

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
ADMINISTRATIVE BOARD REPORT for August-October 2022
Tina Evans, CEO, Felicia Johnson, CFO, Janet Burns, Administrative Coordinator

GRANT APPLICATIONS, REPORTS, AND RELATED ITEMS

- City of Opelika grant for assistance with childcare - applied for \$20,000. Status: Pending.

STAFF CHANGES/NEWS IN CENTRAL POSITIONS

We are in the midst of change. Mike Furr Maintenance, Weatherization Housing Inspector, and Michelle Cosper, Transportation, Maintenance, Weatherization Coordinator/Housing Coordinator no longer work at ACHR. Debbie Chism, Center Educator at King Center, submitted her resignation; her last day is November 15.

The ACHR Organization chart was revised and passed by the ACHR Board at the end of August. We posted job notices in our facilities and then on Indeed for positions including Human Resources Director, a Health and Safety Supervisor (who will supervise maintenance/janitorial staff), a Program Director/Housing Developer, Weatherization/Housing Project Inspector and a Center Educator for King Center. We have made several new hires at the centers. We have hired two new maintenance staff and several new teachers and teacher assistants. We have been able open two out of the five conversion EHS classrooms at Darden Center.

OTHER ITEMS

Continued to work on resolving areas of concern from the results E/HS Focus Area2 as reported receive in the last board report. These included:

Governance -- re-form PC and PC & Board Training – completed

Fiscal -- strengthen internal controls - purchasing/documentation process - nearly complete; drafts passed at the ACHR board meeting on August 30. Ongoing training is being provided to the CFO through T&TA and other resources.

Health and Safety--lead testing; mold testing and remediation as needed; repair of leaks

Lead testing all centers: Quotes were obtained and lead testing was done at all three centers. There were no concerns at King Center. At Edelman Center, a problem was found with an old porcelain sink in an unused room (small rust area at the drain). At Darden, testing showed some lead on the one remaining pair of metal doors to the outside and there was a spot on a wall in the Darden gym apparently caused by water from a roof leak hitting/rusting an I-beam and running down the wall. The gym has not been in use by E/HS children for more than two years, partly because of COVID and the leaks in the roof, which until recently we did not have the funding to replace.

Actions taken or in process:

- Though we are not using the room at Edelman with the sink of concern, the sink was replaced.
- Purchasing/Property Assistant obtained bids for repair or replacement of the Darden gym roof; it was replaced in October because there were so many problems with it that replacement was the better option.
- Purchasing/Property Assistant obtained bids to treat and paint the gym ceiling (especially the I beams) and walls; we expect that work to be completed in November. Signed contract obtained.
- Purchasing/Property Assistant searched for companies to replace the old doors. Apparently, because of the age of the building this is a challenge. We were unable to obtain bids in a timely manner. The one company that looked at the doors said they could do it, but ceased responding to attempts to contact them. In the interest of time, we elected to paint the doors with a special paint to treat and seal them to mitigate any concern with lead. Longer term, we will try again to find someone to replace the doors.

- After the gym has been painted, we will have the gym walls and the doors re-tested for lead to assure that we have properly remediated the problem.
- Mold Testing at King Center: Because of the continued problem with leaks at King Center, mold testing was done in every room or area of the building (multiple tests in larger areas).
- Slightly elevated levels were found in two Head Start classrooms. No other area of the building had an elevated level, including the areas where tests had previously shown concerns, which means efforts to mitigate the problem have been successful in spite of continued leaks.
- The two classrooms were closed temporarily. The company did mold remediation and then re-tested. After the testing that showed there was no longer even a minor concern, we re-opened the classrooms.

Regarding the ongoing leak problem at King Center, before accepting a quote, the CEO found an outside company that would assess the building and provide advice. Purchasing Assistant was instructed by the CEO to obtain three separate bids to remediate the King Center Roof. The bids that were received provide diverse solutions. We then asked a fourth contractor to review all three bids and inspect the King Roof and gutters and give a separate recommendation. The fourth contractor provided a written recommendation. That recommendation included selecting one specific bid but made recommendations for additional remediation. The selected contractor updated the proposed contract with those recommendations. The contract was submitted and signed. The start date for completion of the work is 11/11/22.

ACom began installing the new camera, audio, and security system in King Center during this period.

Worked with our I/T Specialist on forward planning for computers and the security of our network.

Pulled the current Head Start monitoring tool which was available in early October and integrated the changes into our Self-Assessment documents; worked with HS Director on planning the Self-Assessment and trained the team members. The Self-Assessment should be completed by the end of the first week in November.

Revised and/or wrote job descriptions for the positions listed in staff changes. Revised several ACHR forms to update them or make them useable on a computer. Repaired the forms list numbering system after someone accidentally used auto number down most of a list of 600 forms, rendering the forms numbers incorrect. Uploaded all documents to Drop Box.

Updated dates of items completed on the shared governance form between the ACHR Board and the CAP-LC.

Participated in Board Training provided by HS Training/Technical Assistance group; will use part of it to add to the board orientation materials.

