

**ADMINISTRATIVE REPORT for – August-October 2019 to the BOARD OF  
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**

**Nancy Spears, CEO; Tim King, Programs Coordinator  
Dianne Kent, Fiscal Coordinator; Janet Burns, Administrative Coordinator**

**GRANT APPLICATIONS, REPORTS AND RELATED ITEMS**

- Request to the City of Opelika for funds to supplement wraparound care at Darden. Status: Requested, received, and contract for the next year signed/sent. We could not manage to provide childcare without this grant and even with it the budget is very tight.
- CSBG Work Plan completed, sent at the end of August. Status: Reviewed, minor changes made, accepted.
- PIR (Program Information Report) for Head Start and Early Head Start completed and in by 8/31 deadline.

**STAFF CHANGES/NEWS IN CENTRAL POSITIONS**

- Barbara West, Assistant to the Administrative Coordinator, who had shifted to part-time and was primarily doing hiring packets and drafting the Head Start newsletter, resigned in September giving no notice.
- Mary Williams started as Office Manager on October 15, 2019.

**OTHER ITEMS**

- As some of you may have noticed, when staff at Edelman or Darden call, the call shows on caller ID as “restricted,” “unknown,” “private” and others. This has been a huge problem for staff. It started in July (or at least that is when we started hearing about it). It also affected the King Center. AT&T was able to resolve that. However many tickets and requests later they have not resolved the problem at Darden and Edelman. Of course, parents and others we call will not answer (cannot blame them) so staff have resorted to using their personal cell phones. We appreciate that, and it is a help but occasionally one of them has received a call from a parent or client late at night. That is NOT good.

The Internet and phone system is STILL not complete. AT&T staff plans to do the work to complete the system November 18 and 19 and have insisted that a representative from the I/T company we contract with be present. The last time he had to come, he moved a single wire from one box to another. We think our staff could have done that and saved money. We have no illusion that this will fix the problem described above, but we are hoping that maybe, just maybe it will. We are about a year from the end of a three-year contract. We are about at wits end and taking suggestions.

- As it gets colder (the forecast is 22 degrees one night next week), we are hoping that the transformer box installed early this summer at King Center has resolved the problem power cutting off.
- The revised ACHR website (achr.com) went live in August, not long before the CAP-LC met, so members received a quick tour during their meeting. We are still working some bugs out of it and adding to it. We chose to put *Branching Out to the Community*, our community resource manual, on it since so many people ask for it. It is under Information – Other.

There is a passworded section for our governing bodies (ACHR, CAP-LC and the Polity Council). The password is achrBoard. Scroll down; the log in is in the right pane most of the way down the page. There you will find the board reports and the enrollment report (less to mail). Taking suggestions as to what else you might want there. Nothing confidential, of course.

You might also notice ACHR Family. This section is for staff and parents (and you are welcome in achrFamily). There you will find the parent newsletter (Head Start Herald) the menus, School Readiness information, and who knows what is next. We started a blog. There already are more articles written for it, but we need a few bugs fixed first so that adding articles will help increase our visibility in searches.

The revised website (and up-dates on the Facebook page and re-name of the You Tube page) got a push from the December SEACAA training on Project Management. Natalie and Janet were part of a group that laid out plans and time line for up-dates. Natalie, who like Janet many years ago, has a husband in tech who can advise on web site work, took the lead on building the site. Janet wrote pages and involved other staff as appropriate. She discovered, to her dismay, that some of our pages read at the 17<sup>th</sup> grade level, with 35% readability. That was Jerry Rhoden & Janet in 1997. The “new” Janet aims for grade 7-10 with 55%+ readability without it sounding “written down.” Why? For parents, of course. Also for many people who access our site and are too busy to stay on a page that is a challenge - students who research ACHR to volunteer, job seekers, auditors. Most of us now want an easy read. The most important information is at the top of a page – then details if they want them. Please look at it as you have time. We would appreciate suggestions for improvements. There is a page about ACHR in draft – readability still a challenge.

- Head Start Heralds for August (2 – one for Darden’s second month and the other for Edelman and King’s first month), September and October out on time.
- Procedures – Section 1 – Central Office Procedures completely revised and still a bit in flux given that we have a new Office Manager.
- Job Description for Office Manager and related staff written/revised.
- Reviewed/approved (or not) many requisitions (tis the season because of start of new school year)
- Food Bids revised/sent/opened/accepted
- Annual Report for 17-18 completed (and on the website)
- CAP-LC by-laws redrafted (again); passed & to lawyer who reviewed; have letter.
- We reported last quarter that our health insurance had changed and staff either needed to pay about \$55 a month or choose a lessor plan. Dianne found a “bridge plan” with Allstate which allows us to take a lessor BC/BS plan with very high deductible and co-pays as our base, add the bridge plan which gets the deductible and co-pay to a reasonable amount, and reduce our cost. The plan starts 11/1.
- Background checks (fingerprints read by ABI & FBI) completed by the last of the “old staff” in time to meet the HS and DHR deadlines. From now on, all staff must have a new background check every five years – and the agency must pay for them (that is a federal law, not HS).
- As part of meeting her annual CEU requirement to retain Alabama license and national certification as Speech/Language Pathologist Janet watched a 5 –part webinar on effects of trauma on children and what we can do. Education staff and some others, including Janet are starting to learn more about the effects of trauma and how to help children build resilience. Resilience is the only thing known to help mitigate the long-term effects (the negative impact can be lifelong).

The 5<sup>th</sup> part of the webinar series was given by an SLP who works for a United Way in New Mexico that is gathering agencies in a five-county area to work together to learn how to build resilience in children. Each agency is measuring their success in a different way. This model could be useful for a Community Action Agency to be work toward. More recently, Pam Heartsill (Home Visitor Educator Supervisor) invited Nell Findley from Child Care Resources Center to give a presentation on teaching resilience. DHR and the Children’s Trust Fund are funding trainers (Nell is one of 30 in Alabama) and training events until other funds are found found.

- Ordered new Darden server (among other things serves as back-up for set up on the fiscal server at King)
- Reviewed new HS/EHS monitoring tool; used to write similar version in useable format and trained staff prior to their starting. Results will be presented in November.
- In preparation for a redraft of the P&P, Janet attended Effective Supervisor training along with five other ACHR staff, most of whom are fairly new supervisors. There was a large group from a local credit union whose members for the most part just sat, as was true of many others. I was very proud of our staff and their appropriate questions and participation.

