

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.

ADMINISTRATIVE REPORT

for February 2020 through April 2020

Nancy Spears, CEO; Tim King, Programs Coordinator

Dianne Kent, Fiscal Coordinator; Janet Burns, Administrative Coordinator

GRANT APPLICATIONS, REPORTS AND RELATED ITEMS

- Head Start/Early Head Start Continuation (Year 2) grant sent. Status: Accepted
- Focus Area I Early/Head Start review was held the week of February tenth. It was a series of call in which two to eight staff participated, depending on the topic. We have not yet received the report on this review.

STAFF CHANGES/NEWS IN CENTRAL POSITIONS

- Tina Evans, Family Engagement Supervisor, has become Family Engagement Coordinator. She is doing well at re-orienting and guiding Family Engagement staff during trying times. We had scheduled an outside trainer to assist her, but training was scheduled to begin in late March/early April, so did not happen. It has been scheduled to happen virtually.
- After acquitting herself well during our FA-1 review, Natalie Stephens has become our Health Services Coordinator. As many of you know, she has been working closely with Janet Burns to learn all areas of the position (nutrition, health, dental, mental health, special services). At this point, she is carrying the majority of the duties of the position and Janet will continue to work with her as needed.
- Late last year, we hired an office manager and an accountant. Neither had a strong three-month evaluation as both were having difficulty learning the tasks as described in the job descriptions. When it became evident that the introductory periods would have to extend past 6 months, we regrettably had to part ways. We have learned through the years that extending the introductory period rarely results in having an employee who is successful in the position. The staff in both of those positions should be part of our long-term succession plan, so we will have to try again.

OTHER ITEMS

- The Internet and phone systems were not complete at the time of the last quarterly report and STILL are not complete. We learned that AT&T actually is five interlocked companies. In addition, they contract with outside companies for part of the services. For example, we learned that part of the Caller ID system is housed with an outside company. During April, Janet Burns worked directly with one of the contractors to try to facilitate completing of our system. AT&T staff, along with Dana Strickland of our staff and sometimes GTI staff via phone (they will not come on site until COVID lifts), have made some progress, which has been slowed by COVID19.
- Our health insurance contract renews annually in May. We have had BC/BS plus an Allstate “bridge plan.” That plan allows us to choose a BC/BS plan with higher deductibles and copays and saves money over choosing a plan with a lower deductible/co-pay. The representative from Allstate helped our Fiscal Coordinator check costs across potential vendors. We were able to negotiate a combination plan with an affordable increase in the cost of health insurance for eligible staff. Eligible staff again are covered at no monthly cost to staff. Family coverage (which staff who choose it pay) had a minimal increase. However, representatives made it clear that costs could increase significantly this year, because we have a significant number of staff who are older, because health care costs in general continue to increase, and most recently because of the costs of COVID19 to insurance companies.

- In February and early March, staff was planning a two-day (March 16-17) Conscious Discipline training for most ACHR staff and some community partners. On March 12, AU notified students not to return from Spring Break due to concerns about COVID19 and our CEO cancelled the training, though we had agreed to take precautions (lots of hand sanitizer). On Friday the 13th the local schools closed through April and the rest is history. Of course, once the schools closed, our E/HS children were not going to return after Spring Break. Staff worked hard, pulled information together about activities parents could do at home and got copies of materials for eight weeks ready to mail to all Early/Head Start families the next week.
- Due to COVID19, during the rest of March and April there has been something new almost daily. The Office of Head Start immediately put out a directive that programs retain E/HS staff, continue to pay them, and that staff were to work as they could on behalf of children and families. Because of that directive, staff have worked hard to find innovative ways to continue to support families, both to help the children continue to learn (and to feel cared about by their teachers and staff) and to try to relieve stress for parents. It took several days, but eventually CSBG took similar action, so we have been able to retain most staff. Most staff have worked to find ways to be both productive and safe. Some, of course, have more challenges in working from home than others with children out of school, parents to care for and so forth.
- Early/Head Start staff is aware of the tremendous stress on all families at this time, most especially those living with low incomes, and of the increased risk for violence and trauma within households as the days wear on. Many of our staff have made themselves available as a listening ear. This has even included our bus drivers, many of whom have very good relationships with the parents of their children. After all, they are the first and last contact parents and children have each day with our program.

Staff is using a variety of ways to stay in touch – phone, text, Zoom, Videos of story time or activities posted on Facebook and our website. Our RD has done a few cooking demonstrations and posted them on ACHR's Youtube site.

