

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

**ADMINISTRATIVE REPORT**

**for May 2020 through July 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 COLA, On-Going Improvement Funding and COVID19 funding sent. Status: all accepted and funding available. The focus of the Improvement Funding was to mitigate trauma. For EHS we requested to hire an additional Home Visitor to reduce the Home Based caseload to no more than 10 for each Home Visitor Educator and to purchase and support cell phones for each so they could use those to work with families. The Focus of the HS grant was to hire an additional teacher and teacher assistant to set up an additional classroom at Darden.
- City of Opelika grant for assistance with childcare - applied for \$20,000. Status: Pending.
- Focus Area I Early/Head Start Review was held the week of February tenth. In early June we received the report. There were no deficiencies nor noncompliance. They listed as an “area of concern” that we need to be able to offer coaching to all teachers who need it (difficult since when they said we needed to provide coaching there were no funds to go with that. They listed as “opportunities for continuous improvement” our parenting curriculum to be offered more widely and possibly hire an HR person (again, funding for the latter). In all three cases, the instructions were to work with the Regional Office, which we will do. Currently the focus of our Program Representative and the Regional Office has been and is the response and planning (and more planning) related to COVID-19.

**STAFF CHANGES/NEWS IN CENTRAL POSITIONS**

- None during this period

**OTHER ITEMS**

- At the beginning of the COVID-19 time away from the regular office duties, staff believed that we would have some time to catch up on revision to procedures, form, job descriptions, and this year, review/revision of the ACHR Policy and Procedure manual. That has not worked out. Some of those things are being done because they must be, but finding time and energy while responding to the COVID-19 challenge has been difficult.
- We reported in the last report that “due to COVID19, during the rest of March and April there has been something new almost daily.” That “something new” has continued. Our Program Rep at the Regional Office has commented on that. There has been much reading to do and many webinars to attend and sometimes we feel awash in information – and in needed tasks.
- Staff meetings have been regular, long (often three to four hours rather than two) as staff share information, and generate ideas in the new world we find ourselves in. Head Start, especially, has been incredibly supportive, generous with information and with extra funds for COVID-19 caused needs. We have tried to respond by creativity and responsible use of materials available and time.
- Despite the challenge of shortages and delays, using COVID funding we have selected and purchased, even with the challenge of shortages, a tablet for each Head Start child and loaded it with learning activities, and some for fun. With a single upload/download a week, the key learning program gives teachers information

about the child's level in various learning areas and this information can be used to help teacher and parent help the child learn. We have purchased small laptops for each teacher so they can set up "classrooms" on the computer and do Zoom conferences with parents who have connectivity. Head Start encouraged us in this because of the uncertainty of staying in after we start in person classes. Using CSBG COVID funds, we have up-graded the computer equipment in the emergency services office.

- Staff have planned and written most of the processes needed for staff who are working in our centers full or part time, and for both virtual services and for in center services for children. We had a parent child booklet we gave each child called "Going to Preschool." We now have an additional one called "Going to Preschool Virtually."
- Maintenance staff have deep cleaned centers. They have installed touchless faucets. We are working on touchless soap dispensers and paper towel holders. We are removing soft cuddly things and all non-essentials (no fun). Thanks to CSBG COVID funding there soon will be a covering so that parents and children will have a place to wait at Darden as staff check temperatures and symptoms before entry is allowed.
- Darden has Center "opened" for duration and EHS children. Currently enrollment is below normal level. We believe there are several reasons. It is harder to recruit when you can have little contact and cannot be out in the community. Parents are uncertain and uneasy; we have had parents ask if they must send their child when we open, or can we serve off site (yes). And there are additional Pre-K classrooms in Opelika for four-year-olds. As we have done things like give out tablets, we have had additional applications. If there is not a great up-tick in COVID rates, we are considering opening on a limited basis following current guidelines. With the exception of Early Head Start classrooms (they have only eight children in a classroom with two teachers), we do not have enough child-safe space nor enough staff to have all children in the centers at the same time with required distancing and ratios. We will serve half of the older children at a time for four days. Friday will be deep cleaning as well as time for teachers to contact parents/children who are in the virtual mode that week. The other half of the children the next week, and so on. That will allow more time spent with each child, better distancing and will meet the current recommendations. We are prepared for daily temperature checks, constant monitoring and cleaning, and for having to close some classrooms for two weeks. We feel that last part will be very difficult for preschool children.
- Some of our staff have continues to hone our web-based surveys. We will need to do a full Community Needs Assessment next year, so we are using this year to try out various ways to get some of the needed information.
- The Internet and phone systems are nearly complete (finally). The activation of the virtual firewall is scheduled for August 3. ATT believes that will resolve the caller ID problem. We certainly hope so.

## CACFP ACAH Combined Board Report April 1, 2020 - June 30, 2020

### CACFP

An Average of 21 Active CACFP homes participated during 3rd 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 ninety-two (92). These numbers reflect a dramatic effect of closures due to Covid 19 as well as income lost. We have lost 3 home providers due to retirement and only expect 24 participants we start the month of August and hopeful that schools reopen and these numbers go up as parents and teaches return to work as anticipated when actual number are submitted for July 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. Below are submissions for the Quarter

Meals	Apr-20	May-20	Jun-20	Totals for Qtr	Children	Apr-20	May-20	Jun-20	
T 1	3267	5124	6124	14515	T 1	78	113	128	319
T 2 H	0	0	0	0	T 2 H	0	0	0	0
T 2 L	66	144	249	459	T 2 L	1	3	5	9
T 2 M	0	0	0	0	T 2 M	0	0	0	0
<b>Totals</b>	<b>3333</b>	<b>5268</b>	<b>6373</b>	<b>14974</b>		<b>79</b>	<b>116</b>	<b>133</b>	<b>328</b>
<b>Federal &amp; State Dollars</b>					<b>Providers</b>				
Breakfast	\$1,356.52	\$2,052.62	\$2,612.43	\$ 6,021.57	T 1	17	22	21	60
Lunch	\$2,791.92	\$4,394.64	\$5,112.96	\$ 12,299.52	T 2 H	0	0	0	0
Dinner	\$ 117.03	\$ 181.77	\$ 144.42	\$ 443.22	T 2 L	1	1	1	3
Snacks	\$ 818.40	\$1,333.46	\$1,591.18	\$ 3,743.04	T 2 M	0	0	0	0
<b>Totals</b>	<b>\$5,083.87</b>	<b>\$7,962.49</b>	<b>\$9,460.99</b>	<b>\$22,507.35</b>		<b>18</b>	<b>23</b>	<b>22</b>	<b>63</b>

### Recruitment

One provider recruited, during this quarter.

