

**ADMINISTRATIVE REPORT for February-April 2019 to the BOARD OF  
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**

**Nancy Spears, CEO; Tim King, Program Coordinator**

**Dianne Kent, Fiscal Coordinator; Janet Burns, Administrative Coordinator**

**GRANT APPLICATIONS, REPORTS AND RELATED ITEMS**

- HS/EHS Continuation grant and request to drop some HS children and convert some to EHS; sent November 2017. Status: It has been moving through the process. We have responded to questions from Regional Office and are awaiting determination from Washington on conversion/dropping slots.
- HS/EHS Five-Year Proposal. Status: Granted.
- HS Duration Supplement for 21 children submitted at the end of November. Status: Pending.
- HS COLA (2%) submitted. Status: Approved just in time for first payroll of new E/HS year start 3/1.

**STAFF CHANGES/NEWS IN CENTRAL POSITIONS**

- Accountant, Lisa Stone, resigned to take position at AU, which will allow her children to attend tuition free.
- Michelle Cosper had major surgery in early March; she has handled some work from home, but at this writing, is still on medical leave.

**OTHER ITEMS**

- Parent newsletters for March, April and May completed and sent.
- Revisions to Job Descriptions – Emergency Services/CSBG staff.
- Risk Management Mitigation plans and Strategic Plan properly formatted (after December meeting) and sent to the ACHR board for review in February along with status in meeting strategic plan goals.
- Fiscal Policies reviewed, minor adjustments made; sent to ACHR board for approval to meet deadline for Organizational Standards. A few more adjustments are needed & will resend to board – but we met the deadline.
- Blue Cross/Blue Shield health insurance increase; possible adjustments/alternatives requested and considered
- Copier was needed at Edelman; Darden copier now considered unrepairable when it again goes. Educators requested color copier rather than color printers they had requested to produce educational materials. They agreed to monitor use and keep color print to essentials. Two color copiers approved and situated.
- Work on the E/HS calendar for the coming year continued. Complete enough to create Parent Calendar for Hand In Hand (parent handbook) which was reviewed, revised, reformatted and sent to print.
- Forms and materials were sent to be printed in time for the parent orientations for the 169 duration children at Darden, which began in April.
- Power at King Center has been an issue much of this period. Many mornings power would be off; maintenance staff would try to find the right sequence of breakers to trip to get power on to provide heat for the children and staff and so our phone and internet system, which is tied to King Center for all centers, functioned. Once the power was on, staff tried not to do anything to trip it (like use the oven). Last year we were told that adding an additional ground would resolve the problem. We had it installed – and have continued to have problems.

Obviously, the power issue has had a negative impact on our ability to serve children, the ability to serve energy assistance clients, not to mention the impact on staff productivity and moral. Everything from foods served to children (yes we met USDAs guidelines, but not the planned menu) to timing of payroll, to data entry has been affected. Maintenance staff has had to come in some weekends to get power on so that the group that rents the auditorium can hold services. Staff worked hard to make the best of a challenging and frustrating situation. For example, during times we could not get the elevator working, or power to the CSBG area, LIHEAP staff sometimes rescheduled and sometimes met clients downstairs, took paper applications and entered the data later.

Auburn Electric put a monitor on the system and finally traced the problem to a breaker box (which has six small transformers in it and is costly; about \$7,000 for the box alone). Auburn Electric ordered the box from Siemens, the company that originally was the vendor for the electrical boxes at King Center. The part was to be built in Korea and ship March 3. Because Alabama Power will have to shut down all power to King Center to install the

part, we planned installation for spring break. The company changed the ship date to April 4. When the part again did not arrive, Auburn Electric staff searched for another company and found GE. The box and transition parts (Siemens to GE) will cost about the same as the Siemens box. We are hoping for installation in late May.

Meanwhile power outages seem to have abated. One of our staff noticed that it tends to happen on cold nights. This hypothesis makes little sense and initially was rejected. The heat at King is gas, and so it draws less power than the air conditioning. We started watching when it cut off late this spring as the weather warmed. It seemed that we are at risk when night temperatures drop much below 45 degrees for a good part of the night; when it dropped lower, we were all but sure to have no power in the morning (it does not come back on by itself). With warm weather, we have had no problems so we are in less hurry for the part. It also means that even after installation of the new box we will not know for sure that the problem is solved until we have cold weather.

