

EXECUTIVE BOARD MEETING

JULY 17, 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: 306 787 753#





EXECUTIVE BOARD MEETING

Monday, July 17, 2023 10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY

LEONARD BURSE, JR.

MICHAEL GARVIN

BOBBY KENNEDY LINDA MCDUFFIE

GLORIA PAULK

TINA SMITH

CATHY BENTON

ETHELYN CREECH WALTER GIBSON

SYNITA MATHIS

MICHAEL-ANGELO JAMES CLARENCE WASHINGTON

DAWN GARCIA

MEMBERS NOT PRESENT:

JAMES THOMAS, SR.

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES:

ANTHONY SIMMONS

MARCUS McCRAY

JO ANN STRICKLAND

KIM MORGAN

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT:

JAMES GANDY

OTHERS PRESENT:

HAYLEY STEPHENS

DEWAYNE MCCURDY

SONJA EASON

HUEY SPEARMAN

JO ANNE BROOKS

JESSICA BLACKRICK

PATRICIA CAIN

DIANE ROGERS

CAROLYN BLACKSHEAR

JOEY WILKES ANGELA CARR

I. CALL TO ORDER: Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:07 am at "Sarah's in the City" restaurant in Baxley, Georgia.

II. INVOCATION: Michael-Angelo James, Ware County Executive Board member, gave an invocation prayer to start the meeting.

III. ROLL CALL: Gloria Paulk, Executive Board Secretary, 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 AND BOARD MINUTES:

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the agenda for today's meeting and the board meeting minutes of May 15, 2023. Walter Gibson made a motion. Michael Garvin seconded the motion. The motion was carried to approve today's agenda, and the approval of the minutes from the Executive Board meeting held on May 15, 2023. All in favor said aye, and there was no opposing. The motion was carried.

V. OLD BUSINESS: None

VI. NEW BUSINESS:

A. Executive Board Birthdays

July – None August – Synita Mathis – August 1st Kim Morgan - August 9th Linda McDuffie – August 19th

B. Approval of New Executive Board Member

Leonard Burse, Jr. introduced Ms. Bernita Lewis, from Bacon County. She will represent the Private Sector of that county.

Mr. Leonard Burse entertained for a motion to accept Ms. Bernita K. Lewis as the new Executive Board member representing Bacon County. Michael-Angelo James made a motion. Cathy Benton seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to accept Bernita K. Lewis as a new Executive Board member of the action pact agency, representing the private sector of Bacon County.

C. Head Start Program Report – Angela Carr, Head Start Assistant Director Ms. Angela Carr gave the Head Start Report, for Amanda Lankford, Head Start Director. Ms. Carr reported on the June Policy Council documents, monthly statistical and programmatic information, financial reports, monthly credit card expenditures, the Information from the Office of Head Start, Enrollment and Recruitment Updates and the Head Start program updates.

The monthly credit card expenditures:

WEX – April \$2,485.62 May - \$2,543.66 June - \$1,399.49 VISA – April \$5,064.88 May - \$1,967.47 June - \$2,855.66 Monthly Personnel Reports

The Information from the Office of Head Start since the last Executive Board meeting included the following:

- June 7th Meeting held with the Office of Head Start Program Specialist, Nicole Mason, regarding a complaint made against the Governing Board
- Impasse Meetings were held between the Governing Board and the Policy Council on June 13th & June 21st (minutes from the meetings are attached in the Head Start board packet); The Impasse was resolved on June 21st.
- Waiting on Approval for the Conversion, COLA, and Quality Improvement Grants

Enrollment/Recruitment Updates:

• Current Enrollment as of 7/6/23 – Head Start: 555 Early Head Start: 247

• If the Conversion is approved, our enrollment numbers will change from 515 for Head Start and 399 for Early Head Start for the 2023-2024 school year.

Program Update:

- Early Head Start's last day for summer session is July 19th
- Pre-Service for all Head Start staff will be August 1st at the Central Square Complex in Douglas, GA. The theme will be Disney.
- Center Visits and Parent Orientation will be August 2nd 4th.
- The first day of school for Head Start, Early Head Start, and Pre-K is August 7th.
- The Center Coordinators and Head Start Leadership Team attended a Leadership Training in June.
- The STARS attended a Conference in June.
- The Head Start Director position was advertised internally. Interviews
 will be conducted following the deadline and a new Head Start Director
 will be selected.

Grants/Awards for Board Approval:

- Non-Competing Continuation Grant
- Non-Federal Share Waiver
- One Time Grant Request for Ware Roof

Other item for Board Approval: Community Assessment, Self-Assessment

Angela Carr reported that the Charlton County Head Start roof is still leaking to the point that they cannot open the center, until it is completely repaired. The roof had a roof leak, and it was patched by Charlton County. After the patch job, the leak is much worse! Due to this reason, the start date of the Charlton County Head Start has been pushed back, until the leak has been completely repaired. The Charlton County Head Start building is not owned by action pact but is owned by Charlton County. They are responsible for fixing the leaking roof and are currently getting bids on the repair. The Charlton County Head Start staff will work at two centers in Waycross, since that department is short-staffed. It is estimated that about 50 children are impacted by the temporary shut down of the Charlton County Head Start.

Mr. Burse stated he would contact the County Commissioner in Charlton County to encourage the fixing of that roof for our Head Start students. Mr. Clarence Washington questioned if there was another building that Head Start could use until the school building roof was fixed?

Leonard Burse entertained for a motion to approve the Head Start report, as given by Angela Carr. Michael-Angelo James made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Head Start report.

Angela Carr explained that the action pact Head Start program is falling short of the 20 percent required non-federal match. Therefore, action pact is requesting a Non-Federal Share Waiver in the amount of \$550,000.

Leonard Burse, Executive Board Chairman, entertained for a motion to approve the action pact Non-Federal Share Waiver – Grant # 04CH012010-03 11/01/2022 – 10/31/2023, in the amount of \$550,000. Michael Garvin made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the action pact Non-Federal Share Waiver Grant. (See the entire Head Start report in the board packet.)

D. Approval of Head Start 2022-2023 Program Self- Assessment

Leonard Burse, Executive Board Chairman, entertained for a motion to approve the Head Start 2022-2023 Program Self-Assessment. Cathy Benton made a motion. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Head Start 2022-2023 Program Self-Assessment. (See action pact Head Start 2022-2023 Program Self-Assessment in the board packet.)

E. Approval of Head Start Community Assessment Summary Update 2022-2023

Leonard Burse, Executive Board Chairman, entertained for a motion to approve the Head Start Community Assessment Summary Update for 2022-2023. Walter Gibson made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the action pact Head Start Community Assessment Summary Update for 2022-2023.

F. Human Resources Report - Sonja Eason, Human Resources Director

Mrs. Eason reported on the **Health & Wellness** of the action pact agency.

- Currently there is a 30-45 minute "Dance Fitness" scheduled at the Head Start Pre-Service event on August 1st at the Coffee County Center Complex.
- A Gym Reimbursement Program begins August 1st December 31st.
- Health Screening Reimbursement Program This program is plan to reimburse staff for preventative screenings, (such as mammograms, colonoscopy, etc.) retroactive back to January 1st, 2023. The HR department will get their employee health screening information via the agency health insurance company, Cigna.

Retirement Plan Update:

• Empower Retirement plan balance to date is \$8,211,131 with 179 active participants and the average participant balance is \$28,024.

- Our current Lifetime Income score is 95% and 45% of participants have reached their income replacement goal. The participation rate is 76% with an average contribution rate of 7% and there are 2% of participants that are contributing over 10%.
- Breakdown of withdrawals since May 2023 Separation of service 2; Hardships 2; and Loans 1.

Human Resource Metrics – New Hires – 5 and terminations – 8. **Total Employees** – 390

• Full Time – 346; Part Time – 15; Limited Services – 16; Temporary – 13 **Demographic Data** – Females – 353; Males – 37 **Ethnic Data** – Black – 187; White – 190; Other – 13

Leonard Burse, Executive Board Chairman, entertained for a motion to approve the Human Resources report. Synita Mathis made a motion. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Human Resources report.

G. Fiscal Report - Hayley Stephens, Fiscal Director

Ms. Hayley 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 working on closing out grants that end June 30th. The remaining grants will close late summer and fall.

Ms. Stephens is in the process of preparing the RFP for the auditing services. The RFP should be sent out in the next few weeks. Ms. Stephens reported on the self-insurance. There is a \$3,000 profit this year, which is okay. If it gets too high, some of this profit would be given back to the programs.

Mr. Burse entertained for a motion to approve the Fiscal Report, as given by Hayley Stephens. Walter Gibson made a motion. Cathy Benton seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Fiscal Report.

H. Information Technology Report - Joey Wilkes, IT Director

Mr. Joey Wilkes reported that everything was rolling along in the Information Technology department.

• The KnowB4 Cyber Penetration Testing is ongoing in the agency. A breach occurred by a user in the Community Care department, when an email was clicked open and the hacker got her information. The breach was found out in 15-20 minutes and it was stopped. Mr. Wilkes stated for everyone to be careful of phone calls or suspicious emails, as hackers make it look legitimate!

Network upgrades were completed in Effingham County – Planters Fibers.
 He got rid of Windstream in Effingham County – too expensive. Mr.
 Wilkes is also working to upgrade to Nextivia phones in Effingham County.

Mr. Burse entertained for a motion to approve the Information Technology report as given by Joey Wilkes, IT Director. Walter Gibson made a motion. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Information Technology report.

I. Program Reports

Mr. Leonard Burse stated in an effort to save time, no program reports would be given at this meeting.

Mr. Burse praised Dewayne McCurdy, Weatherization Director, for his award given at the recent GCAA Conference in Savannah. Dewayne's award was for the highest top production in the state of Georgia for Weatherization!

Mr. Burse also commented that the Weatherization Department has an additional grant for approval, that was not listed in the packet. It will be included in the Grants/Awards section of the meeting.

Mr. Huey Spearman, agency attorney, reported on the situation with Aesthetic Housing. They borrowed money from Concerted Services, Inc. (action pact) and it was due to be re-paid to the agency on May 1, 2023. No payment has been made to the action pact agency. Dr. Shelli Tyre, prior Executive Director, had requested for Mr. Spearman to check on this outstanding lien. Mr. Spearman sent a "demand letter" to Mr. Ronald Paulk regarding this payment of \$166,056.00 due and 3.25% interest payments.

Mr. Ronald Paulk responded back to Mr. Spearman explaining that they are under HUD contract right now until 2028 and then they will sell the property and repay the loan to Concerted Services, Inc. (action pact).

Mr. Spearman stated that our note does not extend to 2028 and he suggested one of the following two options to proceed with this situation:

- 1) Foreclose on the building
- 2) Send threatening letter, mentioning foreclosure

Ms. Dawn Garcia, board member from Atkinson County, asked what was the estimated value of the building? Mr. Spearman responded that the current value of that building is \$388,978.00.

Clarence Washington, board member from Pierce County, asked what type building is that....what are they doing there? Mr. Spearman responded it was Senior Housing – multiple buildings.

Synita Mathis, board member from Long County, suggested Mr. Spearman go back to Mr. Paulk to see if Mr. Paulk has any additional documentation before we foreclose on them. Mr. Spearman stated he agreed with this suggestion.

Mr. Leonard Burse, Executive Board Chairman, stated all of this happened way back years before all of these Board members were on the Executive Board. He said that unethical things were being done way back then, which was really a conflict of interests. Mr. Burse agrees with Synita to send a letter to see if Aesthetic Housing has any additional documentation to support their position.

Michael Garvin, board member from Effingham County, stated that action pact needs to go ahead and send a notice of intent to foreclose letter, and that would make them produce any additional documentation.

Mr. Burse commented that any amount the action pact agency receives from this will be appreciated. He entertained for a motion for the agency to move forward with foreclosure proceedings against Aesthetic Housing. Michael Garvin made a motion. Cathy Benton seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried Mr. Huey Spearman to send a foreclosure letter to Aesthetic Housing to recover the loan from Concerted Services, Inc. (action pact). Three board members were opposed to the foreclosure letter being sent to Aesthetic Housing.

Mr. Walter Gibson, board member from Bulloch County, asked if Mr. Huey Spearman agreed with the motion?

Mr. Spearman said, "Yes, they have to get serious then. Our purpose is not to evict seniors."

Diane Rogers, Interim ED, stated that HUD has this under contract to house seniors. We could continue to do that purpose or sell it, as we would have the control.

Trowell Housing is also a concern for a later date. This is a similar situation and that note is due to be repaid to the agency in 2029 per Hayley Stephens.

The CASA program, Jessica Blackrick - Director, got additional funding to increase staff so that the area being served can also be increased. Currently only 20% of the foster care kids are being served. The VOCA Competitive grant will allow staff to support more children in the foster care program.

J. Grants/Awards

Diane Rogers,, Interim Executive Director read and briefly explained the Grants/Awards listing provided in the Executive Board packet. Additional ones were added for the Community Services Department and Weatherization Department. The new Grants/Awards total for approval is \$18,855,878.00.

Mr. Leonard Burse entertained for a motion to approve the Grants/Awards.

Mr. Walter Gibson made a motion. Dawn Garcia seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Grants/Awards.

K. Interim Executive Director's Report – Diane Rogers

Diane Rogers, Interim Executive Director, reported that the Head Start position is being advertised and expected to be filled no later than August 1st.

The Development Director and Executive Assistant positions are vacant. She is working with the leadership team to determine the agency's needs before filling either position.

Ms. Rogers stated that \$250,000 is being moved out of Community Care and the Nutrition Program into unrestricted funds. Last year, the agency spent approximately \$14,000 unrestricted dollars per month. The \$250,000 injection should carry us through the rest of the current fiscal year, and hopefully through fiscal year 2024, which ends October 31, 2024.

Ms. Rogers reported she was still waiting on word from Senator Warnock's office regarding assistance. She did hear from his office last week, they confirmed that they had received our documentation. They will work with Mr. Huey Spearman.

Mr. Leonard Burse stated that if anyone has any ideas for an agency fundraiser, please give your ideas. Entire board participation is important.

Diane Rogers stated that the agency must lean on the Executive Board for help with raising money. They all must sit down with the Finance Committee to see what expenses the agency has and start devising a plan. It is expected for an agency our size to have \$1 million dollars in unrestricted funds.

Ms. Rogers also emphasized that board members' time and participation in the agency is looked at as very important. She will be pressing the board members in the days to come.

Tina Smith, Clinch County board member, stated she would like to step down as the current Chairman of the Fund-Raising Committee. Dawn Garcia, Atkinson County board member, stated she loves to fund raise, and will volunteer to be on this committee.

Ms. Rogers proposed that 20-30 minutes of training at each Executive Board meeting during the time set aside for program reports. There will still be a designated time for board members to ask questions regarding any of the reports.

Dawn Garcia, Atkinson Co. Board member, stated she loved this training idea. Clarence Washington, Pierce Co. Board member, stated he also thought it was a good idea. Ms. Rogers suggested that on-line training was available, but maybe not as effective. She asked if the board members would prefer a whole day of training during the week, or a half day of training? Various board members agreed with the whole day of training.

Michael Garvin, Effingham County board member, stated he was looking for a workshop to learn about the Executive Director and Deputy Director position to see what needs to be replaced.

Mr. Leonard Burse entertained for a motion to approve the Interim Executive Director's report. Mr. Michael-Angelo James made a motion. Cathy Benton seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Interim Executive Director's report.

L. Executive Session

Synita Mathis, Long County board member, made a motion to go into an Executive Session. Rose Bailey seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to go into an Executive Session at 11:50 am. All agency staff exited the room.

Mr. Leonard Burse entertained for a motion to go back into regular session. Michael Garvin made a motion. Walter Gibson seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to go back into the regular session of the board meeting at 12:19 pm. All agency staff returned to the meeting room.

VII. ADJOURNMENT

Leonard Burse, Jr. entertained for a motion to adjourn the meeting. Michael Garvin made the motion. Dawn Garcia seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye and the meeting adjourned at 12:21 pm.

