

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
ADMINISTRATIVE REPORT
for November 2019 through January 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: Pending

STAFF CHANGES/NEWS IN CENTRAL POSITIONS

- Tina Evans, Family Engagement Supervisor at this writing, started with the agency December 2. She brings a wealth of experience with children and families in various settings.
- Though mentioned in another report, we want to highlight that Tabitha Perry has become a Certified ROMA Trainer, which is not an easy status to attain. CSBG requires that every Community Action Agency use the services of a ROMA trainer to train agency staff and also to assure that documents such as the Community Needs Assessment and the Strategic Plan meet ROMA standards. Though it is not required, obviously it is much easier if a program has a ROMA Trainer, or at least a ROMA Implementer, and Tabitha holds both credentials.

OTHER ITEMS

- The Internet and phone system is *STILL* not complete. AT&T staff planned to do the work to complete the system November 18 and 19 – and at the last minute called it off and said they would rescheduled and have not done so. We continue to have problems with the Caller ID as described in the last board report. These problems are hampering staff productivity. We are less than a year from the end of a three-year contract. We are about at wits end and taking suggestions.
- We have not had a lot of cold weather this winter, but have had some.
- Head Start Heralds for November, December and one for January-February out on time.
- We reported last quarter that 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 started 11/1. At this writing, some staff have had problems with the plan paying as we believed that it would. We will monitor and reassess as needed.
- SEACAA Training again was held at our Frankie B. King Center in December due to the inability of some of our staff to travel away from the area. The topic was “Critical Conversations” which was an intense workshop looking at one’s self and skill set and developing a better understanding of self and others as relates to our agency work world. Because of the deep sharing, staff had to agree to a confidentiality statement to participate. In addition to continuing to include the additional staff who participated one or both of the past two years of training at King Center, we added Tina Evans and the remaining Family Engagement Advocates (Carolyn Davis, Shelia Leverette, Elaine Jackson and Cleo Day).
- The last three days of what we still call “Walton Week” included review of and up-dates to various documents including the ACHR brochure, several forms, the Strategic Plan, the Risk Mitigation Plan and our Emergency Response Plan.
- Janet managed to complete her annual CEU requirement to retain Alabama license and national certification as Speech/Language Pathologist right at the end of December.
- In January in preparation for the Focus Area One (FA-1) review to be held in February, key staff met to review the new FA-1 HS/EHS monitoring tool.

ACHR Board Report

Alabama Coalition Against Hunger

November 1, 2019 through January 31, 2020

HURTSBORO/Russell Garden

No Funding source identified. We have no new directive from the CEO as how to proceed and get a water source to any garden that is planned. We have gone dormant on efforts to continue work in the Hoop House or plant in the open field area due to unusually high water usage. No change to report in Hurtsboro. We have had discussions with Tim King, Center Director/Coordinator about restarting the green house but that has gotten limited discussion due his change of schedule and workload.

We continue to partner with Beyond Expectation Community Outreach (BECO) with preparing Kidz Buddy Back Pack at Edelman Center providing 3 weekend meals for over 16 children HS staff to disburse to children.

LEE COUNTY

Lee County Garden

General Funds are the source of garden funding in Lee County. No change or information on amount of funds available.

We still are collaborating with Ebenezer Baptist church. A garden is planned. We assisted with tilling and planting and correction of a broken water line; 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 as in the garden. The church members have taken 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 the 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 student assistant. Each class has participated in planting a raised bed. Thanks to Natalie Stephens, Nutritionist, additionally for setting up field trips into the garden. We have a vinyl fence to go around the garden that will be installed soon. Due to other priorities, we are waiting on a time when maintenance staff can assist with the installation.

We got an early start and got in rhythm with the available plant selection for fall. We do need parent volunteers to complete work required to make a successful garden.

Obligations to the primary CACFP grant take precedence for the first 19 days of each month 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, has completed interviews with former executive directors, organizers and participants and has compiled the data. She has been asked to become the Network Weaver for Casey’s Equal Voice for America in Alabama which involves getting all funded groups in the state to meet collectively to address issues and work toward developing a workgroup. These final evaluations due out soon will 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 are on schedule to get all materials in a few weeks and begin training, certification, and orientation. We set a target goal of 165 in returns for 2019 Tax years. We have three volunteers recruited. Two tax additional prep site locations are setup. One is at Edelman Center in Hurtsboro and the other in partnership with BeYond Expectation Community Outreach and Greater Mount Vernon Baptist Church in Phenix City. Both sites are scheduled once per month on first and second Thursday through tax due date to be followed by assessment of need; will change if needed.

