

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.

ADMINISTRATIVE BOARD REPORT for November 2020 – January 2021

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 Grant. Status: Submitted. Regional Representative suggested we do a formal application for the conversion we had planned to request later in 2021 and a formal request for waiver of some of the Non-Federal Share (NFS or “match”) for FY 21 in addition to the request for a waiver for FY20. In the end, after emails and calls we formally requested the conversion, but not the FY21 waiver.

STAFF CHANGES/NEWS IN CENTRAL POSITIONS

- Najeebah Swanson, the staff member mentioned in the last report as having been hired temporarily until we could place an ad and accept applications will continue at ACHR. We received ten resumes or applications, reviewed and discussed them. Nancy’s response was “keep the one you have.” We actually have two to three positions open. We have vacant Ed Thompson’s position, the office position (last was Mary Williams) [Najeebah is filling parts of those two] and Carol Cason’s position. We will continue search and interview for an additional staff member. Najeebah has focused on grant search, is reviewing our personnel hiring forms (has perspective as a new hire), is reading and will attend training to do the Community Needs Assessment (a major project). She will work with our purchasing assistant to review/revise Purchasing Procedures (every 5 years to meet Organizational Standards). She is excellent at summarizing webinars she attended for us and gathering and sharing information in other ways.
- These are very challenging times for many reasons. More than a dozen staff members have had COVID, including two in our fiscal department; some have spent time in the hospital. Others have had to quarantine because a member of their household had COVID, and some have scrambled to cover critical needs. COVID has slowed our work in some areas, closed parts of the agency, and closed Darden Center for two weeks. Thus far, we have not lost a staff member to death, but several of our staff have lost family members. Because ACHR primarily offers childcare and most staff are in or near those areas, all ACHR staff soon will be eligible to receive COVID immunizations. Unfortunately, for a variety of reasons, too many of our staff are choosing not to do so.

OTHER ITEMS

- The laptop computers many of our staff have (including all teachers, purchased with COVID funds) have continued to be a valuable asset. Staff who have to quarantine take their work with them, which helps. Some staff moderately sick with COVID have been able to continue to work some from home, which has helped us, and perhaps them. Focusing on something besides how bad you feel can be a good thing.
- As some of you may remember, we had a leak problem at King Center that after some effort we found a company to repair; they coated the inside of the gutters. That seemed to resolve the problem, but later we began having leaks again. It came up at a Policy Council (PC) meeting and Janet commented we would take suggestions, as several contractors had looked at the problem and at that time, we did not have a viable solution. A member of the PC said he knew of a company that could help. The company looked at the roof and gutters and took some samples in selected areas (in-kind!). They later reported that we have toxic mold in two areas and allergens in others.

At the beginning of January we had rain and a tremendous unexpected leak (especially for the amount of rain) impacting both floors. As is described in the Maintenance report, it was beyond our wet vacs so we hired a company to dry out the center. The company that had tested offered to test further (more in-kind) and we agreed. Those tests show few problems (other than allergens) in other areas, which is good. That leak increased the intensity of our search for help.

The company that had tested sent an estimate to seal the roof and the gutters with a 15-year guarantee on the roof, then correctly clean up the mold/mildew and spray (preventatively) the facility. The cost was beyond what is allowed without sealed bids, and much more than we have available.

Five contractors who have checked the building have said that the problem is not the roof and not to seal the roof (it is metal) under any circumstance because it can cause trouble with later repair. They say that IF there is a roof leak to remove the screws in the area and replace the washers. They say the problem is the metal gutters that have rusted. The gutters in King Center run within the walls. There are only six downspouts on the roof (fewer than many homes). We considered running PCV down through the gutters, but per cameras that have been dropped down, the gutters branch, so that is not possible.

At this point the prevailing thought is to tear down the three to six foot parapet and extend the sheet metal of the roof by sliding a new piece under the old, and then run gutters down the outside of the building. As they age exterior gutters can be maintained without worry of water in the building. The gutters will have to drain, as do the current ones, into an underground drain to carry the water away from the building.

We currently (in February) which is beyond this reporting period, with the help of a contractor who does not intend to bid, are working on specs for this work. We know the building will not be as attractive as it is – but it should be more functional.

You also should know that at the end of January we received an OSHA complaint about a health hazard stating “employees are exposed to health hazards in that the employer allows for the growth of mold in the air ducts and ceiling on the second floor around the Head Start and administration offices.” That is the area that has had the most water and that tests showed have some. Several things are fortunate. Due to COVID, many of our office staff have been working off site so there is very little traffic nor work done in this area. The area has its own HVAC unit. The firewalls above the drop in ceiling stop airflow that might occur there. We responded to OSHA and have not heard back.