Gloria Paulk, Corporate Secretary

Diane Rogers, Interim Executive Director



BOARD MEMBERS

SIGN-IN SHEET

MEETING:	MEETING: EXECUTIVE BOARD MEETING			
DATE:	July 17, 2023	TIME:	10:00 A.M.	
LOCATION:	SARAH'S IN	THE CITY RESTA	URANT	
	1686 GOLDEN I	SLES WEST, BAX	LEY, GA 31513	
1. Rose	Bailey	13.	helyn Creech-p	
2. Micha	el Garrin	14. Bol	oby Kennedy	
			mita Lewis	
4. <u>Mla</u>	ria Paulk	16		
5. Lind	a Medu (Co	17		
6. Tino	a Smith	18		
7. Han	n landon	arcò_19		
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11. of Mich	cel Angelo James			
12.	maid Buse &	24		

EXECUTIVE BOARD MEMBERS ROLL CALL July 17, 2023



NAME	PRESENT	NOT PRESENT (Excused Absence or Not)
Rose Bailey	/	
Cathy Benton	/	
Leonard Burse, Jr.	/	
Ethelyn S. Creech	√on-line	
Dawn Garcia	/	
Michael Garvin	/	
Walter C. Gibson	/	
Michael-Angelo James	/	
Bobby Kennedy	/	
Synita D. Mathis	/	
Marcus McCray		/
Linda McDuffie	/	
Kim Morgan		Excused
Gloria Paulk	/	7,000,000
Anthony D. Simmons	and the second s	/ Excused
Tina Smith	√	
Jo Ann Strickland	**************************************	/ Excused
James A. Thomas, Sr.		\/ \
Clarence Washington, Jr.	✓	
Bernita Lewis (New)		
TOTAL	15	5
	(Quorum is 10 or more)	
James Gandy, HS Policy Council Chairperson (Non-voting member)		/
Huey Spearman, Agency Attorney (Non-voting member)	✓	



NON- BOARD MEMBERS SIGN-IN SHEET

MEETING:_	MEETING: EXECUTIVE BOARD MEETING				
DATE:	July 17, 2023	TIME:	10:00 A.M.		
LOCATION:	SARAH'S IN THE	CITY RESTA	URANT		
Material Security Community Action (ACC)	1686 GOLDEN ISLES	WEST, BAX	LEY, GA 31513		
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	es Styphens	14			
	Blacksielo	15			
4. La G	- Roger	16			
	ela Corr	17			
Sofner 1	A Cain	18			
7. Tue	W. Spearm	19			
8. Ally	May (Dewayne)	20			
9.	fles	21			
10. Alejy	e Blacksheer une 16: Brooks	22			
11.	line & Broke	23			
12		24			



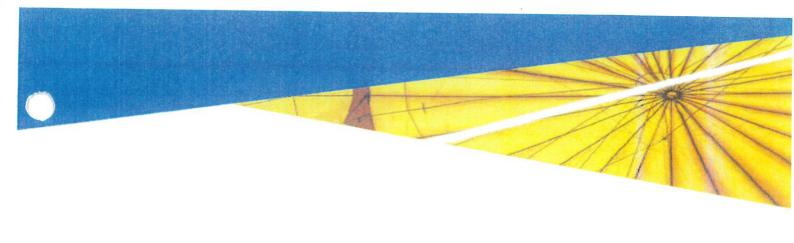
EXECUTIVE BOARD MEETING

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

REVISED AGENDA

Monday, July 17, 2023 10:00 a.m.

I.	CAL	L TO ORDER Leonard Burse, Jr., Executive Board Chair
II.	INV	OCATION
III.	ROL	L CALL (Establishment of Quorum) Gloria Paulk, Executive Board Secretary
IV.	APPI	ROVAL OF AGENDA & BOARD MINUTESLeonard Burse, Jr., Executive Board Chair
		Executive Board Meeting Minutes – May 15, 2023
V.	OLD	BUSINESS
VI.	NEW	BUSINESS
	Α.	Executive Board Birthdays
	В.	Approval of New Board Member – Bernita K. Lewis, Bacon County
	C.	Head Start Program Report
	D.	Approval of Head Start 2022-2023 Program Self-Assessment
	E.	Approval of Head Start Community Assessment Summary Update 2022-2023
	F.	Human Resources Report
	G.	Fiscal Report
	H.	Information Technology ReportJoey Wilkes, Information Technology Director
	I.	Program Reports
	J.	Grants/Awards
	K.	Executive Director's Report
	L.	Executive Session (if needed)
VII	ADJ(OURNMENT Leonard Burse, Ir. Executive Board Chair



BOARD APPROVAL

ON THE MINUTES FROM THE

EXECUTIVE BOARD MEETING

OF

MAY 15, 2023





EXECUTIVE BOARD MEETING

Monday, May 15, 2023 10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY LEONARD BURSE, JR. MICHAEL GARVIN **BOBBY KENNEDY** LINDA MCDUFFIE KIM MORGAN

ANTHONY SIMMONS JO ANN STRICKLAND JAMES THOMAS, SR.

CATHY BENTON ETHELYN CREECH WALTER GIBSON SYNITA MATHIS MICHAEL-ANGELO JAMES

GLORIA PAULK TINA SMITH

CLARENCE WASHINGTON DAWN GARCIA

MEMBERS NOT PRESENT:

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: MARCUS McCRAY

SHELLI TYRE

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: JAMES GANDY

OTHERS PRESENT:

AMANDA LANKFORD ELENA RYALS SONJA EASON CAROLYN BLACKSHEAR HUEY SPEARMAN JOEY WILKES ANGELA CARR

JO ANNE BROOKS

HAYLEY STEPHENS DEWAYNE MCCURDY LINDA STEEDLEY DIANE ROGERS JESSICA BLACKRICK MIKE MAHLUM

- CALL TO ORDER: Leonard Burse, Jr., Executive Board Chairman, called the action I. pact Executive Board meeting to order at 10:11 am at "Sarah's in the City" restaurant in Baxley, Georgia.
- INVOCATION: Anthony Simmons, Executive Board member, gave an invocation II. prayer to start the meeting.
- ROLL CALL: Gloria Paulk, Executive Board Secretary, took the roll call. A quorum III. was established with a combined total of 18 Executive Board members. (See attached roll call copy.)

Michael Garvin made a motion to go into an Executive Session for Personnel, after the approval of the agenda and prior Board minutes. Anthony Simmons seconded the motion. All in favor said aye, and there was no opposing. The motion was carried.

IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Leonard Burse, Jr., Executive Board Chairman, entertained for a motion to approve the agenda for today's meeting and the board meeting minutes of March 20, 2023. Michael Garvin made a motion. James Thomas seconded the motion. The motion was carried to approve today's agenda, and the approval of the minutes from the Executive Board meeting held on March 20, 2023. All in favor said aye, and there was no opposing. The motion was carried.

Action pact staff then exited the room, and the Executive Session began at 10:15 am.

Action pact staff were invited to re-enter the room at 11:08 am to resume the May 2023 Executive Board meeting. Anthony Simmons made a motion to resume the Executive Board meeting. James Thomas seconded the motion. All in favor said aye, and there was no opposing. The motion was carried.

V. OLD BUSINESS:

A. Human Resource Committee Report - Synita Mathis, HR Committee Chair An Executive Board Human Resource Committee meeting was held on Thursday, April 13, 2023 at an undisclosed location.

Synita Mathis, HR Committee Chair, stated she had no report on this held Human Resource Committee meeting, and to date, no meeting minutes have been submitted for official record keeping.

B. Finance/Audit Committee Report – Hayley Stephens, Fiscal Director
Hayley Stephens, Fiscal Director, reported the Finance and Audit Committee met
on May 11th, with our lead auditor, Mr. Pat Muse. An unmodified opinion was
issued, and no material weaknesses or significant deficiencies were identified.
The agency continues to qualify as a low-risk auditee. Mr. Muse stated in his
opinion, the agency is in good financial condition and there is not a going concern
issue. The auditors tested Head Start, CSBG, and the aging cluster. There were no
reported findings. According to policy, an RFP will be going out this summer for
the auditing services. Hayley thanked the fiscal team and audit committee.
Hayley thanked her coworkers for ensuring we follow policy throughout the year.
Executive Director, Shelli Tyre commended Hayley and the Fiscal team for
another successful audit. She added that Mr. Muse estimated that the agency
saved \$10,000 - \$20,000 by completing the financial statements ourselves.

VI. NEW BUSINESS:

A. Executive Board Birthdays

Leonard Burse, Jr., Executive Board Chairman, said this item would be skipped in the essence of time.

B. Approval of New Executive Board Member – Shelli Tyre, Exec. Director Dr. Tyre introduced Ms. Dawn Garcia from Atkinson County. She will represent the Target Sector of that county. A democratic election was held in that county,

according to the Target Sector regulations, and Ms. Garcia won. She has accounting experience, human resources, office management, senior care, and youth program experience also. Ms. Garcia is retired. However, she is very active as a volunteer, every day, at the Senior Center in Atkinson County. Ms. Garcia also serves on the Pearson City Council.

Mr. Leonard Burse entertained for a motion to accept Ms. Dawn Garcia as a new Executive Board member, representing Atkinson County. Walter Gibson made a motion. Anthony Simmons seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to accept Ms. Dawn Garcia as a new Executive Board member of the action pact agency.

- C. Conflict of Interest Policy All board members present were given a copy of the action pact Conflict of Interest Disclosure and a signature page, to read, sign and turn in for agency records.
- D. Head Start Program Report Amanda Lankford, Head Start Director Mr. Leonard Burse, Jr., Executive Board Chairman, said in the essence of time, this report would not be given by Mrs. Lankford. Mr. Burse also commented that all reports were included in the Board Packet that was sent out to all Executive Board members, prior to today's board meeting.

He then entertained for a motion to approve the Head Start report. Anthony Simmons made a motion. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to approve the Head Start report.

E. Human Resources Report – Sonja Eason, Human Resources Director Mr. Leonard Burse, Jr., Executive Board Chairman, said in the essence of time, this report would not be given by Sonja Eason.

Mr. Leonard Burse, Jr. entertained for a motion to accept the Human Resources report. Michael Garvin made a motion to accept the report. Anthony Simmons seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye and the motion was carried to approve the Human Resources report.

F. Fiscal Report – Hayley Stephens, Fiscal Director

Mr. Leonard Burse, Jr. Executive Board Chairman, said in the essence of time, this report would not be given by Hayley Stephens.

Mr. Walter Gibson gave a salute to Hayley and her fiscal team for their exceptional work every day. Everyone in the room applauded.

Mr. Burse entertained for a motion to accept the Fiscal report. Bobby Kennedy made a motion. James Thomas seconded the motion. Mr. Burse called for

discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

G. Information Technology Report – Joey Wilkes, IT Director
Mr. Leonard Burse, Jr. Executive Board Chairman, said in the essence of time, this report would not be given by Joey Wilkes.

Mr. Burse entertained for a motion to accept the Information Technology report and all the following reports on this agenda, to save time in this Executive Board meeting. Walter Gibson made a motion. Kim Morgan seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to accept the Information Technology report and all other reports on this agenda.

H. Development Report – Elena Ryals, Development Director Report approved.

I. Program Reports

<u>CASA</u> – Dr. Shelli Tyre, Executive Director, introduced the new CASA Director, Mrs. Jessica Blackrick. Dr. Tyre commented that Jessica already had some great ideas for the CASA program. The state has also advocated more money for the CASA program. Dr. Tyre encouraged all board members to welcome Mrs. Blackrick to action pact.

Community Care Services Program - Report approved.

Community Services - Report approved.

Educational Talent Search Program — Report approved.

Weatherization Program - Report approved.

J. Deputy Director's Report – Amanda Lankford, Deputy Director Report approved.

K. Grants/Awards - Dr. Shelli Tyre, Executive Director

Dr. Shelli Tyre, Executive Director read and briefly explained the one Grants/Awards listing provided in the Executive Board meeting packet. It is for the Community Services Department, Nutrition Program for the Elderly, for Bulloch County. The grants total was \$15,000.00.

Mr. Leonard Burse, Jr., Executive Board Chairman entertained for a motion to accept the grant mentioned. Walter Gibson made a motion. James Thomas seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

L. Executive Director's Report - Dr. Shelli Tyre, Executive Director

Dr. Tyre thanked Hayley Stephens, Fiscal Director, and her team for another unmodified (clean) audit. Our Auditor continues to praise our Fiscal team for their expertise and diligence in preparing financial statements. It is estimated that this process saves the agency \$10,000-20,000 per year. Thank you for another job very well done!

Dr. Tyre congratulated Dr. Kim Morgan, Board member of Brantley County. Dr. Morgan was recognized by the Georgia Head Start Association as Superintendent of the Year for her service to the Head Start community. Dr. Tyre also recognized Angela Carr as receiving an award for Inspirational Speaker. The awards ceremony was held May 5th at Epworth by the Sea at the statewide annual conference. Dr. Tyre stated that we are all so proud of Dr. Kim Morgan and Angela Carr and so thankful for their efforts to serve our agency and Head Start program!

Dr. Tyre reported a proposed Cost of Living Adjustment for ALL Staff. Head Start has funded a 5.6% COLA for all Head Start staff. All program Directors are in favor of striving to be consistent throughout the agency with COLA increases. Dr. Tyre met with each Director to analyze budgets, and their recommendations for a COLA within their programs are as follows:

	CASA:	5.6%
50	Community Care:	5.6%
60	Community Services	5.6%
腿	Educational Talent Search	5.6%
#1	Head Start	5.6% (funded)
圈	Indirect	5.6%
100	Weatherization	10/2

Synita Mathis asked if there was any way the agency could provide the extra 1.6% for the Weatherization department? Dr. Shelli Tyre pointed out that funding would have to come out of unrestricted to do so, and the current balance of approximately \$32,000 cannot sustain the COLA and the agency's other obligations.

DeWayne McCurdy, Weatherization Director, also replied they may reassess later after the Weatherization staff achieves certifications and training.

Aesthetic Housing Payable – The agency holds a Deed to Secure debt and a Promissory Note, dated October 31, 2014, from Aesthetic Housing for a property located in Coffee County. The original principal amount is \$126,363.00, with an interest rate of 3.25%. The original agreement states that final payment must be made on or before May 1, 2023. We have not received any payments from Aesthetic Housing, so Mr. Spearman has been researching the matter. Mr. Spearman has issued a Demand Letter to Aesthetic Housing for payment, including accrued interest, in the amount of \$166,056.00. If this money comes in, it will go into the unrestricted balance.

Dr. Tyre reported some flexible scheduling options will be implemented during the months of June and July. Directors may approve of staff working extended 4-day weeks and/or flexible work hours while still ensuring coverage and access to services. Flexible options will be available June 5th through July 28th, with the exception of the weeks of June 19th and July 3rd, since holidays fall in those weeks.

In a continuing effort to spotlight answers from our most recent staff survey:

- Action pact provides a safe work environment. (98.2% strongly agree/agree)
- The pay and benefits I receive from my work line up with the work I am expected to do. (63.7% Always/Usually; 17% Sometimes)
- I am satisfied with action pact's overall benefits package. (86.6% very satisfied/satisfied; 8% do not utilize benefits)

Dr. Tyre stated we are very excited to have Mrs. Jessica Blackrick on board as our new CASA Director. Jessica brings knowledge from Florida's Guardian ad Litem program and has hit the ground running, digging in and learning. She has met with Georgia CASA and has reached out to other partners to establish relationships and training opportunities. Jessica has some great ideas for fundraising and volunteer recruitment.

Deputy Director, Amanda Lankford, has also hit the ground running, and although she is still leading the Head Start program until we receive final approval for our new Director from the Office of Head Start, she is also completing Deputy Director tasks.

Building Mortgage – As Dr. Tyre has been discussing since last July, this is a high priority for the agency. The action pact agency has not received any further information on our Congressional Earmark request. Dr. Tyre urges the Executive Board to think beyond the possibility of the PPP funds being returned and the Aesthetic Housing payable and provide input on some additional alternatives, as meeting the obligations of the mortgage is essential.

Dr. Tyre thanked the board & everyone present for the opportunity to serve the action pact agency for the last 10 years. Dr. Tyre said she appreciates the opportunity to serve as the Head Start Director, Deputy Director, and Executive Director. Her goal has always been to serve both our external clients and our internal team with professionalism, quality, and consistency, and it is her hope that she has left each position better than she found it. Dr. Tyre stated she will always treasure the relationships that she has built.

