

## THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.

### ADMINISTRATIVE BOARD REPORT for May-July 2022

Tina Evans, 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.
- Early/Head Start COLA grant. Status: submitted, returned for corrections, resubmitted in June.
- City of Opelika grant for assistance with childcare - applied for \$20,000. Status: Pending.
- Received results of Focus Area 2 E/HS review. We must work on critical areas and respond to: governance (re-form PC/Board Training); fiscal (strengthen internal controls- purchasing/documentation process) and Health and Safety (lead testing; mold testing and remediation as needed). We are working on these areas. No other deficiencies were indicated in other areas of the program.

#### STAFF CHANGES/NEWS IN CENTRAL POSITIONS

After outside applications were solicited, reviewed, and persons to interview selected, a committee from the ACHR Board and a PC member interviewed candidates and recommended to the board that they select Tina Evans as ACHR's CEO. The full board met and approved the recommendation. Documentation was uploaded to the Region IV Head Start office as is required for approval. We received approval August 11 (yes, technically after the report period, but we want to share).

The ACHR Board followed the same process for the positions of Fiscal Coordinator/CFO and Head Start Director with Tina Evans as part of the interview team. Felicia Johnson was selected as ACHR's Fiscal Coordinator/CFO and accepted the position. She has begun learning ACHR's programs. After the interview process, Shatavia Holmes, who was a Head Start Director in Georgia, was selected as ACHR's Head Start Director. Regional Office approval for CFO and Head Start Director were received August 11.

Sue Williams and Karen Lusk planned to retire effective June 30, 2022. They worked two days a week in July. They plan to continue same to complete projects, and share information with the new Head Start Director and education staff.

#### OTHER ITEMS

Revised fiscal policies for board/PC approval to allow a hiring bonus until September and staff bonuses as funds are available to try to be more competitive with other day cares and local business.

Revised documentation including forms, *Hand in Hand* (the parent handbook) and some brochures. Wrote job description for Head Start director and reviewed/revised several others.

Arranged registration (both virtual and on site) and travel to several conferences.

Worked with Purchasing/Property Assistant and maintenance on a series of bids or quotes including repair of the Darden gym roof, lead testing, mold testing, replacing/repair of porches at Burton House, replacing flooring in CSBG, improved security cameras for King Center and more.

Participated in two meetings with insurance company related to our cyber insurance policy. The representative made it clear that companies that provide this insurance have expectations of measures such as two-step authentication. Dana Strickland and Janet Burns gathered information about ways/cost to increase our protection from cybercrime from Greenlink Technologies (our IT provider), C-Spire (phone/internet provider) and other sources. Just before renewal we learned 2-step authentication can wait a year. There does not seem to be a one-time solution. The business model for computer programs is subscriptions. At its current cost it is \$9/computer/month = \$108/year x 155 computers/users = \$16,740 for a year. We must start planning for that cost, and more.



## FAMILY ENGAGEMENT ADVOCATES BOARD REPORT

May, June, July 2022

### Success Stories:

**1. Carolyn Davis:**

Mom was having some financial hardship, she said that she is able to pay her bills but has very little left for anything else. She said that her children needed school supplies and she was at a limit with her finances. I gave to her resource information offering free school supply giveaway 1. Conington Recreation Center 2. Masonic Lodge Temple. She did call to let me know that she was able to make both sites and that she was thankful for me letting her know about the free school supplies giveaway and that her kids now have what they need to start school.

**2. Lucinda Aldridge:**

Shared information to parent information about East Alabama Mental Health Center 3rd Annual FREE Booster Seat Giveaway! Followed up with parent about the flyer and asked if she completed the information to obtain a free booster seat. Sent a follow up email to EAMH via Caroline May to look out for my parent's information. I asked parent if it would be easier if I came to EAMH to pick up booster seat for the family. Parent was able to go to EAMH to pick up the booster seat. I also shared information that Ms. Sharon (Sunshine Shop Manager) will be announcing the Shopping Event soon.

OUTCOME: Parent obtained a FREE Booster Seat for her child. She lacks transportation, but she was able to make transportation arrangement to pick-up FREE Booster Seat.

**3. Linda Rodriguez:**

I have been working with a family since June to get their documents and application submitted to be approved for our HS program. It took a little over a month to have everything completed. This was due to their transportation situation (they don't have a vehicle). I made home visits to drop off documents and get them translated and filled out. Fortunately, they did get approved for our HS program, that leads to another obstacle of not having health insurance. I was able to locate a Pediatric office that received families who are in these situations. The child was in need of a physical for his case record. I was able to accompany the family and translate for them during their visit. We were successful in receiving a physical for the child for this school year.

I have also accompanied the teachers of Spanish speaking families to their home visits. I was able to interpret for these families so they were able to understand what the requirements and policies are for Head Start.

**4. Kambria Tolbert:**

J. (confidential) was enrolled from a referral by The domestic violence intervention center. After settling into his classroom, he started to display behavior consistent with the effects of DV on children (aggression, confusion, cursing). I was able to schedule an intervention meeting with J., his mother, his teachers, and behavioral specialist to discuss a course of action to best serve him through the rest of the school year. Meeting was successful and child was able to complete the school year incident free.

**5. Elaine Jackson:**

**May:** worked with a family that was experiencing responsibility and demands on her new job. Steps I took was listening to the parent express her concerns about the demands of her new job and helped her through those concerns. Outcome, parent is more confident and feels much better and she is still employed.

**June:** Parent needed help obtaining her high school transcript to apply for a job. I called the high school where she went and was able to have them email the transcript to the parent. Outcome: Parent is now employed and working within our agency.

**July:** Parent was experiencing a hard time being able to transport the required documents for their child to attend school and to apply for a job within the agency. I dropped off the orientation and application to the parent and when she was finished with the documents I went to her house to pick up the documents and turned them in for her. Outcome: The parent's children are now enrolled in the center and the parent was hired to work within the agency

**Trainings for the quarter****May:**

Helping Child Care Programs with Health Policies and Procedures  
 SNAP and Head Start Eligibility  
 Head Start Services as a Maternal Health Intervention  
 Reunited: Families, Schools and Communities making it work together: Social and Emotional Learning is for everyone  
 The Why, What and How of HS2EHS Enrollment Slot Conversion  
 Career Goals: Exploration and next steps  
 AAP Tips on talking to a child after a disaster – YOUTUBE  
 Morning Madness: 7 Secrets to a stress free start to a family's day – WEBINAR  
 Measuring and supporting child-teacher; interaction a state and tribal story; urban institute  
 nourishing preschoolers-quorum  
 social and emotional learning for everyone; maec webinar

**June:**

ERSEA- The future of ERSEA in Head Start  
 CPR/First Aid Training.  
 Quorum required by DHR.  
 ERSEA Training  
 Early Childhood Sign Language  
 Snapping our fingers for SNAP  
 Prioritizing Staff Wellness in unprecedented times: Coming Full Circle  
 staff wellness resources and innovations to promote retention and support recruitment of the early childhood workforce  
 The why, what, how of HS2EHS enrollment slot conversion  
 Add SNAP benefits to Head Start categorical eligibility video

**July:**

Starling's Mental Fitness Program  
 Controlling the Damage; Covid 19 impact on equality webinar  
 How to reduce nonprofit turn over and employee burnout

workforce Wednesday; strategies to support equitable compensation wages and benefits for ECE workforce

### **Community and Family Engagement**

#### **May:**

East Alabama Mental Health's Early Childhood Programs 3rd Annual Booster Giveaway  
Community Celebration...FREE Food, Music & Fun for the entire family  
Muffins with Moms – Children received a Happy Mother's Day picture to color  
ZOOM ACHR Parenting Classes  
Salvation Army – Open Registration for Emergency Utility Assistance  
Hiring Event, Southern Union State Community College, Opelika  
Healthy food hotspot; online grocery shopping  
Feeding the Valley and the community warriors; food giveaway  
Russell county 4-H summer day camps; family bike club day

#### **June:**

I have been setting up appointments for families who don't qualify for Medicaid due to their child being born out of the country. I have been creating appointments for them at Sunshine Pediatrics, so their child can get a physical and turn in the proper documents for this upcoming school year.  
Have directed families with Medicaid to Dentists that speak Spanish, and have availability, such as Auburn Family Dentistry.  
Event – Wear Orange Community Fun & Fellowship Day to Honor Survivors of Gun Violence...FREE Lunch, DJ, Community Fellowship, Children's Stories, A discussion of gun violence in our community & ideas for how we can work together to solve the problems causing the violence  
Zoom ACHR Parenting Classes  
Phenix City Russell county library summer reading program and provided calendar of events  
Using credit wisely  
Stop the violence; Christian care ministries  
Russell county school district; child nutrition program summer feeding program and schedule  
Goodwill center hiring event; Phenix City

#### **July:**

Zoom ACHR Parenting Classes  
Southern Union State Community College  
ACHR Housing Counselor (HOMEOWNERSHIP Information)  
Goodwill Career Center  
Wayne farms; hiring party  
CDC Covid-19 vaccines under 5  
Phenix City library hiring event  
Back to school bash, Hurtsboro  
Hiring event, WestRock Goodwill  
Tools for school giveaway, resource fair and movie night

### **Recruitment Efforts - Yard Signs:**

Yard Sign - The Community Market Staff stated that I may keep the Yard Sign posted as long as I need to. Yard Sign is still posted on Byrd Ave., Opelika...family member gave me permission to leave the sign on their property as long as needed. Yard signs are in the areas of Hurtsboro, Seale, Fort Mitchell and Hatcherchubbee areas.