We received a MOU grant award of \$1,000 working with AABC (Alabama Asset Building Coalition) partnership. The MOU is to be utilized for travel, purchase equipment, additional supplies needed for Tax preparation.

SCSEP

Currently a clerical assistant person under SCSEP through CACFP has not been assigned or interviewed as of December 2019. The previous participant received training for 1 year as required by guidelines and asked to accept another job placement assignment. We plan to setup interviews for a participant as soon as possible. We are in touch with SCSEP representative and will continue to partner with them at a future date.

There were no other 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
Nov 1, 2019 through Jan 31, 2020

An Average of 27 Active CACFP homes participated during 1st 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 sixty eight (168). These numbers reflect a leveling off as enrollee are added and withdrawn for the year.

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	Meals Claims				Reimbursement Paid Out				
	Nov	Dec	Jan	Totals	Pay Type	Nov	Dec	Jan	Totals
Brk Tier 1	2,412.00	2,344.00	2,879.00	7,635.00	PayBr1	\$ 3,207.96	\$ 3,117.52	\$ 3,829.07	\$10,154.55
Brk Tier 2	81.00	62.00	84.00	227.00	PayBr2	\$ 38.88	\$ 29.76	\$ 40.32	\$ 108.96
Lun Tier 1	2,414.00	2,397.00	2,897.00	7,708.00	PayLu1	\$ 6,010.86	\$ 5,968.53	\$ 7,213.53	\$19,192.92
Lun Tier 2	89.00	64.00	94.00	247.00	PayLun2	\$ 133.50	\$ 96.00	\$ 141.00	\$ 370.50
Din Tier 1	97.00	114.00	142.00	353.00	PayDin	\$ 241.53	\$ 283.86	\$ 353.58	\$ 878.97
Din Tier 2	0.00	0.00	0.00	0.00	PayDin2	\$ -	\$ -	\$ -	\$ -
Snk Tier 1	2,694.00	2,581.00	3,157.00	8,432.00	PaySn1	\$ 1,993.56	\$ 1,909.94	\$ 2,336.18	\$ 6,239.68
Snk Tier 2	89.00	65.00	99.00	253.00	PaySn2	\$ 17.80	\$ 13.00	\$ 19.80	\$ 50.60
Totals	7,876.00	7,627.00	9,352.00	24,855.00	Totals	\$11,644.09	\$11,418.61	\$13,933.48	\$36,996.18

**** 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 may not include the current month unless noted here.**

Recruitment

No providers recruited, during this quarter.

Monitoring, Software & Computer

The monitoring review process for 1st Monitor Review Visits were completed. A follow-up of the previous repeated uses of same food is part of this visit. This is to determine if providers offer a variety of foods to children while in care and to encourage increase eating of food served and eliminate waste.

We have 22 of 27 active providers who 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. Monitoring visits will be entered via new software agreement and editing of online questionnaire and will accurately reflect real time input and provider signature. A test run with the included test provider is incomplete, however a glitch from the vendor to resolve an online access to the master entry and edit area has been resolved after several calls. We will continue to utilize the schedule included in software for monitoring and entry as it prompts times for visits to occur. 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, however we have not extended this option to providers nor parents. We realize this as an option; it will further increase costs for each home as they choose to do online activities.

A tablet along with my personal data and wifi will be used to input 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

We are in the process of creating a series of videos relevant to CNP staff to login in and view as requirement of the 2 planned training. A scheduling delay has pushed the completing of the video series. We will be required under new requirements to host two (2) trainings annually for providers/staff. 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 providers is scheduled for August at the King Center and an additional training scheduled has been postponed until an appropriate time can be set, as this is a new requirement stipulated by the state agency and not a federal regulatory requirement.