Dr. Tyre encouraged the Executive Board to appoint an Interim Executive Director as quickly as possible. She would like to send notices of leadership change to agency funders and partners, and equally as important, the need to establish our bank accounts with signers prior to her departure. Dr. Tyre stated she wanted to encourage the Executive Board to reflect on the direction that has

been taken over the last several years and assess the results. She loves this agency, its people, and its mission, and she prays that the Executive Board will take action to support the upcoming leadership and fully adhere to the roles and responsibilities of Executive Board members, as well as the policies and procedures of the action pact agency.

Leonard Burse, Jr., Executive Board Chairman, stated it was sad to see her go, and he wished her the best. He then entertained for a motion to accept her board report. Rose Bailey made a motion. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried.

M. Executive Session Decisions Shared

Leonard Burse, Executive Board Chairman, entertained for a motion to eliminate the Deputy Director position, due to changes in staffing. James Thomas made the motion. Michael Garvin seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. There were three opposing votes, and the rest were in favor of the motion. So, the motion was carried by majority rule.

Leonard Burse then entertained for a motion for the current Deputy Director (Amanda Lankford) to go back to the Head Start Director position and for the current Interim Head Start Director (Angela Carr) to go back to the Assistant Head Start Director position. Also, a part of this motion is for the Executive Board to be looking into the Interim position for the Executive Director position. Michael Garvin made the motion. James Thomas seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. There were two opposing votes, and the rest were in favor of the motion. The motion was carried.

Walter Gibson, Bulloch County Board member, stated that Sarah Boatright (owner of "Sarah's in the City") was having surgery today. He asked that the HR Director, Sonja Eason, send Mrs. Boatright a get-well card on behalf of the action pact agency.

VII. ADJOURNMENT

Leonard Burse, Jr. entertained for a motion to adjourn the meeting. Michael Garvin made the motion. Anthony Simmons seconded the motion. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye and the meeting adjourned at 11:43 am.

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant



EXECUTIVE BOARD BIRTHDAYS

JULY:

None

AUGUST:

Synita Mathis—August 1st

Kim Morgan-August 9th

Linda McDuffie—August 19th





HEAD START PROGRAM REPORT



Amanda Lankford, Head Start Director

PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:

Head Start

REPORT OF MONTH/YEAR:

July 2023

PERSON/TITLE REPORTING:

Amanda Lankford, Head Start Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

See attached June Policy Council documents, which include:

- o Monthly statistical & programmatic information
- Monthly financial reports
- o Monthly credit card expenditures
 - WEX- April \$2,485.62 May \$2,543.66

June \$1,399.49

Visa- April \$5,064.88 May \$1,967.47

June \$2,855.66

Monthly personnel reports

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

- June 7th-Meeting was held with Office of Head Start Program Specialist,
 Nicole Mason, regarding a complaint made against the Governing Board
- o Impasse Meetings were held between the Governing Board and Policy Council on June 13th & June 21st (minutes from the meetings are attached); The Impasse was resolved on June 21st.
- Waiting on Approval for the Conversion, COLA, and Quality Improvement Grants

Enrollment/Recruitment Updates:

- O Current Enrollment as of 7/6/23- Head Start: 555 Early Head Start: 247
- o If the Conversion is approved our enrollment numbers will change to 515 for Head Start and 399 for Early Head Start for the 2023-2024 school year.

Program Update

- o Early Head Start's last day for summer session is July 19th.
- Pre-Service for all staff will be August 1st at the Central Square Complex in Douglas,
 GA. The theme will be Disney.
- o Center Visits and Parent Orientation will be August 2nd-4th.
- The first day of school for Head Start, Early Head Start, and Pre-K is August
- o The Center Coordinators and Head Start Leadership Team attended a Leadership Training in June.
- o The STARs attended a Conference in June.
- o The Head Start Director position was advertised internally. Interviews will be conducted following the deadline and a new Head Start Director will be selected.

GRANTS/AWARDS FOR BOARD APPROVAL: <u>Non-Competing Continuation Grant, Non-Federal Share Waiver, and One Time Grant Request for Ware Roof</u>

OTHER ITEMS FOR BOARD APPROVAL: Community Assessment, Self Assessment

Amanda Caurell 7/10/33

SIGNATURE OF PROGRAM DIRECTOR DATE

Grants/Awards Form

INUGRAM	<u>Head Start</u>
GRANT	FY 2024 Non-Competing Continuation Grant
FUNDING SOURCE	Office of Head Start
FUNDING PERIOD	11/1/2023 - 10/31/2024
GRANT AMOUNT	\$12,225,999
COUNTIES SERVED	Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee,
	Jeff Davis, Pierce, Toombs, and Ware Counties
T T 0 0 0 0 1 1 1 1	
PROGRAM	Head Start
GRANT	One-Time Grant (Ware Head Start Roof)
FUNDING SOURCE	Office of Head Start
FUNDING PERIOD	11/1/2023 - 10/31/2024
GRANT AMOUNT	<u>\$206,305</u>
COUNTIES SERVED	Ware
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	
COOMITE'S SEICAED	
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	



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

Diane Rogers

EXECUTIVE BOARD CHAIR
Leonard Burse, Jr.

MEMORANDUM

TO:

Policy Council Members/Governing Board Members

FROM:

Anita Young, Parent and Community Engagement Specialist

DATE:

June 14, 2023

RE:

June Policy Council Reports

Please find the Policy Council reports for the June attached. Our next scheduled Policy Council meeting will be July 26th at 10:30 a.m. at Sarah's in the City, 1686 Golden Isle West, Baxley. We will also have the option to join virtually if you cannot come in person. Please let me know if you would like a virtual meeting invitation emailed to you. As always, thank you for all that you do for our children and families.

cc: Diane Rogers, Executive Director (Interim)
Amanda Lankford, Head Start Director
Angela Carr, Asst. Head Start Director
Sonja Eason, Human Resources Director
Hayley Stephens Fiscal Director
Denise Dukes, Controller

Head Start Program Director's Report June 14, 2023 Submitted by Amanda Lankford, Head Start Director

The Early Head Start summer sessions began June 7th and will continue every Wednesday through July 19th. Our Head Start classes are closed for the summer. We held the Kindergarten Kickstart program for two weeks after Head Start classes were completed.

Post Management will be held by component areas this year. Meetings will be held with the Specialist of their component as well as different staff members that have signed up to take part in that area's post management. This will give us a variety of input to consider for proceeding for the upcoming year.

We are still waiting for our Notice of Award for the COLA, Quality Improvement, and Conversion applications which were previously submitted. We will let you know when we receive our Notice of Awards on the grants.

We are making preparations for Pre-Service which will be held on August 1st at the Central Square Complex in Douglas, GA. We have a Disney theme and "Head Start is Where Your Journey Begins" is the tagline. This year, we plan to make Pre-Service a day filled with fun, engaging, teambuilding activities.

The Policy Council Chair, Board Chair, Head Start Director, Executive Director, Assistant Head Start Director, and Office of Head Start Program Specialist met virtually on June 7th regarding a concern that was made to the Office of Head Start regarding the Executive Board. During the call, the Impasse was discussed, and an Impasse meeting was scheduled for June 13th. The Impasse meeting took place on June 13th, and it was decided that the Governing Board and Policy Council would wait to hear from CAPLAW on how the issue regarding the decisions that were made by the Governing Board to move Amanda Lankford back to Head Start Director and Angela Carr back to Assistant Head Start Director should be handled after they were both recently promoted. The Policy Council Chair, two policy council members, the Governing Board chair, a board member, Head Start Director, Executive Director, and the Office of Head Start Program Specialist attended the virtual meeting.

Education:

The 2022-2023 TSG assessment is completed. In the review of the progress of our school readiness goals, we se that Head Start has a great percentage of enrollees meeting or exceeding program expectations. Transition packets were delivered to parents the last week of school. Enrollee files were delivered to the local school systems. Monitoring and interviews were ongoing throughout May.

Health:

There were six incidents reported in May. Mr. Phillips received three new health plans this month. He was able to connect with Coastal Community College if they can help with our fall health screenings. Mr. Phillips plans to update the inventory for health supplies and order necessary items for the upcoming year. He's also preparing to reinstate toothbrushing for the 23-24 school year.

Enrollment

Current Enrollment:

- 566 in Head Start
- 248 in Early Head Start

Current waitlist of income eligible children:

Head Start		
Appling County	5	
Atkinson County	2	
Bacon County	0	
Brantley County	2	
Candler County	1	
Charlton County	2	
Clinch County	3	
Coffee	9	
Hazzard Hill	5	
Jeff Davis County	6	
Pierce County	19	
Toombs County	3	
Ware County	12	
Totals	69	

Early Head Start		
Appling	26	
Atkinson	0	
Bacon	20	
Brantley	15	
Candler	6	
Charlton	3	
Clinch	2	
Coffee	41	
Hazzard Hill	45	
Pierce	8	
Toombs	35	
Ware	6	
Totals	207	

Head Start May 2023

	Funded	Total Enroliment to date	Over Income Served	
	Enrollment		101-130 %	Over 130%
Appling	34	39	1	0
Atkinson	34	34	3	7
Bacon	50	56	2	1
Brantley	33	40	3	3
Candler	17	19	0	1
Charlton	34	27	0	1
Clinch	17	18	0	2
Coffee	68	86	0	· 1
Hazzard	34	18	0	0
Jeff Davis	31	32	1	2
Pierce	34	36	5	4
Toombs	51	52	3	1
Ware	215	197	8	17
Totals	652	654	26	40

	Funded	Total Enrollment to date	Over Income Served	
	Enrollment		101-130	Over 130%
Appling	16	19	0	0
Atkinson	24	25	2	4
Bacon	24	30	1	0
Brantley	. 8	12	0	0
Candler	24	23	1	0
Charlton	16	22	0	0
Clinch	16	19	0	0
Coffee	16	19	0	0
Hazzard	64	86	1	1
Pierce	8	20	0	3

Ware	8	12	0	0
Totals	248	305	6	8

May 2023 ADA Statistics from CP report # 2301				
ADA ADA Funded Enrollment Actual Enrollment				
Head Start	78.17%	83.49%		
Early Head Start	74.40%	75.76%		

Mental Health:

- Ms. O'Berry collected the Memorandum of Agreements from all counties except Appling. After speaking with Ms. Thomas, we are expecting Appling's soon.
- Took part in the Inclusion Institute virtually
- Attended retirement luncheon for Melissa Wheeler, BOE staff housed at Ware center
- In-person IEP meetings at Ware, Pierce, Brantley
- · DESSERTS training in Clinch
- Served pizza to adopted site for end-of-year event
- Sent out monthly newsletters
- · Gave out Actions for Happiness calendars for May

Children diagnosed with special needs:

Head Start: 90; Early Head Start: 34; Total 124, 15.58% of current enrollment; 13.90% of funded enrollment Category Head Start Early Head Start Vision Impairment 0 0 Hearing/Deafness 0 Deaf/Blind 0 0 Emotional disturbance 0 0 Autism 2 0 Health Impairment Ü 1 Traumatic Brain Injury 0 0 Learning Disability 2 1 Orthopedic Impairment 0 0 Speech/Language 28 8 Developmental Delay 10 Intellectual Disabilities 0 (Formerly known as Mental Retardation) Non-Categorized - Other 0 Multiple Disabilities 51 12 Total 90 34

Training:

Training: New Staff; DECAL Trainings
Press Releases/Publicity: activities

Measurable achievements and goals accomplished:

- Attended GHSA Spring Conference and presented a workshop on Taste Testing; assisted Georgia Organics with their workshop on Farm to ECE
- DECAL trainer designation has been renewed for three years

- Continued working on completing "Curriculum Study Materials Boxes"
- Presented one session for FDC class
- Attended HSAC
- Orders for CLASS Wallet and Healthy & Safety grant
- · Worked on Toombs QR portfolio
- CPR/FA renewal for Hazzard Hill
- Completed annual report changes
- Drafted self-assessment report
- Began work on Community Assessment update
- Updated staff changes in ChildPlus, GaPDS, etc.
- Updated diploma chart with changes known to date and education
- Worked on additional training modules

Nutrition:

	HS Meals	EHS Meals	Total Meals
Children Breakfast	4,875	3,474	8,349
Children Lunch	4,584	3,369	7,953
Children Snack	4,137	3,104	7,241
Total Meals	13,596	9,947	23,543
Adult Breakfast	976	1,284	2,260
Adult Lunch	998	1,294	2,292
Total Meals	1,974	2,578	4,552

Facilities:

In May:

- We installed a new HVAC system in the EHS Rm 2 in Charlton County.
- Had soft spots repaired on several of our rubberized playgrounds.
- Several items have arrived that were ordered through the Class Wallet grant for the classrooms and playgrounds.

During the summer months, we have several ongoing projects.

This concludes my report. Amanda Lankford, Deputy Director

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





	Start
Date 06.16.2023	
Revenue and Expenditure report through: 05.31.2023	
Total Budget: \$ 11,617,377.00 Total Spending: \$ 7,213,798.00 Balance Remaining: \$ (4,403,579.00)	
Current spending percentage of total Head Start budget to date:	62.09%
Items for Approval:	ANCHE PERPENDING SECTION SECTI
Budget Revision:	
Status of Previously Approved Items:	
Credit Card Expenses Total: Visa (AL) \$	2,543.66
Wex \$	1,967.47
In-Kind Booked to Date: \$ 1,390,736.00	
Total In-kind for Budget year: \$ 2,827,880.00	
Administrative cost rate: 9.7%	
Major Financial Expenditures (i.e., equipment, buildings Item Cost	
1 \$ -	
\$ -	
Other Fiscal Items of Inforamtion from the Department of Health and Human (HHS):	Services
	Submitted By:
	Trecinski Jones

Wells Fargo Visa	05.29.2023	(Invoice)	A. Lankford (Head Start)
Date of Charge	Merchant	Total Charge	Description
04.27.23	Zaxby's-Douglas	\$ 103.74	DESSERTS Mental Health-Coffee Co
05.01.23	WM Supercenter	\$ 95.53	Bacon Co End of year activities
05.02.23	TeachStone Training	\$ 125.00	L. Comstock CLASS Renewal
05.02.23	SP Ganas Pecan Co.	\$ 50.11	GHSA Auction donation gift
05.04.23	EPWORTH by the Sea	\$ 173.02	GHSA-Staff meals-conference
05.05.23	Cracker Barrel-Brunswick	\$ 176.15	GHSA-Staff meals-conference
05.09.23	Brimar Industries-NJ	\$ 471.67	No Trespassing School signs Hazzard Hill
05.09.23	Holt's Bakery	\$ 18.42	Jeff Davis Staff Appreciation Adopt a Center
05.09.23	Ruby's Taqueria	\$ 189.16	Jeff Davis Staff Appreciation Adopt a Center
05.09.23	ENMARKET-Hazelhurst	\$ 18.36	Jeff Davis Staff Appreciation Adopt a Center
05.10.23	ONE TRIP-Homerville	\$ 3.55	DESSERTS Mental Health-Clinch Co
05.10.23	KROGER	\$ 35.52	DESSERTS Mental Health-Clinch Co
05.10.23	Holt's Sweet Shop	\$ 22.66	DESSERTS Mental Health-Clinch Co
05.10.23	Zaxby's-Waycross	\$ 94.68	DESSERTS Mental Health-Clinch Co
05.11.23	Pizza Hut-Wayeross	\$ 81.72	Brantley Co Staff Appreciation Adopt a Cente
05.13.23	Johnny's Pizza-Douglas	\$ 316.62	Coffee Co HS-Staff Lunch-End of year
05.15.23	TeachStone Training	\$ 75.00	L. Comstock CLASS Recertification-Exam
05.23.23	Plant Telecommunications	\$ 65.46	Telephone bill-Atkinson Co Comm
05.24.23	WM Supercenter	\$ 105.44	Pierce Co Summer Session-Milk
05.24.23	Sarah's In the City	\$ 193.80	Policy Council Mtg-Baxley
05.25.23	Wal-Mart	\$ 29.05	Hazzard Hill Staff Summer Adopt a Center
05.25.23	Trusdell & Trusdell	\$ 99.00	Hazzard Hill End of year treat Adopt a Center
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Monamenta and a second a second and a second a second and		-	
			The second section of the second seco
	A ARREST CONTROL OF THE PROPERTY OF THE PROPER		RUEL Margaretta Santa
Total		\$ 2,543.66	THE PARTY OF THE P