# **ACHR Board Report**

## **Alabama Coalition Against Hunger**

Aug 1, 2019 through Oct 31, 2019

### **HURTSBORO**

We have not defined the job description and are looking for a person can work on the premises and be in contact with children in the center. We have gone dormant on efforts to continue any work in the Hoop House due to unusually high water usage. No Harvest has come as a result and no new directive from CEO as how to proceed and get a water source to any garden that is planned.

We assist Beyond Expectation Community Outreach (BECO) with preparing Kidz Buddy Back Pack at Edelman Center with providing 3 weekend meals for over 16 children due to end of years for HS staff to disbursed to children to receive.

Community Warriors a Veterans group of located in Phenix City has not made any new contact to continue as volunteers and has not responded after several attempts to contact as a community partner.

**Funding for Russell** No Funding source identified

**Funding Lee County** General Funds are the source used in Lee County.

We still are collaborating with Ebenezer Baptist church. A garden is planned. We assisted with tilling and planting and correcting a broken water line; however, no funds were used to do this since existing supplies were available to fix the broken water line. The church purchased plants and planted them. We continue to offer our tiller for use in the garden. The church members have taken on much of the regular garden task of maintenance and upkeep. Additional assistance is provided at the site when requested.

Partnership with Greater Peace Baptist in Opelika by assisting with tilling an area for the Child Development Center to set up a garden; work still in process. There is no report on the progress with this effort.

Fun in the Garden with Kids” originally funded by Junior League of Lee County for a garden at the King Center was planted a few weeks into the month of October by myself, Natalie Stephens, and a student intern. Each class has participated in planting a raised bed. Thanks to Natalie Stephens, Nutritionist, for setting up field trips into garden. We have a vinyl fence to go around the garden and that will be installed soon; however due to other priorities we are waiting on a time when maintenance staff can assist with the installation.

### **General Fund CSBG**

No change or information on amount of funds available funds of this report, we got an early start and got in rhythm with the available plant selection from for fall. We do need parent 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 19 days leaving little time for other activities, not to mention during the fall we began gearing up to recruit for VITA tax training begins immediately after November 1.

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

Alabama Organizing Project awarded former GLD participant Natalie McGruder, who has begun interviews with former executive directors, organizers and participants about the collaborative and the leadership skills they developed, and how they are utilizing the training to improve the quality of life in their community. These final evaluations include some recommendations on developing a new collaborative model to create an organized effort based on focus work area, addressing the interconnected issues related to families and poverty.

### **VITA Income Tax**

The Volunteer Agreement & Site Information Data Sheet is submitted to the IRS Spec Office. We have three volunteers recruited. I am looking for a person will to set up a tax prep site at our center in Hurtsboro, through the Head Start Policy Council for at least once a week. We are still 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. AABC has asked us assist with some training on the Volunteer Tax Program dates to be determined. We are on scheduled to get materials in a few weeks and begin training, certification, and orientation. We set a target goal of 150 or a 10% increase in returns prepared in 2019 Tax years seasons.

### **SCSEP**

We have a clerical assistant person under CACFP, and we are in process of training for suitable employment.

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**  
*Aug 1, 2019 through Oct 31, 2019*

An Average of 25 Active CACFP homes participated during 4rd Quarter of 2018-19 program year. The actual home participant rate is at 27 for the quarter. One hundred ninety eight (198) children enrolled for this report period with an average daily attendance of one hundred fifty seven (157). These numbers reflect a typical increase in the fall as new enrollees for the years and homes reopening after the new school years.

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 Change to request in this area.

Meal Type	July	August	September	Totals	Reimbursement Paid Out				
					PayBr	PayLu	PaySu	PaySn	Totals
Brk Tier 1	2146	2966	2786	7898	\$ 2,911.78	\$ 3,983.66	\$ 3,755.53	\$ 9,650.74	
Brk Tier 2	120	81	104	305	\$ 5,978.70	\$ 7,560.63	\$ 6,989.58	\$ 20,528.91	
Lun Tier 1	2330	2987	2742	8059	\$ 363.54	\$ 273.90	\$ 368.52	\$ 1,005.96	
Lun Tier 2	118	82	108	308	\$ 1,840.02	\$ 2,352.78	\$ 2,277.72	\$ 6,470.52	
Sup Tier 1	146	110	148	404	\$11094.04	\$14170.97	\$13391.35	\$37,656.13	
Sup Tier 2	0	0	0	0					
Snk Tier 1	2453	3157	3048	8658	Claim submission for October 2019 is not completed and approved				
Snk Tier 2	124	83	111	318					
<b>Totals</b>	<b>7437</b>	<b>9466</b>	<b>9047</b>	<b>25950</b>					

**Recruitment**

No providers recruited, during this quarter.

**Monitoring**

The monitoring review process for 3rd Monitor Review Visits were completed. A follow-up of the previous repeated uses of same food is part of this visit to determine if providers offer a variety of foods to children while in care. This is to encourage increase eating of food served and eliminate waste.

**Software & Computer**

We still remain at 85% active provider that submit online claims for processing and approval. All providers using the online program KidKare 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 have been entered into software and reflect any additional discrepancies, scheduled for entry into the program and will prompt for visits to occur every 4 months. We have begun setup of the online monitor forms and will begin FY 2019-20 monitoring with a tablet pc or compatible device. Online enrollment is being offered. We have not accepted this as an option, as it further increases cost for each home as they choose to do online activities.

As we start the new-year incorporating a tablet, we anticipate fewer errors as the software will directly import data. The new agreement and maintenance fee has eliminated the monthly log in to the HX2go portion of the program, this agreement has been signed and effective as of October 1. A tablet can import all home visits directly into software, better track and maintain provider records and update most records while on-site. We have not fully implemented this part due to the inability to test the online version of monitoring visit forms prior to performing visit and the printed output to provider and sponsors section of information. We still carry paper documents as a backup source until all details are finalized.

**Training**

Attended required State Training in May. We are in the process of completing online webinar for renewing our Annual Agreement and have completed and submitted the FY 2019-20 agreement. We will be required under new requirements to hold two (2) trainings annually for all Providers. Further we have to document additional training and any additional technical support during routine monitor reviews provided at the visit scheduled, along with follow-up reviews that may be required. Annual Training of all provider was scheduled for August at the King Center and an additional training will be scheduled and recorded as appropriate for the spring, Mid – April or May to meet the new requirements stipulated by the state.

**Program plans**

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

**Alabama Council on Human Relations, Inc.**  
**Board Report Edelman Center and Program Coordinator**  
**August, September, October 2019**  
**Tim King, Program Coordinator**

**August**

Edelman Center's Head Start staff returned for another school year. The Early Head Start staff took time off from the children for training and some much-needed cleaning in the classrooms and playgrounds. Everyone was hugely excited and energized for the beginning of another school year.