CACFP ACAH Combined Board Report

August 1, 2022 –October 31, 2022

Child and Adult Care Feeding Program

An Average of 24 Active CACFP homes participated during 4th Quarter of program year. The actual home participant rate is at 24 for the quarter. One hundred sixty (160) children enrolled on average for this quarter period with an average daily attendance of one hundred forty-one (141). These numbers reflect a decrease from the previous 3 quarters. We project 24 fully operational for 10 months in FY 22-23 and the normal drop off of during June and July annually.

Under the current Tier structure, one (1) home remains in Tier II and will continue to be paid at Tier I reimbursement rates set by USDA after July 1, due to COVID changes. No homes are certified to receive higher rates of reimbursement based on income of participant's household. This option is available to all homes on request. No Change to requests in this area. Below are submissions for the Quarter. Currently in process of completing October 22, claim submission to SDE. 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 4th quarter:

Meals	July 22	Aug 22	Sep 22	Totals	Children	July 22	Aug 22	Sep 22	Totals
Tier 1	5531	8099	7405	21035	Tier 1	123	144	75	342
Tier 2 High	203	342	252	797	Tier 2 High	0	0	0	0
Tier 2 Low	0	0	0	0	Tier 2 Low	16	5	16	37
Tier 2 Mix	0	0	0	0	Tier 2 Mix	0	0	0	0
Totals	5734	8441	7657	21832	Totals	139	149	91	379
Total Federal & State Dollars					Providers Claiming				
Breakfast	3022.86	4513.54	4136.72	\$11,673.12	Tier 1	20	23	22	65
Lunch	5803.36	8168.48	7426.72	\$21,398.56	Tier 2 High	0	0	0	0
Dinner	167.20	380.	316.16	\$ 863.36	Tier 2 Low	1	1	1	3
Snacks	1890.53	2822.70	2002.08	\$6,715.31	Tier 2 Mix	0	0	0	0
Totals	\$10,883.95	\$15,884.72	\$13,881.68	\$40,650.35	Totals	21	24	23	68

Program Administrative Review - No reviews

Annual Contract - Renewal application received, webinar completed, and required appropriate documents submitted to open portal for revision and editing of Program Management.

Recruitment 1 new provider recruited, during this quarter. State Department of Ed Child Nutrition Program requested contracting with homes located in Montgomery Alabama. This is outside of our coverage area as assigned initially of Lee, Macon, Russell and Bullock. We anticipate an additional homes onboarding that are completing licensing process. 4 week review for new home was performed in October as required.

Monitoring, Software & Computer

The monitoring review process has met 2 of the required 3 per year, 1 desk reviews and 1 on-site visit meet requirements. We are on track to begin the final review scheduled for August and September. We have 24 active provider 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 the cloud online. We still carry paper documents as a backup source until all details monitoring documents are completed are finalized for online process. Please note that the KidKare Cloud base program has 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 utilize my personal hotspot to connect when I do onsite visit to begin in May 2022. For some areas, because of reception I use paper.

- *CACFP computers are both passed the expected life of 4 years; one is at 8 years of use and the other is on & years, operating very slow, a new computer system would be a nice addition to the dramatic delay in processing and storage currently used I plan to request new equipment for the upcoming years to meet the storage and demands of data coming in and the computing power required either a desktop or laptop.*

Training

Provider Annual Training Date set for September 13, 2022 at Trinity United Methodist, Opelika, AL. Details to follow and posted on website and registration for providers to attend. Training materials are in the works and will be posted on the website.

Program plans

A request to purchase a desktop PC is planned, given the current systems are both respectively over 7 years in use and quite the dinosaur in processing speed and storage capacity. Currently reviewing best options.

**CACFP ACAH Combined Board Report
August 1, 2022 –October 31, 2022**

Alabama Coalition against Hunger

Russell County Gardens

No Funding source identified; no garden report

Lee County Gardens

General Funds through community Action Agencies of AI are the primary funding source for the gardens in Lee County. We continue to collaborate with Ebenezer Baptist church. At this time, no garden has been planned, and there is no report on the progress with this effort. Arrangements have been made to pick up tiller and other equipment and store in the ACHR shed at King Center. We have one of the two tillers at this time.

We resumed the Garden at King in collaboration with Ag Class at Auburn University as part of their class curriculum. They helped clean the garden and remove all debris from the raised beds and replaced the wood. We had a MOU outlining the responsibility and use of ACHR space and agreement to use part of General Fund to supplement purchase of materials. We look forward to the possibility of renewing this agreement later this year.

Grassroots Leadership Development Program

Alabama Organizing Project GLD is no longer funded and no longer a part of this report. I remain in touch with the Alabama ARISE Citizen Policy Project, the Alabama Institute for Social Justice, and the Greater Birmingham Ministries.

VITA Income Tax

Contact with AABC and IRS spec office and in process of completing and getting 2023 tax software, laptop, etc. for program is in process.

We recruited one volunteer and continue to work with AABC (Alabama Asset Building Coalition) to address some of the issues related to families and will pursue a small grant from to purchase supplies and pay travel for volunteers. We anticipated a continued partnership with AABC.