DEF	

Wex	05.31.2023	(Invoice)		
ransaction Date	Site Location	Site City	Site State	Gross Cost
05.05.23	Atkinson-Pearson	Pearson	Ga	\$49.77
05.16.23	Atkinson-Pearson	Pearson	Ga	\$35.73
05.25.23	Atkinson-Pearson	Pearson	Ga	\$36.54
04.28.23	HS Central Office	Waycross	Ga	\$17.26
05.03.23	HS Central Office	Waycross	Ga	\$38.44
05.11.23	HS Central Office	Waycross	Ga	\$35.04
05.15.23	HS Central Office	Waycross	Ga	\$39.31
05.16.23	HS Central Office	Waycross	Ga	\$45.02
05.22.23	HS Central Office	Waycross	Ga	\$24.00
05.30.23	HS Central Office	Waycross	Ga	\$26.01
05.03.23	HS Central Office	Waycross	Ga	\$8.38
05.24.23	HS Central Office	Waycross	Ga	\$26.01
05.01.23	HS Central Office	Waycross	Ga	\$34.40
05.02.23	HS Central Office	Waycross	Ga	\$25.00
05.08.23	HS Central Office	Waycross	Ga	\$27.74
05.09.23	HS Central Office	Waycross	Ga	\$16.22
05.19.23	HS Central Office	Waycross	Ga	\$42.33
05.01.23	Coffee Co HS	Douglas	Ga	\$45.00
05.19.23	Coffee Co HS	Douglas	Ga	\$36.17
05.01.23	HS Central Office	Waycross	Ga	\$109.47
05.04.23	HS Central Office	Waycross	Ga	\$125.82
05.11.23	HS Central Office	Wayeross	Ga	\$105.40
05.17.23	HS Central Office	Waycross	Ga	\$98.39
05.18.23	HS Central Office	Waycross	Ga	\$23.60
05.23.23	HS Central Office	Waycross	Ga	\$119.64
05.26.23	HS Central Office	Waycross	Ga	\$116.22
05.08.23	HS Central Office	Waycross	Ga	\$37.85
05.16.23	HS Central Office	Waycross	Ga	\$34.02
04.28.23	Bacon Co HS	Alma	Ga	\$28.28
05.08.23	Ware HS	Waycross	Ga	\$39.00
05.03.23	HS Central Office	Waycross	Ga	\$43.50
05.09.23	HS Central Office	Waycross	Ga	\$42.50
05.17.23	HS Central Office	Waycross	Ga	\$42.00
05.24.23	HS Central Office	Waycross	Ga	\$41.00
05.01.23	Charlton Co	Folkston	Ga	\$49.00
05.24.23	HS Central Office	Waycross	Ga	\$49.68
05.02.23	HS Central Office	Waycross	Ga	\$100.00
05.09.23	HS Central Office	Waycross	Ga	\$95.00
05.25.23	HS Central Office	Waycross	Ga	\$3.52
05.25.23	HS Central Office	Waycross	Ga	\$3.52
		*** a y 01033	- Ga	\$39.01
05.31.23	Program Maintenance			\$16.20
HAVE THE REAL PROPERTY AND THE PARTY OF THE	Distriction of the Control of the Co			\$1,967.47

TOTAL

Head Start Policy Council Date: 06.16.2023

5.	Jaic. 00.	10,2023		
			Month Ending:	2022/2023
	EVDENOCO		05.31.2023	Budget
	EXPENSES	Control size	geometricologico	The second second second and the Control of Second
	Personnel C			
	Salary and	9	3,420,283	6,624,983
	Fringe Ben		1,718,439	2,776,193
	Total Person	nel Cost	5,138,723	9,401,176
	Program Exp	enses:		
	Contract Se			
	Direct Bene			-
	Food		60.400	
	Health & Sa	fety	62,102	50,000
	Information			
	Materials an		53,458	
	Program Su	\$1100	489,747	505,856
	Participant S		-	×-
	Volunteer S		-	1=
	Total Progran			-
	rotar rogram	Triperises	605,307	555,856
	Capital Exper	nditures-Vehicles/Equip	69,004	
		Administrative Expenses	00,004	
		and Promotion		0.000
		s, Conventions, and Meetings	962	9,000
	Copying and	I Printing	15,436	-
	Dues and Su		42,741	26.000
	Equipment F		14,717	26,000
	Insurance		57,821	-
)	Miscellaneou	us-Playground Equip	(13)	60,000
	Occupancy	and and	7,582	- 27.000
	Other Exper	ise	2,836	27,000
	Professional			-
	Postage and		29,084	39,000
		s - Real Estate	764	2,778
		Maintenance	12,232	70,000
	Taxes	(vidiritorial) (c	161,526	£.
	Telecommur	nications	04.464	105.00
	Training and		81,161	125,000
	Transportation		112,093	144,070
	Travel Exper		20.700	-
	Utilities	1000	30,793	41,000
		and Administrative Expenses	127,883	125,000
			766,622	668,848
	Allocated Indi	rect Expenses	626,363	991,497
	CACFP/PRE-	K Adjustment	76,784	331,431
	Total Cash Exp	penses	7,213,798	11,617,377
	In-Kind Expen	2020	4.000 704	
	m-rand Expen	1303	1,390,736	2,827,880
7	Total Expenses		8,604,534	14,445,257
Ac	dministrative ex	spenses as a percent of total expenses:	**************************************	
		ministrative expenses	210,864	
	Indirect Expens	ses	\$ 626,363	
			\$ 837,167	
T	otal Expenses		e 0004504	
	sponoo	•	\$ 8,604,534	
i	Administrative	expense percentage	9.7%	
В	udget - Approve	ed	E PEZZON, B.SE VILLER JOHN UNE STAND, AND IN SEPTEMBER 175 CHESTON AND AND AND AND AND AND AND AND AND AN	27.422
	5 ibbi.044	er ve		14,445,257

Head Start Policy Council June 2023

Position Vacancies

EHS Teacher Atkinson (Willa)

EHS Teacher Bacon
Teacher Bacon (ABC)
Floater Bacon (ABC)

Interventionist Bacon Interventionist

EHS Teacher Candler (2)
Teacher Charlton (2)
Teacher Assistant Coffee
Custodian Coffee
Teacher Coffee

EHS Teacher Hazzard Hill – (5)
Teacher Ware – (8)
Teacher Assistant Ware (4)

New Hires(s) Need Approval

Kaitlyn Wilson Floater-Hazzard Hill
Laura Quinn Custodian-Hazzard Hill

Timothy Williams Floater-Ware Laura Ann Monteleone Custodian-Ware

New Hire(s) Aiready Approved

Andrea Nabors Floater-Jeff Davis
Michelle Wong EHS Floater-Toombs

Transfers(s) Need Approval		Effective Date
Tanisha Riles	From: Teacher Assistant-Coffee	Mary 1 of 1 o
	To: Teacher-Coffee	5.28.2023
Daniel Cox	From: Custodian-Ware	
	To: Facilities Specialist-Admin.	6.11.2023
Edurne Clough	From: Floater-Ware	
	To: Family Advocate-Ware	7.23.2023
Mackenzie Dixon	From: Teacher Assistant-Ware	
	To: Floater-Ware	7.23.2023
Angela Williams	From: Teacher-Charlton	
	To: Teacher-Ware	7.23.2023
Adelia Moody	From: Teacher Assistant-Ware	
	To: CASA Volunteer Coordinator	7.23.2023

Voluntary Termination(s)

Subs no longer serving

<u>Involuntary Termination(s)</u>

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

Lori Leverett, HR Administrative Assistant

Parent and Community Engagement June, 2023

May parent meetings were not required due to Head Start classes closing on the 12th. Candler and Jeff Davis did hold a meeting.

Attendance was as follows:

Candler - 7

Jeff Davis - 6

Our HSAC meeting was held on May 17th. We had two community members attending the virtual meeting and several staff members. One parent joined in after the meeting and I gave her a recap of what was discussed. May was Mental Health Awareness month and I went over a tip sheet on stress vs. anxiety with coping tips for each. Mr. Phillips discussed the reinstatement of teeth brushing back into the classrooms.

The parent handbook revisions are completed with the exception of some dates for school closing in May and Early Head Start summer sessions. When these are determined the book will be completed. Specialists will be working on procedure revisions next.

I will be holding my post management virtual session with several staff members from different centers this month. Suggestions will be considered if applicable for the component.

Anita Young
PFCE Specialist

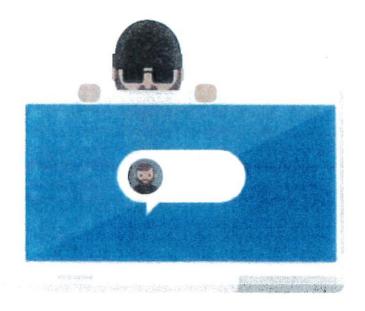


Protecting yourself from identity theft online

What is identity theft?

When a thief gathers information about you and uses it to impersonate or defraud you, it's called identity theft.

Even a small amount of data—your Social Security number, password, address, mother's maiden name, account number or PIN—is enough for a thief to make credit card purchases, open bank accounts, take out loans, or commit crimes in your name.



How can someone steal your identity online?

Phishing scams - Identity thieves attempt to trick you by sending a phony email or instant message (IM) that appears to come from a reputable organization (like your bank or favorite charity). The message tries to alarm you by suggesting that your account was compromised or will be closed unless you respond. The phony message typically contains a link to a webpage or a request to call a toll-free number. There, you're tricked into revealing financial or other sensitive information on a realistic (but fake) webpage or to a "representative."

Learn more about phishing

Malicious software - Opening email attachments or clicking in a pop-up window may secretly plant harmful software on your computer that can let a thief collect your passwords or account numbers.

Learn more about malware

Data breaches - Identity thieves may break into insurance, hospital, government, and other databases to steal the personal information of thousands.

Oversharing - Social media is an ever-present part of many of our lives and it makes it easy to share photos, videos, posts, and other personal information. Unfortunately it makes it TOO easy to share, and thieves can sometimes find that information and use it to help steal your identity.

Learn more about oversharing

Four simple ways to help protect your identity online

It can take years to discover you're a victim of identity theft, and even longer to clear your name and credit rating, so prevention is key.

1. Be defensive with sensitive information

- Don't put sensitive information in email, social media, or text messages. These methods may not be secure.
- Look for signs that a webpage is secure and legitimate. Before you enter sensitive data, check to ensure the web address starts with https ("s" stands for secure) and shows a closed padlock. (The lock might also be in the lower right corner of the window.)

Make sure that you're at the correct site—for example, at your bank's website, not a fake. Look closely at the Save banking, shopping, and other financial transactions for your home computer. The security of a public computer, or your own computer over a public wireless connection, may be unreliable. Be cautious about clicking links in a message or pop-up window. If you're unsure if a message is genuine—even if you know the sender—contact him or her using a different device or account.

Microsoft Defender SmartScreen can help

Be careful about what you post on social media. You may be inadvertently sharing more information than you wanted to, or sharing it to a larger audience than you expected.

2. Create strong passwords and keep them secret

- Strong passwords are long (phrases or sentences) that mix capital and lowercase letters, numbers, and symbols. Ideally your passwords should be at least 14 characters long.
- Don't use the same password everywhere. If it's stolen, all the information the password protects, in all the accounts it's used on, is at risk.
- Don't share your passwords.
- Writing them down is ok, as long as it's on a well-protected piece of paper away from your computer.

You'll find some tips on creating and using secure passwords here: Create and use strong passwords.

3. Protect your accounts and your credit

- Stay on top of existing account balances by checking account activity regularly.
- Report discrepancies quickly. The law protects you from having to pay for fraudulent transactions on your account, but only if you report them promptly.



Unless you are actively seeking a loan or other credit, contact the three bureaus to freeze your credit, which restricts access to your reports. For more information see Placing a credit freeze.

Tip: Got a child under the age of 16? Consider freezing their credit too. Children are attractive targets for identity thieves because people don't usually check the credit reports for their kids.

Protect your credit with help from the major U.S. credit bureaus. Every year, get your free credit report (and that of any family member over age 14) from each credit bureau, and review them carefully. Order through AnnualCreditReport.com or call toll-free (877) 322-8228.

Tip: Microsoft 365 Family and Personal subscribers in the U.S. can turn on identity theft monitoring in Microsoft Defender. For more information see Getting started with identity theft monitoring in Microsoft Defender.

4. Boost your computer's security

- Reduce your risk of identity theft by keeping all software (including your web browser) current with automatic updating.
- Install legitimate antivirus and antispyware software. Windows comes with Microsoft Defender Antivirus already installed and turned on.
- Never turn off your firewall.
- Protect your wireless router with a password and use flash drives cautiously.

Microsoft can help: https://support.microsoft.com/security

What you can do if someone steals your identity

Act *immediately* to correct your records. Document your efforts as you go: make copies of all email and letters and keep detailed notes of phone calls.

- File a police report and get a copy to show your bank and other financial institutions that you are a crime victim, not a credit abuser.
- Put a fraud alert on your credit reports with one of the major U.S. credit bureaus so that no financial institution grants new credit without your approval.
- Close accounts accessed or opened fraudulently. Speak with the fraud department of each of those companies and follow up with a letter. When you open new accounts, use new passwords and PINs.
- Report the theft to the U.S. Federal Trade Commission (FTC) at ftc.gov/idtheft or call toll-free (877) 438-4338.
- Report suspicious or fraudulent incidents to the service provider. For example, in Microsoft services or software, look for the Report Abuse link, or contact us at Microsoft-Report a technical support scam

action pact
Head Start Program
Policy Council Meeting Minutes
Called Meeting-Impasse-12:15 p.m.
Microsoft Team
June 13, 2023

Policy Council members attending: Tabitha Paulk, Donna Gibson, James Gandy Staff present: Amanda Lankford – Head Start Director, Diane Rogers-Interim Executive Director Board members attending: Synita Mathis, Leonard Burse

Mr. Gandy called the meeting to order at 12:20p.m. He welcomed everyone and thanked everyone for taking time out of their day for the meeting. The purpose of the meeting was discuss the Board improperly following procedures. He asked if there were any updates or suggestions.

Diane Rogers gave a recap stating that CAPLAW stated that it is no longer a requirement to have individual hires approved. The decision to approve individual hires is based on the agency's policies and procedures.

Synita Mathis stated the decision was made to move Amanda back to Head Start Director to "keep Amanda a job". She also stated the Organizational Chart was changed. She stated that there is a "personal agenda" driving this issue.

Mr. Gandy stated it does not seem this is going to be resolved; therefore, we need to get an outside mediator. Mrs. Gibson asked, "Why wouldn't the position be needed if Dr. Tyre needed it?" Mr. Burse stated that in the past the position was a dual role such as Human Resources Director/Administrative Assistant.

Mr. Gandy then stated we will wait 24 hours to hear back from the CAPLAW attorney and then get our group back together.

Mr. Gandy asked if there was any further discussion. No further discussion. The meeting was adjourned.

Respectfully submitted,

omes Gandy

Donna Gibson

action pact
Head Start Program
Policy Council Meeting Minutes
Called Meeting-12:00PM
Microsoft Team
June 21, 2023

Policy Council members attending: Tabitha Paulk, Donna Gibson, Sandi Boatright, James Gandy, Mary Susan Arnold

Staff present: Amanda Lankford - Head Start Director. Angela Carr - Asst. Head Start Director.

Diane Rogers-Interim Executive Director

Board members attending: Synita Mathis, Leonard Burse

Mr. Gandy called the meeting to order at 12:09 p.m. He welcomed everyone and thanked everyone for taking time out of their day for the meeting. The purpose of the meeting was to put the Impasse behind us. He wanted all parties involved to agree to put Angela Carr and Amanda Lankford's pay back to where it was when they were appointed to their previous positions as Deputy Director (Amanda Lankford) and Head Start Director (Angela Carr). Donna Gibson motioned to approve that the impasse is resolved and the pay of the two employees would be changed, and Tabitha Paulk seconded the motion.

