

# EXECUTIVE BOARD MEETING

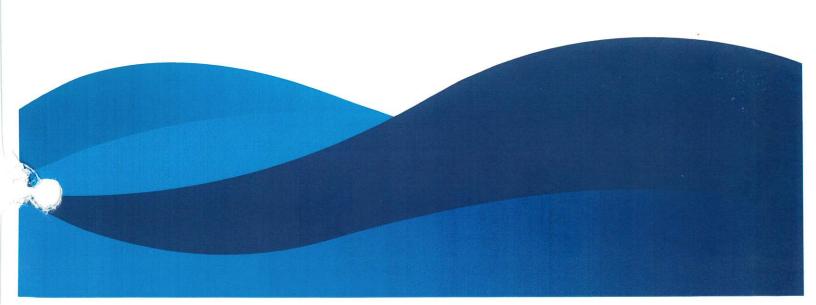
JANUARY 30, 2023 10:00 AM

# "SARAH'S IN THE CITY" RESTAURANT 1686 GOLDEN ISLES WEST BAXLEY, GA 31513

& CONFERENCE CALL

Call: +1 773-905-7086

Phone Conference ID: 821 102 590#





510 Tebeau Street PO Box 1965 Waycross, Georgia 31502 (912) 285-6083

Shelli Tyre

EXECUTIVE BOARD CHAIR Leonard Burse, Jr.

# FOR IMMEDIATE RELEASE PUBLIC SERVICE ANNOUNCEMENT

**CONTACT:** 

Jo Anne Brooks, Executive Assistant

DATE:

January 24, 2023

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EMAIL:

jabrooks@myactionpact.org

Notice of Executive Board Meeting of action pact

The Executive Board of action pact will meet Monday, January 30, 2023 at 10:00 am at "Sarah's in the City" Restaurant in Baxley, GA. This is located at 1686 Golden Isles West, Baxley, GA 31513.

Action pact is a non-profit community action agency deeply rooted in the promise of improving lives and communities. For over 50 years, we have worked alongside local partners and have become integral to the progress of individuals and the families we serve.

With action pact's help, our communities will be full of neighbors who can support their families, boost their education, solve setbacks, and contribute to their communities.

Action pact provides quality programs and services across more than 30 counties in Southeast Georgia. For more information, go to <a href="https://www.myactionpact.org">www.myactionpact.org</a>.



# EXECUTIVE BOARD MEETING

Monday, January 30, 2023 10:00 a.m.

**MEMBERS PRESENT:** 

**ROSE BAILEY** ETHELYN CREECH WALTER GIBSON

BOBBY KENNEDY KIM MORGAN

**ANTHONY SIMMONS** 

JAMES THOMAS, SR.

**CATHY BENTON** 

WILLIAM GEORGE **MICHAEL-ANGELO JAMES** 

SYNITA MATHIS **GLORIA PAULK** 

TINA SMITH

**CLARENCE WASHINGTON** 

MEMBERS NOT PRESENT:

MICHAEL GARVIN

LINDA MCDUFFIE

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: LEONARD BURSE, JR.

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT:

**JAMES GANDY** 

**OTHERS PRESENT:** 

SHELLI TYRE **ELENA RYALS** 

DEWAYNE MCCURDY **SONJA EASON HUEY SPEARMAN** JO ANNE BROOKS

HAYLEY STEPHENS AMANDA LANKFORD LINDA STEEDLEY **DIANE ROGERS** MIKE MAHLUM

- I. CALL TO ORDER: Synita Mathis, Executive Board Vice-Chairman, called the action pact Executive Board meeting to order at 10:08 am at "Sarah's in the City" restaurant in Baxley, Georgia.
- II. **INVOCATION:** Mr. William George, Executive Board member representing Candler County, gave an invocation prayer to start the meeting.
- III. ROLL CALL: Gloria Paulk took the roll call. A quorum was established with a combined total of 14 Executive Board members. (See attached roll call copy.)
- IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Mr. Clarence Washington made a comment that in the November 18, 2022 minutes a correction needed to be made. Under Old Business, A. Approve Extension of Board Members Service Terms from 10/31/22 to 10/31/2025 – it says:

"Clarence Washington stated the action pact agency needs to get someone engaged and active on the Executive Board from Bacon County, to replace Mr. Sam Edgar."

Mr. Washington commented he had not said that sentence, but Synita Mathis did say it.

Ms. Mathis agreed that she did say that <u>comment</u>. Mr. Washington agreed he had made a <u>motion</u> to deny the extension of Sam Edgar's Board Member Service Term.

Synita Mathis entertained for a motion for approval of today's agenda of Monday, January 30, 2023, to correct the above statement in the Board minutes of November 18, 2022 and requested approval of the minutes from the Called Executive Board meeting of December 5, 2022. James Thomas made a motion. Rose Bailey seconded the motion. All in favor said aye, and there were none opposing. The motion was carried to approve today's agenda, the correction in the minutes from the November 18 2022 Executive Board meeting and the December 5, 2022 Executive Board meeting.

# V. OLD BUSINESS:

A. Board Members Resignation & 1 Recommendation – Shelli Tyre, ED
Dr. Tyre reported that two Executive Board members had recently resigned –
Sam Edgar (Bacon County – Private Sector) and William George (Candler County – Public Sector).

Dr. Tyre also read a letter from the Board of Commissions of Candler County in regard to Mr. William George's resignation from the action pact Executive Board. The Commissioners said in the letter they had a unanimous decision to appoint Mr. Marcus McCray to serve on the action pact Executive Board upon the resignation of Mr. George.

Synita Mathis entertained for a motion to approve the resignation of William George from the action pact Executive Board, representing Candler County, Public Sector. Tina Smith made a motion. James Thomas seconded the motion. All in favor said aye, and there were none opposing. The motion was carried to approve the resignation of Mr. William George from the action pact Executive Board.

Synita Mathis then entertained for a motion to approve Mr. Marcus McCray as the Candler County – Public Sector representative on the action pact Executive Board. Walter Gibson made a motion. James Thomas seconded the motion. All in favor said aye, and there was none opposing. The motion was carried to approve Mr. Marcus McCray as the representative from Candler County.

## VI. NEW BUSINESS:

# A. STAR Board Members for 2022 – Shelli Tyre, Executive Director

Dr. Shelli Tyre, Executive Director, recognized the following Executive Board members for their achievement of the STAR Board members' status:

- Rose Bailey, Charlton County ONE STAR
- Tina Smith, Clinch County ONE STAR
- Clarence Washington, Pierce County FOUR STARS
- William George, Candler County FIVE STARS

Dr. Tyre congratulated each one on their hard work and achievement of earning these Executive Board Members' STAR Awards. She commented that Mr.

William George has earned a STAR award every year since the STAR Board program began!

She also encouraged all board members to read and complete the tasks in their blue STAR Board books in this coming year, so that they may also achieve STAR Board status. This program was designed for the Executive Board members to more fully understand action pact and to actively participate in representing the agency.

S – Support – Show your support for action pact through giving.

T – Train – Participate in at least one annual agency Training Opportunity

A – Act – Show your Spirit of Community Action by volunteering or serving in an action pact program.

R - Represent - Represent action pact at one event in your community.

# B. Board Committees - Shelli Tyre, Executive Director

Dr. Tyre passed out information sheets regarding the Committees of the Executive Board and the proposed membership on each committee.

The Standing Committees are: Executive Committee, Finance/Audit Committee, Human Resources Committee, Planning and Fundraising Committee, and the Program Committee.

The Ad-Hoc Committees are: Transition Committee and Strategic Planning Committee. (See Board Packet for information sheets regarding these committees.)

Dr. Tyre also handed out sample name tags for the Executive Board members to get their feedback on their choice. The majority of the board selected the silver name tags. Dr. Tyre will put in an order for those nametags.

# C. Head Start Program Report – Amanda Lankford, Head Start Director Mrs. Lankford reported on the November and December Policy Council documents, monthly statistical and programmatic information, financial reports, credit card expenditures, the Information from the Office of Head Start, Enrollment and Recruitment Updates and Program Update.

The WEX credit card in October was \$2,248.28 and in November was \$2,499.57. The VISA credit card in October was \$18,212.50 and in November was \$12,094.63.

The current enrollment as of 1/18/2023: Head Start 546 & Early Head Start 224. The Head Start department plans to open the last Early Head Start classroom that has been closed the week of January 23, 2023. All Head Start classrooms are open. Melody Henderson, the new Family Services Specialist, has been working hard to accept new children and monitor applications. The Head Start program is working toward full enrollment.

Synita Mathis entertained for a motion to approve the Head Start report as given by Amanda Lankford, Head Start Director. Walter Gibson made a motion. William George seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Head Start report. (See the entire Head Start report in the board packet.)

# D. Human Resources Report - Sonja Eason, Human Resources Director

Mrs. Eason reported on the Health and Wellness of action pact. There was a total of 16 total consults to RelyMD from 12/1/22 - 12/31/22. The average call back time was 6 minutes. "Freshbenies" is now replacing Rely MD as the telemedicine provider. Staff are being sent sign-up information in company emails. Freshbenies offers more services, including a mental health component.

An agency "Chug A Jug Challenge" was completed and cash prizes were awarded. "25 Day of Fitness" was also completed and cash prizes awarded. The next upcoming challenge is "Strive for Five" fruit & vegetables each day.

<u>Human Resources Metrics:</u> Total Employees – 386; Full time - 341; Part-time - 15; Limited Services – 16; Temporary – 14. New hires – 12 and Terminations – 9. The Empower Retirement Plan currently has \$7,713,024.00.

Synita Mathis entertained for a motion to accept the Human Resources report as given by Sonja Eason. Anthony Simmons made a motion to accept the report. Walter Gibson seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye and the motion was carried to approve the Human Resources report. (See entire HR report in the board packet.)

# E. Fiscal Report - Hayley Stephens, Fiscal Director

Ms. Stephens reported the Fiscal department is continuing to hold monthly budget meetings with each program director. Each grant is currently operating within the approved budget.

The fiscal team is making final year-end adjustments and will spend the next severval weeks preparing the financial statements, notes, and other supporting audit schedules. The auditors will be onsite at the Waycross office the week of March 27<sup>th</sup>.

Synita Mathis entertained for a motion to accept the Fiscal report. William George made a motion. Cathy Benton seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried. (See entire Fiscal Report in the board packet.)

# F. Information Technology Report - Joey Wilkes, IT Director

Joey Wilkes, IT Director, gave the Information Technology report.

- Indirect Computer Refresh. All computers over 4 years old were replaced in the Indirect department. All new computers are laptops to ensure we have the ability to work from home, in case of a lockdown or natural disaster.
- KnowB4 Cyber Penetration Testing ongoing. (Results are better than industry standard.) There is lots of hacking going on everywhere. Action pact is lucky that we have had no incidents so far.
- Single Point of Entry ongoing, with a slight pivot. Plans are to move forward with Easy Trak. (Probably not the final product, but a start.)
- Plans to deploy "Unite Us" in the Head Start Program. Unite Us is a community organization that the military uses too. It is a resource guide to help our clients.
- Cisco Umbrella review and renewal started for a three-year term. This is the cloud security for the action pact agency.

Synita Mathis entertained for a motion to accept the Information Technology report. Walter Gibson made a motion. Rose Bailey seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to accept the Information Technology report. (See entire Information Technology report in the board packet.)

# G. Development Report - Elena Ryals, Development Director

Elena Ryals, Development Director, reported on the following:

# **Upcoming** grant submissions:

- United Way of Appling County (for Senior Center)
- United Way of Southeast Georgia Bulloch
- Reading is Fundamental (RIF) Head Start service area for Literacy. (Information regarding this will be sent out to the Executive Board)
- Senior Hunger Innovation Grants Pierce Senior Center; this grant will be for seniors not being served, to help them get fresh, nutritious food.

<u>Transportation Project Update</u>: Information is needed from the community to see if action pact's Transportation Project is viable. Only GED students now. The data does <u>not</u> support a Transportation Program. Action pact will look further into any other Transportation Programs.

<u>United Way Partner Update</u>: There is a new division of counties now in the United Way.

<u>Engagement Plan</u> – The goal of this plan is to increase awareness of the work that action pact does. To increase the awareness of why our work is needed. To increase support (monetary, time, and advocacy) for the work of action pact.

In March 2023, there will be increased Social Media Activity/Channels, Staff Spotlights and Comprehensive Donor Recognition. (Handout regarding the Engagement Plan was passed out to the Board Members.)

Synita Mathis entertained for a motion to accept the Development report. Tina Smith made a motion. Rose Bailey seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to accept the Development report. (See entire Development report in the board packet.)

# H. Program Reports

Community Care Services Program – Linda Steedley, CCSP Director The Federal Public Emergency Health Order has been extended through March 30, 2023, for the frail elderly, so CCSP is not required to make home visits. The order will be reviewed at that time and a decision will be made to either end the order or extend it another 90 days.

James Thomas, Board member from Wayne County, asked about "Heart of Georgia" CCSP. Linda replied that the Heart of Georgia does a really good job. The CCSP clients make the decision on who they go with. Heart of Georgia is smaller in area and they just don't have a large population, so their CCSP services are also small. Action pact has a good relationship with Heart of Georgia and Altamaha Area on Aging. Coastal is also small, but they include Savannah. The Southern Counties have the largest population areas.

The CCSP department has joined with the Weatherization program to help their clients' needing ramps. CCSP purchases the supplies and pays the weatherization staff's time to build the ramps. The Weatherization staff has built 2 ramps so far, and repaired another one for a client. The clients are ecstatic about being able to leave their home safely.

# **Community Services** – Diane Rogers, Community Services Director

- Nutrition Program for the Elderly (NPE) The City of Vidalia has agreed to make the necessary changes to the kitchen at the Toombs County Senior Center so meals can be cooked there. Georgia Power, Altamaha EMC and Truist Bank will donate money for new equipment and changes for the new kitchen.
- Community Services 687 direct benefit payments totaling \$584,038 were made during fiscal year 2022 which ended on September 30<sup>th</sup> (CSBG CARES, Okfenokee Rural EMC, Project Share, etc.). This total represents crisis intervention payment to prevent loss of housing and/or basic service, employment support, education support, childcare, and transportation assistance.
- Beginning March 1<sup>st</sup>, Service Centers will be open to clients from 8:00 am until 2:30 pm Monday through Friday.

- Low-Income Home Energy Assistance Program (LIHEAP) 3,862 households have received almost \$2,000,000 in Energy Assistance payments since November 1, 2022, which represents 75% of the heating allocation. Additional funding is expected soon, and when received, additional appointment slots will be opened up.
- Low-Income Home Water Assistance Program (LIHWAP) 1,092 households have received water assistance since November 1, 2022. The program will end permanently on March 31, 2023, as Congress did not pass the Water Assistance Program.
- State Health Insurance Assistance Program (SHIP) The SHIP Program, formerly known as GeorgiaCares, offers assistance to Medicare-eligible individuals in 35 counties with selecting prescription plans.

<u>Educational Talent Search Program</u> – Carolyn Blackshear, ETS Director (Ms. Blackshear was unable to attend this meeting. Her report is read only.)

<u>Weatherization Program</u> – Dr. Shelli Tyre introduced the new action pact Weatherization Program Director – Mr. DeWayne McCurdy. He has been a part of the Weatherization Department since 2010. He stated that he knows the field side of Weatherization, and now is learning the administration side of it. The Weatherization department is interested in hiring additional Weatherization technicians and a Weatherization clerk.

Cathy Benton, Board member from Toombs County, asked what were the qualifications needed to be hired? Mr. McCurdy replied that experience in construction would be good. The job requires working in tight spaces, being with bugs, and dirt! The Weatherization Techs would be trained, once hired.

Synita Mathis, Executive Board Vice Chair entertained for a motion to approve all the program reports. Cathy Benson made a motion. Rose Bailey seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the program reports. (See program reports in the board packet.)

# I. Grants/Awards – Shelli Tyre, Executive Director

Shelli Tyre, Executive Director read and briefly explained the Grants/Awards listing provided in the Executive Board meeting packet. The grants total for the January 30, 2023 meeting was \$1,416,780.62. (See Grants/Awards listings in the board packet.)

Synita Mathis, Executive Board Vice Chair, entertained for a motion to approve the Grants/Awards. Walter Gibson made a motion. James Thomas seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Grants/Awards.

# J. Executive Directors Report - Shelli Tyre, Executive Director

Shelli Tyre, Executive Director, reported on the following:

- 2023 Dashboard with January data, distributed to all Board members.
- Strategic Plan, will begin that process for 2023-2025. Committee members will include staff, board members and community.
- Policy Updates: Expense Reimbursement Travel & Automobile Usage
- Wage Scale Project consistency has been ensured on the agency wages
- CASA Update Anna Wall, CASA Director, resigned. The agency is going forward to replace her and maintain the CASA program.
- Operations Director Needs to be hired, since that position is empty. Historically, the agency has had a support position to assist the Executive Director. Likewise, agencies throughout the state also have support positions in place to assist their Executive Directors. There continues to be a need for the position within the agency to allow the business of the agency to continue, as it has been operating in a diminished capacity since July 1<sup>st</sup> when Dr. Tyre was named Interim Executive Director.

## K. Executive Session

Synita Mathis, Executive Board Vice Chair, entertained for a motion to go into an Executive Session for personnel. William George made a motion. James Thomas seconded the motion. Mrs. Mathis called for discussion. Hearing none she called for a vote. All in favor said aye, and the motion was carried to go into Executive Session at 11:40 am.

All action pact staff exited the room, and the Executive Board began the Executive Session.

Synita Mathis entertained for a motion to come back into a regular session of the meeting. Clarence Washington made a motion. Cathy Benton seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to return to the regular session of the Executive Board meeting at 12:30 pm.

Synita Mathis entertained for a motion to approve the Executive Director's report on all points except the hiring of an Operations Director. Cathy Benton made a motion. Anthony Simmons seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Executive Director's report, on all points, except the hiring of an Operations Director.

# VII. Adjournment

Synita Mathis, Executive Board Vice Chair, entertained for a motion to adjourn this Executive Board meeting. Walter Gibson made a motion. James Thomas seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to adjourn the Executive Board meeting at 12:33 pm. Mr. James Thomas blessed the food.

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant



# **BOARD MEMBERS**

# SIGN-IN SHEET

MEETING: EX	XECUTIVE BOARD MEET	ING
DATE:JANUARY 30, 202	3 TIME:	10:00 A.M.
LOCATION: SAR	AH'S IN THE CITY RESTA	AURANT
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# NON-BOARD MEMBERS SIGN-IN SHEET

MEETING:	EXECUTIVE	E BOARD MEET	TING	
DATE:	JANUARY 30, 2023	TIME:	10:00 A.M.	
LOCATION	N: SARAH'S IN T	HE CITY REST	AURANT	
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# **EXECUTIVE BOARD MEETING**

# Sarah's in the City Restaurant 1686 Golden Isles West Baxley, GA 31513 & Conference Call

# Monday, January 30, 2023 10:00 a.m. – 11:00 a.m.

I.	CAL	L TO ORDER	Synita Mathis, Executive Board Vice-Chair
II.	INV	OCATION	
III.	ROL	L CALL (Establishment of Quorum)	Gloria Paulk, Executive Board Secretary
IV.	APP	ROVAL OF AGENDA & BOARD MIN	TUTESSynita Mathis, Executive Board Vice-Chair
		Executive Board Meeting Minutes – I	November 18, 2022 & December 5, 2022
V.	OLD	BUSINESS	
	<b>A.</b>	Board Members Resignations & 1 Re	commendationShelli Tyre, Executive Director
VI.	NEW	BUSINESS	
)	A.	STAR Board Members for 2022	Shelli Tyre, Executive Director
	В.	Board Committees	Shelli Tyre, Executive Director
	C.	Head Start Program Report	Amanda Lankford, Head Start Director
	D.	Human Resources Report	
	E.	Fiscal Report	
	F.	Information Technology Report	Joey Wilkes, Information Technology Director
	G.	Development Report	Elena Ryals, Development Director
	Н.	Program Reports	Program Directors
	I.	Grants/Awards	Shelli Tyre, Executive Director
	J.	Executive Director's Report	
	K	Executive Session (if needed)	Synita Mathis, Executive Board Vice-Chair
	L.	Discussion of Executive Director Posi	tionSynita Mathis, Executive Board Vice-Chair
VII.	ADJ	OURNMENT	Synita Mathis, Executive Board Vice-Chair



# BOARD APPROVAL ON THE MINUTES FROM THE EXECUTIVE BOARD MEETINGS

OF

NOVEMBER 18, 2022 AND DECEMBER 5, 2022





## EXECUTIVE BOARD MEETING

Friday, November 18, 2022 10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY

ETHELYN CREECH

WILLIAM GEORGE

MICHAEL-ANGELO JAMES

SYNITA MATHIS KIM MORGAN

TINA SMITH

CATHY BENTON

MICHAEL GARVIN

WALTER GIBSON

**BOBBY KENNEDY** 

LINDA MCDUFFIE

GLORIA PAULK

**CLARENCE WASHINGTON** 

MEMBERS NOT PRESENT:

SAM EDGAR

**ANTHONY SIMMONS** 

JAMES THOMAS, SR.

