> <p>Eligibility Process</p> <ul style="list-style-type: none"> • Our individualized enrollment process allows for in-person or phone interviews and need assessments • Use of consent forms to contact third parties in order to assist families with obtaining eligibility documentation <p>Family Support</p> <ul style="list-style-type: none"> • Comprehensive Services support begins during the eligibility process • Families are interviewed to learn more about how best to support their children • Ongoing support is provided through family partnership agreements, family meetings, Mental Health Unit services, etc.

	<p>CSB ensures that all families are treated with respect and dignity.</p> <p>Confidentiality</p> <ul style="list-style-type: none"> • CSB's Confidentiality Policy • Child files maintained in locked cabinets with access logs used • Staff trained on HIPAA (Health Information Portability Accountability Act) requirements • Access is limited to staff that are directly involved with a family or child <p>Code of Conduct</p> <ul style="list-style-type: none"> • Staff, consultants, and volunteers sign CSB's Code of Conduct which states: <ul style="list-style-type: none"> ○ The unique identity of each child and family will be respected and promoted. ○ Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services. ○ Failure to adhere to these policies may be cause for disciplinary actions up to and including termination <p>Caregiver's Responsibility</p> <ul style="list-style-type: none"> • Application for Services <ul style="list-style-type: none"> ○ Caregivers sign under penalty of perjury that the information they provided is true and correct to the best of their knowledge • Family Handbook <ul style="list-style-type: none"> ○ Slot for childcare services may be vacated for falsification of information on enrollment forms <p>Resources</p> <p>Valuable resources can be found on the Early Childhood Learning & Knowledge Center Website found at: http://eclkc.ohs.acf.hhs.gov/hslc For questions regarding Eligibility email Tracy Lewis at: TLewis@ehsd.cccounty.us</p>
Site Reports	<p>Ambrose</p> <ul style="list-style-type: none"> • Fall Harvest had active participation by families, children and staff on October 31, 2022 • Patricia Moreno- Parent Recognition Award • Esmeralda Calvario- Parent Recognition Award • The front ramp handrails repainted. • Pumpkin activities. • Child development information • CSB Parent Guidance in Keeping Children Safe <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista celebrated our site Harvest Festival and Parent Meeting. Children along with their parents enjoyed games, activities and painting of pumpkins during the fun event. Parents were provided resources on Healthy eating and Stranger Awareness tips. • Bayo-Vista grounds were cleaned and power-washed.

	<ul style="list-style-type: none"> • Preschool and Toddler classrooms explored pumpkins. Pumpkins were painted and decorated to take home. The children also learned how pumpkins grow, what's inside a pumpkin, and cut the pumpkin into pieces. Children were provided an opportunity to paint parts of the pumpkin using different colors of paints. • Bayo-Vista Preschool families received information about the food bank that visit the site every month. • No special guest at this time. <p>GM III</p> <ul style="list-style-type: none"> • GMIII parents are doing great at returning the CSB Reads book bags. Please keep up the effort in reading to your children at home! Also a big thanks to all GMIII families for attending the Fall Family Day event at the Richmond Public Library; it was an awesome turnout! • Classroom #8-Study of leaves & introduction of OT writing material; Classroom #1- Study of what are the characteristics of trees?; Classroom #2-Study about buildings. Bay Area Discovery Museum to provide staff introductions during circle time so that children will know who they are for a future educational site visit. • Distribution of informational flyers about Lindsay Wildlife Experience "Scales & Tails" animal encounter at the Richmond Public Library. <p>GMC</p> <ul style="list-style-type: none"> • Each month the parents will be getting a calendar of what is happening at GMC. An example would be on Friday, they got to wear pajamas to school; one day, it was crazy hair day. It also says when we are closed for holidays, early closures, and fun quotes and facts. • On October 28, GMC had a "Fall Harvest," where the families came into the classroom to do projects with their children and see what the children are doing in the classroom. • The teacher's lounge got a divider so that they can have more privacy between working staff and staff taking breaks. <p>Lavonia Allen</p> <ul style="list-style-type: none"> • Room 1 is fully enrolled with 16 children. • Center celebrated harvest festival and children enjoyed decorating their pumpkins. • Teachers are focusing on health and safety of children and reviewing classroom expectations. • Friday Flyer was emailed to parents with lots of resources. <p>Los Arboles</p> <ul style="list-style-type: none"> • Los Arboles celebrated the fall harvest on 10/31/2022. Children participated in fun activities such as Pajamas day, making Lemonade, creating a lamp, and decorating pumpkins. Each child got to take their own pumpkin home. • Freshly cut green grass.Friday resources where emailed to parents. <p>Los Nogales</p> <ul style="list-style-type: none"> • Public Works came on site on a Saturday to cut back and trim trees to avoid branches tearing the shade covering and they also put in more tanbark on playground under climbing structure. • Room 1: They just finished a project on dinosuars and are now working on a study on trees. • Room 2: They are working on a study on Fall.
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	<ul style="list-style-type: none"> • Friday Flyers: Free or Low Cost Pre-School ,Employment with CSB, Homeless Services, Free COVID-19 vaccines (library),resources, Dental Assistant Training Program, St. Vincent de paul Workforce Development Program, Making Parenting a Pleasure and more. <p>Marsh Creek</p> <ul style="list-style-type: none"> • Parent meeting/training was on Pedestrian Safety and Parking Lot Safety • Center staff and children celebrated fall harvest activities • Both classrooms are still doing creative curriculum beginning of year study • Bella from Contra Costa Library comes to read to the children • Specific resourses were given to individual families as needed <p>Riverview</p> <ul style="list-style-type: none"> • We had our first successful Art Day with families. • Miss Ariana from Lavonia Allen will be with us for the next few months while Miss Noemi is on maternity leave. • Both classrooms are working on a cars project and it is going really well. • Our Harvest Fest was a big success; all our families came and we had a great time. 		
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"> • Poll result taken October, 19, 2022 <ul style="list-style-type: none"> ○ Tell us about your meeting preference, In Person or Virtual • No meeting in December; we'll regroup on January 2023. 		
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great participation </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None </td> </tr> </table>	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great participation 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None
<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great participation 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None 		