Mr. Gandy stated that he wanted the Policy Council and Board to move together closer as bodies and put their differences aside. Diane Rogers mentioned that training would be provided to the Board. Mr. Burse stated that in the future he would like one or two of the Policy Council members to be a part of the Board meetings. Mr. Gandy stated he would like the Board members to join the Policy Council meetings as well. Mr. Gandy stated he would love to be a part of the Board meetings.

Mr. Burse stated the Deputy Director position elimination was a Governing Board decision and this was nothing against Mrs. Lankford or Ms. Carr.

Amanda Lankford and Angela Carr both shared their concerns about the way the situation was handled and expressed that they hope the Board reviews the policies to ensure employees are not treated this way in the future. They both shared that the experience was devastating and humiliating. In addition, both felt it should have been conducted in private. Tabitha Paulk agreed with Mrs. Lankford and Ms. Carr's concerns and stated that the Board should review the policies. She wants the Board to ensure when they make decisions that they are following policies.

Synita Mathis, Vice Board Chair, stated that was the only way the meeting could have taken place and never mentioned that they would consider changing. Mr. Leonard Burse, Board Chair, stated he agreed it could be handled differently.

Donna Gibson motioned to close the meeting and Tabitha Paulk seconded the motion.

Mr. Gandy asked if there was any further discussion. No further discussion. The meeting was adjourned.

Respectfully submitted,

James Gandy

Donna Gibson

Action Pact, Inc. Head Start 2022-2023 Program Self- Assessment

Summary and Findings Report

Self-Assessment training was held on March 1, 2023. During the training, the Head Start Director shared the self-assessment tool with the Head Start administrative team. The Head Start Director assigned each administrative staff a section of the self-assessment monitoring tool to complete as well as requested each component specialist to conduct interviews with staff. The self-assessment was conducted from March 15 – April 28, 2023. The self-assessment reports from each component area were submitted to the Training Specialist and the summary and findings report and submitted to the Head Start Director on May 24, 2023. The information in this report is a summary of the Head Start program strengths and opportunities for improvement.

The self-assessment summary is reviewed with the Policy Council and the Governing Board. The Governing Board and Policy Council have the opportunity to ask questions regarding the findings and share any input for improvements during meetings.

Program Management and Quality Improvement

The program consistently performs well during federal reviews, state licensing/monitoring and Quality Rated visits. The management staff is experienced, and the agency has a strong fiscal management system in place. From January 23, 2023 to January 25, 2023, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Action Pact, Inc. Head Start and Early Head Start programs. There were no areas of concern, no areas of noncompliance, and no deficiencies. Additionally, each center had two unannounced state licensing visits during the program year. The majority of the centers received perfect scores on those visits.

Component specialists continually monitor to ensure compliance and make recommendations for any improvements. Five centers completed the Quality Rated reassessment process during the year. Two centers maintained their 3-star (highest) rating. One center increased from 2 to 3 stars and another center increased from 1 to 3 stars. One center decreased from 3 to 2 stars. Three additional centers have completed their reassessment observation and are awaiting scores. The scores are expected to be announced during the summer of 2023.

As part of the Quality Rating process most classrooms received \$4,500 in funds to purchase classroom materials to meet the materials requirements associated with Quality Rating. Additionally, centers are also receiving Health and Safety Grant funds to purchase playground and safety materials. The majority of the centers received their funds during the last part of the program year and supplies will be purchased prior to their return. Three centers will receive their funds at the beginning of next program year. Staff receiving the highest ratings may also be eligible for a state one-time stipend.

We have added a Center Staff Status Check Form that allows staff to document challenges, input, and training needs as well as the positive things that are occurring at the

centers. We have added a multipurpose modular facility in Pierce County that gives our providers a much-needed space to work with our special needs children and a parent meeting space. Staff safe spaces were added to all centers for staff to support staff's mental health needs.

We continue to work to improve the onboarding process to help retain staff. Due to being short-staffed, the Head Start program did not meet full enrollment. Fortunately, the Early Head Start program met full enrollment. The agency has conducted on-site hiring events, attended job fairs, and attended other events to recruit staff. One of the main challenges we are having with filling positions is after candidates apply for the positions, they do not show up for the interviews. Although the number of staff vacancies have decreased from an all-time high of 70, the program still has 25 staff vacancies. Due to the staff shortages, we have used coaches, administration, center coordinators, family advocates, and other staff to fill in the classrooms to help maintain child-staff ratio. Several newly hired floaters have earned their TCC which has qualified them to move up to Early Head Start teachers and/or teacher assistants. Staff continue to express a need for additional staff in the classrooms to help with children with disabilities and children with challenging behaviors.

Program Governance and Program Structure

The Head Start program has a very active Policy Council and Governing Board. The Governing Board and Policy Council have input on agency goal setting, the selection criteria grid, budgets, assessments, and decision making. There is a Conflict-on-Interest Policy included in the Governing Board and Policy Council by-laws. This program year, two new board members were voted in. There continues to be a need for more Early Head Start classrooms. There are 199 children on the Early Head Start waitlist and Head Start only has 67. Action Pact submitted a conversion application to Office of Head Start on April 18, 2023. If the conversion is approved 137 Head Start slots will convert to 72 Early Head Start slots in August of 2023. The conversion would help the agency to better meet the needs of the community.

Human Resources Management

The agency maintains an Employee Referral Program. Employees that recruit new employees that are retained within the agency receive a monetary incentive. Not only does the recruiting employee receive an incentive, but the new employee will also receive a monetary incentive at various intervals. We continue to follow all state and federal hiring guidelines and all fingerprint and background checks are completed before any staff are allowed to begin the orientation process.

All staff received intensive child supervision training as part of the onboarding process. Staff are no longer required to get a Tuberculosis Skin Test. New staff complete a Tuberculosis Assessment and based on the responses; some staff may be required to get a Tuberculosis Skin Test. The new process of not requiring all new staff to take the skin test has saved new staff money.

The agency added an Employee Retention Incentive policy. Eligible staff, under the guidelines of the policy, full-time or part-time and those that have completed a minimum of one year of service at the time that the incentive was issued receive a \$500 retention incentive.

A huge strength for this program year is Action Pact is an approved fingerprinting location and is open to the public for fingerprinting services. This allows the agency to better serve the community.

Due to the number of Hispanic families in our service area, our staff need additional training on ways to better communicate with Spanish-speaking families. We plan to register Family Advocates and staff that work directly with Spanish speaking families for online courses to learn basic Spanish. The Head Start program will also send all letters to parents in English and Spanish. Several staff are bilingual and will be utilized to interpret for Spanish-speaking families. The Head Start program will continue to target the Spanish-speaking community.

During the 2022-2023 program year, 46 staff resigned due to various reasons. Of the 46 staff that resigned, 8.7% abandoned their job, 15.22% found new employment, 19.57% quit without notice, and 43.48% voluntarily resigned and did not give a reason for leaving. One sub decided to no longer sub with the agency. The highest number of staff turnover was at Ware Head Start. Nine staff resigned from Ware Head Start, seven from Hazzard Hill Early Head Start, six from Bacon County Head Start, four from Brantley County Head Start, four from Coffee Head Start, three from Pearson Head Start, three from Candler County Head Start, two from Toombs Head Start, two from Jeff Davis Head Start, two from Charlton County Head Start, one from Willacoochee Head Start, one from Clinch County Head Start, and one from Appling Head Start. During the past year, two Executive Directors have resigned and left the agency.

ERSEA

The Governing Board and Policy Council play a huge role in developing the Selection Criteria Grid. A meeting is held annually for their input and approval. Child Attendance, Family Partnerships, Enrollment, and Waitlist are reviewed daily, weekly, and monthly. The program receives referrals from Babies Can't Wait, local Health Departments and the Department of Family & Children's Services regarding children with special needs, foster children and other families who would benefit from our services. The Training Specialist is a certified Family Development Credential (FDC) instructor. Nine staff members are currently going through the FDC program and staff will hopefully have their credential prior to the new program year.

The program worked hard to improve the percentage of family partnerships as well as the consistency of case notes. The program is also exploring additional ways to reach out to expectant families. Due to being short staffed, several family advocates continued to fill in the classroom throughout the school year.

The program increased the use of social media regarding recruitment. In the past, recruitment ads were also placed in local newspapers. Over the past year most of those newspaper companies went out of business. Therefore, Action Pact will continue to increase their social media presence.

This year, the Family Advocates increased the number of family partnerships. The Parent and Family Engagement Specialist offered a workshop on "What to Do When You are Having a Baby". The attendees received resources and supplies for their baby. The program exceeds federal requirements in the area of attendance as we continuously work with families to offer support.

One area of needed improvement is the recruitment of expectant families. The program only had one pregnant woman enrolled this program year. The program will continue to partner with the local school systems, health departments, and WIC offices to recruit pregnant women.

Parent, Family and Community Engagement

The Head Start program has many strong collaborative partners. This is our second year utilizing the Ready Rosie curriculum. The program has an active Health Services Advisory Committee. Due to COVID restrictions being lifted, in-person parent and policy council meetings returned.

In collaboration with Georgia Organics, we continued the Family Farm Share Program. Families can purchase a "farm share" valued at \$20.00-\$25.00 for only \$5.00. Additionally, families on SNAP can use those funds to purchase a bag of local produce. We increased the number of families served and added Pierce County to the program. Next year we are looking to add Bacon County to the program. This program has been a pilot for the State of Georgia and Georgia Organics is looking at offering this to other Head Start programs, using ours as the model.

This program year, there were no past due family assessments. Child Plus has a feature that allows us to utilize text and email messaging systems to offer additional resources and contacts with families.

When the 2nd Family Assessments are completed, the families often share their situation more honestly due to the relationships that have been established with the staff. Therefore, there is a drop in the scores. We are continuing to work on ways to get a more accurate first assessment.

Due to staff shortages, the Center Coordinator and Family Advocates have to fill in classrooms, therefore, making it challenging to have parent meetings. It has also been challenging to find Policy Council representatives for some counties. The pandemic has also decreased the number of volunteers in our centers. Therefore, we are struggling to meet our required non-federal share.

Mental Health and Disabilities

The program has a Licensed Professional Counselor that supports children, staff, and the families we serve. The Counselor offers in-classroom support and strategies for teachers that have children with challenging behaviors. The Head Start program has five Interventionists that provide individualized support to children with challenging behaviors. The program continues to exceed the 10% mandate for enrollment of children with disabilities. In Pierce County, an Intervention Teacher was hired. The Intervention Teacher provides individualized support to children that are displaying severe disruptive behaviors. The Intervention Teacher supports the children and tries to determine the root cause of the behaviors.

The greatest challenge in mental health and disabilities component is continuing to need additional staff to provide one-on-one care for children dealing with trauma and extreme behavior concerns. We continue to see a high number of behavior related issues with children in the program. The Opioid Crisis is a concern in many of our communities and we feel that some of these behaviors may be related to opioid use. The Head Start Director and Health Specialist are members of the Trust Partnership which meets bi-monthly to develop a plan to address the Opioid Crisis. Classrooms that have a high number of children with disabilities are in desperate need of a 3rd person. The Head Start program applied for Quality Improvement funding to add additional floaters to the Head Start classrooms.

The Disabilities Specialist monitors the Individualized Service Plans (ISP) monthly to ensure extra support has been provided to children that have a suspected disability. The use of Report 3540 and Report 3501 forms in Child Plus helps to confirm the concerns are being addressed in the classrooms. Private Providers, Babies Can't Wait staff and Local School Systems staff sign the Monthly Confirmation of Treatments when they enter the classrooms to provide services to children. Babies Can't Wait staff are coming into the centers on occasion to do their evaluations of the children per agreement with Babies Can't Wait Program Manager of Children's Special Services and Head Start's Disabilities Specialist the Head Start program service area. This agreement was developed due to children needing evaluations and families not wanting people in their homes.

Health

The Health Specialist reviews reports monthly to ensure that all health requirements are completed in a timely manner. Detailed documentation is required in cases where health requirements have not been met. If the deadlines are not met, there must be adequate documentation stating why the requirement is late and what is being done to meet the requirements. The Health Specialist ensures the documentation is entered and reaches out to Family Advocates when this has not been done. Family Advocates work with families to ensure they have a medical home.

Due to COVID, toothbrushing was suspended in the classrooms during the 2022-2023 program year. The program will implement toothbrushing again in the upcoming program year and will follow the COVID Mitigation Policy.

Negotiation with the State Department of Education's Audiology Section was placed on hold because of organizational changes. We did, however, get training from one of the local audiologists, Dr. Susan Swain. Ms. Swain trained staff in how to use the new hearing machine. We will continue to partner with the South Georgia State College Nursing program. The students volunteer to help with health screenings. The Office of Head Start required that all Head Start programs develop and implement a COVID 19 Mitigation Policy by March of 2023. The Health Specialist developed the policy and had it approved by the Health Services Advisory Committee and Policy Council before the required deadline.

Nutrition

This past year a mobile kitchen was added to our Clinch County Head Start center. Previously the food was transported from Ware Head Start to the Clinch County center. Action pact's Coffee County center received a grant to add 4 new classrooms and a kitchen. The tentative completion date for the project is August of 2024.

During the self-assessment, it was determined that staff need additional training in the CACFP rules and regulations. The Nutrition Specialist plans to conduct in-depth CACFP training in August of 2024 for classroom staff, Center Coordinators, and nutrition staff.

Financial Requirements

The annual budget is developed with input from parents, community members, staff, Policy Council and Governing Board. Fiscal staff are provided opportunities to attend trainings to remain informed and updated on various requirements to ensure the program is complying with all fiscal requirements.

Monthly budget meetings are held, and the budget is reviewed at all Policy Council and Governing Board meetings, and the members receive monthly reports. Time and attendance in the ADP system is monitored consistently by the Fiscal Specialist. The Fiscal Specialist conducts an in-depth training session with all new staff on payroll, time, and attendance. The agency's Fiscal Director reviews all fiscal procedures for compliance. The program continues to remain below the 15% administrative cost rate. The Head Start program was audited and was issued an unmodified (clean) opinion and no material weaknesses or significant deficiencies were identified.

As stated in the Parent, Family, and Community Engagement section, non-federal share continues to be a struggle due to having less volunteers in the centers. At parent orientation and home visits in August, the staff will stress the importance of volunteering and remind the parents that all restrictions have been lifted.

Parental Rights and Privacy

All staff sign confidentiality agreements at orientation, and the policy is thoroughly reviewed at that time. Additionally, all child files are kept locked. Parents sign authorization agreements during orientation. Parents also have the right to access their child's file. This information is shared with all parents during parent orientation.

To ensure confidentiality during the application process, Family Advocates place a "Do Not Disturb" sign on their office doors. Staff were trained in not disturbing others when their doors are closed due to confidentiality purposes.

Education and Transition

The program uses the Creative Curriculum, which aligns with HSELOF. The Creative Curriculum 6th edition utilizes "studies." Each study has a 3–6 week lesson plan. Materials are added to the room that coincide with the study. We added additional materials for teachers to use as part of the studies.

Classrooms are routinely monitored, and all materials are chosen with care to ensure they are developmentally appropriate. The program has a National Certified Playground Inspector on staff, and he ensures all playgrounds and equipment are designed to meet and exceed required standards. Several of the playgrounds have been updated and we continue to add additional items to "bring the classroom outdoors."

Staff work with families and children who are ready to start the transition process. At larger Early Head Start centers, we have been able to increase the number of transition rooms to assist these children in a smooth transition to Head Start.

The program has five coaches and one Certified CLASS Coordinator. All coaches are CLASS Observer reliable. Most center coordinators are also CLASS Observer Reliable.

During the past year, all classrooms received new furniture, supplies, and materials. The additional American Rescue funds gave the Head Start program the opportunity to purchase new playground equipment and classroom furniture.

Due to the rising number of Spanish speaking families, we have targeted the Spanish speaking community. We have hired additional bilingual staff to support the families we serve.

The 45-day educational screenings were completed on time on all students. The Center Coordinators, Coaches, Education Specialist, and center staff assisted with the screenings to ensure that the required deadline was met.

Many of the staff have concerns about the amount of time the assessment takes to complete. Taking daily anecdotal notes on each child takes their attention away from actively supervising the children. Therefore, we are piloting different assessments to find the one that best meets the needs of the staff and gives us the highest quality assessment of the children.

