

**THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**  
**ADMINISTRATIVE BOARD REPORT for February -April 2022**

**Tina Evans, Interim CEO, Dianne Kent, Fiscal Coordinator, Janet Burns, Administrative Coordinator**

**GRANT APPLICATIONS, REPORTS, AND RELATED ITEMS**

- Early/Head Start Continuation Grant (Yr4). Status: Accepted
- Early/Head Start American Rescue Plan Grant (549,194). Status Submitted 3-24-22. The request was primarily for bonuses/supplements to staff salaries to help with MH and staff retention. Some to supplies.

**STAFF CHANGES/NEWS IN CENTRAL POSITIONS**

Nancy Spears retired due to health reasons during this period. As a former ACHR Board member, she helped write the grant for the first Head Start summer program in 1965 and became ACHR's Head Start Director. She traveled frequently on behalf of ACHR and Head Start and helped form both the National Head Start Association (NHSA) and Head Start itself as well as guided our agency. As Programs Director, after the death of Jerry Roden Jr., our Executive Director in 2006, in addition, she became ACHR's CEO. We will miss her.

The ACHR Board implemented its succession plan for the position of CEO. They decided the two positions should be separate. For the Head Start Director position, the Board followed the policy of considering transfers from within the agency first and advertising if no qualified candidate came forward. However, a representative from the Head Start Regional Office informed the Board President both positions had to be advertised outside the agency. That slowed the planned transitions.

Additionally, Dianne Kent, our Fiscal Coordinator will be retiring. Wanda Jackson, who was hired to train for the position, resigned. The ACHR Board President is accepting applications for this position.

There also are changes coming in Early/Head Start education. Sue Williams (Early Childhood Coordinator) and Karen Lusk (Trainer and more) are retiring effective the end of June for family reasons. Both are credentialed trainers. They are willing to be available by phone as we transition and possibly to do some training events for our staff. Sydney Yance, who recently became our Home Based Lead Parent Educator/ Home Based Coach, resigned because she and her family are moving. She hopes to do some consulting work with our home-based parent educators.

We regret to need to share that our morning receptionist, Barbara Smith, died after an illness. She did a variety of tasks in addition to answering the phone and directing calls. She was pleasant even with difficult callers, easy to work with, and willing to learn. She will be missed very much.

Considering the many changes in key staff, as well as various needs of our programs, facilities, and clients, the next few months will be busy and challenging for both staff and board, as the ACHR Board, per Head Start, hires for the positions of CEO, Fiscal Coordinator and Head Start Director with Policy Council approval.

**OTHER ITEMS**

The changes mentioned above have begat additional work including review and revision of the job descriptions for the positions mentioned and others that are related and work on transition plans and procedures.

As we noted in the last report as likely, when we received the audit letter from the comprehensive virtual CSBG review held the week of December 6, 2021, there were a few things to clear. Staff responded to their questions and sent additional documentation as requested; that audit has been cleared.

We had a Focus Area 2 Early/Head Start review the week of February 14. It was mostly virtual except for classroom observations. We were told we would not have results for two to six months.

Our health insurance plan renews every May 1, so there were meetings with the insurance agent to consider options. The cost of health insurance increases most years and now is past the point that our grants can pay the full cost of a comprehensive plan, so staff also contribute. Staff members were asked to complete a survey to help choose between an increase in the up-front cost or an increased deductible and co-pays.

The cut-over from the old phone and Internet provider to the new one took place Friday, April 29. C-Spire had staff at each of our facilities. At the end of the day, they had completed almost all of the required work including training many of our staff on the use of new phones. They did not have the caller ID system set as we wanted it to be and there were a few other changes left to do during the next week. Ryan Martin, our Purchasing/Property Assistant, recorded the greeting and options you will hear when you call in.

## CACFP ACAH Combined Board Report Jan 1, 2022 –Apr 30, 2022

# CACFP

An Average of 26 Active CACFP homes participated during 2nd Quarter of the program year. The actual home participant rate is at 26 for the quarter. Two hundred twenty-five (225) children enrolled for reporting period with an average daily attendance of one hundred sixty-two (162). These numbers reflect an increase from the previous 3 quarters of COVID and the loss of income related to COVID. We have lost 1 home provider due to retirement and only expect 1 more to change careers during the upcoming quarter

Under the current Tier structure, one home remains Tier-II II as set by USDA. No homes are certified to receive higher rates of reimbursement based on the income of the 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. During 2021-22 year all homes were eligible to receive high rates of payments although children were in the lower tier payment group. See below a chart of performance for last quarter:

<i>Meals</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Totals</i>	<i>Children</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Totals</i>
<i>Tier 1</i>	<b>7494</b>	<b>8222</b>	<b>9189</b>	<b>24,905</b>	<i>Tier 1</i>	<b>196</b>	<b>200</b>	<b>196</b>	<b>592</b>
<i>Tier 2 High</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<i>Tier 2 High</i>	<b>25</b>	<b>25</b>	<b>25</b>	<b>75</b>
<i>Tier 2 Low</i>	<b>230</b>	<b>303</b>	<b>308</b>	<b>841</b>	<i>Tier 2 Low</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Tier 2 Mix</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<i>Tier 2 Mix</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Totals</i>	<b>7724</b>	<b>8525</b>	<b>9497</b>	<b>25,746</b>	<i>Totals</i>	<b>221</b>	<b>225</b>	<b>221</b>	<b>667</b>
<i>Total Federal &amp; State Dollars</i>					<i>Providers</i>				
<i>Breakfast</i>	<b>3494.40</b>	<b>3910.20</b>	<b>4312.00</b>	<b>\$11,716.60</b>	<i>Tier 1</i>	<b>26</b>	<b>25</b>	<b>26</b>	<b>77</b>
<i>Lunch</i>	<b>6711.46</b>	<b>7235.13</b>	<b>8153.</b>	<b>\$22,099.59</b>	<i>Tier 2 High</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Dinner</i>	<b>0</b>	<b>215.66</b>	<b>173.58</b>	<b>\$ 389.24</b>	<i>Tier 2 Low</i>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
<i>Snacks</i>	<b>2087.28</b>	<b>2261.22</b>	<b>2535.78</b>	<b>\$6,884.28</b>	<i>Tier 2 Mix</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Totals</i>	<b>\$12,293.14</b>	<b>\$13,622.21</b>	<b>\$15,174.36</b>	<b>\$41,089.71</b>	<i>Totals</i>	<b>28</b>	<b>28</b>	<b>26</b>	<b>82</b>

**Program Administrative Review** - No reviews

**Annual Contract** - Completed and submitted

**Recruitment** 0 providers were recruited during this quarter.

### **Monitoring, Software & Computer**

The monitoring review process has been performed via desk reviews to meet the requirements of 3 per year. USDA FNS pending further instructions. We are on track to begin the actual visits starting in May of 2022 to meet our 3 minimum; the final review is scheduled for August and September. We have 26 active providers that submit online claims for processing and approval. All providers are using the online program KidKare and 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 in monitoring documents are completed and finalized for the online process. Please note that the KidKare Cloud base program has been connected through an in-house network as stated in previous reports. Some minor issues with connecting to the local server exist and hopefully will be resolved.. I currently utilize my personal hotspot to connect to the data source as I do an onsite visit to begin in May 2022.

### **Training**

No additional training has been given due to COVID 19 since the Annual Training in September 21

### **Program plans**

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

# **CACFP ACAH Combined Board Report**

## **Jan 1, 2022 –Apr 30, 2022**

### **ACAH**

#### **HURTSBORO**

No report

**Funding for Russell** No Funding source identified

**Funding Lee County** General Funds through the CAAA are the source used in Lee County. We still are collaborating with Ebenezer Baptist church, but at this writing no garden has been planned so we have no report on the progress with this effort. Arrangements have been made to pick up the tiller and other equipment and store in the garden shed at King Center

We have resumed the garden at King in collaboration with Ag Class at Auburn University as part of their class curriculum. The garden has been cleaned, and all debris from the previous raised beds was removed and set up. A MOU outlining the responsibility and use of ACHR space and agreement to use part of the General Fund to supplement purchase and create raised bed. The original plan was to start in January, however, delayed due to weather and other factors. The garden is planted as of this report and a watering schedule is set with the auto timers. We purchased plants through Home Depot.