At the suggestion of more than one professional, we have purchased an air scrubber and extra filters, rather than rent, as we need to have the gutters taken care of and then fully clear any mold/mildew. The air scrubber should improve the air quality in the area. Though there is little airflow across the building, we will seal off that area with sheet plastic. This should all be in place by early next week. Those changes will give us time to get bids written, out, back, make a decision and deal with gutters.

Due to the costs involved, and the fact that we have tried previously but not resolved this problem long-term, we feel it imperative to gather enough information to make the best decision we can to get this matter corrected in a way that it will stay corrected.

- If that were not enough, we continue to have problems with inconsistency in phone/internet connections as well as we continue to have problems with the caller ID from centers showing “restricted” which is not conducive to our business. Once we get the gutters and related in hand, this must become a priority.
- As you know, we are interested in partnering with Mother Mary Mission (MMM) to provide space for our Russell County classrooms closer to where families eligible for services live. Unfortunately, MMM has been unable to raise enough funds to make the building suitable, and we need funds for the costs that will fall to us, such as renovation of the kitchen and plumbing specific to the needs of small children. Najeebah Swanson, mentioned above, has searched diligently for foundations and other sources of funding. As she searches, she watchful for other areas of interest to ACHR, including the book project the board is considering. She used these sources: Grant database, Library Books, The Annual Registry for Grant Support, Word of mouth and Internet search. Resources yielded hundreds of grant opportunities for nonprofits.

Research included going to the organization’s website reading guidelines to determine whether ACHR qualifies, if they fund the type of project we need, and application deadlines. If those criteria were met, she created an outline of the guidelines for grant submission. Some organizations do not take unsolicited applications. Some accept an introductory letter with specific guidelines – an application to be able to make application. The search yielded only a short list of possible grants. A few looked promising, but once we began the process (after getting Nancy excited a couple of times when we asked agreement to try), there were additional barriers that made us ineligible. If there is one thing we have learned writing grants, it is do not waste time applying when the type of agency we are and want we need funding for does not fit within their stated parameters. The search will continue, but as of now, no large funding has emerged. However, given the need for in-kind, she will broaden her search to search for anything that might help.

FAMILY ENGAGEMENT - DARDEN, EDELMAN & KING CENTERS

Quarterly Board Report

November 2020 through January 2021

SUCCESS STORY

Story 1

November 11, 2020 – Family Engagement Advocate (FEA) sent parent an e-mail to ask if she had completed her Virtual Home Visit with the Teacher and what date would the child start school? Parent responded with an e-mail stating that she has spoken with the Teacher, she has not allowed child to start school yet, due to the Parent's phone being disconnected at the time and she understand. Parent was told staff need be able to stay in contact with her at all times. FEA send her an e-mail with a resource website...Safelink Wireless Program-Lifeline Services to find out if she would be eligible to receive FREE monthly wireless services.

The Parent responded with an e-mail stating that she will definitely apply. November 16, 2020 – FEA briefly spoke with the Parent at the Darden Center. Parent applied for the Safelink Wireless Program. On November 18, 2020 Parent sent an e-mail stating that she has not received any feedback from Safelink Wireless Program-Lifeline Services yet. After multiple follow-ups from the FEA the Parent was able to receive the free monthly wireless services. Need has been met.

Story 2

Parent indicated on her Family Engagement Summary that she is interested in obtaining a new place to live. September 4, 2020; she called and I referred her to Ms. Tabitha Perry (ACHR Housing Counselor). Follow-Up: FEA called and spoke with Ms. Perry who stated, that Parent shared with her that she has been approved for a housing voucher...Ms. Perry encouraged her to pick-up housing voucher before she lost it to someone else and to ask the Housing Authority for a list of available housing. January 11, 2021; Parent sent e-mail stating that she has obtained an apartment with Auburn Housing Authority; will be moving to Auburn very soon & Thank You! Need has been met.

NOVEMBER 2020

RECRUITMENT EFFORTS:

Word of Mouth, Parent referrals, Social Media, Telephone, Text & E-mails

- (1) EHS Child Enrolled
- (1) Family Engagement Summary completed
- Edelman Thanksgiving Food Bags: Number of parents received: 11/19/20- (9)
- Family helped this quarter: FEA assisted mother in need of child-care...so that she could continue working...she now has child-care...also work at the Darden Center.
- Family Engagement Advocate assisted Dominic Mitchell in getting a Landscaping job
- Community resources distributed & families utilized (5)
- Community resource – Angel Tree Salvation Army & Toys for Tots
- Parents received the following information:
 1. FLYER: Lee County Habitat Home Ownership Application Meetings – Jan. 15 & 16, 2021
 2. COVID-19 Safety for Thanksgiving Website