- As you may remember, we have been in the process of an up-grade to the phone/internet system. AT&T staff were ready to do the LAN cutover (whatever that is) at King in February. They schedule about two weeks out. When Janet told the person scheduling about the power issues, the project was put on hold.
- Joanne Camp, the lawyer we had on retainer for many years to assist with things like review and advise us about revisions to the bylaws, the Policy and Procedure Manual, and occasional employee matters. She also accepted occasional referrals persons needing legal assistance. She has been gradually retiring for several years and finally completely retired from practice. Based on a list she provided of attorneys in the area who might be interested in working with ACHR, we searched for our best fit. We found attorney Faith Twiggs of Capell and Howard who is interested in our mission and has agreed to work with us. We are working on the details.
- For more than 25 years, the Jean Dean RIFF program sponsored by the Kiwanis Club has provided three books a year to each of our children and readers to read the books selected to children. They provided small classroom libraries children can borrow books from, which we replenish with donated books. The program began when Cathy Dean Gafford came to us with an idea for this program to honor her late mother. We agreed to try it, with our educators assisting with book choices, and the goal of continuing the program for three years. The children so loved this program that near its planned end, we asked (begged) that she continue. Over the years the program expanded to Early Head Start and then to E/HS programs and some daycares across Alabama, and still later, because Cathy is dynamic and attends national club conferences, to other states. We are proud that the program started at ACHR. Now Cathy is “retiring.”
- In February, Cathy wrote programs that at their Mid-Winter Conference, “the Alabama Kiwanis Foundation Board voted to end the Jean Dean RIF program at the end of the 2019-2020 school year. *I need your strong support to finish school year 2018-2019 and make school year 2019-2020 (our 30<sup>th</sup> year) the best year ever for the at-risk young children of Alabama and those of us who love putting books in their homes.*” Obviously, raising funds for, ordering and distributing three books a year to thousands of preschool children across the state (and allowing each child to choose from a selection) is no small matter. Additionally Cathy provided annual training events for center managers to be sure that all of the required steps were taken to enable children to select books, get selections turned in in time for order, assure proper distribution, account for the related in-kind and so forth. Cathy did all of this as a volunteer and no one stepped forward. She did convince the board to continue through the 2019-20 year to mark 30 years, and to give Early/Head Start programs time to find other sources for the tremendous in-kind this program has generated.

Cathy is encouraging local clubs in larger areas, including Lee County, to continue this program, at least to some degree and to make it possible for E/HS programs to purchase books to give children at a reasonable cost. We do not know how this will work out in Lee/Russell going forward, but we are hopeful that the local clubs will continue to assist with funds and reading to children, even if we have to help with book selection and purchase. We will see. Meanwhile, we are VERY appreciative to Cathy for her spirit her caring and her help over the years. We are sad, but can’t complain – 30 years is 10 times the number of years this program was planned to last.

- Educators listened with interest to a podcast about the Alabama Office of School Readiness offering the Conscious Discipline curriculum. It will be required in Pre-K classrooms and offered to elementary educators. Thanks to our well-trained educators, ACHR classrooms have been using this program for ten years. Some kindergarten teachers and counselors in schools that receive our children have expressed interest in CD because of our children’s ability to modulate their behavior in frustrating situations, so one of our goals at ACHR was to get CD into the elementary schools our children will attend so they will continue to have a supportive, positive environment that helps them control outbursts and use other ways to handle problems. We are pleased that this news from the Office of School Readiness may help our local elementary school staff learn/use the program.

# **ACHR Board Report**

## **Alabama Coalition Against Hunger**

Feb 1, 2019 through Apr 1, 2019

### **HURTSBORO**

We are hopeful the garden and High Tunnel house will continue. Hiring a staff or independent contractor would greatly enhance the output and feasibility of the continuation of the garden/hoop house. Efforts to work the garden and identify resources and volunteers with one staff is next to impossible and causes neglect to one area to maintain another. We also have not defined the job description and expected outcome required to meet regulatory guidelines for background checks on persons that are on the premises and not in contact with around children in the center.

We ran into unusually high water usage, and no reason explanation has been given by the City of Hurtsboro for such an excessively high water bill and usage; we had standard water usage bill from Hurtsboro and no usage for several months. Several attempts to capture reason for increase were enacted but resulted in no findings upon internal investigation after installing temporary night cameras to identify and break in. We have since cut water off on the inside of the garden and discontinued watering usage until the leak can be found and repaired, if it exists. Weekly visits to the garden were done up until harvest and excessive water bills came. We harvested greens and turnips, and gave to Home Visitor for distribution to families identified.

We assist Beyond Expectation Community Outreach (BECO) with preparing Kidz Buddy Back Pack at Edelman Center with providing 3 meals for over the weekend to HS families identified by staff to receive them.

Community Warriors a Veterans group of located in Phenix City came has not been out since the initial 2 visits to volunteer in the garden during the month of August as we planned the garden and the layout.