#### **Grassroots Leadership Development Program**

Alabama Organizing Project GLD are no longer funded and will no longer be a part of the report going forward. The discussion and overall result and recommendation will lead to the development for future collaboration and strategies for addressing the interconnected issues related to families and poverty in Alabama.

#### **VITA Income Tax**

We recruited one volunteers and continue to work with AABC (Alabama Asset Building Coalition) to address some of the issues related to families and have obtained a small grant from to purchase supplies and pay for travel for volunteers. We anticipated additional resources from AABC that will aid in the Virtual Tax Preparation process. The Impact America plan was fragmented and required many additional steps to complete an accurate return given barriers imposed, the hours, of operation, and the use of volunteers among other factors.

We set a goal of 250 returns and we completed 190 returns, this does not include prior year Extension requests nor amended returns waiting to be prepared and submitted. We have an additional 32 packages not returned based on numbered packet system. Further details of the numbers will be reported in a subsequent report. Statistical data is not available for a breakdown of the types of returns.

The site planned with IRS webinar was set up as a Virtual Site for preparation or a drop. We are working on details of how to proceed with the volunteers. We are doing some taxes with applicable social distances and limited contact and only seeing clients when returning and reviewing documents prior to submission.

#### **SCSEP**

No trainee was 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 a demands increase in the various programs

Submitted by William E. Tarver, CACFP/ACAH Coordinator  
05/06/2022



## Family Engagement Advocates Board Report

February - April 2022

Jessica Ballard, Family Engagement Supervisor, with Tina Evans

### SUCCESS STORIES:

#### 1. **Carolyn Davis:**

A recent head start parent enrolled her child into the ACHR Head Start program. Everything was going well with her child until the parent was told by her mother that the child's father had picked the child up from school. The minute she found out the dad had picked up their child from school, she wanted to withdraw her from the program. She did not mention that a joint court order was in place on both parents' behalf. The mom's visitation order was from 6:00 p.m. Sunday evening to 8:00 a.m. on Wednesday morning of each week. The dad's visitation was from 8:00 a.m. Wednesday to 6:00 p.m. Friday evening. The mom wasn't happy with the court order arrangement. She wanted to withdraw the child from the program when she found out the dad would come to pick up the child from school on the days of his visitation. The FEA discussed the matter with the Supervisor who talked it over with the Programs Coordinator who asked if we could set up a meeting with both mom and dad. They agreed to the meeting. The meeting was set up for both parents to express how they felt about the issues regarding their child. The meeting went well. This had been a very intense situation and the police had been involved. The success was that a decision was agreed on by both parents regarding the well-being of their child. Unfortunately, the mom still ended up withdrawing the child from the Head Start program but the mom did give the dad the option to pick another place of learning for their child.

#### 2. **Lucinda Aldridge:**

Head Start parent called and was very emotional. She stated that her car broke down and she needed to find out how to get her child on the bus. We discussed the Transportation Agreement Form. I sent the parent a text message to find out if it would be helpful and would she be interested in obtaining a FREE GAS VOUCHER if she is able to arrange for someone that she could depend on to transport the child to and from school until we can get her assigned to a bus route. I sent an e-mail to remind the parent to visit the Darden Center office to complete a new Transportation Agreement Form by Wednesday, February 23, 2022 so her child can be assigned to a bus route if slots are available on the bus. The parent responded with an e-mail stating that she appreciated the FEA's assistance with helping her gather resources...she is hoping to hear something about her car today, and her GOAL is to get to the Darden Center office to fill-out a new Transportation Agreement Form. The parent called and stated that she has to borrow money to get her car out of the shop. She thought that she would be able to pick up her car on February 25, 2022. The parent but will not have the funds until sometime next week. Her child has not been able to attend school this week, due to she has no gas money for her sister's vehicle. Parent indicated she was interested in obtaining a FREE GAS VOUCHER. I sent a referral to the Achievement Center explaining that currently, a parent is going through hardship. The Achievement Center responded back with an e-mail stating she will be able to assist the parent with a gas voucher. The parent picked up a \$50.00 GAS VOUCHER.

#### 3. **Breah Ferreras:**

A Head start family I worked with had a goal to obtain transportation for her family and buy a vehicle. I referred family to the Financial Literacy Class with Lee County. Working with the referred agency I helped her create her own budget. I also sent some financial materials with her that we received from the training we completed. The outcome – Parent was able to buy a used good car for her family and they now have transportation.

#### **4. Kambria Tolbert:**

Through an existing partnership with Domestic Violence Intervention Center, I was able to work with a family to get a child (J.G) enrolled in the center. Many of the advancements that we had made in the office of family engagement have contributed to this success including nurturing existing partnerships, editing child plus setup to receive notifications of new applications immediately to the OFE, processing applications digitally through Dropbox Transfer, and utilizing a new feature in CP allowing parents to upload links applicable to their families directly to CP. Each of these changes allowed for us to move quickly in processing the application for this family so that the child, who was previously enrolled in another Head Start before fleeing DV, could find normalcy in an environment packed with the love he needs to thrive.

#### **5. Elaine Jackson:**

The parent stated she needed assistance with getting the electric bill paid. She was not sure where to go to get assistance in her area. I assisted the parent by providing her with an application to apply for assistance with the Macon/Russell Community Action in the local area. Outcome: Parent was able to get an appointment with Macon/Russell County Community Action to obtain assistance.

### **TRAINING FOR THE QUARTER**

#### **February:**

Cut the cooties! Communicable disease prevention/ From Food to physical activity/ Keeping our children safe: planning ahead and being prepared/Safe sleep and sweet dreams for infants/ Transportation training for Georgia/ Traveling with precious cargo/ Understanding child abuse and prevention/ Quorum Health and Safety Courses/ Enrollment Forward: Recruitment and Strategic Approaches to Enrollment/ Seasonal Influenza and other Routine Childhood Vaccinations during the COVID-19 Pandemic/ Supporting positive family responsiveness to children's communications/ Enrollment Forward: Intentional Workforce Planning/ Individualizing instructions for children with disabilities who are also dual language learners/ Talking to children about parental substance use/The Science behind social-emotional development.

#### **March:**

Supporting initiative curiosity in preschoolers/ Check-in on well-child checkups/ Preventing shaken baby syndrome abusive head trauma/ How trauma affects child behavior/Public service loan forgiveness for the early care and education workforce.

#### **April:**

Update on COVID-19 infections and vaccines/ERSEA INSTITUTE 2022/ERSEA: Strengthening family & recruitment / Marketing strategies to enhance recruitment / Recruitment: Engaging families who are new to the United States/Connections & Reflections /Relationships with families: A story that started with recruitment / Eligibility: Engaging families of children with disabilities or suspected delays/ Roots: Resilience and relationship moving forward.

### **COMMUNITY AND FAMILY ENGAGEMENT**

#### **February:**

Black History Month  
Parenting Classes

#### **March:**

Easter egg Hunt Registration  
Hiring Event

Parenting Class  
Free at Home COVID Tests  
Opelika Financial Health Initiative  
Salvation Army Emergency Assistance  
Sunshine Shop Free Shopping Day

**April:**

Parenting Class  
Global Community Day  
Flashlight Egg Hunt  
Easter on Courthouse Square  
Easter Egg Hunt at Kiesel Park  
Parent Meeting  
Auburn City Fest

**RECRUITMENT EFFORTS:**

**Yard Signs:** Sam Harris Park, Corner Store, Moton, and Webster Crossing, community market, Byrd Avenue,

**February:**

Ms. Faith Jackson (Worker - Domestic Violence Intervention Center) was given applications, and directed to website for application link and flyers to post and hand out.

**March:**

Dollar General Set up from 1:00-3:00pm

Esperanza House – Going to talk to the families of the non-profit organization that serves low-income Hispanic Families

Sent to Community Partners a Head Start Recruitment Flyer & 2022-2023 Application & requested that they post it at their Site: Lee County Literacy Coalition Program, Lee County Habitat, Magic Rock Trailer Park, Mercy Medical Clinic, SIRCO, INC., and Salvation Army.

**April:**

State Farm gave Worker a Head Start Recruitment Flyer to post at their Site.

Wash House Laundry posted a Head Start Recruitment Flyer on their Bulletin Board.