**May:**

In person Orientations held at each center. Darden May 10<sup>th</sup> and 12<sup>th</sup>, Edelman May 17<sup>th</sup> and 19<sup>th</sup>, King May 24<sup>th</sup> and 26<sup>th</sup>

Followed-up/Encouraged parents to submit documents who applied on-line.

Goodwill Career center; set up a table at their hiring event

Set up a recruitment table outside Citi Trends store

**June:**

In person Orientations held at each center. Darden June 7<sup>th</sup>, Edelman June 14<sup>th</sup>, King June 21<sup>st</sup>.

Asking families if they have relatives/friends who would be interested in the HS program. Followed-up/Encouraged parents to submit documents who applied on-line

Recruitment table set up at Citi Trends

Recruitment table set up at Phenix City library

Went to Boy and Girls Club to distribute information and applications

Visited apartment complexes at Edmond Estates, Sumbry Hill

Went to local day cares in Russell county area, childcare network, Ms. Danitas star kids, Parkers Place, Kreative Learning academy.

Went to laundromats in Russell county (K&M, Central, Ladonia wash)

Pediatric Clinics (Russell County, Hurtsboro Family Clinic, Phenix City Children & Family, Fort Mitchell, Jacksons Point Of Light Family Medicine, Phenix City Children And Family Clinic)

DHR Phenix City, dropped off information and applications

Dropped off information to housing authority of Phenix City

Called the local radio station to get on community calendar

**July:**

In person Orientations held at each center. Darden July 12<sup>th</sup>, Edelman July 19<sup>th</sup>, King July 19<sup>th</sup>.

Set up recruitment table at Dollar general in Seale, AL

Set up recruitment table at the Goodwill event career center in Phenix City

Set up recruitment table at Back to school bash in Hurtsboro



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.  
Child Development Program  
P.O. Box 3770 - 950 Shelton Mill Road  
AUBURN, AL 36831-3770 Phone (334) 821-8336

EDUCATION BOARD REPORT MAY-JULY 2022

May

- King/Edelman did end-of-year parent conferences and gave portfolio notebooks and summer activities to parents.
- Darden and King Educators met with a representative from PNC bank to discuss volunteering by their staff. They also left a set of activities/games with the King Educator – will use for small group activities.
- King & Edelman HS held virtual graduations streamed on Facebook.
- King and Edelman teacher's completed period 3 child observation work (COR Advantage) and shared results with families.
- King and Edelman's non-duration HS children's last day was May 12, 2022 and the classroom staff's last day was May 13, 2022.
- A total of 10 Educators/Coaches/Mentor Teacher attended the virtual High Scope Conference May 11-13, 2022.
- Several parent orientations for the new program year took place at each center.
- Staffing:
  - HS:
    - King HS had one teacher (who was second in classroom) who will not be returning (moving to Huntsville). One of the COVID floaters will take that spot. One intern from King moved to bus aide position in Hurtsboro. Another COVID floater will take that spot in August.
    - Darden needs 1 HS teacher, 3 Teacher Assistants and 1 floater. Due to lack of staff Room I remained closed. 2 school-age teachers still needed. Classroom remains closed due to lack of staff.
    - Edelman needs 1 floater and 2 bus aides. 1 bus route unable to run due to lack of staff.
  - EHS:
    - Darden EHS has 1 teacher resignation. Need 1 replacement teacher and still need 10 teachers for new classrooms and 2 floaters.
    - Edelman still needs 3 teachers. Room Q remains closed due to lack of staff and EHS Coach/Assistant is still covering in room R.
    - Home based: 1 Home Visitor Needed
- Transitioning:
  - King Educator met with each of the ACS elementary schools to go over children zoned to transition to them in August. Loachapoka Elementary (LCS) would not respond to set up meeting.
  - Darden Educators met with Opelika and Lee County schools to go over children zoned to transition to them in August.
  - Interventionist met with Russell County Schools to go over children zoned to transition to them in August.
  - HS children transitioning to kindergarten received booklet *Going to Kindergarten*
  - Darden EHS transitioning children visited HS classrooms.
- All centers completed evacuation, weather, and shelter-in-place drills.
- Education team members attended Special Services meeting May 10, 2022 to discuss progress of referrals, IEP statuses, and plans for children with special needs who are transitioning to kindergarten
- Home Based Program Educator, Darden Educator, Edelman HS/EHS Educator participating with other ACHR staff in monthly ChildPlus consultation program.
- The Early Childhood Coordinator and Trainer assisted in writing an Opelika City funding request for the School age program at Darden.
- EHS Home Based program held an outdoor socialization event at end of May.



## Education Board Report May-July, 2022

- Center Educators created and turned in summer work order lists.
- Educators completed TASC DHR funding requests for each center for new monies made available by the state for childcare centers.
- On May 3, ACHR held a virtual School Readiness Advisory Committee meeting. The group discussed period one and two data and follow-up steps taken for staff support. Discussion occurred around program successes and challenges... In addition to Education, Health, Family Engagement staff and interim CEO, there were representatives from Opelika City School, East Smith Station, Auburn University HDFS, Lee County Schools, ACHR Education Board Rep, and four parents.
- Education Team support meeting held May 26, 2022. Discussed upcoming tasks and calendar as well as other things going on.

### June

- Staffing:
  - HS:
    - King- fully staffed as explained in May.
    - Darden hired 1 HS teacher, and 1 teacher assistant. 2 Teacher Assistants and 1 floater still needed. Hired 2 school age teachers. Plan to open in July when EHS begins.
  - Edelman hired 1 bus aide. Needs 1 floater and 1 bus aides.
  - EHS:
    - Darden hired 1 EHS teacher to replace teacher who resigned in May. Hiring 1 teacher for new EHS classroom. Still need 9 teachers for new classrooms and 2 floaters.
    - Edelman hired 1 EHS teacher. Still needs 2 teachers. Room Q remains closed due to lack of staff. being covered by EHS Coach/Assistant.
    - Home Based: Hiring 1 Home Visitor, but another home visitor had to go on military training.
- Early Childhood Coordinator and Trainer worked on preparing for EHS pre-service training.
- King HS: 1 staff received CDA. 1 additional staff one will have observation when return in Aug/Sept.
- Darden HS held virtual graduation.
- Darden/Edelman HS duration teachers completed period 3 completed period 3 child observation work (COR Advantage) and shared results with families.
- Darden/Edelman HS duration 2<sup>nd</sup> parent conferences were completed. Teachers gave portfolio notebooks and summer activities to parents.
- Darden/Edelman HS duration children's last day was June 9, 2022 and classroom staff's last day was June 10, 2022.
- Darden EHS and wrap closed for 2 weeks for training and annual center repairs and cleaning.
- Darden bus aides and drivers, EHS and Darden HS staff (who needed it) completed first aid – CPR.
- King educator worked on *Hand in Hand* parent handbook and all coordinators and supervisors that could attend met to discuss changed and make additional changes before printing.
- Trainer and King Educator worked on HS education requisition. Still needs some additional work
- Several parent orientations took place for each center.
- Waxing of Edelman Center classroom floors completed.
- King educator and trainer worked on cleaning out, organizing, and unboxing items in storage rooms.
- Early Childhood Coordinator/trainer received, labeled and re-boxed items still arriving from previous DHR funds so they could be sent to appropriate centers.
- Early Childhood Coordinator and Trainer, who are retiring June 30, worked on Child Outcomes data reports.
- EHS Transitional Home Visit training and transitional home visits began.



CPR- First Aid staff training

## Education Board Report May-July, 2022

- Additional preservice training occurred June 28-July 1, 2022. Topics included *New Emergency Notebook & Procedures*, *Story Time for Toddlers*, *Baby Doll Circle Time*, *Professionalism*, *Calendar and Procedures Review*.

### July

- July 4-8: Center closures for education classroom staff.
- Darden/Edelman duration classroom staff returned July 11, 2022 for Transitional Home Visit training, CPR and classroom setup.
- EHS staff returned July 11, 2022 for classroom setup.
- EHS children, preschool daycare and school age classroom's first day was July 13, 2022.
- Darden and Edelman duration HS children's first day was July 20, 2022.
- King Educator and Behavior Specialist attended Conscious Discipline summer institute.
- King HS floors were started.
- Early Childhood Coordinator and Trainer agreed to work about 2 days per week to complete important tasks such as Outcomes data, Coaching data, requisitions, and some transitional information to leave behind for future staff.
- Staffing:
  - HS:
    - King- 1 teacher assistant resigned to work at another child care facility. 1 teacher assistant was hired. King fully staffed again.
    - Darden: 1 HS teacher resigned to work in school system. 1 teacher assistant resigned and 1 was hired. 1 teacher, 2 Teacher Assistants and 1 floater still needed.
    - Edelman needs 1 floater and 1 bus aide.
  - EHS:
    - Darden hired 1 EHS teacher to replace the old one. Hiring 1 teacher for new EHS classroom. OPENED 1 new EHS room! Still need 8 teachers for new classrooms and 2 floaters.
    - Edelman still needs 3 teachers. Room Q remains closed due to lack of staff and Room R is still being covered by EHS Coach/Assistant.
    - Home Based hired 1 home visitor. Had another home visitor resign. We have interviewed and are in the process of hiring another home visitor.
- Received email from Foster Grandparent Program (FGP) that FGPs will be returning to centers. They were asked for opening dates for centers. So far, only have volunteers for King and Edelman.
- King center janitor resigned and did not work out notice.
- King Educator resent the King center summer work-order list to CEO, Maintenance Manager, and King Maintenance worker.
- King Center offices flooded again from a roof leak. Awaiting roof repairs.
- King educator continued working on cleaning out, organizing, and unboxing items in King storage room. Finally finished.