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

NOVEMBER, DECEMBER 2019 & JANUARY 2020

NOVEMBER 2019

- Parents received the following information:
 1. Legal Services Alabama Brochure
 2. FLYER: November 12, 2019 – Junior League of Lee County PRESENTS: Diversity and Inclusion Discussion – Featuring Dr. Bridgett King
 3. FLYER: The Opelika Housing Authority will host a Workshop on Financial Management and Homeownership: PRESENTED BY: Bancorp South Bank
- Grandparents Day – Over (45) Grandparents Attended
- BECO – Backpacks – (44)
- November 12, 2019 – Junior League of Lee County PRESENTS: Diversity and Inclusion Discussion FEATURING: Dr. Bridgett King held at the King Center – (3) Family Engagement Advocates attended
- November 12, 2019 – Policy Council Meeting – (2) Family Engagement Advocates attended
- November 18, 2019 – The Opelika Housing Authority - Workshop on Financial Management and Homeownership – (1) Family Engagement Advocate attended

DECEMBER 2019

- BECO – Backpacks – (44)
- December 9 & 10, 2019 – SEACAA TRAINING – Critical Conversation – All Family Engagement Advocates attended
- December 12, 2019 – FATHER’S EVENT (Children & Fathers made Christmas Ornaments together in the GYM) – (49) Fathers Attended
- Breakfast with Santa – (18) Fathers Attended
- Family Engagement Advocate referred family - Realtor Organization adopted a family from the Smith Station area for Christmas
- Family Engagement Advocate sent parents a JOB ANNOUNCEMENT for BURGER KING – (1) parent has obtained employment
- Family Engagement Advocate assisted parent with obtaining a coat for her child
- Parents received the following information:
 1. FLYER: Toys for Tots
- Hurtsboro Christmas Parade – (9) Parents participated

JANUARY 2020

- CENTER COMMITTEE PARENT MEETING – (46) Parents attended
Parents received the following hand-outs:
 1. Tips for staying safe in public
 2. Health Education-Colds and Flu
 3. Top Self-Defense moves for women
 4. Health Education Encounter-Stranger Danger
 5. FLYER: FREE ESL Classes @ Frank Brown Recreation Center
 6. FLYER: Upcoming Health Events Parent Café
 7. ALL ABOUT ME book that parent and child can work on together
- BECO – Backpacks – (33)
- (2) Fathers volunteered in classrooms – (Reading)
- PICTURE DAY – (9) Parents Volunteered
- (2) Parents received an application for employment
- Family Engagement Advocates watched WEBINAR:
 1. One Picture of Financial Wellness is worth a thousand words
- Parents received the following information: Referrals/FLYERS
 1. Winn-Dixie FREE Food Pantry; Columbus, GA.
 2. Open Enrollment Health Care
 3. Parent Café
 4. Parent Connect Group
 5. Greater Peace Community Development – Food Assistance
 6. IRS FREE Tax Preparation
 7. Parenting Magazine: Valley Parenting Resource
 8. 2 Voter Registrations held (one at King and one at Darden)
 9. Staff meeting held Jan. 14th
- WORKSHOP – PARENT CONNECT GROUP – PRESENTER: Family Resource Center
 1. January, 2020 – (32) Parents Attended
- January 16, 2020 – Opelika Housing Authority Family Self-Sufficiency Program Coordinating Committee Meeting – (1) Family Engagement Advocate attended
- Supervisors and Family Engagement Advocates met with the Democratic Voter Registration team and team also set-up registration table at Parent Meetings.



