

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.

ADMINISTRATIVE BOARD REPORT for August - October 2020

Nancy Spears, CEO; Tim King, Programs Coordinator; Dianne Kent, Fiscal Coordinator

Janet Burns, Administrative Coordinator

GRANT APPLICATIONS, REPORTS AND RELATED ITEMS

- City of Opelika grant for assistance with childcare - applied for \$20,000. Status: Received – and we are so very pleased to have it this year as this is an expensive year to run any child service.

STAFF CHANGES/NEWS IN CENTRAL POSITIONS

Ed Thompson, our Planner of 20 years, died suddenly in October. Among other things, he screened calls for housing counseling, wrote the housing counseling grant, annually up-dated our community resources manual, *Branching Out*, tallied surveys/researched area data to compile the Community Needs Assessment, arranged staff travel, and worked with Nancy monitoring/responding to national events. He will be missed.

Fortunately, Ed recently had completed revisions to *Branching Out*. Though we had planned to do a trial CNA with a slightly different survey, it is not due until 2021. We ran a trial version on achr.com. Natalie Stephens, who runs our media, and now is reporting media along with health, will pull the data for those who used the web based version of the survey so we can make needed adjustments. Staff travel is on hold due to COVID. We will search for someone to do these tasks after we get past the Head Start grant and planning season. Meanwhile, we have a person coming on staff on a temporary basis to assist.

OTHER ITEMS

- Due to COVID19, weekly staff meetings (about 13 key staff on Zoom) grew from the usual two hours a week to as much as four hours. Sometimes it took a good while to work out new COVID19 safe systems that meet all needs. At this point we feel that most of that time was well spent. For example, staff spent hours working and re-working procedures and forms for COVID checks before entry to buildings and steps to take if a staff member or a child reported a positive COVID test, or exposure to someone who had COVID. We have had a few such instances now. Each time the process has gone smoothly. Parents and staff have been cooperative with the new processes and the inconveniences. Several staff have had COVID; one who was seriously ill for weeks. It made believers of most of us, if we were not before.
- Another topic that required a lot of thought and lengthened staff meetings was how to safely and quickly sign children in and back out twice each day. Normally, parents who bring children sign them in and later out in the center office and in the classroom (safety double-check). Bus aides sign children in/out. Old process – paper and pen – possible risk. Fortunately, ChildPlus came out with a new app that can be used on a smart phone or tablet. After considerable discussion over a couple of weeks, we settled on implementing the bar code sign in system Edelman has used for awhile. The app for cell phone and tablets made it scalable to the larger centers.

After parents and children have a COVID check (including temperature scan) they put the bar coded card in front of a camera on a tablet and it signs the child in. They pick up a pen, take it down the hall, sign the child in at a table outside the classroom (we must have one signature per DHR), drop the pen in a cup to be cleaned and leave. Process is reversed in the afternoon. Drivers pulling up to the door use their agency cell phone or a tablet to scan children on the bus into the center. The bus aid signs children in at the classroom; reversed in the afternoon. Once we decided the basics, staff wrote a procedure which helped hone the process. Then there were changes, and more changes. For example, drivers started with sheets of bar codes with children's names on them – but sometimes they accidentally scanned the wrong child. The drivers then were given booklets with one name & bar code on a page. More accurate and as fast.

- And so it has gone with many processes. Time has flown during this period. On the positive side, we believe some of the systems we have created will help us prevent illness during cold and flu season in “regular” years. We will continue some new processes, such as the bar code scanning system, because they are faster, and once the bugs were worked out, accurate.
- The laptop computers so many of our staff have now (including all teachers, purchased with COVID funds) have stood us in good stead. Staff who had to quarantine took their work with them, which helped. The additional laptops plus tablets for all HS and older EHS children were a tremendous set-up project this summer for Dana Strickland and her able assistant, Brenda Heard described in the last board report. We need to say in this report that the laptops and tablets have been worth the money and the effort.

Now and then we need to highlight the work of staff you do not hear much about. Dana began as our EHS clerk. She discovered she loves working with computers, took classes at Southern Union on her own and became good at trouble shooting and repairs. She has replaced keyboards and screens on laptops among other adventures. Currently she is considering replacing screens on a handful of tablets that children have broken. She works well with our outside IT provider (based in Montgomery) and saves the agency money and time with her efforts. This summer when she was doing set up of more than 400 tablets, she trained Brenda, who took over some of Dana’s former office duties, to do some of the work. That involved loading apps, such as the Ignite Educational program, setting each tablet to access the internet, but also setting it to prevent later loading of additional apps (which could cause problems). Recently I talked with a King Center teacher virtual teacher. She described how she uses data from Ignite (and encourages parents to encourage children to use it more). She told me about texting parents to let them know what the activity would be for the time scheduled and then doing a Zoom conference involving several parents and children. She said she thought it might be chaos, but that they have good interchange and sharing. We are proud of what our virtual teachers are doing and of our staff who made it possible.

- The activation of the virtual firewall mentioned in the last report did take place in August but did NOT resolve the caller ID problem. Instead, since then we have had problems with the phone system at Edelman, and Janet’s phone has ceased to work. They have managed to get the fax lines up.
- Found a note that I had tucked away September 1 to consider for use in this report. I can feel the frustration. Technology is our friend – and not. “Many of our staff are working at a fast pace. Lots of COVID-related documentation still to write. There are roadblocks. Our phone Internet went down/stayed down early Friday morning after three quick power failures (yes, we have battery backups). AT&T still has not repaired it as of this morning (Tuesday). Because our data programs like Child Plus and FACSPRO and even the e-Deca screener “live” on outside servers, staff cannot get to them without Internet. GMS (fiscal) is on an internal network - which is down. After we get through this grant period, we must work on improving the phone and internet systems.
- September was a super busy month because we were pushing hard to meet as many of the 58 Community Services Block Grant Organizational Standards as possible. We managed to finish the revisions to the ACHR Policy and Procedure Manual and get approval from the Board (thank you!) and from a lawyer. We pulled all job descriptions (67 for about 185 staff), listed them in an Excel spreadsheet, matched titles and adjusted the title and/or Organizational Chart as needed. Staff reviewed/revised 52 job descriptions that were nearing or more than five years old, and uploaded them to FACSPRO as required. We put PDF copies of job descriptions in sub folders by area in “ACHR Doc for Staff” in our Drop Box, which is how we distribute materials to about 40 supervisory and/or assistants who then share with their staff. We met 56 of the 58 standards, which is considered good. Next year we are aiming for 58/58.
- October is Self-Assessment month at ACHR-CDP. That took a little more thought also. In the end, we decided to use the Federal Head Start monitoring tool, as usual. We have been notified that we may have an FA-2 onsite Head Start review this year – which will have a team lead and four reviewers, as usual. However, they plan phone and Zoom conferences, and requests for documentation produced quickly on line – so all virtual. (We are happy about that; no outside possible COVID needed!) We decided to do the same thing and asked staff NOT to move among centers as they normally do during the self-assessment process. Instead, whoever worked at a center was tasked with checking things at that center.

