

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
EXECUTIVE BOARD REPORT for Nov, and Dec. 2022 and Jan. 2023
Tina Evans, Chief Executive Officer

GRANT APPLICATIONS, REPORTS, AND RELATED ITEMS

- City of Opelika grant for assistance with childcare - applied for \$20,000 but requested a small addition. Status: Awarded \$22,500 for October 2022- September 2023. We are VERY appreciative of the additional assistance.
- E/HS Year 5, Continuation Grant 23-24, submitted on time December 1, last day along with required documents such as the completed Self-Assessment/Improvement Plan. In late January, our E/HS Director, Shatavia Holmes, received a call from our Programs Specialist asking for clarifications in some sections, correction of an email address, and additional attachments though not listed in grant instructions. Shatavia and Janet spent most of a day making the changes, gathering the documents and checking/cross checking. Status: Pending.

STAFF CHANGES/NEWS IN CENTRAL POSITIONS -

We are in the midst of exciting change. Michael Perry was hired as the new Health and Safety Director and Chris Thompson was hired as the new Human Resource Director. They both have been focusing urgent agency matters that require their attention. The Health and Safety Director has focused on the roof and gutter issues at the King Center, painting of the Darden Gym as part of the lead remediation and catching-up on work orders for each of the centers. Chris had been focusing on background checks, hiring, onboarding, exiting processes for staff.

The ACHR Organization chart was revised along with updates to policies which is being submitted for approval and approved by the Policy Council and is now being submitted to the ACHR Board for review and approval.

Our part-time secretary has been out on-leave for an extended period of time. We are unsure if she will be able to return to work at this time. We have updated the job description and have posted a position for a full-time administrative support person for the administration office.

We posted job notices in our facilities and then on Indeed for positions including a Program Director/Housing, Weatherization Project Inspector and Center Educator for King Center. We have made several new hires at the centers. We have hired two new Family Engagement staff (one who speaks Spanish) and several new teachers and teacher assistants.

OTHER ITEMS

In January a bus driver hit a parked car with children on the bus. She was backing the bus up to turn around and hit a parked car. No injuries were reported; only damage to the parked car was apparent. Parents were notified and children were transported to school. Per policy the bus driver was required to do a drug test due to the accident. The driver tested positive for marijuana and was immediately terminated. All drivers were immediately drug tested. All other drivers were clean when test results were returned. We have updated the random drug testing policy to increase the frequency of random drug testing for agency bus drivers.

This incident was reported to the Head Start Regional Office. The regional office reported it to the Office of Head Start and it has been taken as a deficiency on the agency. We have met with our

Program Manager and submitted all documentation. We have been told that we will be getting a site visit. DHR was also notified and the agency was placed on a 6-month probation and will be monitored weekly by DHR as a result.

We believe with the new roof repairs and exterior gutter system at the King Center that the water intrusion issues are resolved. We are still currently monitoring when there are heavy rains to make sure additional repairs are not needed.

Additional mold testing in the upstairs office is planned for Feb. 2023 to ensure safety of the offices upstairs in King Center. We have obtained bids for carpet enzyme cleaning to be done at the King Center to address mold related issues in the central office carpet at King Center.

We have implemented preventative maintenance process to get and stay current on building maintenance.

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

- numerous meetings held with our Program Manager at the Regional Office and the Training and Technical Assistance team which assisted and supported our team with our Quality Improvement Plan, and our Corrective Action Plan. Both were submitted on time, in November 2022.
- meeting held with Office of Head Start reviewers who had questions about the QIP and CAP.
- responses and supporting documentation submitted to answer their questions.
- response and supporting documentation submitted responding to fiscal high risk designation resulting from the FA2 review.

In January 2023 we began having weekly Director's meetings. We have updated and strengthened internal controls, and worked with our auditor, Erin on the annual audits that are due.

Meetings were held with Adkins Roberts about the status of housing projects and essential documents have been signed and submitted.

CEO has attended CAP-LC Board meetings, CAA Board Meetings, staff meetings, department meetings, disabilities meetings, agency consultants meeting, pre-renewal meeting for agency insurance policy.

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 was completed before the end of the first full week in November in time for E/HS staff to add the related/required Improvement Plan.

Revised and/or wrote job descriptions for the positions listed in staff changes.

During this quarter, we also had a Fall Festival for E/HS families and staff and an agency wide holiday party for staff.

Three full days of virtual ChildPlus training were held in January with a variety of Head Start staff attending all or parts of the training. The trainer helped staff set up for the roll over to next year, clean up some concerns with in-kind, set up for next year's PIR, hone the security system, learn to use the report system more effectively and more effectively use the live report system.

Board Report November 22 – January 23

Human Resources, Chris Thompson, HR Director

As a new employee in a new position (HR Director), I would like to define my role:

- Recruitment & staffing
- Compensation
- Onboarding
- Training & Development
- Performance Management
- Employee Relations

Processes within HR to be streamlined:

- Hiring
- Onboarding

Policies to be modified and/or created:

- Annual Leave
- Travel Reimbursement
- Random Drug Testing

Internal Controls:

- Audited personnel files for required background checks
 - Notified all employees whose background checks are outdated and facilitated the process to have completed.

STAFFING ACTIVITIES

Terminations (all reasons, resigned, retired, etc.) during November-December

- EHS Teacher – 2
- HS Teacher - 4
- HS Intern – 1
- FEA - 1
- Bus Aide - 2
- HS Teacher Assistant

Hired during November-December

- CSBG Intake Clerk – 2
- EHS Teacher -2
- EHS Intern – 2
- HS Teacher Assistant - 1
- HS Intern -1
- Part time intern trainee/bus aide - 1
- Health/Safety/Weatherization Director – 1
- HR Director – 1

New Hires in January:

- Tia Tarver-Family Engagement Advocate-Edelman (January 17th)
- Mateo Arenas- Family Engagement Advocate-King (January 23rd)
- Aaliyah Reese-Intern-King (January 23rd)
- Kay Roberts-Intern (January 23rd)
- JaKenda Pearson-HS AA Teacher (January 30th)

Awaiting approval of background checks for the following positions:

- Interns (2)
- Early Head Start Teacher (Darden)
- Parent Educator
- Bus Driver
- Bus Aide

Upcoming Interviews:

- King Center Educator
- Interns/Bus Aides/Teacher Asst.