In addition, for this period there is a separate School Readiness Report and a Coaching Report



# ACHR HS-EHS Coaching Summary 2021-22

## ACHR HS-EHS Coaching Logo



## Origin of Coaching System

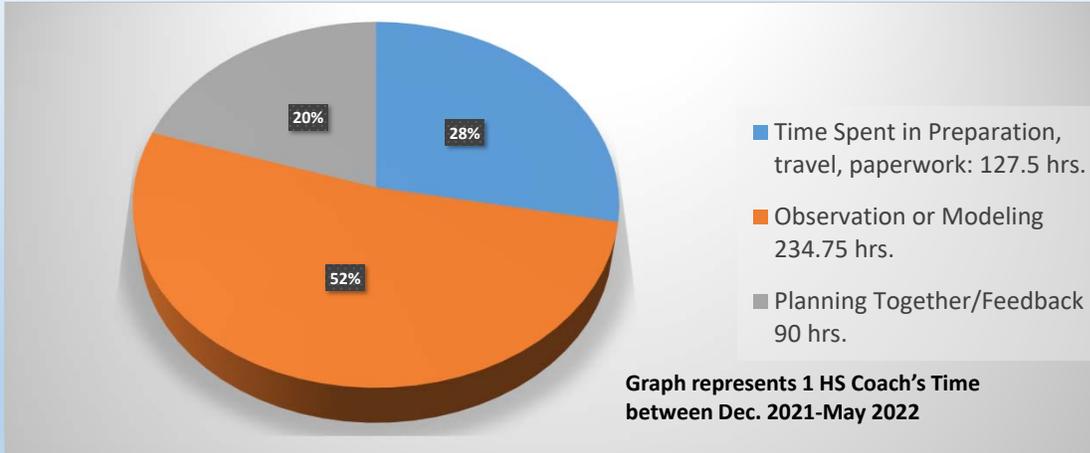
- The Head Start Program Performance Standards (HSPPS) that went into effect November 7, 2016 added the requirement of a coaching system.
- 1302.92 (c) *A program must implement a research-based, coordinated coaching strategy for education staff*
- This system, 1302.92 (c)2: *At a minimum, provides opportunities for intensive coaching to those education staff identified through the process in paragraph (c)(1) of this section, including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals.*

## ACHR HS/EHS Coaching System

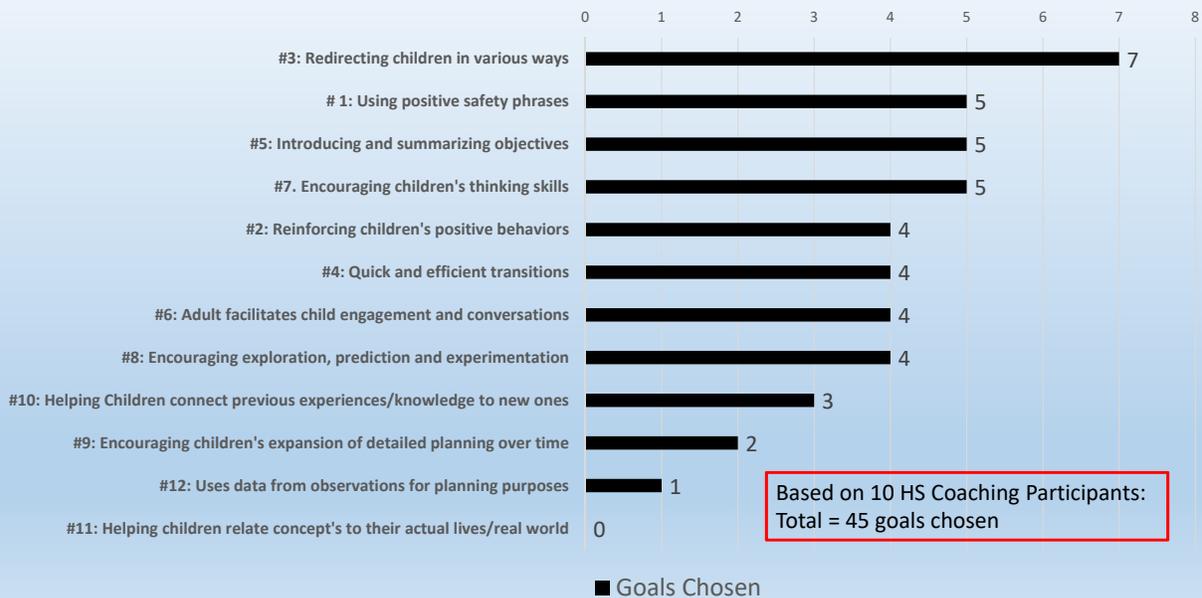
- Staffing:
  - 1 HS (full time, since Jan, 2022)--- Intensively Coaching 6
  - 3 EHS Center Based (1/2 time each)---Intensively Coaching 2 each (6),
  - 1 EHS Home-Based (1/2 time)—Intensively Coaching 4
- In-person coaching suspended from Spring 2020-Spring 2021. Slowly rebooted coaching in 21-22, remaining cautious w/ COVID.
- We use the *Practice Based Coaching* system (PBC), recommended by OHS.
- Coaching system has established procedures, forms, and goals (by program option).

## Head Start Coaching Activities 12-21 thru 5-22

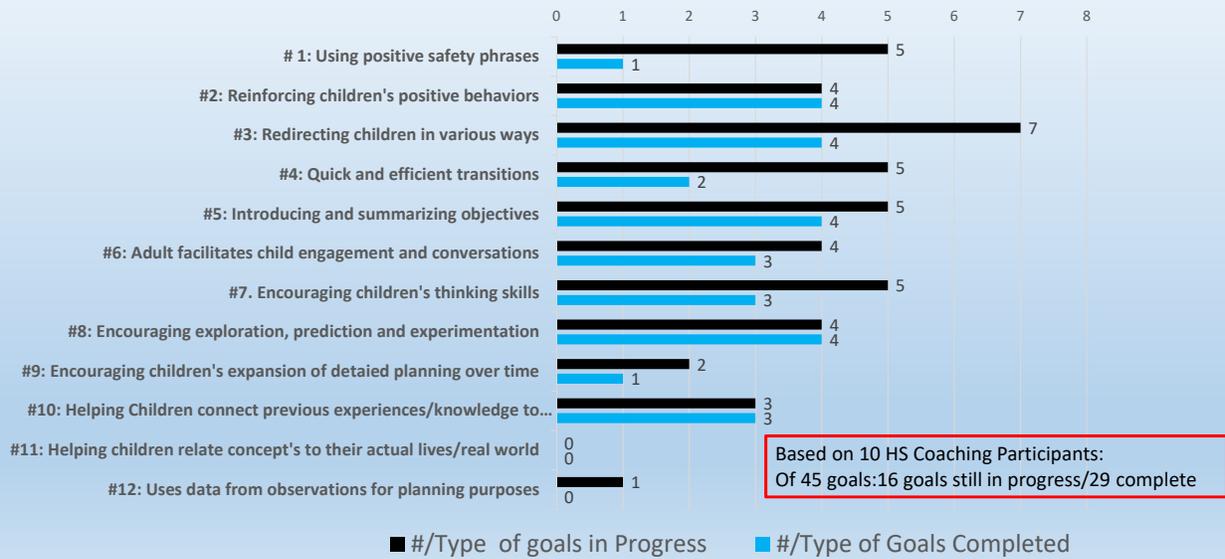
The greatest percent of coaching time was spent on *Observing and Modeling*



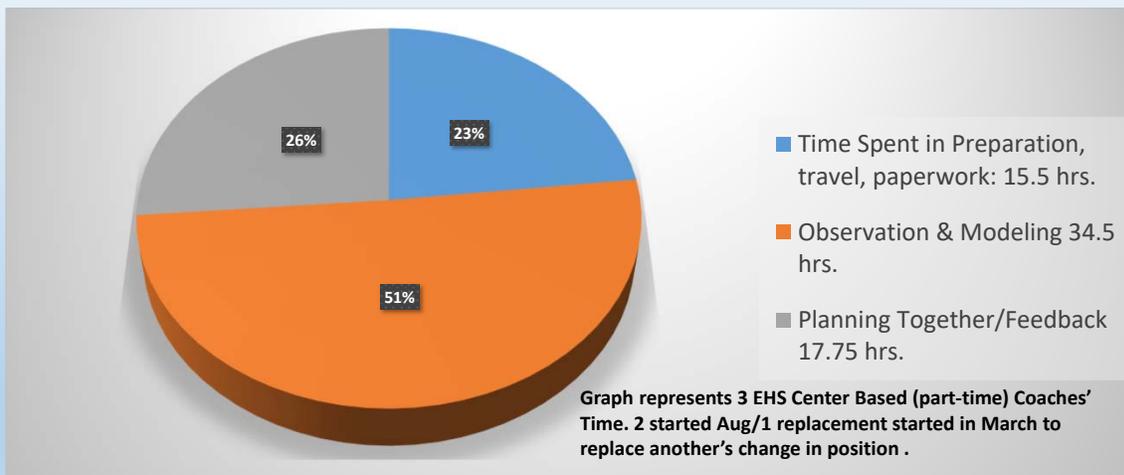
## HS Coaching Participants Chosen Goals 11-21 thru 5-22