Approved by Policy Council on:		
A 11 . C	•	
Approved by Governing Board on:		.•

04CH012010-03 Non-Federal Share Waiver 11/01/2022-10/31/2023

Basic Financial Information

	Head Start
Grant #	04CH012010-03
Budget Period	November 1, 2022-October 31, 2023
Total Non-Federal Share required	\$2,827,880
Projected Non-Federal Share for PYE	\$2,277,880
Projected Non-Federal Share Waiver Requested	\$550,000
Total Children Served	900

The program is falling short of the 20 percent required non-federal match. Therefore, action pact is requesting a non-federal share waiver in the amount of \$550,000.

Action pact understands the importance of meeting the expected 20 percent non-federal share unfortunately due to COVID, we have not been able to meet our required non-federal share. A large portion of our non-federal share comes from volunteers. Unfortunately, since the pandemic our centers do not have as many volunteers as we have had in the past. We continuously share volunteer opportunities with our community partners and parents. Volunteer opportunities are also posted on our website.

The coronavirus outbreak has impacted our community tremendously. According to the Office of Head Start, "OHS has determined that the widespread impact of the coronavirus outbreak adversely impacts all Head Start grantees. Consequently, OHS flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus."

Therefore, action pact would like the Office of Head Start to waive the non-federal share for the budget period of November 1, 2022-October 31, 2023. The amount of \$550,000 will be placed in Section C of our SF424A.

Non-Federal Share Waiver History

In FY20, the agency exceeded the required non-federal share by \$1,283,428. Action pact requested a \$75,000 non-federal share waiver in FY20 but, the agency met their match after submitting the waiver. Therefore, the waiver was not needed.

In FY21, the agency submitted a waiver for \$346,813, the waiver was approved. The waiver was needed due to the pandemic. Unfortunately, when volunteers are not allowed in the centers, it makes it challenging to meet the non-federal share requirements due to a large portion of our in-kind coming from volunteers.

In FY22, the agency submitted a waiver for \$481,274 the waiver was approved. The waiver was needed due to the continued issues with fewer volunteers due to the pandemic.

Non-federal share efforts

Rent comprises the largest portion of the program's in-kind match. Because of our strong relationships with the city and county governments in the communities we serve, we have secured the majority of our facilities through CDBG partnership grants with local governments. Six other facilities have been leased to the program rent free. In total, the program pays a nominal rent in just 5 of our 17 centers. To figure the fair market value of facilities we are provided, we conduct an appraisal every 3 years.

Materials and supplies donated include items for the school gardens located at a number of our centers. Supplies for the gardens are donated through our partnership with the Satilla Health Foundation, the Southeast Health District, and local health departments. Local vendors donate items that would otherwise have to be purchased to our centers on a year-round basis. Kaplan and Discount School supplies discount our materials ordered due to the fact that we are a Head Start program. Parents and staff give classroom materials willingly. Our program does not require staff or parents to purchase supplies. Community partners give classrooms supplies.

Contractual donations include other grants awarded to the program, including the Pre-K grant, which allows the program to offer blended/braided Head Start services along with Bright from the Start Pre-K services in 4 classrooms throughout the program. Services provided through our local systems contribute to the contractual category of Non-Federal Share as well. Non-IDEA educational, transportation, and nutrition services are a part of the Memorandums of Understanding that Head Start has with the 13 local school systems in our service area. Service values are calculated and reported by the school systems. In addition, Bacon County Hospital provides meals for staff at the centers in Bacon County.

Volunteers contribute to our program's Non-Federal Share as well. This includes professional volunteers. The valuation methodology for volunteer time is calculated through the use of the website independent sector.org, which calculates the value of volunteer time in all regions and states throughout the nation. The Department of Public Health and Licensing restrictions have been lifted and volunteers have started coming back into our centers. Our agency will advertise volunteer opportunities on our website and social media. The importance of volunteering will be shared at Parent Orientation. The Family Advocates, Center

Coordionators, and Leadership Team will visit local businesses and request supply donations and volunteers.

Action Pact, Inc. 04CH012010 Program Improvement (One-Time) Request

Action Pact, Inc. is requesting a one-time program improvement request not to exceed \$206,305 to replace the roof at Ware Head Start. The Ware Head Start center houses 248 children and over 60 staff. The building is very old, and the roof has started to leak in multiple places due the age of the building and roof. If the leaks continue, it could cause a safety hazard to the children and staff.

The proposed amount would be used to do the following in the Ware Head Start kitchen wing and the Ware Head Start lunchroom wing:

- Remove existing roof membrane and insulation and dispose of it.
- Install 1" ISO Insulation mechanically fastened to deck using 16 plates per sheet Auger
 System
- Roof with a .60 mil EPDM totally adhered roofing system.
- Fabricate and install new 234-gauge galvanized eave drip and termite EPDM material at eave with termination bar.
- Furnish Owner with Manufacturer inspected 20-year NDL Warranty

The amount requested would include the labor, materials, and equipment required to finish the project.

The program will follow normal internal procurement procedures for selecting a contractor to complete the project. Upon approval from the Office of Head Start, Action Pact, Inc. will request bids for the project and will work with the contractor with the best price for the project. With the approval, we can ensure that our children and staff are safe while at Head Start.

The following budget line items reflect the requested supplemental funds:

Budget Category	HS	Non-Federal	Total Budget
Repairs & Maintenance	\$206,305	\$41,261	\$247,566
Total	\$206,305	\$41,261	\$247,566

Funded		Federal			Non-Frederick	N - 5 - 1 - 1	
Program Type Funded Enrollment	Program Operations	TTA	Total	Non-Federal Share	Non-Federal Percentage	Total Budget	
Head Start	652	\$6,813,387	\$71,720	\$6,885,107	\$1,721,277	20%	\$8,606,384
Early Head Start	248	\$5,268,542	\$72,350	\$5,340,892	\$1,335,224	20%	\$6,676,116
Total	900	\$12,081,929	\$144,070	\$12,225,999	\$3,056,501	20%	\$15,282,500

The annual funding increased from the FY23 budget from \$11,311,521 to \$12,255,999 for the FY24 budget. Training and Technical Assistance annual funding remained the same for the FY23 budget. The increase in annual funding was due to the continuation of funds for the 5.6% Cost of Living increase and the Quality Improvement funds. The Quality Improvement Funding increased the annual funding by \$289,101. The continuation of the Cost of Living annual funding increased the Head Start and Early Head Start budget by a combined total of \$625,377.

There were a few changes to the budget line items from last year's continuation grant. Personal, Fringe, and Indirect increase due to the additional funding receiving from COLA and Quality Improvement. The Supplies budget line item increased by about \$10,000 to include the rising cost of materials and supplies. The Building Maintence and Repairs budget line item increase by \$10,000. The remaining budget line items did not change for the FY24 budget year.

The non-federal share increased to \$3,056,501. The increase is due to the annual funding increase. The Head Start program is required to accrue 20% of their annual funding in non-federal share.

Below is the FY24 Proposed budget for Early Head Start;

Object Class Categories	Grant Program, Function		
	(1) Program Operations	(2) TTA	Total
a. Personnel	\$2,990,637	\$0	\$2,990,637
b. Fringe Benefits	\$1,255,973	\$0	\$1,255,973
c. Travel	\$2,134	\$0	\$2,134
d. Equipment	\$0	\$0	\$0
e. Supplies	\$150,000	\$0	\$150,000
f. Contractual	\$0	\$0	\$0
g. Construction	\$0	\$0	\$0
h. Other	\$413,644	\$72,350	\$485,994
i. Total Direct Charges (sum of 6a-6h)	\$4,812,388	\$72,350	\$4,884,738
j. Indirect Charges	\$456, <mark>1</mark> 54	50	\$456,154
k. TOTALS (sum of 6i and 6j)	\$5,268,542	\$72,350	\$5,340,892

Below is the FY24 Proposed budget for Head Start;

Object Class Categories	Grant Program, Functio		
	(1) Program Operations	(2) TTA	Total
a. Personnel	\$4,178,761	\$0	\$4,178,761
b. Fringe Benefits	\$1,770,673	50	\$1,770,673
c. Travel	\$2,716	\$0	\$2,716
d. Equipment	\$0	50	\$0
e. Supplies	\$60,000	\$0	\$60,000
f. Contractual	\$0	50	\$0
g. Construction	\$0	\$0	\$0
h. Other	\$161,284	\$71,720	\$233,004
i. Total Direct Charges (sum of 6a-6h)	\$6,173,434	\$71,720	\$6,245,154
j. Indirect Charges	\$639,953	\$0	\$639,953
k. TOTALS (sum of 6i and 6j)	\$6,813,387	\$71,720	\$6,885,107

Below is the FY24 Proposed combined budget for Early Head Start & Head Start;

Grant Program, Function, or Activity					
	(1) Head Start: Program Operations	(2) Head Start: TTA	(3) Early Head Start: Program Operations	(4) Early Head Start: TTA	Total
a. Personnel	\$4,178,761	\$0	\$2,990,637	\$0	\$7,169,398
b. Fringe Benefits	\$1,770,673	\$0	\$1,255,973	50	\$3,026,646
c. Travel	\$2,716	\$0	\$2,134	\$0	\$4,850
d. Equipment	50	\$0	50	\$0	\$0
e. Supplies	\$60,000	\$0	\$150,000	50	5210,000
f. Contractual	50	\$0	S0	\$0	50
g. Construction	\$0	\$0	50	50	50
h. Other	\$161,284	\$71,720	3413,644	\$72,350	\$718,998
i. Total Direct Charges (sum of 6a-6h)	\$6,173,434	\$71,720	\$4,812,388	\$72,350	\$11,129,892
j. Indirect Charges	\$639,953	\$0	\$456,154	\$0	\$1,096,107
k. TOTALS (sum of 6i and 6j)	\$6,813,387	\$71,720	\$5,268,542	\$72,350	\$12,225,999

Below is the Early Head Start and Head Start Training and Technical Assistance;

Program Type	Training & Technical Assistance
Head Start	\$71,720
Early Head Start	\$72,350
Total	\$144,070

Training and Technical Assistance funds will be utilized for Leadership and Employee Professional Development. The following trainings will be planned for the FY24 Continuation budget.

- The following training activities are planned for employees: Child Safety and Supervision: Creating a Culture of Safety, New staff orientation, Online 10 hours of DECAL approved training, new Specialist and new Director training, safety training, nutrition training, CPR/First Aid training, ERSEA training, fiscal compliance training, mental health training, child abuse and prevention training, Family Development Credential training, CLASS training, Coaching training, New Creative Curriculum Training, Teaching Strategies Gold Training, Farm to School Training, and Child Abuse and Neglect Training, and Trauma Informed Classroom training.
- The following training activities are planned for parents: Child Safety and Supervision: Creating a Culture of Safety, School Readiness training, Child Attendance Training, child development training, transition training, advocacy training, curriculum training, child abuse, and prevention training, health and nutrition training and Trauma Informed Classroom training.

Training for the Policy Council and Governing Board members on the Head Start
 Performance Standards, governance, roles and responsibilities, and component areas, is
 also planned. The Office of Head Start is scheduled to conduct a specialized training for
 the Governing Board.

Employees, Policy Council, and Parent participation at local, state, regional, and national conferences are planned to keep abreast of the latest mandates, requirements, and trends within the Head Start program. This line item also includes travel expenses associated with training.

ACTION PACT, INC. HEAD START 2022-2023 PROGRAM SELF-ASSESSMENT

FOR BOARD APPROVAL

Action Pact, Inc. Head Start 2022-2023 Program Self- Assessment

Summary and Findings Report

Self-Assessment training was held on March 1, 2023. During the training, the Head Start Director shared the self-assessment tool with the Head Start administrative team. The Head Start Director assigned each administrative staff a section of the self-assessment monitoring tool to complete as well as requested each component specialist to conduct interviews with staff. The self-assessment was conducted from March 15 – April 28, 2023. The self-assessment reports from each component area were submitted to the Training Specialist and the summary and findings report and submitted to the Head Start Director on May 24, 2023. The information in this report is a summary of the Head Start program strengths and opportunities for improvement.

The self-assessment summary is reviewed with the Policy Council and the Governing Board. The Governing Board and Policy Council have the opportunity to ask questions regarding the findings and share any input for improvements during meetings.

Program Management and Quality Improvement

The program consistently performs well during federal reviews, state licensing/monitoring and Quality Rated visits. The management staff is experienced, and the agency has a strong fiscal management system in place. From January 23, 2023 to January 25, 2023, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Action Pact, Inc. Head Start and Early Head Start programs. There were no areas of concern, no areas of noncompliance, and no deficiencies. Additionally, each center had two unannounced state licensing visits during the program year. The majority of the centers received perfect scores on those visits.

Component specialists continually monitor to ensure compliance and make recommendations for any improvements. Five centers completed the Quality Rated reassessment process during the year. Two centers maintained their 3-star (highest) rating. One center increased from 2 to 3 stars and another center increased from 1 to 3 stars. One center decreased from 3 to 2 stars. Three additional centers have completed their reassessment observation and are awaiting scores. The scores are expected to be announced during the summer of 2023.

As part of the Quality Rating process most classrooms received \$4,500 in funds to purchase classroom materials to meet the materials requirements associated with Quality Rating. Additionally, centers are also receiving Health and Safety Grant funds to purchase playground and safety materials. The majority of the centers received their funds during the last part of the program year and supplies will be purchased prior to their return. Three centers will receive their funds at the beginning of next program year. Staff receiving the highest ratings may also be eligible for a state one-time stipend.

We have added a Center Staff Status Check Form that allows staff to document challenges, input, and training needs as well as the positive things that are occurring at the

centers. We have added a multipurpose modular facility in Pierce County that gives our providers a much-needed space to work with our special needs children and a parent meeting space. Staff safe spaces were added to all centers for staff to support staff's mental health needs.

We continue to work to improve the onboarding process to help retain staff. Due to being short-staffed, the Head Start program did not meet full enrollment. Fortunately, the Early Head Start program met full enrollment. The agency has conducted on-site hiring events, attended job fairs, and attended other events to recruit staff. One of the main challenges we are having with filling positions is after candidates apply for the positions, they do not show up for the interviews. Although the number of staff vacancies have decreased from an all-time high of 70, the program still has 25 staff vacancies. Due to the staff shortages, we have used coaches, administration, center coordinators, family advocates, and other staff to fill in the classrooms to help maintain child-staff ratio. Several newly hired floaters have earned their TCC which has qualified them to move up to Early Head Start teachers and/or teacher assistants. Staff continue to express a need for additional staff in the classrooms to help with children with disabilities and children with challenging behaviors.

Program Governance and Program Structure

The Head Start program has a very active Policy Council and Governing Board. The Governing Board and Policy Council have input on agency goal setting, the selection criteria grid, budgets, assessments, and decision making. There is a Conflict-on-Interest Policy included in the Governing Board and Policy Council by-laws. This program year, two new board members were voted in. There continues to be a need for more Early Head Start classrooms. There are 199 children on the Early Head Start waitlist and Head Start only has 67. Action Pact submitted a conversion application to Office of Head Start on April 18, 2023. If the conversion is approved 137 Head Start slots will convert to 72 Early Head Start slots in August of 2023. The conversion would help the agency to better meet the needs of the community.

Human Resources Management

The agency maintains an Employee Referral Program. Employees that recruit new employees that are retained within the agency receive a monetary incentive. Not only does the recruiting employee receive an incentive, but the new employee will also receive a monetary incentive at various intervals. We continue to follow all state and federal hiring guidelines and all fingerprint and background checks are completed before any staff are allowed to begin the orientation process.

All staff received intensive child supervision training as part of the onboarding process. Staff are no longer required to get a Tuberculosis Skin Test. New staff complete a Tuberculosis Assessment and based on the responses; some staff may be required to get a Tuberculosis Skin Test. The new process of not requiring all new staff to take the skin test has saved new staff money.

The agency added an Employee Retention Incentive policy. Eligible staff, under the guidelines of the policy, full-time or part-time and those that have completed a minimum of one year of service at the time that the incentive was issued receive a \$500 retention incentive.

A huge strength for this program year is Action Pact is an approved fingerprinting location and is open to the public for fingerprinting services. This allows the agency to better serve the community.