New Job Postings/Recruitment:

- Accounts Payable Assistant (Excellent candidate pool, will begin interviews soon)
- Administrative Support Specialist (Good candidate pool, will begin interviews soon)
- Attended Goodwill Career Fair on January 11th, at the Auburn Public Library
- Registered for a career fair at Auburn High School, March 2nd.

OTHER

I also have worked with the CEO on revisions to the Organization Chart.

THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
ADMINISTRATIVE BOARD REPORT for November 2022 – January 2023
Janet Burns, Administrative Coordinator

Early/Head Start

I have long said Head Start is a team sport. During this period, I have worked with several of our Early/Head Start team on a variety of things, including response to the FA2 Review, the E/HS Continuation Proposal, and the Annual report that must go with the continuation proposal. I attended the related T/TA sessions.

Worked on a calendar of child attendance and teacher days for each of our program models. In fact, I have worked up several versions of the calendar on spreadsheets that count the days. The new Head Start Director asked why we do not start all of our children at about the same time. Good question. In some ways, that would help parents, and could better align us with the school systems. To do this I pulled the three school calendars available & added their key dates to our calendars. One more to go, and AU and SUSCC. The three start within a week of each other but are quite different in terms of breaks. Our four models are: EHS Home Based 46 weeks of visits required. EHS classrooms 1380 hours required (currently 230 6-hour days). HS Duration classrooms 1020 hours required (most at Darden, 1 class at Edelman for the 45% 121 children --204 5-hour days). HS regular classrooms (160 days – it is days required, not hours; must be 3.5 hours or more; we provide 5 hours.)

If we were able to change the EHS calendar, it would help us better align with start/stop dates and breaks in the school calendars and our own duration program. If EHS classes went to 6.5-hour days (their staff works 8 hours), we could cut the year to 213 days, allowing more training and break time. It would mean we would run more wrap days, which are parent paid or vouchers through Family Guidance. That could help the program. There would be no significant loss of instructional time for EHS children as most nap and eat on demand. EHS has to run a week at winter holiday, spring break week etc. to make the required hours/days.

For Head Start duration, it is harder. Staff is considering a six-hour day for HS. That would not change the regular classroom days (160) but could reduce the duration days to 170. The public schools run about 175 days. However, reducing the days and increasing the hours/day would be a loss of about 380 instructional hours a year (an hour/day for nap etc., in each of the 213 days we would run + 170 hours in the 34 days we would drop.

Some of you might remember that we used to provide 5.5-hour days in Head Start. When the big push for school readiness came along, educators started thinking about teaching time. DHR requires a 45 minute nap if the child day is more than 5 hours, so by reducing the day to 5 hours, the children actually gained slightly more an hour of instructional time (45 minutes on cot + 5 to wake up + 10 for snack + another bathroom break before going home). Staff is wrestling with options, considering needs of children, parents and staff. We will need to make a decision by early to mid-April to be able to properly plan for the coming year and to let parents know.

At the end of January after a call from our Program Specialist requiring changes and additional documents within the day, I worked with Shatavia Holmes (E/HS Director) to revise parts of the E/HS grant and gather the documents which she up-loaded.

Job Descriptions/Related

I wrote or up-dated several job descriptions, wrote & placed ads on Indeed and revised the master Job Description status list to change titles, add or delete positions, up-date the person in individual positions, and enter date of review or revision if not there. As you know, to meet an Organizational Standard, we must review/revise job descriptions every five years. As of 1/19/23, we have 69 Job Descriptions. Of those, ten need to be reviewed/revise by 9/30/23. Some of those may be recombined.

I am glad that we have found an HR Director. In December, I oriented the new HR Director and our new Health and Safety/Weather Director.

Forms/Procedures

I revised several ACHR forms to update them or make them useable on a computer and distributed. Our forms are housed in a folder with sub-folders in Drop Box. They are accessible to about 40 staff. There is a master

forms list in Excel to make it easy to find forms that lists every form name, the section number, form number, year and month created or revised, and as applicable a review date.

About a month before she retired, Karen Lusk discovered that starting on pg 3/16, someone had used auto fill and overwritten the forms number. I went to my parallel set to pull the list and realized that not long before, because we had done a lot of up-dates, I used the current list in drop box to replace mine (won't do that again). Karen offered to help, but we needed her time more for other things. During this period, using an older copy of the list and some checking within the forms sets, I repaired the list.

Partially revised sections of procedures such as maintenance/janitorial (updated job titles, layout etc.) and sent to our new staff to use as a basis to see what we have been doing and to review/change as needed.

Began review of final revision of special services procedures which, along with their forms are moving from their own section into Child Services as 15H, so all of the forms we need to retain will be re-numbered.

Network/Computers

Worked with Dana Strickland, ACHR's I/T Specialist, as needed to trouble shoot a variety of phone/Internet/email problems. One of those was a doozy; King Center was down about a week. We had an array of techs from CSpire, ATT, GTI on site separately and together; more remoting in and way too much time before the problem was located. Since then the "fall over" system has been installed at King Center – finally. If (when) the King Center connection goes down again, the fall over should keep it going, though slower. At least the other facilities all continued to function. Before the CSpire installation, if King Center went down, so did every other ACHR system. Way better. Darden also has a fall over system. The garage and Edelman Center do not because there is not a second source of phone/ internet in those areas. (At Edelman, we are happy for even one.)