CACFP & ACAH Combined Board Report July 1, 2020 – September 30, 2020

Child and Adult Care Feeding Program (Daycare Homes)

An Average of 21 Active CACFP homes participated during 4th 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 the dramatic effect of closures due to COVID 19 as well as income lost. We lost three home providers due to retirement; we expect only 24 participants when we start in August. We are hopeful that schools reopen and these numbers go up as parents and teachers return to work.

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

<i>Meals</i>	<i>Jul-20</i>	<i>Aug 20</i>	<i>Sep 20</i>	<i>Totals</i>	<i>Children</i>	<i>Jul-20</i>	<i>Aug 20</i>	<i>Sep 20</i>	<i>Total s</i>
<i>Tier 1</i>	<i>6162</i>	<i>8328</i>	<i>8810</i>	<i>23300</i>	<i>Tier 1</i>	<i>115</i>	<i>102</i>	<i>78</i>	<i>295</i>
<i>Tier 2 High</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Tier 2 High</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>295</i>
<i>Tier 2 Low</i>	<i>293</i>	<i>297</i>	<i>368</i>	<i>958</i>	<i>Tier 2 Low</i>	<i>13</i>	<i>14</i>	<i>14</i>	<i>590</i>
<i>Tier 2 Mix</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>Tier 2 Mix</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1180</i>
<i>Totals</i>	<i>6455</i>	<i>8625</i>	<i>9178</i>	<i>24258</i>	<i>Totals</i>	<i>128</i>	<i>116</i>	<i>92</i>	<i>2360</i>
<i>Total Federal & State Dollars</i>					<i>Providers</i>				
<i>Breakfast</i>	<i>2837.73</i>	<i>3825.63</i>	<i>4065.65</i>	<i>10729.01</i>	<i>Tier 1</i>	<i>23</i>	<i>25</i>	<i>25</i>	<i>73</i>
<i>Lunch</i>	<i>5520.93</i>	<i>7387.15</i>	<i>7604.68</i>	<i>20512.76</i>	<i>Tier 2 High</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Dinner</i>	<i>20.88</i>	<i>107.41</i>	<i>193.14</i>	<i>321.43</i>	<i>Tier 2 Low</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>3</i>
<i>Snacks</i>	<i>1650.48</i>	<i>2204.43</i>	<i>2377.86</i>	<i>6232.77</i>	<i>Tier 2 Mix</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Totals</i>	<i>\$10,030.02</i>	<i>\$13,524.62</i>	<i>\$14,241.33</i>	<i>\$37,795.97</i>	<i>Totals</i>	<i>24</i>	<i>26</i>	<i>26</i>	<i>76</i>

Program Administrative Review

The 2 year Audit Completed by Myers & Stauffer was completed for the month of July 2020, no additional information of the result of findings, and recommendations of corrective action have returned at this point.

Annual Contract - Completed and submitted

Recruitment - one provider recruited during this quarter.

Monitoring, Software & Computer

The monitoring review process for 3rd quarter has been waived by USDA FNS pending further instructions. A follow-up of the 6 months between visits is in place per Memorandums currently in effect. We have 22 of 27 active providers that submit online claims for processing and approval. All providers using the online program KidKare have made the transition to new CACFP guidelines. KidKare online has moved all of the data to an online cloud. We still carry paper documents as a backup source until all details monitoring documents are completed are finalized for online process. Please note that the KidKare Cloud base program has not been connected through an in house network in over 3 months and still creates a challenge when connecting to the local server. I currently utilize my personal hotspot to connect to data source. Hopefully, a resolution will get us back to pre-covid 19 capabilities.

Training - No additional training has been given due to COVID 19

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

CACFP & ACAH Combined Board Report

July1, 2020 – September 30, 2020

ALABAMA COALITION AGAINST HUNGER

HURTSBORO

No report

Funding for Russell No Funding source identified

Funding Lee County General Funds are the source used in Lee County. We still are collaborating with Ebenezer Baptist church, but no garden was planned. We have–Nothing to report on the progress with this effort. Arrangements have been made to pick up 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. The Garden has been cleaned, all debris from previous raised beds remove and setup. We purchased plants through our usual source as they make purchases in Mid-August for a fall planting of several community gardeners and enthusiast. We purchased collards and peppers. Natalie and I have planted over 100 plants and have laid out the garden with a drip irrigation plastic culture system for watering and fertilization and are completed the process by utilizing the kit we already had.

General Fund CSBG – Funds not used for planting were committed for a much-needed shed for the garden, which is back-ordered.

Grassroots Leadership Development Program Class of 2018-19

Alabama Organizing Project final report by Natalie McGruder has been completed as scheduled. They discussed the overall result and recommendations will be utilized as a developmental tool for a future collaborative and strategies for addressing the interconnected issues related to families and poverty.

VITA Income Tax

We have a two volunteers recruited. We are working with AABC (Alabama Asset Building Coalition) to address some of the issues related to families and have 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 our detail 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.

Other Details in all areas of responsibility are ongoing and continued work is done as demanded increase in the various programs

Submitted by William E. Tarver, CACFP/ACAH Coordinator

Family Engagement Advocates (FEA)
Darden, Edelman & King Centers
Quarterly Board Report for August – October 2020
Tina Evans, Family Engagement Coordinator

SUCCESS STORY: A Head Start family faced the devastating nightmare of a house fire that destroyed everything. Thankfully, there were no lives lost. FEA sent out a mass text to the King Head Start Family to alert them about our former family who was in distress. We all pooled our resources together to make sure the family had their basic necessities met for weeks to come. The family of {7} is still emotionally distraught; however they are stable at this time. FEA also assisted family in the efforts to solidify stable housing for the next several months.

AUGUST, 2020

- **ORIENTAION DATES-**
 - Edelman- Aug 4/ Aug 18
 - King- Aug 5/ Aug 19
 - Darden- Aug 6/ Aug 20
- **CHILDREN ENROLLED –**
 - Edelman (HS-14/EHS-6)
 - King (81)
 - Darden (HS-39/EHS-19)
- **RECRUITMENT EFFORTS-**
 - A. Word of Mouth
 - B. Posted Recruitment Signs
 - C. Telephone Contacts
 - D. Home Yard Visits
 - E. Website/Facebook
- **FAMILY ENGAGEMENT SUMMARIES & GOAL SHEETS COMPLETED – (33)**
- **COMMUNITY RESOURCES DISTRIBUTED – (2)**
- **TRAINING COMPLETED – (19)**

SEPTEMBER, 2020

- **ORIENTAION DATES-**
 - Edelman- Sept 9/ Sept 23
 - King- Sept 2/ Sept 16/ Sept 30
 - Darden- Sept 3 / Sept 24 / Sept 30
- **CHILDREN ENROLLED –**
 - Edelman- (HS-2/EHS-0)
 - King- (8)
 - Darden- (HS-13/EHS-15)
- **RECRUITMENT EFFORTS**
 - A. Posted Recruitment Signs
 - B. Telephone Contacts
 - C. Word of Mouth
 - D. Home/ Yard Visits
 - E. Website/Facebook