We completed 198 returns (submitted and accepted) along with extensions for 2021 and approximately five for prior years. During this period I worked on six additional returns and am waiting on documents.

SCSEP

Renewed Annual Agreement Contract with SCSEP in July. Local representative has identified three persons to be interviewed over the next week (Nov 7 or later) for an office clerical type position to apply.

FAMILY ENGAGEMENT

Board Report August - October 2022

SUCCESS STORIES

1. **Ms. Lucinda Aldridge**

While speaking with one of my families, mom let me know that she is having a hard time transporting her children due to just getting back to work and the gas prices being so high. I worked with parent in obtaining a gas voucher to get her three children to and from home to school and other appointments. A referral form was sent to one of our Community Partners regarding a gas voucher. Mom completed the required form and I was able to submit to the community partner and they were able to schedule an interview and give the mom a gas voucher to help assist with gas until she gets paid from her job.

2. **Ms. Carolyn Davis**

A parent was experiencing a hardship crisis; she has no transportation and was walking her child to and from school each day. I was unaware of how far of the distance they had to walk and how unsafe it was for them. The mom had the child to the school every morning before school was scheduled to start and picked her up when school was out. I took it upon myself to drive the distance to see if it was out of the 2 mile range. It was right at 2 miles which is the cutoff for our busses to put on the bus roster. I asked my supervisor Jessica if there was anything we could do to help this parent. Jessica reached out to Shatavia (Head Start Director) who reached out to Therese (Transportation) to see if we could help this mom and child be safe. We all came together as a team and were able to make sure this mom and child had transportation to and from school so they are now safe and the child is thriving in the classroom. Mom was very grateful for the extra effort put in by Head Start.

3. **Ms. Linda Rodriguez**

I was able to work with the family of a Head Start child whose mother needed my assistance with translation. I assisted this parent by accompanying them to the Urgent care, which lead us to find out that the parent was expecting. I referred the parent to Women's Hope, where I scheduled an appointment for the parent and accompany her to get an ultrasound. The parent was able to then schedule an OB appointment with a clinic of the parent's choice. I have gone with mom to her appointments to help translate so both the parent and doctors know what each other are saying.

4. **Ms. Elaine Jackson**

I worked with a mom that was in desperate need to get her child enrolled in the center; however she was having difficulty completing the orientation process due to the distance of the center and her work hours. I was able to meet with the parent and complete the orientation process with her and get her child enrolled in our Head Start Program.

5. **Ms. Kambria Tolbert**

A parent with two siblings had to drop from our program because of an expired shot record. It was revealed through case management that there was an issue with the children's Medicaid numbers assigned at birth that prevented them from being able to be seen from the doctor. I was

able to work with the Medicaid office and doctor's office to correct this problem, schedule an updated well-check for immunizations, and get the children re-enrolled in the center.

6. Ms. Demetrica Harrison

Ms. Harrison started working September 12, 2022. She does not have a success story yet due to training for the position and getting acclimated with her duties and families. I know she will be a successful Family Engagement Advocate and you will see many success stories from her in the future.

TRAINING

August

1. Building Strong Relationships with Families
2. Strategies to protect Young children from Covid-19
3. Individualizing Instruction to support Social Emotional learning for children with disabilities and suspected delays
4. Coaching strategies to promote creativity for all
5. 2022 Child Abuse Mandated Reporters Training
6. Health & Safety Annual Training
7. Organizational Culture: An important link to Staff Wellness
8. Pediatric Vaccines and other COVID-19 Considerations for Program Year 2022-2023
9. ECLKC webinar; new standards for vaccines and masking to reduce transmission of COVID-19

September

1. Child Plus, family Engagement Staff Meeting
2. ROMA training given by ACHR Tabitha Perry to all FEA staff
3. Affordable Connectivity Program for broadband internet on rural and tribal land
4. Trauma-Attuned Practices Region VIII
5. Racial Justice Resources to Promote Social & Emotional Skills: Bringing Families together to build community well-being
6. Homeless Training: Homeless Clients-Compassionate solutions to problematic behaviors
7. September 14 & 15, 2022 – Child-Plus Training
8. September 22, 2022 – 2 hour Consultation...Child-Plus
9. Mental Health Matters-Pathways to Mental Health, Wellness & Healing
10. Mental Health Matters-Historical Trauma Supporting Mental Health in Head Start Programs
11. Meal Services in Head Start Programs
12. Welcoming Fathers: Program Environment and Strong Family Partnerships
13. Leveraging Community Partnerships to Support Fathers' Well-being
14. Child Care Health Consultants Advancing Health Equity
15. Engaging Fathers in their children's learning and development
16. RSV: When It's More Than Just A Cold

October

1. How to Lead a Ready4K Family Workshop Training
2. Conscious Discipline Training
3. An Introduction to Health Literacy
4. Connecting All Parents with Perinatal Mental Health Services
5. Discipline and the Influence of our upbringing
6. Zoom Parenting Class...Colgate-Dental Information
7. Zoom School Readiness Committee Meeting