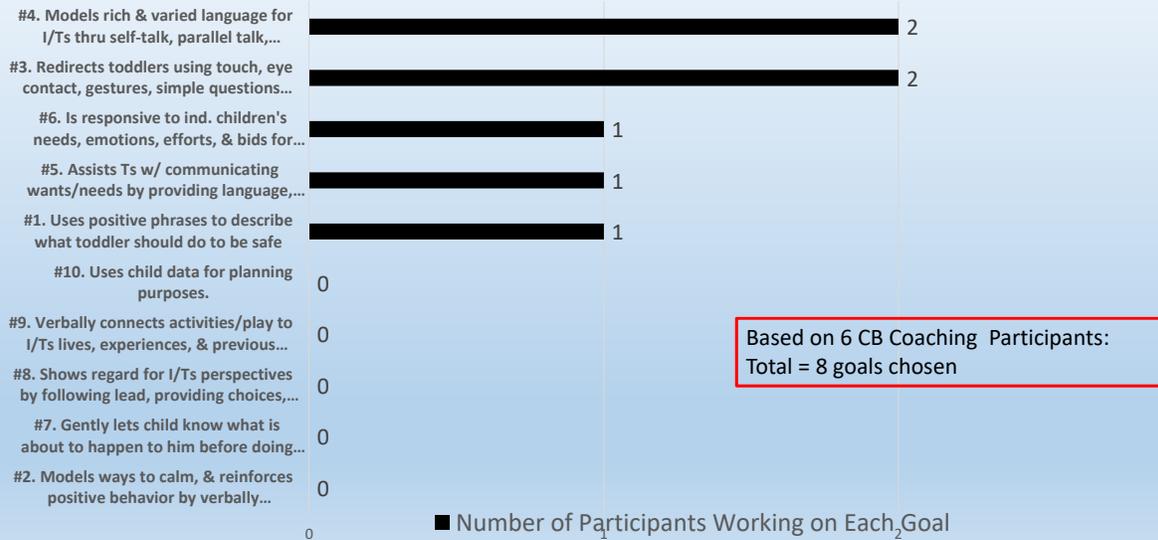
## HS Coaching Participants # of Goals in Progress & Completed for 21-22 by 5-22



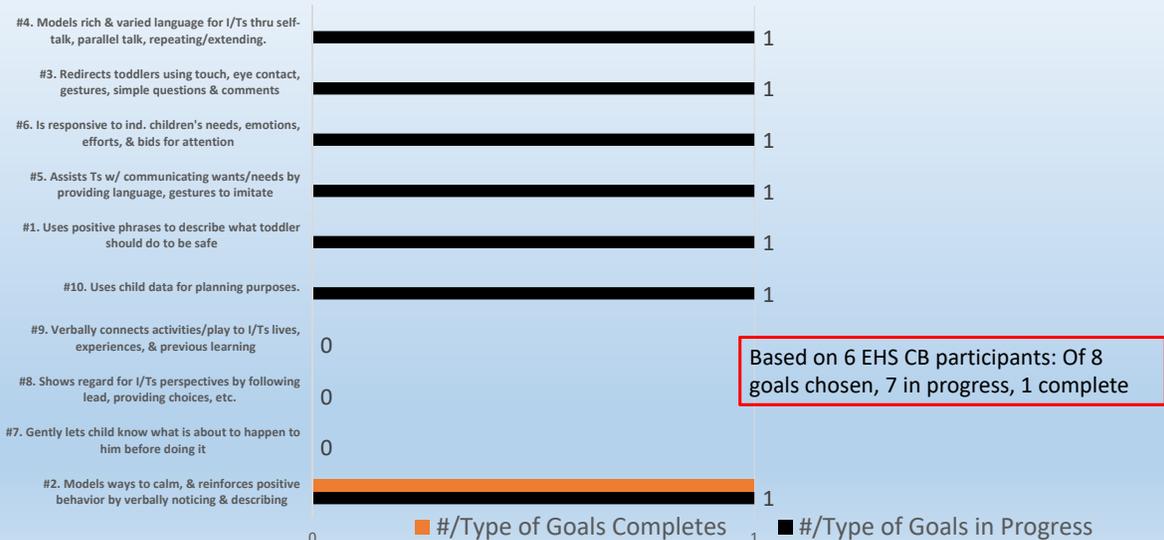
## EHS Center B. Coaching Activities 8-21 thru 1-22 Coaching time most focused on Observation & Modeling