Also worked with Dana on forward planning for computers (W10 Pro [the OS or operating system] ends 10/2025 as do our MS Office 2016 programs. I told her last year I would not approve a requisition for another W10 computer. An out dated OS or Office suite is a security risk. Some W10 computers can be up-dated to W11, some cannot. She has about completed what can be up-dated. We are also working on a transition from our current Office 2016 or 2019 –they reach end of life with a year of each other) to Office 365, which was our CFO's suggestion, and now that Dana has found an affordable source, a good one. More on that in the next report; by then we should have completed the transition. This will be a carefully planned, step-by-step transition.

Other

Planned with Tabitha Perry, our ROMA trainer, to do Risk Assessment/Plan and Strategic Plan in early December – and then in January. We need both completed and board passed before September 30. However, after discussion, for them to be meaningful, we realized we should wait until spring or even early summer. Currently ACHR is in a period of change. We need input from staff like the new HR Director and the new Health & Safety Director. Even at this writing, they have been at ACHR less than two months. For the Strategic Plan, we also need information from the Community Needs Assessment that will be done spring/early summer.

I again up-dated the shared governance chart between the CAP-LC and the ACHR Board to help us meet benchmarks. Also reviewed/signed (or questioned) requisitions, assisted with tweaks to various documents staff sent me such as the heart health flyer, set up new several staff members in Drop Box, Child Plus etc., remoted into the agency VM every day or two and distributed phone messages because our receptionist is out for medical reasons; still doing so.

I attended the virtual Child Plus training mentioned in the CEO's report; learned a lot and have begun needed work on improving our set-up. Attended on line training on the Community Needs Assessment (CNA) and learned about an excellent resource I did not know about that can provide some of the information will need for this year's CNA.



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Health/ Safety & Weatherization Director's Quarterly Report Nov22-Jan23

My name is Michael Perry, newly hired Health/ Safety & Weatherization Director. First and foremost, I would like to extend my gratitude for the position I have been tasked with to move the organization forward through proactive solutions pertaining to health and safety training along with preventive maintenance schedules to ensure these areas of concern are fulfilled in a timely and efficient manner.

It is our vision to provide our students and staff members with a safe and healthy environment in which to enrich the lives of all individuals within the community we serve. We will always strive to provide our community with the best possible aspects of learning not only through the dedicated teaching staff but through all internal department members that are vital to the success of this organization. Overall teamwork is essential in order to achieve these goals set forth by all guidelines established in which we operate.

Through this department we will be shifting our efforts to accommodate the health and safety needs of not only our students/staff but the need to streamline our processes related to maintenance, janitorial, custodial, safety and internal health departments. It is my goal to ensure these processes evolve properly in an ever-changing landscape.

Unfortunately I do not have anything to report for the month of November and first portion of December due to the loss of past staff members overseeing these departments.

As of December 15, 2022

Maintenance/Janitorial Projects

- We have been very busy fulfilling the obligations of the agency to provide a safe and healthy environment for each facility within the agency. Our commitment to processing backlogged and present work orders have been moving forward with success.
- Building relationships with existing vendors along with creating new vendor relationships to realign our goals of providing environmentally safe products needed in conjunction with the health and safety of students and staff members.
- The completion of roofing issues that were present at the King Center which involved replacement of the gutter system on the rear section of the building. This project also involved sealing the existing internal gutter system and rerouting the new gutter system through the parapet roofing system to eliminate the water entry into the interior of the facility.

- Roofing leaks noted through the existing work order system in place at the Darden Center have been resolved.
- Organization of janitorial cleaning supplies has begun at each center to ensure proper storage of multiple chemicals presently utilized at the centers.
- Working with staff to identify areas of concern regarding facility maintenance to ensure prompt correction of facility issues involving maintenance and janitorial.
- Oversee the planned gym painting project to comply with previous concerns of remediation of lead based paint. This project has been completed pending final walkthrough with the contractor.

Weatherization

- Reviewing backlog of present client list not completed by previous staff to move forward with the agencies commitment to fulfill our obligations.
- Researching possible replacement contractors needed to replace retired contractors utilized in fulfilling the weatherization programs agency obligations.
- Rebuilding relationships with ADECA management to ensure compliance with the established weatherization program.

Pending/ Ongoing Projects

- Working closely with the agency security system contractor to identify security system deficiencies noted during an initial in house inspection performed by our department. This inspection has identified several areas of concern at both the Darden and King Centers. An initial inspection of the Edelman Center is scheduled for the end of February to address any issues that may be present.
- In process of implementing janitorial service schedule, preventive maintenance schedule, housekeeping service schedule, custodial service schedule.
- In process of job audits in correlation with the HR Director to ensure proper revision of established job descriptions and development of needed positions in this department.
- Thorough inspections of each facility to identify deficiencies to the facility buildings and operating systems of each building with an emphasis on safety, health and structure.
i.e.: Electrical, HVAC, plumbing, roofing, grounds, out buildings, fencing, etc.
- Streamlining the implementation of proper staff training schedules throughout the agency with an emphasis on health, safety and proper handling of onsite cleaning agents.

I would like to inform everyone that our department is dedicated to the processes of all regulations and requirements set forth in our standards of practice. We also recognize that while we are committed to excellence, the development of programs and revisions of programs already at our disposal will take some time and teamwork to move forward with this amazing community outreach. It is our intention to continue to strive for the best possible outcome for the community in which we serve.