8. Addressing Child Incidents Through a Culture of Safety
9. 10 Tips for Creating Supportive Environments That Can Prevent Behaviors That Challenge Us
10. Ready 4K training
11. ECLKC training; eligibility and selection
12. ECLKC training; suspension and expulsion
13. ACHR school readiness advisory committee zoom

COMMUNITY AND FAMILY ENGAGEMENT

August

1. back to school bash, food pantry, etc. All social media posts too.
2. completed orientation
3. Sunshine Shop
4. Valley Health Care Mission – Military Personnel offering Vision, Dental and Basic Medical Services at NO COST to patients
5. Goodwill Career Center – Parent attended JOB FAIR
6. Goodwill Career Center – August, 2022 Calendar
7. Mercy Medical Ministry Clinic
8. Tuskegee Quality Health & Dental Care
9. ACHR LIFE PROGRAM
10. Ready4K FLYER

September

1. Back-to-school bash, food pantry, etc. All social media posts too.
completed orientation
2. Sunshine Shop
3. Achievement Center – Parent received a one-time gas voucher for vehicle
4. Goodwill Career Center – Parent attended JOB FAIR
5. Valley Health Care Mission – Military Personnel offering Vision, Dental and Basic Medical Services at NO COST to patients
6. ACHR LIFE PROGRAM
7. Midway Gardens Apartment – Housing Application
8. Lee County Literacy Coalition Program – FREE Virtual Financial Literacy – Control your money
9. LETA Bus Transportation Services
10. East Alabama Mental Health/Family & Children’s Services partnering with Darden Head Start
11. Free parenting class offered by Auburn University

October

1. Food pantry, etc. All social media posts too.
2. Completed orientation
3. Sunshine Shop
4. Goodwill Career Center – Parent attended JOB FAIR
5. ACHR Housing Counselor (HOMEOWNERSHIP Information)
6. Achievement Center-GAS VOUCHER
7. ACHR LIFE PROGRAM
8. Domestic Violence Intervention Center
9. Center & Safe Kids Alabama to provide Booster Seats to kids in the community...Booster Awareness Campaign 2022
10. Salvation Army – Angel Tree
11. Fall festival at the Fort, community/family event

12. Toys for Tots Christmas sign up

FEA'S Set-up Recruitment Tables at Sites:

1. Recruitment has included processing applications which have been steadily coming in post COVID to maintain a waitlist of acceptable children.
2. Most of my recruitment efforts have been communication through other families already in the program. Families, especially Spanish Speaking families in the community are unaware of the program and I have been able to share information through them to other families they know that need assistance.
3. Followed-up/Encouraged parents to submit documents who applied on-line
4. Yard Sign - The Community Market Staff stated that I may keep the Yard Sign posted as long as I need to Yard Sign still posted on Byrd Ave., Opelika
5. Russell county health department set up table
6. Citi Trends, recruitment table
7. Dropped off flyers to Russell county health department
8. Dropped off flyers to Russell county DHR office
9. Dropped off flyers to Russell county Caring for Kids pediatric doctor office
10. Dropped off flyers to Housing authority
11. Attended/set up table at the BECO/PC Housing authority community event
12. Placed 5 recruitment signs around Russell county



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

August - October 2022

Shatavia Holmes, Head Start Director, with Educators

August

- All of EHS + Darden HS is open with children (new year began in July)
- Edelman and King HS staff returned August 8 – CPR and transitional home visit training
- All HS staff attended 3 days of preservice training: 1 day of CLASS training from Georgia Quality and 2 days of High Scope training from certified High Scope trainer.
- Edelman and King HS staff conducted transitional home visits.
- Edelman and King HS children started on August 22, 2022
- “Yard Love” donated Welcome Back to School signs for King and Edelman centers
- Darden did monthly drills
- Focus First did vision screenings at Darden HS and EHS + Edelman EHS
- King and Edelman did first fire drill of the year
- HS did first bus evacuation of the year
- Educators and HS Director attended DHR pathways training.
- All staff registered for DHR pathways for their respective centers
- Homebased held 2 socializations for families
- Homebased staff set up tables for recruiting at Citi Trends in Phenix City and Opelika Learning Center in Opelika.
- Staffing:
 - King Center – had 3 people not return after summer. AA teacher moved to Huntsville, 1 teacher asst. - gave no notice or notification, was told staying at home, 1 teacher asst. – went to work at another daycare. All 3 were replaced. King Janitor quit.
 - Darden Center – 1 HS teacher left for a job in public schools and 1 EHS intern left for personal reasons
 - Edelman Center – Hired 1 new EHS teacher
 - Homebased - no changes

September

- All centers did monthly drills
- Focus first came to King and Edelman to conduct vision screenings
- Health and Safety Training took place at King Center for new staff and some FGP attended
- Homebased held 2 socializations for families
- Educators, and homebased staff attended child plus training
- Half of HS classrooms took field trips to places such as the new Town Creek Inclusive Park in Auburn, and Alligator Stop
- 1 King HS teacher out on maternity

- Staffing:
 - King – 1 AA teacher put in notice, last day 10-7-22, 2 interns resigned (1 had issues at home, and the other was unhappy with the position and pay). Had 1 new intern start. New Janitor started at King.
 - Darden – hired 2 HS interns and 3 EHS teachers
 - Edelman – Hired 1 new EHS teacher
 - Homebased – no changes