## EHS Center B. Coaching Participants Chosen Goals 8-21 thru 5-22

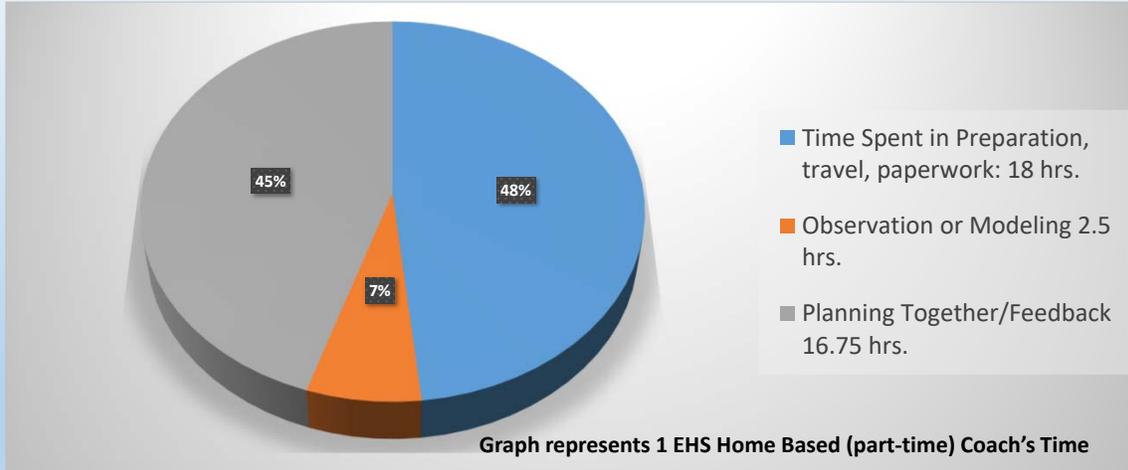


## EHS CB Coaching Participants # of Goals in Progress & Completed From 11-21 thru 1-22

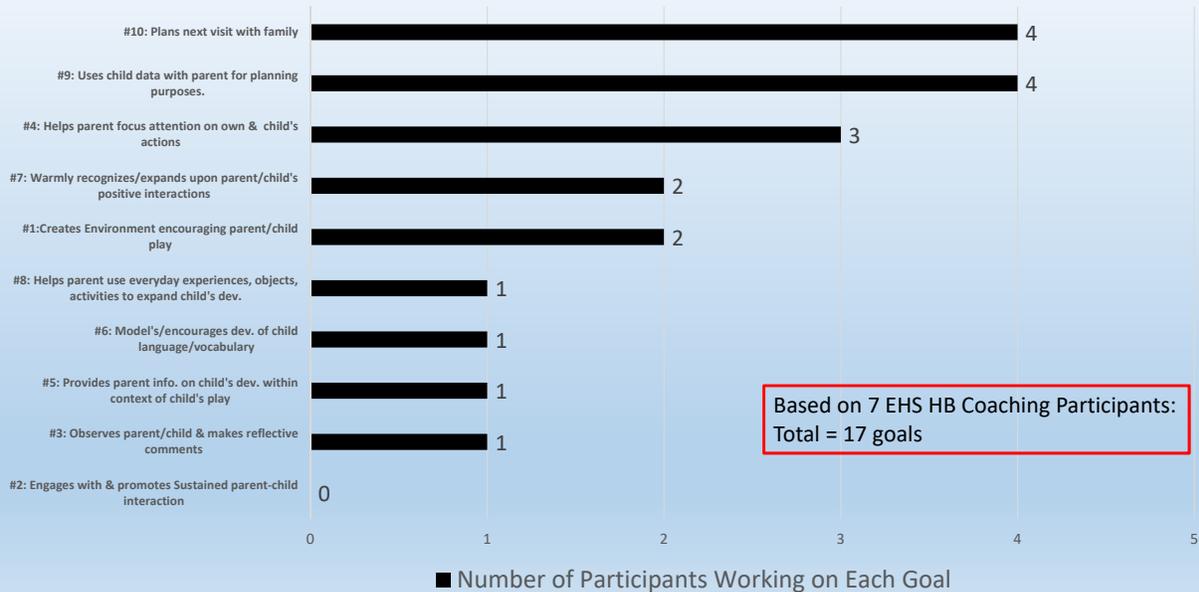


## EHS HB Coaching Activities 7-21 thru 1-22

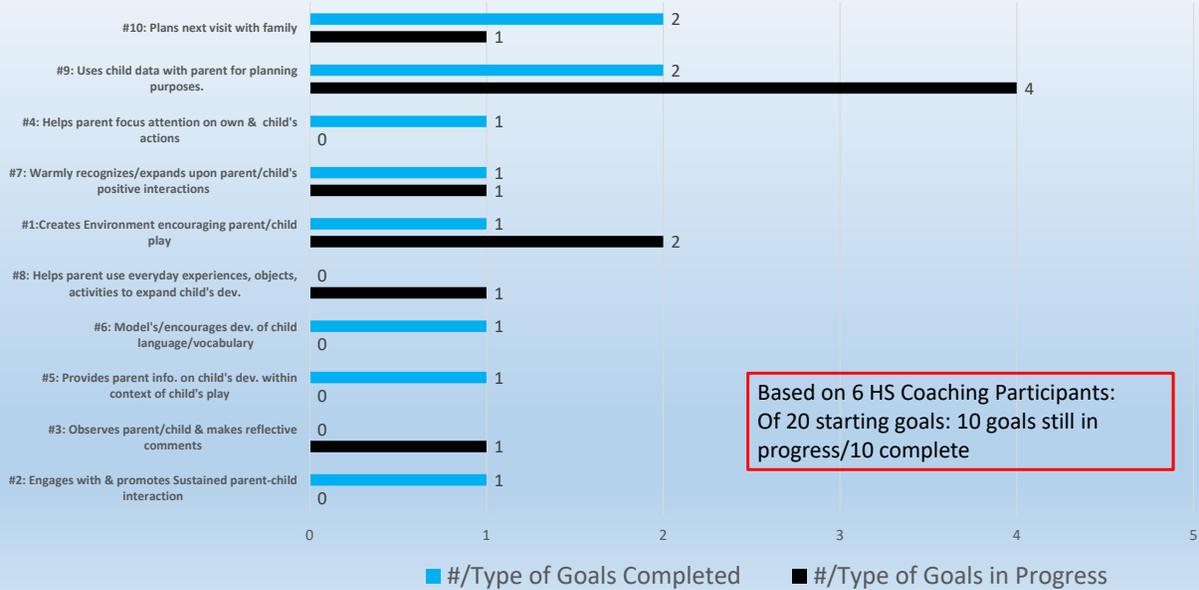
### Coaching time most focused on Preparation/Paperwork and Planning/Feedback



## EHS HB Coaching Participants Chosen Goals 11-21 thru 1-22



## EHS HB Coaching Participants # of Goals in Progress & Completed From 11-21 thru 1-22



## Coaching Incentives

- In 2021-22, ACHR purchased coaching backpacks with the coaching system logo imprinted. Coaching participants received a back pack after 3 months of coaching participation.
- For the next program year, ACHR has purchased multi-charging cable/USB hubs, umbrellas, and planners with the coaching logo imprinted on them to use as additional incentives.



## Coaching Participant's Survey Data Summary 2021-22

### Data Shows a Majority Were Highly Satisfied w/Coaching Experience

- 95% of coaching participants completed survey (19/20)
- *Overall Coaching experience described as:*
  - 68.4 % Highly Satisfied
  - 10.5 % Very Satisfied
  - 21% Satisfied
  - 0% Somewhat Dissatisfied
  - 0% Highly Dissatisfied

## Data Shows a Majority Felt They Had Enough Time With Their Coach

- 89% reported *Enough time* with coach.
- 11% reported *Needed more time* with coach (both new staff who joined coaching later in the program year).

## Data Shows a Majority Reported They Were Encouraged to Give Input to their Goals

- 95% reported *they were ALWAYS encouraged to give input to their goals*

Data Shows a Majority Reported their “*coach was always able to give them helpful information on teaching/learning related to their position.*”

- 95% reported *they were ALWAYS encouraged to give input to their goals*

Data Shows Coaches **highly able** to explain “*why certain actions and methods match our curriculum or philosophy and/or how they would be helpful to children or families.*”

- 95% reported *their coach ALWAYS was able to explain ...*

Data Shows Almost All Coaching Participants Reported  
*“putting forth consistent efforts into meeting their coaching goals”*

- 89.5% reported *they ALWAYS put forth consistent efforts...*
- 10.5% reported *they SOMETIMES put forth consistent efforts ...*

## Coaching Participants Reported Increases in Specific Skills/Dispositions



Examples of Participant Comments to the question:  
*The most positive effect coaching has had on me...*

- *“Understanding the HighScope Curriculum.”*
- *“Encouragement to keep going, keep making and reaching my goals. She showed concern and compassion to me and its much appreciated.”*
- *“Learning how to respond to families' needs. Understanding when there is an area of concern.”*
- *“Being able to communicate w/ children in a calm tone while re-directing them.”*
- *“Coaching has really enhanced my knowledge and skills in child development. Has provided me with info and resources to be more competent.”*

Examples of Participant Comments to the question:  
*One thing I think would make the coaching system more effective is:*

- *“Have more time with coach.”*
- *“Coaches could spend more time in the classroom.”*
- *“Can't think of a thing. What I experienced was helpful.”*
- *“Nothing I can think of. She did a great job of getting me where I should be.”*
- *“Overall coaching system is great.”*

## Challenges

- Finding and retaining classroom staff. Coaches often helped cover classrooms during 2021-22. This takes away from their coaching time.
- Staff turnover causing loss of coaching participant
- Staff reluctant to join coaching as it adds to their workload.

## For Next Program Year

- Collect additional data as outlined below in addition to coaching scores gathered from performance evaluations to use in determining who would most benefit from participating in coaching.
  - If COVID allows for extensive classroom visits, plan for education staff or paid experts to conduct *HighScope Program Quality Assessment (PQA)*, *Classroom Assessment Scoring System (CLASS)* on classrooms 2x per year.
  - If COVID allows for observation of home visits, plan for education staff to go out on home visits with coaching participants and conduct Home Visit Rating Scales (HOVRS) 2x per year.
- Observations listed above should be conducted on all classrooms and home based parent educators to track fidelity of curriculum implementation and inform professional development planning.



**SCHOOL READINESS REPORT: Analysis of Child Outcomes 2021-22**

**As per Head Start requirements**, ACHR tracks children’s development and progress toward school readiness goals. ACHR uses the *Child Observation Record (COR Advantage)* to document ongoing assessment of Early Head Start and Head Start children. There is an alignment between the COR, the HighScope Curriculum and the 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 to determine the effectiveness of its program on child outcomes.

COR categories include:

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

**Group Data after Period 3** (ended in May 2022 for King/Edelman regular HS and June for Darden/Edelman duration HS and all of EHS):

Period 3 data indicates growth in children’s developmental levels and progress towards school readiness goals at the end of the program year. We compared children in various data groups such as age, centers, gender, home language, and ethnicity. We also compare typically developing children verses those with special needs.

**Older Toddler Group:**

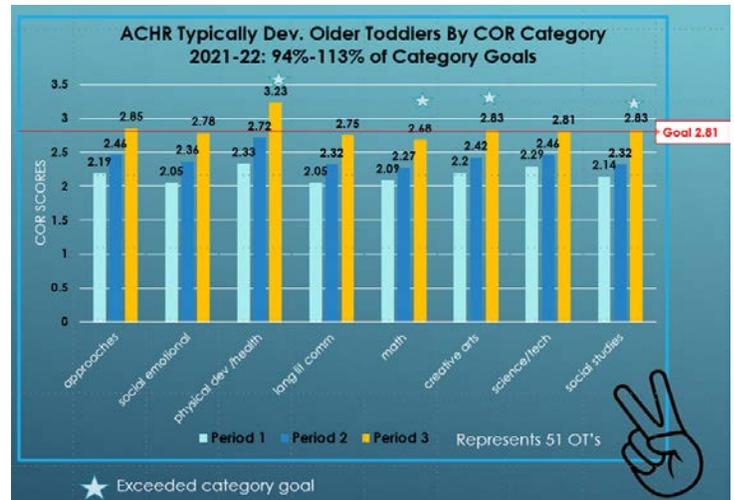
- Overall ACHR COR score: Typically Developing children grew from 2.42 in period two to 2.85 in period three, a score increase of 17.7% (Special Needs: [4 ch.] went from 1.83 in period two to 2.0 in period three, a score increase of 9.3%). The final COR Average of 2.85 for typically developing Older Toddlers is 102% or 2% over our goal average.
- Highest Category Scores for typically developing children (after *Physical Development and Health*, which always scores high) was *Social Studies* 2.83 out of 2.5, or 13% over its goal and *Creative Arts* 2.83 out of 2.75, or 3% over its goal.
- The lowest Category: *Language, Literacy & Communication* 2.75 out of 2.93, or 94% to its goal. The other five category scores were 99% - 108% or 8% over their goals.
- The Highest single item for its goal was item *HH. History* at 2.86/2 or 43% above its goal.
- The lowest single item was *U: Measurement* which was 87% to goal or 2.62/3



Home-Based children love their visits!