- **FAMILY ENGAGEMENT SUMMARIES & GOAL SHEETS COMPLETED** – (39)
- **COMMUNITY RESOURCES DISTRIBUTED** – (6)
- **FAMILIES UTILIZED RESOURCES** – (6)
 - A. Family Engagement Advocate referred (1) family to the Sunshine Shop: Parent shopped for the month of September, 2020...Community Market: Parent received food...ACHR Energy Assistance: Parent received assistance with her power bill...America's Thrift Stores in Opelika; Hiring Event on Sept. 15-25, 2020: Parent attended; had a job interview and hired.
 - B. Family Engagement Advocate referred (1) family to the Home Base Program: Parent completed enrollment application & enrolled in the Home Base Program.
 - C. Family Engagement Advocate – BECO resource provided – (1)
- **TRAINING COMPLETED** – (13)
- **EDELMAN: BEYOND EXPECTATIONS COMMUNITY OUTREACH:**
 - Families Enrolled: 12
 - Students Serviced (including sibling in the household under age 13): 25
 - Total Meals Provided: 350
 - Resources Provided: 1

OCTOBER, 2020

- **ORIENTAION DATES-**
 - Edelman- Oct 13
 - King- Oct 14
 - Darden- Oct 15
- **CHILDREN ENROLLED** –
 - Edelman- (HS-1/EHS-6)
 - King- (9)
 - Darden- (HS-8/ EHS-8)
- **RECRUITMENT EFFORTS**
 - A. Word of Mouth
 - B. Home Yard Visits
 - C. Telephone Contacts
- **FAMILY ENGAGEMENT SUMMARIES & GOAL SHEETS COMPLETED** – (13)
- **COMMUNITY RESOURCES DISTRIBUTED** – (2)
- **FAMILIES UTILIZED RESOURCES**

Family Engagement Advocate sent (1) family an Alabama Driver Manual & contact information for ESL Classes held at the Lakeview Baptist Church Campus
- **TRAINING COMPLETED** – (18)
- **POLICY COUNCIL TRAINING COMPLETED-** Oct 2ndand 3rd and October 30th and 31st.
- **Edelman: BeYond Expectations Community Outreach:**
 - Phenix City location – 3
 - Hurtsboro location - 15 Total Families Enrolled:
 - 20 Students Serviced (including sibling in the household under age 13): 15
 - Total Meals Provided: 288
 - Virtual Students: 2
 - Incomplete Applications: 3
 - Resources provided: 0



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
Child Development Program
P.O. Box 3770 - 950 Shelton Mill Road AUBURN, AL 36831-3770

Education Board Report August-October, 2020

Sue Williams, Karen Lusk, Debbie Chism, Tina Miles, Stacey Motely, Yolanda Pittman

August

- ACHR continues to have difficulty finding the numbers of qualified classroom staff needed to open all classrooms.
 - Before the program year began:
 - At Edelman HS hired 1 new HS teacher to replace room A teacher that left during the 2019 – 2020 school year, and moved 1 intern from EHS to HS as floater.
 - At King – brought on 1 new intern to replace staff person that moved to Home Visitor in spring.
 - At Darden – still had 3 teacher substitutes in HS and needed 2 interns, plus new classroom to be opened at 12th classroom still needed a teacher and intern
- We continued to look for staff using online job site advertisement and ACHR website.
- King and Edelman HS classroom staff returned to centers from summer layoff.
- King and Edelman HS did virtual transitional home visits with families.
- King and Edelman HS children began virtually on August 20th.
- Darden HS teachers continued virtual visits/lessons with children.
- Started teaching Conscious Discipline calming breathing techniques during virtual visits.
- All centers still working on recruiting and orienting new children. Low enrollment due to pandemic and expansion in local Pre-K (three additional classes City of Opelika).
- Had one King Intern earn short child development certificate.
- All centers instituted sign in stations/areas for staff to take temperatures and sign in and respond to questions regarding COVID-19.
- CPR was scheduled with trainer for September.
- Conducted 3 virtual training sessions on new Hatch Ignite learning software purchased for HS and older EHS children to use on ACHR tablets.
- Karen Lusk and Sue Williams wrote packet of information, instructions, parent tablet agreement for families to go with tablet sign out.
- Educators wrote daily checklist of rules and responsibilities of classroom staff indicating the increased time to be spent in centers, other schedules and responsibilities they would perform while serving virtual children.
- Return/continue to work letters created and shared with all classroom staff positions.
- King and Edelman HS classroom staff returned to work and began virtual child/family services.
- August 11, was first child tablet distribution day. Parents drove through and signed for children's tablets and written packet from their cars. Several make- up tablet distributions held so more parents could come to pick up tablets. Tablets have child safety bumper cases. Tablets installed with:
 - Ignite by Hatch Learning software
 - Google Classroom
 - Zoom
 - Epic book app.
 - Youtube Kids
 - Some preinstalled games

- Sue Williams and Karen Lusk attended Policy Council Zoom Meeting to discuss re-opening plans and parent concerns/perspectives.
- Child orientations continued to be held approx. every other week. Child applications coming in slowly.
- Center Educators compiled inventories of consumable classroom items to help determine immediate needs and sent to Karen Lusk and Sue Williams.
- Karen Lusk/Sue Williams turned in requisitions for immediate supply needs for opening centers. Due to COVID, special items ordered such as pencil boxes for individual supplies and supplies to go inside including crayons, markers, scissors, glue bottle, glue stick, sharpener, pencils. Also purchased ingredients to make playdough in quantities and small deli containers so each child will have their own playdough.
- Karen Lusk and Sue Williams (with input from other Educators and Coordinators) wrote re-opening plan for parents; it was posted to Facebook.
- Facebook announcement of shooting for Oct 5th opening posted for families.
- Administrative staff/planning meetings each held Wednesday, usually up to 4 hours each.

September:

- CPR and First Aide Training was conducted at King Center for staff needing certification or renewal.
- Bus drivers/Aides had required pre-service bus and safety training.
- Darden HS had 2 teachers that left, one took another job and other (was a sub) left for medical reasons. Darden HS had 1 intern who quit. 2 new HS teachers were hired.
- All parents were asked to complete surveys to let program know if their child will continue learning virtually or will come to center for traditional learning in October.
- Had 3 sets of classroom staff at King volunteer to be virtual teachers and 2 at Darden and 1 at Edelman once we re-open classrooms.
- Have Darden teacher substitute, who has graciously volunteered to help parents troubleshoot IT problems with tablets. Teachers and educators email him parent contact info and problem, and he calls them to help.
- HS parents came to centers in drive through pick up of tablets for children.
- Teachers and interns received laptops to help with virtual learning, COR (on-going assessment), etc.
- Concerns over preparedness of centers discussed in each staff meeting. Things ordered taking much longer to arrive or to even find. Some supplies such as crayons and children's scissors back ordered.
- Work waiting to be done when things arrive: Touchless faucets, touchless soap dispensers, touchless paper towel dispensers. Under sink water heaters for better access to warm water for handwashing in Darden HS/EHS and Edelman EHS classrooms (takes both wiring and heating under sink heating units).
- Karen Lusk wrote children's book "Being Safe in Our School Space" and posted herself reading it on ACHR Facebook page and YouTube channel.
- Administrative staff and Policy Council made the decision that children aged 3 and over will be required to wear masks in the centers. Child-size reusable masks and breakaway mask lanyards were ordered. Three masks and lanyards per child, with some extra for when something happens to a child's mask during the day and needs replacement.
- Due to status of ordered items and time still needed for installing new items as they arrive, administrative team decision was made to open October 20th instead of October 5th. Decision was discussed with Policy Council, then announced to staff and then families.