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: LEONARD BURSE, JR.

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT:

JAMES GANDY

OTHERS PRESENT:

SHELLI TYRE

**ELENA RYALS** 

JEFFREY MILLER

JO ANNE BROOKS **HUEY SPEARMAN** 

HAYLEY STEPHENS

AMANDA LANKFORD

LINDA STEEDLEY

SONJA EASON

MIKE MAHLUM

- I. CALL TO ORDER: Synita Mathis, Executive Board Vice-Chairman, called the action pact Executive Board meeting to order at 10:07 am at the Vidalia Community Center. 107 Old Airport Road in Vidalia, Georgia.
- II. **INVOCATION:** Mr. Walter Gibson, Executive Board member representing Bulloch County, gave an invocation prayer to start the meeting.
- ROLL CALL: Jo Anne Brooks, Executive Assistant, took the roll call. A quorum was III. established with a combined total of 14 Executive Board members. (See attached roll call copy.)
- IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Synita Mathis entertained for a motion for approval of today's agenda and also the minutes from the September 19, 2022 Executive Board meeting. Cathy Benton made a motion. Kim Morgan seconded the motion. All in favor said aye, and there were none opposing. The motion was carried to approve today's agenda and the minutes from the September 19, 2022 Executive Board meeting.

### V. OLD BUSINESS:

- A. Approve Extension of Board Members Service Terms
  - from 10/31/22 to 10/31/2025
  - Sam Edgar, Anthony Simmons & James Thomas, Sr.

Clarence Washington stated the action pact agency needs to get someone engaged and active on the Executive Board from Bacon County, to replace Mr. Sam Edgar. Mr. Edgar has not been able to attend any Executive Board meetings in 2022, because he is always in court on Mondays.

Synita Mathis entertained for a motion to deny the extension of Sam Edgar's Board Member Service Term. Clarence Washington made a motion. Michael Garvin seconded the motion. Mrs. Mathis called for a vote. All in favor said aye, and the motion was passed to deny the extension of Mr. Sam Edgar's term.

Synita Mathis entertained for a motion to approve the extensions of Board Members Service Terms for Anthony Simmons and James Thomas, Sr.- for three additional years, until 10/31/2025. Cathy Benton made a motion. Kim Morgan seconded the motion. Mrs. Mathis called for a vote. All in favor said aye, and the motion was passed to extend the Board service terms for three more years until 10/31/2025 for Anthony Simmons and James Thomas, Sr.

# VI. NEW BUSINESS:

- A. Transition Committee Report Clarence Washington, Jr.

  Mr. Washington reported the Transition Committee interviewed finalists for the Executive Director's position. Dr. Shelli Tyre was the sole finalist.
- B. Executive Board Meeting Schedule for 2023 Shelli Tyre, Interim ED Dr. Tyre referenced the 2023 Executive Board Meeting Schedule in the board packet. All meetings are tentatively scheduled to be held at "Sarah's in the City" restaurant in Baxley, since it is centrally located in the many action pact counties; however meeting locations may be changed to action pact centers if the Board desires.

Synita Mathis entertained for a motion to accept the 2023 Executive Board Meeting Schedule. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Mrs. Mathis called for a vote. All in favor said aye, and the motion was carried to accept the 2023 Executive Board Meeting schedule. (See the 2023 Executive Board Meeting schedule in the board packet.)

C. Head Start Program Report – Amanda Lankford, Head Start Director
Mrs. Lankford reported on the September & October Policy Council documents,
monthly statistical and programmatic information, financial reports, credit card
expenditures, the Information from the Office of Head Start, Enrollment and
Recruitment Updates and Program Update.

The WEX credit card in August was \$3,096.05 and in September was \$2,644.68. The VISA credit card in August was \$20,105.01 and in September was \$5,653.81.

The current enrollment as of 10/31/22: Head Start 523 & Early Head Start 228. Head Start currently has 33 staff vacancies. The HS program was able to open a classroom in Hazzard Hill and accept 8 new EHS students.

Synita Mathis entertained for a motion to approve the Head Start report as given by Amanda Lankford, Head Start Director. Michael-Angelo James made a motion. Walter Gibson seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Head Start report.

Mrs. Lankford also stated she needs board approval on a couple of additional items for the Head Start department.

The first item was concerning the Selection Criteria ERSEA Grid.

- 1) Children who receive SNAP benefits are categorically eligible for Head Start.
- 2) Children with a diagnosed disability, but not eligible for an IEP/IFSP will receive 150 points.
- 3) Employment and in school or training was broken down into two separate categories for single parent and two parent families.

Synita Mathis entertained for a motion to approve the above mentioned items for the Selection Criteria ERSEA Grid, as reported by Amanda Lankford. Kim Morgan made a motion. Michael-Angelo James seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the additional items for the Selection Criteria ERSEA Grid.

The second item needing board approval was a request for Teacher Waivers. Mrs. Lankford requested approval on Teacher Waivers for Taneisha Riles at Coffee Head Start, Kelci Robinson at Toombs Head Start and Stephanie Wright at Bacon Head Start. The Head Start Teacher positions have been advertised several times, for these Head Start facilities, with no qualified applicants. The proposed staff would be put on a Professional Development Plan with the expectation of completing their degrees.

Synita Mathis entertained for a motion to approve the Teacher Waivers needed for the Head Start vacancies. Clarence Washington made a motion. Walter Gibson seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Teacher Waivers needed for the Head Start Teacher vacancies. (See the entire Head Start report in the board packet.)

D. Human Resources Report – Sonja Eason, Human Resources Director Mrs. Eason reported on the Health and Wellness of action pact. There was a total of 33 total consults to RelyMD from 9/19/22 – 11/3/22. The average call back time was 10 minutes.

<u>Human Resources Metrics</u>: 347 Full time; 11 Part-time; New hires – 33; and Terminations – 5. The Retirement Plan currently has \$7,196,470.00. Synita Mathis entertained for a motion to accept the Human Resources report as given by Sonja Eason. Michael Garvin made a motion to accept the report. Cathy Benton seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye and the motion was carried to approve the Human Resources report. (See entire HR report in the board packet.)

# E. Fiscal Report - Hayley Stephens, Fiscal Director

Ms. Stephens reported the Fiscal department is continuing to hold monthly budget meetings with each program director. Each grant is currently operating within the approved budget.

The fiscal year ended October 31<sup>st</sup> and the next few months will be spent closing out the fiscal year and preparing for the audit. The action pact agency audit will be completed by McNair, McLemore, Middlebrooks & Co.

Synita Mathis entertained for a motion to accept the Fiscal report. Michael-Angelo James made a motion. Ethelyn Creech seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried. (See entire Fiscal Report in the board packet.)

- F. Information Technology Report Joey Wilkes, IT Director Joey Wilkes, IT Director, gave the Information Technology report.
  - CCSP & Head Start Phone Refresh. All smart phones were replaced in Head Start and CCSP. Malwarebytes Security was installed on each new phone to help protect against Phishing.
  - Indirect Computer Refresh. All computers over 4 years old were replaced in the Indirect department. All new computers are laptops to ensure we have the ability to work from home, in case of a lockdown or natural disaster.
  - KnowB4 Cyber Penetration Testing ongoing.
  - Service Innovation Team (Single Point of Entry) DAS ongoing. We are moving forward with the Single Point of Entry testing the Unite Us program in Head Start and CASA.

Synita Mathis entertained for a motion to accept the Information Technology report. Michael-Angelo James made a motion. Michael Garvin seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to accept the Information Technology report. (See entire Information Technology report in the board packet.)

G. Development Report – Elena Ryals, Development Director Elena Ryals, Development Director, reported on the following:

# Upcoming grant submissions:

- Hospital Authority of Bulloch County financial support for the Home Delivered Meal clients in Bulloch County.
- Rayonier Advanced Materials Foundation financial support for the Wayne County Senior Center.
- United Way of Montgomery, Toombs, and Wheeler Counties financial support for the Toombs County Senior Center.
- JAMS Foundation Association for Conflict Resolution for Students and Youth funding for projects that increase resiliency skills in children using conflict resolution education and training to increase their ability to cope with crisis, stress, and lack of hope for the future.

<u>Transportation Project Update</u>: Our current funding for transportation will end with the calendar year. We have decided against pursuing funding for a third phase with NCMM at this time. This decision is based on several factors, including current consistent ridership, lack of committed additional vehicles, and an anticipated increase in operation costs that will come with a program expansion. We are continuing to work with Coastal Pines Technical College, to determine if we can continue providing student transportation, as we are currently doing, or on a possible smaller scale.

<u>DCA Homelessness Program Update</u>: Our contract with DCA ended with the federal fiscal year on September 30<sup>th</sup>. We successfully completed close-out activities required from the funder.

Synita Mathis entertained for a motion to accept the Development report. Michael Garvin made a motion. Rose Bailey seconded the motion. Ms. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to accept the Development report. (See entire Development Report in the board packet.)

# H. Program Reports

Program reports were provided to all board members in the board packets.

Synita Mathis, Executive Board Vice Chair entertained for a motion to approve all the program reports. Michael- Angelo James made a motion. Rose Bailey seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the program reports. (See program reports in the board packet.)

I. Grants/Awards – Shelli Tyre, Executive Director (Interim)
Shelli Tyre, Executive Director (Interim), read and briefly explained the Grants/Awards listing provided in the Executive Board meeting packet.
The grants total for the November 18, 2022, meeting was \$856,120.44.

(See Grants/Awards listings in the board packet.)

Synita Mathis, Executive Board Vice Chair, entertained for a motion to approve the Grants/Awards. Cathy Benton made a motion. Ethelyn Creech seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Grants/Awards.

# J. Executive Directors Report – Dr. Shelli Tyre, Executive Director (Interim)

Shelli Tyre, Executive Director (Interim), reported on the Strategic Plan. Two of the three listed goals of the Strategic Plan have been completed. The third goal, single point of entry, is ongoing, with a pilot scheduled in the upcoming months. A new Strategic Plan will be developed for 2023-2025.

Dr. Tyre had the FY22 Dashboard information sheets handed out to the Executive Board members.

# Agency Updates

- Staff Incentive
- Coffee County CDBG
- Wayne County CDBG
- Wayne County Incident

# **Upcoming Events**

- Waycross Christmas Festival December 10<sup>th</sup>
- STAR Board Member completions due by December 31st
- Next Executive Board meeting Monday, January 23<sup>rd</sup> at "Sarah's in the City" in Baxley.

(See the entire Interim Executive Director's report & Dashboard in the board packet.)

Synita Mathis, Executive Board Vice Chair, entertained for a motion to approve the Interim Executive Director's report. Michael-Angelo James made a motion. Michael Garvin seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Interim Executive Director's report.

# K. Executive Session

Synita Mathis, Executive Board Vice Chair, entertained for a motion for the Executive Board to go into an Executive Session to discuss personnel. Michael Garvin made a motion. Michael-Angelo James seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to approve the Executive Session.

All action pact staff exited the room, and the Executive Board began the Executive Session. The Executive Board members had a discussion of employment for the Executive Director position. (Item L. on the agenda)

Synita Mathis entertained for a motion to come back into a regular session of the meeting. Michael-Angelo James made a motion. Michael Garvin seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to return to the regular session of the Executive Board meeting.

No action was taken following the Executive Session.

# VII. Adjournment

Synita Mathis, Executive Board Vice Chair, entertained for a motion to adjourn this Executive Board meeting. Michael Garvin made a motion. Michael-Angelo James seconded the motion. Mrs. Mathis called for discussion. Hearing none, she called for a vote. All in favor said aye, and the motion was carried to adjourn the Executive Board meeting at 11:27 am.

Everyone was invited to stay for the action pact "2022 Annual Meeting" event in the next room and to eat the delicious luncheon buffet prepared by the "Dream Center" catering group from Vidalia.

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant



## EXECUTIVE BOARD MEETING

Monday, December 5, 2022 2:00 pm

MEMBERS PRESENT:

ROSE BAILEY SAM EDGAR WILLIAM GEORGE BOBBY KENNEDY LINDA MCDUFFIE GLORIA PAULK

CATHY BENTON MICHAEL GARVIN WALTER GIBSON SYNITA MATHIS KIM MORGAN **ANTHONY SIMMONS** 

TINA SMITH JAMES THOMAS, SR.

CLARENCE WASHINGTON

# MEMBERS NOT PRESENT:

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: LEONARD BURSE, JR.

ETHELYN CREECH MICHAEL-ANGELO JAMES

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: JAMES GANDY

OTHERS PRESENT:

SHELLI TYRE AMANDA LANKFORD LINDA STEEDLEY SONJA EASON

HAYLEY STEPHENS JEFFREY MILLER JO ANNE BROOKS **HUEY SPEARMAN** 

ATTICUS HAMMOCK

- I. CALL TO ORDER: Synita Mathis, Executive Board Vice-Chairman, called the action pact Executive Board meeting to order at 2:04 pm at the Appling County Service Center, 22 Jr. High Drive, Baxley, Georgia 31513.
- II. **INVOCATION:** Mr. Bobby Kennedy, Executive Board member representing Tattnall County, gave an invocation prayer to start the meeting.
- III. ROLL CALL: Jo Anne Brooks, Executive Assistant, took the roll call. A quorum was established with a combined total of 15 Executive Board members. (See attached roll call copy.)

#### IV. APPROVAL OF AGENDA:

Synita Mathis entertained for a motion for approval of today's agenda. Kim Morgan made a motion. Rose Bailey seconded the motion. All in favor said aye, and there were none opposing. The motion was carried to approve today's agenda.

## V. NEW BUSINESS:

A. INTERIM EXECUTIVE DIRECTOR UPDATES – Dr. Shelli Tyre Dr. Shelli Tyre presented a Power Point slide show titled "Executive Board Update – December 5, 2022".

Dr. Tyre expressed her appreciation for the opportunity to give an update to the Executive Board on the action pact agency. She stated that regular board meetings provide a snapshot of what's happening, but rarely time to include long-term plans. Dr. Tyre set some agency goals back in July and updated the board on the progress and next steps for each one.

When given the opportunity to serve in the Interim role back in July, the first thing that Dr. Tyre did was spend time talking with Directors and staff. Going into those conversations, she had her own ideas of some things that needed to be areas of concentration, but she felt it is always important to get insights from others as well.

Her conversations revealed three recurring themes of GOALS:

- A. Build/strengthen relationships
- B. Increase agency stability
- C. Establish model for continuous improvement

Taking each goal and the information Dr. Tyre gleaned from the conversations and her own insights, she established several objectives to achieve each goal.

Shelli Tyre then briefly shared those objectives and progress since July, on the following goals:

# A. Build/Strengthen Relationships Goal.

- 1. Be visible within centers and communities.
  - Dr. Tyre has heard loud and clear from all staff at all levels.
  - She made 43 site visits in the action pact agency since July
  - She visited 80% of the centers, and not just action pact centers
  - Reactivating the agency's participation in GCAA. There was a GCAA
     Conference in July 2022 action pact workshop presenters, all
     evaluations reflected scores of good/very good
  - Plans to be active on the GCAA Board attending a GCAA Board meeting later this week
- 2. Communicate effectively and regularly with all stakeholders.
  - Dr. Tyre implemented "News You Can Use" with all staff and Board
  - Monthly Leadership Team meetings with Director
  - Communication with Executive Board Chair no surprises
- 3. Increase sense of trust amongst stakeholders.
  - Visits and Feedback will help achieve this objective

- Recognition & appreciation (personal goal of at least once per week)
- Goal to come Executive Director's Advisory Council to ensure that voices from all departments, communities, and levels are heard.

# B. Increase Agency Stability Goal

# 1. Grow unrestricted balance.

- Program self-sufficiency; creative re-design
- Explore fee for service opportunities
- Targeted annual development plan

# 2. Re-assess building liability

- Directly related to #1
- Currently spending approximately \$8k/month from unrestricted to pay mortgage
- Raised approximately \$68k last year
- Do the math
- Have some possibilities, but need to discuss move sooner than later

# 3. Engage Board and Staff

- Goes back to strong, trusting relationships
- Growing leaders (STARS, Advisory Council, engaging staff)
- Growing Board (input on training, committee service, by-laws, policies, new members, etc.)

# C. Establish Model for Continuous Improvement

- The agency has been around for 50+ years and is a solid organization ...but there is room for improvement
- If you are not growing, you're dying
- Dr. Tyre is a believer in goals...they make you stretch. Like a rubber band, organizational goals are useless unless they are forced to stretch.
- With Board and staff help, Dr. Tyre wants us to establish organizational, programmatic, and individual staff goals.
- When we all stretch and pull in the same direction: It builds success...builds relationships & trust...builds stronger agency.

Dr. Shelli Tyre stated this is a brief summary of where we've been, what we are currently engaged in, and where we are going.

It creates great excitement for her to know the sky is the limit for action pact and that brighter days are ahead.

Dr. Tyre stated she appreciated the opportunity to share some vision with you today and was happy to answer any questions the board may have. There were no questions from the Executive Board members.

# B. EXECUTIVE SESSION - Synita Mathis, Executive Board Vice-Chair

Synita Mathis entertained for a motion for the Board to go into Executive Session for Personnel reasons at 2:24 pm. Cathy Benton made a motion. Anthony Simmons seconded the motion. All in favor said aye, and there were none opposing. The motion was carried for the board to go into Executive Session. All action pact agency staff exited the room.

Dr. Shelli Tyre was asked to return to the meeting room at 2:47 pm to answer some questions from the Executive Board. She then exited the room, for the Executive Board to resume the Executive Session.

Synita Mathis entertained for a motion to exit the Executive Session and return to the regular Executive Board meeting. Bobby Kennedy made a motion. Cathy Benton seconded the motion. All in favor said aye, and there were none opposing. Action pact agency staff were invited to re-join the meeting at 3:20 pm.

# VI. EMPLOYMENT OF EXECUTIVE DIRECTOR - Synita Mathis, Exec. Vice-Chair

Synita Mathis welcomed back the staff of action pact into the Executive Board meeting.

Mrs. Mathis entertained for a motion for Dr. Shelli Tyre to be the Executive Director of the action pact agency. Bobby Kennedy made the motion, and added it was subject to working out a salary. Anthony Simmons seconded the motion. All in favor said aye, and there were none opposing. Dr. Shelli Tyre is the new Executive Director of action pact.

Dr. Shelli Tyre thanked the Executive Board for their confidence in her and the agency moving forward.

# VII. ADJOURNMENT - Synita Mathis, Executive Board Vice- Chair

Mrs. Mathis entertained for a motion to adjourn the meeting. Walter Gibson made a motion. Rose Bailey seconded the motion. All in favor said aye, and there were none opposing. Synita Mathis declared this Executive Board meeting adjourned at 3:24 pm.

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant

# **BOARD MEMBERS RESIGNATIONS:**

Sam Edgar Bacon Co. – Private Sector

William George Candler Co. – Public Sector

# RECOMMENDED NEW BOARD MEMBER:

Marcus McCray
Candler Co. – Public Sector

# BOARD OF COMMISSIONERS OF CANDLER COUNTY

Glyn Thrift Chairman

Bryan Aasheim County Administrator Brad Jones Vice-Chairman

Blake Hendrix Commissioner

David Robinson Commissioner

Gregory Thomas Commissioner

Action Pact Dr. Shelli Tyre, Executive Director 510 Tebeau St Waycross, GA 31501

Re: Action Pact Governing Board, Candler County Representative

Dr. Tyre:

Thank you for Action Pact's service to the residents and community of Candler County, Georgia. We appreciate your efforts in our county.

During a meeting of the Candler County Board of Commissioners held on Tuesday, January 3<sup>rd</sup>, Mr. William George notified us of his intention to resign from the Action Pact board in March 2023. At that time, Mr. George made a recommendation that the Board of Commissioners appoint Mr. Marcus McCray to serve in his position. The Board voted unanimously to appoint Mr. Marcus McCray to serve on the Action Pact governing board as the Candler County representative to begin upon the resignation of Mr. George.