Education Board Report November 2019-January 2020

November

- Administrative team met 2 days for grant planning.
- Ruth Hairston, Education Board Rep visited all centers and classrooms. She also completed safety inspection checklists at Darden Center. She wrote up a report to go in with the HS grant.
- Sue Williams/Karen Lusk attended Health Advisory Committee
- Steering Committee: Karen Lusk, Trainer and Sue Williams, Early Childhood Coordinator presented training plan for 2020-2021. They also presented School Readiness Outcomes PowerPoint, explaining data and outcomes for 2018-19.
- Debbie Chism, Educator, attended Southern Union Education Advisory board meeting (for Early Education)
- Sharon Lewis (mentor teacher) attended CLASS assessor training in Memphis.
- Period 1 (baseline) Child Observations were completed by HS, EHS, and Home Based program using the COR program.
- Mr. Greg (King HS Janitor) went out on long-term medical leave.
- HS King Center had pep rally with children and AU Cheerleaders
- CLASSROOM STAFF:
 - 2 Darden HS teachers resigned. 1 with no notice and one with only a few days notice.
 - 1 HS intern hired.
 - EHS 1 teacher resigned. 1 Intern was terminated, 1 quit. 1 substitute was terminated.
 - 3 EHS interns hired at Darden. One is close to CDA.
 - 2 new EHS teacher Hired.
- HS teachers send out “bubble notes”—communication about children to parents.
- HS teachers began children’s portfolio samples # 2.
- Auburn Librarian visited to read to King Center Classrooms on each Friday center was open.
- Auburn Education students came 2 x per week to help in classrooms at King and Darden.
- Kinesiology Students came all Tuesdays and Thursdays to Darden Center to work with HS children on motor skills.
- AU Human Dev. And Family Studies (HDFS) came to volunteer 2x per week in Darden EHS classrooms.
- Home based held 4 socializations at Darden (held at Hill Building) and 2 socializations at Edelman (held at Phenix City Library).
- Staff had Veteran’s Day off. Centers closed.
- Centers closed for Thanksgiving holidays.
- Fire, weather, and shelter in place drills were held at each center.
- A tail-gate teacher appreciation lunch was given to Darden staff by Darden Educators.

December

- A part-time temporary janitor was contracted for King Center
- Bus Aides had two half days of child development training given by Education Staff.

- CLASSROOM STAFF
 - 1 Darden EHS teacher Hired.
 - 5 Darden HS interns resigned.
 - 3 Darden HS interns hired.
 - 2 Darden HS teacher subs hired
 - 1 HS Edelman teacher resigned.
- Sharon Lewis -- passed her CLASS assessor test
- RIF book distributions occurred at all 3 centers with EHS and HS children. Volunteers read to children and each child chose a book to take home.
- COR Parent reports printed for each child in advance of parent-teacher conferences.
- 2 days of parent-teacher conferences were held Dec 9-10 at all centers.
- Fall group Of HSFS, Education and Kinesiology students completed their semester of fieldwork at the centers. Education held a small celebration for these students at Darden and King Centers.
- SEACAA training held at King Center 2 days
- Agency planning was held for 3 days.
- A father-child activity was held in Darden gym. Tim King (Programs Director), Tina Evans (Family Engagement Coordinator), Ruth Hairston (Education Board Rep.) and Cindy Czerkawski (former behavior specialist) led the activity.
- HS teachers completed children's portfolio time 2.
- Local Kohl's employees nominated ACHR HS/EHS to receive one of three Kohls \$10,000 grants from National Kohl's Giving for the state of AL, and we were chosen!
- We began a relationship with PNC bank. They will provide volunteers followed by cash awards and other benefits for our program thorough their *Grow up Great* program.
- Auburn Police department donated toys to King Center HS children.
- Dr. Rudisill from AU Kinesiology donated coats, scarves and hats Darden for HS children in need.
- Education staff held mental wellness activity for staff at Darden,
- Author Peter Huggins donated copies of his children's book for every child at the Darden Center.
- Home based held 1 socialization at Darden and 1 at Edelman.
- All three centers held holiday programs for families, which were well attended.
- Centers were closed for about 2 weeks for holidays.
- Fire, weather, and shelter in place drills were held at each center.
- Our beloved Foster Grandparent, Ms. Valerie White, from Darden Center EHS was killed in a car accident.
- Some Darden parents provided breakfast for the Darden Office Staff!
- Some HS children and families participated in the Auburn City Christmas parade.
- Some HS children and families participated in the Hurtsboro Christmas parade

January 2020

- Staffing:
 - 1 HS Edelman Assistant Teacher resigned.
 - 1 Home Visitor put in notice (will leave in February)
 - 1 HS Darden intern hired.
 - 1 HS Darden teacher hired (starting Feb 10th)