Ms. Annie Gamill (SUSCC Adult Education Program-Student Case Manager) was given applications and flyers to share with her program department and students.



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
Child Development Program  
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Education Board Report - February-April, 2022

Including Mid-Point Child Outcomes

February

- Early Childhood Coordinator attended regional office call February 8, 2022.
- Teachers sent out notes to parents to sign up for virtual home visits in March.
- Nurse from ADPH came to do several sessions of Health & Safety Training and CPR and CPR refresher to meet CCDF requirements for DHR and Head Start.
- Several students from Auburn High School came to King Center to volunteer for a couple of hours. These students are interested in early childhood education as major for college.
- Early Childhood Coordinator/trainer worked on updating the emergency procedures for centers and prepared for Federal Audit.
- Education team members including Early Childhood Coordinator, Trainer, Center Educators, Home-Based Program Educator, Coaches participated in Federal Audit virtual meetings. Observation of many classrooms in each center occurred during the audit. Education prepared and presented a PowerPoint presentation to demonstrate the types of data being monitored and analyzed in education.
- Center Educators/Trainer presented heart chocolates to Darden Staff.
- Darden Intern Nazaria Smith donated her time and talent to create a mural at the entryway of Darden Center. It represents our love of children, families, and staff and contains the four major Conscious Discipline calm breathing icons ( the STAR, balloon, faucet, and pretzel) used by children and staff in the program. In the photo (right) Nazaria accepts a certificate of appreciation from Sue Williams (Early Childhood Coordinator) at a ceremony in her honor.
- Period 2 COR Child Assessment was completed by classroom staff and home visitors.
- School Age after school program at Darden Center had to close due to lack of staff. February 18, 2022 was its last day. We continue to look for staff replacements.
- Staffing: In our community, as is reported across the nation, there is a shortage of employees for all types of jobs, including infant/toddler and preschool teachers. Hiring signs are up in every kind of business. Some restaurants and other businesses have shortened their hours of operation. Businesses such as fast-food restaurants, grocery and other stores are advertising to pay \$11-15 per hour for jobs with no qualifications needed. Other childcare centers, HS programs, and especially State Funded Pre-K are paying more for teachers than we have in our budget for our teachers. This is making it very difficult for ACHR to find classroom and other staff.
  - 4 HS teachers and 2 HS Assistant teachers resigned at Darden to take higher paying jobs and/or to be closer to their homes, with one leaving due to COVID fears/family illness. Still also need 1-2 HS floaters.
  - Hired 1 EHS teacher for Darden conversion classroom. 4 EHS teachers resigned (3 Darden/1 Edelman), so new teacher had to take one of those places. Of the ones that left, 1 was for family issues, 1 moved out of state (couldn't afford affordable housing in our area), 1 new one



overwhelmed, and 1 with health issues. So, still need 10 EHS teachers and 2 floaters for 5 new conversion classrooms at Darden that are not yet open.

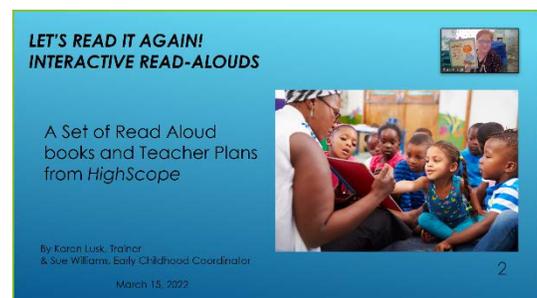
- 2 EHS Home Visitors still needed.
- We continue to advertise on Indeed, Linked-in, at local colleges and universities, in each center and main office, as well as at local job fairs. All qualified applicants are being interviewed. Pay is the number one reason jobs are not accepted. (On right: Home Base Parent Educator Michelle Lloyd and Family Engagement Advocate Elaine Jackson at a child and staff recruitment event at Chattahoochee Valley Community College, AL).



- Centers safely and efficiently completed evacuation, weather, and lock/down shelter drills.
- HS classroom staff participated in a virtual professional development day on February 21, 2022. The topic was *HighScope for Teachers and Families*. We used the set of 9 HighScope parent handouts as a springboard to review curriculum basics and guidelines as well as to discuss how curriculum information in each handout could be shared with parents by teachers. A mixture of discussion, video, and breakout groups were used to facilitate learning and networking.
- Darden Center Educators (Yolanda Pittman, Catina Chambers) completed 10 sessions of online Conscious Discipline Training.
- Education Coordinator and Trainer worked on the program's school calendar for 2022-23 and shared with the administrative team. The team decided to try a Google calendar for the next program year.
- Darden Center was re-licensed with flying colors and no deficiencies. DHR Consultant approved the 5 EHS conversion classroom setups.
- EHS Conversion: Most EHS conversion materials have arrived. We are awaiting a shade structure for the infant-toddler conversion playground. Rubber tiles for the playground cement pad have arrived. We are seeking a contractor to install the rubber tile surface and to hang diaper shelves above the new changing tables.
- Darden Educators attended virtual training from Zero-to Three on *Supporting Families Affected by Domestic Violence*.
- Child Outcomes report for period two will be attached at the end of this report.

## March

- Child Outcomes: Data shared with EHS and HS teachers on progress of children between data collection periods 1-2 including ways to support children as they move forward. ACHR purchased bound versions of the COR scoring guide for COR users and provided access to online COR scoring training and COR reliability test. The goal is for classroom staff and home based parent educators to achieve a reliability certification by the fall of 2022.
- Coaching Support Meeting held with Coaches, Early Childhood Coordinator and Trainer on March 1, 2022.
- HS classroom staff participated in a professional development virtual training day March 15, 2022. The topic was *Interactive Read Alouds*. HighScope Interactive Read Aloud materials and children's books were used to demonstrate and practice planning and carrying out interactive read-alouds to enhance the literacy learning of Head Start children.
- Most staff completed annual Health and Safety Training and Child Abuse and Neglect Prevention training online through QUORUM and Alabama DHR. Staff printed certificates and turned them in along with individual training data forms.



- Nurse from ADPH came to do several sessions of Health & Safety Training to meet CCDF requirements for DHR and Head Start.
- New musical instruments were given to each classroom. Older instruments in good shape will be used to create sets for large group activities.
- Due to lack of staff, HS Rm I at Darden was closed, their children were moved to other classrooms. Because we had reduced our average classroom size, we are able meet child-staff ratio. Also had to close EHS Classroom Q due to lack of staff. 3 year old children who were ready were transitioned to HS.
- Staffing:
  - Hired 2 HS teachers, promoted a qualified HS Teacher Assistant to lead teacher. Hired 1 teacher assistant. Still need 1 HS teacher, 2 teacher assistants, and a HS floater.
  - EHS: Edelman still needs 3 EHS teachers. 10 additional EHS teachers and 2 floaters are needed at Darden Early Head Start in order to open the 5 new conversion classrooms.
  - Hired 1 home visitor, 1 still needed.
- Head Start had spring break week of March 14 – 18. Classroom staff participated in professional development and home visits and were off Wed. – Friday.
- March 23, Home Based program participated in a health fair in Opelika’s Court House Square, recruiting children and staff. They also participated in the Ladonia Community Outreach Fair March 19.
- Centers safely and efficiently completed evacuation, weather, and lock/down shelter drills.
- Early Childhood Coordinator, Center Educators, and Trainer attended Special Service Meeting March 24, 2022.
- Darden Educators attended webinar on student loan forgiveness.
- Home Based Program Educator met with Ms. Robinson from the state home visiting program site at Bethesda in Opelika to discuss partnership possibilities.
- Karen Lusk, Trainer, attended Regional monthly office call in Sue William’s place.
- Early Childhood Coordinator, Sue Williams announced her retirement, with her last day being June 30, 2022. A job search for a replacement will begin soon.
- ACHR Trainer, Karen Lusk resigned for family medical reasons. Her last day will be June 30, 2022.