**Funding for Russell** No Funding source identified

**Funding Lee County** General Fund are the funding source used in Lee County. We still are collaborating with Ebenezer Baptist Church, no plans are in place as of this report. The church has purchased plants and planted them, but not much in terms of regular care is taking place. Assistance is provided at the site when requested.

We started a partnership with Greater Peace Baptist in Opelika by tilling an area for the Child Development Center to set up a garden; work still in process.

**JLLC** "Fun in the Garden with Kids" funded by Junior League of Lee County for a garden at the King Center went as expected. We anticipate each class to participate in planting a raised bed in the Spring. Thanks to Natalie Stephens, Nutritionist, for purchasing mulch and donating a yard to place in the beds. Again we hope the children will have a great learning experience planting and growing.

### **General Fund CSBG**

No change or information on amount of funds available funds of this report, We hope we can get an early start and get in rhythm with the available plant selection from fall to spring each year going forward. We have not moved forward many of the garden projects due to lack of help or volunteers to complete the work required to make a successful garden. The obligations to the primary CACFP grant takes precedence each month for the first 1<sup>st</sup> through 19<sup>th</sup> of each month leaving little time for other activities, not to mention during this time frame VITA tax training begins immediately after December 1.

### **Grassroots Leadership Development Program Class of 2018-19**

Alabama Organizing Project has reached its phase out and RFP to assess the entire process of GLD and the collaborative model and the overall impact it has made on leadership models. Funders have redirected resources and are looking at developing a new collaborative to include other funded organizations that are part of the Casey Equal Voice Initiative and create an organized effort based on collaborative members focus work area as we address the interconnected issues related to families and poverty. Over the next several months RFP's will go out to individuals and groups to evaluate the impact AOP GLD has made through the leadership style, executive, organizers and leaders developed.

### **VITA Income Tax**

We have a two volunteers recruited. We are working with AABC (Alabama Asset Building Coalition) to address some of the issues related to families and have obtained a small grant from them to be awarded to volunteers and the purchase some needed supplies for tax preparation. We are in process of training, certification and orientation. One HS Parent expressed interest and attended the training but has since found a job and not able to volunteer as planned. We finally received all test and reference materials critical to successfully and following up on question that taxpayers may have. We set a target of 140 to 150 returns to be prepared this 2018 Tax seasons.

### **SCSEP**

We have a clerical assistant person under CACFP, and we have screen and interviewed two persons for training, and health condition would not have been a good fit based on logistic of CACFP office and elevators and the amount of time needed to walk up and down.

There were no significant notable activities to report in regards to the Hunger Coalition.

Submitted by William E. Tarver, CACFP/ACAH Coordinator

# Alabama Council on Human Relations, Inc

## CACFP Board Report

*Feb 1, 2019 through April 30, 2019*

An Average of 27 CACFP homes participated during 2nd Quarter. The actual home participant rate is at 28 for the quarter. Two hundred five (205) children enrolled for this report period with an average daily attendance of one hundred sixty (160).

Under the current Tier structure, one home remains in Tier II as set by USDA. No homes are certified to receive higher rates of reimbursement based on income of participant's household. This option is available to each home in this category upon request. No participant has requested a review of the school eligibility data currently under Tier 2 low rate this period. The Current Tier 2 home are determined to be in a geographical location and census tract is not a defined as a poverty tract.

### **Recruitment**

No providers recruited, during this quarter.

### **Monitoring**

The monitoring review process for 2nd Quarter is in process and due to be completed in May 2019 to capture 2nd required visit prior to school closing as required. Monitoring during this quarter includes review of and update to the new guidelines compliance for pattern requirements and a discussion of the frequently served food report. KidKare provides a follow-up of the previous repeated uses of same food; part of this visit is to determine if providers offer a variety of foods to children while in care to encourage increase eating food served and eliminate waste.

### **Software & Computer**

Approximately 24 of the 28 active providers, about 85.7 %, submit online claims for processing and approval. All providers using the online program KidKare in have made the transition to new CACFP guidelines. KidKare online has moved all of the data to an online cloud source, and alleviated the need to backup data on a daily basis. Monitoring visits are scheduled for entry into the program and will prompt for visits to occur every 4 months, We have not yet set up the online Monitor offered by KidKare because a suitable tablet has not been approved and a method of having online WIFI while out in during monitor is very sketchy in rural areas. Online enrollment is being offered as an additional feature which would allow parents to complete enrollments and submit on behalf of provider thus eliminating errors on entry that have to be corrected by provider and sponsor.