- Karen Lusk and Sue Williams created a 2-day training for HS and EHS classroom staff around new procedures and modifications to classrooms, materials, learning environment, daily routines, and adult-child interactions. New procedures around adult-child screening, child sign in-out at classroom door, identifying symptoms of COVID and referring children to health staff were covered. Methods for increased sanitation indoors and outdoors and CDC guidelines discussed. Ways to encourage social distancing and fun touchless greetings and goodbyes were shared, along with visual symbols for teachers to use. Training was held several times over two week period so that groups could social distance during training.
- Teachers prepare classrooms for children while still teaching virtually.
- Karen Lusk made videos of reading children's stories (many matching those being done with virtual learners) so there were additional opportunities for those children to hear the stories) for Facebook and YouTube channel.
- Still holding small parent orientations at each center. EHS center based is filling well at Darden at approx. 38/40 slots. Edelman still having about 6 of 24 slots open. HS King Center had about 80/108 children enrolled. HS Darden only about 90/185 and Edelman about 20/51. EHS HB also struggling to enroll, with only about 50% of 104.

October

- Items for classrooms arriving. Karen Lusk with some assistance from other Educators/janitors received, sorted, and packaged up items to go to each center. Items distributed to teachers for pencil boxes, etc. as they arrive.
- New special desks to be used for parents to sign children in from hallway outside of each classroom arrived. Karen Lusk, Janitor Eric Bently and EHS teacher Jennifer Gillen assembled.
- Special tape to indicate places to stand was ordered and received to help with social distancing at screening areas and lobby parent sign-in spaces. Yellow Xs applied inside and outside.
- Parent screening stations with large signs and instructions created and organized. Separate staff screening stations arranged at Darden and Edelman to assist with flow.
- Decision was made by Admin team to use ChildPlus scanning in the center lobbies (parents sign in/out children both by office and in classrooms.) Scanning will allow paperless sign in at the office/lobby. Bus drivers will scan children into center upon arrival each morning and as they exit the bus at home. The app is connected to our ChildPlus data system. Thus it takes immediate attendance, allowing family engagement staff to know more quickly who is present and absent. They are required by HS Performance Standards to check on any child absent without reason within 1 hour of the start of the school day.
- Karen Lusk trained bus drivers on attendance scanning app and how it works on phones and tablets.
- Karen Lusk assisted Michelle Pugh-Cosper in training janitorial staff on COVID cleaning protocols.
- Center Education staff created scanning cards for families and bus drivers.
- First day of traditional in center teaching was on Tuesday October 20, 2020. Original date of Oct. 5 was pushed back because all health and safety supplies had not arrived.
- Some families opted to stay virtual. King center has 3 virtual classrooms, Darden HS Center has 2, and Edelman HS has 1. EHS has a few children that are remaining virtual but regular teacher will work with them, no special virtual classrooms for EHS.
- STAR necklaces w/ directions for parents went home on children.
- All centers - Focus First eye screenings were completed for all children in attendance
- Held first fire and weather drills of year at each center.
- Completed Head Start portfolio sets, time 1, on children
- DECA - and shared results with parents when parents came to pick up bags.
- HS/EHS classrooms each received a pumpkin to explore.

- In unrelated incidences we lost 2 HS teachers. 1 HS teacher substitute was terminated and another FMLA ended and no expectation of return due to disability. Of course, this added to our previous problems with classroom staff shortage. One HS turned in resignation letter, leaving at end of November, moving to Ohio.
- 3 Educators are studying to re-take CLASS observer recertification exams.
- Several education team members were on self-assessment teams and other education team members participated by being interviewed and providing information and documentation to team members.
- King Center – maintenance replaced some ceiling tiles that were damaged by water leaks.
- Darden HS hired 1 new teacher and 2 new interns, but one of the new interns quit. 1 new intern completed paperwork on Oct. 30, scheduled to start Nov. 2. Still need 2 interns, 1 teacher, floater, plus still have 3 teacher substitutes. (one substitute is in school working on needed coursework for CD, has her AA degree).
- Edelman HS – new HS teacher left just before school started because mom in ICU out of state, and has not returned and not communicating with supervisor. Looking to replace her.
- King center working on finishing orientation for remaining traditional slots for center and will be full, except for 5 virtual slots.
- Darden and Edelman still in need of many children, actively recruiting and orienting as children are accepted to program.
- King HS received office chairs that were ordered to replace broken ones.
- Sanitizing and cleaning supplies were sent to all centers.
- Centers received folding gate type barriers to use at bus loading areas to help prevent children from going in front of or behind buses.
- HS Classroom daily schedules were reworked so that only one class is on playground at a time to help with social distancing.
- Numbers of families wanting to keep their children virtual: King Center HS has the most with about 3 classrooms worth wanting to stay virtual; Darden HS about 2 classrooms worth. Edelman HS having only 7 children of 23 wanting to remain virtual. EHS at Darden and Edelman only had about 3-5 virtual children each.
- Educators received and sorted by center/classroom the children's masks and lanyards.
- Teachers prepared bags of items for families to pick up in a drive through pick up including set of 3 masks and lanyards per child, scan cards for parents to scan child in center, *Going to Preschool* booklet and accompanying RAGS activity were given to HS families along with reports of child progress. Virtual teachers gave additional items needed for virtual teaching activities such as paper, playdoh, and supply boxes with glue, markers, pencils, sharpener, and scissors.
- October 20th. First day for center-based children. Children wore masks well! ☺ Parents at door were patient and most following guidelines.
- Scanning issues such as bus drivers having trouble connecting to internet were worked on. Some children were not scanned in correctly and the center offices fixed through double check in ChildPlus and comparing it with meal counts/attendance from classrooms.
- 2 days later, we had our first confirmed COVID case while child services were underway. This caused the closure of our preschool and school age daycare classes at Darden. Also took away 2 HS teachers who had to stay home with their quarantining children who attend daycare during the 14 days. Difficult to cover classrooms and limit people/children's contact with one another.
- Teachers doing complete virtual classrooms at each center are doing very well. They are Zooming and using Google Classroom and being quite creative.
- 2 Darden HS Interns resigned. 1 has been replaced.