Because we learned that food was being offered through a variety of sources (extra visits allowed at the Community Market, schools giving out meals to all children, not just those from their school, churches offering food/meals, etc.), we decided not to offer food at this time. Instead, as we have learned of parent need, we have assisted with items like formula and diapers. Family Engagement staff have hunted resources and the information is shared regularly via phone and text. Much of the information also is posted on ACHR's website along with videos, photos and more.

With staff input, Natalie Stephens created a fillable parent survey for the website to assess how many families had internet access and what needs/concerns they had so we would know how to orient our time. About 140 families responded to that survey which automatically emailed to the Family Engagement Advocate (FEA) the parent named on the survey. FEAs reviewed the surveys and staff called the remaining parents so we had information about needs, concerns and resources then available.

Like everyone else, we are not sure when it will be safe to return, nor whether if we return it will last. The Director of the Office of Head Start, Deborah Bergeron, via video conference, has encouraged programs to plan ahead and put tools in place to be able to continue to help children and families no matter what. One thing she suggested was tablets with educational games to help children learn. She said the program should continue to own the tablets, which also could be used in the centers.

In our area, one problem with use in the home is that modern games, even for children, require internet access to be of much use. Our survey showed that fewer than a quarter of our parents have Internet access that could be used for this purpose. Many families have some access but it is limited in quantity or connection is not reliable – and of course, children soon lose interest. We are looking for a solution.

- By mid-March, Early/Head Start should be accepting applications. Staff have had to be creative about how to get child applications to parents, and how to let parents know they are available. Applications for new families can be completed via a link the application in ChildPlus that Sandra Aldridge reviews before it is accepted into ChildPlus to avoid duplications, which were a problem when we tried this system a few years ago. Families who previously had children enrolled can print an application from the website or most recently, pick one up from a realtor type box outside each center and return it to a locked mailbox.

ACHR Board Report

Alabama Coalition Against Hunger

February 1, 2020 through March 31, 2020

HURTSBORO

No report

Funding for Russell Garden No Funding source identified

Funding Lee County Garden General Funds are the source used in Lee County. We still are collaborating with Ebenezer Baptist church. A garden is planned and we assisted with tilling and planting and correction 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 have only consulted in other areas while the church members have taken much of the regular garden task. Additional assistance is provided at the site when requested.

Partnership with Greater Peace Baptist in Opelika by assisting with the tilling an area for the Child Development Center to set up a garden, work still in process. –Nothing to report on the progress with this effort.

Garden with Kids” delayed this year due to COVID19; no plans have been made for future implementation until social distancing is relaxed.

General Fund

No funds have been used in the garden area as of this report. The obligations to the primary CACFP grant takes precedence each month for the first 1st through 19th of each month leaving little time for other activities, not to mention during this time frame VITA tax program is running, and now we must deal with social distancing.

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

VITA Income Tax

We have two volunteers. We are working with AABC (Alabama Asset Building Coalition) to address some of the issues related to families and have obtain a small grant from to purchase supplies and pay travel for volunteers.

Training was completed at the end of January for VITA Volunteer and all have passed the Advanced Tax Preparation, Volunteer Conduct, and Intake along with myself taking the Site Coordinator Test. We received test and reference materials critical to successfully prepare taxes and following up on questions that taxpayers may have. We set a target of 140 returns to be prepared this 2019 Tax season. We have completed 102 returns as of March 31, 2020. Currently we expect to meet or exceed that from all locations.

Plans with IRS webinar are to setup a Virtual Site for Preparation or a drop off are in the works, we are working our detail of how to proceed with the volunteers. We are doing some taxes with applicable social distancing and contact with document that are needed

SCSEP

No trainee recruited from SCSEP during the quarter

Submitted by William E. Tarver, CACFP/ACAH Coordinator

Alabama Council on Human Relations, Inc
CACFP Board Report
Feb 1, 2020 through March 31, 2020

An Average of 27 Active CACFP homes participated during 2ND Quarter of 2019-20 program year. The actual home participant rate is at 27 for the quarter. Two hundred twelve (212) children enrolled for this report period with an average daily attendance of one hundred seventy (170). These numbers reflect a leveling off as enrollees are added and withdrawn for the year We anticipated a drastic drop based on closures due to COVID19 when actual number are submitted for April 2020, currently being processed.

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.