### Monitoring, Software & Computer

Due to COVID-19 USDA FNS pending further instructions have waived the monitoring review process for 3rd quarter. A follow-up of the 6 months between visit 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 in 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 due to Covid 19

### Program plans

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

# **CACFP ACAH Combined Board Report**

## **April 1, 2020 - June 30, 2020**

### **ACAH**

#### **HURTSBORO**

No report

**Funding for Russell** No Funding source identified

**Funding Lee County** General Fund are the source used in Lee County and we still are collaborating with Ebenezer Baptist church. However due to COVID-19, no garden was planned so we have nothing to report on the progress with this effort. Arrangements have been made to pick up the tiller and other equipment and store in the ACHR shed at King Center

Garden with Kids” is was delayed this year due to COVID 19; no plans have been made for future implementation until social distancing is relaxed and field trips can be planned. Current plans are to clean out existing area and prep it for planting in August.

#### **General Fund CSBG**

No funds have been used in the Garden area as of this report; planning to purchase a shed for the garden area at King since we have been borrowing space where other equipment should be housed.

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

Alabama Organizing Project final report by Natalie McGruder has been submitted and scheduling a time to discuss the overall result and recommendation is set for some time in August with each Organizer to participate through ZOOM. This final evaluation includes 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 recruited. 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 out travel for volunteers. We anticipate additional resources from AABC that will aid in Virtual Tax Preparation process.

We met our target goal of 140 returns and exceeded it by 11 for a total to of 151 prepared for 2019 Tax years seasons. We have about 6 appointments; these numbers reflect a combined number for all locations Phenix City, Edelman, and King. During COVID we prepared approximately 20 returns through the virtual and drop-off process required when clients are not physically present to sign and receive a copy of returns. .Statistical data is not available for a breakdown of the types of returns.

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

#### **SCSEP**

No trainee recruited from SCSEP during the quarter; see CSBG for this activity with current participants.

Submitted by William E. Tarver, CACFP/ACAH Coordinator

## Family Engagement Advocates -- Darden, Edelman & King Centers

### Quarterly Board Report – May - July 2020

Tina Evans, Family Engagement Coordinator

#### MAY 2020

- Posted Head Start Recruitment Flyers in the community
  - A. Prepared Applications

#### Parents received the following community resources:

1. FLYER: Program for couples managing a chronic illness & Program for Couple Relationship Workshops
2. Opelika Powers Services to continue waiving late fees
3. Video Game Safety Guidelines for parents
4. Health & Wellness – Why sleep is important during times of crisis
5. Pandemic Crisis Services Response Coalition – Is the Coronavirus Pandemic affecting your mental health
6. Coronavirus & Cleaning your child's car seat
7. See how a mask affects how a cough travel
8. Foods that will boost your mood during a pandemic
9. Alabama Farmers Virtual field-trips
10. Khan Academy – FREE Resources – Keep Everyone Learning
11. How to get Mortgage Relief – New Legislation offers Coronavirus Mortgage Relief
12. Experts offers advice as employees head back to work amid pandemic
13. Empowering Solo Moms Everywhere: Parenting can be hard stronger together through information, resource & connections
14. National Parent Helpline for Parent Support
15. Lee County Literacy Coalition Program offering FREE Financial Literacy Workshops on-line
16. New Details FREE APP helps Truck Drivers in Training prepare for CDL Exam during pandemic
17. Alabama Department of Mental Health Advocacy Office
18. ADOL providing extra help to those seeking unemployment benefits
19. How to stay safe while stepping out during a pandemic
20. Protect yourself when using transportation
21. Bedtime stories read by Dolly Parton/ Michelle Obama
22. Sent information out to parents about the Ascend Program at Southern Union. This is a 4-week job training program that restarts at the beginning of every month.

#### Additional Direct Services Provided

- Family Engagement Advocate referred (1) Family – Parent received pull-ups for child at the Darden Center.

- Family Engagement Advocate referred (1) Family – Parent received sack lunches
- Family Engagement Advocate sent (1) Family contact information to the National Parent Helpline for Parent Support & Family Resource Center – Parent utilized resource & stated that information was very helpful

Quorum Training on-line

- WEBINARS:
  1. A Behavioral Framework for coping with Financial Stress
  2. Caring for children with Special Health Care Needs during COVID-19
  3. Family Engagement & Child Welfare
  4. Promoting Resilience in children, families, staff and you!
  5. Foundations for Learning Everyday
  6. From Food to Physical Activity
  7. Safe sleep and sweet dreams for infants
  8. Traveling with precious cargo
  9. Keeping our children safe: Planning ahead and being prepared-online

JUNE 2020

- Posted Head Start Recruitment Yard Signs in the community
  - A. Prepared Orientation Packets
  - B. Processed Applications

Parents received the following community resources:

1. ACHR given a large quantity of one-gallon whole milks, available on a first come first basis at Darden Center on 6/26/20.
2. Teach Fire Safety...Save Lives
3. Brain-Based Parenting Tips
4. Find out what's possible with Noom's Psychology...Get fit for good...Lose weight for good
5. 10 free virtual summer camps for kids
6. 10 FUN OUTDOOR ACTIVITIES AND GAMES FOR KIDS
7. 10 Easy Outdoor Activities to Keep Kids Entertained during Quarantine
8. EASY OUTDOOR ACTIVITIES FOR KIDS // FUN THINGS TO DO THIS SUMMER
9. Kids Music Class Full Class for Preschool Toddlers babies on-line:
10. The ABC's of COVID-19 - CNN and Sesame Street to HOST a Second Special Coronavirus Town Hall for Kids and Parents on May 30, 2020 @ 9:00am:
11. Lee County Literacy Coalition Program offering a FREE Financial Literacy Workshop On-Line
12. Family Dollar Now HIRING Nationwide...Customer Service Reps/Warehouse Associates...Part-Time Associates...Full and Part-Time Management...Apply On-Line:
13. National Doughnut Week - Any 1 Doughnut - FREE - June 1-5, 2020

- WEBINARS:
  1. Community Partnership with Child Welfare
  2. Social Distancing in Early Care and Education: Feasible or Impossible?
  3. ERSEA: Exploring Needs and Strategies in Uncertain Times: An OHS/MFO Update
  4. Fostering Father Leadership Skills consideration for Head Start
  5. Fatherhood Gov. Collaborative community launch
  6. Transportation services and vehicles during COVID-19
  7. Family engagement and child welfare
  8. Partnering with Families to Address Domestic Violence
  9. Addressing the Mental Health Needs of Early Childhood Education Staff During COVID-19

## JULY 2020

- Recruitment

### Parent Orientations

1. Edelman 7/7
2. Darden 7/8
3. Darden 7/9
4. Darden 7/21
5. Darden 7/22
6. Edelman 7/23
7. King 7/28
8. King 7/29

Enrollment as of end of July orientations is very low: Home Based EHS 69/104, EHS Darden Center 21/40, EHS Edelman 13/24, Darden HS 71/185. We have much work to do.

- Family Engagement Advocate referred (1) Family – Parent received a Gas Voucher for her vehicle from the Achievement Center

### Quorum Training on-line

- WEBINARS:
  1. Effective Practices Summer Webinar Series: Trauma-Informed Family & Community Engagement
  2. Racism is a Public Health Crisis for our children
- Parent School Information

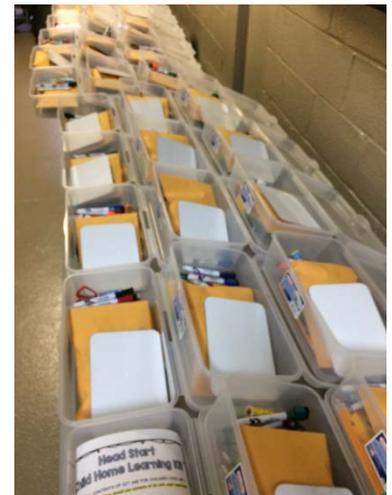
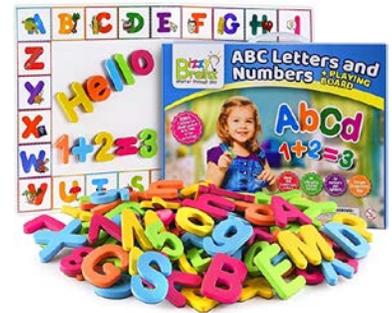


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**EDUCATION BOARD REPORT**  
**Report Includes Available School Readiness Data**  
May-July, 2020  
Sue Williams, Karen Lusk, Debbie Chism

May

- HighScope International Conference in Detroit Cancelled.
- Center Manager training in Washington DC cancelled.
- Survey of parent needs completed. Assessed Infant-toddler diaper and pull-up sizes.
- Materials and supplies ordered for child-parent kits arrived bit by bit.
- Materials for Head Start children included:
  - Plastic hinged lid container
  - Washable markers, pencils, pencil sharpener, eraser
  - Pad of large white paper
  - Child safety scissors
  - Glue sticks
  - Foam alphabet letters
  - Mini Dry erase board and markers
  - Magnetic ABC kit with magnetic board, upper and lower case letters and numbers
  - 4 children's books
  - Child Bracelet: "ACHR STRONG"
  - Graduation certificates for children going on to kindergarten.
  - School pictures for those families who had ordered photos.
  - School Readiness Learning Packet for parents containing 3 additional full weeks of preschool Home Learning Plans, and 8 weeks of RAGS activity sheets. Included handout of suggested activities to do with magnetic letters and numbers.
  - Hand out on why and how to wear masks.
- Materials for Early Head Start children included:
  - Crayons
  - Pad of large white paper
  - Bubbles
  - Diapers or pull ups
  - 3 toddler age quality board books
  - Child Bracelet: "ACHR STRONG"
  - School photos for those families who had ordered photos.
  - School Readiness Learning Packet for parents containing 3 additional full weeks of infant-toddler Home Learning Plans, and 8 weeks of RAGS activity sheets.
  - Handout on why and how to wear masks.
- Karen Lusk and her husband Hugh worked 11 days at Darden during quarantine to unpack materials as they arrived and to put



together kits and label by center, classroom, and child. Education staff including administrative educators and mentor teacher came to assist with final organization prior to pick up days.