**Contra Costa County
Employment and Human Services Department
Community Services Bureau**



Demand on Policy Council Child Care Fund

Demand by:

_____ Today's Date: _____
Please PRINT Your Name Legibly

_____ Center: _____
Street or PO Box Address *Site You Represent*

_____ City _____ State _____ Zip Code _____

Paid by Check

Office Use Only:
For the Sum of: _____ Only \$ _____
Written out in Text *Numbers*

As Itemized Below:

Date	Meeting Name	# of Children	# of Hours	Amount Office Use Only	Acct #
				\$	2490
				\$	
				\$	
				\$	
				\$	
Date	Travel from / to <small>(62.5¢ per mile as of 07/01/2022)</small>	Round Trip	Total # of Miles Office Use Only		
		<input type="checkbox"/>		\$	2300
		<input type="checkbox"/>		\$	
		<input type="checkbox"/>		\$	
		<input type="checkbox"/>		\$	
		<input type="checkbox"/>		\$	
Total Claimed:				\$	

The undersigned under the penalty of perjury states that: The above claim and the items as there in set out are true and correct; that no part thereof has been heretofore paid, and that the amount is justly due, and that the same presented within one (1) year after the last item thereof has accrued.

_____ Signature

_____ Date

Office Use Only:
Received, accepted and authorized by: _____ Date _____
Department Head or Authorized Agent



Contra Costa County
Employment & Human Services Department
Community Services Bureau



Parent Recognition of Staff Reconocimiento de los Padres al Personal

Please read the following guidance on how to fill out this form.
Por favor lea la siguiente guía sobre cómo llenar este formulario.

Nomination Form Guidance:

Submit the completed form to the Site Supervisor or scan the document to Ana Araujo; email Ana.araujo@ehsd.cccounty.us or text a picture to (925) 864-0837.

- Any parent may submit a nomination.
- Nominees may be nominated multiple times throughout the year.
- Person submitting nomination must fill out all rows on the back of this form.
- **Nominations should be for individuals.** On rare occasions, a Project Team may be nominated by a non-team member. Members on the team must be listed.
- **Deadline:** The nominations for each month must be **received** by the last Friday of the month.
- Use as much space as necessary; attach additional sheets, if desired.

Formulario de nominación

Entregar el formulario completado al Supervisor de Centro o escanear el formulario a Ana Araujo al siguiente correo Ana.araujo@ehsd.cccounty.us o mandar una foto por mensaje de texto a (925) 864-0837.