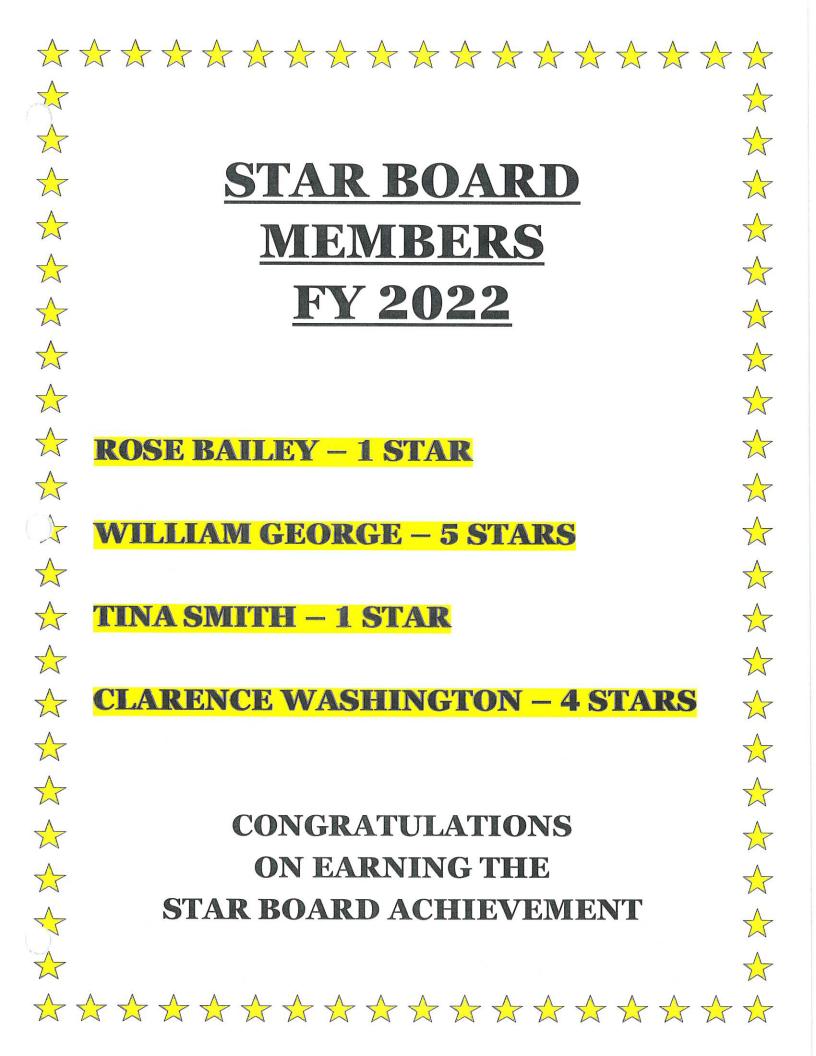
Mr. McCray may be reached at (912) 314-3476.

If you have any questions regarding this appointment, please do not hesitate to contact me.

Sincerely yours,

Bryan Aasheim

County Administrator



### COMMITTEES OF THE EXECUTIVE BOARD

# **Standing Committees**

1. Executive Committee: The Executive Committee shall consist of the officers of the Board and however many members at large selected by the Board membership to ensure the committee reflects the composition of the full Board. This committee shall be empowered to review and make recommendations relative to any and all legal matters affecting the corporation; evaluate the performance of the Executive Director; and review conflicts of interest in conjunction with the Human Resources Committee. This committee has the authority of the full Board between full Board meetings and is required to report to the full Board at the next meeting.

# **Proposed Membership:**

Leonard Burse, Chair Synita Mathis Gloria Paulk Cathy Benton Kim Morgan James Thomas

2. Finance/Audit Committee: The Board shall establish and maintain a Finance/Audit Committee. This committee shall assure that procedures are in place for the proper accountability of all financial and physical assets of the corporation. This committee will oversee the development and maintenance of a fiscal manual that will spell out fiscal procedures designed to govern the action of all employees of the corporation as it relates to expenditures of the corporation to include travel policies, bid procedures, employee compensation, inventory control, and any financial transactions affecting the corporation's fiscal well-being. This committee shall review the annual audits of the corporation and recommend changes when appropriate. The Treasurer shall be the Chair of this committee.

## **Proposed Membership:**

Cathy Benton, Chair Ethelyn Creech Walter Gibson (Bacon County) Kim Morgan Leonard Burse (ex-officio)

3. **Human Resources Committee**: The Board shall establish and maintain a Human Resources Committee. The purpose of the Human Resources Committee is to monitor and review the following: the Human Resources Policies and Procedures; recruitment

and retention; talent management; employment law; diversity and inclusion; grievance hearings; and conflicts of interest in conjunction with the Executive Committee.

# Proposed Membership:

Synita Mathis, Chair Rose Bailey Bobby Kennedy Anthony Simmons (Atkinson County) Leonard Burse (ex-officio)

4. Planning and Fundraising Committee: The Board shall establish and maintain a Planning and Fundraising Committee. This committee shall be for the purpose of overseeing the development of an agency-wide needs assessment and long-range strategic plan in conjunction with the Program Committee; developing and implementing the fundraising plan; and identifying and soliciting funds from external sources of support in order to increase the agency's unrestricted fund balance.

# **Proposed Membership:**

Tina Smith, Chair Clarence Washington Linda McDuffie William George (Appling County) Leonard Burse, ex-officio

5. Program Committee: The Board shall establish and maintain a Program Committee. This committee shall be for the purpose of overseeing the development of an agency-wide needs assessment and long-range strategic plan in conjunction with the Planning and Fundraising Committee; evaluating program effectiveness based on program contracts; performing periodic, on-site monitoring of facilities; and ensuring that programs adhere to the agency's mission and vision statements.

# **Proposed Membership:**

Michael-Angelo James, Chair Michael Garvin James Thomas Gloria Paulk (Evans County) Leonard Burse (ex-officio)

# **Ad-Hoc Committees**

- 1. Transition Committee: This committee leads the transition process for the position of Executive Director. The Board Chair will convene the committee and select the members as needed.
- 2. Strategic Planning Committee: This committee assists agency staff in the development of the strategic plan. The Board Chair will convene the committee and select the members from the Planning and Fundraising and Program Committees as needed.

# HEAD START PROGRAM REPORT



Amanda Lankford, Head Start Director

# PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:

**Head Start** 

REPORT OF MONTH/YEAR:

January 2023 Amanda Lankford, Head Start Director

PERSON/TITLE REPORTING:

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

# See attached November & December Policy Council documents, which include:

- o Monthly statistical & programmatic information
- Monthly financial reports
- o Monthly credit card expenditures
  - WEX- October-\$2,248.28 November-\$2,499.57
  - Visa- October-\$18,212.50 November-\$12,094.63
  - Monthly personnel reports

# Information from the Office of Head Start since our last meeting

- On 12/7/2022, we received the 45 Day Monitoring Review Notification Letter (Focus Area 1 Virtual Review expected the week of January 23<sup>rd</sup>, 2023)
- o On 12/30/2022, Key Hire Approval-Dr. Shelli Tyre as Executive Director
- On 1/12/2023, we received notification from Office of Head Start that our Deficiency from 2/14/22 was corrected.

# **Enrollment/Recruitment Updates**

- o Current Enrollment as of 1/18/2023- Head Start: 546 Early Head Start: 224
- We plan to open the last EHS classroom that has been closed the week of January 23, 2023.
- Melody Henderson, new Family Services Specialist, has been working hard to accept new children and monitor applications. We are working toward full enrollment.

# **Program Update**

- Ouring the month of December, the children and their parents made cardboard vehicles and the children watched a holiday movie in their vehicles.
- Pearson, Brantley, and Appling recently had their QR visits, and we are waiting for their scores.
- Pearson has a new Center Coordinator, and they recently had a Perfect Licensing Monitoring visit.
- Coffee and Brantley had a huge turnout for their December parent meetings.
   Brantley had 33 parents and Coffee had 48 parents.
- Ware Head Start had a Fashion Show and invited the parents.
- o In March, the Coffee County lunchroom will be demolished. The new facility is expected to be built by August of 2024.
- The week of February 10<sup>th</sup>, Carol Clarke will be conducting a Family Development Certification class for our Family Advocates.

GRANTS/AWARDS FOR BOARD APPROVAL: None OTHER ITEMS FOR BOARD APPROVAL: None

SIGNATURE OF PROGRAM DIRECTOR

1-18-2023 DATE

# Head Start Program Director's Report December 27, 2022 Submitted by Amanda Lankford

I received notice that we will have our Focus Area One monitoring review the week of January 23<sup>rd</sup>. This will be a virtual visit that involves reviewing documentation we will submit, plus the Review Lead will conduct a series of off-site virtual interviews over three days. The discussions will provide understanding of our program design and our plans to ensure that we are providing comprehensive and quality services that meet the needs of our children and families.

The children's last day before the holidays was December 16th. Early Head Start reopens January January 3rd and Head Start classes will reopen January 4th, 5th, and 9th, depending on the county. We hope everyone is having a happy holiday season.

The agency hosted a Christmas festival in our parking lot on December 10<sup>th</sup> along with the Chamber of Commerce. We had a cake walk and Bingo, and there were vendor booths, food trucks, and inflatable bounce houses for the children. Santa paid a visit as well and the Christmas parade closed the day out. Action pact plays a big part in the community, and we are happy to participate in events such as this that brings our community together.

# Education:

The results of the first assessment were reviewed with staff and the local school systems. Interviews are ongoing. Ms. Horton participated in a 3-day webinar series on EHS school readiness. Coaches are working with staff provided support as well as filling in as needed at the centers. Five classrooms scored all greens on their CLASS observation. Our CLASS Coordinator and some of the Coaches presented trainings during the teacher workdays during Thanksgiving week. Transition tips are going home monthly.

# Health:

There was one case of COVID in November. Mr. Phillips also reported that there were five incidents from different centers. A challenge he is working with is non-compliance of private providers with service requirements such as exam results and labs. He is reviewing documentation and documents for compliance and for identifying any deficiencies.

# Enrollment

Current Enrollment:

- •532 in Head Start
- •232 in Early Head Start

# Current waitlist of income eligible children:

Head Start	
Appling County	4
Atkinson County	3
Bacon County	4
Brantley County	1
Candler County	3
Charlton County	6
Clinch County	4
Coffee	23
Hazzard Hill	2
Jeff Davis County	4
Pierce County	17
Toombs County	17
Ware County	21
Totals	110

Early Head Start		
Appling	28	
Atkinson	1	
Bacon	22	
Brantley	16	
Candler	6	
Charlton	9	
Clinch	2	
Coffee	36	
Hazzard Hill	74	
Pierce	12	
Toombs	31	
Ware	7	
Totals	244	

Head Start November 2022

	Funded	Total Enrollment to date	Over Income Served	
	Enrollment		101-130 %	Over 130%
Appling	34	35	1	0
Atkinson	34	28	3	4
Bacon	50	50	2	1
Brantley	33	36	3	3
Candler	17	17	0	1
Charlton	34	17	0	1
Clinch	17	18	0	2
Coffee	68	76	0	1
Hazzard	34	10	0	0
Jeff Davis	31	32	1	2
Pierce	34	35	5	3
Toombs	51	35	2	0
Ware	215	172	8	16
Totals	652	561	25	34

Early Head Start November 2022

	Funded	Total Enrollment to date	Over Income Served	
	Enrollment		101-130	Over 130%
Appling	16	16	0	0
Atkinson	24	23	2	4
Bacon	24	26	1	0
Brantley	8	10	0	0
Candler	24	22	1	0
Charlton	16	17	0	0
Clinch	16	17	0	0
Coffee	16	17	0	0
Hazzard	64	54	1	1
Pierce	8	17	0	2
Toombs	16	16	0	0
Ware	8	11	0	0
Totals	248	246	5	7

	ember 2022 AD s from CP report # 2	**		
	ADA Funded Enrollment Actual Enrollment			
Head Start	79.75%	84.99%		
Early Head Start	78.85%	83.06%		

#### Mental Health:

- Ms. O'Berry is completing the pilot study of the DAY-C, Developmental Assessment of Young Children-2<sup>nd</sup> Ed in different counties.
- Completed DESSERTS training for Appling Co.
- Helped children with disabilities in Brantley and Candler
- Attended the Parent to Parent of GA training on November 30<sup>th</sup>
- Attended IEP/IFSPs meeting at Ware
- Ordered floor rockers for Head Start classrooms and special materials for special needs children

Children diagnosed with special needs:

Head Start: 64: Barly Head Start: 34: Total 98 Funded Enrollment: 13.08%; Current Students

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	1	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	2	1
Health Impairment	0	1
Traumatic Brain Injury	0	0
Learning Disability	2	0
Orthopedic Impairment	0	0
Speech/Language	15	9
Developmental Delay	5	11
Intellectual Disabilities	0	0
(Formerly known as Mental		
Retardation)		
Non-Categorized — Other	0	2
Multiple Disabilities	39	10
Total	64	34

<u>Training:</u> strengthening families, new staff, DECAL trainings; Center Coordinators attended CLASS Observer Training.

#### Press Releases/Publicity: activities

# Measurable achievements and goals accomplished:

- Received word that all of our Quality Rating Restoration Grant Applications that I submitted were approved: Appling, Atkinson, Bacon Southside, Brantley, Charlton, Coffee, Hazzard Hill, Jeff Davis, Pierce and Ware. We are awaiting word of the grant amount but they are reporting that it could be as much as \$5,000 per classroom;
- Assisted in presenting at the ERSEA Committee meeting;
- Extensive work on Portfolios for centers: Appling, Willacoochee, Brantley, Charlton and Hazzard

Hill, that will be the first cohort to go through Quality Rating;

- Family Reading Nights for Brantley and Clinch;
- Participated in a webinar for the grant received for the Appling County Center for taste testing activities: \$1,500 has been received and taste testing supplies have been ordered;
- Attended the Georgia Head Start Association Fall Leadership Conference and presented a workshop on Active Supervision;
- Presented at Jeff Davis Parent Meeting on healthy holiday snacks and conducted Reading is Fundamental Book Distribution;
- Participated in a Quality Rating Grant Restoration webinar;
- Conducted a Parent Taste Testing activity at the Ware Parent Meeting;
- Conducted in-depth ITERS and ECERS training;
- New Staff orientation several sessions;
- Registered numerous staff for quality rating training for those centers going through QR reassessment in Cohort 1 and 2;

#### Nutrition:

	HS Meals	EHS Meals	Total Meals
Children Breakfast	7,006	2,782	9,788
Children Lunch	6,917	2,724	9,641
Children Snack	6,569	2,560	9,129
Total Meals	20,492	8,066	28,558
Adult Breakfast	1,116	817	1,933
Adult Lunch	1,225	870	2,095
Total Meals	2,341	1,687	4,028

#### Facilities:

We have replaced the food service vehicles in the following centers with new vehicles:

Brantley HS/EHS Charlton HS/EHS Pearson HS Toombs HS/EHS Ware HS

We will be selling 3 excess vehicles. We are going to provide vehicles to most of the coaches to help cut down on the wear and tear of their personal vehicles and help reduce travel expenses.

We now have new play structures at most of our HS and EHS centers. With a special grant, we added a shade structure to the HS playground at Pierce County that covers the entire large play structure. Brantley HS/EHS playgrounds have now been separated by a fence. Jeff Davis County now has the capability to sign the children in using their computers at the front door.

This concludes my report. Amanda Lankford, Head Start Director

# Action Pact Head Start Program Policy Council Fiscal Report 2021/2022





Date 12.27.2022
Revenue and Expenditure report through: 10.31.22Preliminary
Total Budget:       \$ 11,617,376.00         Total Spending:       \$ 11,604,105.04         Balance Remaining:       \$ (13,270.96)
Current spending percentage of total Head Start budget to date: 99.89%
Items for Approval:
Budget Revision:
Status of Previously Approved Items:
Credit Card Expenses Total: Visa (AL) \$ 18,212.50
Wex \$ 2,248.28
In-Kind Booked to Date: \$ 2,393,953.42
Total In-kind for Budget year: \$ 2,752,723.00
Administrative cost rate: 9.7%
Major Financial Expenditures (i.e., equipment, buildings
Item Cost
1 \$ -
2 \$ -
Other Fiscal Items of Inforamtion from the Department of Health and Human Services (HHS):
Submitted By:
Trecinski Jones

Wells Fargo Visa	10.28.2022	(In	voice)	A. Lankford (Head Start)
Date of Charge	Merchant	Total Charge		Description
09.29.22	Teachstone Training	\$	2,686.64	
09.29.22	Loving Guidance LLC	\$	646.92	
10.03.22	WM Supercenter	\$	18.19	en e
10.03.22	Kroger	\$	62.30	
10.03.22	Downtown Sandwich Shop	\$	83.67	
10.03.22	Rick Hendrick Chevrolet	\$	1,000.00	
10.03.22	Rick Hendrick Chevrolet	\$	1,000.00	
10.04.22	Photo Enforcement Program	\$	84.00	
10.04.22	JAY'S IGA	\$	4.02	
10.04.22	Domino's	\$	51.88	
10.04.22	Weathertech	\$	738.45	
10.05.22	CES 56	\$	24.73	
10.05.22	WM Supercenter	\$	108.69	
10.05.22	Weathertech	\$	1,068.67	
10.06.22	Vickers Car Audio & Glass-Wayx	\$	486.00	
10.06.22	City of Blackshear	\$	832.00	
10.07.22	Thomas Flowers	\$	67.06	
10.08.22	Walmart.com	\$_	270.39	
10.10.22	Papa John's	\$	67.54	
10.10.22	Domino's	\$	283.48	
10.11.22	Insterstate Battery System Wayx	\$	44.66	
10.11.22	Zaxby's	\$	195.09	
10.13.22	Wong's Palace Restaurant	\$	221.88	•
10.13.22	GW Ware Cty Tags	\$	60.00	
10.13.22	GW Service Fee	\$	1.56	
10.14.22	HOG-N-BONES	\$	464.58	
10.14.22	SOUTHLAND SERVICES	\$	1,621.15	
10.14.22	Walmart.com	\$	97.26	
10.17.22	Downtown Sandwich Shop	\$	39.37	
10.18.22	Downtown Sandwich Shop	\$	32.36	
10.18.22	Hobby Lobby	\$	33.34	
10.19.22	Teachstone Training	\$	306.81	
10.20.22	Playground Solutions	\$	3,990.00	
10.21.22	2022 Fiscal Seminar	\$	325.00	
10.23.22	WM Supercenter	\$	290.11	
10.24.22	Wal-Mart	\$	68.11	
10.24.22	Wal-Mart	\$	37.12	
10.24.22	Downtown Sandwich Shop	\$	11.32	
10.25.22	Holt's Sweet Shop	\$	17.27	
10.25.22	Holt's Sweet Shop	\$	34.54	
10.26.22	National Head Start Association	\$	629.00	
10.26.22	GW Ware Cty Tags	\$	40.00	
10.27.22	Subway	\$	67.34	
Total		\$	18,212.50	
	A CONTROL OF THE PARTY OF THE P	Name and	NAMES OF TAXABLE PARTY OF TAXABLE PARTY.	ALTERNATION OF THE PROPERTY OF

Wex

Wex	10.31.2022	(Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
09.30.22	HS Central Office	Waycross	Ga	\$24.00
09.30.22	HS Central Office	Waycross	Ga	\$17.00
10.06.22	HS Central Office	Waycross	Ga	\$121.00
10.10.22	HS Central Office	Waycross	Ga	\$119.09
10.14.22	HS Central Office	Waycross	Ga	\$102.01
10.20.22	HS Central Office	Waycross	Ga	\$36.00
10.20.22	HS Central Office	Waycross	Ga	\$28.40
10.20.22	HS Central Office	Waycross	Ga	\$81.92
10.26.22	HS Central Office	Waycross	Ga	\$34.00
10.06.22	Ware HS	Waycross	Ga	\$53.29
10.21.22	HS Central Office	Waycross	Ga	\$22.00
10.13.22	Charlton Co	Folkston	Ga	\$47.01
10.12.22	Brantley Co	Nahunta	Ga	\$43.36
09.29.22	HS Central Office	Waycross	Ga	\$31.00
10.06.22	HS Central Office	Waycross	Ga	\$38.00
10.11.22	HS Central Office	Waycross	Ga	\$36.50
10.17.22	HS Central Office	Waycross	Ga	\$37.80
10.20.22	HS Central Office	Waycross	Ga	\$38.75
10.27.22	HS Central Office	Waycross	Ga	\$39.91
10.10.22	HS Central Office	Waycross	Ga	\$19.01
10.11.22	Clinch Co	Homerville	Ga	\$39.45
10.04.22	HS Central Office	Waycross	Ga	\$120.35
10.06.22	HS Central Office	Waycross	Ga	\$99.97
10.11.22	HS Central Office	Waycross	Ga	\$124.62
10.13.22	HS Central Office	Waycross	Ga	\$136.83
10.19.22	HS Central Office	Waycross	Ga	\$128.84
10.24.22	HS Central Office	Waycross	Ga	\$139.41
10.27.22	HS Central Office	Waycross	Ga	\$127.26
10.20.22	Pearson HS	Pearson	Ga	\$39.00
10.05.22	HS Central Office	Waycross	Ga	\$22.03
10.19.22	HS Central Office	Waycross	Ga	\$24.24
10.11.22	HS Central Office	Waycross	Ga	\$35.50
10.14.22	HS Central Office	Waycross	Ga	\$42.00
10.18.22	HS Central Office	Waycross	Ga	\$33.60
10.21.22	HS Central Office	Waycross	Ga	\$32.00
10.28.22	HS Central Office	Waycross	Ga	\$20.01
10.06.22	HS Central Office	Waycross	Ga	\$33.19
10.19.22	HS Central Office	Waycross	Ga	\$40.06
10.27.22	HS Central Office	Waycross	Ga	\$23.09
		<u>*</u>		
in makan kalan Trayyata marin tanun saran marin da kalan saran saran saran saran saran saran saran saran saran	MIN			
		****		
ALUMINIUM RELIEF CONTRACTOR DE				
10.31.22	Program Maintenance			\$16.78
				\$2,248.28