- Over 2 days at each center, administrative educators and mentor teacher held drive up events at which parents signed for and received their bag of supplies and paperwork.
- Educators attended weekly administrative planning meetings by Zoom with admin team on Wednesdays.
- Education leaders held Education team planning meetings on Tuesdays
- Sue Williams and Karen Lusk assisted Admin. Coordinator with writing of COLA request and both the EHS and HS Improvement Funding requests.
- Educators in EHS and HS send weekly assignments to teachers and home visitors, including specific professional development to complete. Teachers/home visitors log contacts with families and children. Some by phone, some by zoom, some by FaceTime.
- King and Edelman HS last day was May 11<sup>th</sup>.
- Karen Lusk nominated as a HighScope Hero. See article on Karen at <https://highscope.org/?s=Karen+Lusk>
- Early Childhood Coordinator (ECE Sue Williams), Trainer (Karen Lusk), and Educator (Debbie Chism) continue to contribute to resources on Facebook.
- ECE and trainer wrote requisitions for infrared thermometers, masks, hands-free trash cans, staff aprons
- ECE and Trainer assisted with creation of recruitment flyers.
- ECE and Trainer attended AU Human Development and Family Studies Advisory Committee Meeting (Zoom)
- ECE and trainer attended Webinar on Caring for Children in Group Settings During COVID-19
- ECE and trainer watched information webinar on Ignite By Hatch software and its capabilities.
- ECE and trainer requisitioned 10 slots on Hatch Ignite learning software and explored software as “fake” children to see what the experience is like for children and what the data could tell teachers.
- ECE and trainer ordered Camtasia to assist with editing videos and presentations.
- Education team watched many webinars and read CDC information related to COVID-19 and childcare.
- Teaching staff and Trainer continue to read books on video for children and post to Facebook/Youtube
- Assist with creation of new individual training data form that can be created through ChildPlus with Saundra Aldridge.
- Created COVID daily protocol for staff returning to work on limited basis.
- ECE and trainer assisted Admin Coord. and Family Engagement Coordinator in revision of 15-G “Eligibility, Recruitment, Selection, Enrollment and Attendance” including parent orientation procedures.”
- Transition Activities: Educators met with public school personnel regarding individual children with special needs or challenging behavior issues and shared information helpful for their placement and continuation of services.

### June

- Tablets and tablet bumpers (soft material that surrounds and protects the tablet) purchased for HS and older toddlers to borrow. Slots for Ignite software were purchased.
- Education staff assisted in design of roadside recruitment signs.
- Trainer requisitioned Safe Place Enhancement project materials to created Safe Place corners in HS classrooms (using Kohl’s grant funds).

- ECE and Trainer assisted with revisions to the Emergency Disaster Plan to include COVID-19 type of situations. New version posted on website.
- Education team made list of safety items needed in centers and home based buildings to increase safety including covered walkway for Darden temperature station at front door, hands free water faucets, hands free paper towel dispensers, hands free soap dispensers, school-age sink for classroom, hands free hand sanitizer (for front doors and wings) must be at adult height.
- Received sanitizing bombs for classrooms.
- Waiting on sanitizing wipes and other disinfectant items as they are difficult to procure.
- Infant-Toddler Conscious Discipline Orlando training cancelled.
- ECE and Trainer wrote interim instructions for EHS teachers as well as ACHR Employee Agreement, EHS-HS Staff protocol for limited work in buildings; Created sign-in out for temperature COVID Screening at ACHR buildings.
- Trainer made COVID signs for building doors and temperature stations.
- Day care staff laid off 6-5-20 as no children are attending.
- ECE and Trainer worked with Administrative Coordinator on COVID Supervisor's Protocol, COVID staff procedures, many forms related to Families First Coronavirus Response Act (FFCRA) and its 2 weeks of paid sick leave, plus the Family Medical Leave Act Expansion (FMLAE) which is about receiving up to 10 weeks at 2/3 pay if employee has to stay home with child due to schools being closed).
- Last day for child services for program year 2019-20: Darden HS June 5th and Darden/Edelman EHS June 19.
- One intern at King HS resigned.

### July

- Due to increasing COVID cases in our county, Education team met to organize virtual learning plans for EHS and HS, as centers/EHS home visiting will open virtually. Plans for teaching staff and home visitors to safely work in buildings arranged through schedules limiting the numbers of staff working in building on any given day.
- ECE, Trainer, King Educator viewed webinar on closing out of Child Observation Record for 2019-20
- Tablets, bumpers arriving and being set up for child use and protection. Ignite learning app being added. Additional apps being added include Google Classroom, Zoom, and EPIC Books. Teacher training on ignite software scheduled for 1<sup>st</sup> week of August.
- Within one week of having EHS staff in Darden Center, a teacher tested positive for COVID. She and rest of group who had worked in EHS wing at Darden were sent home so sanitizing could happen. Three staff who had been exposed to staff member with COVID were asked to quarantine and test. One week later, an office staff member tested positive and had to quarantine.
- ECE and trainer worked with Admin Coord. on a COVID version of parent handbook, explaining current situation and what we are doing by starting virtually and changes being made to increase health/safety when centers re-open.
- Orientations for Darden HS and Darden/Edelman EHS held at two different weeks in June. Parents drove through and stayed in car while documents were reviewed & questions asked. Applications are coming in very slowly. Numbers of children being enrolled are very small.
- First day of new program year: Home Based July 6<sup>th</sup>. Center based EHS July 13<sup>th</sup>. And Darden HS July 15<sup>th</sup>. Services are being offered virtually beginning with virtual "home visits" and then more regular virtual contacts with children and families.