Tabitha Perry: CSBG Admin. Asst./ Emergency Services Coordinator
EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. — JAN. 2023

<u>NOV.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/ UPDATED:	APPOINTMENTS:		HOUSING COUNSELING PROGRAM
LIHEAP GEN.	319	611	APPOINTMENTS MADE:	419	The Housing Counseling Program (Tabitha) partnered with Chase Bank and we provided an online Financial Literacy Workshop. We are looking forward to providing this service again in the new year.
LIHEAP CRISIS:	015	033	CALLED APPOINTMENTS:	208	
LIHWAP GEN.	023	037	ONLINE APPOINTMENTS:	211	
LIHWAP CRISIS:	039	078	NO SHOWS:	028	
ABC TRUST	000	000	MISSING DOCUMENTATION:	012	
CSBG PROGRAM:	000	000			
EFSP	000	000			

<u>DEC.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/ UPDATED:	APPOINTMENTS:		HOUSING COUNSELING PROGRAM
LIHEAP GEN.	261	453	APPOINTMENTS MADE:	422	Tabitha assisted 2 households with Locating, Securing, and Maintaining Rental Housing, and 3 households with Non-Delinquency Post Purchase.
LIHEAP CRISIS:	050	114	CALLED APPOINTMENTS:	219	
LIHWAP GEN.	012	025	ONLINE APPOINTMENTS:	203	
LIHWAP CRISIS:	028	047	NO SHOWS:	006	
ABC TRUST	000	000	MISSING DOCUMENTATION:	001	
CSBG PROGRAM:	005	011			
EFSP	000	000			

<u>JAN.:</u>	HOUSEHOLDS ASSISTED:	CLIENTS' INFORMATION OBTAINED/ UPDATED:	APPOINTMENTS:		HOUSING COUNSELING PROGRAM
LIHEAP GEN.	000	000	APPOINTMENTS MADE:	000	Tabitha assisted 1 client with Locating, Securing, and Maintaining Rental Housing. Due to a medical situation, the client had gotten three months behind in her rent and was facing eviction. She applied for the ERA Program, but they had closed the program without assisting her. We were able to assist with two of her payments.
LIHEAP CRISIS:	000	000	CALLED APPOINTMENTS:	000	
LIHWAP GEN.	000	000	ONLINE APPOINTMENTS:	000	
LIHWAP CRISIS:	000	000	NO SHOWS:	000	
ABC TRUST	000	000	MISSING DOCUMENTATION:	000	
CSBG PROGRAM:	000	000			
EFSP	001	001			

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)



Tabitha Perry: CSBG Admin. Asst./ Emergency Services Coordinator

EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. — JAN. 2023

HAPPENINGS:

NOV.: During the month of November, the Emergency Service Staff attended the Community Action Association of Alabama (CAAA) Annual Conference that was held in Opelika, AL. The focus of the annual conference was, “Shared Purpose, Vision and Values”. Staff enjoyed a variety of workshops: Diversity, Equity and Inclusion; Communication Strategies; Innovative Leadership; Leaders Building Trust and Respect; Cybersecurity; and Maintaining Healthy Work/Life Balance.” Staff also enjoyed the Alabama Business Charitable Trust (ABC) 30th Anniversary Celebration that followed the CAAA Annual Conference.

In 2023, the ABC Trust income guideline will increase from 200% to 250% of the federal poverty guideline. ABC Trust also increased ACHR’s Emergency Services Program heating funds by 1,157 and the cooling funds by 2,531. These funds will allow us to assist those households that exceed the LIHEAP 150% FPG.

DEC.: During the month of December, Wendy Littles, ADECA’s LIHEAP Program Manager, completed the Emergency Services LIHEAP, LIHEAP American Rescue Plan (ARP), and the Alabama Business Charitable Trust Fund Programmatic Monitoring Review. Ms. Littles stated that all pledges were sent to vendors in a timely manner, batching applications for payment by vendors were completed, payment procedures were followed, and payments to vendors were made within the 30-45 LIHEAP award date. Ms. Littles commended the staff for administering LIHEAP in accordance with federal and state guidelines.

The Emergency Services office was given an additional 14,669.78 for our CSBG Emergency Services Assistance Program. With these funds, we were able to assist two households (housed children) from being evicted; we moved a client’s (disabled) trailer to another trailer park because her trailer park was sold to accommodate the new “Bucees” that is scheduled to open in Auburn in April 2023; and we also replaced floors and plumbing for two households (seniors).

For the months of November and December, Tabitha was able to assist 36 households through the United Way of Central Alabama (UWCA) Alabama Housing Finance Authority (AHFA) Mortgage Assistance Program. (This program is separate from the HUD Housing Counseling Program.) UWCA provides our Housing Counseling Program with the list of households that applied for assistance through AHFA, and for each household that Tabitha assists from the list, ACHR’s Housing Counseling Program receives \$25.00.

Staff continued to assist clients with their heating bills during November and December. Whenever we begin the LIHEAP Heating Program in October we are concerned for those households that may also need assistance during the new year. The heating program operates from October – May. We have a lot of clients who believe that their assistance will start over in the new year, but if their households received assistance during October – December, their services are being counted on this same grant, and they will not be able to receive additional assistance. If their households qualify for the LIHEAP Crisis Program, then we can assist them with that program, but that will be all of the assistance their households will be able to receive until June. Staff explain this information to clients to allow them the opportunity to decide if they would like to wait to be assisted until the new year; especially for those households that are totally electric. Because we receive Spire Dollar Help funds, we can assist Spire households with these funds to preserve the LIHEAP funds; allowing these households to be able to receive additional assistance in the new year if needed.

Staff also enrolled more than 250 seniors in the Affordability Connectivity Program. ACHR and SWA Connect partnered to offer Lee County residents a free internet-accessible tablet. For other Emergency Service clients, we attached the enrollment link to their award sheets. To date, we have had more than 650 Lee County households enroll in this program, and over 450 households received their tablets.



Tabitha Perry: CSBG Admin. Asst./ Emergency Services Coordinator

EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. — JAN. 2023

December was an extremely busy month for our office, so we welcomed the Holiday Festivities that Tina Evans (CEO) provided agency-wide. Our appreciation expanded to Shatavia Holmes (Head Start Director) and other staff who came together to offer us this mental health activity of connecting with others over lunch, laughter and winning an array of door prizes.

JAN.:

The CSBG Annual Report was submitted before the due date (January 25th.) Rhoda Talley, ADECA's CSBG Program Director, requested all agencies to run comparison reports from the previous year and any warnings and errors had to be addressed. We addressed 5 warnings and 2 errors. Warnings: Three questions entailed households that were captured under another domain, and the other two warnings were questions concerning Weatherization households. The two errors involved activities that were automatically generated under demographics in FACSPRO.