# **Head Start Policy Council**

	Month Ending: 10.31.2022 Preliminary	2021/2022 Budget
EXPENSES	And the property of the Control of the State	Contraction of the set Above in a Section of cores are obtained the core at a system.
Personnel Costs:		
Salary and Wages	5,889,336	6,308,568
Fringe Benefits	2,097,239	2,792,061
Total Personnel Cost	7,986,574	9,100,629
Program Expenses:		
Contract Services	Œ	17,500
Direct Benefits	=	
Food	71,137	50,000
Health & Safety	=	
Information Technology	183,543	36,000
Materials and Supplies	869,299	260,858
Program Support	-	
Participant Support	-	-
Volunteer Support	THE STATE OF THE S	1,000
Total Program Expenses	1,123,979	365,358
Capital Expenditures-Vehicles/Equip	363,924	
General and Administrative Expenses	g produce • Constitute	
Advertising and Promotion	1,778	3,000
Conferences, Conventions, and Meetings	9,373	200 <b>*</b> 772 = 200
Copying and Printing	25,885	9,000
Dues and Subscriptions	27,753	26,000
Equipment Rental	23,369	-
Insurance	96,321	61,000
Miscellaneous-Playground Equip	1,335	203,180
Occupancy	12,090	-
Other Expense	5,641	-
Professional Fees	47,736	39,000
Postage and Delivery	1,516	3,000
Rent/Leases - Real Estate	15,338	72,000
Repairs and Maintenance	152,813	62,000
Taxes Telecommunications	-	-
Training and Education	123,865	94,773
Transportation	187,973	144,070
Travel Expenses	-	44.000
Utilities	61,698	41,000
Total General and Administrative Expenses	243,852	183,602
	1,402,258	941,625
Allocated Indirect Expenses CACFP/PRE-K Adjustment	1,091,294	1,209,764
Total Cash Expenses	11,604,105	11,617,376
In-Kind Expenses	2,393,953	2,752,723
Total Expenses	13,998,058	14,370,099
Administrative expenses as a percent of total expenses:		
Head Start Administrative expenses Indirect Expenses	\$ 270,747 \$ 1,091,294 \$ 1,362,041	
Total Expenses	\$ 13,998,058	
Administrative expense percentage	9.7%	
Rudget Approved		

# Head Start Policy Council December 2022

<b>Position</b>	Vacancies
1 03161011	v acandica:

Teacher Atkinson (Willa)
EHS Teacher Atkinson (Willa)
Teacher Assistant Atkinson (Pearson)
Teacher Atkinson (Pearson)
Teacher Bacon (ABC)

Interventionist Bacon (NS) Interventionist Brantley Floater Candler **EHS Teacher** Candler (2) Teacher Candler **Teacher Assistant** Candler EHS Teacher Charlton Teacher Charlton **EHS Teacher** Clinch Teacher Coffee

**EHS Teacher** Hazzard Hill - (4) Teacher Hazzard Hill **Teacher Assistant** Hazzard Hill Teacher Toombs Teacher Ware - (8) Teacher Assistant Ware - (2) Custodian Ware Interventionist Ware Family Advocate Ware

#### New Hires(s) Need Approval

Kaitlin Flowers Teacher Assistant-Brantley
Tiffany Stafford Teacher Assistant-Charlton

Tajuana JacksonCustodian/Food Transporter-CoffeeWendy OliverCustodian/Food Transporter-Coffee

Albert Hesters Custodian-Hazzard Hill Tiffany Gill-Durr Teacher Assistant-Ware

Suzette Addison Substitute-Ware

#### New Hire(s) Already Approved

Mille TolerFood Transporter/CustodianBacon (NS)Gregory MerrittFood Transporter/CustodianCoffeeWendy OliverFood Transporter/CustodianCoffee

<u>Transfers</u>		<u>Effective Date</u>
Voluntary Termination	<u>(s)</u>	
John Kirkland	Teacher-Pearson	11.27.2022
Christina Hersey	Teacher-Willacoochee	12.16.2022

Family Advocate-Ware

1.2.2022

Subs no longer serving

**Ronita Harris** 

# Involuntary Termination(s)

This concludes the Human Resources report and request your approval as submitted.

# Parent and Community Engagement December, 2022

The parent meeting topics in November included: Holiday Crafts, Nutritious Recipes, Healthy Snacks, Giving Thanks, Holiday Events, Limiting Holiday Sugar Intake, Family Farm Share, and Safe Kids – car seat safety.

Attendance was as follows:

Appling	6	Coffee	no meeting
Atkinson	4	HH	7
Bacon	19	Jeff Davis	4
Brantley	0	Pierce	6
Candler	2	Pearson	no meeting
Charlton	0	Toombs	9
Clinch	5	Ware	22
de Ta	0 23 00	 	

<sup>\*</sup>Pearson & Coffee had transitioning Center CCs

I attended the GHSA Leadership Conference in Dalton, GA in early November. There were several great workshops that were very informative.

Anita Young
PFCE Specialist



# You and Your Preschool Child

eclkc.ohs.acf.hhs.gov/parenting/article/you-your-preschool-child

#### View the Latest COVID-19 Updates from the Office of Head Start

You can be sure that your child is ready for school. Research shows that many things make a difference in how well preschool children perform in school. You may use this tip sheet as you search for a caregiver and as you enroll your child in kindergarten.

- Ensuring that Your Child Is Ready to Learn
- Needs of Your Preschooler
- Selecting a Caregiver
- Kindergarten Tips
- Partnering With Those Who Care for and Educate Your Child
- Examples of Resources

# **Ensuring That Your Child Is Ready to Learn**

Research shows that many things affect how well preschool children perform in school, including meeting their physical needs with a healthy diet, exercise and good medical care. Young children also need social and emotional help that will build their confidence, independence and cooperation skills. Families of preschoolers need to show their children how to behave by being dependable, setting a good example and using appropriate, consistent discipline. Children also need opportunities to play and ask questions, and to be read to and introduced to a variety of learning activities. Allow time each day for these things to happen in the life of your young child.

### **Needs of Your Preschooler**

Babies need loving parents or caregivers who respond to their cries or noises, making them feel safe and comfortable. They need to be able to play in safe areas, move around, play with safe objects, and hear and make sounds.

Toddlers need opportunities to make choices within clear and reasonable limits. They need activities that allow them to use their muscles, experience their senses and develop language skills. As a toddler reaches three years old, he will need to work with his hands, learn to do things for himself, play with other children, continue to learn about his body's movements, and build his vocabulary and knowledge about his surroundings.

Four- and five-year-olds will require even more opportunities to use things like books, games and songs, and the chance to do science, math and art activities. Families and caregivers can find these opportunities at their local community centers, libraries or schools. Children need to build their self-reliance and language skills, as well as their awareness of the world and people around them, as they prepare to enter school.

"Our challenge is to reach all children early so that every child starts school with the skills needed to learn."

-Laura Bush

# Selecting a Caregiver

The best advice is to start looking for a caregiver long before you need one. In choosing care, you will need to:

- determine where you can find a caregiver who fits your budget;
- discover what services or agencies are there to assist you; and
- · gather as much information as possible about each potential caregiver.

No matter whom you consider, note how kind, nurturing and responsive the provider is; the level of experience the caregiver has; and whether or not the caregiver's child-rearing opinions are similar to yours. And always consider your child's needs. The childcare place you choose should be clean, safe, comfortable and parent-friendly, and have many books and educational toys available.

# Kindergarten Tips

Visit your local public school and find out how to enroll your child in kindergarten. Some private kindergartens have waiting lists, based on available slots. Make sure you are aware of how to give your child the best chance to attend the school you select by learning as much as you can about: the school, including details about teachers; the forms that must be completed; the kindergarten program; the school-year calendar; the type of transportation available; the meals and snacks served; and how you can become involved in the school's activities.

# Partnering With Those Who Care for and Educate Your Child

At all stages of your young child's growth, it is important that you stay aware of his or her learning activities throughout the day. For working parents, this is often difficult but made easier through open communication with those who care for and educate your child. Make sure your caregiver has updated information on how to contact you. Talk with the caregiver as often as possible, even daily, to stay aware of what your child is learning and how she is behaving. Support what is learned at the preschool or daycare with activities you and your

child do at home. This type of communication with caregivers and teachers will not only help your child's academic, social and emotional development, it will also help your child feel connected to you.

Remember that every contact with your child is a learning experience and that learning occurs in many other places besides school.

# **Examples of Resources**

U.S. Department of Education:

https://www.ed.gov or

http://www.ed.gov/espanol/bienvenidos/es/index.html?src=gu

or call 1-800-USA-LEARN

**Head Start Programs:** 

http://eclkc.ohs.acf.hhs.gov/center-locator

National Association for the Education of Young Children:

http://www.naeyc.org

The Early Childhood Technical Assistance Center:

http://www.ectacenter.org or

http://www.ectacenter.org/espanol/recursos.asp

Ready to Learn TV:

https://pbskids.org/learn//

NOTE: This document contains information about and from public and private entities and organizations for the reader's information. Inclusion does not constitute an endorsement by the U.S. Department of Education of any entity, organization, products or services offered or views expressed. This publication also contains hyperlinks and URLs created and maintained by outside organizations and provided for the reader's convenience. The Department is not responsible for the accuracy of information found in them.

#### See also:

My Child's Academic Success: Toolkit for Hispanic Families
You and Your Preschool Child [PDF, 116KB]

#### Read more:

Child care

. Parenting

# Action Pact Head Start Program Policy Council Fiscal Report 2022/2023





Date 01.17.2023
Revenue and Expenditure report through: 11.30.2022
Total Budget:       \$ 11,311,521.00         Total Spending:       \$ 916,581.00         Balance Remaining:       \$ (10,394,940.00)
Current spending percentage of total Head Start budget to date: 8.10%
Items for Approval:
Budget Revision:
Status of Previously Approved Items:
Credit Card Expenses Total: Visa (AL) \$ 12,094.63
Wex \$ 2,499.57
In-Kind Booked to Date: \$ 103,584.00
Total In-kind for Budget year: \$ 2,827,880.00
Administrative cost rate: 9.9%
Major Financial Expenditures (i.e., equipment, buildings Item Cost
Item Cost  1 \$ -
2 -
Other Fiscal Items of Inforamtion from the Department of Health and Human Services (HHS):
Submitted By:
Trecinski Jones

Date of Charge	Merchant	or Committee or Co	The state of the s	A. Lankford (Head Start)
11 01 22	Merchant	To	tal Charge	Description
11.01.22	Family Dollar	\$	166.66	- Carlotte
11.01.22	Holt's Sweet Shop	\$	14.03	
11.01.22	Downtown Sandwich Shop	\$	65.86	
11.01.22	Dollar General	\$	69.16	
11.01.22	Dollar General	\$	92.88	
11.01.22	Holt's Sweet Shop	\$	25.54	
11.01.22	Downtown Sandwich Shor	\$	77.75	
11.02.22	WM Supercenter	\$	62.50	
11.02.22	Domino's	\$	64.55	
11.02.22	Weathertech	\$	140.30	
11.02.22	Weathertech	\$	151.10	
11.02.22	Weathertech	\$	342.26	
11.03.22	Georgia Organics	\$	309.27	
11.03.22	Georgia Organics	\$	309.27	
11.03.22	Georgia Organics	\$	309.27	
11.03.22	550 Cook & Boardman	\$	126.84	
11.04.22	Jerry JS	\$	86.38	
11.04.22	Bright From the Start	\$	2,100.00	
11.04.22	Bright From the Start	\$	2.75	
11.04.22	KROGER	\$	128.03	
11.07.22	Vickers Car Audio & Glass Wayx	\$	194.40	
11.07.22	Walmart.com	\$	1,639.00	
11.08.22	Ross Store	\$	67.36	
11.11.22	Best Buy	\$	2,131.65	
11.14.22	Jerry JS	\$	93.93	
11.14.22	WM Supercenter	\$	29.49	
11.14.22	Downtown Sandwich Shop	\$	42.84	
11.15.22	Verizon WRLS	\$	16.19	
11.15.22	Appling Motors	\$	353.86	
11.16.22	Walmart.com	\$	42.96	
11.16.22	Walmart.com	\$	358.54	
11.17.22	BIG LOTS STORES	\$	395.40	
11.17.22	WAL-MART	\$	458.69	
11.17.22	Holt's Sweet Shop	\$	49.65	=
11.17.22	BLINDS.COM	\$	367.99	A CONTRACTOR OF THE CONTRACTOR
11.18.22	ZORO TOOLS	\$	125.91	
11.19.22	OTC BRANDS	\$	93.93	
11.21.22	Domino's	\$	469.77	
11.21.22	Domino's	\$	134.79	
11.21.22	SP Creative QT	\$	249.39	
11.23.22	Walmart.com	\$	134.49	
Total		S	12,094.63	

Wex

Wex	11.30.2022	(Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
10.31.22	Pearson HS	Pearson	Ga	\$50.00
10.31.22	HS Central Office	Waycross	Ga	\$26.00
10.31.22	HS Central Office	Waycross	Ga	\$46.07
11.01.22	HS Central Office	Waycross	Ga	\$33.88
11.02.22	HS Central Office	Waycross	Ga	\$163.01
11.02.22	HS Central Office	Waycross	Ga	\$14.00
11.03.22	HS Central Office	Waycross	Ga	\$134.69
11.04.22	HS Central Office	Waycross	Ga	\$39.50
11.04.22	Clinch	Homerville	Ga	\$51.46
11.04.22	HS Central Office	Waycross	Ga	\$139.00
11.04.22	HS Central Office	Waycross	Ga	\$24.51
11.05.22	HS Central Office	Waycross	Ga	\$19.01
11.06.22	HS Central Office	Waycross	Ga	\$25.00
11.07.22	HS Central Office	Waycross	Ga	\$33.95
11.07.22	HS Central Office	Waycross	Ga	\$36.80
11.07.22	HS Central Office	Waycross	Ga	\$45.87
11.08.22	HS Central Office	Waycross	Ga	\$102.48
11.09.22	HS Central Office	Waycross	Ga	\$41.00
11.09.22	Bacon Co	Alma	Ga	\$28.00
11.09.22	HS Central Office	Waycross	Ga	\$30.02
11.09.22	HS Central Office	Waycross	Ga	\$43.01
11.10.22	HS Central Office	Waycross	Ga	\$25.36
11.10.22	HS Central Office	Waycross	Ga	\$39.74
11.10.22	HS Central Office	Waycross	Ga	\$152.74
11.11.22	HS Central Office	Waycross	Ga	\$41.00
11.11.22	HS Central Office	Waycross	Ga	\$32.64
11.15.22	HS Central Office	Waycross	Ga	\$37.00
11.15.22	Clinch	Homerville	Ga	\$47.39
11.15.22	HS Central Office	Waycross	Ga	\$15.10
11.16.22	HS Central Office	Waycross	Ga	\$45.00
11.16.22	Coffee Co	Douglas	Ga	\$35.12
11.16.22	HS Central Office	Waycross	Ga	\$27.51
11.16.22	HS Central Office	Waycross	Ga	\$20.77
11.17.22	HS Central Office	Waycross	Ga	\$148.38
11.17.22	HS Central Office	Waycross	Ga	\$117.00
11.17.22	Ware Hs	Waycross	Ga	\$30.00
11.18.22	HS Central Office	Waycross	Ga	\$16.00
11.18.22	HS Central Office	Waycross	Ga	\$21.92
11.18.22	HS Central Office	Waycross	Ga	\$140.70
11.21.22	HS Central Office	Waycross	Ga	\$24.00
11.21.22	HS Central Office	Waycross	Ga	\$48.50
11.22.22	HS Central Office	Waycross	Ga	\$139.20
11.28.22	HS Central Office	Waycross	Ga	\$17.43
11.29.22	HS Central Office	Waycross	Ga	\$17.43
11.47.44	115 Central Office	vv aycioss	Ga	φ13U.94
11.30.22	Program Maintenance			\$18.87
The state of the s	- 10g.am Mantenance			
		AND THE RESIDENCE OF THE PARTY OF THE PARTY.		\$2,499.57

# **Head Start Policy Council**

Date: 01.17.2023

	Month Ending: 11.30.2022	2022/2023 Budget
EXPENSES		
Personnel Costs:		
Salary and Wages	434,803	6,624,983
Fringe Benefits	181,239	2,776,193
Total Personnel Cost	616,042	9,401,176
Program Expenses:		
Contract Services	-	-
Direct Benefits	-	
Food	10,495	50,000
Health & Safety	-	
Information Technology	4,302	=
Materials and Supplies	81,139	200,000
Program Support	-	
Participant Support	-	-
Volunteer Support	<u> </u>	
Total Program Expenses	95,935	250,000
Capital Expenditures-Vehicles/Equip	29,914	
General and Administrative Expenses		-
Advertising and Promotion	<del>-</del>	9,000
Conferences, Conventions, and Meetings	-	
Copying and Printing	2,494	-
Dues and Subscriptions	2,604	26,000
Equipment Rental	1,948	-
Insurance	6,592	60,000
Miscellaneous-Playground Equip	56	-
Occupancy	1,049	27,000
Other Expense	269	-
Professional Fees	3,552	39,000
Postage and Delivery	126	2,778
Rent/Leases - Real Estate	4,750	70,000
Repairs and Maintenance Taxes	24,275	-
Telecommunications	12,496	125,000
Training and Education	15,696	144,070
Transportation		** 3 <del>5</del>
Travel Expenses	3,213	41,000
Utilities	15,000	125,000
Total General and Administrative Expenses	124,035	668,848
Allocated Indirect Expenses CACFP/PRE-K Adjustment	80,569	991,497
Total Cash Expenses	916,581	11,311,521
In-Kind Expenses	103,584	2,827,880
Total Expenses	1,020,165	14,139,401
Administrative expenses as a percent of total expenses:		*
Head Start Administrative expenses	¢ 20 444	
Head Start Administrative expenses Indirect Expenses	\$ 20,411 \$ 80,569 \$ 100,980	
Total Expenses	\$ 1,020,165	
Administrative expense percentage	9.9%	
Budget - Approved		14,139,401

### Head Start Program Director's Report January 18, 2023 Submitted by Amanda Lankford

We received notice from the Office of Head Start, dated January 11, 2023, that the deficiency from February 14<sup>th</sup> has been corrected to their satisfaction and the findings have been closed. The incident was concerning a teacher hitting a child out of reflex when the child bit her. That person was terminated.

We are happy to announce that Dr. Shelli Tyre has officially been named Executive Director for our action pact agency. We congratulate her on the promotion and note that she had been doing an excellent job as Interim Director prior to the final decision.

We have been preparing for the virtual Federal Review that will be held the week of January 23<sup>rd</sup>. Our Leadership Staff met on January 5<sup>th</sup> to go over the monitoring protocol that will be used for this Focus Area One review.

Staff and children enjoyed the Martin Luther King, Jr. holiday observed yesterday. We will be looking forward to the Talls and Smalls dances coming up in February. This will be the first time we've been able to have the dances since COVID and are excited.

#### Education:

Interviews for staff and monitoring at centers is still ongoing. Ms. Horton spoke with Teaching Strategies concerning the teacher acceleration program and the professional development of Coaches, staff participating in these programs, will complete the training starting in June. The cutoff for the second assessment will be February 10<sup>th</sup>. Center visits were held this month.