I attended the Community Action Partnership Annual Convention in Chicago, IL. As always it was a very informative training conference. Some of the workshops that I attended are as followed: Community Lab: Empathy and powerful Questions to Engage and Motivate, Advocating for Human Needs Program, Writing your Community Assessment: Organizing the report to name a few outstanding workshops.

**September**

We kicked off the school year with Reading with Dads. Five fathers attended and were excited about participating in the upcoming school year. We are continuing to experiencing the competition for our four-year-olds from Pre-K and in our Early Head Start Home Visitors programs. The State School Readiness program has put four year old classrooms and three-year-olds (Home Visitors) in our catchment area creating a struggle to for filling our funded slots at the center. We are continuing to recruit children to fill our center requirements.

This month I attended the SEACAAConference In Myrtle Beach, SC. As always, it was an excellent conference for the Region. I attended an excellent training for Board members both for Head Start and Community Action Board Members on Shared Governance to name one of the superb trainings.

**October**

October was a busy month for parents, children, and staff. We had Enroll in Alabama, and we continue our Kids Backpack Food program. The team was also bustling completing our program's Self Assessment, additional training, as well as working with our parents and community partners.

The Alabama Community Action Board Retreat was outstanding. It was held in Point Clear Alabama. The Edwards Group Florida, Inc. had the most comperhenive Board traing I have ever attended. John Edwards the group CEO was always my Certified ROMA trainer. Another oustaing and useful traing was the 21<sup>st</sup> BRANDING and MARKETING for your program

**FAMILY ENGAGEMENT ADVOCATES - DARDEN, EDELMAN & KING CENTERS  
AUGUST, SEPTEMBER & OCTOBER, 2019**

**AUGUST, 2019**

- RECRUITMENT/PARENT INTERVIEWS: 2019-2020 School Year
- Parents received the following information:
  1. USDA Rural Development Package
  2. Lee County Habitat for Humanity
  3. Money Management Memo, Household & Budgeting Worksheet
  4. A Family Resource Center Brochure
  5. FLYER: Ward 2 ACADEMY – GED OPEN HOUSE
- REFERRALS
  1. Ward 2 ACADEMY – GED OPEN HOUSE & Lee County Literacy Coalition Program (GED ACADEMY ON-LINE) – ( 2 ) Parents enrolled and attendin

**SEPTEMBER, 2019**

- FATHER’S ACTIVITY – ( 64 ) Fathers Attended – PRESENTER: Mr. Antione Harvis – Family Resource Center-Father’s League
- PARENT COMMITTEE MEETING – ( 77 ) Parents Attended
  - A. Parents received the following:
    1. Hand-Out: Tips for Reading with Children & FREE Book
  - B. Moms demand action for gun service in America – PRESENTER: Ms. Henrietta Huggins
    2. Parent received a Package: BE SMART
  - C. Family Guidance – PRESENTER: Ms. Suzanne Shaw
    3. Parents received FLYER: KIDS AND KIN PROGRAM
- September 13, 2019 – Grandparents Volunteer Day – ( 26 ) Grandparents
- September 30, 2019 – Alabama Head Start Conference – ( 1 ) Family Engagement Advocate attended
- Parents received the following information:
  1. United Way 2-1-1: Get Answers; Get Connected
- September 25, 2019 – Sunshine Shop opened for FREE Shopping to all Head Start families
- Backpacks 19-20: In the process of getting it started. BECO will service 30 Kids and will serve children ages 3-5 years old due to the decreased number of 4 years old children. Children are selected by income reported by the family.

**OCTOBER, 2019**

- Parents received the following information:
  1. Kid One Transportation Service
  2. FLYER: Toys for Tots

### 3. United Way 2-1-1: Get Answers, Get Connected

- October 4, 2019 – PARENT, FAMILY AND COMMUNITY ENGAGEMENT PROGRAM, SERVICES TRAINING – ( 6 ) Family Engagement Advocates attended – PRESENTER: Ms. Mable Jones – The Jones Connection
- October 5, 2019 – Policy Council Leadership Training – ( 1 ) Family Engagement Advocate attended
- October 21, 2019 – Agency Assessment – Family Engagement Advocates
- October 21 & 28, 2019 – ALABAMA STRENGTHENING FAMILIES-BRINGING THE PROTECTIVE FACTORS FRAMEWORK TO LIFE IN YOUR WORK – ( 3 ) Family Engagement Advocates attended – PRESENTER: Ms. Nell Finley – Child Care Resource Center

#### A. FIVE PROTECTIVE FACTORS

1. Parental Resilience
  2. Social Connections
  3. Knowledge of Parenting and Child Development
  4. Concrete Support in times of need
  5. Social and Emotional competence of children
- October 22, 2019 – Donuts with Dads Reading Activity – ( 27 ) Fathers Attended
  - October 22, 2019 – Parent Workshop – ( 27 ) Families Attended
  - Family Engagement Advocate assisted parents with GOALS – REFERRALS and OUTCOME – ( 2 ) Parents reached Employment GOALS
  - Family Engagement Advocate registered needy families for Christmas gifts with Auburn Police Department



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**Education Board Report -- August - October 2019**

Sue Williams, Karen Luck, Debbie Chism

August:

- ACHR continues to have difficulty finding the numbers of qualified classroom staff needed.
  - At Darden in August:
    - Room E teacher resigned to work at another HS program, closer to her home. Hired temporary substitute for teacher opening in room J, but she only stayed a few weeks. Have teacher substitute that is still out on maternity leave.
  - Before the program year began at Edelman and King HS:
    - Edelman HS hired 1 new HS teacher to replace someone that did not return after summer break. Currently have 3 classrooms open at Edelman HS.
    - At King Center – 1 intern moved to AA teacher position, as she earned her AA in child development at end of the last school year. She replaces a teacher that left to return to school full time to work on her degree. One King bus aide moved into classroom intern position, as she is working on CDA and requested to be in classroom full time. She replaces the intern that moved into teacher position. Hired 2 other classroom interns to replace one intern that did not return after summer and one that let her CDA expire and could not renew it.
- Continued to look for staff using online job site advertisement, flyers to Community College and communication with college professor from same, advertising on ACHR website & parent newsletter.
- Required training was held for all Head Start/EHS staff including *Drug Free Workplace Policy, Asthma/ Allergy/ Epi Pen & Seizures, Child Abuse & Neglect Prevention, OSHA & Blood Borne Pathogens*; Large group training held for 2 days on the HS Health and Safety required training topics, and for those who required it, *CPR & First Aid* training.
- King Center air conditioning not working and part was ordered. Finally came in and replaced.
- Extensive HS classroom staff training was held. King and Edelman HS staff had 3 ½ days of training in addition to the required topics listed above. Training included a whole day on trauma including *Trauma 101* plus a 3 part webinar series from Conscious Discipline called *Understanding Trauma: 1)The Dynamics of Trauma, 2) Reaching Children w/ Trauma, 3) Teaching Children with Trauma*. We also presented a half day on *HighScope: What Learning is Going On?*, a half day on Conscious Discipline: *How Perception and Intent Affect Your Interactions with Children*; A part day on the *New Child Observation Record Software, Transitional Home Visits* and lastly, *Assisting Dual Language Learners & The Planned Language Approach part 1*
- Bus drivers/Aides had required pre-service bus and safety training.
- King and Edelman HS did transitional home visits with families. *Going to Preschool* booklet and accompanying RAGS activity were given to HS families.
- King and Edelman HS children began August 21<sup>st</sup>.
- August 22<sup>nd</sup>: Darden HS and Darden/Edelman EHS 45<sup>th</sup> calendar day (all 1<sup>st</sup> 45 day screenings complete).
- King and Edelman HS started teaching Conscious Discipline calming breathing techniques – STAR to HS children. STAR necklaces w/ directions for parents went home on children.
- King and Edelman HS did first fire drill of year at each center.
- King Educator did orientation with new early childhood education students from Auburn University. 14 education students will be coming: 8 at King Center and 6 at Darden HS on Tuesdays and Thursday for fall semester to do field experience.
- Darden Center and Edelman EHS - Focus First eye screenings were completed for all children older than 6 mos (who were in attendance the day of the visit).

- Darden - Preparing lending libraries
- Had new foster grandparent start at King Center – total of 5.
- Darden HS and Darden/Edelman EHS Teacher Health Observations completed on all classrooms.
- Home based lost a home visitor, who left to take a job with Alabama PreK.

#### September:

- Darden – started lending libraries.
- Several new staff attended CPR/First Aid Training at CCRC.
- First field trips were held to places such as: Storybook Farms, Arboretum, Auburn Community Airport
- Resource Visitors included people such as police officer, fire department,
- King and Edelman HS teachers taught Conscious Discipline breathing techniques: drain & pretzel, one per week and a necklace w symbol w/ corresponding/instructions for parents went home on children each week.
- Completed first weather and shelter-in-place drills at each center
- Completed Head Start portfolio sets, time 1, on children.
- Many referrals turned in at King for behavior and school system for speech and/or developmental concerns.
- At King and Edelman Focus First eye screenings were completed for all children older than 6 mos (who were in attendance the day of the visit). Darden had a make-up day for those who missed in August.
- Parent Meetings were held at each center. Elections were held for parent committees. Family literacy through the Family of Readers (RIF) was presented by Educators. Emphasis was on reading to your child 15 minutes a day.
- Heights and Weights were taken in HS/EHS.
- King/Edelman HS First bus evacuation practices were completed and bus booklet were sent home with families.
- 4 Staff attended Jean Dean Rif Annual Site Meeting (HS Educator, 2 -HS Center Mgr, EHS HB Educator). This is the last RIF meeting, as Alabama RIF decided not to continue doing book distributions after this year. There will be a celebration in honor of Cathy Gafford in March.
- Home Visitors attended home visitor conference in Gatlinburg, TN
- King/Edelman: Teacher's completed *Teacher Health Observations* on children in their classrooms.
- King and Edelman - preparing lending libraries for October start.
- School Readiness Advisory Committee held a meeting. Committee shared and discussed results from last program year.
- Program parents received a copy of *School Readiness at a Glance 2018-19*. Document is also on the website.
- The 2018-2019 Outcomes data report and graphs were completed. See final report attached.
- Home Visitors attended "Partners for a Healthy Baby" (The home based curriculum model) conference in Orlando, FL.
- Several HS/EHS staff attended Alabama HS Association Conference, including Darden EHS Educator.
- Trainer wrote School Readiness/Child Outcomes section for the 2018-19 Annual Report and forwarded to the Administrative Coordinator.

#### October:

- Exploratory meetings were held with St. Mary's Board members in Phenix City regarding possible relocation of Edelman Center EHS and HS so that we can be closer to the population and serve an additional 16 EHS children.
- October 4<sup>th</sup>: King/Edelman HS 45<sup>th</sup> calendar day (all 1<sup>st</sup> 45 day screenings complete).
- A new home visitor was hired to replace one lost in August.
- HS held 2 training days on "*Assisting Dual Language Learners & The Planned Language Approach part 2*". Darden on Oct. 15<sup>th</sup> & King/Edelman on Oct. 18<sup>th</sup>.
- King/Edelman HS DECA Screenings complete.
- Auburn City Librarians visit every Friday to read to 2 classrooms at King in October
- Auburn Nursing Students started coming to King Center on Mondays and Wednesday for field experience – through end of November.
- Field Trips: Storybook Farms, Auburn Arboretum
- HS rooms had Resource Visitors such as parent--talking about things found in the community, police officer talking about safety at King Center, Auburn Fire Department,
- King and Edelman HS classroom started lending library. Books go out on Tuesdays with RAGS along with any other memos to parents going in the same bag as often as possible (to help ensure notes/newsletters make it to their parents).
- HS/EHS classrooms each received a pumpkin to explore. Home-based received pumpkins for parents/children to decorate and take home from their socialization event.
- HS classrooms received packet of *Fall Curriculum Ideas* and handout *Things to do With a Pumpkin*
- Education Board representative came to observe centers, classrooms, and do safety check. Discussed results with educators and made report for ACHR Board of Directors.
- In unrelated incidences, we lost 3 new Darden interns, a Darden teacher, and 2 EHS interns. Have brought on 3 new interns and 1 HS teacher. Still need 1 HS teacher at Darden to replace a teacher substitute, and need to get a waiver on 1 substitute, as well as need a floater. Have no HS floater to fill in when staff are absent. Hired new EHS teacher, who will start Nov. 4, 2019. Hired 1 wrap intern. Wrap (daycare) is fully staffed. Need 1 EHS intern at Darden.
- 3 Educators studied to re-take CLASS observer recertification exams. King Educator, Early Childhood Coordinator and Trainer completed and received CLASS recertification at end of October.
- Fire, weather, and Shelter-in-place drills held at each center.
- Several education team members were on self-assessment teams and other education team members participated by being interviewed and providing information and documentation to team members.
- CLASS observations begin at end of month.
- Educators turned in request to hire Conscious Discipline master instructor to come and do 2 day training in March 2020. Also been looking for venue for the training.
- King Center – still need ceiling tiles to replace some that got wet and are mildewed and stained. King educator turning in requisition to replace safe place chairs and a bulletin board that had mold growing on and in them because of lack of air conditioning over the summer.
- CEO approved to have carpets cleaned with newly approved carpet machine and special mold /mildew killing cleaner. If that does not work the rugs in the office area may have to be replaced at King center with tile due to amount of mold and mildew growing in it from leaks when it rains. Many staff are staying sick because of it.
- Dads event was held at the King Center on October 22<sup>nd</sup>.
- 2 HS Educators and mentor teachers attended region IV HS training on effective teaching practices in Mississippi.