QUORUM TRAINING ON-LINE:

1. Honoring All Families-All FEAs

WEBINARS:

1. Providing Staff support and supervision virtually-Tina
2. Supporting fathers who were sexually abused as children- Breah Keim, Kambria Tolbert
3. Second shift to first shift supporting fathers as central to family life--Breah Keim, Kambria Tolbert

TRAINING:

1. COVID in Preschools-All staff
2. Home visitor webinar series – Virtual home visiting strategies that support all children and families-Breah Keim, Kambria Tolbert
3. Engaging with families in conversation about sensitive topics- Breah Keim
4. Series of healing and resilience from native communities during challenging times- Breah Keim
5. Understanding meaning in behaviors that challenge us- Breah Keim
6. Preparing for challenging conversations with families- Breah Keim
7. Chaotic families and Trauma: How to navigates and not get sucked in- Breah Keim
8. Start strong: SEL Foundations and resiliency in infants and toddlers- Breah Keim
9. 2020 Child Abuse Mandated Report Training- Breah Keim, Kambria Tolbert
10. Special Needs/Mandatory Training Breah Keim, Kambria Tolbert
11. Manual read including education & policy handbook- Breah Keim, Kambria Tolbert

DECEMBER 2020

- RECRUITMENT EFFORTS:
 - Word of Mouth, Parent referrals, Social Media, Telephone, Text & E-mails
 - (3) EHS Children Enrolled & (1) HS Child Enrolled
 - (4) Family Engagement Summaries completed
- FEED THE CHILDREN EVENT (12/18/20)– 166 Darden & King Parents attended- combined/ Edelman 39 families attended
- Family Engagement Advocate researched, but was unsuccessful with obtaining a hard copy of a Spanish Alabama Driver Manual...printed a Spanish copy on-line & mailed to (1) parent.
- Community Resources distributed (4)
- Family Engagement Advocate assisted former and current King families with toys for Christmas
- Community Resources – Angel Tree & all King Families utilized resource
- WEBINAR:
 1. COVID-19 Center Level Reporting: Updates to the Data Collection-Carolyn Davis
 2. Understanding and responding to Trauma in virtual service delivery- Carolyn Davis

JANUARY 2021

- January 6, 2021 – Family Engagement Advocate enrolled (1) child
- RECRUITMENT EFFORTS:
 - A. Word of Mouth, Parent Referrals, Social Media
 - B. Received and gathered documents for applications submitted

- C. All Family Engagement Advocates made a list of sites where they will be posting Recruitment Fliers for the upcoming 21-22 School Year
- D. FEAs prepared Re-Enrollment letters to be sent home for returning children
 - (1) HS Child Enrolled & (1) EHS Child Enrolled
 - (1) Family Engagement Summary completed
 - FEA waiting to enroll (1) child...(1) child transferred from King Center to the Darden Center
- Distributed Housing Counseling Agreement Forms to parents who were interested in the Zoom Parent Workshop – Information on Home Ownership
- Community resource – Lee County Literacy Coalition
- (Dad’s League) Dads & Moms Virtual Parenting Class
- Family Engagement Advocate referred (1) parent to Ms. Tabitha Perry (ACHR Housing Counselor)...OUTCOME: Parent obtained housing in Auburn area
- Family Engagement Advocate referred (1) parent to the Safelink Wireless Program-Lifeline Services...OUTCOME: Parent received a FREE Cellphone
- Parents received the following information:
 1. FLYER: Dads & Moms Virtual Parenting Classes
 2. FLYER: Lee County Habitat Home Ownership Application Meeting – Jan. 15 & 16, 2021; POSTPONED to a later date, due to COVID-19 concerns
- ANNOUNCEMENTS:
 1. FREE Virtual Certified Manufacturing Training Program – Jan. 20, 2021
 2. Lee County Literacy Coalition Program – FREE Virtual Financial Literacy Workshop – Jan. 19-20, 2021
 3. Lee County Health Department COVID-19 Testing dates: Jan. 7, 14, 21 & 28, 2021
- TRAINING
 - QUORUM TRAINING ON-LINE: Self-Care for Educators-Lucinda Aldridge
 - WEBINARS:
 1. FY 2021 Head Start Monitoring Protocols – ECLKC- Lucinda Aldridge
 2. Providing Meal & Nutrition Services During COVID-19 -Breah Keim, Kambria Tolbert
 3. Building the Brain: Supporting children’s early brain development-Lucinda Aldridge
 4. Separated but together: How to strengthen collaboration on virtual world-Carolyn Davis, Lucinda Aldridge
 5. Caring for young children and Staff during COVID-19 Carolyn Davis, Lucinda Aldridge
 6. Partnering with families during emergencies- Carolyn Davis, Lucinda Aldridge
 7. The 5 R’s at Early Learning leadership building a foundation at responsive relationships Carolyn Davis
 - OTHER TRAINING:
 1. Shifting from a school centric to a family centric approach-Breah Keim, Kambria Tolbert
 2. Emergency Preparedness and Response planning for natural or man-caused events-Breah Keim, Kambria Tolbert
 3. Prevention of shaken baby syndrome and abusive head trauma-Breah Keim, Kambria Tolbert
 4. Building and Physical Premises: Safety, including identifying Electrical Hazards, Bodies of water, and vehicular traffic-Breah Keim, Kambria Tolbert

