



120EXECUTIVE BOARD MEETING
via Conference Call

Monday, July 20, 2020
10:00 a.m.

MEMBERS PRESENT: ROSE BAILEY CATHY BENTON
LEONARD BURSE, JR. MICHAEL GARVIN
MICHAEL-ANGELO JAMES WALTER GIBSON
SYNITA D. MATHIS KIM MORGAN
GLORIA PAULK ANTHONY SIMMONS
CLARENCE WASHINGTON

MEMBERS NOT PRESENT: SAM EDGAR, ESQ. WILLIAM GEORGE
KELLEY HARMON REKASA HART
JAMES A. THOMAS, SR.

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:
ETHELYN CREECH BOBBY KENNEDY

OTHERS PRESENT: BRYAN SINGLETON SHELLI TYRE
HAYLEY STEPHENS ELENA RYALS
AMANDA LANKFORD JOEY WILKES
CAROLYN BLACKSHEAR JEFFREY MILLER
SONJA EASON DIANE ROGERS
ANNA WALL JO ANNE BROOKS

HS POLICY COUNCIL CHAIRPERSON PRESENT: AMBI BESS

- I. CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:05 am via a Conference Call.
- II. INVOCATION:** Clarence Washington, Board Member from Pierce County, gave an invocation to start the meeting.
- III. ROLL CALL:** Gloria Paulk, Executive Board Secretary, took the roll call. A quorum was established with eleven (11) total Executive Board members participating in the meeting. (See attached roll call copy.)
- IV. APPROVAL OF AGENDA AND BOARD MINUTES:**
Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the agenda for today, July 20, 2020, and the minutes from the last Executive Board meeting of May 18, 2020. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the agenda for today, July 20, 2020,

and the minutes from the last Executive Board meeting via conference call on May 18, 2020.

V. OLD BUSINESS - None

VI. NEW BUSINESS:

A. Head Start Program Report – Amanda Lankford, Head Start Director

Mrs. Amanda Lankford, Head Start Director, gave the Head Start program report which contained the May and June 2020 Policy Council documents that include the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures:

April 2020 WEX - \$229.25	May 2020 WEX - \$690.30
April 2020 VISA - \$1,541.36	May 2020 VISA- \$8,378.60

Mrs. Lankford also noted some information from the Office of Head Start since the last Executive Board meeting:

- Received Funding Guidance Letter - \$10,879,156 (11/01/2020-6/30/2021)
- Coronavirus Disease 2019 Fiscal Flexibilities

Amanda Lankford gave an update on the Head Start Enrollment and Recruitment:

- Family Advocates are still taking applications for the upcoming school year via phone. Clients are continuing to drop off documents at the centers.
- Children have been accepted in Ware, Pierce, Brantley, Charlton, and Clinch for the upcoming school year. Children will be accepted in the remaining counties by the week of July 13th.

Additionally, Mrs. Lankford reported on the following program updates:

- The Head Start Summer Program began June 16, 2020. They are currently serving children that will transition to kindergarten in August and children with disabilities. The Early Head Start Summer Program began July 6, 2020. Summer Session is being held in Bacon, Brantley, Candler, Charlton, Coffee, Pierce, Toombs, and Ware Counties. The Summer Program will end July 24th.
- Staff and children are adjusting well to the new COVID-19 Child Care Setting Guidance. Parents are driving through the parking lot to drop and pick-up children daily. Staff are going to the vehicles to check each child's temperature and ask COVID-19 questions prior to taking the child in the center daily.
- Children participating in the Summer Program have enjoyed making ice cream, creating sand art, and spending time with their friends and teachers. The children are happy to be back at school!
- Ware County Head Start Family Advocates moved to their newly renovated offices.

- We are currently working on plans for the upcoming school year with a huge focus on changes due to COVID-19 and public-school changes.

Other Items for Board Approval:

- 2019-2020 Self-Assessment Report
- CARES Act Expenses
- Funding Guidance Letter - \$10,879,156.00

(See entire Head Start Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for motion to approve the proposed budget following the Funding Guidance Letter from the Office of Head Start for \$10,879,159 (11/01/2020-6/30/2021). Anthony Simmons made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the proposed budget following the Funding Guidance Letter from the Office of Head Start for \$10,879,159 (11/01/2020 – 6/30/2021).

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the 2019-2020 Self-Assessment Report. Walter Gibson made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the 2019-2020 Self-Assessment Report.