- *Cualquier padre puede presentar una nominación.*
- *Los nominados pueden ser nominados varias veces durante el año.*
- *La persona que entrega una nominación deber llenar todas las filas de la parte posterior de este formulario.*
- **Nominaciones deberán ser para individuos.** *En raras ocasiones, un Grupo de Proyecto podrá ser nominado por un miembro que no sea parte del grupo. Los miembros del grupo deben estar enlistados.*
- **Fecha de Entrega:** *Las nominaciones de cada mes deberán ser **recibidas** el último viernes del mes.*
- *Use el espacio necesario; adjunte hojas adiciones, si lo desea.*



**Contra Costa County
Employment & Human Services Department
Community Services Bureau**



**Parent Recognition of Staff
*Reconocimiento de los Padres al Personal***

Nomination Form / *Formulario de nominación*

Description/ <i>Descripción</i>	Comments/ <i>Comentarios</i>
Date submitted: <i>Fecha de entrega:</i>	
Submitted by: <i>Presentada por:</i>	
Name of nominee: <i>Nombre de la persona nominado:</i>	
Nominee’s position & site/workplace <i>Posición y centro/lugar de trabajo del nominado</i>	
Please share why this person is “Excellent” <i>Por favor comparta con nosotros porque esta persona es “excelente”</i>	
Date(s) or time-frame that excellent behavior or good deed(s) occurred <i>Fecha(s) o en el tiempo en el que ocurrió este excelente comportamiento o cuando ocurrió esta buena obra(s)</i>	
Who benefited (i.e. child in classroom, co-worker, parents, etc) <i>Quien se beneficia (es decir niño en el salón, compañeros de trabajo, padres, etc.)</i>	
How was the program benefited? (i.e. what’s been the impact on the program?) <i>¿Cómo se ha beneficiado el programa? (es decir, ¿cuál ha sido el impacto en el programa?)</i>	

DISCOVER THE POTENTIAL IN EVERYDAY MOMENTS TO
**SUPPORT YOUR CHILD'S
DEVELOPMENT**



We're here to support you in finding answers to all your questions, from navigating toddlers and tantrums to addressing bedtime and sleep challenges.

PARENT COMMUNITY GROUPS

Be a part of a parenting community group where parents swap stories, share wisdom, and ask questions.

HOME-BASED SUPPORT

Partner with an Everyday Moments specialist to get support that is specific to the everyday moments in your family.

LEARN MORE. Call 925-391-9240

or email us at everdaymoments@wecarechildren.org

All support & resources are available at NO COST.





NO COST ADMINISTRATIVE CAREERS TRAINING



SIGN UP FOR ORIENTATION:

IN-PERSON (ANTIOCH)
10AM on Jan. 3, Jan. 9,
OR Jan. 17

ONLINE, VIA ZOOM
3PM on Jan. 4, Jan. 11,
OR Jan. 18



CLASS STARTS ON JANUARY 30!

DEVELOP THE SKILLS AND CONFIDENCE TO LAUNCH AN OFFICE CAREER!

PROGRAM INCLUDES:

- 12 Weeks Computer & Life Skills
- Up to 4 Month Paid Internship
- Hot Lunch (Mon- Thu)
- Food Bank on Fridays
- Career Guidance
- Job Placement Assistance
- Books Provided
- Must be a Contra Costa resident

*WDBCCC WIOA Title 1 financially assisted programs or activities are an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.*

*Government partners include the CDBG Programs of the City of Antioch, City of Pittsburg, and Contra Costa County;
the Contra Costa County CSBG Program, and Contra Costa's Employment and Human Services Department*

www.opportunityjunction.org/careers/administrative

3102 Delta Fair Blvd., Antioch 94565 | 925.776.1133

ADMINISTRATIVE CAREERS TRAINING PROGRAM

How to Apply and Frequently Asked Questions

How to Apply for the Administrative Careers Training Program:

- Complete the online application form** (link below)
 - <https://www.opportunityjunction.org/program-application>
- Register to attend one of the orientation sessions (online, via Zoom) on any one of the dates listed below:**
 - [10am on Jan. 3 \(Tues\), Jan. 9 \(Mon\), and Jan. 17th \(Tues\)](#)
 - [3pm on Jan. 4 \(Wed\), Jan. 11th \(Wed\), and Jan. 18th \(Wed\)](#)

- Meet with staff to review your application and complete the CDBG form:**

After you attend the orientation session, our Program Coordinator, Janelle Stauffer, will reach out to you to schedule your intake appointment with one of our staff members. Please answer your phone or call Janelle ASAP for an intake appointment. The staff conducting your intake will schedule you for a private interview with one of the program staff.

- Provide income verification:**

Anything that documents your income (such as check stubs, award letters for benefits, or tax returns from the previous year). Information on previous employment, especially the start and end dates and the salary or wage for your last job.