#### April

- Staffing:
  - HS: Darden Center needs 1 Lead teacher and 1 teacher assistant (hired 1 teacher assistant of 2 needed last month).
  - 1 EHS Darden Teacher returned. 3 EHS teachers still needed at Edelman (currently 1 slot is being covered by a person chosen to be EHS coach at that center).
  - 1 Home Visitor still needed, expecting one back from Military leave next month.
  - 10 EHS teachers and 2 floaters needed for new Darden conversion classrooms (lost an EHS teacher and had to use new EHS teacher to fill that slot instead of going to a new conversion room).
- Meetings were held at each center with classroom staff for HS/EHS to discuss Week of Young Child and virtual HS graduation activities.
- Nurse from ADPH came to do several sessions of Health & Safety Training and CPR to meet CCDF requirements for DHR and Head Start.
- Centers safely and efficiently completed evacuation, weather, and lock/down shelter drills.

- Activities took place for celebrating Week of Young Child April 4 – 8. Activities included body tracing, handprints, planting seeds, making signs, hats and banners, and a parade at each center. (On right: Darden HS teacher Tawada Blackman and one of her students prepare for the Week of the young child hallway parade at Darden Center)



- Due to lack of staff, HS Darden Rm I and EHS Edelman Rm Q remain closed.
- Darden Educator Catina Chambers and HS Coach Stacey Motley became re-certified Classroom Assessment Scoring System (CLASS) Observers.
- Early Childhood Coordinator, Trainer, Darden/King Educators, HS Coach, Mentor Teacher attended webinar about upcoming revisions to the CLASS instrument beginning in July of 2022. Observers will need to attend training and recertify under the revised version by 2023.
- HS teachers sent home end-of-the-year parent conference invitations.
- Kindergarten registration information was sent home to families. 2 sets of Handouts were given to HS parents of children going on to kindergarten. These were about skills needed for kindergarten and how they can help their child in all learning areas between now and when public school begins in August..
- Yolanda Pittman, Darden Center Educator, spoke to parents at virtual parent committee meeting about how ACHR helps EHS and HS children and families transition from EHS to HS and from HS to kindergarten as well as how parents can support their child's smooth transition.
- Educators checked HS portfolio notebooks and made some copies for school readiness notebook.
- Educators began setting up transition meetings with local kindergarten schools to discuss children who will be transitioning to each school. Meetings occur with various school personnel including principals, counselors, and kindergarten teachers.
- Auburn City Schools brought questionnaires to send home to children who will transition to them.
- Home Based EHS program held outdoor socialization events for children and families April 1, and April 29, 2022. *Let's Get Outside and Explore Nature*, and *Painting with Infants and Toddlers* were the respective themes. 12 families attended. (on right, an EHS child experiments with paint at one of the Home Based socialization events held in April).
- HS teachers and interns began completing professional development questionnaires and Educators began working on staff evaluations and updating return to work letters.
- King HS Educator started writing summer work order list.
- Coaching support meeting held April 26, 2022.
- King and Darden Educator attended and presented at Future Teachers Training at Southern Union State Community College for high school students considering pursuing early childhood education in college. Topic was Introduction to Conscious Discipline.
- King center roof repairs are scheduled to begin in May after HS children are out.
- EHS Conversion: Shade structure arrived. Installation scheduled for May 2, 2022. Purchasing has scheduled installation of rubber tile and diaper changing shelves for May 12, 2022.
- A project to expand parking at Darden is in the planning/bidding phase. The need for the expansion is due to the EHS conversion that includes 40 additional infants/toddlers.





## ACHR School Readiness/Child Outcomes Report Period 2:

Mid-point Growth Data: February 28, 2022

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 the ongoing assessment of Early Head Start and Head Start children. COR is aligned with the HighScope Curriculum and the Head Start Early Learning Outcomes Framework (HSELOF). Teachers and Home-Based Parent Educators (home visitors) gather and score observations using the COR Advantage online tool. COR Advantage is organized around 8 learning 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 to determine the effectiveness of its program on child outcomes.

COR categories include:

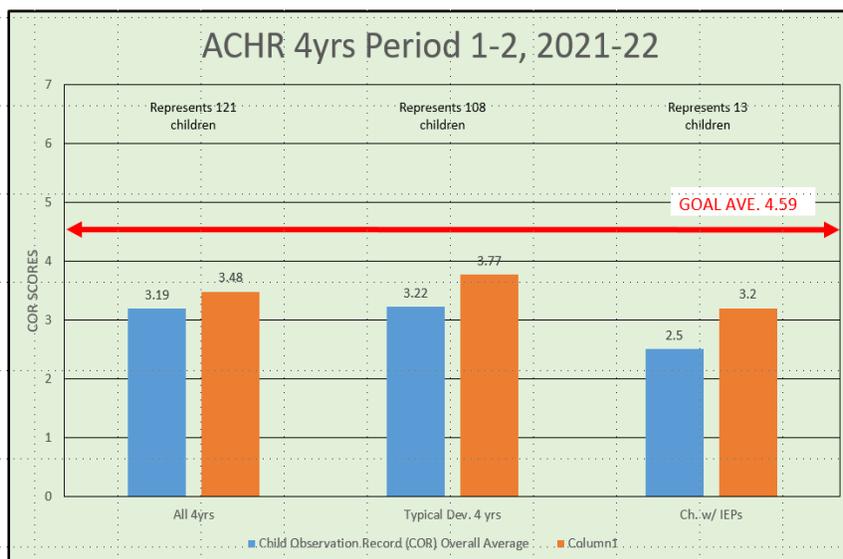
Approaches to Learning	Social & Emotional Development	Physical Development & Health
Language, Literacy & Communication	Mathematics	Creative Arts
Science & Technology	Social Studies	

Group Data after Period 2 (ending in mid-February) helps determine growth in children's developmental levels and progress towards school readiness goals. ACHR compared children by age groups, centers, gender, home language, ethnicity, and typically developing verses children with special needs. Some of the key data from this analysis are below:

Comparison of Period 1-2 for 3yrs olds, 4 yr olds, and older toddlers (OTs):

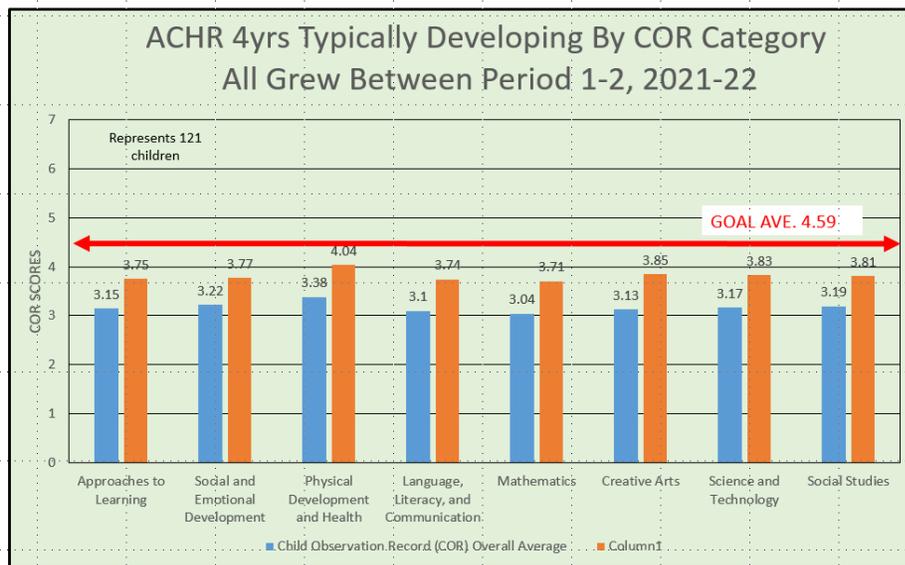
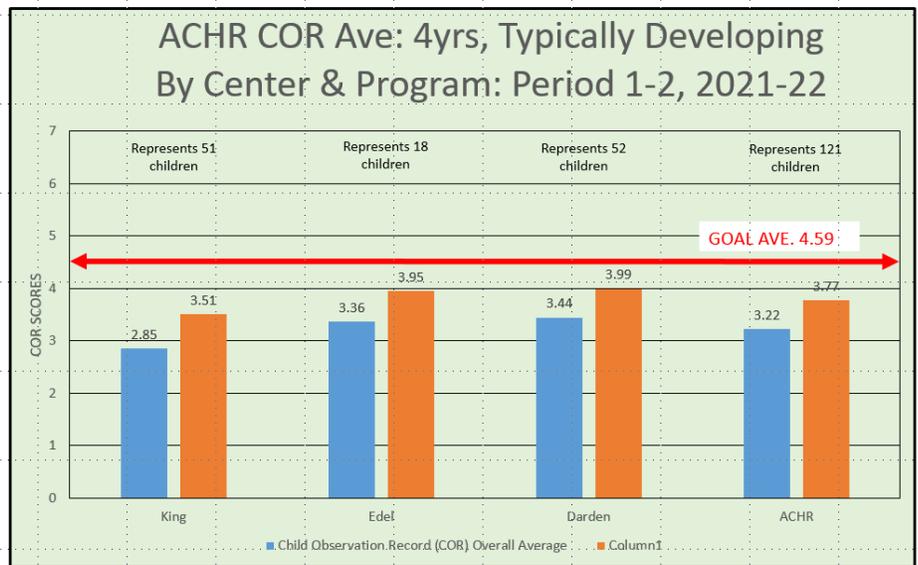
1. 4-5 YR old group: These children go on to kindergarten in fall of 2022.