Meals Claims					Reimbursement Paid Out				
Meal Type	Jan	Feb	March	Totals	Pay Type	Jan	Feb	March	Totals
Brk Tier 1	2879	2744	1977	7600	PayBr1	3829.07	3649.52	2629.41	10108
Brk Tier 2	84	98	38	220	PayBr2	40.32	47.04	18.24	105.6
Lun Tier 1	2897	2424	2079	7400	PayLu1	7213.53	6782.76	5176.71	19173
Lun Tier 2	94	106	38	238	PayLun2	141	159	57	357
Din Tier 1	142	103	102	347	PayDin	353.58	256.47	253.98	864.03
Din Tier 2	0	0	0	0	PayDin2	\$ -	0	0	0
Snk Tier 1	3157	3019	2208	8384	PaySn1	2336.18	2234.06	1633.92	6204.16
Snk Tier 2	99	107	38	244	PaySn2	19.8	21.4	7.6	48.8
Totals	9352	8601	6480	24433	Totals	13933.48	13150.25	9776.86	36860.59
** Monthly Claim submission summaries are not due for submission to State Department until 20th day of each month. Board report does reflect corrections submitted for approvals and DOES NOT include the current month unless noted here									

Recruitment

No providers recruited during this quarter.

Monitoring, Software & Computer

The monitoring review process for 2nd quarter was waived by USDA FNS pending further instructions. A follow-up of the 6 months between visits is in place per Memorandums currently in effect. We have 22 of 27 active providers 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.

We still carry paper documents as a backup source until all details monitoring documents are completed are finalized for online process.

Training

No additional training has been planned due to COVID 19.

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
QUARTERLY REPORT
FEBRUARY, MARCH & APRIL 2020

FEBRUARY 2020

- Parent Connect Group - (6) Parents Attended
- Parent Café – (2) Parents Attended
- Family Engagement Advocate referred (1) parent to ACHR After School Day Care for 2 children (waiting list), but parent obtained After School Day Care at Bright Start Day Care (available slots)
- Family Engagement Advocates sent out Recruitment Flyers along with Community Partnership Letters inviting Partners to ACHR Community Partnership Meeting in March, 2020
- Kids Backpacks Food Program 19-20; Beyond Expectation Community out – Distributed (40) Head Start Children only
- Phenix City Library: Diabetes Edu Empowerment Program/FREE Classes
- Phenix City Library: Lunch & Learn Service
- Recruitment for 2020-2021 School Year

MARCH 2020

- Natalie's Nutrition Training – (25) Parents Attended
- Family Engagement Advocate referred (1) parent to the Community Market for food assistance & parent obtained food
- Family Engagement Advocate referred (1) parent to the Smith Station Baptist Church Food Pantry, but parent obtained food from the Philadelphia Baptist Church in Smith Station
- Family Engagement Advocates provided a weekly list of information and resources for parents due to the Coronavirus Crisis...Please see information & resources list that Ms. Tina compiled and sent to Staff
- Family Engagement Advocate gave (1) parent a housing application
- Family Engagement Advocate referred (1) parent to the High School & parent received lunch
- Family Engagement Advocate referred (1) parent to the Open Door Tabernacle Church & parent received food box
- Family Engagement Advocates facilitated a Community Partnership Meeting in the Darden Center GYM – (12) Community Partners participated
- Family Engagement Advocate provided education links to parents & (5) parents utilized the links
- Family Engagement Advocate referred (1) parent to CCRC for Parent Skills

- Family Engagement Advocates encouraged parents to complete the 2020 Census and stressed that it is important to funding & resource benefits in our community
- Recruitment for 2020-2021 School Year
- Family Engagement Advocates completed the 2020 Child Abuse Mandated Reporters Training On-Line
- Family Engagement Advocates completed the following HS CCDF/HS Training On-Line Quorum:
 1. Building Strong Relationships with families

APRIL 2020

- Parent Connect Group – (18) Parents Attended
- Family Engagement Advocates completed the following HS CCDF/HS Training On-Line Quorum:
 2. Family Engagement: The Road to better outcomes for children
 3. Building Resilience after natural disasters
 4. Understanding Child Abuse & Prevention
 5. Challenging Behavior: Reveal The Meaning
 6. Cut the Cooties! Communicable Disease Prevention in Child Care
- Family Engagement Advocate assisted (1) expecting mother to solidify her own apartment before her child is born
- Family Engagement Advocate assisted (4) parents with referrals for housing
- Family Engagement Advocate assisted (6) parents with referrals to Food Bank
- Family Engagement Advocate referred (1) parent to the Food Bank Distribution Drive & parent obtained food
- Family Engagement Advocate referred (1) parent to the Achievement Center-Easter Seals for assistance with a gas voucher & parent was approved for a \$75.00 gas voucher to transport her child to his scheduled surgery appointment in Birmingham on May 27, 2020
- Family Engagement Advocates provided a weekly list of information and resources for parents due to the Coronavirus Crisis...Please see information & resources list that Ms. Tina compiled and sent to Staff
- Family Engagement Advocate referred (1) parent to the High School & parent received lunch
- Family Engagement Advocate referred (1) parent to the Open Door Tabernacle Church & parent received a food box
- Family Engagement Advocate provided education links to parents & (5) parents utilized the links
- Easter Shoes Giveaway was canceled due to COVID-19
- Family Engagement Advocates sent out & gathered Parent Technology Survey Questions & answers
- Family Engagement Advocates encouraged parents to complete the 2020 Census & stressed that it is important to funding & resource benefits in our community
- Recruitment for 2020-2021 School Year