5. Prevention and control of infectious diseases including immunizations-Breah Keim, Kambria Tolbert
 6. Sudden infant death syndrome and prevention and use of safe sleep practices-Breah Keim, Kambria Tolbert
 7. Administration of medication-Breah Keim, Kambria Tolbert
 8. Prevention and response to Emergencies due to food and allergic reactions-Breah Keim, Kambria Tolbert
 9. Handling and storage of hazardous materials, including correct disposal of bio-contaminants-Breah Keim, Kambria Tolbert
 10. 2021 Child Abuse Mandates Report Training- Breah/ Kambria
- Family Engagement Advocate attended many Policy Council Meetings-Cleo/ Tina Evans

ADDITIONAL INFORMATION:

- We are working toward a fully functioning file room for Burton House...pending purchase of file cabinets and shredding to process out old files.



Education Board Report November 2020-January 2021

By Sue Williams, Karen Lusk, Debbie Chism

November:

- Education Staffing:
 - Darden HS hired 1 teacher and 1 classroom intern. Need 2 teachers and 2 interns. Due to low enrollment, new staff not needed immediately.
 - Edelman HS needs a teacher.
- Centers continue many COVID safety procedures put in place prior to opening back centers in October.
 - Staff, parents and children go through screening/temperature taking prior to entering building and adults provided with hand sanitizer prior to entry.
 - All adults and children over age 3 wear masks inside the centers.
 - Parents sign children in at stations outside of each classroom and then immediately leave. Each parent uses a pen provided and drops pen off when leaving so pens can be sanitized.
 - Staff and children wash hands with soap upon classroom entry.
 - Hands-free faucets, soap dispensers, paper towel dispensers, and trash cans are used by children and staff in classrooms/restrooms.
 - Only 1 classroom plays outside on a playground at a time and equipment is limited.
 - Buses have reduced numbers of children riding with 1 child per seat unless they are siblings. Buses are sanitized between a.m. and p.m. routes.
 - Classroom staff use a safe sanitizing cleaner in the classroom.
 - Classrooms and frequently used spaces are fogged nightly.
 - Adult bathrooms have sanitizing wipes for cleaning between uses.
 - Offices have a Plexiglas guard to protect staff and others.
 - Classroom staff do not socialize with staff from other classrooms.
 - Classroom staff serve children's food.
- Head Start Enrollment and EHS Home Based enrollment continues to be a challenge. Causes include: Parent COVID fears and greater numbers of state pre-k classrooms in both Russell County and Opelika. Current enrollment in HS is Edelman 31/51 and Darden is 109/185. King is 99/108. Home Based EHS 72/104. EHS center based program is staying fully enrolled at Darden 40/40 and Edelman 24/24.
- Early Head Start Home Based continues to serve its families virtually. Along with individual and some group socialization visits by Zoom and other electronic means, parent educators (home visitors) periodically drop off materials to families.
- At each center, there are children coming into the center for traditional learning and some children who are at home doing virtual learning. King Center Head Start has 5 traditional and 3 virtual classrooms. Darden Center Head Start has 7 traditional and 2 virtual classrooms. In EHS at Edelman and Darden all classrooms are open. There are 7 children from the two centers that are virtual. They are being served by their regular teachers.
- Early Childhood Coordinator and Trainer worked with worked with Administrative Coordinator on grant proposal and request for conversion of some Darden HS slots to become EHS slots.

- Education staff participated in Self-assessment and the Steering Committee with Policy Council (PC) for the results and proposed grant renewal.
- Educators and other area staff met with PC to answer more questions around the grant, conversion, and possibilities for dealing with leaking at King Center.
- COVID Quarantine: All classrooms in Head Start/Early Head Start went to virtual teaching and learning during quarantines.
 - Darden 11-17-2020 through 11/30/20 (7 school days plus 3 days of Thanksgiving when we would have been closed). Due to staff exposure and lack of staff because they had to quarantine.
 - King Head Start: 11-20-20 through 12-8-20 (10 school days plus 3 days of Thanksgiving when we would have been off). Due to staff exposure and lack of staff because they had to quarantine.
 - Fire and tornado drills were successfully help at each center.
- Fire and Tornado drills held at each center.
- Staff out for Veteran’s day Nov 11th and out for Thanksgiving Nov 25-27, 2020.
- DHR inspected Edelman; asked for certifications from all board members that they will not be in the centers or around our children and for CBC, Medical and other documents that would be a staff file from our board president.

