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Agenda

Group/Meeting Name: **Policy Council Fiscal/Ongoing Monitoring Subcommittee**

Date: 08/21/2019 Time: from: 5:00 p.m. to: 5:45 p.m.

Location: 500 Ellinwood, Pleasant Hill

Facilitator: Haydee Ilan

Purpose: Overview of Budget vs. Actuals for HS; EHS; EHS-CCP Monitoring Reports and Credit Card Report for June 2019 & Ongoing Monitoring

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 PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item will be limited to two minutes.

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

Reviewed HS; EHS; EHS-CC Partnership Budget vs. Actuals Monitoring and Credit Card Reports for June 2019. Reviewed the request for Waiver of Non-federal Share for EHS-CCP#2 carryover funds. Planned Next Steps and evaluated the meeting.

A review of 2018-19 Semi-Annual Monitoring report for Period 2 so that we may be informed of strengths and areas for improvement.

Agenda			
What (content)	How (process)	Who	Time (minutes)
Desired Outcomes Agree on ground rules	Present Clarify Check for understanding Check for agreement	Volunteer	2
• Overview of HS; EHS; EHS-CCP Budget vs. Actual Reports and Credit Card Report for June 2019.	Present Check for understanding Check for agreement	Haydee Ilan	15
• Overview of the request for Waiver of Non Federal Share for EHS-CCP#2 carryover funds.	Present Check for understanding Check for agreement	Haydee Ilan	5
• 2018-2019 Semi-Annual Monitoring Report for Period 2	Present Check for understanding Check for agreement	Nelly Ige	15
Plan Next Steps	Discuss Check For Agreement	Haydee Ilan	5
Meeting Evaluation	Plus/Deltas	Volunteer	3

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF JUNE 2019

DESCRIPTION	JUNE YTD Actual	Total Budget	Remaining Budget	50% %YTD
a. PERSONNEL	\$ 2,199,818	\$ 4,450,813	\$ 2,250,995	49%
b. FRINGE BENEFITS	1,416,975	2,769,062	1,352,087	51%
d. EQUIPMENT	-	24,000	24,000	0%
e. SUPPLIES	132,693	235,500	102,807	56%
f. CONTRACTUAL	1,351,735	2,770,400	1,418,665	49%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	762,717	5,761,049	4,998,332	13%
I. TOTAL DIRECT CHARGES	\$ 5,863,938	\$ 16,010,824	\$ 10,146,886	37%
j. INDIRECT COSTS	586,432	903,555	317,123	65%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 6,450,371	\$ 16,914,379	\$ 10,464,008	38%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 2,074,530</i>	<i>\$ 4,228,594</i>	<i>\$ 2,154,064</i>	<i>49%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF JUNE 2019

DESCRIPTION	June YTD Actual	Total Budget	Remaining Budget	50% % YTD
a. PERSONNEL	\$ 118,627	\$ 294,506	\$ 175,879	40%
b. FRINGE BENEFITS	76,877	146,451	69,574	52%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	9,764	17,300	7,536	56%
f. CONTRACTUAL	605,658	1,284,300	678,642	47%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	206,244	1,897,915	1,691,671	11%
I. TOTAL DIRECT CHARGES	\$ 1,017,170	\$ 3,640,472	\$ 2,623,302	28%
j. INDIRECT COSTS	39,424	50,672	11,248	78%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,056,594	\$ 3,691,144	\$ 2,634,550	29%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 257,435</i>	<i>\$ 922,786</i>	<i>\$ 665,351</i>	<i>28%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START CHILD CARE PARTNERSHIP #1
BUDGET PERIOD JULY 2018 - JUNE 2019
AS OF JUNE 2019