- Auburn City Schools did referral meetings for children who have speech only referrals. Center Educator sat in on referrals and sent home notes to parents of children with referrals for DD to have meetings first week in November.
- Human Development and Family Studies (HDFS) at AU is beginning a partnership with us. They will be sending students to EHS to gain field experience with infants and toddlers and to assist in EHS classrooms. They have begun their background checks.

**See School Readiness/Child Outcomes 2018-19 -- Separate Report**

Ruth S. Hairston  
1316 Owens Road, Auburn, AL 36830  
(334) 887-8899

To: Nancy Spears, CEO

From: Ruth Hairston, Board Committee Early Childhood Education Board Representative

CC: Janet Burns, Education Staff

Date: 11-8-19

Recently I had the pleasure of visiting the Early Head Start and Head Start facilities at Darden, King, and Edelman centers. Once again, I was pleased to observe that children were happily engaged in active learning and positive interactions with each other and their teachers.

I saw continued improvement in the children's self-regulation due to the teachers' consistent use of the Conscious Discipline curriculum at all centers in both Early Head Start and Head Start rooms. In addition, teacher training has been beneficial as evidenced in teachers' increased ability to adapt to the needs of children in the program who show characteristics of autism.

I assisted with classroom safety inspections and found classrooms to be safe and clean. Darden, King, and Edelman each have new janitors since my last visit and there was a noticeable increase in general upkeep and the look of hallway floors. I spoke to the janitor, Eric Bently, while I was at Darden and complimented him on the job he and his co-workers are doing. Keeping up with such large facilities is no easy task.

I noted that the shade structure on the Wing 1 playground at Darden has no roof or shade fabric on it and has been this way for a while. According to Educators, the schedule for the roof replacement is before Thanksgiving.

ACHR received revised Alabama Minimum Standards for Daycare Centers and all staff are reading these. Updates are underway to ACHR's emergency disaster plans to meet these newly revised standards.

Several partnerships I learned of between ACHR and local education groups will no doubt be of benefit to the children in the program. Auburn University's Human Development and Family Studies is sending students to EHS classrooms at Darden to gain high quality experience with infants and toddlers. AU Early Childhood Education students come twice a week to assist and gain field hours in the HS classrooms at King and Darden Centers. Auburn Public Library comes to King to read to each Head Start class once a month. In addition, DHR has strengthened its partnership with our program and is sending us more foster children.

On the downside, the rise in the number of local pre-K programs has had a drain on the pool of potentially qualified classroom staff. Educators are finding it increasingly difficult to replace and retain staff when there are almost 2,000 pre-k classrooms (and rising each year) in Alabama in which both teachers and assistant teachers can earn significantly more income.

As always, I enjoyed my visits in classrooms and centers. I know firsthand how difficult the work is and applaud classroom and other HS/EHS staff for their continued provision of high quality services for children and families.

**REPORT TO THE BOARD OF  
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
HEALTH/NUTRITION/SPECIAL SERVICES**

**August-October 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 were completed within the 45 days (45 day dates vary among Darden, FBK, and Edelman due to duration program at Darden & EHS start date.)
  - The majority of Darden's children have entry date of 7/09/19, and FBK and Edelman have entry date of 8/21/19.
- Dental: We are able to pull the required preventative dental screen from each child's physical/well baby check up.
  - We identified children who do not have a regular dentist and referred them to Dr. Liles.
  - We are working with Family engagement Advocates to have parents bring in Dental exam documentation.
- Growth assessments: Obtained heights and weights with help Southern Union Nursing students.
  - 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 were given information based on factors including anthropometric data; subjective data; eating habits; activity/exercise habits while at the center.
- Vision/Hearing Screenings: all children that needed treatment and have been referred.
  - Vision screenings were done by Focus First. (If child was not present during the screening dates, health staff screened them using the vision chart.)
  - Hearing screenings were completed with the help of Southern Union Nursing students using the Audiometer and/or the OAE machine.

**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.
- In September, Ms. Glenda Campbell (Nutrition/Health Assistant) and Ms. Jessie Thomas (Edelman Center Manager) successfully passed the Serv Safe Certification course.
  - All centers have 1 Serv Safe certified person during kitchen hours (requirement of Health Department and USDA) with 2 floaters to cover in case of emergencies and/problems.
- New Fall/Winter menu cycle started in the beginning of October. Menus are online at the achr website under ACHR Family section. (Parents provided a hard copy at request).
- Annual USDA training took place (and documentation was filed) for all staff in August.

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

- **Exercise Classes** offered - FBK Thursday 3-3:45 Classes started first week of October.
  - **Darden classes are scheduled to start back in the beginning of November.**
  - Currently 4 persons attending at King.
  - Natalie has continued to promote classes both centers but scheduling issues with both staff and parents and personal injuries and sicknesses limited class availability.

- **Nutrition Counseling** continues to be offered by appointment; depending on need may be weekly, monthly or one-time consultations.
- **Nutrition Activities** are continuing as the opportunities and scheduling arises. These include:
  - Exercising and nutrition activities with children in the Wrap program at Darden
  - Teaching exercise and cooking class for IAMBK
- **King Garden** - all King Center classrooms visited. Head Start Children were able to make field trips to “help” plant vegetables and learn important nutrition principles from the food.