We would like to incorporate a tablet for the final aspect to occur which will import all home visits directly into software, better track and maintain provider records and update most records while on-site. This is currently on hold due to program funding. We expect to be in place as soon as official authorization of the tablet purchase is approved. This will curtail operational cost some, however during the months in which monitoring occurs an additional fee of \$20 will be incurred. This adds the incentive to finish all monitor visits within one month, so it can be turned off when not needed by demand request. We have not implemented this part due to a lack of funds and the ability to test the online version of monitoring visit prior to performing visit and the printed output to provider and sponsors section of information.

### **Training**

Training scheduled for all Providers is documented during routine monitor reviews and any additional technical support is provided at the time of visit scheduled as a follow-up reviews.

### **Program plans**

No additional noteworthy events to report on program changes or procedures.

Submitted by William E. Tarver, CACFP/ACAH Coordinator

## **FAMILY ENGAGEMENT ADVOCATES**

Darden, Edelman & King Centers

Board Report February through April 2019

### **FEBRUARY 2019**

- PARENT WORKSHOP – Hospice & Domestic Violence – ( 1 ) Parent Attended
- Kidz Backpacks – ( 60 ) distributed
- Meeting at Darden on the hill – CIRCLES OF OPELIKA – Presenter: Ms. Regina Meadows
- ROMA TRAINING – Presenters: Ms. Tabitha Perry & Ms. Benita Cox
- Conscious Discipline Parenting Classes – ( 25 ) Parents Attended
- Family Engagement Advocate assisted ( 1 ) Parent with drug treatment
- Parents received the following information:
  1. Goodwill Career Center – JOB FAIR ANNOUNCEMENTS

### **MARCH 2019**

- Father's Activity – ( 61 ) Fathers Attended
- Kidz Backpacks – ( 60 ) distributed
- Conscious Discipline Parenting Classes – ( 3 ) Parents Attended
- Family Engagement Advocate assisted ( 2 ) Parents with purchasing a vehicle
- Parents received the following information:
  1. Goodwill Career Center – JOB FAIR ANNOUNCEMENTS

### **APRIL 2019**

- Parent Committee Meeting – ( 53 ) Parents Attended – Parents received information on Kindergarten Readiness; RIF-Vocabulary words are everything
- Easter Shoes Give-Away – ( 50 ) Pairs of shoes
- Kidz Backpacks – ( 60 ) distributed
- Conscious Discipline Parenting Classes – ( 2 ) Parents Attended
- Family Resource Day & Feed the children Event – Planning Meeting
- Child Abuse Awareness Conference – ( 3 ) Family Engagement Advocates Attended
  - A. Cultural Competence LGBTQ-Providing Inclusive & Affirming Care
  - B. Supervision in the midst of trauma
  - C. Autism 101: Enhancing Communication Strategies with children on the spectrum
  - D. Developing Perspective & Endurance Through Context – Difficult Behavior in Abused/Neglected Children
- Parents received the following information:
  1. Goodwill Career Center – JOB FAIR ANNOUNCEMENTS
  2. The Family Resource Day & Feed the Children Event Flyer

Alabama Council on Human Relation, Inc.  
Edelman Center  
Board Report February, March and April 2019  
Tim King, Program Coordinator

February 2019

I attended NASCSP (National Association for Community Service Programs) in Northern Virginia. To name a few workshops I attended: ROMA Next Generation, Performance Management, and the CSBG State Plan for Alabama.

We continue our partnership with Beyond Expectations Community Outreach Program (BECOP) giving back packs (meals) to Head Start children on Fridays. The children receive meals every week for Saturdays and Sundays' breakfast, lunch, and snacks. We are currently serving all children.

The center had Reading with Dads. Our RIF reading program has enjoyed our partnership with Calvary Baptist Church; they read to our Head Start children during the Kiwanis Book Distribution.

March 2019

March was a busy month for training. I attended the National Community Action Foundation Conference in Washington D.C. on Capital Hill. It was very informative with the current Washington political scene. The Capital Hill visits are always exciting, and the workshops were educational such as Poverty and the Presidency and The Congressional Outlook of 2019 to name a couple.

The National Head Start Conference held in San Antonio, Texas this year, had the largest attendance ever. Dr. Deborah Bergeron, the Director of the Office of Head Start from Washington, DC, spoke at the Opening Session and held a Head Start town hall meeting. It was informative to have an opportunity to have a question and answer period with her to see her vision for Head Start moving forward. I Attended workshops in the service area of Community of Practice as follows: Family and Community Engagement, Human Resources and Community Operations, Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).

Again the Controllers Civic, and Social Club donated over 1000 pairs of shoes to local Head Start and Day Care programs, in which we (Edelman's Head Start Children), received 65 pairs of shoes for Easter. We also had Read with Dads and a parent workshop this month.