- Enrollment as of end of July is very low: Home Based EHS 69/104, EHS Darden Center 21/40, EHS Edelman 13/24, Darden HS 71/185.
- Education team led by Debbie Chism created HS and EHS virtual lesson plan format to use on Goggle Classrooms and teachers began using them.
- ECE and trainer wrote ACHR virtual learning plan for families. Posted on web site.
- Met with Dianne Naranjo (Region IV Program Rep at regional office) by phone with Admin Coord. and Program Coord. She wanted updates on program closures and openings and how programs are doing.
- Debbie Chism and Pam Heartsill collected thousands of books donated by Jean Dean RIF as they were closing out their warehouse. Books will bring a blessing of in-kind and will greatly increase our ability to give children good books during virtual learning as well as increase our classroom lending libraries and resource libraries in the centers and in the home based building. Education team members assisted in warehouse one day with writing down titles and numbers of books to track in-kind. A great thanks, to Debbie Chism and Pam Heartsill who put in a lot of physical effort to pack and tote boxes of books. And thanks to the helpers from our janitorial staff.
- Already enrolled/participating Darden EHS center based children (19) received 6 children’s books, 6 weeks of RAGS parent-child activities and a bag of child learning materials that teachers took to their door steps. Teachers are in contact 2-3 times per week with children and families.
- Heard that improvement grant was approved. Darden is adding another classroom in order to lower the class size of the Darden HS classes to between 15-16 children. Needs a teacher and an intern.
- Staffing: HS—Hired one intern for King Center. Hired one HS teacher for Darden. Hired an intern for second person in classroom. In EHS Homebased, we are looking for 2 Home Visitors to help cover the extra EHS slots in conversion until building (Mother Marys) can be renovated in Phenix City.
- Had 2 degreed HS teachers from Darden resign. One took another job at a private school and the other is moving out of state.
- Conscious Discipline has developed lengthy virtual trainings to help take the place of the live events in Orlando that had to be cancelled in June/July due to Coronavirus. There is a version for Infant Toddler teachers and a version for preschool teachers. It can be accessed in parts and will be available through December.

### **SCHOOL READINESS FINAL REPORT 2019-20**

Due to the emergence of COVID-19, all program center operations ceased after March 13, 2020. No further COR data was added to the system. The program, teachers and home visitors continued to support children and families in a variety of ways as noted above.

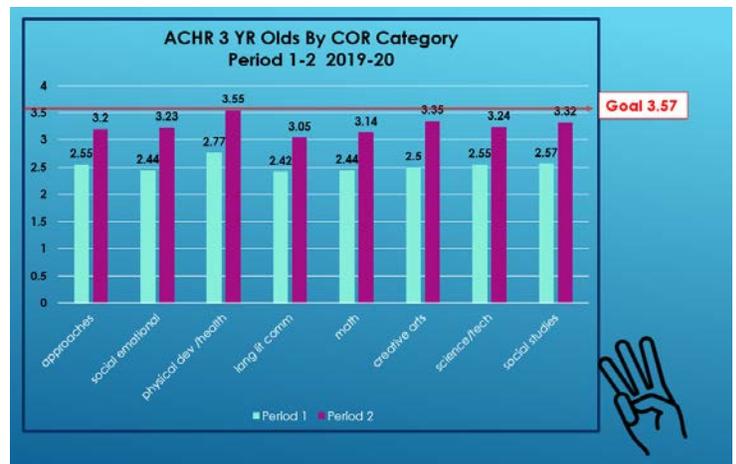
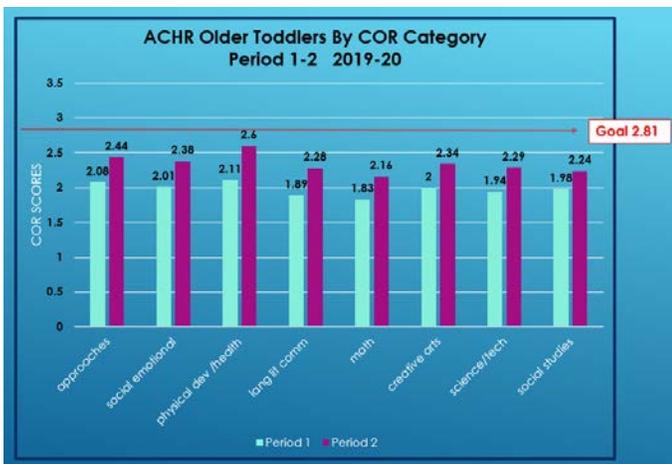
Analysis of existing data indicated approximately 30% of period 3 data had been entered, which is not enough to draw conclusions.

In looking at the data from period 1 through period 2 (February, 2020), some facts can be reported:

1. Older Toddlers (OT) had reached a COR average of 2.32 and were 83% to their goal of 2.81. On average, the typically developing OTs were well on their way to meeting their school readiness (for preschool) goals.
  - a. At the mid-point, the OT’s highest learning category score based on its goal was *Social and Emotional Development*” at over 100% of its goal followed by *Social Studies*” at 90% towards its category goal.

- b. The lowest scoring category for OTs was *Mathematics* at 74% towards its category goal.
  - c. The lowest scoring single item of 34 items for OTs was N. *Phonological Awareness* at 77% of its goal.
  - d. The highest scoring item for OTs was D. *Emotions*, which was over 100% of its goal.
2. Three Year Olds (3yrs.) had reached a COR average of 3.3 and were 92% to their goal of 3.59. On average, the typically developing 3yrs were very close to the school readiness goals desired prior to their last year in HS.
- a. At the mid-point, the 3yrs. highest learning category score based on its goal was *Physical Health and Development* at 97% towards its category goal followed by *Social Studies* at 95% of its category goal.
  - b. The lowest scoring category for 3yrs. was *Language, Literacy and Communication* at 85% of its category goal.
  - c. The lowest scoring single item of 34 items for 3 yrs. was N. *Phonological Awareness* at 65% towards its goal.
  - d. The highest single item of 34 items for 3yrs. was U. *Measurement*, which was over 100% of its goal.
3. Four Year Olds (4yrs.) had reached a COR average of 3.87 and were 84.3% to the goal of 4.59. On average, the 4yrs. group was making good progress towards their school readiness goals for kindergarten. As this oldest group progresses, we have always noted that gaining a whole scoring point becomes more and more difficult as levels rise. There is almost 12 months difference between each scoring level. From current scores and past year’s scores at the mid-point, the trajectory indicated 4yrs. group on average would have met our school readiness goals.
- a. At the mid-point, the 4yrs. highest learning category score based on its goal was *Physical Health and Development* at 88% towards its category goal followed by *Science and Technology* at 86%% of its category goal.
  - b. The lowest scoring category for 3yrs. was *Approaches to Learning* (Initiative and Planning, Problem-Solving with Materials , Reflection) at 85% of its category goal.
  - c. The lowest scoring single item of 34 items for 4 yrs. was N. *Phonological Awareness* at 69% towards its goal. This item involves Level 3: *Child spontaneously says real or made-up rhyming words*; Level 4: *Child points out that two words do not rhyme*. 5. *Child points out that two words (real or made up) start with the same sound*. Our goal is for as many children as possible to reach a level 5 by the end of period 3.
  - d. The highest single item of 34 items for 4yrs. was item O. *Alphabet Knowledge*, which was 97% of its goal after period 2.