Due to the number of Hispanic families in our service area, our staff need additional training on ways to better communicate with Spanish-speaking families. We plan to register Family Advocates and staff that work directly with Spanish speaking families for online courses to learn basic Spanish. The Head Start program will also send all letters to parents in English and Spanish. Several staff are bilingual and will be utilized to interpret for Spanish-speaking families. The Head Start program will continue to target the Spanish-speaking community.

During the 2022-2023 program year, 46 staff resigned due to various reasons. Of the 46 staff that resigned, 8.7% abandoned their job, 15.22% found new employment, 19.57% quit without notice, and 43.48% voluntarily resigned and did not give a reason for leaving. One sub decided to no longer sub with the agency. The highest number of staff turnover was at Ware Head Start. Nine staff resigned from Ware Head Start, seven from Hazzard Hill Early Head Start, six from Bacon County Head Start, four from Brantley County Head Start, four from Coffee Head Start, three from Pearson Head Start, three from Candler County Head Start, two from Toombs Head Start, two from Jeff Davis Head Start, two from Charlton County Head Start, one from Willacoochee Head Start, one from Clinch County Head Start, and one from Appling Head Start. During the past year, two Executive Directors have resigned and left the agency.

ERSEA

The Governing Board and Policy Council play a huge role in developing the Selection Criteria Grid. A meeting is held annually for their input and approval. Child Attendance, Family Partnerships, Enrollment, and Waitlist are reviewed daily, weekly, and monthly. The program receives referrals from Babies Can't Wait, local Health Departments and the Department of Family & Children's Services regarding children with special needs, foster children and other families who would benefit from our services. The Training Specialist is a certified Family Development Credential (FDC) instructor. Nine staff members are currently going through the FDC program and staff will hopefully have their credential prior to the new program year.

The program worked hard to improve the percentage of family partnerships as well as the consistency of case notes. The program is also exploring additional ways to reach out to expectant families. Due to being short staffed, several family advocates continued to fill in the classroom throughout the school year.

The program increased the use of social media regarding recruitment. In the past, recruitment ads were also placed in local newspapers. Over the past year most of those newspaper companies went out of business. Therefore, Action Pact will continue to increase their social media presence.

This year, the Family Advocates increased the number of family partnerships. The Parent and Family Engagement Specialist offered a workshop on "What to Do When You are Having a Baby". The attendees received resources and supplies for their baby. The program exceeds federal requirements in the area of attendance as we continuously work with families to offer support.

One area of needed improvement is the recruitment of expectant families. The program only had one pregnant woman enrolled this program year. The program will continue to partner with the local school systems, health departments, and WIC offices to recruit pregnant women.

Parent, Family and Community Engagement

The Head Start program has many strong collaborative partners. This is our second year utilizing the Ready Rosie curriculum. The program has an active Health Services Advisory Committee. Due to COVID restrictions being lifted, in-person parent and policy council meetings returned.

In collaboration with Georgia Organics, we continued the Family Farm Share Program. Families can purchase a "farm share" valued at \$20.00-\$25.00 for only \$5.00. Additionally, families on SNAP can use those funds to purchase a bag of local produce. We increased the number of families served and added Pierce County to the program. Next year we are looking to add Bacon County to the program. This program has been a pilot for the State of Georgia and Georgia Organics is looking at offering this to other Head Start programs, using ours as the model.

This program year, there were no past due family assessments. Child Plus has a feature that allows us to utilize text and email messaging systems to offer additional resources and contacts with families.

When the 2nd Family Assessments are completed, the families often share their situation more honestly due to the relationships that have been established with the staff. Therefore, there is a drop in the scores. We are continuing to work on ways to get a more accurate first assessment.

Due to staff shortages, the Center Coordinator and Family Advocates have to fill in classrooms, therefore, making it challenging to have parent meetings. It has also been challenging to find Policy Council representatives for some counties. The pandemic has also decreased the number of volunteers in our centers. Therefore, we are struggling to meet our required non-federal share.

Mental Health and Disabilities

The program has a Licensed Professional Counselor that supports children, staff, and the families we serve. The Counselor offers in-classroom support and strategies for teachers that have children with challenging behaviors. The Head Start program has five Interventionists that provide individualized support to children with challenging behaviors. The program continues to exceed the 10% mandate for enrollment of children with disabilities. In Pierce County, an Intervention Teacher was hired. The Intervention Teacher provides individualized support to children that are displaying severe disruptive behaviors. The Intervention Teacher supports the children and tries to determine the root cause of the behaviors.

The greatest challenge in mental health and disabilities component is continuing to need additional staff to provide one-on-one care for children dealing with trauma and extreme behavior concerns. We continue to see a high number of behavior related issues with children in the program. The Opioid Crisis is a concern in many of our communities and we feel that some of these behaviors may be related to opioid use. The Head Start Director and Health Specialist are members of the Trust Partnership which meets bi-monthly to develop a plan to address the Opioid Crisis. Classrooms that have a high number of children with disabilities are in desperate need of a 3rd person. The Head Start program applied for Quality Improvement funding to add additional floaters to the Head Start classrooms.

The Disabilities Specialist monitors the Individualized Service Plans (ISP) monthly to ensure extra support has been provided to children that have a suspected disability. The use of Report 3540 and Report 3501 forms in Child Plus helps to confirm the concerns are being addressed in the classrooms. Private Providers, Babies Can't Wait staff and Local School Systems staff sign the Monthly Confirmation of Treatments when they enter the classrooms to provide services to children. Babies Can't Wait staff are coming into the centers on occasion to do their evaluations of the children per agreement with Babies Can't Wait Program Manager of Children's Special Services and Head Start's Disabilities Specialist the Head Start program service area. This agreement was developed due to children needing evaluations and families not wanting people in their homes.

Health

The Health Specialist reviews reports monthly to ensure that all health requirements are completed in a timely manner. Detailed documentation is required in cases where health requirements have not been met. If the deadlines are not met, there must be adequate documentation stating why the requirement is late and what is being done to meet the requirements. The Health Specialist ensures the documentation is entered and reaches out to Family Advocates when this has not been done. Family Advocates work with families to ensure they have a medical home.

Due to COVID, toothbrushing was suspended in the classrooms during the 2022-2023 program year. The program will implement toothbrushing again in the upcoming program year and will follow the COVID Mitigation Policy.

Negotiation with the State Department of Education's Audiology Section was placed on hold because of organizational changes. We did, however, get training from one of the local audiologists, Dr. Susan Swain. Ms. Swain trained staff in how to use the new hearing machine. We will continue to partner with the South Georgia State College Nursing program. The students volunteer to help with health screenings. The Office of Head Start required that all Head Start programs develop and implement a COVID 19 Mitigation Policy by March of 2023. The Health Specialist developed the policy and had it approved by the Health Services Advisory Committee and Policy Council before the required deadline.

Nutrition

This past year a mobile kitchen was added to our Clinch County Head Start center. Previously the food was transported from Ware Head Start to the Clinch County center. Action pact's Coffee County center received a grant to add 4 new classrooms and a kitchen. The tentative completion date for the project is August of 2024.

During the self-assessment, it was determined that staff need additional training in the CACFP rules and regulations. The Nutrition Specialist plans to conduct in-depth CACFP training in August of 2024 for classroom staff, Center Coordinators, and nutrition staff.

Financial Requirements

The annual budget is developed with input from parents, community members, staff, Policy Council and Governing Board. Fiscal staff are provided opportunities to attend trainings to remain informed and updated on various requirements to ensure the program is complying with all fiscal requirements.

Monthly budget meetings are held, and the budget is reviewed at all Policy Council and Governing Board meetings, and the members receive monthly reports. Time and attendance in the ADP system is monitored consistently by the Fiscal Specialist. The Fiscal Specialist conducts an in-depth training session with all new staff on payroll, time, and attendance. The agency's Fiscal Director reviews all fiscal procedures for compliance. The program continues to remain below the 15% administrative cost rate. The Head Start program was audited and was issued an unmodified (clean) opinion and no material weaknesses or significant deficiencies were identified.

As stated in the Parent, Family, and Community Engagement section, non-federal share continues to be a struggle due to having less volunteers in the centers. At parent orientation and home visits in August, the staff will stress the importance of volunteering and remind the parents that all restrictions have been lifted.

Parental Rights and Privacy

All staff sign confidentiality agreements at orientation, and the policy is thoroughly reviewed at that time. Additionally, all child files are kept locked. Parents sign authorization agreements during orientation. Parents also have the right to access their child's file. This information is shared with all parents during parent orientation.

To ensure confidentiality during the application process, Family Advocates place a "Do Not Disturb" sign on their office doors. Staff were trained in not disturbing others when their doors are closed due to confidentiality purposes.

Education and Transition

The program uses the Creative Curriculum, which aligns with HSELOF. The Creative Curriculum 6th edition utilizes "studies." Each study has a 3–6 week lesson plan. Materials are added to the room that coincide with the study. We added additional materials for teachers to use as part of the studies.

Classrooms are routinely monitored, and all materials are chosen with care to ensure they are developmentally appropriate. The program has a National Certified Playground Inspector on staff, and he ensures all playgrounds and equipment are designed to meet and exceed required standards. Several of the playgrounds have been updated and we continue to add additional items to "bring the classroom outdoors."

Staff work with families and children who are ready to start the transition process. At larger Early Head Start centers, we have been able to increase the number of transition rooms to assist these children in a smooth transition to Head Start.

The program has five coaches and one Certified CLASS Coordinator. All coaches are CLASS Observer reliable, Most center coordinators are also CLASS Observer Reliable.

During the past year, all classrooms received new furniture, supplies, and materials. The additional American Rescue funds gave the Head Start program the opportunity to purchase new playground equipment and classroom furniture.

Due to the rising number of Spanish speaking families, we have targeted the Spanish speaking community. We have hired additional bilingual staff to support the families we serve.

The 45-day educational screenings were completed on time on all students. The Center Coordinators, Coaches, Education Specialist, and center staff assisted with the screenings to ensure that the required deadline was met.

Many of the staff have concerns about the amount of time the assessment takes to complete. Taking daily anecdotal notes on each child takes their attention away from actively supervising the children. Therefore, we are piloting different assessments to find the one that best meets the needs of the staff and gives us the highest quality assessment of the children.

Approved by Policy Council on:		_•
Approved by Governing Board on:	•	

action pact Head Start Community Assessment Summary Update

Action pact Head Start operates Head Start, Early Head Start and Pre-K programs in twelve counties in rural Southeast Georgia, with a total of 16 sites during the 2022-2023 program year. Comprehensive services were provided to 248 Early Head Start infants, toddlers, and/or expectant families. In addition, we served 652 Head Start pre-school (ages 3-4) children and families, of which 80 children (4-year-olds) received Georgia state lottery funded Pre-K/Head Start blended services. We continue to convert slots from Head Start to Early Head Start as the need for those services continues to grow.

Below is the monthly enrollment for our most current program year and the percentage of eligible children served. Full enrollment for Head Start is 652 and full enrollment for Early Head Start is 248.

County	EHS	EHS Funded	HS Classrooms	HS Funded
Numbers	Classrooms	Slots		Slots
Appling	2	16	2	34
Atkinson	3	24	2	34
Bacon	3	24	3	53
Brantley	1	8	2	32
Candler	. 3	24	1	17
Charlton	2	16	2	34
Clinch	2	16	1	16
Coffee	2	16	4	74
Jeff Davis	0	0	2	36
Pierce	1	8	3	54
Toombs	2	16	2	54
Ware	10	80	14	235
Totals	31	248	40	652

All our centers are fully licensed by DECAL (Department of Early Care and Learning), the state of Georgia's childcare licensing division. Although the process is labor intensive for staff and there are yearly licensing fees, it assists in maintaining quality standards for best practices and allows us to access special funding grants from time to time. Our state's Quality Rating program is administered by DECAL, which is another reason to be a part of state licensing.

The community continues to face many of the same challenges from our last update. Lack of high-paying jobs; under- educated work force; high school dropout rates; teen pregnancies; lack of affordable and accessible quality childcare; health concerns that include childhood obesity, asthma and diabetes; lack of dental providers who accept Medicaid; lack of public transportation; issues with Medicaid certification and re-certification; lack of managed health services and providers; and rising cases of opioid drug use impacting the crime rate, health care and other lifestyle issues. Opioid drug use is continuing to rise in our areas.

COVID: COVID cases continued to drop during the 2022-2023 school year. Staff that were exposed during the school year did not have to quarantine unless they were displaying symptoms. Exposed staff were required to wear a mask while at work and around others following Center of Disease Control Guidance. Considering mask are not age appropriate for Early Head Start and Head Start children, children that tested positive for COVID and those that were exposed to COVID had to quarantine according to the Center of Disease control guidance. Playground fencing was added to the playgrounds to create additional play spaces to allow children to meet their required amount of outdoor time without mixing groups of children. Children and staff slowly started having mixed group activities throughout the program year. The Head Start program created a COVID Mitigation Policy.

Georgia - May 31, 2023

Cases (last 2 weeks): 1,576

Cases per 100k (last 2 weeks): 15

Cases (total): 2,364,949

Cases per 100k (total): 21,830

Population: 10,833,472

As of May 11, 2023, the vaccination rates for our service area are noted below. These numbers are percentages of the total population of that county:

Area	At Least One Dose	Completed Primary Series	Updated Booster Dose
Appling	42.2%	42.2%	42.2%
Atkinson	49%	49%	49%
Bacon	36%	36%	36%
Brantley	31.7%	31.7%	31.7%

Area	At Least One Dose	Completed Primary Series	Updated Booster Dose
Candler	49.5%	49.5%	49.5%
Charlton	31%	31%	31%
Clinch	48.5%	48.5%	48.5%
Coffee	45.1%	45.1%	45.1%
Jeff Davis	36.9%	36.9%	36.9%
<u>Pierce</u>	40%	40%	40%
Toombs	48.6%	48.6%	48.6%
Ware	46.2%	46.2%	46.2%

We are extremely proud that we continued to offer in-classroom services throughout the program year. We followed all the local Health Department's guidance regarding any classroom closures that were required due to any positive cases. If a classroom was required to close, we provided meals for those children as well as other resources. The program was complimented by State Licensing on all the precautions taken, all of which we feel resulted in low positive COVID cases.

Due to State licensing requirements, parents and visitors were not allowed inside the center during the 21-22 program year. However, during the 22-23 program year parents and visitors were once again allowed in the centers.

Our Head Start Director, Amanda Lankford and our Assistant Head Start Director, Angela Carr, have both been with the program and have served in numerous roles. They continue to bring a wealth of knowledge to their positions. The management team is a cohesive group of experienced professionals who work together to provide support to the program and staff.

Federal Review: From January 23, 2023, to January 25, 2023, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Action Pact, Inc. Head Start and Early Head Start programs. There were no areas of concern, no areas of noncompliance, and no deficiencies.

Staffing continues to be an issue. During the 2022-2023 program year, 46 staff resigned due to various reasons. Of the 46 staff that resigned, 8.7% abandoned their job, 15.22% found new employment, 19.57% quit without notice, and 43.48% voluntarily resigned and did not give a reason for leaving. One sub decided to no longer sub with the agency. The highest number of

staff turnover was at Ware Head Start. Nine staff resigned from Ware Head Start, seven from Hazzard Hill Early Head Start, six from Bacon County Head Start, four from Brantley County Head Start, four from Coffee Head Start, three from Pearson Head Start, three from Candler County Head Start, two from Toombs Head Start, two from Jeff Davis Head Start, two from Charlton County Head Start, one from Willacoochee Head Start, one from Clinch County Head Start, and one from Appling Head Start.

Overview of the Agency

We refer to the agency's community assessment (2021) for an overview of the agency and specific services as well as information on poverty, unemployment, etc. We also refer to the "Community Commons," "Georgia Kids Count Data", and the U.S. Census which denotes additional detailed information on poverty, unemployment, health, etc. for the Head Start program's 12-county service area. It is noted that the agency went through a re-branding process during 2018-2019. Now known as action pact, the agency continues to have a great impact on the communities it serves.