#### Health:

There were five incidents reported in December and one case of COVID. Mr. Phillips is reviewing each of the health components for compliance and completion. He completed site monitoring in Coffee and Pierce counties.

#### Enrollment

**Current Enrollment:** 

- 528 in Head Start
- 229 in Early Head Start

Current waitlist of income eligible children:

Head Start	
Appling County	4
Atkinson County	2
Bacon County	2
Brantley County	3
Candler County	3
Charlton County	7
Clinch County	3
Coffee	19
Hazzard Hill	6
Jeff Davis County	6
Pierce County	21
Toombs County	5
Ware County	25
Totals	106

Early Head Start	
Appling	28
Atkinson	11
Bacon	22
Brantley	16
Candler	6
Charlton	9
Clinch	2
Coffee	38
Hazzard Hill	75
Pierce	12
Toombs	31
Ware	9
Totals	249

#### Head Start December 2022

, 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	Funded Enrollment	Total Enrollment to date	Over Income Served	
	ismonnear		101-130 %	Over 130%
Appling	34	35	1	0
Atkinson	34	28	3	4
Bacon	50	50	2	1
Brantley	33	36	3	3
Candler	17	17	0	1
Charlton	34	17	0	1
Clinch	17	18	0	2
Coffee	68	76	0	1
Hazzard	34	10	0	0
Jeff Davis	31	32	1	2
Pierce	34	35	5	3
Toombs	51	35	2	0
Ware	215	172	8	16
Totals	652	561	25	34

# Early Head Start December 2022

	Funded Enrollment	Total Enrollment to date	Over Income Served	
	Entonment		101-130	Over 130%
Appling	16	16	0	0
Atkinson	24	23	2	4
Bacon	24	26	1	0
Brantley	8	10	0	0
Candler	24	22	1	0
Charlton	16	17	0	0
Clinch	16	17	0	0
Coffee	16	17	0	0
Hazzard	64	54	1	1
Pierce	8	17	0	2
Toombs	16	16	0	0
Ware	8	11	0	0
Totals	248	246	5	7

December 2022 ADA Statistics from CP report # 2301				
	ADA Funded Enrollment	ADA Actual Enrollment		
Head Start	77.31%	83.56%		
Early Head Start	80.81%	86.20%		

#### Mental Health:

- Ms. O'Berry will be completing the report for the DAYC-2 ED pilot study
- Completed DESSERTS training with Candler
- Helped children with disabilities in Brantley
- · Helped get providers' information to HR for fingerprinting
- Attended IEP/IFSPs meeting at Ware

Children diagnosed with special needs:

Head Start: 64: Barly Head Start: 36: Total 100 Funded Enrollment: 15.31%; Current Students 12.71%

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	1	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	2	1
Health Impairment	0	1
Traumatic Brain Injury	0	0
Learning Disability	2	0
Orthopedic Impairment	0	0
Speech/Language	15	11
Developmental Delay	5	11
Intellectual Disabilities	0	0
(Formerly known as Mental		
Retardation)		
Non-Categorized – Other	0	2
Multiple Disabilities	39	10
Total	64	36

#### Training:

Trainings: strengthening families, new staff, DECAL trainings, Center Coordinators attended CLASS Observer training

Press Releases/Publicity: activities

Measurable achievements and goals accomplished:

- Submitted Quality Rated portfolios for: Appling, Willacoochee, Brantley, Charlton and Hazzard Hill:
- Amounts awarded for our Quality Rating Restoration Grant Applications are as follows: that I submitted were approved: Appling, Atkinson, Bacon Southside, Brantley, Charlton, Coffee, Hazzard Hill, Jeff Davis, Pierce and Ware. We are awaiting word of the grant amount, but they are reporting that it could be as much as \$5,000 per classroom;
- Completed work on Portfolios for centers: Appling, Willacoochee, Brantley, Charlton and Hazzard Hill, that will be the first cohort to go through Quality Rating and submitted their portfolios;

- Started work on portfolios for Pierce, Ware and Coffee who will be going through Quality Rated next;
- Family Reading Night: Willacoochee.
- Pajama Reading Party in collaboration with the public library: Charlton;
- Family Holiday Crafts Event: Pierce
- New Staff;
- Registered numerous staff for quality rating training for those centers going through QR reassessment in Cohort 1 and 2;

### Nutrition:

4,932	2,082	7,014
4,780	2,034	6,814
4,407	1,855	6,262
14,119	5,971	20,090
803	620	1,521
936	030	1,594
	4,780 4,407	4,780     2,034       4,407     1,855       14,119     5,971

Ms. Lomax will be conducting CACFP monitoring visits this month.

#### Facilities:

In December, we had regular ongoing maintenance with no special projects.

This concludes my report. Amanda Lankford, Head Start Director

#### **Anita Young**

From:

Office of Head Start <HeadStartinfo@acf.hhs.gov>

Sent:

Friday, January 6, 2023 3:15 PM

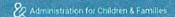
To:

Anita Young

Subject:

Federal Register Alert: Mitigating the Spread of COVID-19 in Head Start Programs

M. U.S. Department of Health & Human Services







Title: Mitigating the Spread of COVID-19 in Head Start Programs

Category: Rules and Regulations

Issuing Agency: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start

Action; Final rule

Issue Date Month/Year: 1/2023

Citation: Federal Register Volume 88, Number 4 (Friday, January 6, 2023) Pages 993-1009

URL: https://www.govinfo.gov/content/pkg/FR-2023-01-06/html/2022-28451.htm

Summary: This final rule removes the requirement for universal masking for all individuals ages 2 and older. This final rule requires that Head Start programs have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee. This final rule does not address the vaccination and testing requirement, which is still under review. The vaccine requirement remains in effect.

Effective date: This final rule is effective January 6, 2023.

Compliance date: The compliance date for the evidence-based COVID-19 mitigation policy specified at Sec. 1302.47(b)(9) is March 7, 2023. For more information, see Implementation Timeframe.

Contact: Kate Troy, OHS, at <u>HeadStart@eclkc.info</u> or 1-866-763-6481. Deaf and hearing-impaired individuals may call the Federal Dual Party Relay Service at 1-800-877-8339 between 8 a.m., and 7 p.m. Eastern Standard Time.

Full Text: https://www.govinfo.gov/content/pkg/FR-2023-01-06/html/2022-28451.htm

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201 | https://eclkc.ohs.acf.hhs.gov | 1-866-763-6481 | Contact Us

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# Supplementary Information on Establishing an Evidencebased COVID-19 Mitigation Policy

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-23-01

View the Latest COVID-19 Updates from the Office of Head Start

# Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy ACF-PI-HS-23-01

U.S. (United States) Department of Health and Human Services

**ACF** 

Administration for Children and Families

1. Log Number: ACF-PI-HS-23-01

2. Issuance Date: 01/06/2023

3. Originating Office: Office of Head Start

4. Key Words: COVID-19; Health Services Management; Safety Practices; Head Start

Program Performance Standards; Safe Environments; Program Planning

# **Program Instruction**

To: Head Start and Early Head Start Grant Recipients and Delegate Agencies

**Subject:** Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy

#### Instruction:

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, Mitigating the Spread of COVID-19 (Coronavirus Disease 2019) in Head Start Programs. This Final Rule removes the universal masking requirement for individuals 2 years and older. It does not address the vaccination requirement from the Interim Final Rule with Comment Period (IFC), so the Head Start Program Performance Standards (HSPPS) at 45 CFR

§§1302.93 and 1302.94 remain in effect. The Final Rule requires Head Start programs to have an evidence-based <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

This Program Instruction (PI) provides supplementary information to support grant recipients in developing the required evidence-based <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) mitigation policy.

# HSPPS (Head Start Program Performance Standards) Requirements

To protect children, families, and staff from infection and illness, 45 CFR §1302.47(b)(9) requires Head Start programs to have an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy developed in consultation with their HSAC (Health Services Advisory Committee) that can be scaled up or down based on the impacts or risks of COVID-19 (Coronavirus Disease 2019) in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC (Health Services Advisory Committee) (45 CFR §1302.40(b)). The HSAC is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC (Health Services Advisory Committee).

This Final Rule requires programs to have established an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy in consultation with their HSAC (Health Services Advisory Committee) by March 7, 2023.

# **Evidence-based Policy**

As stated in the Final Rule, evidence-based is an umbrella term that refers to using the best research evidence (e.g., found in health sciences literature) and clinical expertise (e.g., what health care providers know) in content development. [1] Integrating the best available science with the knowledge and considered judgements from stakeholders and experts benefits Head Start children, families, and staff. [2]

The <u>COVID-19</u> (Coronavirus <u>Disease 2019</u>) mitigation policy should be informed by objective evidence and findings from research and expert recommendations from public health authorities such as the U.S. Centers for Disease Control and Prevention (CDC) and state, tribal, local, and territorial health departments. Head Start programs have various sources to consider, including but not limited to:

- CDC (Centers for Disease Control) guidance, including general COVID-19
   (Coronavirus Disease 2019) information and early care and education (ECE) programspecific guidance, such as Operational Guidance for K-12 Schools and Early Care and
  Education Programs to Support Safe In-Person Learning.
- State, tribal, local, and territorial health departments, universities, and professional health organizations
- · Caring for Our Children health and safety standards
  - 9.2.3.2: Policy Development for Care of Children and Staff Who Are III
  - 9.2.4.4: Written Plan for Seasonal and Pandemic Influenza

The Early Childhood Learning and Knowledge Center features an interactive module to support Head Start programs in learning how to find and use up-to-date, trustworthy, and consistent health information. Programs may access <a href="How to Find Science-informed and Evidence-based Health Information">How to Find Science-informed and Evidence-based Health Information</a> to explore five steps to help determine if information is current and accurate when developing an evidence-based policy.

Grant recipients are not limited to the considerations outlined below when developing their evidence-based policy.

# Considerations for an Evidence-based <u>COVID-19 (Coronavirus Disease 2019)</u> Mitigation Policy

#### Mitigation Strategies

As stated in the Final Rule, in the context of <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>), *mitigation* refers to measures taken to reduce or lower SARS-CoV-2 transmission, infection, or disease severity. Other terms used for this same concept are "risk reduction strategies" or "prevention strategies."

An evidence-based <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) mitigation policy should use multiple strategies at the same time, such as masking, ventilation, and staying at home when sick. Current evidence suggests the importance of a layered approach whereby one strategy is "layered" upon another because they are more effective in minimizing the impact of SARS-CoV-2 than when using one strategy alone. When developing their policy, Head Start programs should consider the <u>risk factors</u> for their staff and the families served, strategies to be used when the impact of <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) changes in the community, and how the risk of exposure could change depending on the Head Start services provided.

COVID-19 (Coronavirus Disease 2019) Community Levels

CDC (Centers for Disease Control) developed the COVID-19 (Coronavirus Disease 2019) Community Levels to help individuals, agencies, and organizations make choices on what precautions to take based on the level of disease burden in their community. It provides county-level data for each U.S. state and territory, determined by a combination of three metrics that are updated weekly — new COVID-19 (Coronavirus Disease 2019) hospital admissions per 100,000 population in the past seven days, the percent of staffed inpatient beds occupied by COVID-19 (Coronavirus Disease 2019) patients (seven-day average), and new COVID-19 (Coronavirus Disease 2019) cases per 100,000 population in the past seven days. Using these data, the COVID-19 (Coronavirus Disease 2019) Community Level is classified as low, medium, or high. Grant recipients should consider using this data and guidance to inform their evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy. Layered prevention strategies should also be able to be increased when community risk is higher (e.g., when COVID-19 (Coronavirus Disease 2019) Community Level has increased).

#### COVID-19 (Coronavirus Disease 2019) Vaccination

At this time, the national vaccination requirements at 45 CFR §§1302.93 and 1302.94 remain in effect for staff, certain contractors, and volunteers in Head Start programs in states that are not subject to permanent<sup>[4]</sup> or preliminary<sup>[5]</sup> court injunctions. There is no federal requirement to go further. However, all programs still have the discretion to require, promote, and encourage COVID-19 (Coronavirus Disease 2019) vaccines for staff, subject to tribal, state, and local laws. ACF strongly encourages that all staff, contractors, and volunteers be up-to-date on their COVID-19 (Coronavirus Disease 2019) vaccinations given the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death.

OHS (Office of Head Start) also wants to make sure all families can obtain accurate information about the COVID-19 (Coronavirus Disease 2019) vaccine and encourages programs to address in their mitigation policy how they can help families and children access the vaccines. Programs may still consider COVID-19 (Coronavirus Disease 2019) vaccination in their evidence-based policy, including ways to provide access and increase uptake of vaccines among Head Start staff, contractors, volunteers, and children and families.

#### Prioritizing Strategies

Per <u>CDC</u> (<u>Centers for Disease Control</u>), Head Start programs should consider local context when developing and implementing a response to <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) conditions. Factors to consider include:

- Age of population served
- People with disabilities

- · People at risk of getting very sick
- Equity
- Availability of resources
- Communities served
- Pediatric-specific considerations

A fuller discussion of each of these factors can be found in <u>CDC (Centers for Disease Control)</u>'s <u>Operational Guidance for K-12 Schools and Early Childhood Programs to Support Safe In-person Learning.</u>

#### Responsive to Changing Conditions

The intent of this policy is to make sure programs can adapt to changing circumstances and conditions of COVID-19 (Coronavirus Disease 2019) while still protecting the health of children, families, and staff. The requirement for having an evidence-based COVID-19 (Coronavirus Disease 2019) mitigation policy specifies that it needs to allow for programs' response to be scaled up or down based on the impact of COVID-19 (Coronavirus Disease 2019) in the community. It gives Head Start programs more flexibility to adapt to the changing circumstances and conditions of the virus and be responsive to the unique challenges and needs of their communities.

Given the unpredictable and evolving nature of <u>COVID-19 (Coronavirus Disease 2019)</u>, Head Start programs may go through periods where the impact of <u>COVID-19 (Coronavirus Disease 2019)</u> is low, medium, or high. Programs' <u>COVID-19 (Coronavirus Disease 2019)</u> mitigation policy should specify what prevention strategies or combination of strategies will be used when the impacts or risks of <u>COVID-19 (Coronavirus Disease 2019)</u> increases or decreases, and how the policy is communicated to children, families, and staff. Programs can also decide to place requirements related to <u>COVID-19 (Coronavirus Disease 2019)</u> mitigation policies as needed. For example, a program may choose to require universal masking when there are higher levels of transmission or burden in the community, consistent with <u>CDC (Centers for Disease Control)</u> guidance. We include additional considerations for the communication of the policy below.

#### Additional Precautions

While local context is critical, Head Start programs may also want to consider additional precautions regardless of the level of impact from COVID-19 (Coronavirus Disease 2019) at that time and in consideration of the needs of the communities that programs serve. As noted in CDC (Centers for Disease Control)'s guidance to K-12 schools and ECE (Early Care and Education) settings, program administrators should work with health departments in their jurisdiction to consider other local conditions and factors when deciding to implement prevention measures. Pediatric-specific indicators, such as vaccination rates among children, pediatric-specific health care capacity, pediatric hospitalizations, and pediatric

emergency visits, can help with deciding on which mitigation strategies to use. Head Start programs may consider the extent to which children or staff are at increased risk for severe disease from COVID-19 (Coronavirus Disease 2019) or have family members at increased risk for severe disease. ECE (Early Care and Education) programs may choose to implement universal indoor mask use, for example, to meet the needs of the families they serve, which could include people at risk for getting very sick with COVID-19 (Coronavirus Disease 2019).

Programs should also consider how their <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) mitigation policy protects children with disabilities, children who are immunocompromised, and children at higher risk of severe complications, as well as layered mitigation strategies to make sure children can safely continue to attend the program in person. For example, programs may consider additional mitigation measures, such as more extensive mask use or increasing ventilation, if there are children who cannot safely wear a mask because of their disability, as defined by Section 504 of the Rehabilitation Act of 1973. The U.S. Department of Education's <u>Disability Rights</u> webpage provides guidance and resources for schools and <u>ECE</u> (<u>Early Care and Education</u>) programs to make sure students with disabilities continue to receive the services and supports they are entitled to so they have successful in-person educational experiences.

#### Communication Plan

<u>COVID-19 (Coronavirus Disease 2019)</u> mitigation policies should include a strong communication plan consistent with <u>45 CFR §1302.41(b)(2)</u> to make sure staff and families are prepared to navigate the ongoing conditions of <u>COVID-19 (Coronavirus Disease 2019)</u>. Programs should consider:

- Who communicates to staff and families?
- What should be communicated?
- When are communications shared and with what frequency? How does the timing for communications relate to changing <u>COVID-19</u> (<u>Coronavirus Disease 2019</u>) conditions in the community?
- How will it be communicated? For example, programs may have signs outside classrooms and the building if masks are required or recommended.
- Is the communication accessible to individuals with disabilities?

Evolving guidance comes from various federal, state, tribal, local, and territorial authorities, in addition to <u>CDC (Centers for Disease Control</u>). Employers should be prepared to communicate changes in protocols as far in advance as possible to staff and families.

Please direct any questions regarding this <u>PI (Program Instruction)</u> or the requirement that Head Start programs have an evidence-based <u>COVID-19 (Coronavirus Disease 2019)</u> mitigation policy to your regional office.

Thank you for your work on behalf of children and families.

/ Tala Hooban /

Tala Hooban
Acting Director
Office of Head Start

See PDF Version of Program Instruction:

\*\*\*Placeholder pdf\*\*\* [PDF, 22KB]

[1] Adapted from Office of Disease Prevention. Evidence-based practices and programs. National Institutes of Health <a href="https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs">https://prevention.nih.gov/research-priorities/dissemination-implementation/evidence-based-practices-programs</a>

[2] Adapted from European Centre for Disease Control and Prevention. European Centre for Disease Prevention and Control. Evidence-based methodologies for public health — How to assess the best available evidence when time is limited and there is lack of sound evidence. Stockholm: ECDC; 2011.

https://www.ecdc.europa.eu/sites/default/files/media/en/publications/Publications/1109\_TER\_evidence\_based\_methods\_for\_public\_health.pdf

[3] Center for Disease Control and Prevention. "Science Brief: Indicators for Monitoring COVID-19 (Coronavirus Disease 2019) Community Levels and Making Public Health Recommendations." August, 2022. Retrieved from: <a href="https://www.cdc.gov/coronavirus/2019-ncov/science/science-briefs/indicators-monitoring-community-levels.html">https://www.cdc.gov/coronavirus/2019-ncov/science-briefs/indicators-monitoring-community-levels.html</a>

[4] The U.S. Department of Health and Human Services (HHS) received notice that as of Sept. 21, 2022, following a decision by the United States District Court for the Western District of Louisiana, implementation and enforcement of <a href="Vaccine and Mask Requirements to Mitigate the Spread of COVID-19">Vaccine and Mask Requirements to Mitigate the Spread of COVID-19</a> (Coronavirus Disease 2019) in Head Start Programs, 86 Fed. Reg. 68052 (Nov. 30, 2021) (the "Interim Final Rule" or "IFC"), is permanently enjoined in the following 24 states: Alabama, Alaska, Arizona, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Utah, West Virginia, and Wyoming. Head Start, Early Head Start, and Early Head Start-Child Care Partnership grant recipients in those 24 states are not required to comply with the IFC (Interim Final Rule with Comment).

[5] As of Dec. 31, 2021, following a decision by the United States District Court for the Northern District of Texas, implementation and enforcement of the IFC (Interim Final Rule with Comment) is preliminarily enjoined in Texas.