Child Data Report: Baseline Data

- As per Head Start requirements, ACHR tracks children’s development and progress towards school readiness goals. ACHR uses the *Child Observation Record (COR Advantage)* for documenting ongoing assessment of Early Head Start and Head Start children. COR is aligned with the HighScope Curriculum and Head Start Early Learning Outcomes Framework (HSELOF). Teachers and parent educators (home visitors) gather and score observations using the COR Advantage online tool. COR Advantage is organized around 8 Categories and has 34 observation items. The tool covers birth through the end of kindergarten. It has scores that range from 0-7. Head Start requires programs to aggregate and analyze child data three times per year: a baseline, in the middle, and at the end of each program year.

COR categories include:

Approaches to Learning	Social & Emotional Development	Physical Development & Health
Language, Literacy & Communication	Mathematics	Creative Arts
Science & Technology	Social Studies	

Baseline Group Data from Period 1 (ended in October) helps determine children’s developmental levels during the beginning of the program year:

- **Older Toddlers group:**
 - Overall ACHR COR baseline score: Typically Developing 2.18 (Special Needs: [2 ch]1.87)
 - Highest Category (after *Physical Development and Health*, which always scores high) *Approaches to Learning* 2.22. Lowest Category: 2 of 8 categories tied for lowest baseline score: *Mathematics* and *Creative Arts* 2.13.
- **3 YR Old Group**
 - Overall ACHR COR baseline score: Typically Developing 2.53 (Special Needs [2 ch.] 2.53)
 - Highest Category (after *Physical Development and Health*, which always scores high) *Approaches to Learning* 2.63. Lowest Category: *Creative Arts* 2.4
- **4 YR Old Group**
 - Overall ACHR COR baseline score: Typically Developing 2.93 (Special Needs [7 ch] 2.27)
 - Highest Category (after *Physical Development and Health*, which always scores high) *Approaches to Learning* 2.91. Lowest Category: Two of eight categories are tied for lowest baseline score: *Mathematics* and *Science/Technology* at 2.86.

Baseline data was typical of previous years. With COVID quarantines and having children back and forth between center and virtual teaching, data collection was more challenging than previous

years. Observations were more difficult to obtain during virtual teaching when teachers do not see children for hours each day.

- Early Childhood Coordinator and Trainer became recertified as Classroom Assessment Scoring System (CLASS) observers.

December:

- Education Staff:
 - 1 home visitor resigned for better paying job out of field.
 - Head Start: Darden: 3 interns left. Hired 1 intern. Need 2 teachers and 3 interns. Due to low enrollment, these staff are not needed immediately.
- No quarantine for Edelman/Darden December 1-18th. King was out until December 8th.
- Classrooms made holiday videos for families to see on YouTube.
- Sponsored by Feed the Children and Pharmavite, each center held a box pick up event for families. Families drove through and received a box of food, a box of personal hygiene supplies, children's vitamins, and a toy.
- Early Childhood Coordinator and Administrative Coordinator held several video conference calls with Diane Naranjo, Region IV Program Specialist to answer questions about conversion request.
- Educators and health/early intervention-mental health staff had a virtual training with Region IV disability specialist. She had some helpful ideas for promoting our program to recruit children with disabilities and other ideas for working with public schools to increase the speed of referrals and to strengthen relationships with disability coordinators at the schools/state.
- Fire and tornado drills were held at each center.
- Dr. Mary Rudisill from AU Department of Kinesiology donated a number of coat, scarf, and glove sets to Darden Head Start. (Does not count as in-kind but we are happy to have it!) PNC bank donated children's clothing and underwear for changing clothes when children have accidents.
- Fairfax First Baptist Church had closed down its childcare center. They donated a few truckloads of preschool and infant/toddler toys, materials and books to ACHR. Several ACHR Head Start/ Early Head Start staff from various departments helped inventory and pack the items for transport.