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the CARES Act Expenses (which includes camera systems upgrades, phone systems upgrades, playground upgrades, and bathroom updates). Michael- Angelo James made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the CARES Act Expenses.

Leonard Burse, Jr., Executive Board Chairman, entertained for motion to approve the entire Head Start report which contained the May and June 2020 Policy Council documents that include the monthly statistical and programmatic information, monthly financial reports, monthly personnel, and monthly credit card expenditures. Rose Bailey made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the entire Head Start report.

B. Human Resources Report – Sonja Eason, Human Resources Director

Mrs. Sonja Eason, Human Resources Director, reported on the following:

- **Health/Wellness** - Telemedicine utilization from May 6 – July 6, 2020 had 23 consultations. There were 18 returning callers and 5 new callers. There were 14 female callers and 9 male callers. The average call back time was 31 minutes. The top diagnosis was sinusitis.

Communications have been sent out to all staff regarding safety precautions related to COVID-19. No wellness events have been scheduled due to the pandemic. They will be scheduled later in the year, if possible.

- **Retirement Plan Updates Plan** – The agency Empower Retirement plan balance is \$7,515,501.00.

Hardship Withdrawals vs. Loan Requests of Retirement monies:

A **Hardship Withdrawal** of money from an employee's Retirement Plan causes a tax penalty. The employee also has a suspension from participation in the Retirement Plan for 6 (six) months and is losing money in their plan by not participating in payroll deduction. Hardship Withdrawals from January 2019 to present is 20 employees. Hardship Withdrawals since the implementation of the Loan Request feature from April 2020 to present is 0 (zero) employees.

A **Loan Request** to the Retirement plan allows employees to take out a low interest rate loan from their retirement account up to 50% of their vested balance and pay themselves back with interest through payroll deduction. The employees are also permitted to have continuous participation in the Retirement Plan. There are no penalties or taxes with this option. Loan Requests since the implementation of this feature is 17 (seventeen) action pact employees.

- **Human Resources Metrics** – Since 5/1/2020 there has been 0 (zero) new hires and 4 (four) terminations – 3 (three) were no longer used and 1 (one) retired. There is a total of 398 employees, with 321 being full time. (See the entire Human Resources report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Human Resources program report. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried for the approval of the Human Resources report.

C. Fiscal Report – Hayley Stephens, Fiscal Director

Hayley Stephens reported the position of Grant Accountant in the Fiscal department has been filled. Mrs. Marquia Sallett was promoted from Fiscal Support Specialist to Grant Accountant. Marquia has been with the agency for 13 years and is an invaluable employee. Marquia will do great in her new role. Now the Fiscal department is in the process of hiring for the position of Fiscal Support Specialist.

Ms. Stephens reported the agency has received the Paycheck Protection Program funds and will use those only as necessary. The PPP funds will cover payroll, rent and utility expenses.

Unfortunately, **action pact** had fraudulent activity on two separate checking accounts at two different banks. This totaled \$54,603 and was processed via

ACH and mobile deposit checks. In both instances the fraud was caught quickly. Action pact was reimbursed by both banks and a police report has been filed with the Waycross Police Department. (See entire Fiscal report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Fiscal report as given by Hayley Stephens, Fiscal Director and attached financials. Walter Gibson made a motion. Rose Bailey seconded the motion. Leonard Burse, Jr. called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Fiscal report and financials.

D. Information Technology Report – Joey Wilkes, IT Director

Joey Wilkes, Information Technology Director, reported on the following items from the Information Technology department:

- Family Advocates moved to new offices at Waycross/Ware Head Start
- Head Start attendance 2-n-1 laptops were setup with a barcode scanner to check children in.
- Head Start Information Technology Specialist, Glenn Dunlap, is now onboard and being trained.
- Agency inventory is ongoing.

(See the entire Information Technology Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Information Technology report as given by Joey Wilkes. Rose Bailey made a motion. Walter Gibson seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Information Technology report.

E. Development Report – Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the Development of **action pact**. She elaborated on the grants/awards listed on her report:

- Community Foundation of Southeast Georgia – two allotments of \$10,000 each for food pantries in Bacon, Coffee, Pierce, and Ware Counties.
- Healthcare Georgia Foundation – for Brantley, Pierce, and Ware Counties.
- Truist Bank Foundation – Senior Nutrition in Appling, Bulloch, Candler, Toombs, and Wayne Counties.
- Kiwanis Club of Statesboro – Senior Nutrition Program in Bulloch, Candler, Evans, and Tattnall Counties.
- National Center for Mobility Management for Ware County.
- Fatherhood – this is a NEW program for Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee, Jeff Davis, Pierce, Toombs, and Ware Counties. Mrs. Ryals commented this program has higher funding for the first year to start up the program and will extend for five years.