DESCRIPTION	June YTD Actual	Total Budget	Remaining Budget	83% % YTD
a. PERSONNEL	\$ 312,955	\$ 297,675	\$ (15,280)	105%
b. FRINGE BENEFITS	190,853	206,426	15,573	92%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	8,698	9,600	902	91%
f. CONTRACTUAL	345,709	467,260	121,551	74%
g. CONSTRUCTION			-	0%
h. OTHER	55,979	71,999	16,020	78%
I. TOTAL DIRECT CHARGES	\$ 914,194	\$ 1,052,960	\$ 138,766	87%
j. INDIRECT COSTS	109,594	66,120	(43,474)	166%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,023,788	\$ 1,119,080	\$ 95,292	91%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 279,770</i>	<i>\$ 279,770</i>	<i>\$ (0)</i>	<i>100%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START CC PARTNERSHIP #2

BUDGET PERIOD SEPTEMBER 2018 - AUGUST 2019

AS OF JUNE 2019

DESCRIPTION	Jun-19 YTD Actual	Total Budget	Remaining Budget	75% % YTD
a. PERSONNEL	\$ 537,643	\$ 622,636	\$ 84,993	86%
b. FRINGE BENEFITS	330,513	372,885	42,372	89%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	682,741	1,545,395	862,654	44%
e. SUPPLIES	101,364	415,907	314,543	24%
f. CONTRACTUAL	648,939	1,253,405	604,466	52%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,177,223	3,324,270	2,147,047	35%
I. TOTAL DIRECT CHARGES	\$ 3,478,424	\$ 7,534,498	\$ 4,056,074	46%
j. INDIRECT COSTS	127,945	131,714	3,769	97%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 3,606,369	\$ 7,666,212	\$ 4,059,843	47%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 700,009</i>	<i>\$ 1,953,601</i>	<i>\$ 1,253,592</i>	<i>36%</i>

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
VISA/U.S.BANK
JUNE 2019**

Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
2100	06/24/19	xxxx5045	231.56	Indirect Admin Costs	Office Exp
2100	06/24/19	xxxx1907	559.37	EHS-Child Care Partnership #2	Office Exp
			\$ 790.93		
2102	06/24/19	xxxx4959	3,019.80	EHS-Child Care Partnership #2	Books, Periodicals
2102	06/24/19	xxxx1416	229.08	EHS-Child Care Partnership #2	Books, Periodicals
2102	06/24/19	xxxx1907	1,188.00	Indirect Admin Costs	Books, Periodicals
2102	06/24/19	xxxx1907	384.00	HS Basic Grant	Books, Periodicals
2102	06/24/19	xxxx8798	63.48	Indirect Admin Costs	Books, Periodicals
			\$ 4,884.36		
2131	06/24/19	xxxx4959	1,098.68	EHS-Child Care Partnership #2	Minor Furniture/Equipment
2131	06/24/19	xxxx1907	245.50	EHS-Child Care Partnership #2	Minor Furniture/Equipment
2131	06/24/19	xxxx8798	108.16	CCTR Infant-Toddler / EHS Enhanced	Minor Furniture/Equipment
2131	06/24/19	xxxx0494	455.43	Child Nutrition Food Services	Minor Furniture/Equipment
			\$ 1,907.77		
2260	06/24/19	xxxx1416	125.00	EHS-Child Care Partnership #2	Rents & Leases - Property
			\$ 125.00		
2300	06/24/19	xxxx1416	2,495.84	EHS-Child Care Partnership #2	Transportation & Travel
			\$ 2,495.84		
2303	06/24/19	xxxx4959	(206.38)	EHS-Child Care Partnership #2	Other Travel Employees
2303	06/24/19	xxxx4959	1,005.84	EHS-Child Care Partnership #2	Other Travel Employees
2303	06/24/19	xxxx1907	7,402.20	EHS-Child Care Partnership #2	Other Travel Employees
2303	06/24/19	xxxx3016	1,415.30	FACS Mental Health Program	Other Travel Employees
			\$ 9,616.96		
2467	06/24/19	xxxx3016	1,780.00	FACS Mental Health Program	Training & Registration
2467	06/24/19	xxxx8777	125.00	EHS-Child Care Partnership #2	Training & Registration
			\$ 1,905.00		
2479	06/24/19	xxxx1899	(99.00)	Indirect Admin Costs	Other Special Dpmtal Exp
2479	06/24/19	xxxx1899	5,278.42	Indirect Admin Costs	Other Special Dpmtal Exp
			\$ 5,179.42		
2490	06/24/19	xxxx1416	57.93	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	06/24/19	xxxx3016	413.03	HS Basic Grant	Misc Services/Supplies
2490	06/24/19	xxxx3016	306.31	FACS Mental Health Program	Misc Services/Supplies
2490	06/24/19	xxxx3016	871.56	EHS-Child Care Partnership #2	Misc Services/Supplies
2490	06/24/19	xxxx8777	31.92	EHS-Child Care Partnership #2	Misc Services/Supplies
			1,680.75		
		Total	\$ 28,586.03		