# SCHOOL READINESS REPORT: Analysis of Child Outcomes 2021-22

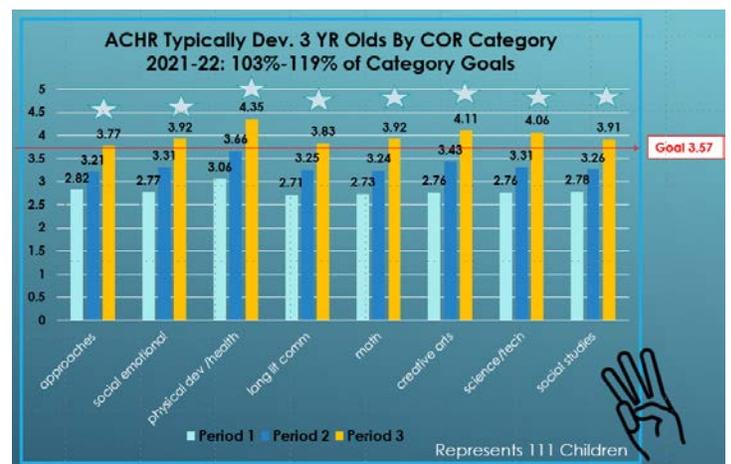
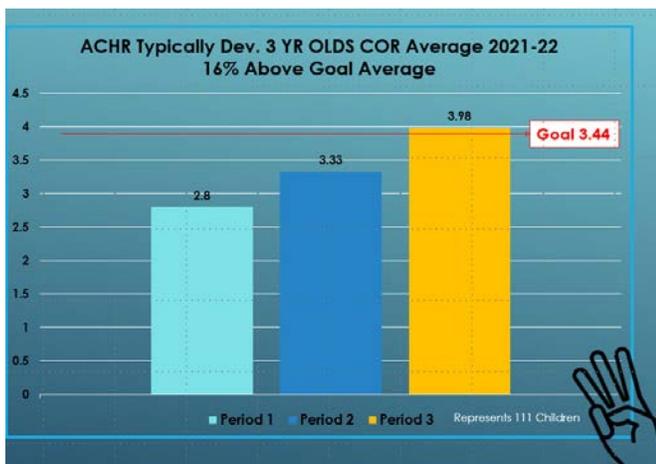
## Graphs Older Toddlers: 2021-22



### 3 YR Old Group:

- Overall ACHR COR score: Typically-developing children grew from 3.33 in period two to 3.98 in period three, a score increase of 15.7% (Special Needs [17 children] went from 2.71 in period two to 3.49 in period three, a score increase of 28.8%).
- Typically developing three year olds were over their goals in all 8 categories. The highest category score for typically developing 3 yr. old children was *Science/Technology* with a score of 3.5 out of 3.1, or 19% above its goal.
- The lowest single item was *Item N: Phonological Awareness* at a score of 3.46 out of 4, or 87% to its goal.

### Graphs 3 YR Old Group:



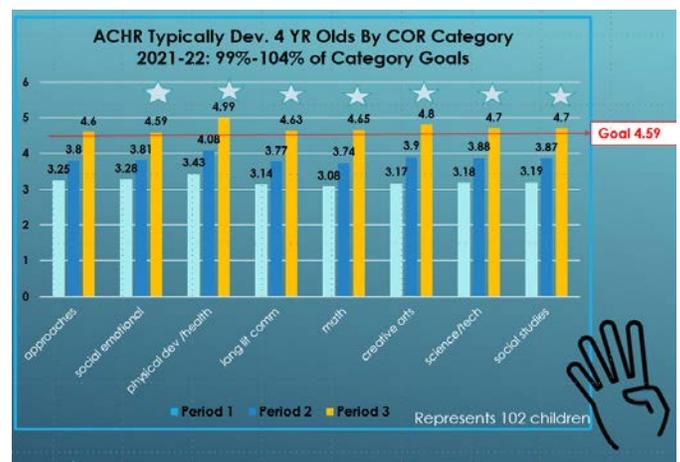
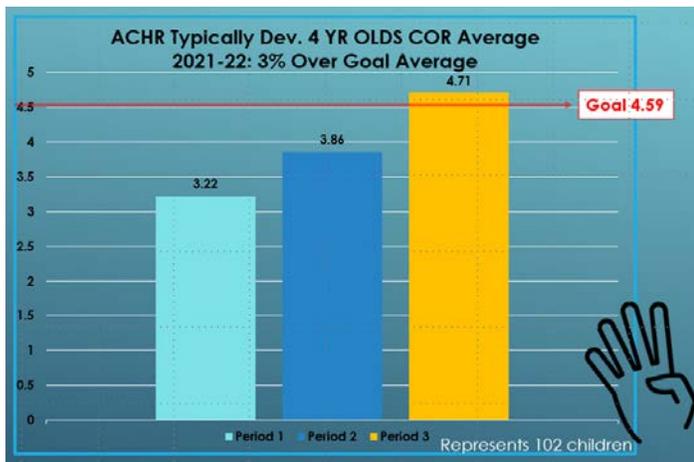
### 4 YR Old Group

- Overall ACHR COR score: Typically Developing 4 yr. old children grew from 3.86 in period two to 4.71 in period three, an increase of 22% (Special Needs [14 children] went from 2.96 to 3.41, an increase in score of 15.2%). The final COR Average of 4.71 for typically developing 4 yr. olds was 3% over the goal of 4.59.
- Typically developing four year olds were over their goals in 7 of 8 categories. For typically developing children, the highest category was *Physical Development and Health* at 4.64 out of 4 or 16% over its goal. The lowest Category was *Approaches to Learning* with a score of 4.6 out of its goal of 4.67, or 99% to goal.

## SCHOOL READINESS REPORT: Analysis of Child Outcomes 2021-22

- Additional information for the typically developing 4 yr. olds:
  - When examining various groupings such as gender, race, ethnicity, language, and ethnicity, there are no significant differences among any groupings other than those with disabilities. The score average difference between typically developing children and those with disabilities was 3.41 verses 4.71 or an average of 27% lower scores for the children in the special needs data group.
  - Data from skills tracking at the end of period three indicated children going on to kindergarten knew an average of:
    - 18 uppercase letters
    - 15.5 lower case letters
    - 13 letter sounds
    - 12 numerals between 0-25
    - 8 shapes (down 20% from 9 in 2018-19 data)
    - 10 colors (down 7% from 10 in 2018-19 data)
    - 64% could write their first name and 20% could write both their first and last names

### Graphs 4 YR. old Group:



### Conclusions From 2021-22:

Baseline data was typical of previous years. At the mid-point, the Head Start children's gains were similar to non-COVID years. Overall scores at the mid-point were also typical for older toddlers and three and four year old groups in comparison to non-COVID years.

After the end of period three, typically developing children in all age groups exceeded our school readiness goal average. In spite of staffing issues, the center Educators (directors), teaching staff, coaches/mentor teacher and others worked tirelessly to provide children with high quality teaching, learning, and safety.

Skills tracking logs of children going on to kindergarten in fall of 2022 showed an overall increase in knowledge of alphabet letters, letter sounds, numerals, shapes and colors in comparison to the high COVID years. It is clear that young children make more gains when they are in the classroom setting verses a virtual setting.

Child attendance was low across the year in all age groups. The average attendance of 4-5 YR. olds was 72%. Causes of absenteeism included COVID, flu, family illnesses, loss of some transportation at Edelman center, and changes in classroom staffing.

Children's ability to write their first names decreased this year. In the previous three years, the average number of 4-5 YR. olds who could write their first names was 80% and up to 50% could write their last names. This year the number of children writing their first names dropped to 64% and last names dropped to 20%. Possible causes of this was instability of classrooms due to poor child attendance and teacher/teacher assistant shortages. Children spent time in other teacher's classrooms when teachers were absent. Any lack

## SCHOOL READINESS REPORT: Analysis of Child Outcomes 2021-22

of consistency can have a negative effect on children's emotional state and learning. We are striving to find solutions to our teacher/other staff shortages. At this time, low salaries are the primary reason we lose classroom staff and have difficulty recruiting new staff.

In addition to the overall COR data for the program, child outcome data of various groups was reviewed, including centers. King Center's typically developing 4 yr. old children started an average of 20% lower than Darden. After the mid-point, King's 4 yr. olds had narrowed the gap to 14 % lower than Darden. After the third time-period, King only remained behind Darden 5%. The difference between King and Darden/Edelman was a little more than usual but King's trajectory was upward through all periods and in the end was not significantly lower than the other centers. Indeed, as previously stated, all age groups exceeded our school readiness goals.

We also looked for differences among gender, race, home language and children with special needs (IEP/IFSP) verses typically developing children.

- There is no significant difference in the scores between genders and races.
- There is no significant difference between English speakers and the overall Dual Language learning (DLL) group. Many DLL's parents are college educated foreign students. They score generally as high or higher on the COR than the typical age groupings. This year, our Spanish speaking DLLs scored higher on average than the English-speaking students. While this group was only eight children, it shows that these children likely were already speaking some English prior to their HS experience. In previous years, there have been groups of Spanish speaking DLLs who scored somewhat lower than their English-speaking peers did so because they spoke little English upon entry.
- Children with special needs: Scores among these children varied with the severity and type of disability (e.g. Down's Syndrome, Autism, developmental delay, speech/language). As with previous years, this group of children tended to score significantly lower than typically developing children. Within their age groups, the Older Toddlers with special needs scored 43% or 1.02. points lower than their typically developing peers did; The 3 yr. olds with special needs scored 13% .49 of a point lower than their typically developing peers; In the 4 yr. old group, the children scored 32% or 1.31 lower than their typically developing peers. Each child with an IEP/IFSP has their own benchmarks established in their personalized plan overseen by the public school (3-5 yr. olds) or Early Intervention (0-up to 3 yrs.). ACHR helps each child to move from wherever he/she starts towards their benchmarks and school readiness goals.

The preschool children continued to have fewer issues with mask wearing than we expected☺. Families continued to participate in COVID screenings at doors of the buses and centers and COVID center sign-in/out procedures. ACHR continued to use new ways of working with parents by phone and virtual parent teacher conferences, family engagement contacts, and parent meetings.

The COR Advantage observations, computer logging and daily lesson planning are a huge piece of classroom staff's work. In 2021-22, additional online COR training and COR reliability testing was provided to classroom staff/home visitors. Moving forward this training will be available to all new staff.

The dedication and hard work of veteran/new ACHR teachers and Parent Home Educators in 2021-22 was commendable. The ACHR Education Team is proud of the classroom staff's efforts and consistency during this very difficult time in our nation's history.

ACHR COACHING SUMMARY 2021-22 (is a separate PDF)



ACHR Head Start hero wears her mask!