(See entire Development Report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Development report. Walter Gibson made a motion. Rose Bailey seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Development report.

F. Deputy Director – Dr. Shelli Tyre, Deputy Director

Dr. Shelli Tyre reported on the “Strategic Plan” of **action pact**, as it concluded at the end of 2019. **action pact** is gearing up to develop another Strategic Plan for the next three years. She summarized the progress made on the last 3-year plan:

Goal #1: To help our clients to become more self-sufficient, the agency will establish mutual, beneficial relationships with partners.

Progress/Evidence: **action pact** leadership staff have accepted positions on boards for various partner organizations, including Chambers of Commerce, Family Connections, DFCS, and homeless alliances. Through partnership, the agency also moved into Appling County Senior Center/Head Start Center and was gifted the Ware County Head Start Center.

Goal #2: To engage the elderly, impact poverty, and move families toward self-sufficiency.

Progress/Evidence: The Appling County Senior Center/Head Start Center provides an opportunity for seniors to engage with preschoolers. Head Start families have participated in “Powerful Parents” a locally developed parenting/literacy skills program. Basic resources, such as food and utilities, are provided through **action pact**’s local service centers.

Goal #3: To ensure that our clients, partners, donors, and the private sectors know who we are, what we do, and how we accomplish our goals.

Progress/Evidence: Completion of agency rebranding has had a significant impact on our presence and reputation within the communities we serve. A robust marketing scheme that emphasizes the progress of clients over the individual programs that we administer shows clients, partners, donors, and communities how multi-faceted **action pact** is.

Goal #4: To ensure that the agency is one team with a common language.

Progress/Evidence: Our rebranding efforts helped us to focus on our pillars of service rather than programs with staff and clients. A revamped staff orientation has been developed which fosters the new common language across departments. A satisfaction survey was conducted among over 1100 clients, revealing a minimum of 75% and a maximum of 98% satisfaction in all areas.

Goal #5: To develop and implement tools that enable the agency to show the results of outcomes on the communities and people we serve.

Progress/Evidence: A new mission statement was developed and approved by the Board. Objectives that are suggested to be carried over in to the next Strategic Plan include researching, adopting, and implementing a single point of entry

system to assist in tracking outcomes across programs, as well as the development of an internal scorecard to track goals and outcomes on a regular basis.

Goal #6: To ensure the agency's growth through talent management.

Progress/Evidence: A commitment to providing a living wage across all departments was adopted, with initial steps being taken through an agency-wide cost of living adjustment. The STARS leadership development initiative was launched and in 2019, graduated it's third class. Leadership workshops have been developed and offered to all staff.

Goal #7: To maintain a well-trained and highly engaged Board.

Progress/Evidence: Board training retreats were held in 2018 and 2019. Board members have been provided tablets, pre-loaded with additional training opportunities, to participate in as needed. Board members are committed to the agency through giving, with nearly a 100% giving rate. A STAR Board member program was initiated in 2018, to honor members who go above and beyond in service to the agency.

Goal #8: To create a diverse portfolio of revenue streams.

Progress/Evidence: The agency's funding increased to include CASA, Georgia Cares, and USDA Home Preservation. In addition, the agency has two members of the John Maxwell Team who are certified to provide speaking, teaching, and coaching services both inside and outside of the agency. This will be a new stream of unrestricted dollars as community partners purchase those services.

Goal #9: To establish a 6-month operating reserve to meet agency and community needs.

Progress/Evidence: The agency continues to seek and plan for opportunities to increase our operating reserve (see Fundraising below).

Fundraising

In an effort to continue to increase the agency's unrestricted operating reserve, several fundraising events/projects are planned during the next year:

1. John Maxwell Live2Lead: We will be a live-feed host site for this year's event. The event is scheduled for October 9th at the City Auditorium in Waycross. Speakers will include John Maxwell, Steve Harvey, and Kat Cole, with others expected to be added. Dr. Tyre stated we will plan to sell tickets to the event, as well as seek out sponsorships to aid in our fundraising. In addition to the event, this will be an opportunity to share **action pact** with the community.
2. Children's Book Publication: A children's book has been written and **action pact's** Head Start children will be featured in the book through photographs. The book will be printed and sold. If this is successful, plans are to market the book to other Head Start programs and public-school programs.