**REPORT TO THE BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
HEALTH/NUTRITION/SPECIAL SERVICES – AND MEDIA
for the period August-October 2020**

Natalie Stephens RD LD, CFI, Health Services Coordinator

HEALTH/DENTAL/OTHER

- Immunizations: Up-to-date at this writing. Health staff is able to pull immunization forms from ADPH's online system, Imprint. This has made it easier to get all immunization records. If child's record is not in the system, we still request that parents provide the shot record at orientation.
- Health screenings: Because of COVID-19 and the need to social distance all required health screening are being taken from the up to date child's well child checkup.
 - We are continuing to encourage parents to provide updated documentation from pediatrician of the latest well child checkup.
 - Health staff have contacted parents who have not brought in this information multiple times. The names of these children have been given to family engagement advocates to continue to support parents in providing the needed information.
- Dental: We are able to pull the required preventative dental screen from each child's physical/well checkup.
 - We are working with Family engagement advocates to have parents bring in Dental exam documentation.
- Vision Screenings: Focus First came to centers to perform vision screenings. It was decided in staff meeting that because Focus First technicians do not have direct contact with children (they take a screening of the child's eyes from 6 feet away without touching the child) we would allow them to perform vision screenings this year.
 - Screenings were the week of October 20. These dates were set up in August. Because of the late start in centers opening, it was the first week of school. HSC tried to reschedule these dates, but Focus First had no other time available. All center staff worked together to help make the vision screenings possible.

NUTRITION – KITCHENS

- Cooks returned to work October 12, 2020. Centers remained closed until October 20. However, cooks cleaned the kitchens, completed training (many things are different this year involving feeding the children as well as cook's job duties), and ordered food or kitchen items needed for opening of school.
- Kitchen Health Scores - Darden: **99**, FBK: **100**, Edelman: **100**. These scores are not easy to get so we are very proud of our kitchen staff.
- New Fall/Winter menu cycle started the beginning of October. Menus are on the ACHR website under the ACHR Family section. (Parents are provided a hard copy at request). Because kitchens closed last spring without warning, we had much food that was in the freezer and dry storage. Menus were substituted for the first few days at each center so that the stored food could be used.
- Annual USDA training took place for all staff in August was done differently this year. Natalie built a power point presentation with voice recording presentation that was sent to all staff to watch. As staff watched the training, they completed documentation.
- We have been able to utilize the Eat Alabama Food Bank to order some food and kitchen items. This has saved on the USDA costs significantly – and generates in-kind.

NUTRITION – LIFE (Learning Information about Food and Exercise)

- **Exercise Classes** offered via Zoom at 6 pm to 6:30 every Monday and Wednesday
 - All parents and staff are invited
 - Announcements about the classes are posted on the ACHR-Life Facebook page.
 - It varies week to week; however on average four persons attend the exercise class.
 - Natalie has continued to promote the classes for this year at all centers.
- **Nutrition Counseling** continues to be offered by appointment; depending on need may be weekly, monthly or one-time consultations. Nutrition is discussed during exercise classes and participants are encouraged to talk with Natalie after class as desired.
- **King Garden** being prepared and planted. Hopefully, it will produce enough in late November-mid December to provide some of our families with fresh fall vegetables for the holidays.

Special Services:

- **ASQ Screenings:** We performed Ages and Stages assessments on all children in centers. Our Intervention/Behavior Specialist completed returning children's questionnaires with parent and teacher help. New children were assessed during the first virtual home visit using the Family Focus Interview. The I/B Specialist took answers from these forms and completed ASQ's (she contacted parents if any question on ASQ was not up to satisfaction on the Family Focus Interview).
 - Children who did not pass the screener have either been referred to an outside organization to receive services or monitored in the classroom and rescreened.
- **Children with an IEP/IFSP** – Currently, we have four active IEP/IFSP's.
 - Children continue to be referred to Early Intervention (for ISFP) and school systems (for IEP's) however, testing was halted due to the pandemic. It started again in late September/October.
- **Mental Health:** East Alabama Mental Health continues to collaborate with us to cover required mental health services and meet needs of our children, families and staff. We are currently in the process of setting a date where they will be able to monitor classrooms. Our I/B Specialist is continuing to work with them using the Conscious Discipline techniques to better help our students, families, and classrooms.

Other:

- **Website/Social Media:** Because we have been able to get the website, and Facebook platforms updated, we have been able to keep our families updated as things change.
 - Our website is translatable into nine languages (more can be added as we see need). It allows parents of dual language learners to access the important information that is available.
- **Facebook:** We routinely update our Facebook pages with changes in the centers as well as sharing any pertinent information and events in the community. Many of our parents look to our site for updated information about local events, including family events and job fairs.
- **You Tube:** We categorized our YouTube channel to make it more family friendly and added "playlists" for different areas including "Virtual Story time" and "Activities to do with children at home". This made it easier for parents of "Virtual learners" to be able to locate and utilize videos.
- **Surveys:** We have created various surveys using a program that is part of our website. Many surveys like the Community Assessment Surveys were originally only in paper form. By having these surveys online, we potentially can reach more people and have the answers to the survey questions automatically tally. This streamlines the process of surveying potential clients, other agencies, and the community and allows us to better serve and meet needs.

Alabama Council on Human Relations, Inc.

Board Report - Special Projects and Technology/Parent Involvement

Saundra Aldridge, Special Projects/Technology/Parent Engagement Coordinator Aug-Oct, 2020
Parent Engagement, Technology and Special Projects

As we are beginning to realize, our lives have changed forever. Therefore, we must think outside the box and embrace all the new technology.

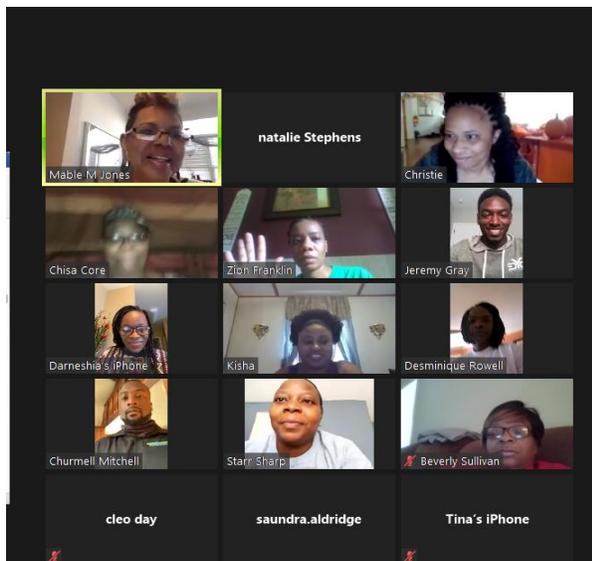
Working with our trainer, Mable Jones, we have set the pathway we will follow to stay in compliance:

- Center Committee (Parent Meetings) will be virtual with all three Centers meeting at the same time.
 - PC members will report on the activity of the Policy Council
 - Topic for discussion will be based on topics parents have expressed an interest in and topics the staff feel are things parents need to know
 - Programs sponsored by ACHR will be highlighted
 - Staff will give an update on the E/HS program activities.
- The Policy Council received its annual training via Zoom. Four (4) 2-hour sessions were setup on Friday Oct 2 and Saturday, Oct 3 and Friday Oct 30 and Saturday Oct 31. Fourteen parents and staff attended the training:
- Officers were elected. We give a special thanks to our State Representative, Jeremy Gray, for swearing our Council in to their role.