EMPLOYMENT & HUMAN SERVICES DEPARTMENT
 COMMUNITY SERVICES BUREAU
 CHILD NUTRITION FOOD SERVICES
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED
 FY 2018-2019

Month covered	2019 June
Approved sites operated this month	14
Number of days meals served this month	20
Average daily participation	546
Child Care Center Meals Served:	
Breakfast	8,801
Lunch	10,926
Supplements	7,302
Total Number of Meals Served	<u>27,029</u>

CONTRA COSTA COUNTY-EHSD-COMMUNITY SERVICES BUREAU

EARLY HEAD START-CCP PROGRAM – 09HP000111

REQUEST FOR WAIVER OF NON FEDERAL SHARE

Contra Costa County Community Services Bureau (CSB) is requesting a waiver of non federal share amounting to \$492,159 for the carryover request for Early Head Start-CCP Program, Grant #09HP000111. CSB's request of carryover funds of \$4,273,918 includes operating funds as well as program improvement funds of \$1,968,634. The allocation of program improvement funds is for various purposes including but not limited to the upgrade and enhancement of CSB's centers and partners facilities to comply with the health and safety requirements of the Head Start Performance Standard. These planned expenditures pertaining to program improvement cannot be met with volunteer hours because they do not involve classroom participation from parents as well as non-involvement of the community at large. It would be difficult for the program to meet the non federal share because of the nature of these expenditures. These consists of the following planned expenditures included in the carryover request:

Vehicles	\$ 238,110
Kitchen Equipment	\$ 238,000
Upgrade Facilities-Health and Safety	<u>\$1,492,524</u>
TOTAL EXPENDITURES	<u>\$1,968,634</u>
NON FEDERAL SHARE WAIVER REQUEST	<u>\$ 492,159</u>

A detailed breakdown of these program improvement expenditures are in the attached schedule.

CONTRA COSTA COUNTY - EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
EARLY HEAD START CHILD CARE PARTNERSHIP #2
REQUEST FOR WAIVER OF NON-FEDERAL SHARE (July 5, 2019)

EXPENDITURES

d. EQUIPMENT (Object Class 6d)

1. Vehicles	Purchase of four (4) cargo vans and four cars to meet the transportation needs of the program.	\$ 238,110
3. Kitchen Equipment	Includes a refrigerator system, a walk-in cooler, a tray make-up conveyor, mixers and shelving.	238,000

h. OTHER (Object class 6h)