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
Child Development Program
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EDUCATION BOARD REPORT
February-April, 2020

February

- Education team members participated in Focus 1 HS audit calls the week of Feb 10th, 2020. These included Sue Williams, Karen Lusk, Debbie Chism, Pam Heartsill, Stacey Motley, Yolanda Pittman, and Jessica Mersino.
- Karen Lusk, Trainer, was nominated/accepted as a HighScope (curriculum) Hero. This is the 50th Anniversary of HighScope. She will be highlighted in an online article sometime during this year.
- All HS teaching staff had training on receiving and releasing children and 2 updated forms. The forms related to documenting visual attendance checks/daily health check/going to playground and back, and the revised Child Sign Out-In During the Day (how/where someone such as a speech therapist or even a parent coming to an in-center activity signs a child out and back in to the classroom during the day).
- A two-week reading challenge was held with parents/teachers. Children took home a different book to read with parents every day for 10 days, while teachers increased the number of books being read daily in the classroom.
- Sue Williams, Early Childhood Coordinator, fell at home and severely broke her shoulder. She is awaiting word if she will need surgery. After 1 week she has been doing some work over the phone and through Zoom meetings on computer.
- An inclement weather day closed public schools and HS/EHS on Wednesday, Feb 5th.
- Karen Lusk, Trainer prepared for HS training day on Feb 17th. There are so many new teaching staff that topics will include *History of ACHR and Head Start, Overview of Head Start Performance Standards, Curriculum, and accompanying monitoring tools (HighScope PQA, and Classroom Assessment Scoring Tool) and some Super Basics for working with young children.*
- Two HS Educators and HB Educator/Supervisor attended Region IV HS Conference in Atlanta.
- King and Darden Educators met with Region IV rep, Diane Narajo, while in Atlanta at Region IV conference.
- HS and EHS completed Time 2 COR observations and began Time 3.
- HS and EHS staff printed Time 2 family reports from COR
- Second RIF book distribution was held at each center and volunteers came to read to children and give them a book to take home to keep.
- One King Intern went out on maternity leave.
- Kindergarten registration information was sent home for families for Opelika and Auburn City Schools.
- Trainer and Education Team worked on preparing for Conscious Discipline training in March.
- Darden and King Educator and Darden EHS assistant worked with Raven from CCRC to do health and nutrition activities in centers. Info shared with staff to share with children and families.
- Auburn psychology student volunteered at King Center doing various tasks including participating in activities in classroom with children, helping to organize training storage area, etc.

- New group of education students from Auburn University started at Darden and King HS, working in classrooms on Tuesdays and Thursdays.
- HS classroom staff attended training on Feb 17
- New HS and EHS staff met with PC for interviews
- King Center started doing afternoon staff brain breaks. Darden center started doing some afternoon brain breaks for staff.
- King Educator attended IEP meetings with ACS.
- Classrooms A and B at King Center created signs and cultural dress up clothes and did a “my history” parade for other classrooms and ACHR main office staff.

March

- Administrative call with Regional Office, Diane Duranjo. She wanted to know what our program was doing in light of COVID-19. Discussion was held regarding closure of public schools and therefor our program; how we were planning to continue support for children, families, and staff.
- Resource visitors to HS classrooms included people such as police officer w/ service dog, and humane society dog visit.
- HS and EHS teachers began time 2 home visits.
- King Educator, HS Mentor Teacher, Darden Center Manager, and HS Educator/Supervisor attended RIF celebration to honor Cathy Gafford, director of Alabama Kiwanis’ Jean Dean RIF program.
- A King Intern earned a 4 yr degree and moved to EHS Homebased program as Home Visitor (her BA was better suited to Home Visitor).
- One child at King center now with speech IEP scheduled to go one time weekly to Loachapoka elementary for speech services.
- King Educator attended and spoke at funeral service for former foster grandparent, Edith Johnson.
- Thursday- Friday March 12-13th Karen Lusk and Sue Williams created materials for 6 weeks of parent-child home activities, in case of program closures.
- Governor Kay Ivey announced school closings beginning March 16. This would have been Head Start’s Spring Break week.
- Monday, March 16 Education team copied and prepared for mailing 491 parent-child home 6 week activity packets based on age groups (infants, toddlers, preschoolers).
- Classroom staff and home visitors contacted parents and children during COVID-19 Crisis to check in and provide school readiness, nutrition, mental health, and many other resources. Many teachers and home visitors were able to do virtual contacts with families.
- Some staff video-taped themselves reading children’s books for virtual story times that were posted on agency Facebook and You Tube channels for families.
- Many resource items were gathered and sent to Natalie Stephens who posts info to Facebook and achr.com.
- A king bus aide went out on maternity – had twins.