Tabitha has been meeting with Michael Perry, ACHR's new Health, Safety, and Weatherization Director, to address the households listed under Weatherization that needed to be marked in FACSPRO as completed, closed, deferred, or in progress.

While the Emergency Services Staff waited on the LIHEAP grants, they worked with Outreach clients (240) to obtain their 2023 income. All active Outreach files must be updated annually in FACSPRO. Documentation is kept on file to be retrieved when a household needs assistance. Outreach clients are also enrolled in the State of Alabama Farmer's Market Nutrition Program (SFMNP). SFMNP provides seniors 60 and above a \$30.00 food card that can be used at a Farmer's Market anywhere in the state of Alabama. We have enrolled more than 180 Outreach clients in this program. As we continue to obtain updated incomes, we will continue to enroll these households in SFMNP. These services are also captured in FACSPRO; allowing us to provide multiple services for this one activity for our Outreach Program.

Appointments have been set up to assist households beginning in February. Once the LIHEAP Program begins, households can apply for heating assistance, and water assistance. We are still only able to assist Auburn, Opelika, and Smiths Station households with water assistance because other Lee County water companies have not signed the LIHWAP Agreement. The LIHWAP Program made additional adjustments for 2023. Households can now receive assistance four times per program year; twice on the LIHWAP Regular Program and twice on the LIHWAP Crisis Program.

We received the Infrastructure, Investment and Jobs Act (IIJA) Grant. This program will provide each household with an additional \$100.00 on their bill. Households must have been previously assisted on the LIHEAP Program to receive this award.

We were unable to obtain the Lee-Russell Council of Government Emergency Food and Shelter Program (EFSP) Phase 40 Grant this year. This program is the only program that we are able to request funds for to assist households with mortgage assistance. These funds can also be used for rental and utility assistance. Because we have several programs that provide utility assistance, we try to allocate EFSP funds for rental/mortgage assistance. The deadline to submit the EFSP grant was January 30th. Tabitha was able to provide the completed grant and the board's roster to the Fiscal Department on January 25th, but the grant was unable to be submitted with the mandatory fiscal attachments until January 31st.

Because households were receiving assistance through the ERA Program, Tabitha withheld EFSP Phase 39 (5364) and APRA-R (16,259) rental funds until the ERA Program had ended. We are able to assist those households who were not able to receive assistance through the ERA Program. Phase 39 and APRA-R funds must be allocated by April 30th and the Final Report submitted by June 15th. Phase 41 will not be offered until December 2023. In order for us to be able to apply for Phase 41 funds, we must have the previous Phases monitoring reviews cleared. We are awaiting compliance approvals for Phases 37, 38, and CARES.



Tabitha Perry: CSBG Admin. Asst./ Emergency Services Coordinator
EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. — JAN. 2023



One of the homes that had water damage that weakened her floor. We replaced joists and floor.



Tabitha Perry: CSBG Admin. Asst./ Emergency Services Coordinator
EMERGENCY SERVICES PROGRAMS QUARTERLY BOARD REPORT: NOV. — JAN. 2023

Emergency Services Program Community Assistance Report						
November 2022 – January 2023						
825 Households						
Programs End: September 30, 2023						
#	Programs	Program Budget	Balance Carried From Last Report	Nov. – Jan. Program Expenditures	Nov. – Jan. Clients Served	Balance Carried Over
1.	LIHEAP Heating	517,138.00	415,411.00	213,021.00	600	202,390.00
2.	LIHEAP Heat: Crisis	147,016.00	144,176.03	24,444.73	65	119,731.30
3.	LIHEAP IJJA Heating					
4.	LIHEAP IJJA Cooling					
5.	LIHEAP Cooling					
6.	LIHEAP Cool: Crisis					
7.	LIHWAP Regular	102,300.00	99,780.00	6,780.00	35	93,000.00
8.	LIHWAP Crisis	153,450.00	151,688.68	10,967.55	67	140,721.13
9.	CSBG Emergency Assistance	39,374.00	24,704.22	14,669.78	5	0
10.	CSBG General Assistance	0	0	0	0	0
11.	Emergency Food and Shelter Phase 39	5,364.00	5364.00	1,818.61	2	3,545.39
12.	Emergency Food and Shelter ARPA-R	16,259.00	16,259.00	859.00	1	15,400.00
13.	Alabama Business Charitable Trust Fund Energy Assistance	0	0	0	0	0
14.	Alabama Business Charitable Trust Fund Cooling Assistance	0	0	0	0	0
15.	Spire Dollar Help Reg.	4,000.00	4,000.00	846.99	3	3,153.01
16.	Spire Dollar Help Cri.	1,000.00	0	0	0	0
17.	(UWCA) HUD Housing Counseling	Reimbursement Program: Oct. 2022 – Sept. 2023		Prev. Reimb. 0	11	0
18.	(UWCA) AHFA Housing Counseling	Reimbursement Program: Oct. 2022 – Sept. 2023		Prev. Reimb. 550.00	36	900.00

CACFP ACAH Combined Board Report

Nov 1, 2022 –Jan 31, 2023

Child and Adult Care Feeding Program (CACFP)

An Average of 23 Active CACFP homes participated during 1st Quarter of program reflecting October 2022 numbers. The actual home participant rate is at 23 for the quarter. One hundred eighty three (183) children enrolled for this report period with an average daily attendance of one hundred fifty (150). These numbers reflect a decrease from the previous quarters of due to lingering effects of covid and the related loss of income. We lost 1 home provider due to retirement and expect additional changes in the upcoming 22-23 program year.

Under the current Tier structure, one home remains in Tier II as set by USDA and continues to receive Tier 1 rates until notified by USDA of change to payment structure. No homes are certified to receive higher rates based on income of participant's household. This option is available to each home in this category upon request. No Change to request in this area. Below are submissions for the Quarter. During 2022-23 year all homes were eligible to receive high rates of payments although some children were in the lower tier group.