Officers: Churmell Mitchell ~ Chairman; Desminique Rowell ~ Vice Chair; Beverly Sullivan ~ Secretary; Christie Toney~ Treasurer;

- *KING CENTER: Omar Figiero~ member; Darneshia Meadows ~ member; Starkelia Sharp ~ member; LaCreshia Smith ~ member;*
- *DARDEN CENTER: Chisa Core ~ member; Denise Spivey ~ Member*
- *EDELMAN CENTER: Keisha Battle ~ member; Shavaun Franklin ~Member*
- *Cleo Day and Tina Evans, Staff and Susan Shaw ~ Community Representative.*

We are looking forward to a good new year working outside the box!





EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: AUG.—OCT. 2020

<u>AUG.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			FNPI: (I) SRV: (S)	4h: Imp. Energy/Reduce 4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off			
LIHEAP GEN.:	260	495	Fh: 259	Si: 260	Sk: 259	Fz: 260	Tabitha assisted 6 clients with Locating, Securing or Maintaining Residence in Rental Housing. After assisting clients with Financial Literacy and Budget Counseling, they were assisted with rental assistance.
LIHEAP CRISIS:	117	242	Fh: 117	Si: 117		Sk: 116	
ABC TRUST:	030	030	Fh: 30	Si: 31			
EFSP:	Phase 37: 3	Covid: 6					
CSBG:	000	000	SRV7: Case Management				
NO SHOWS: 38	MISSING DOCUMENTATION: 34		SURVEY:				

<u>SEPT.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			FNPI: (I) SRV: (S)	4h Imp. Energy/Reduce 4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments			
LIHEAP GEN.:	195	430	Fh: 195	Si: 195	Sk: 195	Fz: 195	Tabitha assisted 1 client with Locating, Securing or Maintaining Residence in Rental Housing. After assisting the client with Financial Literacy and Budget Counseling, she was assisted with rental assistance.
LIHEAP CRISIS:	212	379	Fh: 212	Si: 212			
ABC TRUST:	031	041	Fh: 31	Si: 33			
EFSP:	Phase 37: 0	Covid: 1					
CSBG:	000	000	SRV7: Case Management				
NO SHOWS: 48	MISSING DOCUMENTATION: 33		SURVEY:				

<u>OCT.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			FNPI: (I) SRV: (S)	4h Imp. Energy/Reduce 4i: Utility Payments 4j: Utility Deposits 4k: Arrears Payments			
LIHEAP GEN.:	133	286	Fh: 133	Si: 133	Sk: 133	Fz: 133	Tabitha assisted 1 client who was referred by the City of Opelika with Pre-Purchase/Home Buying Education.
LIHEAP CRISIS:	153	308	Fh: 153	Si: 153		4k:	
ABC TRUST:	013	016	Fh: 013	Si: 013			
EFSP:	Phase 37: 0	Covid: 0					
CSBG:	000	000	SRV7: Case Management				
NO SHOWS: 12	MISSING DOCUMENTATION: 12		SURVEY:				

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

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



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: AUG.—OCT. 2020

HAPPENINGS:

AUG.: 3rd The Emergency Services Staff have continued to offer the community assistance with their utility bills, but due to COVID, we are still utilizing the drop boxes and the online application. We ended the EFSP Phase 37 Rental/Mortgage Assistance Program (8 households) and the EFSP COVID-19 Assistance Program (24 households).

21st The Housing Counseling Program submitted its HUD Grant (14,119), which is circulated through our HUD Intermediary: United Way of Central Alabama (UWCA). This grant is a reimbursement grant that runs July 1, 2020 – March 31, 2021. A total of 55 clients are projected to be assisted with programs such as:

- Pre-Purchase/Home Buying Education
- Resolving/Preventing Mortgage Delinquency or Default
- Locating, Securing, or Maintaining Residence in Rental Housing
- Non-Delinquency Post-Purchase
- Homeless Assistance

29th Tabitha has been recertified with NeighborWorks for an additional three years and was offered two scholarships from NeighborWorks. She has completed and passed the following online classes:

- NeighborWorks HO010WT: Successful Financial Coaching
- NeighborWorks HO017WT: Financial Coaching Techniques

SEPT. 9th Tabitha was requested to train Southeast Alabama Community Action Partnership's (SEACAP) CSBG office with their ROMA Training. She was scheduled to travel to their agency to do a hands-on training, but due to COVID-19 she was unable to travel. ROMA training is part of the Organizational Standards (7.9 *The Organization conducts or makes available staff development/training (including ROMA) on an ongoing basis*). September 30th marks the end of the fiscal year and all Organizational Standards must be uploaded by this date. Through Zoom, Tabitha was able to assist SEACAP with this training, so they were able to meet this standard. SEACAP's CEO, Karinne Simmons, was very appreciative for Tabitha's assistance in helping SEACAP receive their ROMA training.

OCT. The LIHEAP Cooling Program was extended to October 30th. Services were offered to those households who had not received assistance on the Cooling Program. Due to this extension, we were able to assist 299 households before we closed the cooling assistance programs.

Although we are experiencing COVID, the Emergency Services Program was able to assist the following households during the pandemic:

- LIHEAP Cooling: 1455 households
- LIHEAP Crisis Cooling: 537 households

**ALABAMA COUNCIL ON HUMAN RELATION
TRANSPORTATION, MAINTENANCE, WEATHERIZATION, HOUSING**

Board Report August – October 2020

TMW Manger-Housing Coordinator

Michelle Cosper

TRANSPORTATION

The year started out slow and confusing due to COVID-19. The last week of August began driver and bus aid training. There was a lot to be learned due to all the COVID-19 regulation health and safety policies to be put into place. The week-long training consist of CPR and First Aid, new COVID-19 procedures, Basic Transportation Procedures, DHR Minimum Standards, completion of required forms, learning Routes, and cleaning buses. All went well then the opening of centers was delayed two weeks. Drivers and bus aids were laid of again. Drivers and Bus Aids returned the Monday before school started on Tuesday. By then we had agreed to try a new sign in system, so drivers learned to scan children into the center from their busses and rules were reviewed.

Everything went well the first week. As part of our COVID plans, drivers disinfected their buses morning and afternoon, which in the beginning took about an hour and a half each time. Then, mechanical issues began with buses. Currently there are three buses down. As part of our planning regarding COVID, we are double routing because that would require mixing children and which would mean they would have exposure to more children. An executive decision was made to send buses to Davis Repair and Tire (formerly Texaco) in Opelika. They are certified to work on newer buses like our 2020 buses. Hopefully, we will be able to have all our buses back on the road this week.

MAINTENANCE

King Center

Due to Covid19 King Center has been working with limited staff. Janitorial / maintenance staff have been busy touching up paint throughout the center, deep cleaning all classrooms, changing out blown light bulbs, repairing broken tricycles, installing mulch on the playground and sand in the sandbox. We have trimmed a lot of the overgrown trees / shrubs around the campus and should finish the rest of them in the fall. We have raked up tons of leaves and disposed of them. We have installed touchless soap dispensers and hand sanitizer stations throughout the building. Associated Mechanical Contractors (AMCO) came and performed our quarterly air conditioner maintenance that includes cleaning, tuning, and changing filters.