April

- Agency held a spirit week of daily themes/activities and a week of activities for national Week of the Young Child, and encouraged families to do and send pictures of themselves and children participating in activities. Pictures and videos were shared on program’s Facebook page. Please check out our Facebook page at: Alabama Council.

- Educators developed weekly plans for teachers/home visitors working from home to include contact, support and learning with families and children, and professional development assignments to do by webinar or DVD. Educators keep in touch with staff daily through phone calls, email, text, facetime, and some have Zoom type meetings. We are offering staff information on wellness.
- A few families requested formula and diapers and program staff delivered needed items.
- Classroom staff, home visitors, and supervisors worked on various trainings and webinars, including required HS/CCDF health and safety topics.
- Teachers and home visitors maintain contact with families as discussed above. Some families welcome frequent contact, others only want limited contact.
- New fence installed on HS playgrounds at Darden Center (Wing 1 and 2).
- New shade covering installed on Wing 1 playground at Darden.
- Received book for each child for final RIF book distribution.
- Jean Dean RIF donated 4 extra books per HS child.
- King Educator communicated with various staff from ACS regarding HS registration for 2020-2021 for children with IEPs.
- King Educator received school pictures from photographer.
- Center educators/mentor worked on updating procedures.
- With administrative agreement, Sue and Karen developed plans for parent-child home kits and began requisition process. Kits will be picked up at centers by parents in a drive through, safe hand off system.
 - EHS kits will include diapers or pull-ups, crayons and drawing paper, bubbles, Kiwanis books plus an additional 3 books per child that we are purchasing.
 - HS kits will include drawing paper, a clear box containing markers, small dry erase board/dry erase markers, pencils/sharpener, scissors and glue sticks, and then a Kiwanis Book plus 4 additional small books donated by Jean-Dean RIF.
 - For returning children—Orientation packets (orientation method and dates TBA due to COVID-19.)
 - Kits will also contain, for specific children: School Pictures, diplomas for graduating children
 - Materials began arriving end of week, April 16-17. They will trickle in over time.
- Educators participated in weekly administrative Zoom meetings, where updates/plans are discussed.
- Education team Zoom meetings on Tuesdays to discuss education area concerns, updates on teachers/home visitors, children, families. Also hear reports on teacher/home visitor plans for current week (family contact, professional development).

**REPORT TO THE BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
HEALTH/NUTRITION/SPECIAL SERVICES
for the period February – April 2020
Natalie Stephens RD LD, Health Services Coordinator**

HEALTH/DENTAL/OTHER

- Before ACHR – CDP’s went on Spring Break, March 16 – 20, 2020, Health Staff at all centers double checked that all required paper work was put into child Plus. The plan was to file the paperwork in individual health folders during Spring break, but due to the closures of the centers, they were unable to file. They are filing paper work when the centers are open.
- Immunizations: All are up-to-date at this writing
- Health screenings: All required were completed within the 45 days (45 days vary between Darden and FBK-Edelman. Throughout January-March 13 (before centers were closed due to COVID), as children enter the center, required health events are completed (in the health room if health staff completes either in house or documentation of completed health events are requested).
 - Many Health Screenings can be obtained from the child’s well check up or physical. Unless the child needs updated immunizations, we are not recommending to take the child into the pediatrician’s office for routine check-ups (per current pediatrician recommendations)
- Dental: We are able to pull the required preventative dental screen from each child’s physical/well baby checkup. If the child did 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 a Speech Pathologist, she is able to screen for potential dental problems.) We have identified the children that do not have a regular dentist and have referred to the dentist. 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.
 - Unless a child needs emergency dental procedures, we are not recommending to take the child into the dentist office for routine cleanings during this time (per current recommendation)

NUTRITION - KITCHENS

- Kitchen Health Scores - Darden: **99**, FBK: **100**, Edelman: **100**. These scores are not easy to get so we are very proud of our kitchen staff.
- Spring/Summer menus created (and approved). They will go into effect when centers reopen.
- When it was decided to temporarily close the centers, all food that was in the refrigerator was frozen if able to be frozen.
 - Food that was going to expire before April 6 (the original reopen day), including milk and bread, was discarded.
 - As the closures have continued, staff have discarded or frozen everything that is in the refrigerators.
 - All food deliveries (Wood Fruitticher, Borden’s milk, Flower’s Baking Company, Quality Produce) have been discontinued temporarily.