- All substitutes and interns working on CDAs and subs (who have out of field 4 yr degrees) will then work on 2 yr degrees in Child Development. Each received grants from TEACH to help pay their expenses.
- Edelman HS still needs a teacher and 2nd person.
- Homebased received training from Pam Revels from the Lee County Sheriff's department on *Workplace, personal safety, and Self Defense*.
- Karen Lusk, trainer, was nominated to be a *HighScope Hero*. This is the 50th year of the HighScope Curriculum. A HighScope publication will feature her and her HighScope journey this year.
- Bus evacuations # 2 of 3 were held at each center.
- King Center has a volunteer from AU psychology who will come 2x per week.
- Orientation was held for AU volunteers, who will start in February.
- Kinesiology students returned to Darden center for their 2x per week motor skills program.
- FOCUS 1st came to all center to screen new children's eyesight.
- SUSCC nursing students came to all centers to complete ASQ screeners on new children who needed it .
- Auburn City Schools held IEP eligibility meetings for 5 children at King Center. An additional child from King began attending HAPIE program for special services on Tuesdays/Thursdays.
- Education team members met with administrative planning team to prepare for February HS Focus 1 Audit.
- Volunteer from Target came to help King Center with playground maintenance.
- 2 dads came to help spread mulch on King playground.
- Children's school pictures were taken at each center.
- Teachers prepared for February 2 week Reading Challenge. For 2 weeks, a lending library book is sent home each day. Parents are encouraged to read nightly and send book back the next day. Teachers also try to read more books to children each day than usual.
- HS classrooms took field trips to places such as Jules-Collins Museum, Target, Opelika Fire Department.
- Resource Visitors came to HS classrooms. These included people such as, fire fighter, exercise specialist, parents, and community member who read to children.
- Author Peter Huggins came to Darden to read his book in Head Start Classrooms.
- Educators presented Family of readers literacy information on "How to make the most of the time you spend reading to your child."
- Centers are hosting weekly "Parent Connect" Groups sponsored by Family Resource Center.
- Fire, weather, and shelter in place drills were held at each center.

**REPORT TO THE BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
HEALTH/NUTRITION/SPECIAL SERVICES
for the period November 2019 – January 2020**

**Natalie Stephens RD LD/ Assistant to the Health Services Coordinator
Janet Burns, Administrative/Health Services Coordinator**

HEALTH/DENTAL/OTHER

- All immunizations up-to-date at this writing
- All required health screenings were completed within the 45 days.
 - SUSCC Nursing students returned in January to do any needed (follow up or new students) health events including ASQ, Hearing, Growth Assessments
- Focus First (re)screened any children that were needed in January. All children that needed follow-up/treatment and have been referred.
- Dental: Parents are able to take children to the dentist and Head Start centers are receiving the needed paperwork. If a parent is not able to take a child to the dentist, Dr. Liles has not been able to schedule appointments for the Health Staff to take multiple children at a time. Health staff has been working Family Engagement Advocates (FEA) to help parents take own children to the dentist.
 - Janet Burns (a licensed Speech/Language Pathologist) was able to come and perform dental screens for children that did not have an updated dental screen or exam.
- Well Child/Baby Checkups: Health staff is continuing to work with parents and FEAs to obtain documentation from parents for their child's check ups. As the child's new checkup is due, health staff sends notes and contacts parents to remind them to take the child back to the doctor to renew.
- January Parent meetings at each center include health, dental, nutrition, safety, disabilities or mental health information. This year, Natalie Stephens spoke to parents at each center about various health topics. These included information about colds and flu, "Stranger Danger," self-defense information, and updates for parents about dental and well child check-up documentation needed for each child's health file. All parents who attend the meetings received handouts. Children took information and handouts home to parents who were unable to attend.

NUTRITION - KITCHENS

- Darden Health Score- **99**
- King Health Score- **100**
- Edelman Health Score- **100**

NUTRITION – LIFE (Learning Information about Food and Exercise)

- **Exercise classes:** In November, exercise classes were dissolved due to no attendance at Darden and low attendance and conflicting schedules at King. At the first of the year, past

Board Report - Health/Nutrition/Special Services – November – January 2020

members of the exercise class at King asked to start exercising together at a local gym. Natalie is a member of this gym as well and meets with them and motivates them as we all exercise together. Some staff and parents from Darden are interested in coming as well and Natalie is encouraging them to do so.

- **Nutrition/Exercise Counseling:** currently Natalie is offering counselling on nutrition/exercise. Nutrition counseling is also offered to parents during parent meetings and/or other parent functions.

