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## Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> March 6, 2024	<b>Time:</b> 6:00 PM – 7:45 PM
<b>Meeting Location:</b> 500 Ellinwood Way, Pleasant Hill, CA 94523	
<b>Purpose:</b> 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 Jacqueline Lopez at least 48 hours before the meeting at (925) 890-6576 or at [jlopez1@ehsd.cccounty.us](mailto:jlopez1@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. A wellness activity to open communication and enhance overall wellbeing.
3. An awareness of CSB correspondence so that we are all informed of current notifications.
4. 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.
5. Heard administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
6. Hear, discuss, provide feedback, and approve the Head Start and Early Head Start Re-competition Grant
7. An understanding of the 1<sup>st</sup> Period Semi Annual Monitoring Report so the information is shared with the program parents.
8. An understanding of community resources and services available through the Contra Costa County Library system.
9. Heard announcements so that we may be informed of Bureau news and/or available community resources.
10. A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

<b>What?</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (Minutes)
1. Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz Chair	2
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller Vice-Chair	2

	Clarify	Chair	
3. Correspondence	Present Clarify	Karen Medrano Secretary	2
4. Public Comment	Present	Public	2
5. <b>Administrative Reports:</b> EHSD- Director	Present Clarify Check for understanding	Marla Stuart	10
6. <b>Action:</b> <b>Grant Approval</b>	Present Clarify Check for understanding. Check for Agreement	Marla Stuart	40 (3 minutes for roll call)
7. <b>Report:</b> 1 <sup>st</sup> Period Semi Annual Monitoring Report	Present Clarify Check for understanding	Amanda Cleveland	10
8. <b>Presentation:</b> Contra Costa Library	Present Clarify Check for understanding	Amy Mockoski	15
9. Announcements	Present Clarify Check for understanding	Michelle Mankewich	10
10. Meeting Evaluation	Plus/Delta	Volunteer	2

#### **PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- **HOW TO JOIN THE MEETING VIA ZOOM:**  
Zoom Meeting ID: 870 4513 5129 Password: 826100
- **HOW TO JOIN THE MEETING VIA CALL-IN:**  
Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

#### **HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaraujo@ehsd.cccounty.us](mailto:aaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting

**Contra Costa County Employment & Human Services Department  
Community Services Bureau  
2024 Head Start Program Application**

**EXECUTIVE SUMMARY  
INCOMING FUNDS NARRATIVE STATEMENT**

- 1. PROJECT/PROGRAM TITLE.** Head Start and Early Head Start Program Grant Application.
- 2. FUNDING AGENCY.** Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).
- 3. SUBMITTAL STATUS.** This is a submission of a competitive application in response to the Notice of Funding Opportunity for Head Start/Early Head Start recipients in Contra Costa County, due 3/26/24.
- 4. PROPOSED TERM.** This application is to secure the grant for the next five-year project period (2024-2028). Recipients must submit an annual budget, for the term of 7/1/24 through 6/30/25.
- 5. CURRENT FUNDING.** Contra Costa County currently receives \$29,661,911 annually. Funding is provided by federal dollars. Contra Costa County is required to generate a 25% non-federal match of the total federal budget, which may be in cash or in-kind contributions, fairly valued.
- 6. FUTURE FUNDING.** A competitive application for grant funding must be submitted in accordance with the Notice of Funding Opportunity.

**7. BUDGET SUMMARY (estimate):**

<b>Budget Categories:</b>	<b>Current (FY24)</b>	<b>Proposed (FY25)</b>
Personnel	\$11,797,566	8,816,448
Fringe Benefits	\$4,600,653	6,941,523
Travel	\$98,950	10,000
Equipment	\$170,000	150,000
Supplies	\$1,905,433	342,548
Contractual	\$8,626,970	7,529,553
Other	\$11,065,355	4,071,935
<i>Sub-Total of Direct Charges</i>	<i>\$38,264,907</i>	<i>27,862,008</i>
Indirect Costs	\$1,525,242	1,799,903
<b>Total Federal Amount Requested</b>	<b>\$39,790,149</b>	<b>29,661,911</b>
<b>Non-Federal Share</b>	<b>\$8,315,445</b>	<b>7,415,478</b>
<b>Total Federal and Non-Federal</b>	<b>\$48,105,594</b>	<b>37,077,388</b>

- 8. STAFFING REQUIREMENTS.** As Grantee, Contra Costa County operates the Early Head Start Program, which is administered and staffed by the Employment & Human Services Department, Community Services Bureau.
- 9. PROGRAM NEED.** The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs. under Early Head Start) and their families,

by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

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

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

**Goal 1:** CSB will further the enhancement of strategies and systems that promote safe and healthy development in children.

**Goal 2:** Through a multifaceted approach, CSB will employ strategies to support the mental health of children and staff, promoting safe and supportive classroom environments conducive to professional growth and school readiness.

**Goal 3:** CSB will further its professional development and staff wellness initiatives to strengthen the Early Childhood Education and Family Services workforce, strengthening relationship-based approaches to reaching and have a meaningful impact on more children and families.

**Goal 4:** Through a people-centered technological focus, CSB will increase recruitment of and engagement with children, families, and staff.