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 March, exercise classes were cancelled. They will start back in September or when the centers reopen.
- **Nutrition Counseling** continues to be offered by phone or email as needed; depending on need may be weekly, monthly or one-time consultations.

Special Services

- **ASQ Screenings:** ASQ screenings and referrals have been completed. 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 were being done as new children came in to the center.
- **Special Needs**
 - Children with an IEP/IFSP: Currently, we have 31 active IEP/IFSP's.
 - We have run into a some problems with trying to get IEP/IFSP's this year even before the COVID crisis.
 - Schools are now requiring a copy of the lease to ensure that families live in the district before testing and services can be done. In many cases, we are having to walk parents through the process of obtaining this info and ensure that parents follow through with these screenings and services 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.
 - Now that the school systems are doing “distance learning” it has become even harder to refer and test children.
 - Developmental Referrals: 18 children referred to outside facilities for treatment.
 - Behavior Referrals: 7 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. The small center groups were scheduled to start meeting mid-march; however, that is unable to happen. They are still meeting and supporting many of our clients that are on their caseload as well
- Our I/B Therapist, Ms Tripp, is continuing to support and meet with parents, via email and/or phones, with children with special needs, whether they have an IEP or not.
- We are also supporting parents' mental health by providing resources that are available during this time, and updating current information on social media and the website as needed.
- **OTHER NEWS**
 - **Conscious Discipline Parenting Curriculum:** The parenting curriculum classes started on February 7th and continued for 1 hour every week through February 28th. These classes were open to all parents that wished to attend.

Alabama Council on Human Relations, Inc.
Board Report - Special Projects and Technology/Parent Involvement

February – April 2020

Saundra Aldridge, Special Projects/Technology/Parent Engagement Coordinator

Parent Engagement, Technology and Special Projects

Covid-19 has caused everything to come to a standstill. We are in the process of thinking outside the box to see how we can provide the services required with the limitations we are working under.

Staff is embracing technology to keep working together. We are also looking into ways we can utilize funds that the agency will be receiving to assist families and assure that children continue to learn and grow.

The Policy Council has been meeting via telephone conference for some time now. At the May meeting, we will step up to Zoom conference calling. Zoom allows us to see each other as we meet. The Council will be a focus group to help us further plan for the future.



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: FEB.—APRIL 2020

<u>FEB.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/ UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			SRV: (S)	4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments			
			FNPI: (I)	4z1 Indiv. Avoid Shutoff 4z2 Deposit Paid 4z3 Services Restored			
LIHEAP GEN.:	433	751	4i: 433	4j:	4k: 123	4z1: 432 4z2: 1	Tabitha assisted 6 clients: 1 Homeless (received housing), 1 Eviction (stopped eviction), 1 Homebuyer Education and 3 Home Maintenance
LIHEAP CRISIS:	029	064	4i: 29	4j:	4k: 29	4z: 27	
ABC TRUST:	019	024	4i: 19		4k: 6	4z: 19	
CSBG:	008	008	SRV7: Case Management				
APPOINTMENT RESULTS:	13 NO SHOWS						

<u>MAR.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/ UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			SRV: (S)	4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments			
			FNPI: (I)	4z1 Indiv. Avoid Shutoff 4z2 Deposit Paid 4z3 Services Restored			
LIHEAP GEN.:	076	131	4i: 76	4j:	4k: 76	4z: 1	Tabitha assisted one client with First time homebuyer education. The client was referred to her from the City of Opelika.
LIHEAP CRISIS:	109	154	4i: 81	4j:	4k: 81	4z: 80	
ABC TRUST:	026	029	4i: 25		4k: 25	4z: 25	
CSBG:	003	004	SRV7: Case Management				
APPOINTMENT RESULTS:							

<u>APRIL:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/ UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			SRV: (S)	4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments			
			FNPI: (I)	4z1 Indiv. Avoid Shutoff 4z2 Deposit Paid 4z3 Services Restored			
LIHEAP GEN.:	059	140	4i:	4j:	4k:	4z:	COVID-19:
LIHEAP CRISIS:	108	164	4i:	4j:	4k:	4z:	Tabitha completed NeighborWorks Courses and Webinars
ABC TRUST:	000	000	4i:	4j:			
CSBG:	000	000	SRV7: Case Management				
APPOINTMENT RESULTS:							

LIHEAP (Low Income Home Energy Assistance Program)
ABC TRUST (Alabama Business Charitable Trust: Funded by Alabama Power)
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 2020

HAPPENINGS:

FEB.: 3rd Tabitha Perry attended United Way of Central Alabama weeklong workshop in Birmingham, AL. The workshop presented the course; “PB113: Preparation for HUD’s Housing Counseling Exam.” It was conducted by the National Community Reinvestment Coalition (NCRC). Its focal point was the 6 modules of the HUD exam: Financial Management, Housing Affordability, Fair Housing, Homeownership, Avoiding Foreclosure and Tenancy.