#### **SPECIAL SERVICES (INCLUDING MENTAL HEALTH)**

- **ASQ Screenings:** Ages and Stages assessments done on all children in the centers. The returning children’s questionnaires were completed by our Intervention/Behavior Specialist with parents and teacher help. The new children assessed & screened by Auburn University Nursing students.
  - Children that did not pass the screener have either been referred to an outside organization to receive services or monitored in the classroom and rescreened.
- **Children with an IEP/IFSP** – Currently, we have 21 active IEP/IFSP’s.
  - Developmental Referrals: 21 children referred to outside facilities for evaluation.
  - Receiving Services from outside agencies: 3 children are currently receiving services from outside agencies
- **Mental Health:** East Alabama Mental Health continues to partner with us to cover required mental health services and meet needs of children, families and staff. Services provided by their licensed clinician meets E/HS requirements. Our I/B Specialist is continuing to work with them using Conscious Discipline techniques to help students, families, and classrooms.
  - **ABC Program:** Because of the different discipline and teaching methods that ACHR-CDP and the ABC Program use, we are currently not referring children to ABC; the therapist comes to centers to provide small groups and individual therapy.
  - **Small Groups and Individual therapy:** Caroline May or another therapist is servicing some of our children that have been referred to them individually in the centers. Small groups of children that have been referred will be pulled from the classrooms and worked with in the coming weeks.

#### **SPECIAL SERVICES PROJECTS/NEWS:**

**Coaching project for Darden Center** – A PhD student, JaLia Taylor, is has been working with us for her dissertation. She is assessing and reviewing the effects of e coaching in PreK classrooms to face to face coaching specifically geared toward interacting with special needs children. She will start coaching strategies for 4 Darden Head Start classrooms in November. She will work with these classrooms for 6 to 8 weeks before moving on to different classrooms. Hopefully, our teachers will be able to better learn how to thrive in teaching our classroom families and engaging our children with diagnosis and IEP’s.

**Mental Health Meetings** - We have monthly mental health meetings in each center for the teachers. (Other staff is welcome to come as well.) There is usually a speaker; discussions include various topics. October was breast cancer awareness so a member of Opelika’s City Council and breast cancer survivor spoke of her experiences and triumph over the disease. These meetings also are a chance for teachers and other staff to express their concerns and needs that they can be helped with (be that individual training, support, or just an ear to listen).

**Regional Autism Network (RAN)** – We have been working with RAN to get better resources for our parents with children who are autistic. Formeeca Tripp (I/BS) has had a personal relationship with RAN in the past with help connecting to services for her 12 year old son with autism. We are working with RAN to find free or low cost resources as the majority of services offered are expensive and not feasible to persons in the low-income community.



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: AUG.—OCT. 2019**

<b><u>AUG.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>FNPI: (S)</b>	<b>4h: Imp. Energy/Reduce</b>			
			<b>SRV: (I)</b>	<b>4i: Utility Payments</b>	<b>4j: Utility Deposits</b>	<b>4k: Arrears Payments</b>	
LIHEAP GEN.:	253	571	4h: 253	4i: 253	4j:	4k:	Three clients were assisted during August. One client received first time homebuyer education and received down payment assistance through the City of Opelika. The second client was facing an eviction and received landlord mediation, and the third client was facing foreclosure and received assistance in completing paperwork for a modification.
LIHEAP CRISIS:	215	399	4h: 215	4i: 215		4k:	
ABC TRUST:	020	023	4h: 20	4i: 20			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	000	000	SRV7: Case Management				
NO SHOWS: 22	MISSING DOCUMENTATION: 27		SURVEY:				

<b><u>SEPT.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>FNPI: (S)</b>	<b>4h Imp. Energy/Reduce</b>			
			<b>SRV: (I)</b>	<b>4i: Utility Payments</b>	<b>4j: Utility Deposits</b>	<b>4k: Arrears Payments</b>	
LIHEAP GEN.:	207	446	4h: 207	4i: 207	4j:	4k:	Two clients received assistance during September. Both clients received assistance with first time homebuyer education and received down payment assistance through the City of Opelika.
LIHEAP CRISIS:	162	276	4h: 162	4i: 162			
ABC TRUST:	039	048	4h: 39	4i: 39			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	008	008	SRV7: Case Management				
NO SHOWS: 29	MISSING DOCUMENTATION: 58		SURVEY:				

<b><u>OCT.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>FNPI: (S)</b>	<b>4h Imp. Energy/Reduce</b>			
			<b>SRV: (I)</b>	<b>4i: Utility Payments</b>	<b>4j: Utility Deposits</b>	<b>4k: Arrears Payments</b>	
LIHEAP GEN.:	096	206	4h: 096	4i: 096	4j:	4k:	October marked the beginning of the grant year. United Way of Central Alabama has not received grants from HUD.
LIHEAP CRISIS:	001	001	4h: 001	4i: 001		4k:	
ABC TRUST:	037	041	4h: 037	4i: 037			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	015	015	SRV7: Case Management				
NO SHOWS: 3	MISSING DOCUMENTATION: 2		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: AUG.—OCT. 2019**

**HAPPENINGS:**

**AUG.: 29<sup>th</sup>** Completed FY2020 Community Action Plan (CAP) mailed to ADECA. On September 10<sup>th</sup>, we received an email from Wendy Littles, ADECA’s Program Monitor, stating that ACHR’s FY2020 CAP Plan was received on August 30<sup>th</sup>, and after reviewing the Plan, she would like for the agency to make the necessary corrections no later than September 23<sup>rd</sup>. Out of 85 Checklist questions, 8 were not applicable; leaving us 77 questions with only 9 to correct.

*Areas for correction:*

1. Job descriptions in FACSPRO (OSPRO) are not on the Organizational Chart
2. Sector of Representation should be listed on Board Members Roster
3. Holiday Dates were incorrectly listed
4. The number of surveys distributed need to be listed
5. How are new programs implemented
6. Allocation for expenditures were not listed
7. Employment section did not have program amount listed
8. Are any Programmatic Salaried paid 100% with CSBG funds
9. Secretary position: Is this position for programmatic purposes only?

**SEPT. 20<sup>th</sup>** Tabitha and Benita completed Phase IV of becoming ROMA Trainers. The workshop “Introduction to ROMA” lasted from 8:30 AM to 4:30 PM. Phase IV consisted of videotaping the training and mailing the chip to a designated Master Trainer.

**OCT. 2<sup>nd</sup>** The Assurance 16 “Energy Counseling” Grant and the “Servicing Report” submitted to ADECA. The grant allows the following activities: Needs Assessment, Financial Counseling and Assisting with Vendor/Client Relationships.

Because of the allowable activities offered to our clients, during the FY2019, we assisted 2901 households; 157 less than FY2018 and 577 less than FY2017.

**OCT.: 14<sup>th</sup>** Benita and Barbara attended United Way of Central Alabama (UWCA) Annual HUD Subgrantee 2019-2020 Orientation Workshop. The workshop’s focus was HUD’s deadline for recertification for everyone is August 2020, but UWCA Intermediary deadline is March 31, 2020. At this time, we have not received the 2020 Housing Counseling Grant.