January

- Education Staff:
 - 1 home visitor hired. 1 Head Start Teacher hired at Edelman.
 - 1 Head Start Edelman intern resigned. Floating intern became classroom intern. Need 1 floating intern
 - HS Darden still needs 2 teachers and 3 interns. Have 2 teacher applications to interview. Due to low enrollment, these staff are not needed immediately.
- Quarantine occurred at Darden January 4-8 when there was exposure and not enough staff to keep the center open. Virtual teaching offered during those days.
- Head Start and Early Head Start teachers who have ongoing Virtual Classrooms have been very creative in finding ways to make the virtual teaching and learning interactive, fun, and interesting. Teachers occasionally visit children's homes to drop off materials for children and pick up completed RAGS parent activity sheets. Parents participating in ongoing virtual have expressed their enjoyment of the experience and what it has meant to their children.
- Educators and other Coordinators met virtually with PC to see presentation about results of environmental testing at centers. King Center has a difficult leak that has become worse. A presentation was made by Bio-Defense Technologies about ways to fix the King roof/building
- Early Childhood Coordinator and Administrative Coordinator held video conference calls with Diane Naranjo, Region IV Program Specialist at to answer questions about the in-kind waiver request. She said our conversion request has been sent on to Washington.

- Staff continue to participate in virtual training. Early Head Start classroom staff and home educators (home visitors) completed a 15-hour virtual Infant-Toddler Conscious Discipline series and told us they had learned so much that will be helpful to them. Head Start is participating in an ongoing, self-paced virtual Conscious Discipline training that is 30 hours long.
- A variety of staff have been in small group classes (physically distanced) to receive their yearly required health and safety training that meets Head Start and CCDF requirements. A nurse from Alabama Department of Public Health has been teaching the classes for us at Darden and Edelman. Others have completed the same required topics through online training with Quorum.
- As part of agency planning, the Early Childhood Coordinator, Trainer, other education and family engagement worked together virtually to update all forms for recruitment and parent orientation for the upcoming school year. Additionally, Education team members participated with other admin. Staff in a ROMA training presented by Tabitha Perry from CSBG.
- DHR inspected King Center with no deficiencies. They did ask for an up-dated board list.
- Early Childhood Coordinator and trainer began to develop the calendar for the upcoming school year.

**REPORT TO THE BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
HEALTH/NUTRITION/SPECIAL SERVICES
for the period November 2020 – January 2021
Natalie Stephens RD LD CFI, Health Services Coordinator**

HEALTH/DENTAL/OTHER

- All are 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 the immunization records. If the child's record is not in the system, we request that the parents provide the shot record at orientation.
- All required health screenings were completed within the 45 days.
 - We are continuing to encourage parents to provide the updated documentation from the 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: Parents are able to take children to the dentist and Head Start centers are receiving the needed paperwork. If we do not receive the dental exam paperwork, we are using the dental screen from the well child checkup.
- Growth assessments: If a child came in after the fall heights and weights were taken, we are obtaining from the well child checkup. We are planning to obtain spring growth assessments in late February.
- Vision Screening: If a child came in after FOCUS First screenings were completed, we obtain the information from the well child checkup if available. All children that needed treatment and have been referred. We are trying to reschedule focus First to come back to each center in mid-March.
- Hearing: If a child came in after the fall hearing screenings were completed, we are obtaining from the well child checkup if available. We are planning on redoing hearing screens for all children in mid-March.

NUTRITION - KITCHENS

- Darden Health Score- **98**
- King Health Score- **100**
- Edelman Health Score- **100**

NUTRITION – LIFE (Learning Information about Food and Exercise)

- **Exercise classes:** Was cancelled in Mid November due to Natalie suffering from a knee injury. Classes will restart Feb 1, 2021.
 - Announcements about the classes are posted on the ACHR-Life Facebook page.
- **Nutrition/Exercise Counseling:** Nutrition counseling is offered to parents during parent meetings and/or other parent functions. One on one counselling is also offered to ACHR families.

SPECIAL SERVICES

- **Screenings:** All children are up to date with ASQ screenings.
- **Children with an IEP/IFSP :** 17 completed IEP/IFSPs.
- **Behavior/Developmental referrals:** 21 children from all centers. These children are in the process of qualifying for services.
- **Mental Health:** East Alabama Mental Health continues to collaborate with us to cover required mental health services and meet the needs of our children, families and staff. We are currently in the process of setting a date where they will be able to monitor the 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:** We are continuing to work on the website, and social media platforms to better reflect what ACHR does and to create more interest. This also has allowed us to better keep our families updated with changes. Changes to the site include:
 - **Pictures with built in links that take the user to pages about our services added to the front/landing page of the website.**
 - New pages added to better highlight our programs, including
 - Early Head Start Homebased Program
 - Announcements/ News
 - Virtual Education
 - COVID updates and Information
 - Our website is translatable into nine different languages (more languages can be added as we see the need). This allows parents of dual language learners to access the important information available on our site.
 - Our Facebook page can be found directly from www.achr.com/fb. There also is a direct link on the website.
 - Our YouTube page can be found directly from www.achr.com/yt. There also is a direct link on the website.