3. Senior Calendar: Plans are to develop and sell a calendar which highlights the seniors that **action pact** serves. Seniors will have the option of appearing in the calendar and sharing some of their wisdom. Calendars, with coupons from area businesses, will be sold within each of our communities.

Safety

Dr. Tyre was pleased to announce the following **action pact** locations have achieved 2000 days without an accident or incident:

- Reidsville Administrative Office
- Appling County Head Start
- Atkinson County Service Center
- Brantley County Early Head Start
- Charlton County Service Center
- Clinch County Service Center
- Coffee County Head Start
- Coffee County Service Center
- Effingham County Service Center
- Evans County Service Center
- Jeff Davis County Service Center
- Pearson Head Start
- Tattnall County Service Center
- Ware County Service Center
- Wayne County Service Center

Dr. Tyre expressed her appreciation of the efforts of all the staff to make safety our #1 priority. Each staff member at the locations listed above will be rewarded with a paid day off!

(See entire Deputy Director's report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the Deputy Director's report as given by Dr. Shelli Tyre. Walter Gibson made a motion. Michael-Angelo James seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Deputy Director's report.

G Program Reports – Program Directors

- **Southeast Georgia CASA – Anna Wall, Director**
Mrs. Anna Wall, CASA Director, reported that Southeast Georgia CASA published ads in the Waycross Journal Herald, Next Door, Instagram, LinkedIn and Facebook for volunteer recruitment. CASA provided 75 church bulletin inserts for volunteer recruitment to First Baptist Church of Waycross. Each month flyers will be provided to different churches in the area to promote community awareness of the CASA program and recruit volunteers.

Brianna Brooks donated coloring books, crayons, pens, journals, and homemade cards for our volunteers to mail to children in care during the COVID pandemic.

CASA is in the process of applying for the St. Mary's United Methodist Church Foundation, Inc. grant. CASA has requested \$10,000 from the grant to help with rural Charlton and Brantley Counties recruitment efforts. CASA is still waiting for the approval of the Promoting Safe and Stable Families grant. CASA was approved funding for fiscal year 2021 from Georgia CASA in the amount of \$52,203.31.

This month CASA had four cases close. Children in foster care were placed with permanent relative, leaving the foster care system.
(See the entire CASA report in the board packet.)

- **Community Care Services Program – Linda Steedley, Community Care Director**

Mrs. Linda Steedley, CCSP Director, stated the goal of Community Care Services Program (CCSP) is to help seniors and the disabled remain in their homes and communities and avoid nursing home placement. The CCSP program year ended June 30th and a total of 867 unduplicated clients were served during the year. The CCSP program has served a total of 867 unduplicated clients.

COVID-19 and the Georgia State of Emergency continues for the frail elderly and disabled, so CCSP continues to do things a little different. The Department of Community Health instructed all case management agencies to not perform home visits for assessments and care plan reviews. All staff are continuing to do their required work but are doing it all via the phone. This means that the nurses are completing the annual reassessments and initial assessments by phone. The Care Coordinators are completing the client's 90-day care plan reviews via the phone as well. Phone calls are made to either the client or their caregiver. As with all care plan review and assessments, there is required paperwork that must be signed by the client/caregiver. Because the assessment/review is via the phone, verbal approval from the client/caregiver is required. Once the stay at home order is lifted for the frail elderly, CCSP will make home visits to get the necessary signatures. The CCSP program has purchased personal protection equipment (gloves, masks, sanitizer, shoe covers, etc.) for the staff to use once the program can make home visits again. Good news is that only 2 out of the 600 CCSP clients contracted the COVID-19 virus, and they have recovered and are now doing well.

The CCSP Care Coordinators also provide case management services for the Heart of GA Altamaha Area Agency on Aging. The staff completes the assessments which the state of Georgia requires for senior citizens to receive home delivered meals in the 17-county area.

Mrs. Steedley encouraged everyone to spread the word about how the Community Care Services Program (Elderly and Disabled Waiver Program) helps people in the community. (See entire CCSP report in the board packet.)