April 2019

We continued to work at the Goodwill Career Center of Phenix City. They provided follow-up services (job placement), for our parents. The Career Center also came on site to give workshops. We are also in the process of starting a GED program with Chattahoochee Valley Community College Adult Education Program.



**ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**

**Child Development Program**  
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**Education Board Report**

February-April 2019

Sue Williams, Karen Lusk, Debbie Chism

February

- School Pictures were taken at all centers between February 13-15<sup>th</sup>.
- A training day was held for HS teaching staff on Monday Feb 18<sup>th</sup> at King Center. The topic for the day was *Curriculum Scope and Sequence* (part of curriculum requirements in the performance standards): *Getting the most out of the HighScope Curriculum*. Each classroom received its own full set of written curriculum materials (previously we had just a few copies for staff to refer to).
- Emergency drills (fire, weather, shelter-in-place) were held at each center.
- A two week reading challenge (part of RIF) was undertaken by all centers. Lending library books went home every day for 10 day (instead of the usual 1x per week) and teachers made efforts to read extra books each day during the challenge.
- Kiwanis Book Distribution 2 was held at each center. Each child received a book to take home and read their book with Kiwanis volunteers.
- Some HS classrooms took walking field trips during the month, others went on bus field trips to places such as Krispy Cream, Fire Station, the Library, Storybook Farm, Jules-Collins Art Museum, and Auburn Community Airport.
- Auburn Early Education students continued to volunteer in HS Classrooms at King and Darden.
- Kinesiology Students (AU) continued their large motor skills program with HS children at Darden 2 days per week.
- Human Development & Family Studies (HDFS) students volunteered in Early Head Start Classrooms.
- EHS Home Based program conducted 5 socialization activities w/ Home based families/children.
- Child Observation Record (COR) Reports #2 were printed for families to be used in March Home Visits. These share children's progress with families and help with joint goal setting.
- *Bubble Notes* (HS parent communication) went out to families about special moments and progress of each child.

March

- HS & EHS classroom staff conducted 2<sup>nd</sup> Home Visits during March and shared children's progress with parents as well as conducting joint goal setting.
- HS children were out for Spring Break.
- HS teachers had a training day on School Readiness data and specific items to focus on during the last portion of the program year. Information for staff included sequences of development in phonological awareness and several other COR items, with discussion of materials, activities, times of day to implement and teacher-child interactions that help children to move forward in school readiness.
- A coaching team meeting was held to discuss progress and issues around coaching in HS, EHS, and EHS Homebased. Coaches report that the choice of coaching new staff has been very successful in terms of their motivation to be coached and their enthusiasm.
- Coaches plus trainer and Early Childhood Coordinator participated in Webinar on writing action plans with coaching participants.
- Parent Orientations held for Darden returning children and EHS children moving up to HS, March 13-14<sup>th</sup>.

- Auburn Early Education students continued to volunteer in HS Classrooms at King and Darden.
- Human Development & Family Studies (HDFS) students volunteered in Early Head Start Classrooms.
- Emergency drills (fire, weather, shelter-in-place) were held at each center
- EHS Home Based program conducted 6 socialization activities w/ Home based families/children.
- 8 staff (Education—Sue, Karen, Pam, Jessica; Health—Natalie; Family Engagement Advocates--- Elaine, Cleo, Lucinda) attended a *Child Abuse Awareness* conference day at Auburn University.
- Several education staff listened to a Conscious Discipline podcast about Conscious Discipline being offered at the Alabama state government level! Yay, it's going to be required in PreK and offered to Elementary educators.