SPECIAL SERVICES

- **Screenings:** All children are up to date with ASQ screenings.
- **Children with an IEP/IFSP :** 31 completed IEP/IFSPs.
 - We are continuing to work with the school systems to refer children for evaluation
- **Behavior/Developmental referrals:** 17 children from all centers
- **Children receiving Services from other Agencies:** 6
- **East Alabama Mental Health:** Provides the services of a licensed clinician to help us meet the E/HS requirements.
 - Small groups in Center: Caroline May, therapist from EAMH, is planning to start doing small group sessions per the contract with EAMH in Feb. 2020. We have referred 12 children for the small group settings total so far.
 - Formeeca Tripp, Intervention Behavior Specialist is continuing to work and network with outside agencies to better refer and serve our children. These groups include: RAN (Regional Autism Network); AU Dept of Education Special Services, and Help me grow.

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

Sandra Aldridge, Special Projects/Technology/Parent Engagement Coordinator
Nov 2019-Jan 2020

Parent Engagement

The Policy Council have been doing their work. They worked with administration staff to get the grant out for the 2020-20 year; interviewed new staff; worked with parents to participate in the Christmas Parade in Auburn (King) and Hurtsboro (Edelman) [*See pictures below of Auburn Parade*]



The Chair and Vice Chair have started a parent workshop called “*Parent Connection.*” The design of this gathering is to allow parents to come together and discuss their lives including successes and challenges. It allows parents to give and receive advice on childcare, child rearing, job opportunities, dressing for success, applying for jobs and much more. Workshops are held in the King and Darden Centers with plans to start a session in Edelman soon.

Technology

I have been working with the new Family Engagement Coordinator, Tina Evans, to bring her up to speed on ChildPlus. We, Tabitha Perry and I, have also introduced her to ROMA to allow her to understand what is expected of the Family Engagement Advocates ROMA report.

Special Projects

Special **CONGRATULATIONS** to Tabitha Perry. She has received her certification as a Certified ROMA Trainer. Her hard work and desire to help make ACHR be the best it can be has paid off. She deserves this honor.

Tabitha and I are working on new ROMA Reporting Forms for staff that will allow us to have a more accurate count of the work and contributions ACHR is making in this community.



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. 2019—JAN. 2020

<u>NOV.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	000	000	4h:	4i:	4j:	4k:	Tabitha assisted one client (referred by the City of Opelika) with Prepurchase Homebuyer Education. She also assisted one client with their Loan Modification.
LIHEAP CRISIS:	000	000	4h:	4i:			
ABC TRUST:	000	000	4h:	4i:			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	000	000	SRV7: Case Management				
SURVEY RESULTS:							

<u>DEC.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	000	000	4h:	4i:	4j:	4k:	
LIHEAP CRISIS:	000	000	4h:	4i:			
ABC TRUST:	000	000	4h:	4i:			
SPIRE \$ HELP:	000	000	4h:	4i:			
CSBG:	000	000	SRV7: Case Management				
SURVEY RESULTS:							

<u>JAN.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING REPORT
			FNPI: (S)	4h Imp. Energy/Reduce			
			SRV: (I)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	1187	712	4h: 586	4i: 586	4j: 000	4k: 000	Tabitha assisted 10 clients with "Locating, Securing or Maintaining Residency in Rental Housing. This includes going over their budget and/or Housing Letters.
LIHEAP CRISIS:	000	000	4h: 023	4i: 023	4j: 000	4k: 001	
ABC TRUST:	000	000	4h: 000	4i: 000			
SPIRE \$ HELP:	000	000	4h: 000	4i: 000			
CSBG:	000	000	SRV7: Case Management				
SURVEY RESULTS:							

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: NOV. 2019—JAN. 2020

HAPPENINGS:

NOV.: 6th Tabitha Perry, Barbara Dorsey and Benita Cox attended ADECA's Annual LIHEAP Workshop in Montgomery, AL. The new information was presented:

New Indicators:

(FNPI 4z1: Number of individuals who avoided a shut-off, past due or disconnect notice) *replaced the "Preventative Task"*. (FNPI 4z3: Number of individuals whose energy service was restored after disconnection/ran out of fuel) *replaced "Restored Task"*. The new indicator (FNPI 4z2: Number of individuals that obtained utilities—deposit paid) is completed when we use the Crisis Program to establish new services.