- **The typically developing group's** score average increased by .55 points (17%) during period 2. After period 2 this group is 82.5% to goal average. For typically developing four-five year old children the highest category (after *Physical Development and Health*, which always scores high) was *Science & Technology* at 3.83 (85% to its category goal) the lowest category was *Math* at 3.71 (82% to goal).



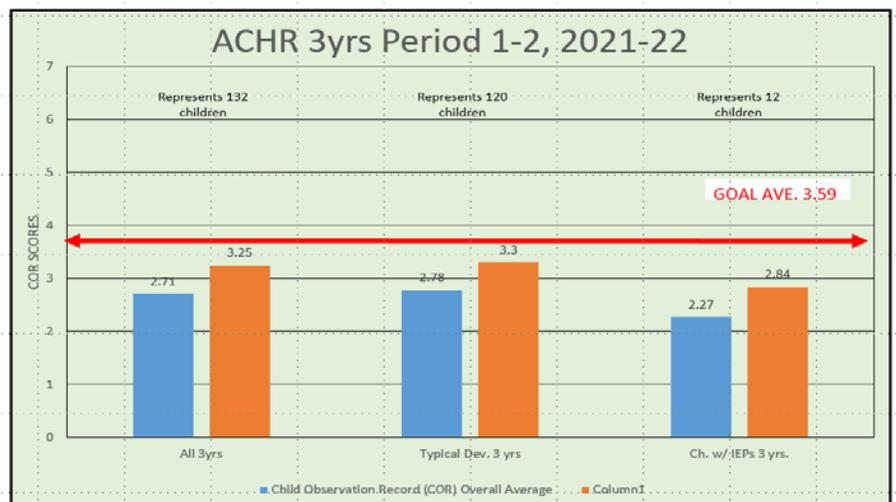
- **The IEP group's** score average increased .7 points (28%). After period 2 these children are 70% to goal average (but 18% lower score than typical group). Teachers continue to work with these children on their individual IEP goals and school readiness.

- Center Comparisons:**  
 We look at how each center's overall COR scores of 4-5 YR olds grew from period 1-2. King grew .66, Edelman grew .59, Darden grew .55, and ACHR grew .55. King Center HS 4-5 YR olds started the lowest as a group and are still lowest but grew the most. After period 2, King is 76.5% to goal; Edelman is 86% to goal and Darden is 87% to goal average. There is not a significant difference in scores between the centers.



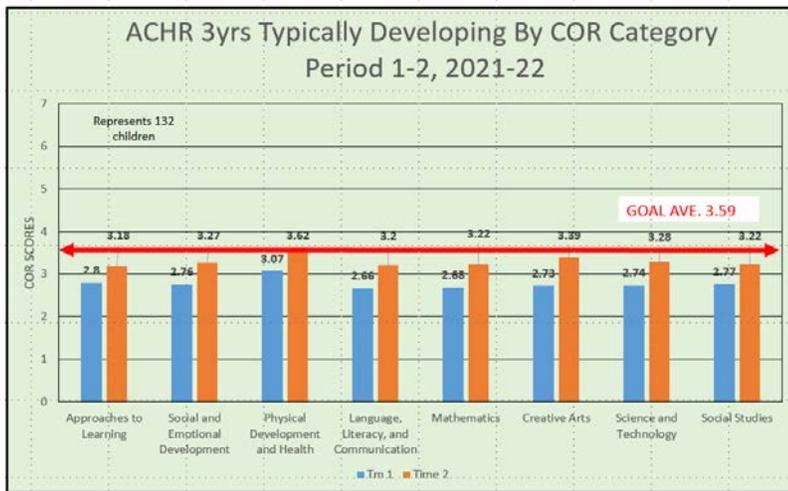
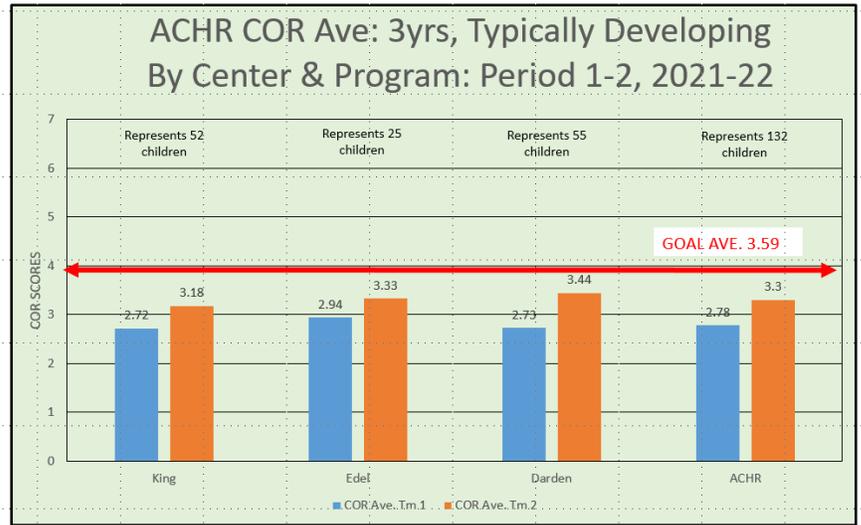
2. 3 YR old group:

- The typically developing group's** score average increased by .52 points (19%). After period 2 this group is 82.5% to goal average. For typically developing 3 year old children the highest category (after *Physical Development and Health*, which always scores high) was *Creative Arts* at 3.39 (94% to its category goal) and *Science and Technology* at 3.28 (94% to its category goal). The lowest category was *Approaches to Learning* at 3.18 (87% to goal).



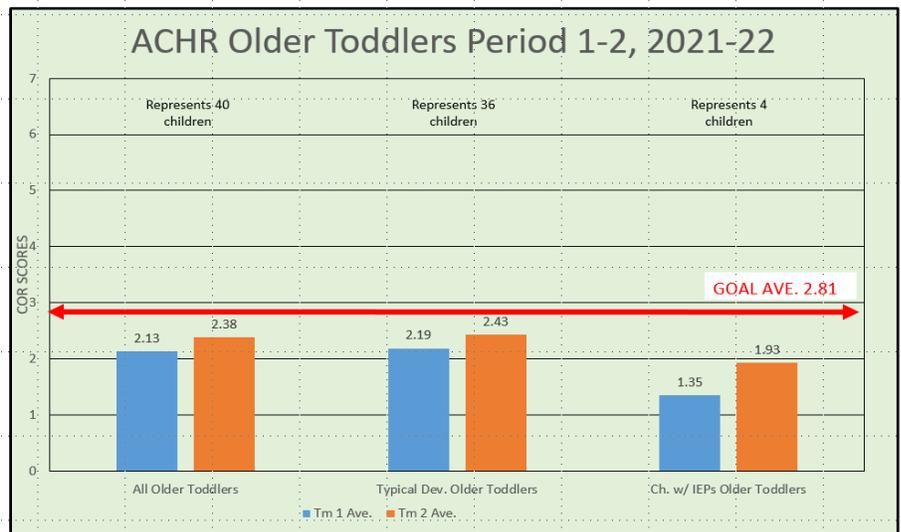
- **IEP group's** score average increased by .57 (25%). After period 2 these children are 63.2% to the goal average. Teachers continue to work with these children on their individual IEP goals and school readiness.