### April

- A weather day was made up on Friday April 19<sup>th</sup>.
- Transition field trips to kindergarten classrooms were taken by children going on to school in the Fall (Darden, Edelman, King [Loachapoka]). Auburn City Schools did not allow field trips but invited parents to attend their Kindergarten Kick Off evening activity.
- Parent Meetings were held at each center. Topics included Transitioning to Kindergarten & Readiness tips; Also, *Words Mean Everything!* Presentation on importance of vocabulary building and reading to children daily.
- 5 Education staff were recertified as Pre-K Classroom Assessment Scoring System (CLASS) observers.
- Kiwanis Book Distribution 3 was held at each center. Each child received a book to take home and read their book with Kiwanis volunteers.
- CLASS HS observations time 2 are underway.
- Parent Orientations held for new Darden HS/EHS children April 24-25.
- All families of children going to kindergarten received Kindergarten Registration information for their declared school system and a several page handout on the transition to Kindergarten, Readiness Skills and tips for things to do with their children over the summer before kindergarten. This was available in English/Spanish.
- School Readiness Advisory Committee Meeting was held at King Center in Auburn on April 9<sup>th</sup>. Committee discussed the progress of various groups of children between the beginning and middle of the program year towards school readiness goals. The presentation included graphs and data showing children's progress. Groups who are progressing but who are less likely to meet all school readiness goals such as children learning English and children with diagnosed special needs were discussed. Other issues discussed included the difficulty finding/retaining qualified staff (even more difficult as Alabama State funded pre-K grows past 1,000 classrooms), the amount of teacher/home visitor documentation and the stress of working with increased numbers of children with special needs such as Autism and behavioral/mental health concerns.
  - Samples of Data between Period 1 & Period 2 COR Collection:
    - Older toddlers grew from an average of 2.1 to 2.52 (end of year goal is an average of 2.82).
    - Three yr. olds grew from an average of 2.77 to 3.31 (end of year goal is an average of 3.59).
    - Four yr. olds grew from an average of 3.2 to 4 (end of year goal is an average of 4.59).
  - All COR categories are progressing well in all age groups, with none significantly lower than the others.
  - Highest single item (out of 34) for both older toddlers and 3 yr. olds was *K: Personal Care and Healthy Behavior*.
  - Highest single item for 4 yr. olds was *T: Geometry: Shapes and Spatial Awareness*.

- One school readiness item for 4 yr. olds that we focused on in HS Spring break teacher training was item *N: Phonological Awareness*, as it is an item harder for all children to accomplish (has to do with rhyming and alliteration).
- Auburn Early Education students completed their volunteering in HS Classrooms at King and Darden at the end of April.
- Human Development & Family Studies (HDFS) students finished their volunteering in Early Head Start Classrooms at the end of April.
  
- Kinesiology dept. (AU) finished their large motor skills program at Darden. The doctoral student is graduating and has taken a job in another state, so we do not know if they will find another student to lead this project. It will be another big loss of in-kind if we lose this partnership.
- EHS Home Based program conducted 7 socialization activities w/ Home based families/children.
- Educators (Sue, Karen, Debbie, Yolanda) and Health (Natalie, Formeeca) met with professors from the Early Childhood Special Education & Rehabilitation department to discuss ways they might be able to partner with us (student volunteers, training, etc.).
- AU Athletic Department came to King on Give Back Day. Volunteers helped to paint the Rainy Day/Training Room at King Center and to organize a large education storage area.
- Across the month Education Team members attended several training webinars on topics including “*Supporting Children with Sensory Challenges; Planned Language Approach Big 5: Oral Language and Vocabulary; Using Ongoing Child Assessment Data to Support Infant-Toddler Teaching Practices*”
- Education team members (Sue, Karen, Debbie, Yolanda, Catina, Ella, Jessica, Pam) met to do a webinar and talk about the new Child Observation Record (COR) software. We will be training teachers and home visitors on the completely new software in June/August and starting to use it in July when Darden HS and Darden/Edelman EHS start their new program year.
- Centers celebrated the *Week of the Young Child* in centers with special activities such as making hats, planting seeds, large body drawings, and hallway parades.
- All centers conducted successful fire, weather, and shelter-in –place drills.
- Two Educators (Stacey, Yolanda) attended the National Head Start Conference in San Antonio the last week of March, 1<sup>st</sup> of May.

**REPORT TO THE BOARD OF  
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
HEALTH/NUTRITION/SPECIAL SERVICES  
for the period February – April 2019  
Natalie Stephens RD LD Assistant to the Health Services Coordinator  
Janet Burns, Administrative/Health Services Coordinator**

**HEALTH/DENTAL/OTHER**

- Immunizations: All are up-to-date at this writing
- Health screenings: All required completed within 45 days; as children enter the center, required health events are completed in house or documentation of completed health events requested.
- Dental: We are able to pull the required preventative dental screen from each child's physical/well baby check up. If the child does not have an up to date physical/well child check up on file, Janet Burns was able to screen these children for dental issues. (as speech pathologist, she can screen for dental problems.) We have identified children who do not have a regular dentist and have referred to the dentist. Unfortunately, this year, Dr. Lilies' office has had openings available for us to transport groups of Head Start students. We have referred many children to his office for scheduled cleanings, but parents are required to take them and complete registration beforehand online. If parents were able to take their children to the dentist, we requested and are receiving documentation verifying treatment and services received. We are still receiving this documentation daily from dentists. As the children go to their pediatricians for updated well/baby check-ups we receive this information to file and put in the Child Plus system.
- Growth assessments: As of this writing, growth assessments for all children who have been here 45 days or longer have been completed. Southern Union State Nursing students worked with health staff to do spring heights and weights. BMI was calculated and each child was categorized as either overweight, underweight, obese, or normal weight (via Child plus system). Parents of all children categorized other than "normal" have been or will be contacted in person, by phone, or in writing (depending on level of concern of RD and parent preference). Parents are counseled on factors including anthropometric data; subjective data; eating habits; activity/exercise habits.
- Vision Screening: As new children entered the center, vision and hearing screens have been done "in house" by health staff. If problems were noted or observed during these screenings, parents were notified for a need for a referral to the pediatrician.