October

- HS, EHS, Wrap, bus aides, drivers, family engagement staff, home-based staff, and health and nutrition staff attended 2 days of Conscious Discipline training with a master trainer from Conscious Discipline.
- Georgia Quality staff came to do two days of observation, and hands on feedback and training with staff in classrooms.
- All centers did monthly drills
- CPR was held at King and Darden for new staff and returning staff that needed CPR, and some Foster Grandparents attended
- Half of HS classroom took field trips to places such as Town Creek Inclusive Park, Storybook Farms, Opelika fire department, Alligator Stop,
- King Center did a week of honoring breast cancer awareness week
- Publix donated Halloween shopping bags for all children at King Center
- Flu, COVID, and RSV caused many children and staff to be out. Very high levels in the community for all three.
- Nursing students visited HS classrooms and did teaching projects with children on the following topics: handwashing, nutrition and healthy eating, nutrition and healthy living.
- School readiness committee meeting was held to go over data from 21-22 and introduce new staff, including HS Director.
- Homebased set up table for recruitment at Auburn and Opelika Housing Authority's fall events
- Homebased held two socializations for families
- HS Director attended Alabama Early Childhood Conference in Mobile
- Coaches attended coaching training online with the Office of Head Start
- Staffing:
 - King – 1 AA teacher's last day was 10/7/22 – got job working online paying more. Have 1 teacher who put in notice that 12/16/22 is her last day, 1 teacher asst put in 2 week notice that 11/4/22 was her last day – got job working online for more pay, 1 intern put in notice on 10/31/22 that 11/10/22 is her last day – due to health reasons. King Center Educator put in 30 days retirement notice. Have 2 interns working on hiring packets, and 1 teacher working on packet. 1 intern was supposed to start 11/1/22 – but had not finished medical/tb – hoping to start by 11/4/22. Other 2 are waiting on background checks and to finish paperwork. Hoping to start by 11/16/22. Will be interviewing for latest openings.
 - Darden – 1 EHS teacher's last day 10/28/22 – left for another job, 1 EHS teacher hired
 - Edelman – 1 HS quit – job/internship at elementary school
 - Homebased - 1 staff person went out on maternity leave

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

HEALTH/DENTAL/OTHER

- Immunizations: All are up-to-date at this writing
- Health screenings: All required were completed within the 45 days (45-day dates vary among Darden, FBK, and Edelman & Head Start and Early Head Start).
- Dental: Health staff have worked hard getting parents to bring in the required dental paperwork. As of now 47% of children have documentation of an up-to-date dental exam.
 - Many of those parents brought the paperwork in themselves and for some Health staff at each center faxed the child's dentist (if the parent listed they had one) to get the dental paperwork.
 - We have identified the children who do not have a regular dentist and have referred them to local dentists.
 - An updated list of local Pediatrics dentists (and contact information) was created and distributed to parents of children without a dental home.
 - This information can also be found on our website.
 - We are working with Family Engagement Advocates to have parents bring in dental exam documentation.
 - We have found a local dentist, Dr. Bell, who will see our children. We are busing children to her office for dental "field trips" as able.
- Physicals/ well child check ups: Health staff have worked hard getting parents to bring in the required physical paperwork. As of now 74% of children have documentation of an up-to-date dental exam.
 - Many of those parents brought the paperwork in themselves and for some Health staff at each center, faxed the child's pediatrician (if the parent listed they had one) to get the physical paperwork.
 - We have identified the children that do not have a regular pediatrician and have referred them to local doctors.
 - An updated list of local pediatricians (and contact information) was created and distributed to parents of children without a medical home.
 - This information can also be found on our website.
 - We are working with Family Engagement Advocates to have parents bring in physical exam documentation.
- Growth assessments: Obtained heights and weights with help from Southern Union Nursing students.
- Vision/Hearing Screenings: children screened and needed treatment and have been referred.
 - Vision screenings were done by Focus First. (If child was not present during the screening dates, health staff screened them using the vision chart.)
 - Hearing screenings were done with the help of Southern Union Nursing students.

NUTRITION - KITCHENS

- Kitchen Health Scores - Darden: **99**, FBK: **100**, Edelman: **100**. These scores are not easy to get so we are very proud of our kitchen staff.

- New Fall/Winter menu cycle started in the beginning of October. These menus can be found online at the ACHR website under the ACHR Family section. (Parents were provided a hard copy at request).
 - Substitutions are made for children with food allergies, religious needs, or sensory issues to certain textures.
- Annual USDA training took place (and documentation was filed) for all staff in August.
- CACFP grant application was written, submitted, and accepted in October.

NUTRITION – LIFE (Learning Information about Food and Exercise)

- **Nutrition/Exercise Counseling** continues to be offered by appointment; depending on need may be zoom, email, phone, or in person consultations.
- **Nutrition Activities** are continuing as the opportunities and scheduling arises. These include:
 - Exercise and nutrition activities with children Oct/Nov.
 - Learning “Pumpkin Facts” and carving them in Oct.
- **Garden** – Plans are being made and the garden budget was decided to be able to do a spring garden at both the King and Darden Centers.