- **Center Comparisons:** We look at how each center's overall COR scores of 3 YR olds grew. King Center 3 YR olds grew .46, Edelman grew .39, Darden grew .71, ACHR grew .52 (8% difference in beginning scores from lowest center to highest and still 8% after period 2, King 3 YR olds were 89% to goal, Edelman 93% to goal and Darden 96% to goal.

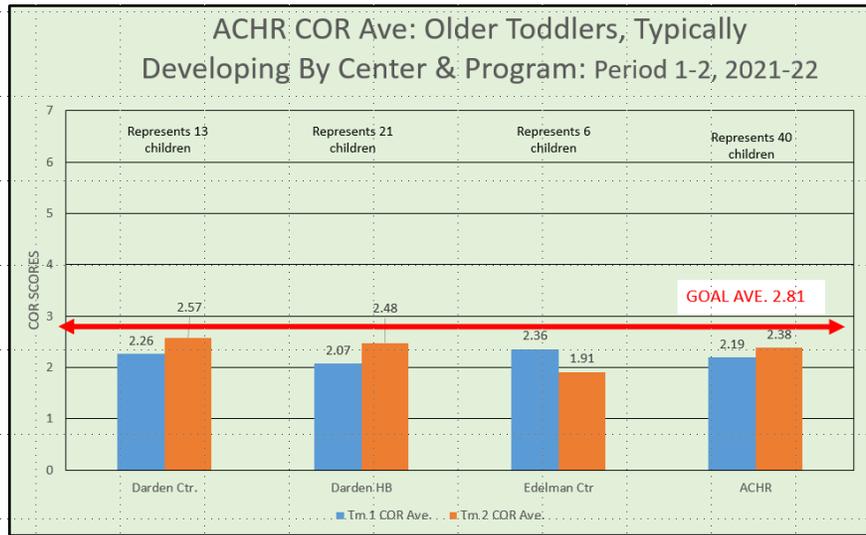


3. Older Toddler Group (OTs): These children go on to Head Start or other preschool in fall of 2022.

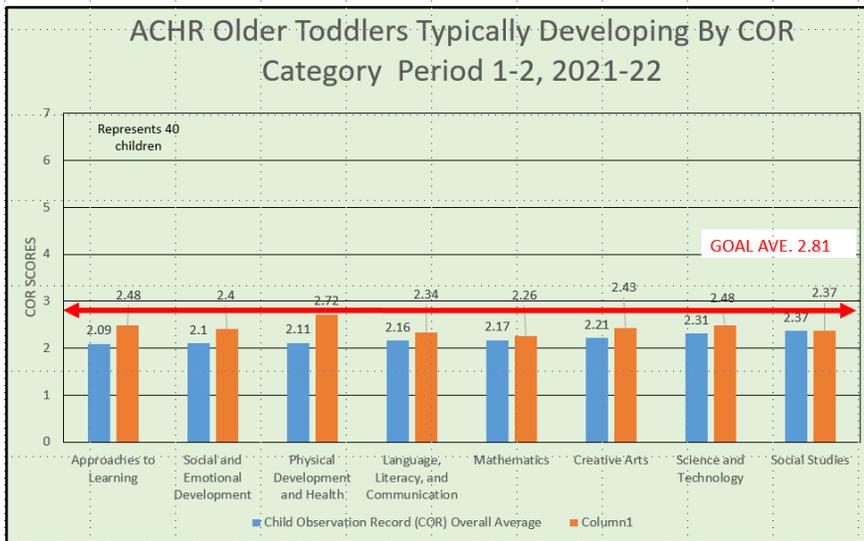
- **The typically developing OT's** group score average increased by .24 points (11%) during period 2. After period 2, these children are 86.5% to goal average. For typically developing older toddlers, the highest category is *Social Studies* at 2.37 (95% to goal). The lowest category was Language, Literacy and Communication (80% to goal).



- **Center Comparisons:**  
We look at how each center's overall COR scores of Older Toddlers grew from period 1-2. Darden Center based grew .31, Darden Home Based grew .41, while Edelman Center Based dropped .45.



- The drop in Edelman Center Based scores was determined to be caused by the loss of staff and new staff attempting to learn the tool. We have since provided training and coaching for those staff involved and expect to see reliable data in period 3. The average growth of ACHR EHS without the Edelman data was .32. Home based started out the lowest as a group but grew the most. After period 2, Darden Center Based is 91.5% to goal; Darden Home Based 88.3% to goal and ACHR (without Edelman Center Based) is 90% to goal.



#### 4. How data was used:

- Staff, the school readiness advisory committee, (and with this report) the ACHR Board and Policy Council received period 1-2 school readiness data.
- Teachers and home based parent educators also received COR learning items/score charts to help identify individual learning items farthest from their goals and ideas for materials, activities and adult-child interactions to assist children in reaching goals.
- The Education Team identified new online COR scoring training and a reliability test for teachers and home based parent educators to complete. They are working on these now. These will help ensure reliability of COR data, and increase the user's confidence.
- ACHR purchased bound copies of the COR Scoring Guide for COR users. The printed version increases their immediate access to scoring guidance (in addition to the online version).

**REPORT TO THE BOARD OF  
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
HEALTH/NUTRITION/SPECIAL SERVICES  
for the period February 2022 – April 2022  
Natalie Stephens RD LD CFI, Health Services Coordinator**

**HEALTH/DENTAL/OTHER**

- **Immunizations:** All are up-to-date at this writing. The health staff is able to pull the 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 still request that the parents provide the shot record at orientation.
- **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 notifying parents (via notes sent home and text messages) of our need for this required documentation. If available, we are obtaining the Dental Screen from the well-child checkup.
- **Growth assessments:** Spring heights and weights were taken in late February and early March. If a child came in after the growth assessments were done, or was absent on that day, their height/weight was taken in the health area within the 45-day period.
- **Vision:** Focus First was unable to return in March this year as they usually do. Southern Union State Community College nursing students screened all new children using the vision chart. Notes were sent home and parents were contacted to refer to the child's pediatrician for all children that had vision concerns or needed treatment.
- **Hearing:** If a child came in after the fall hearing screens were completed, we are obtaining them from the well-child check-up if available. Southern Union State Community College nursing students screened all new children. Notes were sent home and parents contacted to refer to the child's pediatrician for all children that had hearing concerns or needed treatment.
- **Other required Health screenings:** Being completed within 45 days.
  - We are continuing to encourage parents to provide updated documentation from the pediatrician of the latest well-child checkup.
  - The health staff has 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.

**NUTRITION - KITCHENS**

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

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

- **Nutrition/Exercise Counseling:** Nutrition counseling is offered to parents during parent meetings and/or other parent functions. One-on-one counselling is offered to ACHR families.

## **SPECIAL SERVICES**

- **Screenings:** All children are up to date with ASQ screenings.
- **Children with an IEP/IFSP:** 29 completed IEP/IFSPs.
- **Behavior/Developmental referrals:** 28 children from all centers
- **Mental Health:** East Alabama Mental Health continues to collaborate with us to cover the 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**

- **Discussions concerning Health Procedures and COVID Policies:** In February, it was decided that COVID Health Procedures will be altered (time quarantining based on positive diagnosis and exposure) to reflect the most up-to-date CDC guidelines.
- **Mask changes:** Due to the decreased COVID diagnosis numbers and hospitalizations in our area and with guidance from ADPH and the public schools in our community, it was decided to make masks optional for children starting April 11. We had no increase in COVID numbers in our center after this change. (We wrote a memo to parents stating that if COVID numbers increase we will reinstate the mask policy.) Due to the success of the optional masking policy for children, on April 25, 2022, we again changed the policy to include optional masking for adults in the centers. We have had no positive cases of COVID in our centers since February 2022.
- **Health/Disabilities/Infant-Toddler Advisory Committee:** The Spring meeting took place on April 22nd via zoom. Four agencies were represented. These included: Auburn University School of Nursing, The Kids and Kin Program, Regional Autism Network, and The Medicaid Care Network.
- **Conscious Discipline Parenting Classes:** Continue to be offered every month as part of Family Engagement's parent meetings. Natalie Stephens and Justice Knight teach these sessions and discuss Conscious Discipline parenting techniques with parents. We have had a total of 14 parents participate so far for this year.