- **Community Services Program – Diane Rogers, Director**

Ms. Rogers, Community Services Program Director, reported the following:

Nutrition Program for the Elderly:

- ❖ Senior centers remain closed for congregate activities. Sites are delivering daily hot meals for all clients if that is their preference. Some clients pick up a hot meal daily, while others have chosen to receive bulk delivery of shelf-stable or frozen meals. Given the increase in the COVID-19 cases, a date has not been set to begin congregate services on-site. All congregate clients are receiving activity packets with word games, crossword puzzles, etc. when meals are delivered or picked up. Clients who chose to continue bulk meal delivery receive a minimum of 3 wellness check calls per week. Sites will begin virtual programming during July via conference calls or other platforms.
- ❖ Truist Bank awarded action pact \$10,000 that will be used to provide fresh produce for the seniors we serve in all 10 locations. Produce boxes will be provided twice for each senior between now and the end of the year.

LIHEAP:

- ❖ LIHEAP heating and cooling phases ended on June 30th with all funds expended.
- ❖ The LIHEAP CARES Program began July 1st with an allocation of \$2,300,213. Only households who have not received any form of LIHEAP assistance since 11/1/2019 are eligible to call for an appointment during July. Beginning August 1st, all other households may request an appointment if funding is still available. Ms. Rogers expects to provide more than 5,200 payments through this contract, bringing the total number of payments during fiscal year 2020 to over 16,000 totaling more than \$6,500,000 in payments to service providers.

Community Services:

- ❖ Staff will begin assisting households on August 1st with CSBG CARES funding. Assistance with housing, food, employment, and education will be provided for individuals who participate in case management services. Outreach emphasis is on identifying and enrolling individuals and families who have been affected by this pandemic.
- ❖ Bulloch County plans to allocate a portion of its CARES funding to action pact. Funds will be used to provide various types of emergency services (food, housing, etc.) and may also be used to

support the local food pantry and educational needs of public-school students.

- ❖ Healthcare Georgia awarded **action pact** \$15,000 to provide housing assistance to residents of Brantley, Pierce, and Ware Counties. Funds will be used to assist with past due rent/mortgage payments, deposits, and first month's rent.
(See the entire Community Services report in the board packet.)

- **Educational Talent Search Program - Carolyn Blackshear, ETS Director**

The Educational Talent Search Program is in the eleventh month of operation for the 2019-2020 program year and it will end on August 31, 2020. Despite the challenges of COVID-19, the ETS program is still able to reach all of its program goals and objectives for the 2019/2020 program year. The staff had to rethink ways in which they could continue to provide services to the ETS program participants, especially the senior students. The program staff began immediately dialoging with seniors through Facebook, cell phones, texting, and emailing them to complete their FAFSA applications. To date, the ETS program has served 1,043 eligible participants, 608 from the Reidsville area and 435 from the Waycross area.

The ETS Trio Program staff have been very busy in assisting senior students with financial aid completion. They have 314 seniors who have all graduated on time and received assistance in college admissions and financial aid requirements. 267 (85%) have completed their financial aid application process for the 2020 Fall Semester; 27 have started and 20 have not started the process. These seniors have been enrolled into the annual "Forgotten Summer" component which will encourage and assist each student to complete their FAFSA before the Fall term. Each student who completes this process by the end of the summer, will be given a free \$25 gift card.

At this time, all activities with STEM (Science, Technology, Engineering and Math) are still being done in a "Virtual Setting". Students are using Chromebooks at home, which were purchased with the STEM. The two STEM instructors have been in constant contact with the students through google meets, zoom conference, email, google classroom comments and phone calls. They have switched to online learning, and ETS purchased an online virtual Robotics course for the students to use throughout the summer. (See the entire Education Talent Search report in the board packet.)

- **Weatherization Program – Jeff Miller, Weatherization Director**

- ❖ The Georgia Environmental Finance Authority (GEFA) has informed all agencies that all altered funding sources has ended with the last billing cycle. Agencies would need to resume work, attend training, find other funding, and/or make staffing decisions at the local level that are best for the agency.

GEFA will start back conducting Training and Technical Assistance (T&TA) meetings monthly beginning in July.

- ❖ GEFA is also working on the new Audit Policy and Procedure manual regarding the 30% blower door reading as required by DOE (Department of Energy).
- ❖ GEFA and DOE are requiring all agencies to follow their submitted Personnel Protection Program as well as the CDC, state, and local guidance.
- ❖ GEFA will review Production and Spend on a regular basis and will become an agenda item for every T&TA call.
- ❖ Weatherization continues to streamline operations to be able to function under the current funding to allow for maximum amounts of program funds to assist the clients.