We have a provider in Phenix City who wants a DHR group license (allows 7-12 children). She has a family license that allows 5 children. Due to insufficient DHR staff, she is still waiting for a review to increase the number she can serve.

See below a chart of performance for last 3 month of Year not including of January 23, as those claims have not been finalized as of this report:

<i>All Meals</i>	Oct	Nov	Dec	<i>Totals</i>	<i>Children Part</i>	Oct	Nov	Dec	<i>Totals</i>
<i>Breakfast</i>	2481	2307	2044	4788	<i>Tier 1</i>	160	162	163	322
<i>Lunch</i>	2483	2292	2079	6854	<i>Tier 2 High</i>	0	0	0	0
<i>Dinner</i>	54	52	60	166	<i>Tier 2 Low</i>	5	6	6	17
<i>Snack</i>	2645	2455	2244	7344	<i>Tier 2 Mix</i>	0	0	0	0
<i>Totals Meals</i>	7663	7106	6427	21196	<i>Totals</i>	170	168	169	507
<i>Total Federal & State Dollars</i>					<i>Providers</i>				
<i>Breakfast</i>	\$4118.46	\$3829.62	3393.04	\$7,876.70	<i>Tier 1</i>	23	23	23	69
<i>Lunch</i>	\$7548.32	\$6967.68	6320.16	\$14,348.80	<i>Tier 2 High</i>	0	0	0	0
<i>Dinner</i>	\$164.16	\$158.08	182.40	\$ 322.24	<i>Tier 2 Low</i>	3	3	3	9
<i>Snacks</i>	\$2565.65	\$2381.35	2176.68	\$4,895.59	<i>Tier 2 Mix</i>	0	0	0	0
	0	0	0	0	<i>Not Claiming</i>	-2	-2	-2	-6
<i>Totals</i>	\$14,396.59	\$13336.73	12072.28	\$39,805.60	<i>Totals Claimants</i>	24	24	24	72

Program Administrative Review - No reviews

Annual Contract - Completed and submitted

Recruitment 0 providers recruited, during this quarter.

Monitoring, Software & Computer

The monitoring review process continues to being performed via desk reviews to meet requirements of 3 per year. USDA FNS pending further instructions. We are on track to begin visit starting in February 23 to meet our 3 required and again in May and September.

We have 26 active providers that submit online claims for processing and approval. All providers using the online program KidKare have made the transition to new CACFP guidelines. KidKare online has moved all of the data to an online cloud. We still carry paper documents as a backup source until all details in monitoring documents are completed and 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. The internet connection to which connects us to the local server periodically drops. We are working on a resolution to this minor issue. I will continue to utilize my personal hotspot to connect to data source as I do onsite visits.

Training

No additional training planned other than onsite and Annual Training for all providers.

Program plans

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

CACFP ACAH Combined Board Report

Nov 1, 2022 –Jan 31, 2023

Alabama Coalition Against Hunger (ACAH)

HURTSBORO

No report

Funding for Russell No Funding source identified

Funding Lee County General Funds are the source used in Lee County. We still are collaborating with Ebenezer Baptist church, no garden was planned; we have–nothing to report on the progress with this effort. We had contact through two persons, one who recruited the children, who has died and the other who let us into the storage shed. We have been unable to get in contact with second one. Arrangements need to made to pick up tiller and other equipment and store in the ACHR shed at King Center

VITA Income Tax

We have a two volunteers recruited. We are working with AABC (Alabama Asset Building Coalition) to address some of the issues related to families and plan to partner with them and obtain a small grant to purchase supplies and pay travel for volunteers. We anticipate additional resources from AABC that will aid in Tax Preparation process.

We met our target goal of 175 returns and exceeded it by 19 for a total to of 194 prepared for 2021 Tax year. We have already begun tax preparation with 6 appointments. These numbers reflect King Center only. The following sites are inactive: Phenix City, and Edelman. Statistical data is not available for a breakdown of the types of returns by Single HOH, etc.

We are doing some taxes with applicable social distance and contact with documents that are needed

SCSEP

No trainee recruited from SCSEP during the quarter. See CSBG for this activity with current participants.

Work in all areas of responsibility is ongoing and work done as needed in support of various ACHR programs.

Submitted by William E. Tarver, CACFP/ACAH Coordinator



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
CHILD DEVELOPMENT PROGRAM
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Early/Head Start Director's Report
November 2022 through January 2022

ACHR HS/EHS ENROLLMENT

Head Start

As of November-January 31, 2023, ACHR Head Start had a total of the following children enrolled:

Eligibility Criteria	Enrolled Nov.	Enrolled Dec.	Enrolled Jan.
Children enrolled in Head Start	254	248	262
Poverty Level (at or below)	150	145	150
Income (100%-130% above Poverty Level)	23	23	23
Income (130% or above Poverty Level)	16	17	21
Foster Children	2	2	2
Foster homeless families	1	1	1
From families receiving TANF	62	60	65

Child Development-Head Start

As of January 31, 2023 (enrolled and dropped) developmental screenings have been completed. The developmental screenings include social, emotional, self-help, behavioral screenings, hearing, vision, speech and language. Physical Screenings-178/Physical Exams-213, Dental Screenings-146/ Exams-175, Vision-249, Speech-246, and Hearing Screening -247.

Early Head Start

As of November-January 31, 2023, ACHR Head Start had a total of the following children enrolled:

Eligibility Criteria	Enrolled Nov.	Enrolled Dec.	Enrolled Jan.
Children enrolled in Early Head Start	154	157	161
Poverty Level (at or below)	88	87	88
Income (100%-130% above Poverty Level)	10	10	10
Income (130% or above Poverty Level)	7	7	7
Foster Children	2	2	2
Foster homeless families	1	2	4
From families receiving TANF	46	49	50

Child Development-Early Head Start

As of January 31, 2023 (enrolled and dropped) developmental screenings have been completed. The developmental screenings include social, emotional, self-help, behavioral screenings, hearing, vision, speech and language. Physical Screenings-55/Physical Exams-78, Dental Screenings-69/ Exams-15, Vision-128, Speech-18 and Hearing Screening -127.