In order to become HUD certified, you must make a score of 500 and the agency must also be HUD approved. There were 19 participants. Only 3 were able to pass the exam. Although Tabitha was frustrated from being left behind, she was able to get to the HUD approved testing site 15 minutes before testing began and she scored 478. One can take the test as many times as one would like for 100.00 each time. Tabitha is scheduled to retake the test in April. All housing counselors must become HUD Certified by August 31, 2020.

20th Tabitha Perry received two scholarships from NeighborWorks for the following courses.
HO028WT: Tips, tools, and Techniques for Taking the HUD Exam
HO005WT: Tenancy: Building Competency in Housing Counseling
After each course, a test is administered and the scholarship recipient must make an 80 to receive a certificate of completion for the course. Failure to complete a course or to make a passing grade could result in receiving less scholarships in the future.

MAR.: ACHR prepared to shut down due to the COVID-19 pandemic. The Emergency Service Program had 278 clients scheduled for assistance for the month of March. We were able to assist 38 clients out of the 278 before having to reschedule the remaining 240.

While continuing to practice social distancing, Tabitha Perry, Barbara Dorsey and Benita Cox came into the office to call the remaining 240 clients and explain how they would be able to safely assist them.

APRIL: After reaching each client, we verified their mailing address with the one that was in FACSPRO and if the client had never received assistance, then they were able to retrieve the address. Each client was mailed an application with instructions on how to complete it and what documentation would be needed (using the exemptions ADECA implemented). Clients could mail in their information or drop it in the designated drop boxes. Because the power companies delayed their disconnections, the office was able to allow the paperwork to remain in the drop boxes for 3 days before handling it with gloves on and spraying it with Lysol. They were able to assist the 161 clients who returned their applications.

Sandra Aldridge and Tabitha Perry attended a virtual workshop with ADECA concerning the LIHEAP and CSBG Procedures, Exemptions and COVID-19 Grants.

Tabitha received additional 5 additional NeighborWorks scholarships in April. She passed the exams for each course and received certificates of completion.

HO004: Financial Management
HO006: Avoiding Foreclosure
HO007: Responsibilities Homeownership
HO029: Remote Homeownership Counseling
HO206el: Mortgage Math Made Simple

Alabama Council on Human Relations
Maintenance, Transportation, Weatherization and Housing Complexes
Board Report for February – April 2020

Michelle Cospers -- Maintenance, Transportation,
Weatherization Manager/Housing Coordinator

MAINTENANCE

King Center

We are pleased to announce the hiring of a new janitor/maintenance person for the King Center, Mr. King Hutchinson. He has been working as a sub-contractor since January and was hired full time effective April 1st. For February and part of March, King performed mostly janitorial duties at King Center such as cleaning, mopping, taking out trash, raking leaves, etc. Since mid-March, due to Covid-19, he has assisted in taking out the old chain link fence and stalling the new metal ornamental fence on the Head Start playgrounds at Darden. Janitorial staff are in the process of moving furniture from classrooms so we can strip and wax floors beginning in May.

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

<ul style="list-style-type: none">• Help Auburn Electric with lights• Pick up tractor from repair shop• Help Mike do weatherization assessments• Help with weatherization inspections• Check for smell near kitchen• Clean up after leak• Put drain cleaner in floor drains and kitchen	<ul style="list-style-type: none">• Take tractor to Darden• Take man lift to Darden• Spray sealer on gutter seams and down spout• Repair lights in halls, classrooms and rainy day room• Take boxes of files to the garage• Go to weatherization homes to assist Mike
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Darden Center:

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

In mid-March, due to Covid-19, we were forced to close our centers. Since then our maintenance and some janitorial staff have joined to work on some major projects. We removed the old chain link fence around both HS playgrounds at Darden and replaced them with almost 1,000 feet of ornamental metal fencing. All of the old fence posts and all of the new fence posts were set in concrete, which made the job more difficult and longer to complete.

We also finished installing the metal roof on the shade structure on Wing 1 playground. We are in the process now of removing approximately 100 feet of damaged sidewalk, which had cracks that were a tripping hazard. This project will be completed in May. We have also cleaned / shampooed floors and carpets throughout the building.