Dates to Remember:

- Online Study group: December 3-12, 2019
- Assessment: December 31, 2019
- Practice Exam: January 31, 2020
- UWCA Onsite Training: February 3-7, 2020
- HUD’s Exam: February 7, 2020

ACHR’s Housing Counseling Reimbursement Total for FY 18-19 \$16,841.55; increasing the grant a second time. (Grant 10,199.10; Amended 14119.10.)

**OCT.: 14<sup>th</sup>** Tabitha, Barbara and Benita attended the Community Action Agency of Alabama (CAAA) weeklong annual training retreat in Point Clear, AL. The workshop attended were: Effective Communication in the Workplace, Organizational Standards Overview, Data Analysis, Leading and Developing High Performance Teams, Unconscious Bias in the Workplace and FACSPRO and Legislative Updates.

**18<sup>th</sup>** The Emergency Services Department attended Alabama Power’s Portal Training. Training focused on Alabama Power’s updates. The portal will allow us to print/view real-time bills, view all pledges made to an account and upload pledges.

**OCT.: 31<sup>st</sup>** The Emergency Services Department ended its LIHEAP Cooling Programs. We assisted Cooling: 1717 Households Crisis: 432 Households ABC: 116 Households

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

**Alabama Council on Human Relations, Inc.**  
**Board Report – Parent Engagement/Special Projects August-October 2019**  
Saundra Aldridge, Parent Engagement/Special Projects Coordinator

**PARENT ENGAGEMENT**

The new Policy Council has been trained and ready to begin their duties as Team Leaders and PC members.



Our PC chair (R end) Churmell Mitchell; Vice Chair (2<sup>nd</sup> from R) Jeaston Zellars, (3<sup>rd</sup> from R); Secretary, Juanakiba Green; Jakoya Robinson, Member; Shavun Franklin, Member. (Back row) Assistant Secretary DeMarcus Brown; Kimberly Kimbrough, Member; Chisa Core, Member; Treasurer, Christy Toney: Dana Beavers, Team Leader; Ex officio member, SaKeisha Miller; Amber Threadgill, Member; Kimberly Frazier, Member. Not shown, Lakeshia Battle, Member. (*Green-Edelman; Blue-Darden; R Ed-King*)

The Chair and Vice Chair have developed a program to get parents more involved with their children and family. They plan to field test it at the King Center, the center they represent. After they have gotten all the kinks out, they will introduce it to the other two Centers.

**SPECIAL PROJECTS**

**S.T.E.P.S.:** S.T.E.P.S. Chairperson received referrals and has been contacting those referrals.

**Technology:** We are using our tracking system more. I will be monitoring our Program Information Report (PIR) monthly with the aim of having it completed by May.

Edelman Center staff scan their children for attendance using a scanner (parents who bring children must bring their card with a bar code) that feeds into ChildPlus. We are working toward introducing that technology to the other two Centers. Scanning the children's attendance will help with compliance with a Performance Standard that states staff must check on absent children within the first hour of school.

**Alabama Council on Human Relations**  
**Maintenance, Transportation, Weatherization, and Housing**  
**Board Report August-October 2019**  
**Michelle Cosper**

**MAINTENANCE**

**King Center**

Maintenance personnel at King Center continue working on routine maintenance items such as replacing fluorescent light bulbs with LEDs, installing new door sweeps on exterior doors, repairing tricycles, touch-up paint throughout the building, etc. (Touch up paint in Head Start classrooms was done over the summer.)

We recently signed a maintenance agreement with AMCO to service our heating and air conditioning units at King Center. This includes changing filters, cleaning coils, checking belts, oiling motors, etc. They have already been for the first service call and found no additional problems. Auburn Electric completed the installation of additional lighting and dimmer switches in the auditorium for training purposes. Davis Concrete Services cleaned the grease trap, which is a required semi-annual service they provide for us at King Center. We recently purchased a fog sprayer to treat King and all of our other centers/buildings for mold. It has to be done after hours. We plan to do that in the next couple of weeks.

The following additional items completed by maintenance/janitorial staff at King Center.

1. Replace bulbs in hall lights with LEDs and replace bulbs and batteries in exit lights.
2. Take tractor and man lift out of auditorium after Auburn Electric finished installing lights.
3. Unload file cabinets and to monitors purchased from Alabama Surplus from enclosed trailer.
4. Deliver janitorial supplies from Darden to King Center.
5. Help remove old three-door cooler from King Auditorium.

**Darden Center**

Maintenance and janitorial staff at Darden have been busy. They continue with the everyday tasks of cleaning and taking out trash as well as routine maintenance items such as changing a/c filters, repairing furniture and toys and performing building and playground inspections.

Lee's Heating & Air has been to repair units on Wing I, Wing III and in the gym. J&W Glass came and replaced several broken windowpanes and window screens. Sorrels Tree Service was hired to remove the huge pine tree on WI playground that was struck by lightning a couple of months ago.

The following items were completed by maintenance/janitorial staff at Darden Center.

1. Playground inspections each week
2. Flush sand out of water fountain on Wing 2 playground again
3. Repair drain on freezer in kitchen
4. Change air conditioner filters throughout Darden
5. Install exterior light at end of building toward Burton house
6. Install new magnets on toy refrigerators where needed in class rooms
7. Repair latch on front door

8. Repair magnet on front door
9. Repair sink in bath class room S&T
10. Repair light in room S
11. Install safety lock on door room L
12. Take light bulbs to King center
13. Deliver milk to Edelman
14. Help Mike repair leak on man-lift
15. Repair laundry room door on wing 3
16. Assist J W glass to change out several window panes
17. Clean up from leak on wing 3
18. Make sure drain is clean on a/c wing 3
19. Clean a/c drain on wing 2 closet
20. Put water in floor drain in closet on wing 2
21. Clean ac drain on wing 2 bath
22. Repair sink in hall bath on wing 1
23. Repair gate in class room R
24. Replace bath fan at Darden on the hill
25. Replace led floodlight bulbs at Darden on the hill
26. Repair door lock room J
27. Repair light at Darden on the hill kitchen
28. Repair exit light at Darden on the hill
29. Repair door in wing 3 hall
30. Repair door lock on classroom J
31. Assist American Lock and Key with lock on room M door
32. Repair light in weight room
33. Replace several lights with led bulbs at Darden on the Hill
34. Replace batteries in exit and emergency lights as needed
35. Repair bath sink on Wing 2
36. Change a/c filters throughout Darden
37. Put step tread back on steps at entrance
38. Take material to garage and help Willie get started cleaning building
39. Repair cabinet in room S
40. Place tape around stump on playground 1
41. Cut roots sticking out of ground around stump on playground 1
42. Repair lock in room N
43. Defrost fridge and return it to room Q
44. Put screw back in fan in room R
45. Paint door at Darden on the Hill
46. Repair picture frame in room B
47. Repair lights in room B
48. Repair cabinet in room D
49. Cut off locks and put new locks on cabinet in room D
50. Spray weeds at the garage
51. Change a/c filters