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: FEB. — APRIL 2022**

<b><u>FEB.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/ UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>SRV: (S)</b>	<b>FNPI: (I)</b>	<b>4i: Utility Payments</b>	<b>4j: Utility Deposits</b>	
LIHEAP GEN.	181	294	SRV: 4i 315	FNPI: 4z 315	SRV:	SRV:	Tabitha assisted 2 clients by telephone counseling (approved by HUD due to COVID) with Locating, Securing and Maintaining rental housing. All clients received Fair Housing Literature.
LIHEAP CRISIS:	051	076	SRV: 4i 009	FNPI: 4z 009	SRV:	SRV:	
ABC TRUST:	012	016	SRV: 4i	FNPI: 4z	SRV:	SRV:	
EFSP	000	000					
CSBG- COVID	000	000	SRV7: Case Management				
NO SHOWS: 13	MISSING DOCUMENTATION: 29		APPOINTMENTS MADE: 202				

<b><u>MAR.:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/ UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>SRV: (S)</b>	<b>FNPI: (I)</b>	<b>4i: Utility Payments</b>	<b>4j: Utility Deposits</b>	
LIHEAP GEN.	351	623	SRV: 4i 351	FNPI: 4z 351	SRV:	SRV:	Tabitha assisted 6 clients by telephone counseling. (3) Locating, Securing, and Maintaining rental housing, and (3) Prepurchase education: 1 through the City of Opelika and 2 through the City of Auburn. All clients received Fair Housing Literature.
LIHEAP CRISIS:	098	167	SRV: 4i 098	FNPI: 4z 098	SRV:	SRV:	
ABC TRUST:	031	034	SRV: 4i 031	FNPI: 4z 031	SRV:	SRV:	
EFSP	000	000					
CSBG- COVID	000	000	SRV7: Case Management				
NO SHOWS: 31	MISSING DOCUMENTATION: 86		APPOINTMENTS MADE: 797				

<b><u>APRIL:</u></b>	<b>HOUSEHOLDS ASSISTED:</b>	<b>CLIENTS' INFORMATION OBTAINED/ UPDATED:</b>	<b>SERVICES &amp; INDICATORS:</b>				<b>HOUSING COUNSELING PROGRAM</b>
			<b>SRV: (S)</b>	<b>FNPI: (I)</b>	<b>4i: Utility Payments</b>	<b>4j: Utility Deposits</b>	
LIHEAP GEN.	140	288	SRV: 4i 140	FNPI: 4z 140	SRV:	SRV:	Tabitha assisted 6 clients by telephone counseling (approved by HUD due to COVID) with (2) Prepurchase Education, (3) Locating, Securing and Maintaining Rental Housing and (1) Post Purchase Loan Modification. All clients received Fair Housing Literature.
LIHEAP CRISIS:	095	175	SRV: 4i 095	FNPI: 4z 095	SRV:	SRV:	
ABC TRUST:	006	009	SRV: 4i 006	FNPI: 4z 006	SRV:	SRV:	
EFSP	000	000					
CSBG- COVID	000	000	SRV7: Case Management				
NO SHOWS: 14	MISSING DOCUMENTATION: 20		APPOINTMENTS MADE: 332				

**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)



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: FEB. — APRIL 2022**

**HAPPENINGS:**

**FEB:** The Emergency Service Program received its 2022 LIHEAP Energy Assistance Program (LIHEAP) grant. We received a total of 1,395,507; utilizing the Community Services totals as: 1,026,030 to be divided between the General Heating and Cooling Program, and 245,609 to be divided between the Crisis Heating and Crisis Cooling Program. The remaining budget is for Administration (97,916) and for Energy Counseling (25,952).

On February 14, 2022, ADECA's Community Program Manager, Rhoda Talley, mailed the "final" response for the CSBG Monitoring visit that was performed the week of December 6, 2021. The findings for Category 1: Consumer Input and Involvement and Category 8: Financial Operations and Oversight have both been cleared and no further information is needed but recommends that the agency develop a defined policy that includes who does the financial reconciliation because there was a check outstanding for over 6 months.

Ms. Talley also stated in a previous email that CSBG will continue to hold its Federal Poverty Level at 200% until March 11<sup>th</sup>. (*The President signed the final budget for 2022 on March 15<sup>th</sup>. CSBG will continue to be 200% FPL until September 30, 2022.*) CSBG's FPL is normally 125%.

**MAR.:** Tabitha attended United Way of Central Alabama (UWCA) HUD's Subgrantee Orientation. UWCA awarded ACHR's Housing Counseling Program a HUD grant of 10,626.10 (*reimbursement*). This grant runs from July 2021 to September 2022. The Housing Counseling Program's leveraging funds will be used for Community Services: 2500.00 Valley Bank and 3500 from ACHR's Housing Corporation.

The CSBG CARES Grant will end on September 30, 2022. We have expended a total of 282,617.32 in Community Services. We have a balance of: 71,184.68 which will be utilized between additional food cards for the seniors, rental assistance, and medical/home assistance. The administrative balance will be utilized within the agency: Professional cleaning and disinfecting of the King Center and Darden Center, break area outside of the King Center to promote wellness in the workplace, extend the "drive-up" area at the Darden Center, and the removal of carpet and replace flooring to provide adequate routine cleaning within the Emergency Service Office.

ADECA introduced the Low Income Household Water Assistance Program (LIHWAP). This program will assist clients with their water bills. Tabitha serves on the advisory committee for the LIHWAP Program. She has assisted Shonda Gray, ADECA's Special Project's Unit Chief of the Energy Division, in trying to obtain vendor agreements from Lee County Water Companies. Only Smiths Station Water Company has signed up for the program. Amy Whitman, from Auburn Water Works, stated that their attorney is looking over the agreement. We have received a total of 306,389. 255,750 will be used within the community.

**APRIL:** United Way of Central Alabama (UWCA) and ACHR's Housing Counseling Program have partnered to assist Alabama Housing Finance Authority (AHFA) with the Homeowner Assistance Fund. As AHFA assists families in Alabama they will forward the clients' information to UWCA. UWCA will refer the clients to its Housing Counseling Agencies. The Housing Counseling Agencies will have the opportunity to receive: 25.00 for every referral the agency receives, an additional 25.00 for contacting the client and 200.00 for each client that signs up for Housing Counseling.

**ALABAMA COUNCIL ON HUMAN RELATIONS**  
**TRANSPORTATION, MAINTENANCE, WEATHERIZATION, HOUSING**  
**BOARD REPORT FEBRUARY – APRIL 2022**

**Michelle Cospers, TMW Manager Housing Coordinator**

**TRANSPORTATION**

The Transportation Department has been struggling to keep and hire the required number of bus aids, especially at the Edelman Center. Due to how far the bus aid has to drive to meet a bus and high gas prices, the salary for bus aid is just not worth it. The position for bus aid requires a high school diploma (a DHR requirement, not ours), which qualifies them for a higher-paying job. Working at a fast-food restaurant is currently paying \$11 to \$14 per hour. Out of 50 applications, only about 10 percent have had a high school diploma. ACHR, in the past, has been able to offer good health insurance for no charge to the employee but that has changed, which means they bring home even less money. It has been a joint effort to advertise and recruit for the position. Recently, I was able to transfer a King Center bus aid to the Edelman Center, but we have to have the transportation supervisor pick up the bus aid and meet the bus. This is an extra cost to the agency but we are doing all we can do to keep the Edelman Center fully enrolled and without busing, that seems to be impossible due to the location of the Center.

The roads buses have to travel in Russel County are less than desired. This caused a bus accident. A large Russel County garbage truck and our bus met each other and did not have enough room to pass one another. The driver of the bus was able to slow the bus and get off the edge of the road to minimize damage. The police report stated it was a middle-of-the-road accident, meaning neither vehicle was at fault.

Due to Head Start COVID rules, the number of children on each bus decreased for socially distancing. Next year, we look forward to having a max number of children on our buses. Drivers and bus aids have been doing a great job following the COVID procedures in taking temperatures and sanitizing the buses. Even when number of children increases, we still plan to take temps and sanitize buses.

**MAINTENANCE:**

**King Center**

Our janitorial staff at King Center does a good job performing their daily routine duties such as cleaning, mopping, taking out the trash, raking leaves, etc. King Hutchinson also performs some maintenance duties, including trimming trees, replacing light bulbs, repairing tricycles and other playground equipment, painting, etc.

AMCO came in March to perform our quarterly cleaning and filter replacement on all of our HVAC units.