We have continued to have considerable problems with leaks at King Center caused by the failing internal gutter systems, and have sucked up a lot of water and replaced ceiling tiles. The contractor we thought we could assist us is no longer available; we are looking again.

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

- Put temp board over window at King
- Repair light in hall behind receptionist's desk
- Install brackets for sanitizer dispensers
- Run wire for emergency lights
- Hang emergency lights
- Change filter in water filter in small kitchen

Darden Center

On the midst of Covid-19, maintenance and janitorial staff at Darden have been busy maintaining our center. We have installed the new front entrance cover and metal cover for the front sidewalk that will keep parents and their children out of the weather when doing COVID checks of parents and children before entry to the center. We have installed over 2,000 feet of heavy gauge wiring needed for the new instant water heaters located in each classroom. We had a lot of trouble finding a vendor that stocked the correct size electrical breakers required for the new water heaters so we have only been able to install a couple of them. We plan to install as many more as possible when school is closed for fall break because the power has to be turned off to install the new breakers. We have changed out blown light bulbs, replaced several damaged mini blinds in classrooms, sprayed Round Up on weeds throughout the campus, pressure washed playground equipment, replaced sand and mulch on all playgrounds, performed touch up paint throughout the entire center including walls and floors. Janitorial staff has deep cleaned classrooms including carpet, ceiling fans, floors, windows and walls. We also installed touch free faucets, soap dispensers and hand sanitizer stations throughout the center.

In addition, the following items were completed by maintenance/janitorial staff at Darden Center

- Replace door on maintenance shed
- Install blinds in room H 2 blinds
- Install blind in room J
- Install blinds in room M
- Change filters in ac unit at Darden on the hill
- Clean concrete, toys, and shed playground 3
- Clean climbers and water tables playground 2
- Spray weeds playground 2
- Spray weeds playground 1
- Clean climbers and water tables playground 1
- Repair climber on playground 2
- Walk school with educator to determine where to put coat hangers
- Replace all soap dispensers with touchless dispensers except 2 in S and T
- Install coat hangers in hall wing 1
- Install coat hangers in hall wing 3
- Repair adult toilet wing 1
- Install coat hangers in hall wing 2
- Take down coat hangers and hang old coat hangers wing 3
- Clean AC drain wing 3
- Replace ceiling tile at ac wing 3
- Repair lock on cabinet room R
- Replace chair leg tips in class rooms
- Repair lock on boiler room door
- Unload cover for walkway from truck
- Drill holes between rooms under sink wing 2
- Repair sink in room H
- Drill holes f between rooms under sink wing 1
- Drill holes in wall above ceiling wing 3 for wire
- Pull wire from breaker box to room R and Q twice
- Pull wire from breaker box to room P twice
- Pull wire from breaker box to room S & T 3 times
- Punch holes above ceiling in wall for wire
- Install cover over front entrance
- Install frame for walk cover
- Drill hole in wall under sink from sue's room to training room
- Drill holes in wall above ceiling wing 1 for wire
- Pull wire from wing 3 breaker box to rooms C, G, D, small bath and large bath wing 1
- Finish frame for walk cover
- Install roof panels on walk cover
- Take apart frame for walk cover and install with bolts instead of screws
- Repair cabinet door in room Q
- Clean out fridge in room R
- Patch holes in room S&T
- Patch holes in wall room R
- Install new screen on window room Q
- Straighten up poles for walk cover and concrete them in
- Run wire thru conduit into cabinets in rooms S & T
- Run wire from wing 3 to small bath and room D on wing 1
- Hook water to water heater in R, S & T
- Install locks on sink cabinets R, S & T

- Drill holes for wire in wing 3
- Install wire in rooms H, L, M, and Sue's office
- Drill holes in wall above ceiling wing 3 for wire
- Pull wire from breaker box to room R and Q twice
- Pull wire from breaker box to room p twice
- Pull wire from breaker box to room S & T 3 times
- Punch holes above ceiling in wall for wire
- Install cover over front entrance
- Install frame for walk cover
- Drill hole in wall under sink from Educator's room to training room
- Drill holes in wall above ceiling wing 1 for wire
- Pull wire from wing 3 breaker box to rooms C, G, D, small bath and large bath wing 1
- Finish frame for walk cover
- Install roof panels on walk cover
- Take apart frame for walk cover and install with bolts instead of screws
- Repair cabinet door in room Q
- Clean out fridge in room R
- Patch holes in room S&T
- Patch holes in wall room R
- Install new screen on window room Q
- Straighten poles for walk cover and concrete them in
- Run wire thru conduit into cabinets in rooms S & T
- Run wire from wing 3 to small bath and room D on wing 1
- Hook water to water heater in R, S & T
- Install locks on sink cabinets R, S & T
- Drill holes for wire in wing 3
- Install wire in rooms H, L, M, and Educator's office
- Hook wire to water heaters in rooms S & R
- Join wire together with inline splice where wire was short
- Install hand sanitizer in area per Educator
- Clean up trash from walk way cover installation
- Install hand sanitizer in Our House, Darden on the Hill, and Sunshine shop
- Replace ceiling tiles and stick all wire that was pulled into the ceiling
- Make sure there is water in room M
- Repair sink in bath wing 1
- Touch up paint
- Repair wall in room A
- Patch walls where needed
- Repair light in break room
- Repair light in training room
- Install new faucet in room R
- Add sand to playgrounds and rake out
- Repair wall in room B
- Spread mulch on play grounds
- Reset garbage disposal in kitchen
- Install hasp and lock on locker wing 3 hall
- Repair d/w in kitchen
- Remove gutter from roof playground 3
- Replace blind in rm A
- Install locks on cabinet room P
- Install faucet sensors on faucets in rooms q, r, p, s and t
- Repair toilet in room P
- Install brackets for sanitize dispensers
- Replace base board in room N by back door
- Complete w/o's
- Unlock Burton House several times
- Install locks on wing 2, wing 1 and AC fence on playground 1
- Show Sikhounh how to change filters in gym

Edelman Center

The maintenance/janitorial staff at Edelman completed stripping and waxing floors, deep cleaned all classrooms, including carpet, ceiling fans, countertops and windows. Farnell Mechanical was called to repair the refrigerator in the kitchen that was not cooling. Lee's Heating and Air repaired the air conditioner in the kitchen. Weeds around the campus sprayed with Round Up, sand on all playgrounds raked and added where needed. Touch up painting done throughout the building and air conditioner filters changed. We are still changing fluorescent bulbs to LED's as bulbs burn out. Additional work

- Work on ac drain in supply room on EHS side
- Take supplies to Edelman
- Repair light in kitchen closet
- Install faucet sensor in room r
- Install faucet in room p
- Help install ceiling tiles in social room
- Install brackets for sanitizer dispensers
- Work on light in closet on EHS hall
- Walk Joe thru wiring a light fixture

WEATHERIZATION

The ACHR weatherization staff continues working on our goal of helping as many clients as possible. Due to COVID-19 outbreak, our contractors had to stop working on houses that were in progress back in March. All of houses now have been completed and final inspections done.