- Complete the process:**

To be considered for the program, you must submit all documents and sign all forms to move forward with your application.

- ❖ **You'll hear from us!** Space in the Administrative Career Training Program is limited. We'll notify you via email regarding acceptance or non-acceptance by **January 23rd, 2023**.
- ❖ **Are you a CalWORKs participant?** Let your worker know that you're interested in our program.
- ❖ **Are you receiving unemployment?** See whether applying for the California Training Benefits Program fits your situation if accepted.

Administrative Careers Training Program

Frequently Asked Questions

1. What kind of training do you offer?

The Opportunity Junction Administrative Career Training Program begins with twelve weeks of training on computer software programs, including Microsoft Outlook, Word, Excel, PowerPoint, Life Skills, Business Math, and Business English. You will also have the opportunity to improve your typing skills throughout the training. In the program's second phase (internship) (up to 4 months), participants practice using their skills and gain paid work experience while beginning their job search.

2. Do I need to know anything about computers?

No, you don't. We start our classes with the basics of using the computer and the Windows operating system. Some students come with previous computer experience, and many do not.

3. How long is the program, and what are the hours?

The first part of the program is twelve weeks long. The second part is an internship, which can last up to four months, during which the interns are job-searching and getting paid work experience. In both parts of the program, the hours are **Monday to Friday between 9:00 a.m. and 4:30 p.m.**

4. What kinds of jobs will the training prepare me for?

The training will prepare you for jobs such as office and administrative support staff, customer service representative, or other positions where knowledge of Microsoft Office is needed.

5. How many of your participants get jobs, and at what pay rate?

94% of our graduates got a job within three months of completing the program. Graduates attained high-quality employment, averaging \$19.06 an hour and 35 hours per week.

6. Will you help me get a job?

We will teach you how to find a job and provide support in preparing for and conducting your job search, including individual assistance from our Intern Manager. We also work to make employer connections to become aware of jobs before they are posted. We believe that everyone deserves an opportunity to succeed.

7. Do I pay for any part of the program?

Participants do not pay directly for any part of the program. A portion of some participants' training costs may be underwritten through agreements with the Contra Costa County Employment and Human Services Department.



8. What's this about a paid internship?

The second phase of the Administrative Career Training Program is a paid internship, which lasts up to four months, during which interns are engaged in job search and work experience activities. **The internship ends when you get a job or at the end of four months, whichever comes first.** Intern pay is between \$15.50 and \$16.50 per hour, depending on the certifications and typing speed achieved by the intern.

9. What steps should I take before the application and/or interview sessions?

Please gather income verification, such as grant letters, EDD benefits, pay stubs or tax returns. CalWORKs participants: let your Employment Specialist know that you are interested in our Program and make reliable arrangements for childcare and/or eldercare, if necessary.

10. Who will be considered for the program?

We'll consider applicants who:

- Are highly motivated to pursue full-time employment after training
- Can make a full-time commitment to the program.
- Are Contra Costa County residents, with income eligibility determined by HUD standards. For example, for the current fiscal year, a single person with a household income below \$74,200 would be eligible, as is a two-person household with income below \$84,800 a three-person household with income below: \$95,400 and a four-person household with income below \$106,000.
- Are at least 18 years of age.
- Read at a 7th-grade level or higher on a standardized test.
- Are eligible to work in the United States.

11. How do you decide which applicants to accept?

We have many more people applying for the program than we can accept. In deciding, we seek candidates who are likely to complete the program successfully and whose needs are a good match for the training and services provided to secure full-time employment.

12. When will I know if I've been accepted into the program?

We will notify candidates by the end of the business day on **January 23rd**.

14. When does the training begin?

Training starts on **January 30th (Monday)**.



What other options exist if I don't get accepted to the program?

- We also offer Basic Computer classes at No-Cost (available to anyone). Sign up at <https://opportunityjunction.org/free-classes/computer-basics>
- Register to attend our Information Session to learn about our other programs to assist you in your job search. (registration link below)

https://docs.google.com/forms/d/e/1FAIpQLSczNKYxluT7eJLDU6rOexIMAdUH_SL6_JHgLluJCQCpZCo-Lg/viewform

- If you are a CalWORKs participant, your Employment Specialist can discuss other options.
- If you are not a CalWORKS participant, a Case Worker at America's Job Center of California EastBay Works (offices in Bay Point and Concord) can discuss other options. Please visit their website at <https://www.eastbayworks.com/>