SPECIAL SERVICES

- **ASQ Screenings:** We performed Ages and Stages assessments on all the children in the centers. The returning children’s questionnaires were completed by our Intervention/ Behavior Specialist with parent and teacher help. The new children were assessed and screened by Auburn University Nursing students.
 - Children who did not pass the screener have either been referred to an outside organization to receive services or monitored in the classroom and rescreened.
- **Children with an IEP/IFSP** – Currently, we have 35 active IEP/IFSP’s.
 - Developmental Referrals: 22 children have been referred to Early Intervention or the local school systems for evaluation & follow-up.
 - Behavior Referrals: 10 children have been referred to East Alabama Mental Health for services.
 - Referred either to the ABC Program or the Parents as Teachers Program.
 - Receiving Services from outside agencies: 3 children are currently receiving services from outside agencies.
- **Mental Health:** East Alabama Mental Health continues to partner with us to cover the required mental health services and meet the needs of our children, families and staff. They are meeting E/HS requirements by offering the services of a licensed clinician. Our I/B Specialist, is continuing to work with them using the Conscious Discipline techniques to better help our students, families, and classrooms.

Behavior/Trauma/Disability Trainings:

Natalie Stephens trained staff in multiple departments on disabilities and behavior concerns (and when/how to refer to I/B S). However, as the staff (especially classroom staff) is still needing additional support/information on these topics, we are contacting multiple resources and outside agencies to discuss the possibility of doing small trainings and follow consultations among staff.



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: AUG. — OCT. 2022

Tabitha Perry, CSBG Administrative Assistant/Emergency Services Coordinator

<u>AUG:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			SRV: (S)		4i: Utility Payments		
			FNPI: (I)		4j: Utility Deposits		
LIHEAP GEN.	288	666	SRV: 4i 288	FNPI: 4z 288	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:	097	195	SRV: 4i 097	FNPI: 4z 097	SRV:	SRV:	
ABC TRUST:	021	027	SRV: 4i 021	FNPI: 4z 021	SRV:	SRV:	
LIHEAP ARP	277	629	SRV: 4i 277	FNPI: 4z 277			
EFSP	000	000	SRV7: Case Management				
APPOINT: 617	CALLED: 317	ONLINE: 300	MISSING DOCS: NO SHOW: 211				

<u>SEPT:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			SRV: (S)		4i: Utility Payments		
			FNPI: (I)		4j: Utility Deposits		
LIHEAP GEN.	215	411	SRV: 4i 215	FNPI: 4z 215	SRV:	SRV:	Tabitha assisted 3 clients by telephone counseling with Locating, Securing, and Maintaining Rental Housing. All clients received Fair Housing Literature.
LIHEAP CRISIS:	100	193	SRV: 4i 100	FNPI: 4z 100	SRV:	SRV:	
ABC TRUST:	021	028	SRV: 4i 021	FNPI: 4z 021	SRV:	SRV:	
LIHEAP ARP	207	386	SRV: 4i 207	FNPI: 4z 207			
EFSP	000	000	SRV7: Case Management				
APPOINT: 456	CALLED: 223	ONLINE: 233	MISSING DOCS: NO SHOW: 120				

<u>OCT:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/UPDATED:	SERVICES & INDICATORS:				HOUSING COUNSELING PROGRAM
			SRV: (S)		4i: Utility Payments		
			FNPI: (I)		4j: Utility Deposits		
LIHEAP GEN.	286	555	SRV: 4i 286	FNPI: 4z 286	SRV:	SRV:	Tabitha assisted 1 client by telephone counseling (approved by HUD due to COVID) with Prepurchase Education. All clients received Fair Housing Literature.
LIHEAP CRISIS:	005	013	SRV: 4i 005	FNPI: 4z 005	SRV:	SRV:	
ABC TRUST:	030	033	SRV: 4i 030	FNPI: 4z 030	SRV:	SRV:	
LIHEAP ARP	091	149	SRV: 4i 091	FNPI: 4z 091			
EFSP	000	000	SRV7: Case Management				
APPOINT: 391	CALLED: 187	ONLINE: 204	MISSING DOCS: NO SHOW: 70				