See graphs below showing growth in learning categories between periods 1-2, 2019-20 by age group:



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

**HEALTH/DENTAL/OTHER**

- Due to the sudden closures of the centers due to COVID-19 and the Governor's Orders, no health screenings were done during this period for school year 19-20. However, all health screenings were up to date before the centers closed and all files for completed and up to date for the end of the school year in May.
- Drive thru orientation took place in July at all three centers. Health staff was able to get all health paper work completed by parents.
  - Health Staff made You Tube videos to go on ACHR's channel to explain how to complete each required health document and why the health information is needed.
  - Most required health paperwork was sent out in the Head Start orientation packet to be returned the day of orientation.
  - Health paperwork that is typically completed during orientation by Health staff with parental input about the child's needs was completed at orientation.
    - Health Staff interviewed parents and completed the paperwork while the parents stayed in their vehicles.
- Immunizations: Parents are required to bring in immunization records for their child at orientation. If a parent is unable to bring a copy of the imprint record but the child is up to date, Health staff can pull these records from the Imprint system.
- Health screenings: All required health screenings for this period and for 20-21 school year will be taken from the physical/well child checkup.
  - We are strongly recommending that parents contact the pediatrician to schedule an up to date physical/ well child checkup if the child does not have a current one.
  - Some pediatricians are providing virtual appointments if the child has no complications and is up to date on all immunizations.
- Dental: We are able to pull the required preventative dental screen from each child's physical/well baby check up. 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. Parents have been asked to take their child and to 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.

**NUTRITION – KITCHENS**

- Kitchen have been closed since closing the centers in March and all food deliveries (Wood Fruitticher, Borden's milk, Flower's Baking Company, Quality Produce) have temporarily been discontinued.

- At the Darden Center, in July, we were given 56 gallons of whole milk. We contacted parents and managed to distribute it all to families that could use it.

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

- **Exercise Classes** have been cancelled all summer; however, Natalie does have a few exercise videos and links on ACHR's You Tube channel and Facebook page
  - Natalie is planning on putting more videos on the YouTube channel as well as starting a weekly exercise zoom class.
- **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**

- **Children with an IEP/IFSP:** Currently, we have 31 active IEP/IFSP's.
  - **We ran 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 for their child to receive the 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 children for evaluation.
  - Developmental Referrals: 18 children have been 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 was unable to happen. They are still meeting and supporting many of our clients that are on their caseload as well
- Our I/B Therapist, Formeeca Tripp, is continuing to support and meet with parents with children who have special needs, whether have an IEP or not, via email and/or phones,.
- We are also supporting parents' mental health by providing information about resources that are available during this time, and updating current information on social media and the website as needed.



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: MAY—JULY 2020**

<b><u>MAY:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING REPORT</b>
			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.:	035	062	4i: 035	4j:	4k:	4z1: 4z2:	
LIHEAP CRISIS:	014	026	4i: 14	4j:	4k: 14	4z1: 14	
ABC TRUST:	000	000	4i:		4k:	4z1:	
ABC COVID-19:	014	020	SRV7: Case Management				
EFSP:							

<b><u>JUNE:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING REPORT</b>
			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.:	443 (91H)	712 (200H)	4i: 534	4j:	4k:	4z1:	Tabitha assisted 12 households with rental/mortgage assistance through the EFSP CARES COVID-19 Program. She also assisted 10 households through the CSBG Disaster Relief Program.
LIHEAP CRISIS:	024 (90)	064 (184H)	4i: 88	4j:	4k: 88	4z1:	
ABC TRUST:	002	003	4i: 02		4k: 02	4z:	
ABC COVID-19:	007	010	SRV7: Case Management				
EFSP:	11 households with rent, 1 household with mortgage, 1 household with utilities						

<b><u>JULY:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING REPORT</b>
			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.:	425	748	4i: 425	4j: 425	4k:	4z:	Tabitha assisted 5 households with rental/mortgage assistance through the EFSP CARES COVID-19 Program.
LIHEAP CRISIS:	029	093	4i: 029	4j:	4k: 29	4z:	
ABC TRUST:	009	015	4i: 009	4j:			
ABC COVID-19:	003	005	SRV7: Case Management				
EFSP:	7 households with rent, 1 household with mortgage, 4 households with utilities						

**LIHEAP** (Low Income Home Energy Assistance Program)  
**ABC TRUST** (Alabama Business Charitable Trust: Funded by Alabama Power)  
**CSBG** (Community Service Block Grant Program)  
**EFSP** (Emergency Food and Shelter 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: MAY—JULY 2020**

**HAPPENINGS:**

**MAY:** May is the time of the year the Emergency Services Staff hosts its annual Financial Literacy, Energy Assistance and Fair Housing Workshop; due to the need to practice social distancing because of COVID-19, we were not successful in offering them. During the month of May, we had to learn and implement innovative ways to assist the community. Staff spoke with other Community Action Agencies and we shared ideas with one another to be able to offer assistance while remaining safe.

Because of COVID-19, 12 CAA agencies throughout Alabama temporarily shut down the latter part of April and for several weeks in May. ACHR's Emergency Services Program continued to assist the community as did 8 other Community Action Agencies. Because of the pandemic, Alabama Department of Economic and Community Affairs (ADECA) hosted Zoom meetings to discuss exemptions for the LIHEAP and CSBG Programs. They also extended the LIHEAP Heating Program through the month of June to offer the 20 CAA's the opportunity to utilize their funds and to offer additional assistance to the community.