Maintenance /janitorial staff at King Center also completed the following items:

Work on the man lift with Mike, install a vent on grease trap in kitchen, bring extra fence panels from Darden to the shed at King Center, install water absorbent socks in CSBG, check on the heat in Head Start wing (complaint of no heat), work on water clean-up from the storm (all day), deliver light bulbs from Darden, check for water leaks after weekend rain.

**Darden Center**

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

Maintenance /janitorial staff at Darden Center also completed the following items:

Change A/C filters at Darden on the hill, repair soap dispenser in classroom J, walked Wing 1 classrooms with Karen to see where shelves are to be hung, measure fence rails for Mike, haul dirt and put around bottom of new fence on Wing 3 playground, install latches on all playground gates, pick up old chain link fence and haul off, remove old sand box from Darden on the hill and put in trash, pick up left over new fence and load into dump trailer and take to King Center, check lights in kitchen for blown bulbs, repair soap dispenser in classroom J, repair drawer latch in classroom Q, repair locker in classroom P, pick up trash along playground fences, counter sink all screws on new trek boards on playground 2, repair emergency lights in gym, repair gate on wing 3 playground, repair pvc pipe around sandbox on playground 2, tighten screws around sand box, install different hinge on wing 3 playground gate, put PVC pipe back together around sandbox on playground 3, assist locksmith with back door repair, fill holes from old gate with concrete on wing 3 playground, fill in hole at gate on wing 1 playground, repair PVC around swing sets on wing 1 playground, install fence at building on playground 2, repair lattice on wing 3 garden area, install lattice wing 2 storage building, repair ramp at building on wing 2 playground, take old files from Darden, Burton House, and Darden on the Hill to garage for shredding, walk building with A-Com for fire inspections at Darden, install magnetic locks on all new fence gates, paint poles on porch outside of wing 3 door, install handles on wing 2 room H and J, wrap telephone pole on playground 3 with a protective mat, rake dirt piles from fence post install on playground 3, replace ceiling tiles in bath on wing 2, replace ceiling tiles in front of janitorial closet, screw ball tube to wall in classroom S, repair vacuum cord for housekeeping, take pictures of gate on wing 3 garden area, put hand rails together for Wing 2 playground, install new hand rails on steps at rooms H and J, repair soap dispenser in classroom O, repair door in room Q that goes to playground, attend CPR class, install new door lock on cabinet in classroom T, install new safety lock on door in classroom H, replace toilet handle in women's bathroom at Burton House, install drain for ice maker in kitchen, spray weeds all around Darden campus, patch hole in wall in wing 2 bathroom, change A/C filters throughout Darden Center, install 8 file cabinet bar locks at Darden on the Hill, replace sink faucet in classroom I, take down part of wood fence so RotoRooter could get into clean out sewer line on wing 2 playground, take soap dispenser out of wing 1 bath and put in wing 2 bath.

Light pilot on stove in kitchen, put a cabinet together for Pam, install lock bars on cabinets for Sue, assist Mike with weatherization assessments, change A/C filters at Burton house, measure closet for rods at Sunshine Shop, assist Roto Rooter with clogged sewer lines in kitchen and wing 2 bathroom, put tables together, put easels together, take pictures of different light bulbs and send to Mike from Burton House, put ant killer on playground 2, assist Roto Rooter with kitchen sewer stoppage again, install drain cleaner in drains, repair lights at burton house, install child safety latch on microwave in classroom P, install child safety latch on drawers in room P and R, install toilet paper holder in bath wing 2, replace bulbs in chandelier at burton house, change A/C filters at sunshine shop, put Betco push drain cleaner in all drains room Q, put together adjustable table in front of each class room, install new safety latch on gate in classroom R, put drain cleaner in wing2 bathroom, put together wagon on wing 1, clean A/C drain on wing 3, work on phone in old WIC area, change light fixture to led in room T, put broken wood plank back on fence, reinstall gate on A/C fence, install 3 new emergency lights at Burton House, assist Fire Marshal with annual inspection, replace 2 emergency lights at Darden on the hill, change light to led in classroom M, repair fence that installer never completed, replace safety locks on drawers room P, repair water leak on wing 1 playground, and help Mike on weatherization assessments.

### **Edelman Center**

The maintenance/janitorial staff at Edelman continue to perform routine janitorial duties such as cleaning, sweeping, mopping, and taking out the trash. Joe and Morris also help with maintenance issues such as changing light bulbs, changing A/C filters, painting, and routine inspections. They report any issues they are unable to repair to Michelle and/or Mike. Casper recently started making routine trips to Edelman to

perform building and playground inspections and to assist Joe and Morris with maintenance projects. Casper installed locking bars on several file cabinets in Edelman's offices and assisted Mike, Joe, and Morris with removing some old playground equipment to make room for new equipment.

Dan Hart Refrigeration repaired the 3-door refrigerator in the kitchen. Lee is Heating & Air has made a couple of trips to repair A/C units in the office and the kitchen.

## **WEATHERIZATION**

The ACHR weatherization staff continues working on our goal of helping as many clients as possible. Our two-weatherization grants – DOE and LIWAP – required we weatherize 14 houses for the fiscal year 2021. Because the necessary financial paperwork to close out our 2020 grant was not turned in until January 2022 we did not receive our 2021 grant until the end of January.

Needless to say, we have been extremely busy the last couple of months performing assessments, holding bid openings, awarding houses to our contractors, and performing final inspections. We were able to complete all the steps above on 13 houses (We had to defer the 14<sup>th</sup> house due to termite damage) and recently completed all of the paperwork involved and sent it to ADECA.

Our plan moving forward is to try to complete 1 or 2 houses each month so we aren't rushed to meet the deadline. We look forward to assisting more of our clients as the weatherization program moves into the future.

Mike Furr attended the Home Performance Conference in Nashville, TN the last week in March where he earned ½ of the CEU's required to maintain his BPI certification that is required to perform weatherization assessments and final inspections. He plans on attending the Energy Out West Conference in Denver, CO in August of this year to earn the rest of the CEU's required.

## **HOUSING**

The sale of the Bedell Village Apartments was completed during this period. Funds from this sale can help ACHR Inc., pay for the gutter modifications needed at King, repairs to the Darden gym roof, and other much-needed maintenance projects that are not in any of the grant budgets. We are appreciative of this opportunity. The list of needs for repair and maintenance of facilities is long. We will prioritize the list and use these funds thoughtfully to get as far down the list as we can.

A re-hab deal was applied for and granted for the Alfred Radney Apartments in Roanoke, AL. In order to receive tax credits and HOME Funds, the property was required to be renamed. The name High Pine Apartments was chosen due to the history of the city. A lot of work has gone into getting the environmental report, Phase 1 and Phase 2, and the general contractor and architectural plans approved. Next, we must secure the financing for the construction.

Darden Oaks Townhomes had a 5-year extension that expired; it has been extended another 3 years. The goal for the property is to continue to serve our Lee County families living with low incomes. Because Darden Oaks is not a tax credit deal but has only a HOME Loan, the amount owed is very high, \$2,400,000. We have been working diligently with the City of Opelika Housing Authority to purchase the property; if that does not work out, we will work with the company that helped with the sale of Bedell Village. Because of the large loan, the sale of Darden Oaks will not bring in the revenue that the Bedell Village sale did.

Glenview Meadows Apts., Lavern, AL applied for a 5-year extension and has just received approval. There were hopes of doing a re-hab deal but that idea is on hold; the Limited Partnership was sold to a person who is not willing to work with us on the rehab at this time.

Board Report - Garage

February, March, April-2022

Van Sanasith Garage Coordinator

<u>Month</u>	<u>Service &amp; Repair</u>	<u>Road Service</u>	<u>Inspections</u>
February	20	2	15 Monthly
March	25	3	15
April	33	3	15
Totals:	78	8	45

-Taking School buses to service and picking up at Davis Tire and Auto. For Oil Change and any Repairing anytime when needed.

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

-Performed School bus Monthly Inspection Of all Darden, King Center and Edelman busses to meet annual DHR requirements.

-Mechanic On-Road Call To working at Edelman, Darden, and King Center for school buses and support vehicles.

-Repair engine Mechanical problems went needed.

-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 Driveability, Road speed test.

-Cleaned up around garage- shop area.