1. Upgrade Facilities - Health and Safety

	- Install additional shade structure in playground area	
	- Install card reader for back door of building	
Ambrose Center	-Install SOD/Irrigation/Shed with Concrete	64,000
	- Drop Ceiling Panels	
	- Fake grass for infants	
Baby Yale Center	- Fence/playground, Flooring, Tile, Carpet	218,600
	- Repave asphalt entry/exit walkway (rear parking lot).	
	- Resurface and stripe staff parking lot	
	- Removal and replacement of current entry/exit ramps with new aluminum ramps for modular building's a & b	209,973
Bayo Vista Center	- New PS, Pour & Play and Garden Equipment, add signages	64,000
Contra Costa College Center	- Lay down new sod for playground area	
	- Remove and replace current shed in playground area, turf for Playground, new carpet	55,000
	- Add small toddler structure to middle playground area	
	- Add storage unit for educational supplies	
	- Playground play equip./surfacing, remove commercial stove and replace with new (non-commercial), paint area behind old existing stove, install new cabinetry, and dishwasher in kitchen area	80,000
Crescent Park Center	- Ergo Funitures (Offices) - Sit-Stand Funitures at (1) Ambrose, (2) Balboa, (3) Bayo Vista, (4) CC College, (5) Crescent Park, and (6) Los Arboles	
6 Directly Operated Centers	- Kitchen renovations for directly operated centers	265,051
	- Resurface and re-stripe parking lot	
Kid's Castle Center	- Roof repair	185,000
KinderCare Mahogany Center	- Cots and Sheets	
	- Play structure and fall cushion	66,900
	- Carpet in break room, install small toddler structure, surfacing, and fence in playground area	
Los Arboles Center	- Replacement of current fall cushion that has deteriorated areas (pour & play)	85,000
Tiny Toes Center	- Back and front play structures	99,000
Center	- Security fence, exterior doors, replace flooring	30,000
YMCA Richmond Center	- Security fence, repl. ramp, reconfigure ramp for room one, increase toddler yard size, privacy wall, reconfig storage, add security	30,000
YMCA Rodeo Center	visibility	40,000

Total Upgrade Facilities - Health and Safety **1,492,524**

TOTAL EXPENDITURES **\$ 1,968,634**

NON FEDERAL MATCH (IN-KIND) WAIVER REQUEST **\$ 492,159**

Community Services Bureau Monitoring Report Summary June 2019

Description: Community Services Bureau implements a process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and 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 summary report reflects the compiled results of the monitoring conducted for the period of January 2019 through June 2019.

Summary of Monitoring Activities:

Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Center Monitoring, Need and Eligibility, Comprehensive Services, Education, Curriculum Fidelity, and Classroom Assessment Scoring System (CLASS) for preschool classrooms.

Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.

- **479** child and family files reviewed
- **23** classrooms sampled for center monitoring
- **11** family child care homes for environment and education monitoring
- **55** directly operated, partner and delegate agency’s infant, toddler, and preschool classroom were observed for curriculum fidelity
- **39** classrooms received CLASS Observations completed between March-April

CENTER MONITORING
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Adult/child ratios are in compliance for age of children served and program model. ➤ Daily health checks are evident as children arrive. ➤ All staff and children are in attendance and signed into CLOUDS.
<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Site Parent Committee meets monthly - minutes & agendas are available and posted. ➤ Meal counts are complete and correct. ➤ Current emergency cards are readily available in one place.
<p>Corrective Actions:</p> <p>Corrective actions were taken and validated.</p>
NEED AND ELIGIBILITY
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child meets eligibility criteria established by the funding source(s). ➤ (S) Family size verifications are obtained for all children and included in CD-9600. ➤ Over-income waiver completed and approved by ERSEA manager or designee.