**12. STATED OBJECTIVES.**

- By June 30, 2025, CSB will see increased family participation in promoting and monitoring for safe classroom and outdoor environments.
- By June 30, 2025, all teaching staff and Site Supervisors participate in a mini-course on teaching through an equity lens which provides the framework for a safe learning environment.
- By June 30, 2025, CSB will practice the reduction of waste by incorporating various activities, including recycling and reuse, into daily practice.
- By June 30, 2025, CSB will reach full implementation of a specialized mental health team, staffed with county employees to lead a multi-disciplinary team to support social-emotional wellbeing in the classroom environment.
- By June 30, 2025, CSB will identify and pursue additional resources, such as community partnerships, to support staff with educational and career advancement.
- By June 30, 2025, CSB will update its operating procedures and align onboarding individualized to each classification.
- By June 30, 2025, CSB's multi-disciplinary wellness team, SIA (Simple, Impactful, Actionable), will implement a system which ensures all staff have access to supports for staff wellness.
- By June 30, 2025, CSB will increase its use of multiple technologies, including CSBConnect and intuitive short messaging system (SMS), to engage families as active participants in their child's development and family goal achievement.
- By June 30, 2025, CSB's robust recruitment plan will result in an increase in applications with expedited response due to an increase in accessibility for diverse populations through use of supportive technologies.

**13. ACTIVITY SUMMARY.** Head Start/Early Head Start Programs continue to provide high-quality services promoting healthy development and school readiness.

**14. EVALUATION METHOD(S).** Measurable, results-based child and family outcomes have been

implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education. Multi-layered ongoing monitoring procedures are implemented to ensure compliance with federal regulations across all service areas.

**15. CHANGES COMPARED TO PRIOR YEAR (if any).** New program goals and objectives have been established for the new project period in alignment with the Office of Head Start and Contra Costa County Board of Supervisors priorities. Policy Council has been involved in the development, review and evaluation process of the goals and objectives. This application also shifts toward achieving equitable distribution of Head Start/Early Head Start services based on community needs data. Partnerships are facilitated through a contractor rather than subrecipient model, with the County maintaining responsibility for participant enrollment and family services.

**16. POTENTIAL CONTROVERSIAL ISSUES.** None. Public perception of the Head Start and Early Head Start programs remain positive.

# **Community Services Bureau Monitoring Report Summary July 2023- January 2024**

## **Description:**

Community Services Bureau (CSB) implements ongoing monitoring of its operations and services. This process includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and/or consultants to the ongoing monitoring of each service; (3) collecting, analyzing, and reporting on the program's progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring. This is conducted through a multi-level monitoring system of (1) Center Level; (2) Content Area Level; and (3) Agency Level.

This summary report includes compiled results of the monitoring conducted for the period of July 2023- January 2024.

## **Summary of Monitoring Activities:**

Monitoring was conducted for directly operated CSB centers, partner agencies, and the Delegate Agency, YMCA of the East Bay. This report highlights the data trends identified using monitoring tools focused on Classroom and Facility Environment, Education, and Comprehensive Services. During the program year 2023-2024, Community Services Bureau has maintained focus on the health and safety of the children, families, and staff served. This is vital to ensuring quality learning, as you must be healthy and secure in your environment to learn.

Through this monitoring period all staff have been engaged in data review. As it is the first part of the program year, much of the monitoring data is focused on building relationships; this includes promoting positive interactions among teachers and children, ensuring children are in healthy and safe environments, and encouraging the home school connection.

Data sources utilized by the team during this monitoring period include classroom & facility observations and CLOUDS database reports.

## **Top Trends:**

Analysis of the data across all tools and monitoring levels shows the following:

- Continued Positive interactions between teachers and children, exceeding required guidelines.
- Professional development initiatives focused on health, safety, and administrative changes are visible in the overall monitoring data.
- Preventable non-compliances continued to decrease from the previous monitoring period.
- A need for increased collaboration and follow-up on corrections that must be made by an external party.

The table below provides an overview of each monitoring tool included in the Semi-Annual Report.

<b><u>Monitoring Level</u></b>	<b><u>Monitoring Tool</u></b>	<b><u>Overall Compliance Period 2- 2022-2023</u></b>	<b><u>Overall Compliance Period 1- 2023-2024</u></b>
<b><u>Center Level Monitoring Tools</u></b>	Daily Health & Safety Classroom Checklists	<b>99%</b>	<b>99%</b>
	Daily Teacher Playground Checklists	<b>98%</b>	<b>99%</b>
	*Weekly Facility Safety Checklists	<b>97%</b>	<b>98%</b>
	Monthly Playground Checklists	<b>99%</b>	<b>99%</b>
<b><u>Content Level Tools</u></b>	Child Safety & Transition Monitoring	<b>98%</b>	<b>97%</b>
	CACFP Center Monitoring Review	<b>97%</b>	<b>96%</b>
	Health & Safety Checklists	<b>99%</b>	<b>99%</b>
	Onsite Content Area Monitoring Tool	<b>95%</b>	<b>95%</b>
	CEU Eligibility Monitoring Tool	<b>83%</b>	<b>95%</b>
<b><u>Agency Level Tools</u></b>	Center Monitoring	<b>93%</b>	<b>92%</b>
	Classroom Assessment Scoring System (CLASS)	<b>+Above Average</b>	<b>+Above Average</b>

\*Weekly Facility Checklists were previously Daily Facility Checklists

+CLASS observations are not measured by compliance vs. non-compliance, rather scaled by effectiveness.