(See the entire Weatherization program report in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to accept all program reports. Michael Garvin made a motion. Rose Bailey seconded the motion. Leonard Burse, Jr. called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve all program reports.

H Grants/Awards – Bryan Singleton, Executive Director

Bryan Singleton, Executive Director, read and briefly explained the Grants/Awards listings provided in the Executive Board meeting packets. The grant total for the July 20, 2020 meeting was \$15,841,246.94.
(See the Grants/Awards listings in the board packet.)

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve all grants/awards. Rose Bailey made a motion. Anthony Simmons seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve all the grants/awards.

I. Executive Directors Report – Bryan Singleton

Mr. Singleton reported staff was excited to hear last week that Bulloch County will be allocating CARES Act funding, through the Coronavirus Relief Fund (CRF), to **action pact** to address direct needs of those impacted by COVID-19. CRF is under the CARES Act – The Coronavirus Aid, Relief, and Economic Security Act. It was passed in March by Congress to give resources to governments and businesses impacted by the COVID-19 pandemic. The State of Georgia received about \$4.1 billion, of which 45% or \$1.84 billion, can be transferred to local governments. The five Metro Atlanta counties have already

been allocated \$600 million, leaving a little more than \$1.2 billion for the remainder of the state. All Georgia counties and cities are eligible to apply and funds must be used by September 1, 2020 during Phase 1.

Action pact received the requested Paycheck Protection Program (PPP) loan on June 29, 2020 in the amount of \$1,840,222. The loan is to be used for payroll expenses, rent and/or utilities directly attributed to the impact of COVID-19. Six Head Start centers were recently closed, due to a lunchroom worker at Ware testing positive. As Ware provided meals for these centers, the decision was made to close out of an abundance of caution. The centers have now reopened, and the staff who were impacted were paid with PPP funds. The Ware lunchroom was disinfected with the Thermal Fog administered by A-1 Cleaning and Restoration. The four other lunchroom staff are currently serving the 14-day quarantine and being paid through the CARES Act Emergency Sick Leave. Mr. Singleton spoke directly with the Lead Epidemiologist at the Ware Department of Public Health, who stated that the transmission of COVID-19 through food is very low to no risk, and that we did much more than was necessary.

Mr. Singleton reported that the floor plan for the new Waycross Administrative/Ware Service Center building has been finalized. The renovation is expected to begin mid-August and the contractor, RH Tyson Construction, estimates the renovation to take about 4 months.

Mr. Singleton requested a sales price from Mr. Ronald Paulk, for the Reidsville Administration building. Mr. Paulk's offer to sell that building for \$350,000 is significantly over-priced. Mr. Singleton is looking at other options in the area. Mr. Bobby Kennedy, Tattnall County Board Member, is a tremendous help with this process. Currently, **action pact** is renting the building in Reidsville and will continue to do so until another facility is found.

The Candler County Board of Commissioners voted recently to sell the building currently home to the County's Seniors and the Sunshine House, a children's advocacy center. Mr. Singleton and Mr. William George, Candler County Board Member, met with the Commission Chair, Glyn Thrift, and the County Manager, Bryan Aasheim, and they were unwilling to reconsider or provide their Seniors with an alternate site. Mr. Singleton spoke recently to the mayor of Metter, Ed Boyd, and met with the Interim City Manager, Carter Crawford, who have graciously agreed to assist us in relocating to our current Head Start center located on Register Street in Metter. This will ultimately be a similar setup to the **action pact** facility in Appling County, where the seniors and children can interact.

Mr. Singleton reported that as the number of (COVID-19) cases in the **action pact** service area continues to increase, we will constantly monitor and be open to flexible schedules and flexibility in our processes for staff and clients. **Action pact** has been at the forefront of new and innovative service design, even when many of our funders have not had the systems and/or desire to support our flexibility. However, this will not deter us in our efforts!
(See entire Executive Director's report in the board packet.)

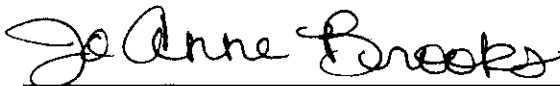
Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to accept the Executive Director's report. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Leonard Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to accept the Executive Director's report.

VII. ADJOURNMENT

With no further business to conduct, Leonard Burse, Jr., Executive Board Chairman, officially declared the meeting adjourned at 12:06 pm.



Gloria Paulk, Corporate Secretary



Jo Anne Brooks, Executive Assistant