New Service:

(SRV 4j: when LIHEAP General Program covers a deposit)

19th The Emergency Services Program offered its annual Fair Housing, Financial Literacy and Energy Counseling Workshops. We had 22/37 households to participate. Fair Housing brochures were handed out and Tabitha Perry discussed individual's rights when renting or buying. Participants received "Money Smart Resource Guide" during the Financial Literacy workshop and partners from Lee Russell Council of Government and Auburn University Extension Services presented additional information. Alabama Power, Opelika Light and Power, and SPIRE did presentations during the Energy Counseling workshop. We also used this time to register qualifying clients for the Outreach Program.

DEC.: 3rd The Emergency Services Office worked together in updating the Outreach Program. This consisted of working with individual clients in completing Outreach applications, retrieving 2020 Social Security and Retirement information and obtaining their pharmacy printouts. We also updated their information in FACSPRO to reflect the appropriate Services and Indicators. We currently have 283 Outreach clients and their information have been updated.

19th Tabitha Perry completed her ROMA Certification Presentation. She presented Modules 1-3 (History, Mission and Community Assessment and Developing Results Oriented Plans) to ACHR's Managers. (She was awarded her ROMA Certification on January 15, 2020)

JAN.: 7th The Emergency Services Program started its 2020 LIHEAP Heating Program.

Alabama Council on Human Relations
Board Report – November 2019 – January 2020

Maintenance, Transportation, Weatherization, Housing

Michelle Cospier

MAINTENANCE

King Center

Maintenance personnel at King Center continue working on routine maintenance items throughout the building. We purchased a new heavy-duty carpet extractor for King Center to clean the 20,000 square feet of carpeting throughout the building.

We are still working on tracking down and repairing several roof / gutter leaks. We had a roofer come look in January and are waiting for him to return and try a couple of ideas that hopefully will work to stop the leaks. We believe the strange odor that seems to come and go may be coming from the grease trap in the kitchen. We are working on a couple of ideas that we believe may solve the problem. We also have ordered parts to repair a leaking urinal in the men's bathroom upstairs.

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

1. Go to weatherization house with Mike
2. Take supplies to King from Home depot
3. Check heat on head start side of king
4. Flush toilets in bath rooms and pour water into floor drains
5. Work with AMCO on heat on second floor
6. Help Mike clean gutters
7. Walk King with roofer
8. Go to king and unlock trailer for Eric
9. Clean up after leak
10. Go to Lowes and pick up ceiling tiles
11. Replace ceiling tiles in H/S office
12. Work with Mike on finding cause of smell
13. Weatherization assessment on two houses with Mike
14. Weatherization assessment on 2 houses with Mike 4 total
15. Check heat upstairs
16. Go to Lowes and pick up mulch and sand for playground

Darden Center

Maintenance and janitorial staff at Darden have been busy maintaining the center. They continue with everyday tasks of cleaning and taking out trash as well as routine maintenance items such as performing building and playground inspections.

Lee's Heating & Air has been to repair units on Wing I, Wing II and in the gym.

We are monitoring the odor coming from the grease trap outside the kitchen. I have found a filter for the grease trap lid and am in process of obtaining quotes.

We are also still working with a roofer to resolve the roof leaks. He is coming back next month to see if we can get the leaks fixed.

The DHR inspector was at Darden in January and wrote up a couple of items that need attention. We are in process of correcting the issues. Staff has already painted the baseboards that had peeling paint and began installing the metal roofing on the Wing I playground shade structure.

The major issue is replacing chain link fences on Wing I and Wing II playgrounds with metal fencing. We have two quotes, both around \$50,000. I have priced material for our maintenance personnel to provide the labor at a cost of \$31,250. We are going to make a temporary fix to the existing fence to satisfy DHR.