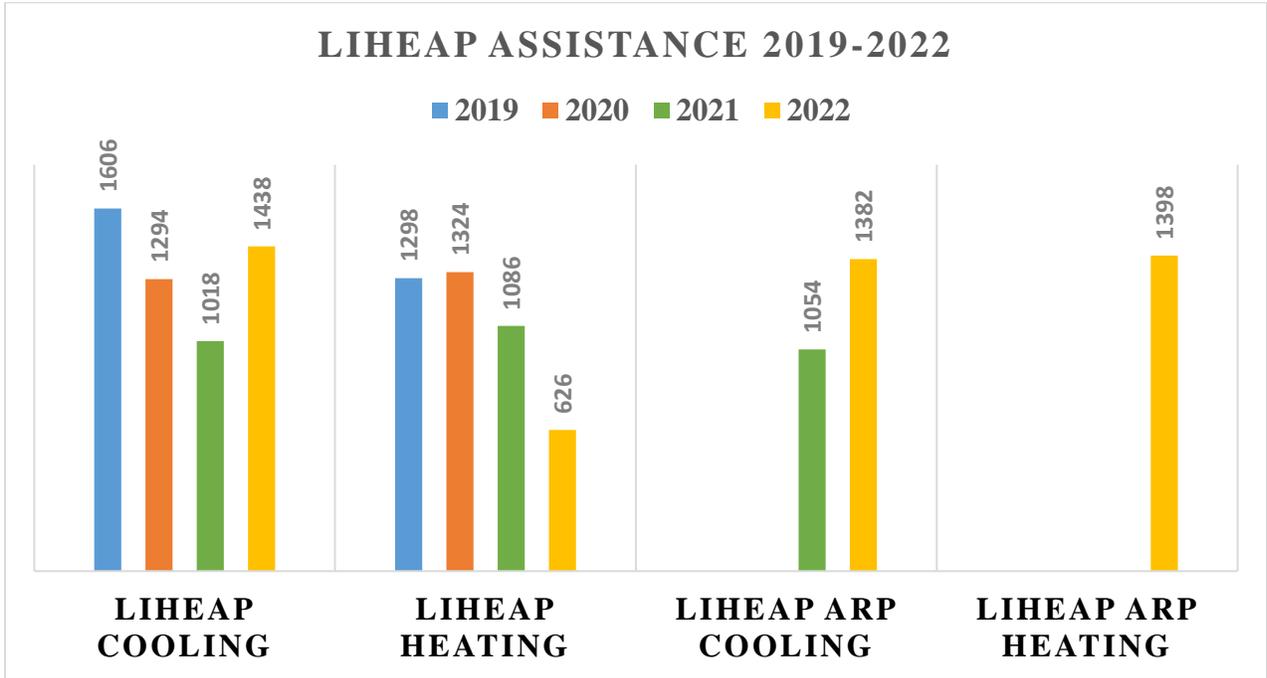
LIHEAP (Low Income Home Energy Assistance Program)
ABC TRUST (Alabama Business Charitable Trust: Funded by Alabama Power)
EFSP (Emergency Food and Shelter Program)
CSBG (Community Service Block Grant Program)



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: AUG. — OCT. 2022

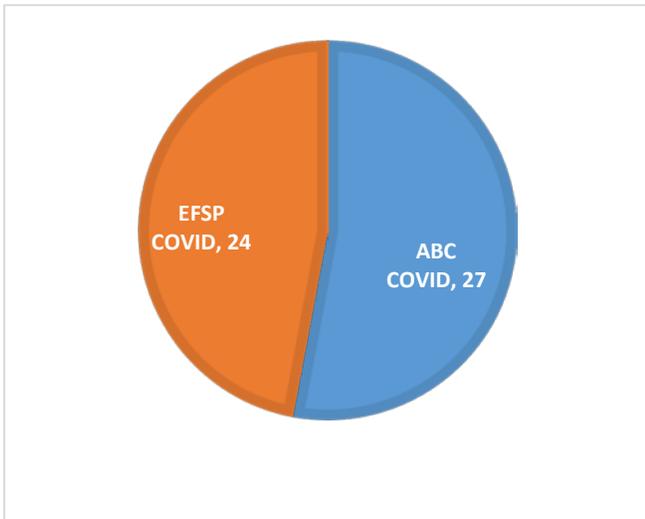
Tabitha Perry, CSBG Administrative Assistant/Emergency Services Coordinator

HAPPENINGS:



CSBG COVID COMMUNITY SERVICES ASSISTANCE		
County Name and Program	County Allocation	Total Awards
Lee COVID Cares Kits	0.00	0
Lee Senior Food Assistance	53,400.00	267
Lee Home Maintenance	122,102.00	33
Lee Rental Assistance	181,861.96	199
Agency Totals	357,363.96	499

EFSP and ABC Program:



The Emergency Services Program ended all of its COVID Funded Programs on October 30, 2022. Between September 2020 to October 2022, staff allocated over 4 million dollars into the Lee County Community and assisted over 15,000 households. Staff created various safe ways to assist clients during COVID; online, drop box, drive-thru, and the option to upload documents through the LITT Lite App. Staff also captured its services and outcomes through its Content Management System (CMS) FACSPRO.



EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: AUG. — OCT. 2022

Tabitha Perry, CSBG Administrative Assistant/Emergency Services Coordinator

AUG.: Because the CSBG CAP Plan is due in September this year but the workshop and forms were given later than usual, Tabitha spent the majority of August working on the Plan. The Plan must be presented to the (CSBG) CAP-LC Board at its next board meeting for approval. In addition to working on the CAP Plan, assisting clients through our Outreach Program and other clients with Housing Counseling, Tabitha provided ROMA and Organizational Standards Training to Felicia Johnson, ACHR's new CFO, and she provided a two-day ROMA Training through Zoom to the Southeast Alabama Community Action Partnership (SEACAP).