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

**HEALTH/DENTAL/OTHER**

- **2021-22 E/HS school year: May - June**
  - **Immunizations:** All are up-to-date. Health staff was 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:** All children without updated documentation were referred to family engagement advocates. If we did not receive the Dental Exam paperwork, we notified parents (via notes sent home and text messages) of our need for this required documentation. If able, we obtained the Dental Screen from the well child checkup.
  - **Physical:** We continued 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.
  - **Growth assessments:** Spring heights and weights were taken in 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.
  - **Vision/Hearing:** All children that needed treatment after screened in our centers were referred.
  - **Other required Health screenings:** Completed within the 45 days.
  - **PIR Review:** Health Services Coordinator is reviewing PIR for this school year and updating needed information.
  
- **2021-2022 E/HS school year:**
  - Orientations during May, June, July (Darden, FBK, and Edelman)
    - Health Documents were reviewed and slightly change before sending to parents to complete for orientation.
    - Health Documents were signed and reviewed – include release of information, emergency medical information, health history, dental information, Ilead screening, physical, and immunizations.
  - **Edelman and Darden EHS Start July 13<sup>th</sup>**
  - **Duration HS (all of Darden and some slots at Edelman) Start July 20th**

## Board Report - Health/Nutrition/Special Services – May – July 2022

- Special Services Committee reviewed any children with suspected “special needs” and made a plan of action for them going forward.
- Nutrition/Health assistant has worked with parents to obtain any needed medical information pertaining to dietary or health needs.
- HSC/Registered Dietitian has reviewed all children’s health charts and is writing a “needs plan/ plan of action” for every Head Start child that has a medical diagnosis or food allergy.
- HSC has audited all health charts and any children that do not have an updated Physical and Dental Exam (dental exam for children over 1 year old) have been sent letters and texts stating that this information is needed. The names of these children have been given to family engagement advocates to continue to support parents in providing the needed information.
  - “Dental “ and “Physical” packets were also created and sent to Head Start Director and Family Engagement Supervisor to have FEAs disperse to families that are still needing to bring in documentation.
  - These packets include: Education materials for Dental Exams and/or physical exams, the required documentation sheet that pediatricians/dentists can complete during an exam, contact info for local doctors and dentists, and a letter explaining needs.
  - A section on the website has also been set up with information about local dentists and doctors that we children refer to.
- Screening dates have been set up for August/September/October with Southern Union and Auburn University School of Nursing to help perform required health screening including height and weight, vision, hearing, blood pressure.
- Focus First is scheduled to come to centers in August to screen vision for all E/HS students.
- We have contracted AU Speech and Hearing to perform hearing screens on all EHS children.
- All Health staff was trained in Child Plus updates and needs.
- We have changed and updated what we are putting in the Child Plus system to better reflect our needs.

### **NUTRITION - KITCHENS**

- Kitchen Scores:
  - Darden: 99%
  - Edelman: 100%
  - King: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 also offered to ACHR families.
- **STEPS Program:** In June, Natalie partnered with Steps program in Opelika to teach Nutrition, exercise, healthy cooking, and self defense classes to 18 girls aging from 10-14 years old.

## **SPECIAL SERVICES**

- **Children with an IEP/IFSP :**
  - **2021-22 E/HS school year:** 35 completed IEP/IFSPs.
  - **2022-23 E/HS school year:** 33 current so far this year.
- **Behavior/Developmental referrals:**
  - **2021-22 E/HS school year:** 7 children from all centers were referred and received services.
- **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 have scheduled dates for them to monitor all 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:** We updated the COVID Health Procedures. Temperature checks are no longer required at the entrance doors. However, the thermometers remain on the walls and staff/parents can continue to use as desired.
  - Natalie created a “COVID Policies at a Glance” sheet/handout for both staff and parents with the most updated COVID policies (exposure, diagnosis, symptoms quarantine time)
- **Training:** Due to the continuously changing COVID policies, Natalie has been training different ACHR departments (upon request) concerning health changes.
  - Justice Knight, Intervention/Behavior Specialist, went to the 7 day Conscious Discipline training in Orlando. She brought back some great information that she will incorporate when working with the children with mental health needs and disabilities.



**EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: MAY — JULY 2022**

<b><u>MAY:</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 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off</b>		
LIHEAP GEN.	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	Tabitha assisted 6 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:	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	
ABC TRUST:	000	000	SRV: 4i	FNPI: 4z	SRV:	SRV:	
LIHEAP- ARP	000	000					
EFSP	000	000	SRV7: Case Management				
APPT. Call: / Online:	NO SHOWS:		MISSING DOCUMENTATION:				

<b><u>JUNE:</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 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off</b>		
LIHEAP GEN.	616	623	SRV: 4i 616	FNPI: 4z 616	SRV:	SRV:	Tabitha assisted 8 clients by telephone counseling. (1) Homelessness, (6) Locating, Securing and Maintaining Rental Housing, and (1) Prepurchase Education through the City of Auburn. All clients received Fair Housing Literature.
LIHEAP CRISIS:	001	002	SRV: 4i 001	FNPI: 4z 001	SRV:	SRV:	
ABC TRUST:	008	010	SRV: 4i 031	FNPI: 4z 031	SRV:	SRV:	
LIHEAP- ARP	591	610					
EFSP	000	000	SRV7: Case Management				
APPT. 749 Call: 408 Online: 341	NO SHOWS: 43		MISSING DOCUMENTATION: 33				

<b><u>JULY:</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 4j: Utility Deposits 4k: Arrears Payments 4z: Avoid Shut-off</b>		
LIHEAP GEN.	319	288	SRV: 4i 319	FNPI: 4z 319	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:	005	011	SRV: 4i 005	FNPI: 4z 005	SRV:	SRV:	
ABC TRUST:	006	007	SRV: 4i 006	FNPI: 4z 006	SRV:	SRV:	
LIHEAP- ARP	307	343					
EFSP	000	000	SRV7: Case Management				
APPT. 490 Call: 244 Online: 246	NO SHOWS: 18		MISSING DOCUMENTATION: 2				

**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: MAY — JULY 2022**

**HAPPENINGS:**

**MAY:** During the month of May, the Emergency Service staff ended its LIHEAP Heating Program and prepared for its LIHEAP Cooling Program. While some staff boxed up files and made copies of the LIHEAP application to distribute in the designated drop boxes, other staff contacted our Outreach clients in order to prepare them for the upcoming cooling program.

**May 3**, the Emergency Service staff met with, Shannon Panos, SPIRE Energy’s outreach staff. We discussed SPIRE’s new portal. We will be able to access a client’s account in “real time”, and we will be able to make a pledge directly to a client’s account. This will be a great benefit for those clients whose services were disconnected. This portal will not replace SPIRE’s “Dollar Help” program. If clients need additional assistance on their bills, we will still need to access the Dollar Help website.

**May 16-20**, Tabitha and Benita attended the Community Action Association of Alabama 2022 Annual May Conference “Still in the Fight”. We enjoyed workshops like: the Whole Family Approach, Your Communication Style, Managing Finances in Uncertain Times, Practical ROMA Approaches, Pursuing Excellence in Community Action, Your Mental Health in the Aftermath of COVID-19 and we attended LIHEAP/LIHWAP Town Hall Meeting. We received great presentations and great ideas on implementing the Whole Family Approach.

**JUNE:** The Emergency Service staff started its LIHEAP Cooling Program. We introduced the community to our new assistance app, “LITT Lite”. This app offers clients 2-Steps for applying for assistance. For those clients who are computer literate, they can simply make an appointment online and then upload their documentation through LITT Lite. Their information will come directly to our desk. Although we would like to see a few minor changes to the app, we are able to assist those clients who are experiencing a crisis, or those clients who are experiencing transportation issues. For our clients who would prefer to complete a hardcopy application, we are still offering the “Drop Boxes”.

Tabitha attended several meetings: UWCA Housing Counseling HUD Program, Partnership Meeting with Tiffany Gibson-Pitts’ Girl’s S.T.E.P.S, and Alabama Power’s webinar that discussed their upcoming changes. Tabitha also became a Certified Community Action Professional (CCAP). The CCAP program is administered by the CCAP Commission and is designed for current and emerging leaders in the Community Action Profession. In order to be eligible for certification, employment must be in either a CAA, a delegate agency or sub-grantee of a CAA, a CSBG eligible entity, a state or regional association office, or a state community services program office. The applicant must obtain 1000 points which is accumulated through the Candidate Data Form, the Executive Skills Portfolio and passing a Written Test that consist of 4 parts (the History of Community Action, Community Actions Visions and Values, Community Action Management Functions and Community Actions Organizational Leadership.)

**JULY:** Tabitha attended the online 2-day National Certification ROMA Training (NCRT). This training is offered to certified ROMA attendees who must obtain 5 hours of training before recertification. Tabitha also attended the CSBG CAP Plan meeting. The 2023 CAP Plan is due September 7<sup>th</sup>. Because the plan is due after the CAP-LC Board will meet, the plan can be submitted with a notation that the board will meet in November to approve the plan.

**Alabama Council on Human Relations  
Board Report May, June and July 2022  
Michelle Cospier  
TMW Manager, Housing Coordinator**

**TRANSPORTATION**

Although there are only five buses running for two months in the summer, we have been busier than ever. Buses started running for the Darden Center in July. Transportation for the Extended School year for the Darden Center began fully staffed. The required training was held in June, buses were inspected, and routes were designed. Just one week into the year, one of our long-term bus drivers and bus aids fell sick. All our prayers are with them. I was able to bring a King Center driver back to drive temporarily until a new driver could be hired and all required documentation received. The interview process began. We hired a new driver, Ms. Fizzle. She received the required training, on and off the road, and will be an asset to ACHR Transportation.