<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ All areas of income worksheet are completed and signed. ➤ (S) CD-9600 Section IV: Contracted child(ren)'s gender, adjustment factor code, ethnicity, race, language, program code, type of care, and provider code are noted. ➤ CD-9600: Section V, VI, and VII completed, signed, and dated by parent and authorized staff.
<p>Corrective Actions: Corrective actions were taken and validated.</p>
COMPREHENSIVE SERVICES
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child and family files are locked to ensure confidentiality. ➤ Files are organized in accordance with cover sheets. ➤ Copy of the goals and objectives of IEP/IFSP is provided to the teacher and CLOUDS IEP/IFSP section must include two (2) IEP/IFSP goals.
<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Dental exam is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS. ➤ CLOUDS Health History including the consents section is completed. ➤ Ensure up-to-date child health status. Health Examination - Well Child Check (CSB207) is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS.
<p>Corrective Actions: Corrective actions were taken and validated.</p>
EDUCATION FILE
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Parent Conferences (For returning children only): 2nd completed at 330 days for full-day programs (or by June 15th) and 230 days for part-day programs (or by the last day of child's attendance). The conference is documented on CSB119A and is entered on CLOUDS. ➤ Toddler Transition Plan: Completed at last home visit. ➤ Toddler Transition Plan: IFSP information is included.
<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Parent Conferences: First (90 days) and included individualized goals for child and parent/child home activities. Parent Conference is entered into CLOUDS on the Visit tab. ➤ ASQ-3 Screening is conducted within 45 days of child's initial enrollment and form is completed, scored, signed, in file, and on CLOUDS. ➤ ASQ-SE2 is conducted within 45 days of child's initial enrollment during home visit with parent and completed in file and on CLOUDS.
<p>Corrective Actions: Corrective actions were taken and validated.</p>
FAMILY CHILD CARE ENVIRONMENT AND EDUCATION
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Materials, activities, and experiences support individualization. ➤ Displays reflect children work and activities. Artwork is reflective of the children's own creations. Photographs of children doing activities are evident. ➤ Provider interacts with the children in positive ways and uses appropriate language is used.

<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Child individualization is evident on lesson plans. ➤ Health, safety, nutrition social emotional and mental health activities and discussions are reflected on the weekly lesson plans. ➤ Lesson plan demonstrates an integrated curriculum over a month, has a variety of activities and is posted and followed.
<p>Corrective Actions: Corrective actions were taken and validated.</p>
<p>PRESCHOOL CURRICULUM FIDELITY</p>
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Families: The teacher establishes a meaningful partnership with families to support each child’s healthy development and learning. ➤ Teacher-Child Interactions: Teaching assistant(s) interact(s) with children in positive ways that support development and learning. ➤ Teacher-Child Interactions: The teacher establishes a positive classroom climate.
<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Use: The teacher follows guidance on Book Discussion Cards related to complex or sophisticated stories. ➤ Physical Environment: Interest areas are attractive, available as a choice daily, and supplied with an adequate amount of developmentally appropriate, well-maintained materials. ➤ Teacher-Child Interactions: The teacher uses both child initiated and teacher planned experiences to effectively guide children’s language and literacy learning.
<p>Corrective Actions: Corrective action plan will be developed and validated.</p>
<p>INFANT/TODDLER CURRICULUM FIDELITY</p>
<p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Teacher-Child Interactions: The teacher establishes a positive classrooms climate. ➤ Teacher-Child Interactions: The teacher guides children’s behavior in positive, effective ways. ➤ Structure: Individual and small-group experiences are planned flexibly to address the individual strengths, needs and interest of children.
<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Use: The teacher uses <i>Mighty Minutes™</i> effectively to foster relationships and support development and learning during brief moments in routines. ➤ Use: The teacher use <i>Intentional Teaching™</i> cards for teacher-guided routines and experiences and to individualize teaching and caregiving. ➤ Use: The teacher follows guidance on <i>Book Conversation Cards™</i> related to <i>Highlights Hello™</i>.
<p>Corrective Actions: Corrective action plan will be developed and validated.</p>

CLASS

Domain	CSB Average Score	CSB Threshold	Federal Threshold Based on lowest 10% of CLASS Scores of programs reviewed in 2018.
Emotional Support	6.63	6	5.6641
Classroom Organization	6.36	6	5.2803
Instructional Support	3.11	3	2.3125

CSB average scores exceed current Designation Renewal System threshold. A corrective action plan is not required.