**NUTRITION - KITCHENS**

- Kitchen Health Scores - Darden: **98**, FBK: **100**, Edelman: **100**. These scores are not easy to get so we are very proud of our kitchen staff.
- Summer menus were created and approved. They go into effect on May 1<sup>st</sup>. All classroom staff and parents were given copies.

**NUTRITION – LIFE (Learning Information about Food and Exercise)**

- **Exercise Classes** offered at 3 pm-3:45 - Darden Center on Mon; FBK on Th
  - As of mid April, exercise classes were cancelled for the summer due. They will start back in September.
- **Nutrition Counseling** continues to be offered by appointment; depending on need may be weekly, monthly or one-time consultations.
- **King Garden** – An 8 bed raised garden was prepared at King Center. Head Start Children were able to make field trips to "help" plant vegetables and learn nutrition principles from the food.
- **Scale back Alabama**: 14 teams (two people per team) from King, Darden, and Edelman participated in Scale back Alabama. Participants weighed in weekly for 9 weeks. Nutrition and

exercise goals were addressed at each weigh in. Weigh out week was April 1 -5<sup>th</sup>. Many of these person are continuing to work on diet and exercise with Natalie in the LIFE program.

### Special Services

- **ASQ Screenings:** ASQ screenings and referrals are ccomplete. If the ASQ's were not done at orientation, or the child needed a re-screen, the Intervention/Behavior Specialist completed it with data gathered from observing the child in the classroom and contacting parents. Screenings are still being done as new children come in to the center.
  - Follow up e-DECA screenings for social emotional were done on a select number of children that scored low/ had referrals on the first e-DECA's. These are complete.
- **Children with an IEP/IFSP:** Currently, we have 38 active IEP/IFSP's. including (7 children that have been flagged for Autism or have a medical diagnosis of Autism).
  - We have run into a some problems with trying to get IEP/IFSP's this year.
    - Schools are now requiring a copy of the lease to ensure that families live in the district before testing and follow-up services can be done. In many cases, we are having to walk parents through the process of obtaining this information and ensure that parents follow through so these screenings and services are offered.
    - In many cases even though the child has a diagnosis of autism or is receiving services from another agency, the school systems have been reluctant to qualify them for IEP services.
  - Developmental Referrals: 23 children have been referred to outside facilities for treatment.
  - Behavior Referrals: 25 children have either been referred to outside facilities for treatment or the I/B Specialist is working with families.
- **Mental Health:** East Alabama Mental Health continues to partner with us to cover the required mental health services and meet the needs of our children, families and staff. They are meeting E/HS requirements by offering the services of a licensed clinician. Our I/B Specialist, is continuing to work with them using the Conscious Discipline techniques to better help our students, families, and classrooms.
  - **ABC Program:** We have 5 children being transported from our centers (Darden and King) to the ABC program multiple times per week.

### OTHER NEWS

**Health/Disabilities/Infant-Toddler Advisory Committee** – met April 24 at King Center to review the year. There was a lot of partner sharing and helpful information shared.

**Double up on Hurtsburo:** We are continuing to work with Wright's grocery and the Diabetes Treatment Center for the delivery of groceries to the Edelman Center in Hurtsburo weekly. Mr. Wright's representative spoke to our families at the parent meeting in about how to order online groceries, pick up times, etc. In February, his representative did a workshop at the center to help parents and staff sign up online for grocery orders. Weekly delivery started in March.

**Conscious Discipline Parenting Curriculum:** The parenting curriculum classes started on February 19<sup>th</sup> and have continued for 1 hour every other week. May 28<sup>th</sup> will be the last class. These classes have been open to all parents that wish to attend. Our I/B Specialist worked the Family Engagement staff and the Home visitors to identify and specifically invite parents that they believe would most benefit.

**Alabama Council on Human Relations, Inc.**

**Board Report - Special Projects and Technology/Parent Involvement**

February through April 2019

Saundra Aldridge, Special Projects/Technology/Parent Engagement Coordinator

**Special Projects**

We are preparing for graduations for our participants. The Board is discussing how we will move forward. Discussion is ongoing concerning a group workshop and/or individual contact, as was done this past school term.