ADA (Average Daily Attendance)-Required 85%

Month	Head Start Percentage	Early HS Percentage
November	77.41%	79.92%
December	77.87%	72.70%
January	74.48%	77.44%

Education

During the month of December 2022, the King Center had a monitoring visit from DHR. The T/TA findings at this time that were requested were a bus aide’s driver’s license and an updated background check from a teacher (current background check had previous employer listed).

Upcoming training: ERSEA/PFCE training (consultant) and Transportation training (T/TA)-March 2023. Region IV Head Start Conference-Atlanta, Ga.

January 2023:3- leadership staff meetings and 3-FEA staff meetings

Nutrition

Meals Served to HS Children; Vols. Last row	Meals Served - EHS Children					
	Nov.	Dec.	Jan.			
	Nov.	Dec.	Jan.	Nov.	Dec.	Jan.
Breakfast	3,390	1,961	3,459	1,092	852	1,245
Lunch	3,340	1,917	3,408	1,081	835	1,243
Snack	0	0	0	1,013	778	1,198
Total	6,730	3,878	6,867	3,186	2,465	3,686
<i>To Volunteers</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

Health and Safety T/TA on-site training-November 2-3, 23

Health Advisory Meeting-November 18, 23

Training-Child Plus training January 24, 23

ASHA Board Meeting-January 19, 23

Policy Council Meeting-January 31, 23

During the month of November, Shatavia Holmes, Tina Evans, Felicia Johnson, and Janet burns worked diligently with Region IV T/TA to complete the two required CAP and non-compliance resulting from the FA2 monitoring review. (A special thank you for this awesome team on the numerous hours dedicated to ensuring this matter was completed on time.)

During the month of December, the Head Start/Early Head Start continuation grant was completed and a special thank you to Janet Burns for being such a vital piece in assisting with this matter.

This concludes the Head Start Director’s Report,

Shatavia Holmes, Ed.S.

ACHR-Head Start/Early Head Start



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.

Child Development Program

P.O. Box 3770 - 950 Shelton Mill Road

FAMILY ENGAGEMENT BOARD REPORT November-December 2022/January 2023

SUCCESS STORIES

1. In early October, a parent on my caseload wanted to know if it was too late for her to register to vote, she said that she has never voted before and that this will be her 1st time. I gave her the names of resource partnerships where she could go to register to vote. The afternoon of November 8th she came to the center to pick up her child, she was so happy, she wanted to speak to me, I was already in the hallway, she taped my shoulder and said “guess what I just went and voted for the 1st time.”
2. Due to the family’s employment instability, the mother was forced to remove her children from another local childcare center in the area. This family was living with family members because they could not afford to live on their own and therefore were considered homeless according to the McKinney Vento Act. I was able to work with this family to get the EHS child enrolled with an almost immediate turn around, and was able to get the Head Start child enrolled last month. With this enrollment, the children were able to experience loving care, healthy meals, and family support through case management.
3. I had two different parents who needed help with transferring their immunization from their language to English. I let them know they could go to the health department or pediatric clinic. With one family, I communicated with the home base advocate to make sure the child was able to get the immunization so they can start school.

Recruitment Efforts

Recruitment efforts have included processing applications consistently and providing referrals through existing connections and attending the Opelika Mobile Health Wellness Fair.

Resources provided to Families

- **November-** 1. Christmas information for the Toys for Tots Drive 2. Fall Festival Resource Fair, 3. Zoom Parenting Class 4. Goodwill Career Center calendar events, 5.ID Requirement for Parent, 6. Free Tablet sign up, 7. Financial Literacy (Flyer) 8.free online class Housing Counseling/ Housing
- **December-** 1. Zoom Parenting Class, 2. Free training on the affordable Connectivity Program for broadband internet 3. Christmas Pictures, 4. Santa Workshop, 5. ACHR In kind Package
- **January-** 1. ACHR Tax Preparation 2. F.U.D.G.E Day for Dads 3. Zoom Parenting Class-Conscious Discipline, 4. Flyer Habitat Housing

Trainings Completed

- Child Plus
- Conscious Discipline
- Mandated Reporter training



ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
Child Development Program
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EDUCATION BOARD REPORT

November-December 2022/January 2023

November

- Leadership T/TA Health & Safety Training
- Health Advisory meeting November 18, 2022
- Celebration of Thanks at all centers
- Holiday-Veteran's Day November 11, 2023
- Fall Break November 23-23, 2023
- All centers completed the monthly fire, tornado, and shelter in place drills.

December

- Fall Festival /Community Resource Fair was held at Darden December 1...SWA Connect (ACP Free Internet Program), Child Care Partnership-Family Guidance, Jubilee Petting Zoo, Chamber of Commerce, DA Office, OFD, Southern Union State Community College, Unity Wellness, Project Uplift, Marriage and Family, DVIC, HFI.
- December 8-United Way visited the King Center to observe the grandparents that are working in our program
- First Parent-Teacher Conferences (all sites)
- King Holiday Parent Involvement (December 14, 2023)
- East Alabama A&M Alumni came to the King Center to donate coats, books, and etc. to the Head Start/Early Head Start children.(December 6, 2022)
- Winter Break Schedule: HS Break Dec.22-Jan.2, 2023; EHS Break Dec.16-Jan.3, 2023
- Holiday-Christmas Day Reserved (December 25, 2022)
- All centers completed the monthly fire, tornado, and shelter in place drills.
- Health and Safety Training-Staff