The entire Head Start staff has used every resource available to find bus aids for Edelman Center. I explained in the last board report the struggles we faced to obtain enough bus aids needed at Edelman. The joint effort paid off. We barely had time to celebrate that we had enough aides when a bus driver turned in her resignation letter. She was able to get a job with the school system, which pays more and the routes are not as long. So, the challenge continues. It was reported that an Edelman parent was interested in the position and he has CDL's. We set up an interview immediately on two different occasions; he was a no show. With less than two weeks for school to start, we are searching for a driver.

Edelman and King Center drivers and bus aids start training on August 15, 2022

King Center buses are at capacity. There are four buses running for King Center. A lot of strategic planning went into designing the routes to accommodate all of our children. For the first time in a long time, we will be using our bus with a lift for a child with special needs. Truck Works came to the garage and held a special training about using the handicap lift and locking mechanism for a wheel chair. It was discovered that a child size belt is needed to properly secure the chair. The belt was purchased and installed. With cooperation on the parent, a training is planned on August 18, with the lift bus, bus aid, and the child and parent, to assure that any issues can be addressed before the first day.

**MAINTENANCE: (summary for Darden Center, King Center, and Edelman Center)**

It has been a challenging summer. There are only three weeks without children at Darden Center to do all work on the building that is need to clean, repair and complete needed repairs and construction. In addition to the known challenges: the King Center janitor/maintenance person quit with no notice, a Darden Center janitor is out due to an automobile accident, another Darden janitor is out on extended sick leave due to having surgery, Darden's maintenance person is out due to a medical procedure, an Edelman janitor is out caring for his son who is hospitalized, and recently COVID hit Darden Center hard. That left us with just three janitors to do all work needed for the Burton House, Darden on the Hill, Sunshine Shop, Darden Center, Edelman Center and the King Center. EHS and HS has already began for Edelman and Darden Center. The discussion of hiring a cleaning company to assist temporarily is in the works.

The hiring process began immediately. There were twelve application, only eight agreed to an interview, due to salary. Out of the eight interviews, only one showed. I am currently working with a team, including the new Head Start Director and Center Educator to determine if the applicant will be a good fit

or if the search should continue. Due to the emergency needs, we might have to settle. I do feel like even though he does not have a lot of experience, with his will to learn and work ethic, he will do a good job.

With all the challenges and with the assistance of our Purchasing Assistant, Ryan Martin, we have been able to get bids or quotes on several items: extended parking in front of Darden Center, new trike track on wing 2, fence repair, replace roof on the gym at Darden, repair/replace front and back porch on the Burton House, removal of carpet and installation of Life Proof hard surface flooring for the CSBG area and several other projects. Ryan has been a large asset. Not only has he tracked down companies to bid on our projects, he has reviewed all requisitions to assure items being purchased were being bought for the best and lowest price. This might not sound like a big deal but with the COVID funds ACHR has received, we have been able to purchase much need equipment and materials. In addition to the supplies that normally purchased. I know I am very grateful.

The parking lot has been completed. Shortly to follow are the Darden roof, trike track and replacing the fence that are needed because of placement of the parking lot. New playground equipment was purchased and installed for Edelman Center. Sand for the fall zone in being ordered.

Another project that has been in the works for a long time is the King Center gutters. Due to the extent of the job, mainly because the existing gutters are within the wall, and we have learned not initially designed properly to handle all the water on the roof, this project has been a challenge. We have been back to the drawing board several times. I have researched, reached out to several contractors, especially ones that erect Butler Buildings, and a civil engineer. It was decided it would be more effective to break the job up into phases. Phase 1, removal and repair of the parapet wall on the right side of the building only, installation of the interior gutter pan and sealing of the wall. Phase 2, installation of gutters outside the building. Phase 3, grading and dirt work to assure proper run off of the water, and to attach several of the gutters to the existing storm drain. If needed, Phase 4; replace gutter pan and gutters on the left side of the building. The grading and dirt work is going to be difficult. Not only do they have to assure proper run off the water and attaching to the storm drain, but also four large HVAC Units, the main power source to the building, and all of the communication equipment, including the Ethernet lines are on the right side and very close to the building. The contract is very close to being finalized. The CEO has a few more questions. Then, with careful planning to be able to work with children in the building, the work on the gutter system should be able to start in the near future. Once the job starts, it should take six weeks to two months to complete. That of course will be determined a lot by the rain. Phase 1 will be completed in small sections, to help assure that the interior will not flood if it rains and Phase 2 will follow immediately.

We believe another King Center problem has been solved. For sometime now, there has been an odor issue. We could not determine the source despite hiring Roto Rooter and plumbers to help determine the source. Several things were done to help control the odor but did not work more than a short time. We finally were able to obtain a copy of the original building plans of the building and were researching the gutter system. Low and behold, we discovered a grease trap line we did not know existed.

When the building was purchased, we were inspected by the Health Dept. and told that we would have to install a portable grease trap in the kitchen. Therefore, we believed there was no existing grease trap. After the line was discovered on the plans, a company was hired to find and assess the grease trap. The 1000 gallon grease trap was full and backing up into the portable grease trap in the kitchen causing a bad odor. The large grease trap was pumped and inspected to assure it is in good working condition. The small grease trap will be removed and a fitting changed to allow to begin using the large grease trap. This

will assure that there will not be any odor, and save us money by only having to pump the trap twice a year and we will no longer have to have a hose run down the Head Start hall to empty the grease.

Unfortunately, the access is on the playground. The lid is heavy and takes a special tool to open it. The King Center Educator is searching for something we can put across it for additional security and to assure children do not fall on the metal lid. The lid is flush with the ground and covered by the playground mulch. Whatever we choose has to be child-safe and moveable by adults but not children.

In addition to the above mentioned items, maintenance and janitorial, performed regular cleaning and maintenance, such as replacing AC filters, painting and cleaning floors, touch up painting, steam cleaning classroom rugs, cleaning and sanitizing bathrooms and all other areas of the buildings, fulfilling daily work orders and playground inspections.

ACHR is feeling growing pains. I am proud of each and every one. With the staff hiring issues and new upper management, the staff is work diligently to make ACHR an excellent program. Something that our founder and former CEO would remain proud of.

## **WEATHERIZATION**

The amount of funding and therefore the number of houses we will be able to weatherize will be increasing more than four times for the 2022 – 2026 years. DOE on the federal level is implementing a five-year plan. Not only has LIWAP, DOE, and Weatherization Readiness funds increased by four times the amount, Congress just passed the BIL, Bipartisan Infrastructure Law. This will to make ARRA look like a walk in the park. ACHR has many decisions to make. Currently, there are only two, half time people working in Weather. A Public Hearing is being held August 23, 2022, to share the infrastructure plan. I am currently working to contract with an individual to complete assessments and inspections. Certified contractors will bid on work to the homes. All paperwork and reports will be done in house. There are several new processes being implemented, such as the NEAT and MEIA energy audits. NEAT and MEIA are computer energy programs that essentially qualify and determine what needs to be done to the home. The entire client file will have to be entered into FACSPRO. This will include; check list, application, before and after photos, assessment, points sheet, bid sheet, invoices, BWR and payment. The ACHR fiscal department also will have an increased role in Weather. ADECA is implementing a new monthly reporting process. All ACHR expenses will have to be reported monthly. Of course, ADECA has a computer program they will expect things such as payroll and other expenses to be reported through. I will know more after the Public Hearing.

I completed an internal audit of client files 2021-2022. Fourteen homes were selected to be weatherized. One home was disqualified for Weatherization due to termites. Two client files were missing signatures, which since have been obtained. All other client files were 100 percent.

It will take a lot of hard work and a team effort to achieve success for Weatherization in the coming years.

## **HOUSING**

Darden Oaks Townhomes currently has a 5-year extension that expired and was extended another 3 years that will expire in 2024. ACHR's goal is to keep it low income to serve our Lee County families. I have been working with the City of Opelika's housing department to purchase the property. Because Darden Oaks was not a tax credit deal and is HOME Loan only, the amount owed is very high, \$2,376,311. With that said, the sale of Darden Oaks will not bring in the revenue that Bedell Village did. Closing costs are very expensive and paying off the HOME LOAN, that is now accruing interest, will not leave much for profit.

Glenview Meadows Apts., Lavern, AL - applied for a 5yr. ext. and have recently received approval. There were hopes of doing a re-hab deal but the Limited Partnership was sold to a John DeClerq several years ago. Mr. DeClerq also owns the Limited Partner for Summerwood Apts. in Camden, AL. He is not willing to sell ACHR back the Limited Partner portion of Glenwood Meadows at any reasonable cost, which prevents us from applying. With the help from our Housing Attorney, Atkins Roberts, we hope to find a way to move forward.

In July, the construction loan closed for High Pine, formerly Alfred Radney Apts. in Roanoke, AL. Now the work can begin.

I continue to research and look for answers to the issues at Inverness Apts. The property has a HOME Loan, but would score well for a rehab deal. Currently, it will not pass the Environmental portion of the application due to nearby railroad tracks and a 30,000-gallon commercial propane tank. HUD rules and current AHFA rules differ. We are required to follow both. According to HUD rules the property passes the required environmental but AHFA is somewhat more strict. ACHR has time to work with AHFA (which approved the building of this complex with the tracks and tank as they are), debate the issues and we hope come to a compromise so that the property can be rehabbed.