Historical Document

# Head Start Policy Council January 2023

Position Vacancies

Teacher Atkinson (Willa)
EHS Teacher Atkinson (Willa) (3)
Teacher Assistant Atkinson (Pearson)
Teacher Atkinson (Pearson)

**EHS Teacher** Bacon (ABC) Teacher Bacon (ABC) Interventionist Bacon (NS) Interventionist Brantley Floater Candler **EHS Teacher** Candler (3) **EHS Teacher** Charlton Teacher Charlton **EHS Teacher** Clinch Teacher Coffee

EHS Teacher Hazzard Hill — (4)
Teacher Hazzard Hill
Teacher Assistant Hazzard Hill
Family Advocate Jeff Davis
Teacher Toombs
Teacher Ware — (8)
Teacher Assistant Ware — (2)

#### New Hires(s) Need Approval

Tyla Taylor Custodian-Ware
Jamie Jordan Interventionist-Ware
Pam McGauley Family Advocate-Ware
Garrett Cantrell Custodian-Coffee
Marquis Ross Custodian-Coffee

#### New Hire(s) Already Approved

Kaitlin Flowers
Teacher Assistant-Brantley
Tiffany Stafford
Teacher Assistant-Charlton
Tajuana Jackson
Custodian/Food Transporter-Coffee
Wendy Oliver
Custodian/Food Transporter-Coffee
Albert Hesters
Custodian-Hazzard Hill

Tiffany Gill-Durr Teacher Assistant-Ware

Suzette Addison Substitute-Ware

<u>Transfers</u>		<b>Effective Date</b>
Jackie Flowers	From: Substitute-HH	
	To: Teacher-HH	1.8.2023
Christina Valdivia	From: EHS Teacher-Candler	
	To: Teacher-Candler	1.22.2023
Shelinda Stanford	From: Floater-Candler	
	To: Teacher Assistant-Candler	1.22,2023

# **Voluntary Termination(s)**

Emily Kelly	EHS Teacher-Bacon (ABC)	1.5.2023
Rachel Cribb	EHS Teacher-Atkinson (Willa)	1.6.2023
Brittany Feller	Family Advocate-Jeff Davis	1.9.2023

# Subs no longer serving

# **Involuntary Termination(s)**

This concludes the Human Resources report and request your approval as submitted.

In Lement

Lori Leverett, HR Administrative Assistant

# Parent and Community Engagement January, 2023

The parent meeting topics for December included: Holiday Crafts, Budgeting, Gingerbread Houses, Holiday Express, Language Development, LIHEAP information, and Holiday Snacks.

Attendance was as follows:

Appling *		Coffee	48
Atkinson	7	$\mathbf{H}\mathbf{H}$	7
Bacon	12	Jeff Davis	*
Brantley	33	Pierce	3
Candler	15	Pearson	0
Charlton	1	Toombs	*
Clinch	17	Ware	*

<sup>\*</sup>No meetings held

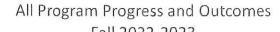
Anita Young PFCE Specialist

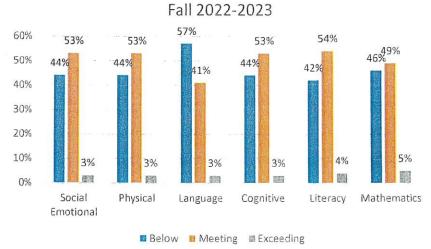
# Action Pact Fall Outcomes Report 2022-2023

The Fall assessment for Action Pact enrollees was completed on November 2, 2022. Data entered in Teaching Strategies Gold has been aggregated and compiled for 707 children. Of the 707 enrollees, 697 had enough data to be included in the Fall report. The 697 enrollees in the report were in 61 classrooms at 25 sites operated by Action Pact. The demographics for the current assessment period included 52% male and 47% female with Preschool 3 years age designation having the largest percentage of children 57%.

The percentages of children below, meeting, or exceeding in each area of development with all programs are as follows:

Domains	Below	Meeting	Exceeding
Social Emotional	44%	53%	39
Physical	44%	53%	39
Language	57%	41%	3%
Cognitive	44%	53%	3%
Literacy	42%	54%	49
Mathematics	46%	49%	59



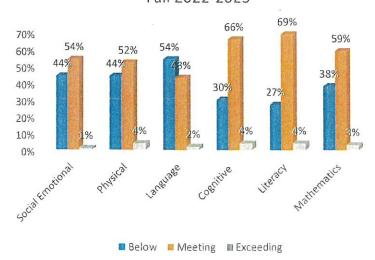


This is the first assessment period of this year. As seen in the chart, most students are meeting program standards in all areas except Language. Teachers are encouraged to individualize activities that are geared toward any area that the children need extra assistance with.

The next graph represents data results for Action Pact enrollees Birth to 3 Years in our Early Head Start classrooms. Out of 218 children, 212 have enough data to be included in the Fall report. The percentages of children below, meeting, or exceeding in each area of development are as follows:

Domains	Below	Meeting	Exceeding
Social Emotional	44%	54%	1%
Physical	44%	52%	4%
Language	54%	43%	2%
Cognitive	30%	66%	4%
Literacy	27%	69%	4%
Mathematics	38%	59%	3%

All Early Head Start Progress and Outcomes Fall 2022-2023

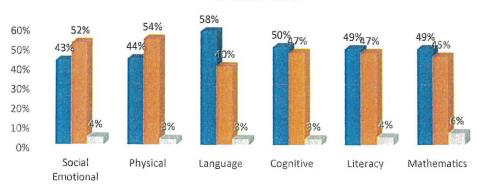


As we can see from the chart, there is a mixture of the enrollees which are below and meeting. Enrollees are meeting program standards in the areas of Social-emotional, Physical, Cognitive, Literacy and Mathematics. Enrollees are below program standards in the Language area.

The next graph represents data results for Action Pact enrollees in the Head Start program only. These children are three to five years old with the greater number being a part of preschool 3 class/grade designation (82%). The percentages of children below, meeting, or exceeding program standards are as follows:

Domains	Below	Meeting	Exceeding
Social Emotional	43%	52%	4%
Physical	44%	54%	3%
Language	58%	40%	3%
Cognitive	50%	47%	3%
Literacy	49%	47%	4%
Mathematics	49%	45%	6%

All Head Start Progress and Outcomes Fall 2022-2023



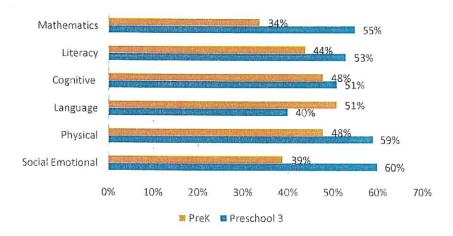
■ Below ■ Meeting ■ Exceeding

As we can see from the chart, enrollees met expectations in the areas of Social-emotional and Physical. Enrollees fell below expectations in the areas of Language, Cognitive, Literacy and Mathematics. Only a small percentage of enrollees exceeded expectations in this period. Being this is the first assessment of the year; teachers will guide instructions and develop activities gear toward areas needing improvements.

In comparing the two programs, we see that a greater percentage of Early Head Start enrollees met expectations in five of the six areas than those who were below. In contrast, Head Start enrollees 's greater percentage of children were below in five of the six areas than those that were meeting. Early Head Start enrollees had a lesser percentage of students exceeding expectations than Head Start enrollees.

The final graph is a comparison of the results for Preschool 3 class/grade enrollees and PreK 4 class/grade enrollees during the Fall assessment. This graph depicts the ones who have met or exceeded expectations.

Comparison Graph for Preschool 3 vs. PreK 4 Enrollees Fall 2022-2023



Domains	Preschool 3	PreK
Social Emotional	60%	39%
Physical	59%	48%
Language	40%	51%
Cognitive	51%	48%
Literacy	53%	44%
Mathematics	55%	34%

As we can tell from the graph, Preschool 3 enrollees bypass PreK 4 enrollees in every area except Language. This assessment period is the baseline that will drive instruction for teachers. Having this data at the beginning of the school year helps teachers identify the strengths and weaknesses within the areas of development.

#### Action Pact

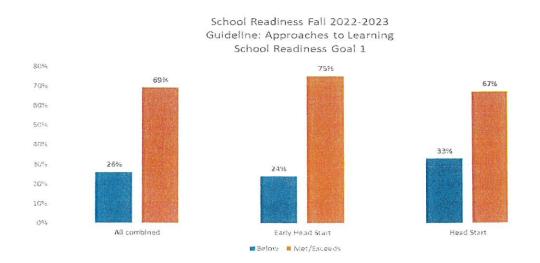
#### School Readiness Outcomes

#### Fall 2022-2023

Action Pact Early Head Start/Head Start Fall assessment ended on October 30. 2022. Data specific to the eight School Readiness Goals entered in Teaching Strategies Gold has been aggregated and is represented in the graphs below.

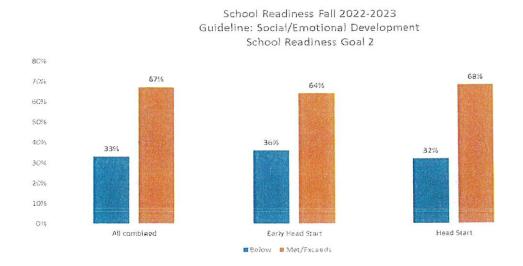
The following graphs are reflective of the percentages of children who were below, meeting and exceeding the expectations for their age group within each School Readiness Goal area.

School Readiness Goal 1 data was measured by objectives 11a, b, c, d, and e. These objectives are seen in the graph below. This goal is related to how children approach learning positively through engagement, attentiveness, and inventive thinking.



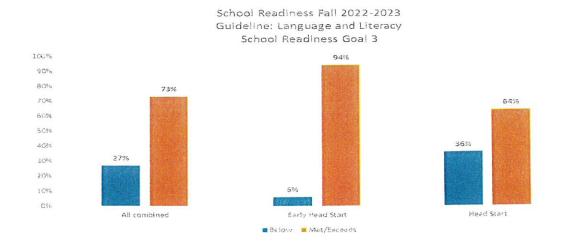
As we can see from the chart, Early Head Start had the greatest percentage of children meeting or exceeding expectations in the goal. Head Start had the lowest percentage of children meeting or exceeding expectations in this goal, while having the highest percentage of children below expectations in this goal.

School Readiness Goal 2 data was measured by objectives 1a, b, c, 2a, c, and 3a. This goal is related to children's increased ability to regulate their own emotions and behaviors appropriately and is charted below.



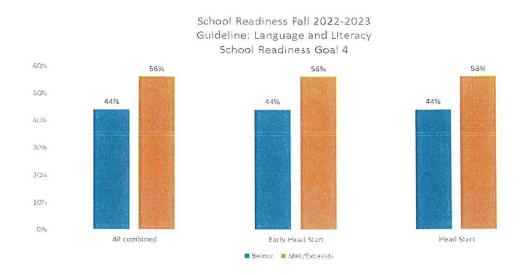
As we can tell from the chart, Head Start enrollees had the greatest percentage of children meeting or exceeding expectations, while Early Head Start had the lowest percentage. Early Head Start enrollees had the highest percentage of children below expectations.

School Readiness Goal 3 data was measured by objectives 15a, 16a, and 16b. This goal shows children's progress in demonstrating a growing knowledge of language beginning with letter recognition and phonological awareness such as rhyming.



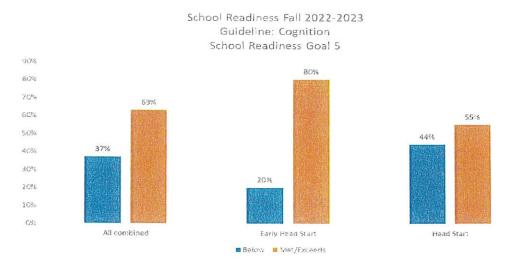
When looking at the chart, Early Head Start enrollees had the greatest percentage of children meeting or exceeding expectations, while Head Start enrollees had the highest percentage of enrollees below expectations.

School Readiness Goal 4 data was measured by objectives 9a, c, 10a and b. This goal is related to children's use of expressive vocabulary and appropriate conversational and communication skills.



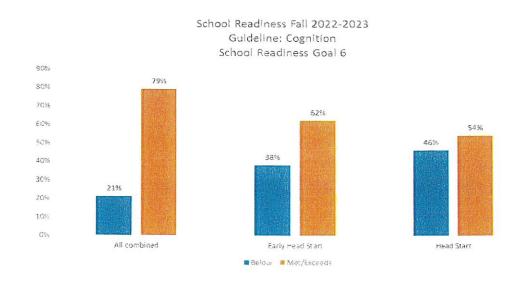
When looking at the graph, both programs had the same amount of enrollees meeting or exceeding expectations. They also have the same number of enrollees below expectations.

School Readiness Goal 5 data was measured by objectives 20a, b, and c. This goal is related to children's increased ability to use number concepts and operations.



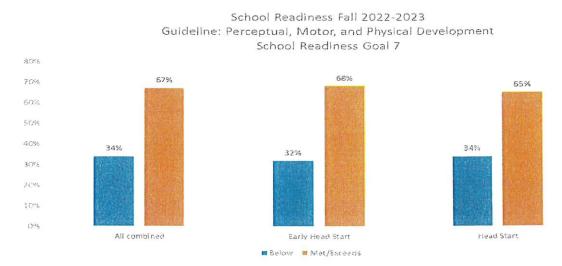
As we can tell from the graph, Early Head Start enrollees had the greatest percentage of children meeting or exceeding expectations. Head Start enrollees had the highest percentage of enrollees below expectations.

School Readiness Goal 6 data was measured by objectives 21a and b. This goal charts children's increased ability to explore and describe spatial relationships and shapes.



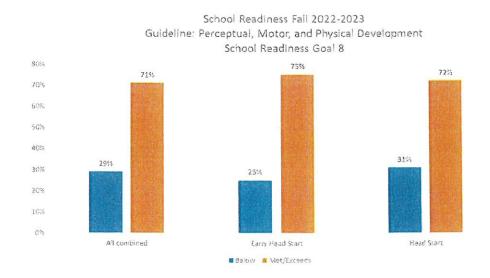
When looking at the chart, Early Head Start enrollees have the greatest percentage of children meeting or exceeding expectations, while Head Start enrollees have the higher percentage of children below expectations.

School Readiness Goal 7 data was measured by objective 4. This goal pertains to the increased control of large muscles.



The chart shows us that Early Head Start enrollees have a higher percentage of children meeting or exceeding expectations than the Head Start enrollees. On the other hand, Early Head Start enrollees had a higher number of children below expectations.

School Readiness Goal 8 data was measured by objective 7a and 7b. This goal is related to fine-motor strength and coordination.



When looking at the chart, we see Early Head Start enrollees having a higher percentage meeting or exceeding expectations, while Head Start enrollees have a higher percentage of enrollees below expectations.

In conclusion, enrollees in the Early Head Start program ended up with a greater percentage of children meeting or exceeding expectations in most of the eight School Readiness Goals. In the Social/Emotional development area, Head Start enrollees had a slightly higher percentage in the meeting and exceeding expectations area. As the program year progresses, the program strives to increase the number of students at least meeting expectations by offering activities and learning experiences that will challenge children to improve.

## HUMAN RESOURCES PROGRAM REPORT



Sonja Eason, Human Resources Director

## PROGRAM REPORT FORM For Board Meetings

NAME OF PROGRAM: Human Resources	
REPORT OF MONTH/YEAR: January 2023	
PERSON/TITLE REPORTING: Sonja Eason-Human Resources Director	
SUMMARY OF PROGRAM ACTIVITIES:	
A. Health/Wellness Updates B. Retirement Plan Updates C. HR Metrics	
GRANTS/AWARDS FOR BOARD APPROVAL: YES (If yes, attach Grants/Awards form)	X NO
OTHER ITEMS FOR BOARD APPROVAL:	
SIGNATURE OF PROGRAM DIRECTOR	<u>01/19/2023</u> DATE

## Board Meeting Summary HR Department -January 2023

### Health & Wellness

Rely MD utilization report (attached)

- 16 consults, 13 returning
- 12 female, 4 male callers
- 3 first time callers
- 6 minute average call back time
- Chug A Jug Challenge completed and \$ prizes were awarded
- 25 days of Fitness completed and \$ prizes were awarded
- Upcoming Challenge-Strive for Five

### Retirement Plan Updates

- Empower Retirement plan balance is \$7,713,024
- The average participant balance is \$26,0527
- The Lifetime Income Score is 92 %. (Represents how close participants are to reaching an estimated 75% income replacement rate of a participant's current salary). 42% of 163 eligible participants have reached the 75% income replacement goal as of December 2022.
- The plans average contribution rate is 7%
- 3% of participants are contributing over 10%

## Breakdown of withdrawals from November-December 2022:

- o Separation of service-3
- Hardships-1
- o Loans-1
- o RMD-1
- o In Service-1
- o Deminimus-3

## HR Metrics from November 20, 2022 - January 19, 2023

New hires -12 Terminations -9

Total employees=386 Full Time=341 Part Time=15 Limited Services=16 Temp=14

Demographic Data Females=351 Males=35

Ethnic Data Black=179 White=193 Other=14

## Member Utilization

DECEMBER 1, 2022 - DECEMBER 91, 2022

#### 55.98%

Annualized

TOTAL CONSULTS

ACTIVE MEMBERS

343

MEDIAN WAIT TIME

6 Minutes

PROVIDER RATING

\*\*\*\* 1 nut of 5

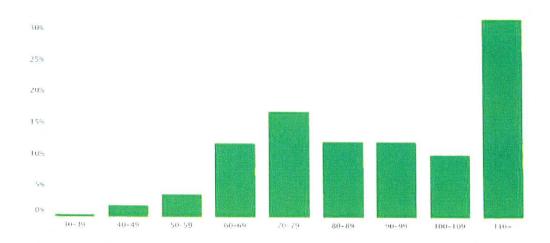
Breakdown by Gender		Member Use Frequency		Top 5 Diagnoses	
Female	12 (75%)	Returning Members	13 (81%)	Pharyngitis	3 (19%)
Male	4 (25%)	First-time Members	3 (19%)	Covid-19	2 (13%)
				Bronchitis	2 (13%)
Top 5 Prescriptions		Where Members Would H	ave Gone	Exposure to COVID-19 virus	1 (6%)
Paxlovid 150 mg-100 mg (300 m 100 mg Dose) tablet	g- 2 (13%)	РСР	9 (56%)	Influenza	1 (6%)
Zithromax Z-Pak 250 mg tablet	2 (13%)	Urgent care	3 (19%)		
Amoxicillin-Clavulanate 875 mg-		Emergency room	3 (19%)	Consult Sources	
mg tablet		Retail health clinic	1 (696)	Coordinator - Web	12 (75%)
Naproxen 500 mg tablet	1 (6%)			Patient - Web	2 (13%)
Benzonatate 200 mg capsule	1 (6%)	Age Groups 41 - 50	5 (31%)	Patient - Mobile (Android)	2 (13%)
Breakdown by Call Times		0 - 18	4 (25%)	Member Access	
Morning (6a - 12p)	7 (44%)	19 - 30	3 (19%)	No data has been provided.	
Afternoon (12p - 6p)	5 (31%)	61+	2 (13%)		
Evening (6p - 12a)	4 (25%)	31 - 40	1 (6%)	States	
Night (12a - 6a)	0 (0%)	51 - 60	1 (6%)	Georgia	16 (100%)
Call time reporting is based on Eastern	fime (ET).	Average Age	35		

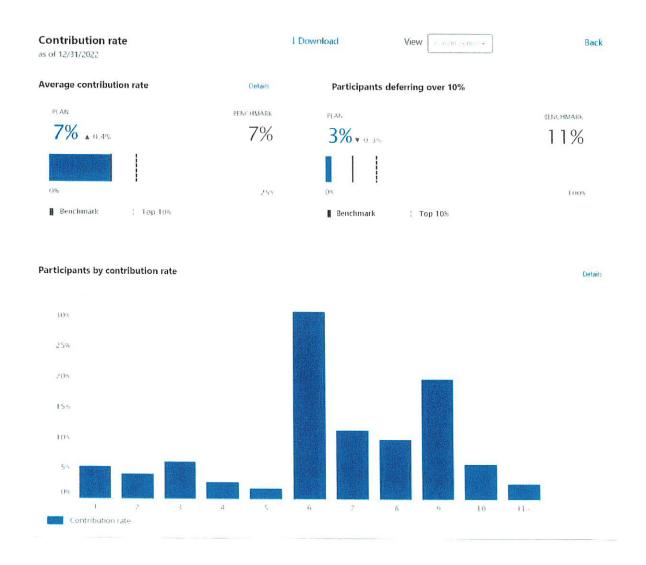
<sup>© 2023</sup> RelyMD. All Rights Reserved.