August also presented the new Senior Community Service Employment Program (SCSEP) grant. Tabitha and Earl Tarver, ACHR's Child and Adult Care Feeding Program (CACFP) Coordinator, complete separate sections of the SCSEP grant. The Emergency Service Department has two (SCSEP) trainees and the CACFP Program requests one trainee.

The Emergency Services trainees have been an asset to our office. Due to COVID, the trainees were allowed to continue their training beyond their allotted time. One trainee provides part-time Computer Data Entry on Charity Tracker, Lee County's local assistance CMS. This allows us to receive funding through the Lee-Russell Council of Government's Emergency Food and Shelter Program (EFSP). Our other trainee is our part-time Receptionist Intake Clerk. She checks in all of our Outreach clients' bills, pulls their packets, and prepares their bills for assistance. She also mails out all of the award sheets for all clients that received assistance.

SEPT. In September, the CAP Plan was submitted to ADECA. Rhoda Talley, ADECA's CSBG Program Manager, suggested that we submit the CAP Plan by its due date (September 7th), but place on the plan the date CAP-LC Board would meet to approve the plan (November 8th).

The Emergency Services staff attended LIHEAP's FY23 Workshop. The workshop consisted of updates for the upcoming program. We also attended the IT Appointment Scheduler Training. The Appointment Scheduler has been updated to a new version.

During September, Tabitha provided Shatavia Holmes, ACHR's new Head Start Director, and the Family Engagement staff ROMA Training.

September 30th ended our Cooling Program.

OCT. LIHEAP has now become a year-round program. The winter funds (January – April) will roll into the summer program (June – September) and now the remaining summer funds will roll to begin the following winter program (October – December), so our heating program begins in October. We also closed out all of our COVID Assistance Programs and Tabitha submitted our Assurance 16 grant. The grant provides funding to assist grantees in helping clients attain energy self-sufficiency. We provide clients with a pamphlet from utility companies and energy counseling that shares ways to save energy and reduce disconnects and reconnects.

The Emergency Services LIHEAP Monitoring Review was scheduled for October 17th. Wendy Little, ADECA's LIHEAP Program Manager, requested for us to upload client files through FACSPRO. The Monitoring Review still ongoing.

The Emergency Services staff attended SPIRE's FY23 Workshop. The workshop consisted of updates for the upcoming program.

Board Report August – July - October 2022

TRANSPORTATION

Therese Sampson, Transportation Assistant

The number of parents requesting transportation services at the time of enrollment has been much higher than usual.

During the 2022-2023 school year parent orientation process for the buses, 235 students were checked as needing and/or wanting transportation services. Currently, we have 164 students total riding the bus from all three centers. Included in that initial number were students not eligible for transportation, such those who live within the two mile radius.

This year, for the first time since we purchased the bus with a lift, we have two children who need the lift. Fortunately, because one of the children is in a special class in the school he will attend for kindergarten part of the week and the mother of the other child is able to provide transportation part of the week, we are able to serve both children with the one bus we have with a lift.

To provide this service we began with lots of training with bus aides and drivers including training from TruckWorks. Planning included appropriate bus stop locations, allocation of transportation staff, and obtaining all items we needed such as special lap belts and tie-downs.

The Transportation Department had three buses down (18-9, 18-11, 18-4); now we only have one bus down 18-4. 18-4 needs a pump, which we should soon have.

We continue to use the required DHR form to sign children on to the bus in the morning and off in the afternoon. Drivers use the scan card system in ChldPlus to sign children into the center and back out in the afternoon. They can access that using their phone or a tablet, via wireless that reaches the bus area.

Staff

Transportation had a big turnover of bus aides and drivers at the beginning of the school year. Ads were placed and interviews held; the Transportation Department has hired two new Bus Drivers six new Bus Aides.

School Age

The School Age classroom was closed last year in part of 2021-22. It opened again in the spring of 2022 with 20 students. Currently, we have 13 Opelika City School children, attending seven different schools, which makes picking the children up in a timely manner a challenge.

Transportation Department Procedures

Transportation has all bus routes set up. The bus drivers are given the list of students who have been assigned to their bus. Each driver's list may have as many as 22 students assigned; at the beginning of school we ran each bus route for at least a week to determine student whereabouts. Doing so is especially important before we adjust bus routes, bus stops, and pick-up and drop off times as needed.

Communication with parents is a challenge; some parents say they do not receive notice of the changes in time to avoid scheduling concerns. When bus times and routes get changed, some parents have problems being home at an appropriate time to get their children on or off the bus. If a driver is out sick, we text notice to parents about the change; if they do not reply, we call. We also send hard-copy reminders of planned center closures and route changes.

Board Report - Garage

August - October.2022

Van Sanasith, Garage Coordinator

<u>Month</u>	<u>Service & Repair</u>	<u>Road Service</u>	<u>inspections</u>
August	20	3	13
September	33	2	13
October	23	2	13
Totals:	76	7	39

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

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

-Performed School buses Monthly Inspection Of all Darden, King Center and Edelman buses to meet DHR inspection requirements.

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

-Repair engine Mechanical problems.

-Oil Change with filter, lubricate body and chassis.
BrakeTest 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