Feed the Children: On December 18, 2020, on very short notice we hosted a huge Feed the Children Event, this one only for ACHR families!

We were able to give Feed the Children boxes to our participating ACHR families. This was the third Feed the Children event that ACHR has participated in. On October 18, 2018, we hosted a FTC event on the lawn at King Center in Auburn. Then on March 11, 2019, we had another huge event at the King Center. The first two events were available to residents by vouchers from partner agencies.

Because of COVID, we were unable to have a "resource fair" as in the past. However, we were able to have events and serve our families at all three centers (Darden Center in Opelika, King Center in Auburn, and Edelman Center in Hurtsboro). Because of COVID, FTC were unable to send any one to volunteer, so many ACHR staff stepped forward to make sure that this event was a success for our families.

Each family was given a box of food, a box of toiletries and essentials, a pack of vitamins, and a toy for each child in the family. Our families were appreciative and we are very thankful for everyone that was involved in making this event a success.



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. 2020—JAN. 2021

<u>NOV.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			FNPI: (I)	4h: Imp. Energy/Reduce			
			SRV: (S)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	4z: Avoid Shut-off
LIHEAP GEN.:	225	403	Fh: 191	Fz: 191	Si: 191	Sk: 191	Tabitha assisted 1 client by telephone counseling (approved by HUD due to COVID) with Pre-Purchase Home Buying Education; referred through the City of Opelika's Down Payment Assistance Program.
LIHEAP CRISIS:	000	000	Fh:	Fz:	Si:	Sk:	
ABC TRUST:	022	026	Fh: 19	Fz: 19	Si: 19	Sk: 19	
EFSP/EFSP-COVID	Phase 37:	Covid:					
CSBG/CSBG-COVID	000	000	SRV7: Case Management				
NO SHOWS: 10	MISSING DOCUMENTATION: 74		SURVEY:				

<u>DEC.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			FNPI: (I)	4h Imp. Energy/Reduce			
			SRV: (S)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	000	000	Fh:	Fz:	Si:	Sk:	Tabitha assisted 1 client by telephone counseling (approved by HUD due to COVID) with Pre-Purchase Home Buying Education; referred through the City of Opelika's Down Payment Assistance Program.
LIHEAP CRISIS:	000	000	Fh:	Fz:	Si:	Sk:	
ABC TRUST:	005	005	Fh: 5	Fz: 5	Si: 5	Sk: 5	
EFSP/EFSP-COVID	Phase 37: 0	Covid: 0					
CSBG- COVID	29/55	77/55 Applications	SRV7: Case Management				
NO SHOWS:	MISSING DOCUMENTATION:		SURVEY:				

<u>JAN.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			FNPI: (I)	4h Imp. Energy/Reduce			
			SRV: (S)	4i: Utility Payments	4j: Utility Deposits	4k: Arrears Payments	
LIHEAP GEN.:	000	000	Fh:	Fz:	Si:	Sk:	Tabitha assisted 7 clients by telephone (approved by HUD due to COVID) with counseling for Locating, Securing or Maintaining Residence in Rental Housing. After Rental and Eviction Counseling, they were assisted with rental assistance through the CSBG COVID Rental Assist. Prog.
LIHEAP CRISIS:	000	000	Fh:	Fz:	Si:	Sk:	
ABC TRUST:	000	000	Fh:	Fz:	Si:	Sk:	
EFSP/EFSP-COVID	Phase 37: 2	Covid: 0					
CSBG- COVID	26/43	61/43 Applications	SRV7: Case Management				
NO SHOWS:	MISSING DOCUMENTATION:		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: NOV. 2020—JAN. 2021

HAPPENINGS:

NOV.: The Emergency Services Program normally begins its LIHEAP Heating Assistance Program during January, but due to the pandemic, the Alabama Department of Economic and Community Affairs (ADECA) allowed agencies the opportunity to begin their LIHEAP Heating Assistance Program in November, utilizing the remaining LIHEAP Cooling Assistance funds that were not disbursed between June-September (due to COVID the summer program was extended to October). ADECA previously shared that they would be offering this option, so during the summer months Tabitha requested an additional 100,000 to be able to reach more households during COVID and to be able to begin the heating program in November instead of January. The additional funds allowed us to be able to assist 133 households during October (cooling) and 225 households in November (heating).

DEC.: December ushered in our Community Service Block Grant (CSBG) COVID Assistance Program. With the assistance of Natalie Stephens, ACHR's Health Services Coordinator who also oversees ACHR's website, we were able to set up and offer our COVID-19 Pre-screened Rental Application on ACHR's website (advertised through O/A Newspaper, Charity Tracker and ACHR's Facebook page). In order for clients to be able to receive assistance through this program they must meet its requirements of being affected by one of ADECA's COVID-19 categories: Someone in household contracted COVID, Quarantined due to COVID, Lost job and applied for unemployment, Lost wages due to COVID, Had additional expenses due to COVID. During December, we received 77 applications for this program. An official COVID application was emailed to each client once staff verified how COVID has affected the household.