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

<ul style="list-style-type: none"> • Play ground inspections • Repair toilet in S&T • Repair toilet in bath on wing 2 • Help replace bulbs in gym • Change filters • Work on shade structure • Work on fence on playground 2 • Walk and measure fence • Take material and tools to play ground 2 for shade structure but worked on fence instead • Repair lights in room A • Repair lights in room R • Repair Gate on wing 1 • Put stump killer on stump play ground 1 • Replace light at Darden on the hill • Repair gate on play ground 3 • Touch up paint on wall wing 2 • Replace fridge with the fridge from maintenance shed room Q • Work on slide drawer in maintenance truck • Work on weatherization equipment • Repair light not working inside Darden Hill • Repair hole in bath door room C • Repair gate wing 3 • Do mold test Sunshine Shop (sent to Lab and had a negative report) • Fog Sunshine Shop • Do mold test wing 1, 2, and 3 (Wings 1 and 2 were clear, found traces in hall of wing 3) • Since the mold testing, located a leak in roof. Repaired roof and treated for mold. • Repair disposer in kitchen • Install new toilet in bath wing 2 • Replace cut off on toilet on wing 2 	<ul style="list-style-type: none"> • Install cut off in closet wing 2 • Unload fence truck • Work on playground 1 fence • Go to Home Depot and pick up supplies for fence • Work on playground Wing 2 fence • Finish taking up fence on wings 1 and 2 • Work on tractor • Clean up play grounds • Take off backhoe and install auger • Go to Home Depot for concrete • Work on fence • Push dirt into low spot on playground 1, prevent water puddling and help drainage • Take new fence to play ground 1 • Complete fence and clean up • Complete shade structure • Replace two light fixtures by walk at front entrance • Repair fence at entrance wing 1 • Replace light over front door • Change filters • Repair lock on front door • Clean parking lot at wing 3 gate • Put down paring blocks to stop dirt from coming on to lot • Spray weeds • Take up part of walk in front of school • Take up walk at wing 1 entrance • Load concrete into dumpster • Build concrete forms for walks • Move CSBG box to outside of gate • Install application boxes for Head Start for all 3 center
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Edelman Center:

The maintenance/janitorial staff at Edelman continue to perform routine maintenance such as cleaning, sweeping, mopping and taking out trash. Since our center was closed in mid-March due to Covid-19, Morris has been busy moving furniture so he can strip and wax the floors throughout the center. Joe has been helping maintenance at Darden with the fence and shade structure projects.

All rugs were been cleaned and sanitized. Replaced a small hot water heater in Health Room under sink. Sprayed for weeds and over growth and began pressure washing outside of building. AC in HS office had

to have a capacitor replaced. Extra cleaning of toys, tables, chairs and other items in all of EHS and HS classrooms.

TRANSPORTATION

Transportation has been running very smoothly. We were able to hire and train a driver but due to COVID-19, she was not able to start due to the closing of schools. Hopefully, when things open and transportation is running again, she will still be available to work.

There is one bus, 20-11 that needs warranty work. It has to do with the abs break system. Hopefully we will have it repaired during the shut down and ready to go.

WEATHERIZATION

The ACHR weatherization staff continues working on our goal of helping as many clients as possible. Due to the Covid-19 outbreak, our contractors had to stop working on our clients houses. We were in the process of working on 5 houses when we were forced to stop in mid-March. All of the houses were between 75% - 90% complete. As soon as we are allowed, we will complete this work and then Mike can complete the final inspections. We look forward to assisting many more of our clients as the weatherization program moves into the future.

HOUSING

Several of ACHR's properties are reaching the maturity of their HOME Loans. The first property is Jackson-Johnson. A fifteen-year extension and an application to rehab the property was submitted the first of February. The approval will be announced in June.

The due dates were determined for Alfred Radney, Summerwood and Inverness. Due to the amount of tax credits available, only one rehab can be submitted per year. Inverness HOME Loan expired on May 1, 2020. A fifteen-year extension, paying 30% of HOME LOAN and a rehab application is planned to be submitted. In order to stay in good standing, I will submit a five-year extension for the two other properties.

ACHR is in the process of changing management companies for some properties. All paperwork for approval has been submitted. The actual date will be July 1, 2020. I have been attending trainings and learning how to do waterfalls and other accounting duties in order to be more proactive with all of ACHR's properties.

So far, we have been able to draw revenue from Darden Oaks, Grace Ridge, Grace Point and Shiloh. Throughout the past 20 years of ACHR Housing Inc., there have been different accounting firms that have worked on different properties. In the best interest of our Housing program, Justin L. Heberling, Tidwell Group, will be handling all the accounting for all of ACHR's properties.

ACHR Housing Inc. will be facing changes and growth in the next year and all of the properties will be back on track. This will help tremendously in the housing issues for low income and the elderly.