**Parent Involvement**

Special thanks to parents who volunteered their time to serve on the Policy Council, Center Committee and attending workshops; volunteering in the centers in various capacities and/or by turning in their RAGS activity sheets. Thanks also to our community volunteers for their time and expertise.

Our program could not experience the success it has without the support of parents and community volunteers.

Thanks also to the ACHR Board for believing in the staff and working with us to make our programs the best that they can be.

**Technology**

Staff continues to use technology to get the job done. This is making all programs work better and more accurate.



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: FEB.—APRIL 2019**

<b><u>FEB.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING REPORT</b>
			FNPI: (S)	4h: Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	383	652	4h: 383	4i: 382	4j:	4k: 5	7 clients were assisted during Feb. 2 clients were facing an eviction. 1 client was homeless. 1 client needed intervention with her landlord and 3 homeowners needed assistance with home repairs. All clients received housing counseling and were referred to the LIHEAP and/or CSBG Program for assistance.
LIHEAP CRISIS:	029	058	4h: 029	4i: 029		4k: 22	
ABC TRUST:	018	019	4h: 018	4i: 018		4k: 1	
SPIRE \$ HELP:	000	000	4h: 000	4i:			
CSBG:	008	014	SRV7: Case Man. (1 rental payment)				
NO SHOWS: 4	MISSING DOCUMENTATION: 1		SURVEY:				

<b><u>MARCH:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING REPORT</b>
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	125	198	4h: 125	4i: 125	4j:	4k:	12 clients were assisted during March. 5 were homeowners that needed home repairs. 1 client was homeless. 3 clients were facing an eviction and 3 needed energy counseling. All clients received housing counseling and were referred to the LIHEAP/CSBG Prog.
LIHEAP CRISIS:	060	098	4h: 060	4i: 060		4k: 45	
ABC TRUST:	031	034	4h: 031	4i: 031			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	015	032	SRV7: Case Man.(3 rental payments)				
NO SHOWS: 0	MISSING DOCUMENTATION: 0		SURVEY:				

<b><u>APRIL:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING REPORT</b>
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	174	378	4h: 174	4i: 173	4j:	4k: 5	14 clients were seen in April. 1 client received pre-purchase counseling. 1 client was homeless and 12 clients resided in Public Housing or Section 8 and they were facing an eviction due to the disconnection of their utilities.
LIHEAP CRISIS:	230	373	4h: 228	4i: 230		4k: 217	
ABC TRUST:	002	002	4h: 2	4i: 2			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	001	001	SRV7: Case Management				
NO SHOWS: 5	MISSING DOCUMENTATION: 14		SURVEY:				

**LIHEAP** (Low Income Home Energy Assistance Program)  
**ABC TRUST** (Alabama Business Charitable Trust: Funded by Alabama Power)  
**SPIRE** (Dollar Help)  
**CSBG** (Community Service Block Grant Program)

Any questions, call Emergency Services at 334-821-8336 ext. 406 or you may send an email to:  
 Tabitha.Perry@achr.com



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: FEB.—APRIL 2019**

**HAPPENINGS:**

- FEB. 4<sup>th</sup>** Jennifer Lee and Robin Douglas, with Alabama Department of Economic and Community Affairs (ADECA), held ADECA's annual LIHEAP/ABC Program monitoring visit on February 4-7, 2019. ACHR's Emergency Services Program was found to be in compliance and no observations were noted for the LIHEAP Program. Because we did not have any ABC awards during the time of the audit, Robin will schedule another visit to look at the ABC files.
- 19<sup>th</sup>** Tabitha and Benita held a ROMA (Phase 3) training at the Burton House with the Family Engagement workers.
- MARCH: 25<sup>th</sup>** Tabitha and Benita held a ROMA (Phase 3) training at Darden on the Hill with the Early Head Start workers. This concluded the Phase 3 trainings; Tabitha and Benita have advanced to Phase 4, the final stage of becoming a ROMA Trainer.
- APRIL: 30<sup>th</sup>** **LIHEAP Heating General Program** Our Heating Program runs from the beginning of January through the end of April. We had exhausted 425,041.26 of our LIHEAP Heating General funds: 103.00 more than last year. We assisted 1643 households from the LIHEAP Heating Program.
- LIHEAP Heating Crisis Program:** We assisted 345 households. The budget was \$105,000.
- ABC Heating Program:** We assisted 51 households. We spent a total of \$9853. We had the same budget as last year and we assisted the same amount of households as last year.