This year we were unable to offer our annual workshops for Financial Literacy and Energy Counseling due to social distancing, but we were able to offer our annual enrollment for our Outreach Senior Program to 18 seniors. We now have a total of 296 Outreach clients after losing 7 clients this year. Social distancing can wreak havoc on the best of us, especially with our seniors, because of their pre-existing health issues and their lack of understanding on how to maneuver through social networks, so the Emergency Services staff has been making weekly calls to our Outreach clients. We also mailed "Thinking of You" cards to them in November and "Happy Holidays" cards in December.

JAN. Sandra and Tabitha submitted the agency's CSBG first quarter ROMA report on January 22, and on the 26th, Tabitha presented the agency's annual ROMA Training to Management staff with emphasis on the Community Needs Assessment and the Strategic Plan. This is 7.9 of the Organizational Standards: *The Organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.*

Our office staff were looking forward beginning our LIHEAP Heating Program this month but we were informed that ADECA would be late in mailing out the LIHEAP Heating Grants, so we applied for the LIHEAP COVID Assistance Grant. This grant offers assistance with utility bills to those clients who were/are affected by COVID. Because we are still operating the CSBG COVID Rental Assistance Program we updated the online prescreened application to reflect the COVID utility assistance we will be providing.

Alabama Council on Human Relations

Board Report November, December and January 2021

Michelle Cosper

Maintenance/Janitorial, Transportation, Weatherization and Housing

MAINTENANCE/JANITORIAL (All Centers – Darden, King and Edelman)

Several janitorial and maintenance staff have been out due to COVID, and missed. The remaining staff are working as a team to cover all centers to assure all essential areas are cleaned and sanitized daily.

ACHR purchased a disinfectant sprayer for each center, which replaces the foggers that we had been using which are considered less effective. At the end of each day, janitorial staff fog every room with the disinfectant. During the day, janitorial staff continually wipe light switches, door handles and bathroom fixtures.

Maintenance is doing their best to keep things repaired and in good standing. It has been a challenge to obtain supplies due to COVID-related delays in receiving materials.

We are working on the ongoing problem for the gutter system at King Center. Around a year ago, we had slowed the leak down to a drizzle. Then, on New Year's Day, we had a bad flood. Serv Pro was called to dry the center and use dehumidifiers to remove moisture from the building. With the assistance of the Policy Council, we have been on a search to repair the gutter system in some way. Several additional people have looked at this problem and it has been determined that the most lasting way will be to run the gutters outside the building rather than inside. We are currently in the process of getting information together to create a bid document.

TRANSPORTATION:

Transportation also has struggled with absentees due to COVID. Drivers are working hard to keep buses sanitized and wiped down between routes.

There have been a couple of bus issues; we are working with Bluebird to keep everything running.

WEATHERIZATION:

For the grant year 2020, ACHR was awarded funds with the expectation to weatherize 18 houses. COVID has slowed the process. We have been told by ADECCA that there will be an extension, but have not received that in writing, so, we are pushing to complete all houses by March 31, 2021.

HOUSING:

Construction is moving forward on Jackson Village rehab project. I hope that there will be a closing in the near future. The development fee will be able to go to good use.

The Alfred Radney rehab deal has been completed and turned in with corrections on February 1, 2021. We will learn in June whether the deal will be awarded.

As far as all the other properties, I continue to keep up the monthly reports, but all other issues have been put on hold due to COVID.

Board Report

November, December, January 2020-2021

Van Sanasith Garage Coordinator

<u>Month</u>	<u>Service & Repair</u>	<u>Road Service</u>	<u>Inspections</u>
November	29	2	16 Annual (DHR)
December	33	3	16 Monthly
January	34	2	15 Monthly
Totals:	96	7	47

-Problems with new buses on new fuel pumps removed and replaced pump and filter.

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

-Performed School bus Monthly Inspection on all Darden, King Center and Edelman busses to meet Annually DHR Specifications.

-Mechanic On Road Call To work at Edelman Center for keeping school buses and support vehicles.

-Repair engine Mechanical problems.

-Oil Change with filter, lubricate body and chassis.

-Brake Test and repair, Air brake system and hydraulic system.

-Replaced new tires on School bus and Support vehicles.

-Repair and Service Heat and Air conditioning.

-Repair and tune up Drivability, Road speed test.

-Cleaned up around garage- shop