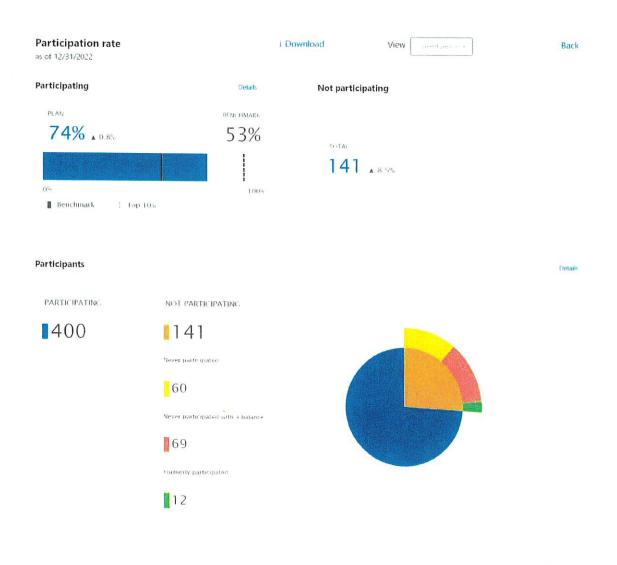
Lifetime Income Score Download View current period -Back as of 12/31/2022 Overall plan Participants achieving goal PERCENT ACHIEVING COAL BENCHMARK BENCHMARK 42% (163) \$ 5 9% 8% 65% tor res of my goal 78% 100% **∦** Benchmark Top 10%

#### Percent of participants by Lifetime Income Score

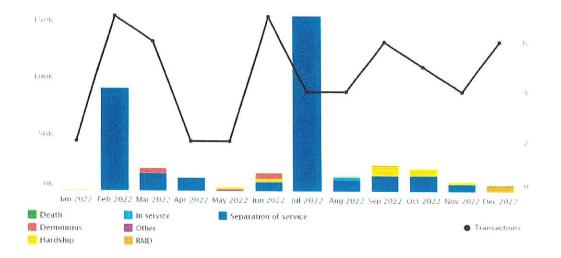
Details







#### Distributions by month



Totals for Company Code FPT Distinct	FPT	FPT	FPT	FPT	FPT	FPT	FPT	FPT	FPT	FPT	FPT	FPT	Company Code	New Hire 11.20.22-01.19.23
·	010183	010176	010177	010184	010179	010187	010174	010180	010182	009805	010185	010175	e File Number	0.22-01.19.23
12	Administrative Support Clerk	Cust-Food Trans	Administrative Support Clerk	Teacher Assistant	Program Assistant	Custodian	CoCoord - NPE	Custodian	Administrative Support Clerk	Teacher Assistant	Teacher Assistant	Licensed Practical Nurse	Job Title	
	01/09/2023	11/28/2022	12/01/2022	01/09/2023	12/05/2022	01/09/2023	11/28/2022	12/05/2022	12/07/2022	03/12/2019	01/09/2023	11/28/2022	Hire Date	
										01/09/2023			Renire Date	
	0 year, 0 month	U year, 1 month	U year, 1 month	U year, u montn	O year, I month	O year, o month	o year, 1 monun	o year, 1 month	0 year, ⊥ mont⊓	0 year, 0 month	υ year, υ month	o year, i mondi	years of pervice	
	Brantiey Service Certical	Bacon ris/ens Apc	Pullodi Dei Vice Centrei	Clidition Country liear state	Condo Constante Book Start	Coffee Service Center	Clinch County Send Start	Maie Conità Larra a Lin	Fattlan Service Center	Brantley county nead start	Water County need start that free	Waydos Office	Manager Office	Constitution Topographics

Grand Totals Distinct

Termination	Termination Report 11.20.22-01.19.2023	23				
CO CODE	POSITION ID	HOME DEPARTMENT	JOB TITLE	HIRE DATE	- ERMINATION CATE	NUADOR
FPT	FPT010173 USA	300300 - CSBG	ASC - Administrative Support Clerk	11/14/2022	11/29/2022	K - Quit without notice
TPT	FPT010125 USA	400400 - Head Start	TCHASST - Teacher Assistant	07/26/2022	12/01/2022	S - Voluntary Resignation
TOT	EPT010070 USA	400400 - Head Start	INT - Interventionist	02/28/2022	12/07/2022	S - Voluntary Resignation
FPT	FPT010112 USA	400400 - Head Start	TCH - Teacher	06/27/2022	12/16/2022	D - Other Employment
TOT	EPT001905 USA	300300 - CSBG	MDD - Meal Delivery Driver	12/07/2009	12/29/2022	Retired
n -	EDTOGGGA ISA	300300 - CSBG	ASC - Administrative Support Clerk	11/02/2020	12/30/2022	S - Voluntary Resignation
n -	EPT008299 LISA	400400 - Head Start	FAMADV - Family Advocate	01/11/2016	01/02/2023	S - Voluntary Resignation
n :	EPTOO9811 LISA	400400 - Head Start	EHSTCH - EHS Teacher	04/03/2019	01/05/2023	1 - Voluntary Medical
EDT	EPT010033 USA	400400 - Head Start	FAMADV - Family Advocate	12/20/2021	01/09/2023	S - Voluntary Resignation
	Point Of Employage In					
Bener Totals	Bener Totals: Count Of Employees in					

## FISCAL DEPARTMENT PROGRAM REPORT



Hayley Stephens, Fiscal Director

## PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:	Fiscal	
REPORT OF MONTH/YEAR:	January 2023	
PERSON/TITLE REPORTING:	Hayley Stephens, Fiscal Director	
SUMMARY OF PROGRAM A	CTIVITIES/ACCOMPLISHMENTS:	
We are continuing to hold n is currently operating within	nonthly budget meetings with each n the approved budget.	program director. Each grant
preparing the financial state	nal year-end adjustments and will sements, notes, and other supportin ess office the week of March 27 <sup>th</sup> .	
GRANTS/AWARDS FOR BOA (If yes, attach Grants/Award		<u>X</u> NO
OTHER ITEMS FOR BOARD A	APPROVAL:	
Hayley Stephens		1/20/2022
SIGNATURE OF PROGRAM D	DIRECTOR	1/20/2023 DATE
SIGNATIONE OF FROGRAM E	MECTOR	DAIL

## action pact, inc. BALANCE SHEET

	10/31/21	10/31/22
	Per Audit	Per Books
Assets:		
Current Assets		
Cash and Cash Equivalents	\$ 1,015,868	\$ 2,144,690
PPP Funds	1,729,714	-
Due from Grantors	1,590,721	1,681,493
Other Current Assets	149,455	194,065
Total Current Assets	4,485,759	4,020,247
Fixed Assets	4,290,414	4,103,033
Restricted Cash	1,229,207	733,995
Related Party Receivables	189,291	189,291
Total Assets	\$ 10,194,672	\$ 9,046,566
Liabilities and Net Assets:	·	
Liabilities		
Current Liabilities		
Accounts Payable .	\$ 620,264	\$ 741,531
Payroll Liabilities	453,879	466,037
Other Liabilities	<del>-</del>	p <del>.</del>
Total Current Liabilities	1,074,142	1,207,568
Deferred Revenue	348,343	768,090
Health Insurance Claims Payable	94,945	94,945
Deferred payroll	264,980	283,219
Accrued vacation	425,008	430,142
Mortgage Payable	2,417,616.72	2,331,111
PPP refundable advance	1,726,525	
Total Liabilities	6,351,559	5,115,076
Net Assets		
Net Assets - Beginning	2,277,835	3,843,113
Change In Net Assets	1,565,278	88,378
Net Assets	3,843,113	3,931,491
Total Liabilities and Net Assets	\$ 10,194,672	\$ 9,046,566

## action pact, inc. STATEMENT OF ACTIVITIES

	Twelve Mo	nths Ended
SUPPORT AND OPERATING REVENUE:	10/31/21	10/31/22
Government Grants:		
Federal Grants	\$ 22,235,571	\$ 28,157,166
State Grants	2,363,908	<b>2,</b> 957,741
Total Government Grants	24,599,480	31,114,908
Other income (includes United Way, local funds, and contributions)	2,646,138	961,453
In-kind contributions	3,358,126	2,756,590
Total Revenue	30,603,744	34,832,950
EXPENSES:		
Personnel Costs:		
Salaries	9,740,005	10,781,231
Fringe benefits	4,192,196	3,763,986
Total personnel costs	13,932,201	14,545,217
Program Expenses:		
Direct Benefits	4,146,934	9,303,367
Food	1,275,385	1,305,219
Materials and Supplies	1,874,686	2,127,079
Travel	163,245	211,392
Communications	252,209	283,408
Information Technology	600,773	329,974
Health & Safety	28,539	21,595
Contract Services	32,319	181,935
Program Support	8,776	19,002
Participant Support	55,488	40,193
Capital Expenditures	662,697	757,508
Depreciation Expense	58,912	78,549
Total Program Expenses	9,159,963	14,659,220
General and Administrative Expenses - See attached schedule	2,150,751	2,209,158
In-kind expenses	3,358,126	2,756,590
Total Expenses	28,601,041	34,170,185
Net income	2,002,703	662,765
Self-insurance gain (loss) - See attached schedule	304,006	(574,388)
Total Agency Gain (Loss)	\$ 2,306,709	\$ 88,378

## action pact, inc. STATEMENT OF GENERAL AND ADMINISTRATIVE EXPENSES

	Twelve Months Ended				
	1	0/31/21	10/31/22		.0/31/22
General and Administrative Expenses					
Rent/Leases - Real Estate	\$	112,330		\$	68,166
Professional Fees		64,677			104,576
Utilities		286,952			331,059
Property & General Liability Insurance		207,582			230,345
Repairs and Maintenance		731,652			580,925
Training and Education		188,158			219,578
Memberships and Subscriptions		80,752			47,490
Transportation		79,768			112,614
Rentals/Leases - Equipment		43,891			45,644
Meetings and Conferences		49,553			112,553
Publications and Printing		31,973			40,315
Recruitment Expenses		25,254			28,607
Postage & Delivery		10,789			12,835
Advertising/Public Relations		34,536			44,141
Miscellaneous (includes reimbursement to OATH)		37,675			46,144
Retirement Plan Fees/Payroll Processing Fees		99,903			93,776
Interest Expense		65,306			90,389
Total General and Administrative Expenses	\$	2,150,751		\$	2,209,158

## action pact, inc. PROFIT & LOSS - SELF-INSURANCE FUND

	Twelve Months Ended			
	10/31/21	10/31/22		
Revenues:	•	<del></del>		
Premiums charged to programs	\$ 3,168,320	\$ 2,647,098		
Employee Contributions	294,555	259,385		
Other Income	3,884	4,863		
Total Revenue	3,466,759	2,911,346		
Expenses:				
Medical claims	2,616,691	2,853,105		
Less reinsurance refunds	(239,424)	(194,269)		
Dental claims	89,826	95,001		
	2,467,092	2,753,837		
Other expenses:	<del></del>			
Reinsurance Premium	398,857	435,595		
Other Premiums	151,244	155,903		
Fees - Third Party Administrator (CIGNA)	145,560	140,399		
otal expenses	3,162,754	3,485,733		
Net Gain (Loss)	\$ 304,006	\$ (574,388)		

# INFORMATION TECHNOLOGY PROGRAM REPORT



Joey Wilkes,
Information Technology
Director

## PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM: <u>Information Technology</u>
REPORT OF MONTH/YEAR: Monday, January 30 <sup>th</sup>
PERSON/TITLE REPORTING: <u>Joey Wilkes, IT Director</u>
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:
<ul> <li>Indirect Computer Refresh completed.</li> <li>KnowB4 Cyber Penetration Testing ongoing. (Results better than industry standard)</li> <li>Single Point of Entry ongoing with a slight pivot, we are planning to move forward with Easy Trak. (Probably not final product but a start)</li> <li>Plan to deploy Unite Us in the Head Start Program.</li> <li>Cisco Umbrella review and renewal started for a three-year term.</li> </ul>
GRANTS/AWARDS FOR BOARD APPROVAL:YESX_NO (If yes, attach Grants/Awards form)
OTHER ITEMS FOR BOARD APPROVAL:
None
Joey Wilkes, IT Director
SIGNATURE OF PROGRAM DIRECTOR DATE

## DEVELOPMENT PROGRAM REPORT



Elena Ryals,
Development Director

## PROGRAM REPORT FORM FOR BOARD MEETINGS

Development

NAME OF PROGRAM:

REPORT OF MONTH/YEAR: January 2023	
PERSON/TITLE REPORTING: Elena Ryals-Development Director	
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:	
<ul> <li>Upcoming grant submissions         <ul> <li>United Way of Appling County</li> <li>United Way of Southeast Georgia – Bulloch</li> <li>Reading is Fundamental (RIF) – Head Start service area</li> <li>Senior Hunger Innovation Grants – Pierce Senior Center</li> </ul> </li> <li>Transportation Project update</li> <li>United Way partner update</li> </ul>	
Engagement Plan  GRANTS/AWARDS FOR BOARD APPROVAL:YESX  (If yes, attach Grants/Awards form)	_NO
OTHER ITEMS FOR BOARD APPROVAL:	
Elena Ryals  SIGNATURE OF PROGRAM DIRECTOR	January 20, 2023 DATE

# PROGRAM REPORTS



### PROGRAM REPORT FORM **FOR BOARD MEETINGS**

NAME OF PROGRAM:

**Community Care Services Program** 

REPORT OF MONTH/YEAR: January 2023

PERSON/TITLE REPORTING: Linda Steedley, Community Care Director

#### **SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:**

The goal of the Community Care Services Program (CCSP) is to help seniors and the disabled remain in their homes and communities and avoid nursing home placement. We began our new program year on July 1st. Listed below by county are the number of unduplicated clients served in our 42-county area for the months of July through December:

County	Number of Clients	Southern Counties	Number of Clients
Appling	17	Atkinson	8
Bleckley	6	Bacon	8
Bryan	12	Ben Hill	11
Bulloch	72	Berrien	11
Candler	19	Brantley	7
Chatham	77	Brooks	11
Dodge	31	Charlton	6
Emanuel	51	Clinch	7
Evans	11	Coffee	20
Glynn	29	Cook	9
Jeff Davis	19	Echols	2
Johnson	15	Irwin	3
Laurens	102	Lanier	4
Liberty	28	Lowndes	35
Long	7	Pierce	18
McIntosh	7	Tift	26
Montgomery	23	Turner	9
Tattnall	20	Ware	21
Telfair	18		
Toombs	46		
Treutlen	13		
Wayne	20		
Wheeler	12		
Wilcox	18		
TOTAL	673	TOTAL	216

**Grand Total: 889** 

<sup>\*</sup>Note: Counties in **bold** are in action pact's designated service delivery area.

The Federal Public Emergency Health Order has been extended through March 30, 2023, for the frail elderly, so we are not required to make home visits. The order will be reviewed at that time and a decision will be made to either end the order or extend it another 90 days. Once the order is lifted, we will have six months to be fully compliant in making home visits to all clients. To prepare for this, the staff are making a few home visits to see what issues may arise when we do officially start back visiting the clients in their homes. Until the order is lifted, we will continue to do assessments and care plans by phone for those that aren't receiving a home visit. We have purchased personal protection equipment (gloves, masks, sanitizer, shoe covers, etc.) for the staff to use for home visits. Protecting our clients and staff is a priority.

The CCSP department has joined with the Weatherization Program to help our clients that are needing a ramp. CCSP purchases the supplies and pays the weatherization staff's time to build the ramps. The Weatherization staff has built 2 ramps so far and repaired another one for a client. The clients are ecstatic about being able to leave their home safely. We are excited that we can do this for our clients and plan on doing more in the future when the need arises.

We have been pleased with the growth of our program in the Southern area. It has grown so much that we are currently advertising for another care coordinator to join our staff.

Can you help us spread the word about how the Community Care Services Program (Elderly and Disabled Waiver Program) can help the people in your community? Please contact Linda Steedley at 912-285-6179 or <a href="mailto:lbsteedley@myactionpact.org">lbsteedley@myactionpact.org</a> if you have a civic club, organization or church Sunday school class or Senior group that would like a presentation.

GRANTS/AWARDS FOR BOARD APPROVAL: OTHER ITEMS FOR BOARD APPROVAL: N/A	YES	X_NO
Línda B. Steedley		
CICNATURE OF BROCK AM DIRECTOR	_	1-20-23
SIGNATURE OF PROGRAM DIRECTOR		DATE

## PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM: _	Community Services	
REPORT OF MONTH/YE	AR: January 2023	

PERSON/TITLE REPORTING: Diane Rogers, Community Services Director

## SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

### **Nutrition Program for the Elderly**

- The City of Vidalia has agreed to make the necessary changes to the kitchen at the Toombs County Senior Center so that we can cook meals there. Georgia Power informed us that they would like to complete another project for the Senior Center there so we plan to request \$10,000 to help purchase the equipment needed for a commercial kitchen there. We hope to complete the project by July 1. We anticipate being able to prepare meals there for additional centers also.
- We have secured a vehicle for meal delivery in Evans County and are still advertising for a driver. Meals are currently picked up in Bulloch county and delivered to Evans county clients by the county coordinator.
- We are working the Jeff Davis County to help them move to coordinated transportation and allow action pact to employ a meal-delivery driver. Currently, two county employees are needed to transport congregate seniors to and from the center each day and deliver meals. The County has been unable to secure drivers requiring center staff to try and provide the services.

We have proposed that the county begin using coordinated transportation, which comes at no cost to the county. Additionally, we requested that the county allow action pact to hire a meal-delivery driver and reimburse the agency for the cost of the driver. County Administrator, Heather Scott, will bring the proposal to the Commissioners at their January meeting.

 The final two cargo vans in our fleet have been inoperable and in Wayne county for some time. Both vehicles have been sold to a salvage yard.

#### **Community Services**

- Beginning March 1<sup>st</sup>, all county Service Centers will be open Monday through Friday from 8:00 2:30. Non-nutrition centers have been open from Monday through Thursday from 8:00 4:30. This will give all 18 centers the same operating schedule with the exception of Atkinson and Clinch which will be open 2 days and 3 days per week respectively due to shared management.
- Case management efforts through a partnership with Ready2Connect in Effingham county are paying off. CSBG funds are being used to provide stabilization benefits as well as employment supports as they move through the program and beyond.
- There are some concerns regarding our Effingham County Service Center, currently housed in Springfield. The primary concerns are air quality and staff safety because our staff are often the only persons in the building.
- 697 direct benefit payments totaling \$ 584,038 were made during fiscal year 2022 which ended on September 30th (CSBG CARES, Okefenokee Rural EMC, Project Share, etc.). This total represents crisis intervention payments to prevent loss of housing and/or basic services, employment support, education support, childcare, and transportation assistance.
- We have completed our annual self-assessment for Organizational Standards. There are 57 standards related to all aspects of the agency and we scored 100% for the second year in a row. Georgia Department of Human Services staff will complete their own assessment and submit our final score by March 31.

## **Low-Income Home Energy Assistance Program (LIHEAP)**

o 3,862 households have received almost \$2,000,000 in Energy Assistance payments since November 1, 2022, which represents approximately 75% of our heating allocation. I expect additional funding soon, but have not been given a date. As soon as we receive notice of the allocation, additional appointment slots will be opened.

## **Low-Income Home Water Assistance Program (LIHWAP)**

 1,,092 households have received water assistance since November 1, 2022. The program will end permanently on March 31, 2023 and we expect to expend our entire allocation.

## **State Health Insurance Assistance Program (SHIP)**

The SHIP program, formerly GeorgiaCares, offers assistance to Medicare-eligible individuals in 35 counties with selecting prescription plans. Staff are currently concentrating on increasing the number of volunteers as well as targeting advertisements toward people who are new to Medicare or eligible to change their plans outside of the open-enrollment period.

GRANTS/AWARDS FOR BOARD APPROVAL: (If yes, attach Grants/Awards form)	_XYES	NО
OTHER ITEMS FOR BOARD APPROVAL: N/A		
Diane C. Rogers		January 20, 2022
SIGNATURE OF PROGRAM DIRECTOR	<del></del>	DATE

## Grants/Awards Form

January 2023

PROGRAM
GRANT
FUNDING SOURCE
FUNDING PERIOD
GRANT AMOUNT
COUNTIES SERVED

Community Services Department Nutrition Program for the Elderly Coastal Georgia Regional Commission 7/1/2022 – 6/30/23 – Amendment #1 \$112,130.83 Long

PROGRAM
GRANT
FUNDING SOURCE
FUNDING PERIOD
GRANT AMOUNT
COUNTIES SERVED

Community Services Department Nutrition Program for the Elderly Coastal Georgia Regional Commission 7/1/2022 – 6/30/23 – Amendment #1 \$107,615.79 Long

PROGRAM GRANT FUNDING SOURCE FUNDING PERIOD

GRANT AMOUNT COUNTIES SERVED

PROGRAM
GRANT
FUNDING SOURCE
FUNDING PERIOD
GRANT AMOUNT
COUNTIES SERVED

## PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:	Educational Talent Search Program
REPORT OF MONTH/YEAR:	Jan. 30, 2023 – <b>a</b> ction <b>p</b> act Board Meeting - Sarah's Baxley, Ga.
PERSON/TITLE REPORTING:	Carolyn Crume Blackshear, ETS Program Director
SUMMARY OF PROGRAM ACTIVI	TIES/ACCOMPLISHMENTS:

As you may be aware, our Educational Talent Search Annual Performance Report was scheduled to be submitted in December 2022. However, the Department of Education is experiencing a delay in making the TRIO Talent Search Annual Performance Report (APR) electronic system available for the submission of the FY 2021-22 due to some technicalities. Our report is ready for submission at any time and after reviewing all ETS students' files, all required objectives were met and exceeded. This report is very important because it gives the Department of Education information needed to determine if a project has made substantial progress toward meeting the goals and objectives of the approved application, prior to issuing a continuation grant for the 2023-2024 year. After submission, the results/outcome of this APR report will be made available to all agency board members.