We are now looking over weatherization client files to pick out the next set of houses to be assessed. We look forward to assisting many more of our clients as the weatherization program moves into the future.

We are now the only agency serving weatherization clients in Lee County. The state finally agreed that we were better suited to serve all of our clients rather than sharing them with another agency that was not located in Lee County.

HOUSING

Housing has been busy and interesting. There is so much going on and a lot to discuss. I have included a chart listing all ACHR properties and where the properties stand at this point.

Grace Ridge (built 2014), Grace Point (built 2015), and Shiloh (built 2018) are the three newest properties and are all located in Auburn and Opelika. Grace Ridge is a family property and Grace Point and Shiloh are elderly, 55 years of age and older. Since these properties are located in Lee County, the county ACHR serves, the decision was made to change management companies to a local management company, Vizion. This will make it easier for the owner, ACHR and the management company, Vizion to work closely together to ensure that our clients are served with every program that ACHR has to offer.

Crestview Cottages located Prattville, AL is an elderly property and was built in 2010. The property is in good standing and does not mature until the year 2025. Complex is managed by Vizion.

All properties below currently are Managed by Hollyhand Management.

Garden Green Apartments in Lanett, AL is an elderly property built in 2008. The property is in good standing and does not mature until the year 2023.

Glenwood Meadows in Greenville, AL is a family property built the year 2001. The property has had a few issues but is still in good standing with AHFA. A few years back a company owned by John DeClerg's attempted to buy Glenwood Meadows but several things fell through the cracks. This was before I became Coordinator of ACHR's Housing department. In the past four years, the property has had a little work done and is currently doing well. I will be looking at completing a rehab deal in the year 2022.

Summerwood Apartments in Camden, AL is a family property built in the year 1999. The property has been brought up to good standing with AHFA but is in serious need of a rehab. Due to the declining

area, keeping the property rented has become an issue. This property was to be purchased by John DeClerg but for some reason, the sale did not happen. A five-year extension on the HOME Loan was completed and has been accepted by AHFA. This will give us five years to decide to sell the property or attempt to apply for a rehab deal with AHFA.

Jackson-Johnson Townhomes located in Marion AL is a family property built in 1997. A 15 year extension has been completed the 30% pay down secured and a rehab deal was applied for with AHFA. The deal was awarded to ACHR in June 2020. Currently construction is under way. There are seven buildings on this property. The tenants are relocated two buildings at a time so that the construction can be completed. Once the construction is completed, the tenants are moved back into their nice new units. The process starts over with the next two builds until the entire property is finished. Once all seven buildings are completed, the property will be in good standing for fifteen years, the year 2036.

Inverness Apartments located in Clanton, AL. This property has met its fifteen year maximum on the HOME Loan. The property was considered for a rehab deal. I completed the fifteen-year extension and secured the 30% pay down but due to difficulties with the Environmental Study, the expense for rehabbing the property was too great and would never be approved by AHFA. Therefore, I completed a five-year extension in hopes of being able to work out some of the environmental. If not the next approach would be to sell the property.

Alfred Radney Apartments located in Roanoke AL is a family property built in the year 2000. A fifteen-year extension has been completed and the 30% pay down has been secured. I am currently completing a rehab deal that is due December 1, 2020. Hopefully the deal will be approved in May of 2021.

That leaves **Darden Oaks Apartments located on Roden Ct. in Opelika, AL**, on the Darden Center Campus and **Bedell Village Apartments located in Auburn AL**. Darden Oaks reached its maturity four years ago. I completed a five-year extension. The deadline for the five-year extension will expire in November of 2021. After a lot of searching through old documents, it appears that Darden Oaks was a HOME Loan deal only. From what I read, it was to be considered for the HOME Loan to be a forgivable loan. To our dismay, the loan was not forgiven. Therefore, ACHR HOME Loan totals \$2.4 million dollars. This amount makes the property not qualify for a Rehab deal with AHFA. **There are a couple of different ways to handle the issue with Darden Oaks.**

That brings me to **Bedell Village Apartments located in Auburn, AL**. Bedell Village was built with Tax Credits only and does not have a HOME Loan. This means when the Tax Credits expire in February 2021, ACHR will own this property. That being said, ACHR could sell Bedell Village, complete a fifteen-year extension for Darden Oaks, secure the 30% down and use the proceeds from the sale of Bedell Village to rehab Darden Oaks. This is one scenario than would solve Darden Oaks large HOME Loan and keep the property that is on ACHR'S Darden Center Campus.

The second scenario would be to try to sell Darden Oaks and pay off the \$2.4 million HOME Loan. Then Bedell Village would be owned outright by ACHR. Although, Bedell Village is in very good condition, it is fifteen years old and needs to be rehabbed. ACHR would have to acquire a mortgage that would pay for the rehab and ACHR could manage the property for profit to pay off the mortgage.

As I stated in the beginning of the Housing report, I said that I had been busy but it has been interesting. Please study the information provided and if you have any questions please give me a call. However, I have to say that the housing program is looking good.

SUMMARY OF ACHR'S HOUSING

Name	Units	Location	Status as of October 2020
Alfred Radney Apartments	42	241 County Road, Roanoke, AL	A fifteen-year extension is being applied for on December 1, 2020. The 30% pay down on the HOME loan has been secured.
Bedell Village Apartments	65	889 Lunsford Drive, Auburn, AL	Tax Credits expire in February 2021, there is no HOME Loan
Crestview Senior Cottages (Seniors 55+)	56	777 Wetumpka Street, Prattville, AL	Home Loan and Tax Credits that will mature in the year 2025
Darden Oaks Townhomes	42	212 Roden Ct., Opelika, AL	A five-year extension has been approved and will expire in November 2021. Property has a \$2.4 million HOME Loan. See narrative above.
Garden Greene Apartments	48	501 South 8 th St., Lanett, AL	HOME Loan and Tax Credit that will mature in the year 2023
Glenwood Meadows Apts. (Seniors 55+)	40	40 Glenwood Drive, Laverne, AL	A five-year extension will be submitted for approval in 2021. We hope to do a 15 year rehab in that cycle (can only do one at a time).
Grace Point Apartments (Seniors 55+)	56	700 Grace Ridge Dr. Auburn, AL	HOME LOAN and Tax Credits that will expire in the year 2034
Grace Ridge Apartments	56	826 Grace Ridge Dr. Auburn, AL	HOME Loan and Tax Credits that will expire in the year 2035
Inverness Apartments	56	100 Inverness Dr. Clanton, AL	HOME Loan with a 5 year extension, Tax Credits have expired. Need to resolve environmental issues so we can rehab it.
Jackson-Johnson Townhomes	42	147 Eutaw ST. Marion, AL	Rehab deal approved; rehab under construction
Shiloh Apartments (Seniors 55+)	56	1960 Shiloh Loop, Opelika, AL 36801	HOME Loan and Tax Credit that will mature in the year 2035 (always 15 years from build yea5); then need to do 5 or 15 year extension
Summerwood Apts.	32	1101 Threadgill Road, Camden, AL	HOME Loan with a 5 year extension approved, Tax credits have expired