We were already utilizing the drop box for the Outreach Program, so we offered the use of the drop boxes to all clients. We placed the Energy Assistance application on ACHR's website and we followed the lead of ACHR's Head Start Program in having realtor boxes attached to the drop boxes to offer applications to those clients who are not computer savvy.

We placed information in the O-A News, Charity Tracker (local assistance CMS), on ACHR's website and on ACHR's Facebook Page offering assistance for persons we had not already assisted and for those who received a decrease in their income due to COVID-19. During this time, we also were able to contact and sign up seniors who requested to be placed on the Outreach Program. This gave us a total of 296 Outreach clients.

Because we had previously updated all Outreach clients during December, in January, we received all of their 2020 documentation. This proved to be an advantage due to the closure of businesses (Social Security Office, Housing Authority, Department of Human Resources, etc.) because of COVID-19.

**JUNE:** ACHR's Emergency Services Program received the first time ever in Alabama CSBG Disaster Relief Grant. This grant was used to assist households that were impacted by the tornadoes that destroyed parts of Beauregard and surrounding areas in March of 2019. We were able to assist 10 homes with this grant.

Through the Lee-Russell Council of Governments, we applied and received EFSP Phase 37 and CARES funds to offer rental and mortgage assistance to those households that were impacted by COVID-19. We also received ABC CARES COVID-19 funds. These funds were used to assist those households who were over income for LIHEAP assistance program.

The Emergency Services Staff were able to continue the LIHEAP Heating/Crisis Program to assist those households who had not received assistance during January through April. We also started the LIHEAP Cooling/Crisis Program.

Tabitha received two Neighbor Works scholarships. She passed the exams for each course and received certificates of completion.

HO031: Rental Counseling and Eviction Prevention COVID-19

HO033: Protecting Credit COVID-19

**JULY:** Tabitha passed HUD's Housing Counseling written exam and is now recognized as a Nationally Certified HUD Housing Counselor. The U.S. Department of HUD requires all housing counselors participating in HUD programs to be certified to offer counseling services. Housing counselors must pass a standardized written examination and work for a HUD-approved housing counseling agency. Counselors must demonstrate competency in financial management, property maintenance, responsibilities of homeownership and tenancy, fair housing laws and requirements, housing affordability, and avoidance of rental and mortgage delinquency/eviction and foreclosures.

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

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

Saundra Aldridge  
Parent Engagement/Special Projects Coordinator  
May - July, 2020

#### **Parent Engagement**

We had no idea we would still be working under this Pandemic with things getting worst than better. I have been working with the Administrative staff and participating in webinars to find ideas, ways, laws, etc, that will help us be the best that we can be in this crisis.

Staff will be using virtual learning for teaching the children. As things proceed, I'm sure we will embrace technology even more.

The Policy Council will receive its annual training via Zoom. Plans are being finalized.

#### **Special Projects**

Adrienne Aldridge, president for **S.T.E.P.S.** received today a thank you letter from one of the parents she worked with. The young man, Miles Tolbert, will be attending Alabama A&M college in Huntsville. He received the following scholarships:

- 1890 Agricultural Scholarship (tuition and fees for 7 semesters)-this scholarship comes from USDA and guarantees the recipient a job with USDA upon graduation.
- Alabama A&M Merit Scholarship (\$5,000; \$250 for books)
- Betty J. Neloms Memorial Scholarship (\$500)
- Max4Kids (\$5000)
- Four Seasons (\$500)
- Thurgood Marshall College Fund –The Breakfast Club for HBCU (amount contingent on account balance)

Miles is the son of Sharon Tolbert a former CAPLC Board member. She told Adrienne she did not attend Head Start but her mother did.

We are very proud of the hard work Miles did to secure these scholarships.

#### **Technology**

With COVID-19, staff are much more dependent on technology to do our work. We are using computers more so we need and are receiving better/faster equipment. Some staff is learning programs like ChildPlus in more depth. Some are using new programs such as Zoom to communicate with one another. Some of us need to and will obtain and use Zoom to better serve our clients. It is an interesting time.

**Alabama Council on Human Relations**  
**Maintenance, Transportation, Weatherization and Housing**  
**April – July 2020**

**Michelle Cosper, Transportation-Maintenance Manager/Housing Coordinator**

**MAINTENANCE**

**King Center**

Due to COVID-19 King Center has either been closed or working with limited staff. Janitorial staff has completed stripping and waxing floors in classrooms and shampooed most of the carpet in the Head Start area. Since completing the stripping and waxing, they have focused their attention on projects at Darden Center. We will resume janitorial and maintenance work at King beginning in August.

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

- Install plastic information box on drop box
- Count sinks, soap dispenser, and paper towel dispensers to be replaced with touchless dispensers
- Repair lights in hall up stairs
- Move donated books from trailer to upstairs hall
- Replace florescent bulbs with led bulbs in hallways and rainy day room
- Empty trash that was outside and placed in container
- Move all trailers and man lift from Darden back to King
- Clean up water leak in front of janitor closet
- Turn off all water fountains to comply with COVID-19 requirements

**Darden Center**

Even in the midst of COVID-19, maintenance and janitorial staff at Darden have been busy maintaining our school. Our maintenance and some janitorial staff joined together to work on some major projects. We completed our sidewalk replacement project where we removed 800 sq. ft. of broken sidewalk and then installed new form boards and poured 9 yards of new concrete for new sidewalks.

We have measured, planned, and ordered a new front entrance cover and metal cover for the front sidewalk that will keep our parents and their children out of the weather when signing in their Head Start children. This new procedure is due to the COVID-19 pandemic requirements.

We also discovered a large gap between the flashing and the brick wall on Wing 3 roof. We repaired the flashing and re-caulked the entire gap which seems to have fixed our roof leak that had been going on for over a year.