In the meantime, to facilitate the timely awarding of all continuation grants for the 2023-2024 program year, the Department of Education has devised a process to collect some abbreviated information from all Talent Search projects that will allow Trio programs to start the Substantial Progress Review Process for making new awards earlier for the next program year. This process involves the use of the Department's Interim Performance Report (IPR) tool that will be accessible through the Department's G5 system. The Interim Performance Report 2022-2023 (IPR) will be due by Monday February 13, 2023. In preparation for submission of the interim report, the Educational Talent Search Program Director and ETS Counselors are busy entering current student data to ensure that substantial progress has been made for a successful 2022/2023 program year. Currently, we have one thousand, ten (1,010) eligible ETS students enrolled into our program. Twenty-five (25) have been placed on a waiting list for acceptance. As soon as all paperwork is turned in for acceptance, we will have over our required number of 1,021 for this program year.

## <u>Upcoming Trio Events & Conferences</u>:

 Annual SAEOPP Trio Conference will be in-person Wyndham Grand Orlando Resort Orlando, Florida January 29 – February 1, 2023

GRANTS/AWARDS FOR BOARD APPROVAL: Yes:	No: X
OTHER ITEMS FOR BOARD APPROVAL: None	
Carolyn Crume-Blackshear, ETS Director	January 20, 2023
SIGNATURE OF PROGRAM DIRECTOR	DATE

## **FOR BOARD MEETINGS**

NAME OF PROGRAM:	Weatherization

REPORT OF MONTH/YEAR: January 30, 2023

PERSON/TITLE REPORTING: Weatherization Director

#### SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS: As of January 2023

Contract	Amount	Balance
DOE-2022-2023	\$375,706.59	\$71,855.16
HHS-2022-2023	\$343,851.84	\$166,920.39
BIL 2022-2027	\$1,197,034.00	\$ 1,197,034.00

- 1. Mr. DeWayne McCurdy is the new weatherization director for Action pact community action agency. He is replacing Mr. Miller effective January 23<sup>rd</sup>, 2023.
- 2. The agency is preparing for the up comping technical monitoring visit which is scheduled for some time in February more to come.
- 3. Georgia Environmental Finance Authority (GEFA) and Building Performance Strategies (BPS) are offering a Building Analyst class for anyone who may be interested during the week of February 6-10
- 4. New guidelines for GEFA non travels meals went into effect January 1, 2023, some of the changes where you must have a formal agenda, which includes dates, beginning and end times, location, and meeting topics.
- 5. GEFA has tentatively scheduled a fiscal monitoring visit, all requested information has been forwarded to Ms Helvy, awaiting response for actual date of visit.
- 6. We have received the new Bipartisan Infrastructure Law (BIL) Contract totaling in the amount of \$1,197,034.00 for the purpose of ramping up.
- 7. We continue to streamline operations to be able to function under the current funding to allow for maximum amounts of program funds to assist our clients.

GRANTS/AWARDS FOR BOARD APPROVAL: Yes

(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:

DeWayne McCurdy

#### **Grants/Awards Form**

PROGRAM	Weatherization
GRANT	(BIL) Bipartisan Infrastructure Law
FUNDING SOURCE	GEFA (Georgia Environmental Finance Authority)
<b>FUNDING PERIOD</b>	July 1, 2022 – June 30, 2027
<b>GRANT AMOUNT</b>	\$1,197,034.00
COUNTIES SERVED	Appling, Atkinson, Bacon, Brantley, Bulloch, Candler,
	Chatham, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis
	Pierce, Tattnall, Toombs, Ware, Wayne
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	

# GRANTS/AWARDS REPORT



#### **Grants/Awards**

#### January 30, 2023 Board Meeting

PROGRAM

GRANT

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

**COUNTIES SERVED** 

Community Services Department

Nutrition Program for the Elderly

Coastal Georgia Regional Commission

7/1/2022 - 6/30/2023 - Amendment #1

\$112,130.83

Long County

**PROGRAM** 

**GRANT** 

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

Community Services Department

Nutrition Program for the Elderly

Coastal Georgia Regional Commission

7/1/2022 - 6/30/2023 - Amendment #1

\$107,615.79

**COUNTIES SERVED Bulloch County** 

**PROGRAM** 

GRANT

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

**COUNTIES SERVED** 

Weatherization Department

(BIL) Bipartisan Infrastructure Law

GEFA (Georgia Environmental Finance Authority)

July 1, 2022 – June 30, 2027

\$1,197,034.00

Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Chatham,

Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Pierce, Tattnall,

Toombs, Ware and Wayne Counties

TOTAL - \$1,416,780.62



510 Tebeau Street PO Box 1965 Waycross, Georgia 31501 (912) 285-6083 **EXECUTIVE DIRECTOR (Interim)** 

Shelli Tyre

**EXECUTIVE BOARD CHAIR** 

Leonard Burse, Jr.

#### RESOLUTION TO ENTER CONTRACT

At the <u>regular meeting</u> of the Executive Board of <u>action pact</u> on <u>January 30, 2023</u>, the following resolution was presented, seconded, and passed <u>unanimously:</u>

**WHEREAS:** The <u>action pact</u> agency desires to provide services; and

WHEREAS: Said corporation desires to enter a contractual arrangement with the **Coastal** 

<u>Georgia Regional Commission</u> funding source for the provision of <u>Nutrition</u> <u>Program for the Elderly</u> services for the <u>Community Services</u> <u>Department</u>

be it therefore

**RESOLVED,** that action pact agrees to enter a written contract with the

<u>Coastal Georgia Regional Commission</u> funding source for the provision of <u>Nutrition Program for the Elderly</u> services for the period beginning <u>July 1</u>, <u>2022</u>, and ending <u>June 30</u>, <u>2023</u>, <u>Amendment #1</u> in the following counties:

Long County.

**AND THE Executive Director** is duly authorized to execute said contract on behalf of this entity.

Certified true and correct,

Signature of Corporate Secretary
Or Interim Corporate Secretary

Printed Name of Corporate Secretary
Or Interim Corporate Secretary

Action pact

**Name of Corporation** 

**CORPORATION SEAL:** 





510 Tebeau Street PO Box 1965 Waycross, Georgia 31501 (912) 285-6083

#### **EXECUTIVE DIRECTOR (Interim)**

Shelli Tyre

**EXECUTIVE BOARD CHAIR** 

Leonard Burse, Jr.

#### **RESOLUTION TO ENTER CONTRACT**

At the <u>regular meeting</u> of the Executive Board of <u>action pact</u> on <u>January 30, 2023</u>, the following resolution was presented, seconded, and passed <u>unanimously:</u>

WHEREAS: The action pact agency desires to provide services; and

**WHEREAS:** Said corporation desires to enter a contractual arrangement with the **Coastal** 

<u>Georgia Regional Commission</u> funding source for the provision of <u>Nutrition</u> <u>Program for the Elderly</u> services for the <u>Community Services</u> <u>Department</u>

be it therefore

**RESOLVED,** that action pact agrees to enter a written contract with the

<u>Coastal Georgia Regional Commission</u> funding source for the provision of <u>Nutrition Program for the Elderly</u> services for the period beginning <u>July 1</u>, <u>2022</u>, and ending <u>June 30</u>, <u>2023</u>, <u>Amendment #1</u> in the following counties:

**Bulloch County.** 

**AND THE** <u>Executive Director</u> is duly authorized to execute said contract on behalf of this entity.

Certified true and correct,

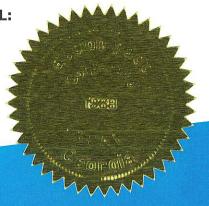
Signature of Corporate Secretary
Or Interim Corporate Secretary

Printed Name of Corporate Secretary
Or Interim Corporate Secretary

Action pact

**Name of Corporation** 

**CORPORATION SEAL:** 





510 Tebeau Street PO Box 1965 Waycross, Georgia 31501 (912) 285-6083

**EXECUTIVE DIRECTOR (Interim)** 

Shelli Tyre

**EXECUTIVE BOARD CHAIR** 

Leonard Burse, Jr.

#### RESOLUTION TO ENTER CONTRACT

At the **regular meeting** of the Executive Board of **action pact** on **January 30, 2023**, the following resolution was presented, seconded, and passed unanimously:

**WHEREAS:** The <u>action pact</u> agency desires to provide services; and

WHEREAS: Said corporation desires to enter a contractual arrangement with the **Georgia** 

> **Environmental Finance Authority (GEFA** funding source for the provision of Bipartisan Infrastructure Law (BIL) for the Weatherization Department

be it therefore

**RESOLVED,** that <u>action pact</u> agrees to enter a written contract with the

**Georgia Environmental Finance Authority (GEFA** funding source for the provision of **Bipartisan Infrastructure Law (BIL)** services for the period beginning July 1, 2022, and ending June 30, 2027, in the following counties: Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Chatham, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Pierce, Tattnall, Toombs,

Ware and Wayne Counties.

**AND THE** <u>Executive Director</u> is duly authorized to execute said contract on behalf of this entity.

Certified true and correct,

Signature of Corporate Secretary

**Or Interim Corporate Secretary** 

**Printed Name of Corporate Secretary Or Interim Corporate Secretary** 

Action pact

Name of Corporation

**CORPORATION SEAL:** 



## EXECUTIVE DIRECTOR PROGRAM REPORT



Shelli Tyre, Executive Director

#### **EXECUTIVE DIRECTOR'S REPORT**





- 2023 Dashboard with January data
- Strategic Plan
  - o Will begin process for 2023-2035 plan
  - o Committee members will include staff, Board, and community
- Policy Updates:
  - Expense Reimbursement Travel
    - Time spent in transient status, whether a driver or passenger, is counted as time worked
    - Various statements changed from "will" to "may" or "must" to "should"
  - Automobile Usage
    - Mileage reimbursement is paid minus normal commuting miles
- Wage Scale Project: Mrs. Eason and I have worked with Department and Program Directors to ensure consistency on the agency wage scale.
  - All positions have been placed on the appropriate salary bands for starting wages.
  - o Pay for each position can advance up to three salary bands before topping out.
  - In the event an employee tops out, only COLA increases are permitted. If an employee earns an advanced degree or certification that is relevant to his or position, another band may be approved by the HR Director and Executive Director.
  - There is now consistency across programs for similar positions.
  - We commit to a continued focus on looking at our lowest wage earners with a goal of ensuring a living wage.
  - Lowest salary band of regular employees, excluding some Limited Services, is Band
     3, which begins at \$10 per hour.
- CASA Update:
  - Our CASA Director accepted a position outside of the agency.
  - We are in talks with Georgia CASA to determine our next steps based on the following options:
    - Keeping the program and hiring a new Director
      - Challenges:
        - Current funding is not adequate to sustain the program
        - Funding has made attracting and retaining staff nearly impossible
        - Tremendous expectations limits number of willing volunteers

- Working with Georgia CASA to transition program to another affiliate
  - Challenges:
    - At this time, there is not an affiliate that is positioned to take on all 6 counties
    - Would have to split up counties within the same judicial circuit
    - Could displace 1.5 remaining staff members
    - Six-month+ process to transition
- Operations Director:
  - Historically, the agency has had a support position in place to assist the Executive Director (Assistant Executive Director, Administrative Services Director, Operations Director, Deputy Director)
  - Organizational structures of CAAs across the state have one or more support positions in place, especially those that are similar in size and scope
  - Statement of Need:
    - Dual focus of the here and now AND the future is necessary for the agency to thrive
    - Several programmatic shifts/increases in scope on the horizon:
    - Fiscal challenges that need full attention
    - Board vacancies and training
    - Growth and development of leaders within agency
    - Position included in Indirect budget
  - Goal is to advertise internally

Skelli Tyre 1-20-2023

					•	1	-	1
		Jan	Mar	May	Jul	Sep	Nov	GOAL
	How do we look to donors/funders?	rs/funder	\$2					
	Federal Funding %	81%						75%
	Board Giving %	33%						100%
	Annual Fundraising Revenue	\$16,135						\$100,000
	Unrestricted Balance	\$75,760						\$200,000
	Compliance Issues/Audit	0/UNQ						0/NNQ
i de la composition della comp	How do we look to our community?	ommunit						
	\$ Spent with Local Vendors	\$171,031		-				\$100,00/mo
	% Min/Female/Vet/Small Bus.	31%						30%
	How do we look to clients?	¿S;						
	Satisfied/Very Satisfied	98.7%						%06
	How do we look to staff?							
	Satisfied/Very Satisfied	85%					and the same of th	%06
	Retention %	%86						%06
	403b Participation	74%						%06
	Timeline to fill open positions	3 weeks						2 weeks
	IT Response Time	3 days						2 days
	IT Remote Service %	20%						20%
-	How do we look internally							
CASA	# Served	143						175
	# Volunteers	19						40
	Fundraising \$	\$5500						\$20,000
CCSP	# Billable Monthly	756						745
	Cost per Client	<192.50						<\$192.50
	New Clients	42						264
SS	# Volunteers	9						25
	% Increased Self-Sufficiency	%08						20%
	% Meeting Case Mgmt Goals	%08						75%
	# HH Receiving Crisis Int	262						1,000
	Community Initiatives	0						2

# Served         1,011         744           On Track for Francisch         267         6           Complete RFSA-Seriors         112         6           On Track for College Grad.         142+244         6           # Served         1758         6           # Volunteer Hours         1,465         6           Volunteer Hours         1,465         6           Child Supervision Incidents         0         6           Family Partnerships #/%         95/12.34%         6           CLASS All Green         139%         6           EHS Enrollment/Wait         224/241         6           In-Kind \$         \$302,992         6           # Served         3,864         6           Avoid Disc(Restore Service         7.3         8           # Served/Wait         643/125         6           Monitoring Findings         0         643/125           Monitoring Findings         0         643/125           Avg. Cost per Unit         \$6093.19         66093.19           \$Leveraged         \$6100         \$6100			Jan	Mar	May	Juf	Sep	Nov	GOAL	
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Complete FAESA-Seniors         112           On Track for College Grad.         142+244           # Served         6           # Volunteers         6           Volunteer Hours         1,465           Child Supervision Incidents         0           Family Partnerships #/%         95/12.34%           CLASS All Green         19%           EHS Enrollment/Wait         224/241           HS Enrollment/Wait         546/10.1           In-Kind \$         3,864           Avoid Disc/Restore Service         713           Return for Case Mgmt         2           # Served         3,864           Avoid Disc/Restore Service         713           Return for Case Mgmt         643/125           Monitoring Findings         0           # Units Completed         22           Avg. Cost per Unit         \$6093.19           \$ Leveraged         \$6100		On track for Grad. (Seniors)	267						85%	
On Track for College Grad.         142+244           # Served         1758           # Volunteers         6           Wolunteer Hours         1,465           Volunteer Hours         1,465           Child Supervision Incidents         0           Child Supervision Incidents         1,265           Child Supervision Incidents         1,273           CLASS All Green         19%           EAS Enrollment/Wait         2,24/241           HS Enrollment/Wait         5,46/101           In-Kind \$         3,864           A woid Disc/Restore Service         7,13           Return for Case Mgmt         2           # Served/Wait         643/125           % Centrers Even/Profit         90%           Monitoring Findings         0           # Units Completed         \$6093.19           Avg. Cost per Unit         \$6093.19           Steveraged         \$6100		Complete FAFSA-Seniors	112						%06	
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# Units Completed 22 Avg. Cost per Unit \$6093.19		Monitoring Findings	0						0	
r Unit \$6093.19 \$6100	×	# Units Completed	22						96	
\$6100		Avg. Cost per Unit	\$6093.19						\$8,009	
		\$ Leveraged	\$6100						\$116,000	

#### 4-5. EXPENSE REIMBURSEMENT

#### **TRAVEL**

#### **POLICY**

It is the policy of the Agency that all out of area business travel should be approved at least (3) three weeks prior to departure by the Executive Director. Out of Area travel and local travel will be reimbursed according to federal, state, and agency guidelines.

#### Comment:

- 1. Employees holding jobs that require extensive travel are expected to travel as a condition of employment.
- 2. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the Department Director. Any travel expenses considered unreasonable will not be paid or reimbursed and are the employee's personal responsibility. Employees will fly via coach seating and are expected to stay at the hotel where a seminar is given or a similarly priced hotel.
- 3. Employees may with approval obtain a maximum cash advance of \$250.00 for approved business travel by submitting a written request two (2) weeks prior to travel to their Department Director. The Department Director will forward to the Fiscal Director an advance cash request two (2) weeks prior to the date needed. Employees whose jobs are designated as requiring extensive travel will may be issued an Agency credit card by their Department Director for payment of business expenses. Cash advances and the Agency's credit cards are the Agency's property, and the use must be properly documented and approved as outlined in Comment (3) above.
- 4. Time spent by non-exempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) in traveling away from home on Agency business during normal working hours is considered hours worked for pay purposes. Non-exempt employee's attendance at lectures, meetings, and training programs will be considered hours of work if such attendance is requested by management. Time spent in transient status by non-exempt employees during normal working hours is counted as time worked. Time spent in transient status by a non-exempt employee after normal working hours is counted as time worked. Time in transient status as a passenger outside normal working hours is not counted as time worked, 8:00 through 4:30 any day Saturday through Sunday is not compensable unless driving or in a meeting/working. Time spent traveling before, during, and after normal work hours is compensable on one day assignments that do not require overnight stay. Employees must should request reimbursement for Travel Expenses on the following pay period after the travel was incurred.
- 5. Employees traveling on Agency business are representatives of the Agency and are expected to maintain a high level of professionalism and to follow all the Agency's policies and rules.
- All-business travel expenses for flights, hotels, and parking should may be charged to the
   American Express travel account and those approved policies may be accessed by reviewing the accounting manual.

#### 4-6. AUTOMOBILE USAGE

#### **POLICY**

It is the policy of the Agency to provide a vehicle for business when available and to reimburse employees for business use of personal vehicles according to the agency guidelines. For safety purposes and to alleviate the agency of any liabilities, it is very important that employees understand and follow all rules regarding the use of company vehicles. Only the employee is allowed to drive/operate the company vehicle. Spouses, children, other relatives and friends are not authorized to drive the company vehicle and are prohibited from accompanying the employee in the company vehicle while he or she is on business travel, unless prior approval is obtained from the Department Director.

#### Comment:

- Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. In addition, employees holding those jobs must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their license must report this to their Supervisor. Supervisors will then forward that information to the Department Director.
- 2. Employees who drive a vehicle on Agency business must, in addition to meeting the requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets all Agency or legal standards for insurance, maintenance and safety. Employees are responsible for driving infractions or fines that result from their driving on agency time and must report them to their supervisors.
- 3. Employees are not permitted, under any circumstances, to operate an Agency vehicle or a personal vehicle for Agency business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
- 4. Employees driving on Agency business may claim reimbursement for parking fees and tolls actually incurred. In addition, employees driving Agency vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. All requests for reimbursements must be approved by the employee's Department Director and submitted to the Executive Director on the appropriate forms.
- **5.** Employees who use their personal vehicles for approved business purposes will receive reimbursement at the current approved rate, **minus normal commute miles.**
- 6. Employees must report any accident, theft, or damage involving an Agency vehicle or a personal vehicle used on Agency business to their Supervisor, HR Director, and Executive Director regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible and no later than within 24 hours of the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers. Employees involved in an accident must submit to a drug screen as soon as possible and no later than within 24 hours of the accident.

## ENGAGEMENT PLAN

GOALS

Increase awareness of the work that we do.
Increase awareness of why our work is needed.
Increase support (monetary, time, and advocacy) for our work.

**TARGETS** 

Staff
Community Members

Business Community Board Members

### ACTION ITEMS WITH GOAL IMPLEMENTATION DATE

Increased Social Media Activity/Channels Staff Spotlights Comprehensive Donor Recognition

March 2023

'Mebsite Updates
increased cycle of blog content
Calendar Upgrade and Utilization
Strategic Data Collection

April/May 2023

Agency Digital Poverty Simulation

July 2023

Volunteer Engagement Program Client Spotlight

August 2023

Cross Program Appreciation
Internal Development Team
Staff Input and Feedback Process
Marketing Presentation Packet

October 2023

Executive Board Training Storytelling Training Email Newsletter

TBD