January 2023

- Child Abuse Training-staff
- Holiday-New Year's Day reserved (January 2, 2023)
- Holiday-MLK (January 16, 2023)
- Leadership Team received Child Plus Training (January 24-26)
- Current classroom staff needs
 - Darden-4 EHS Teachers
 - Edelman-2-HS Teachers
 - King-4 Teacher Assistants

**REPORT TO THE BOARD OF
THE ALABAMA COUNCIL ON HUMAN RELATIONS, INC.
HEALTH/NUTRITION/SPECIAL SERVICES
for the period November 2022 – January 2023
Natalie Stephens RD LD CFI, Health Services Coordinator**

HEALTH/DENTAL/OTHER

- All are up-to-date at this writing. Health staff is able to pull 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 request that the parents provide the shot record at orientation.
- All health screenings are being completed as required.
 - In early January, Southern Union State Community college nursing students were able to come to all centers and help us complete all needed growth assessments, developmental assessments, speech screenings, vision screens, and hearing screens.
 - We are continuing to encourage parents to provide the updated documentation from the pediatrician of the latest well child checkup.
 - Health staff have contacted parents who have not brought in this information multiple times. The names of these children have been given to family engagement advocates to continue to support parents in providing the needed information.
- Dental: Parents are able to take children to the dentist and Head Start centers are receiving the needed paperwork.
 - We were able to bus some of our children to Dr. Bell in Tuskegee. She was able to provide dental exams on many Head Start children that were not up to date on their exams. However, Dr. Bell has announced her retirement. We are looking for another dental group help us provide these services.

NUTRITION - KITCHENS

- Darden Health Score- **100**
- King Health Score- **95** (*the dishwasher is not working currently; however, kitchen staff is able to sanitize the needed kitchen utensils and equipment using the 3 compartment sink*)
- Edelman Health Score- **100**

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.

SPECIAL SERVICES

- **Screenings:** All children are up to date with ASQ screenings.
- **Children with an IEP/IFSP :** 48 completed IEP/IFSPs.

Board Report - Health/Nutrition/Special Services – November 2022 – January 2023

- **Behavior/Developmental concerns and referrals:** 48 children from all centers
- **Mental Health:** East Alabama Mental Health continues to collaborate with us to cover the required mental health services and meet the needs of our children, families and staff. We are currently in the process of setting a date for them to monitor the classrooms.

Our I/B Specialist, is continuing to work with them using the Conscious Discipline techniques to better help our students, families, and classrooms.
- **Conscious Discipline Parenting class:** In January, Natalie Stephens, Health Services Coordinator, and Justice Knight, Intervention/Behavior Specialist, worked with family engagement to offer a Conscious Discipline parenting class. Eight parents attended the class. A survey was sent out to gauge if parents felt like they learned anything. Five parents completed the survey and all five stated that they learned some helpful knowledge about conscious discipline parenting techniques.
- **Health Education in the Classrooms:** During the fall and through the month of November, Auburn University nursing students visited all centers and classrooms to provide health education to our Head Start students. The topics included handwashing, healthy eating, and colds and flu.

ACHR TRANSPORTATION BOARD REPORT

November 2022 – January 2023

Therese Sampson, Transportation Assistant

GOALS, AS ALWAYS

1. Increase and maintain safety for all children transported to and from the center.
2. Continue to improve communication pertaining to transportation among parents, centers, and staff.

CURRENT TRANSPORTATION STATUS

Transportation Department had three buses down in September. As of the end of January only bus 18-9 is down.

During the 2022-2023 school year enrollment process for the buses, 238 students were eligible for transportation (do not within 2 miles of the center). As of January we are transporting 170 (increased from 164) students from all three centers. There are 29 children who live within the 2-mile radius.

When buses arrive at each center, the aides who accompany the children into the center scan the children who are present into the ChildPlus attendance system using a bar code system.

We continue to set up routes and bus stops that are safe to pickup and drop-off children. In some cases, because of poor road conditions, the parents meet us at a designated stop. We are appreciative to rural stores that allow us to do this and to the parents who bring their children to the meeting place.

School Age (van):

The school age class was closed part of last year because of staffing. It reopened before the start of the 2022-23 school with 20 students. Currently we are transporting 12 students from six Opelika City Schools, which with traffic makes it a challenge to pick the children up in a timely manner. We transport seven to four OCS schools each morning.

STAFF

As of January, Transportation Department has hired one new Bus Drivers; we waiting on Child Abuse Clearance. We need six new Bus Aides. We are appreciative of having an HR Director to help us.

The new HR Director along with the new Health and Safety Director and myself have planned training for all drivers in March in response to an incident.

OTHER

Scheduling and related communication with parents sometimes is difficult. When parents need to change their children's pick-up and/or drop off they must come to the centers by Wednesday at noon. However, some come as late as Thursday or Friday. Parent sometimes become upset that we cannot make changes fast. To make changes in routes and get the information to the drivers and the centers, and sometimes a timing adjustment to other parents, we must have the changes in by noon each Wednesday. The only time we make any changes later than that is if it is matter of child safety.

Board Report Garage

November 2022 - January 2023

Van Sanasith, Garage Coordinator

<u>Month</u>	<u>Service & Repair</u>	<u>Road Service</u>	<u>Inspections</u>
November	25	2	12
December	19	4	12
January	26	4	13
Totals:	70	10	37

-Pre-trip and post-trip inspection on support vehicles for used on business trip or travel out of town for meeting and training.

-Performed Monthly Inspection on Darden, King Center and Edelman busses to meet DHR requirements.

-Mechanic on call to work at Edelman Center for school buses and support vehicles.

-Repair engine mechanical problems.

-Oil change with filter, lubricate body and chassis.

-Brake Test and repair air brake system and hydraulic system.

-Put new tires on School bus and Support vehicles.

-Repair and Service heat and air conditioning.

-Repair and tune up drivability, road speed test.

-Cleaned up around garage- shop area.

-Order gasoline and diesel for school buses and car.

-Pick-up and Delivery school buses to Davis garage for service and repairing.