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

1. Replace filters
2. Play ground inspections weekly
3. Repair tricycles
4. Repair leak in room Q
5. Repair two cabinet doors in room Q
6. Repair locks on bath doors Darden on the hill
7. Repair fence and gate at teacher parking lot
8. Turn off water to drinking fountains
9. Repair door kitchen entrance
10. Replace door stop in S & T
11. Replace insulation on freezer lid in kitchen
12. Repair base board at back door
13. Replace lock on women bath Darden on Hill
14. Help Mike with weatherization
15. Put tricycles together
16. Repair gate going to the Burton house
17. Repair gate play ground 2
18. Install two new swings playground 2
19. Work on lights at garage
20. Repair gate wing 3 going out to grass
21. Install new hinge on wing 3 gate
22. Replace sink drain in bath wing 2
23. Repair toilet at Darden on the hill
24. Repair Santa
25. Change filters
26. Repair toilet in large bath wing 2
27. Touch up wall paint in hallways
28. Install new lock on gate wing 3
29. Replace battery in emergency light Darden on the hill
30. Walk Darden with roofer
31. Install new lock on cabinet room P
32. Repair lights in storage room near break room
33. Repair fence on play ground 1
34. Start putting roof on shade structure
35. Repair lights in WIC
36. Go to home depot and pick up ceiling tiles
37. Clean up after leak
38. Replace ceiling tiles in S & T
39. Replace tiles in Wing 3 hall
40. Replace ceiling tiles in hall at front office
41. Replace ceiling tiles in hall at back door
42. Replace ceiling tiles in bath on wing 2
43. Replace ceiling tiles in room P
44. Walk with DHR
45. Repair two chairs in room T
46. Walk play grounds with Mike
47. Repair outlets in Rooms S & T
48. Repair lights in Dana's office
49. Put bleach in floor drain in old bath on wing 1
50. Fill old toilet drain in old bath wing 1 to stop smell
51. Touch up base boards where paint was missing
52. Cut lock off closet for Willie to get supplies on Wing 2
53. Repair electrical in training room
54. Repair 2 lights in training room
55. Repair light in wing 1 hall
56. Repair electrical in kitchen
57. Install led bulbs in kitchen lights
58. Install new light switch plate in S&T hall
59. Help change lights in gym
60. Change filters

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. Mr. Joe, our janitor/maintenance person has done an excellent job of keeping the floors looking like new. He has also been changing a/c filters, repairing door locks, patching holes in walls and doing touch up paint throughout the center.

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

1. Take supplies to Edelman
2. Take furniture to Edelman
3. Inspect play grounds
4. Show Mr. Joe where HVAC filters are located in units
5. Take filters to Edelman for Joe
6. Repair electrical in B-way for lights
7. Get door on class room D unlocked and sent Mike a picture
8. Play ground inspections

WEATHERIZATION

The ACHR Weatherization staff continues working on our goal of helping as many clients as possible. We are working on our 2019 DOE and LIWAP grants.

We have a total of eight houses to weatherize with these grants. We have completed work on five houses. We were awarded \$20,000 in additional funding from Alabama Power's Home Forward Program to help with the additional work needed and now have enough funds to do one additional house.

We have assessed three more houses and plan to do one of them with the additional funds, the other two will be awarded when we receive our 2020 grants. We look forward to assisting many more of our clients as the weatherization program moves into the future.

TRANSPORTATION

We are short one driver and searching.

HOUSING

Worked on the Jackson/Johnson Rehab deal that is due in early February. We will not know if it is approved until early June.

This list of Jobs we have done at Airport road garage

From :

Nov,Dec,Jan

2019-2020

Van Sanasith Garage Coordinator

<u>Month</u>	<u>Service & Repair</u>	<u>Road Service</u>	<u>Inspections</u>
November	44	4	15
December	36	3	15
January	34	3	14
Totals:	114	10	44

-Problems with new buses on news fuel pumps removed and replaced in two buses in this quarter.

-Keep Changing Inline Fuel Filter on Fuel Pumps Station At The Garage Make sure News School Buses Get Clean Gasoline.

-Pretrip Inspection on support vehicles for used on business trip or travel out of town for meeting and training.

-Perofrmed Preventive Maintenance on All School buses Monthly Inspection And Of all DarDen ,King Center and Eldermen buses to meet DOT regulations Specifications.

- Mechanic working at Eldermen Center for keeping school buses and support vehicles in DOT requirement to meet DOT specifications
- Delivery Diesel Fuel from garage to Eldermen for school buses use.
- Repair engine Mechanical problems.
- Oil Change with filter,lubricate body and chassis.
- BrakeTest and repair ,Air brake system and hydraulic system.
- Replaced new tires on School bus and Support vehicles.
- Repair and Service Heat And Air conditioning.
- Repair and tune up Driveability, Road speed test.
- Cleaned up around garage get ready to painting.
- Painting parking lot.
- News School buses, Garage Doing Service And Preventive Maintenance on every 5000 Miles.