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

<ul style="list-style-type: none"><li>• Install Plastic information box to side of drop box</li><li>• Put up shelf for Dana for computers</li></ul>	<ul style="list-style-type: none"><li>• Build form for sidewalk in front of school</li><li>• Help clean gutters on gym</li><li>• Help cut down tree on playground 3</li></ul>
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<ul style="list-style-type: none"> <li>• Help install ridge cap on shade structure playground 2</li> <li>• Put roof seal on flashing on Wing 3 roof</li> <li>• Trim other trees on playground 3</li> <li>• Clean up tree and branches and take across street for city to pick up</li> <li>• Count soap dispensers, paper towels and sinks to be replaced with touchless dispensers</li> <li>• Touch up paint on swing on playground 1</li> <li>• Break up sidewalk playground 1</li> <li>• Trim trees playground 1</li> <li>• Scrape up sand and put in low spots on playground 1</li> <li>• Take down fence around air condition playground 1</li> <li>• Repair gates at Burton House</li> <li>• Repair both gates at wing 3 parking lot</li> <li>• Repair fence gate at playground 1 parking lot</li> <li>• Cut stakes from old 2x4 for forms for sidewalks</li> <li>• Change out fluorescent lights to led's in room P</li> <li>• Change out fluorescent lights to led's in room S&amp;T</li> <li>• Check all emergency and exit lights for operation</li> <li>• Replace emergency light in wing 2 hall</li> <li>• Cleaned out closet in bath on wing 1</li> <li>• Replace fence around garden spot on playground 3</li> <li>• Form up for sidewalk in front of school and playground 1</li> <li>• Replace wet ceiling tiles in room S&amp;T</li> <li>• Clean up playground 3 where we replaced fence</li> <li>• Clean AC drain wing 3</li> <li>• Take off back hoe and install auger on tractor</li> </ul>	<ul style="list-style-type: none"> <li>• Work on fence around AC on playground 1</li> <li>• Complete fence and clean up playground 1</li> <li>• Take lock off file cabinet in office</li> <li>• Replace light in supply room in office</li> <li>• Pour concrete sidewalk at main entrance, playground 1, end of wing 1, and front of gym</li> <li>• Take down concrete forms</li> <li>• Install new “No Parking” sign in front of school</li> <li>• Spray weeds all around campus</li> <li>• Install new AC in Jo Ann’s shed</li> <li>• Repair light in Jo Ann’s shed</li> <li>• Repair toilet in bath wing 2</li> <li>• Repair all lights in Darden on the hill except stairwell</li> <li>• Turn off all water fountains</li> <li>• Spray weeds</li> <li>• Clean up from leak at Dana’s building</li> <li>• Clean ac drain in Sunshine shop and change filter</li> <li>• Cut up limbs and take them to the edge of the road to be picked up at Darden Hill</li> <li>• Replace sink faucet in classrooms h, j, k, l, m, n, o</li> <li>• Replace sink faucet in room I, training room, Sue’s office, and large bath on wing 2</li> <li>• Change filters in all ac units</li> <li>• Replace faucets in large bath on wing 1</li> <li>• Install new touchless faucets in adult bath on wing 1, class room g, e, d</li> <li>• Install new touchless faucets in room a, b, c</li> <li>• Complete w/o on wing 1</li> <li>• Put computer cord channel back on wall in class rooms</li> <li>• Spray weeds</li> </ul>
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### Edelman Center

The maintenance/janitorial staff at Edelman have been split between Darden and Edelman. Joe has been working mainly at Darden assisting with maintenance and janitorial work including the sidewalk

replacement, roof repair, etc. Morris has spent most of the time at Edelman moving furniture and helping Eric with stripping and waxing floors, touching up paint, repairing toilets, etc.

Eric, Casper, Joe, and King spent a couple days at Edelman pressure washing the porch on Wing 3 playground and replacing fluorescent bulbs in the kitchen with new LED bulbs.

Two AC units at Edelman have had to have repairs. The units are 15+ years old; we are trying to get all we can get out of them before making the decision on when to replace.

## **TRANSPORTATION**

Due to COVID 19, drivers and bus aides worked from home until the end of the year date for their center. All were asked to use their transportation roster as a call sheet. We felt it very important to stay in touch with our parents if for nothing more than just to have a conversation. The transportation supervisor and myself worked diligently to stay informed, register for Webinars and complete any training available on policies and recommendations to sanitize buses in order to keep staff and children safe.

The Garage area worked with us on ideas on how to outfit bus to maintain social distancing to assure safety.

## **WEATHERIZATION**

The ACHR weatherization staff continues working on our goal of helping as many clients as possible. Due to COVID-19, our contractors had to stop working on our clients houses. We were in the process of working on five 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.

Update: We plan to resume our weatherization program in August 2020

## **HOUSING**

Housing has been extremely busy. ACHR currently has thirteen properties and six of them have either reached the tax credit maturity date or will be in the year 2021. The first property to mature was Darden Oaks. We applied for a five-year extension, which was approved. The second was Jackson-Johnson Townhomes in Marion AL. A new Tax Credit Rehab deal was submitted in February and approved in June. So we were off to the races to finalize the bank loan and complete all paperwork for the reservation commitment in order to have the closing. I am excited to be able to give this property a facelift. We have started the process for a tax credit rehab deal Inverness Apartments in Clanton AL. Several large, costly issues have hindered the process. So, just in case we are able to submit the application for Inverness, the process has been started for Alfred Radney Apartments in Roanoke, in case we are not able to fix all the issues before the deadline to submit the application to AHFA.

The other properties that will be reaching maturity have had a 5 year extension submitted and approved. This will give us time to be make decisions going forward with these properties.

On July 1, 2020, ACHR Housing began a new partnership with a new management company, Vizion located in Auburn AL. Vizion will manage three properties in Auburn and Opelika. The goal is to have a local management company so we can be more hands on and involved with our Lee County residents. The adjustment is taking our tenants a little getting used to but overall it is working well so far.