52. Repair wall plug in room S
53. Repair ramp at toy building on playground 1
54. Clean out AC drain on wing 3
55. Work on Purchasing shed door
56. Repair gate on wing 1 playground
57. Repair paper towel dispenser room L
58. Repair gate wing 2 playground
59. Remove broken swing from playground 2
60. Change AC filters
61. Work on lights in front and side of garage
62. Help Mike with truck bed storage container
63. Work on lights on back and other side of garage
64. Repair outlet in health room
65. Repair lights in health area hallway
66. Repair lights in wing 3 office
67. Repair closer on door to office area
68. Cut 2 locks from lockers in room R
69. Replaced leaking faucets in bathrooms on WI & WII

### **Edelman Center**

Our staff at Edelman has been busy the last few months with everyday janitorial duties including sweeping, mopping, cleaning and taking out trash.

Lee's Heating & Air has been to repair a/c units in the office, in the break room, in the Head Start classrooms and in Early Head Start classrooms.

The following items were also completed by maintenance/janitorial staff at Edelman Center.

1. Repair light in EHS at office hallway
2. Repair hole between buildings on HS playground
3. Deliver milk from Darden
4. Repair leaf blower
5. Deliver janitorial supplies from Darden
6. Repair lock in classroom P
7. Inspect damage on play ground from grass cutting
8. Check for leak behind Head Start wing
9. Deliver milk and pumpkins and show Joe how to read water meter
10. Perform routine playground inspections
11. Replaced battery in fire alarm panel.

### **Transportation**

The King Center and Edelman Center bus drivers and bus aids attended 40 hours of training for the new school year. The new buses are performing well. As usual, we have a big turn over in the bus aid

position but we continue to hire and train to keep all buses in ratio. We are still looking to replace a driver at the Darden Center. Several prospects have been interviewed, a selection was made and all the paperwork is process.

## **WEATHERIZATION**

The ACHR weatherization staff continues working on our goal of helping as many clients as possible. We received our 2019 DOE and LIWAP grants in May. We have a total of 8 houses to weatherize this year. We assessed 8 houses for our 2019 Weatherization Assistance Program and had our first bid opening in October. We awarded 4 houses and our contractor is currently working on them. The other 4 houses need additional work besides weatherization and we have also applied for \$25,000 in additional funding from Alabama Power's Home Forward Program to help with the additional work. We should know by the end of November if we will be awarded all or part of those additional funds. We look forward to assisting many more of our clients as the weatherization program moves into the future.

## **HOUSING**

Darden Oaks and Jackson Johnson have reached the twenty-year mark. I completed a five-year extension for the Home Loans and they were approved.

Due to Darden Oaks, not having tax credits and is a Home Loan only property, the loan amount is huge. After many conversations, we think it is in ACHR's best interest to sell the property. As of date, I have an offer of \$2,500,000.00. That will cover the Home Loan but I hope to receive a few more offers.

Jackson Johnson property has a Home Loan just over \$1,000,000.00. After completing a Cost Analysis and Survey, the property has great potential for a Re-Hab Tax Credit Deal. The process of completing the AHFA application has begun. Phase One of the application has been approved. If the property is approved for the Rehab project, the Home Loan will be absorbed into the new deal.

## **POSSIBLE MOVE EAST TO ALIGN WITH NEEDS SHOWN IN COMMUNITY ASSESSMENT**

ACHR is working on a possible partnership with Mother Mary Catholic Church in Phenix City. The Church has a building they are in the process of remodeling and contacted us. They are interested in serving community needs and are interest in a long-term partnership – ten years or more.

Since the Church closed, the community is in real need for services in the area. There is a large military base in the area. Many military families live off base in the Smiths/Salem/ Crawford/Phenix City area. The church is in the process of remodeling the former nuns' dorm and turning it into a Homeless Shelter for homeless female veterans with small children. The church board is interested in any services that ACHR could bring to the area, and believe EHS and possibly Head Start is a good fit. They are also interested in services such as wrap care, a clothing closet, and housing counseling.

From ACHR's point of view, as you know, we serve a portion of Russel County, at the Marian Wright Edelman Center in Hurtsboro AL. When we started that facility, there was a sizeable pocket of young families living with low incomes in the area. Over time, that has changed. Employment opportunities in the area have all but vanished. The population in the area has decreased and much of the remaining population is older. The growth area for families for Russel County is more in the Fort Mitchel, Seal and Phoenix City area. Due to this, the Edelman Center location is a long bus ride away. Currently our buses

travel 80 plus miles one-way to bring children into the Center. That is a long ride for small children. The distance also has an impact on our ability to recruit EHS children.

As you also know, we are in the conversion process and are obligated to place two Early Head Start classrooms in service (we dropped 80 HS children to do this). We planned to renovate the health, old WIC area and the EHS office and turn that space into two HS classrooms, moving health into a classroom on Wing II (a bit tight, but doable) and tucking the EHS office into existing office space. IF we can make the partnership work and IF we can afford it, we could put the two conversion classrooms in the facility along with the three EHS classrooms that currently are at Edelman.

We may be able to also place the three HS classrooms at Edelman in Phenix City. EHS children could come to Mother Mary from both the Russell and Lee County area because Early Intervention crosses county lines. Head Start should be Russell children only, but there are many children in Lee living on the eastern side of the county; bus routes for those children would be shorter if they go to Phenix City. That could be a problem for Lee County children with need special services because school personnel will not cross lines. However, as of two years ago LCS staff would no longer come to Darden, so we have been busing children to a Lee County school for services. It will be as close to bus them from Phenix City.

There have been several meetings to discuss the possible partnership. Currently, we are planning to have an architect draw plans so the cost of the re-model can be determined. The Church will provide funds for hard cost, such as HVAC, plumbing, electrical and basic cleaning.

ACHR will need to provide funds to conform classrooms and playground to fit the needs of EHS children. Our plan is to start with five classrooms of EHS and expand as we are able to offer other services.

All of this will take money and planning on the part of both Mother Mary Catholic Church and ACHR. ACHR will also have to plan how to utilize the Edelman facility going forward.

We need your thoughts as we work out the logistics to determine whether this possible partnership can work.