Overview of Head Start/Early Head Start Program

Head Start: Head Start is a preschool program for children, ages 0-4, as well as expectant families, which provides a learning environment and varied experiences which help children develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development. We provide school readiness to ensure that our children are ready for school, that our families are prepared to support their children in school, and that schools are ready for our children. The program is funded for 652 preschool slots and 248 Early Head Start slots for the upcoming program year.

There is a continuous need for additional Early Head Start classrooms. Even without an extensive marketing campaign, our Early Head Start classrooms maintain a very long waiting list. The service delivery area is very rural with no public transportation.

The program currently operates in the following counties, noting number of classrooms and number of slots:

County	Head	Head Start	Early	Early Head
	Start	Classrooms	Head	Start
	Slots		Start	Classrooms
			Slots	
Appling	34	2	16	2

Atkinson	17	1	24	3
Pearson	17	1		
Bacon:	,			
ABC	20	1	24	3
Northside	14	1		
Southside	16	1	i	
Brantley:				
Head Start	34	2		
EHS			8	1
Center				
Candler	17	1	24	3
Charlton	34	2	16	2
Clinch	17	1	16	2
Coffee				
HS/Pre-K	68	4	16	2
Jeff Davis	31	2	0	0
Pierce:	48	3	8	1
Toombs	54	3	16	2
Ware:				
Head	214	13		
Start/Pre-K	17	1	80	10
Hazzard				
Hill EHS				

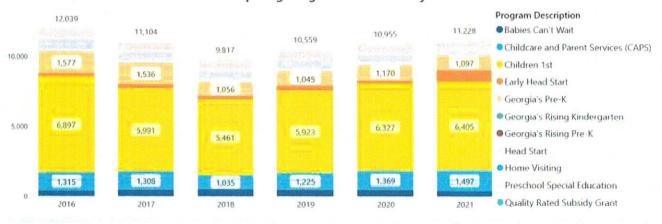
SERVICES PROVIDED

Action pact provides Head Start/Early Head Start services with grant funds from the United States Department of Health and Human Services, Administration for Children and Families, Office of Head Start. The Atlanta Regional Office provides support and oversight of grant funds. Grant funds are received for Pre-K through the Georgia Department of Early Care and Learning (DECAL). The DECAL office provides support and oversight of those grant funds. We receive funds through Child and Adult Care Feeding Program (CACFP) to assist with partial reimbursement of children's meals. CACFP provides support, training, and oversight of those funds.

The 2020 census data was delayed in posting due to COVID. Updated information is noted below. Five of our twelve counties in our service area saw an increase in population since the 2010 Census.

County	2020 Census	2010 Census	Change Since
	Data	Data	2010 Census
Appling	18,444	18,236	+ 208
Atkinson	8,286	8,375	- 89
Bacon	11,140	11,096	+ 44
Brantley	18,021	18,411	- 390
Candler	10,981	10,998	- 17
Charlton	12,518	12,171	+ 347
Clinch	6,749	6,798	- 49
Coffee	43,092	42,356	+ 736
Jeff Davis	14,779	15,068	- 289
Pierce	19,716	18,758	+ 958
Toombs	27,030	27,223	- 193
Ware	36,251	36,312	- 61

Participating Program Enrollment by Year



The Centers for Disease Control and Prevention (CDC) estimates that nearly 20 million new STIs occur every year in this country, half of those among young people aged 15–24 (CDC, 2015). Over the past five years (2014-2018), Georgia saw a 14.3% increase in all STDs rates with the highest rates among females and youth ages 14-24. Chlamydia has risen in Brantley, Candler, Clinch, Coffee and Jeff Davis counties. Gonorrhea has risen in Appling, Pierce, and Toombs counties. Syphilis has risen in Coffee and Toombs counties.

Economic and social insecurity often are associated with poor health. Poverty, unemployment, and lack of educational achievement affect access to care and a community's ability to engage in healthy behaviors. Without a network of support and a safe community, families cannot thrive. Ensuring access to social and economic resources provides a foundation for a healthy community. GA Unemployment Rate is 3.1%, lower than the national average of 3.4%. as of this report. All but four of our counties in our service area are higher than the stat average.

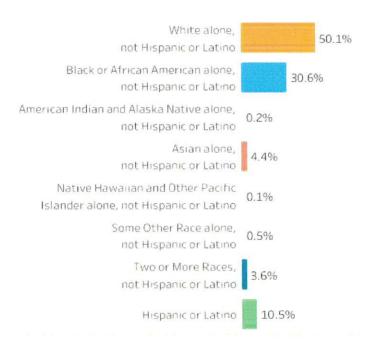
While the state has 26.8% of families living 150% below the poverty level you will see that the counties, we serve are way above that level, according to Kids Count Data. Almost all counties have increased the percentage since the last assessment update.

Location	Data Type	2016–2020
Georgia	Percent/Number	26.8%/ 335,736
Appling	Percent/Number	41.2%/885
Atkinson	Percent/ Number	65.4%/708
Bacon	Percent/ Number	586
Brantley	Percent/ Number	40.2%/762
Candler	Percent/ Number	48.7%/640
Charlton	Percent/ Number	48.1%/476
Clinch	Percent/ Number	51.2%/401
Coffee	Percent/ Number	40.6%/1,987
Jeff Davis	Percent/ Number	50.1%/997
Pierce	Percent/ Number	37.7%/860
Toombs	Percent/ Number	45.0%/1,430
Ware	Percent/ Number	45.6%/1,671

There are approximately 170 other childcare and/or family childcare centers in our service area. Many of the private licensed childcare centers also offer state funded Pre-K services. These figures do not include individuals who are unlicensed but maintain an "unofficial" childcare center.

Georgia
2020
Diversity Index: 64.1%

Percentage of Total Population



Above is the diversity index for the State of Georgia. The 2020 Census Data confirmed that Georgia, like America, is more diverse than ever. Georgia ranks 9th across the nation in the US Census Bureau Diversity Index defined as the probability of two people chosen randomly been of different race or ethnicity groups. Georgia's index is 64%. The United States has an index of 61%. The US Census Data Release also shows that the Latinx community in Georgia has grown tremendously in the last decade (31.6%), outpacing the national growth (23%). Of the top five counties in the state, with the largest percentages of Hispanic/Latinx residents compared to their total population, Atkinson County, is number 4 with 24.7%.

The number of children enrolled in the Women, Infants, And Children Program (WIC), Birth Through 4 has increased in all the counties we serve. On the reverse side, most recent figures show a decrease in all our counties for households with children receiving benefits from the Supplemental Nutrition Assistance Program (SNAP). During COVID many families had difficulty navigating the SNAP benefit application process. Once post-COVID figures are received the numbers will hopefully increase.

Below are some basic statistics for the State of Georgia that are show where the state ranks overall of children living in poverty and education.





Children Not Attending Preschool, Ages 3 To 4 State average is: 50.9%

Location	Data Type	2015–2019	2016–2020
Appling	Number/Percent	275/ 62.5%	234/66.1%
Atkinson	Number/Percent	112/ 57.4%	99/ 46.9%
Bacon	Number/Percent	256/ 69.2%	326/ 88.3%
Brantley	Number/Percent	400/ 61.5%	485/ 76.1%
Candler	Number/Percent	106/ 38.8%	45/ 19.2%
Charlton	Number/Percent	93/ 43.7%	69/ 33.2%
Clinch	Number/Percent	109/ 61.9%	134/ 68.7%
Coffee	Number/Percent	1,050/ 76.1%	868/ 74.8%
Jeff Davis	Number/Percent	123/ 32.8%	215/ 43.5%
Pierce	Number/Percent	314/ 71.5%	462/ 82.9%
Toombs	Number/Percent	382/ 43.5%	399/ 46.0%
Ware	Number/Percent	719/ 67.1%	660/ 69.8%

The state average for children absent more than 15 days from school is 19.9%. Six of our counties have a higher rate with the highest, Bacon County, of 31.7% and Toombs County coming in a close second with 30.2%.

The teen birth rate in Georgia declined 76% between 1991 and 2020. Even so, in 2020 there were 6,572 births to teens. Most teen births in Georgia (74%) are to older teens (age 18-19). It is also the case that 15% of all teen births were to teens who already had a child. Six of our

counties' teen dropout rate is over the state average of 4.6%. Bacon, Brantley, and Pierce counites have the highest teen drop out rate with Brantley with 24.9%. The state's average of students who graduate on time is 83.7%, with all of our counties exceeding that.

Teen pregnancy has substantial health, economic, and social costs. Pregnant teenagers are more likely to experience miscarriages, maternal illness (preeclampsia, hypertension, etc.), stillbirth, and neonatal death. Teenage mothers are also more likely to drop out of school and never return. Teen mothers, therefore, often lack a high school diploma, let alone a college degree, and will likely face unemployment and poverty. Children of teen pregnancies are sometimes forced into foster care if the mother cannot care for them, where teenage females are twice as likely to become pregnant, creating a cycle.

The state average of babies born to mothers with less than 12 years of education is 11.2%. Our service area is considerably higher with Bacon County having an average of 28.5%. In total, six of our counties are over 20%.

The state average of children living in single-parent families is 33.5%. Nine of our counties have a higher rate with Bacon and Ware County having the highest percentages of 50.9% and 49.1%, respectively.

Child Poverty: Kids Count data reveals that the child poverty rate for the state is 19.5%. As you can see by the table below the agency's service area is well above the state average.

County	Child
	Poverty
	County
	Rate
Appling	29.9%
Atkinson	33.8%
Bacon	29.0%
Brantley	26.6%
Candler	31.8%
Charlton	30.6%
Clinch	29.9%
Coffee	32.7%
Jeff Davis	29.4%
Pierce	24.0%
Toombs	33.2%
Ware	39.8%

Education: First-year enrollees are screened by the Head Start program using the DIAL-4. The screenings are completed by the Coaches, CLASS Coordinator, Center Coordinators, and the leadership team. The 45-day deadline as required in the Performance Standards is met.

The areas of testing in the DIAL-4 are Concepts, Motor, and Language. The parents and teachers have input through the questionnaires and the results of the screenings are shared with the parents. This year, post-testing was added and completed at the end of the year using specific items from the DIAL-4 tool. Parents also receive Parent/Child Activities to complete during the year. Any child not passing the screening is referred for further testing, with parental consent. For the upcoming year, the DIAL-4 will be completed by center staff and the Leadership Team. The timeline and procedure for notifying parents of the results remain the same.

The Early Head Start screening tool is Ages and Stages. The parents complete an Ages and Stages Questionnaire about their child. The areas that are screened through Ages and Stages include Communication, Gross Motor, Fine Motor, Problem-Solving, and Personal-Social. This are also completed within the first 45-days of school. The results were shared with the parents and referrals were made when needed with the consent of the parents.

The Disabilities Specialist is made aware of scores and works closely with the Education Specialist on getting any requested re-screenings completed.

School Readiness Goals: At the beginning of the year, School Readiness goals are created and approved by the individual School Readiness teams. These teams include staff, parents, local school system staff, and community representatives. Our goal at action pact is for our enrollees to be prepared for the next step on their educational ladder. We want our parents to be aware of these goals and to be a part of the team to help them be successful in achieving these goals. At the end of the year, the School Readiness Goals are reviewed to adjust goals for the following year.

School Readiness goals for the 22-23 school year are:

Guideline: Approaches to Learning

Goal 1: Children will increasingly approach learning positively through engagement and attentiveness.

Measure:

11a. Attends and engages

11b. Persists

11e. Shows flexibility and inventiveness in thinking

Guideline: Social and Emotional Development

Goal 2: Children will show progress in regulating their own emotions.

Measure:

1a. Manages feelings

1b. Follows limits and expectations2a. Forms relationships with adults

Goal 3: Children will show progress in managing their own behaviors appropriately.

Measure:

1c. Takes care of own needs appropriately

3a. Balances needs and rights of self and others

Guideline: Language and Literacy

Goal 4: Children will demonstrate a growing knowledge of language beginning with letter

recognition.

Measure:

16a. Identifies and names letters

16b. Identifies letter-sound correspondences

Goal 5: Children will demonstrate an expanding expressive vocabulary and appropriate conversational and communication skills to engage in conversations with others.

Measure:

9a. Uses an expanding expressive vocabulary

10a. Engages in conversation

10b. Uses social rules of language

Guideline: Cognition

Goal 6: Children will demonstrate increasing ability to use number concepts and operations.

Measure:

20a. Counts

20b. Quantifies

20c. Connects numerals with their quantities

Guideline: Perceptual, Motor, and Physical Development

Goals 7: Children will gain increasing control of large muscles by participating in a range of physical activities such as running, jumping, throwing, catching, climbing, and skipping.

Measure:

4. Demonstrates traveling skills

Goal 8: Children will engage in a variety of tasks such as finger plays, stringing beads, cutting, and building to improve fine-motor strength and coordination.

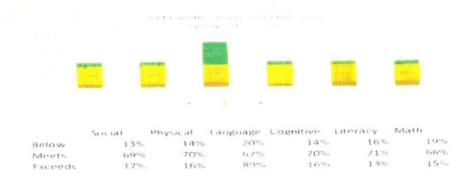
Measure:

7a. Uses fingers and hands

Teaching Strategies GOLD is the assessment tool used by the program for both Head Start and Early Head Start. Three assessments are completed each year. Our staff take anecdotal notes to score individual objectives. At the end of each assessment period, the results are shared with the parents, local school system, and our Policy Council. This information helps the staff plan

activities for each child. Individualization is a big part of the program. We strive to meet the child where they presently are and move them forward.

As the Spring Assessment graph below shows, our strongest and weakest areas this year were Literacy and Language. The Spring Assessment information gives us evidence of how our program has advanced or declined in each of the six development domains.



CLASS (Classroom Assessment Scoring System) is completed each year on all our Head Start classrooms. We have started completing CLASS observations on our Early Head classrooms. Training has been provided for our new employees and to our Early Head Start staff. Our CLASS Coordinator provides these trainings and has the following certifications in CLASS:

- Infant CLASS Reliability
- Toddler CLASS Reliability
- Toddler CLASS Trainer Certification
- PreK CLASS Reliability
- PreK CLASS Trainer Certification

Our Coaches and Education Specialist are CLASS reliable. We are also in the process of having our center directors CLASS reliable. The CLASS scores are tracked for each classroom and where additional assistance is needed; coaches are assigned to work with the staff. The CLASS feedback form used by this agency uses three colors: the red score is an area that needs assistance, yellow is the mid-range, and the green range is scoring in the higher level.

We have five individuals that are coaches and each one has at least a bachelor's degree. All have received training in Practice Based Coaching. They are knowledgeable of CLASS and can assist staff that have needs in this area. This certification is renewed yearly. Each coach has an assigned group of centers they work with. Staff work closely with their coaches and build strong bonds to help them be the best at their jobs.

Coaches are also used in times of need to fill in at centers. They are very cooperative in meeting these needs of the program. Coaches and the CLASS Coordinator have also taken on the responsibility of providing training in CLASS, Creative Curriculum and Teaching Strategies GOLD.

The Head Start classrooms utilize the 6th Edition of Creative Curriculum. Studies are used in these classrooms. The length of the studies depends on the interest of the child. Through the resources available, teachers can create a high-quality learning environment and build a thorough understanding of best practices. Daily resources help teachers build children's confidence, creativity, critical thinking skills, and promote positive outcomes. Early Head Start uses Creative Curriculum for Infants and Toddlers. Both curricula meet the requirements of being researched-based, as well as aligning with HSELOF and state standards. Monitoring is completed in all classrooms on a routine basis. The Education Specialist does a checklist on each classroom's fidelity of the curriculum.

Many transition resources are available throughout the year for those children eligible for transition either into or out of the program. As a part of transition to the public school system, Kindergarten teachers share information with parents, children watch transition videos, transition packets are completed, and weekly transition tips are sent home.

The educational staff works hard to meet the educational needs of our enrollees and families. We want our children to enjoy our program while also learning. We want our families to feel a part of their child's education and be active participants. In doing so, we feel we are on the right track to achieve these goals.

<u>Disability and Mental Health Services:</u> Action pact Head Start and Early Head Start has one full-time Licensed Professional Counselor and a Mental Health/Disabilities Specialist. Our Licensed Professional Counselor, LPC, provides services to children, families, and staff in the program. She assists with setting up appointments and providing the needed support for our families. All our Head Start and Early Head Start sites receive a visit from the counselor at least once a month. The counselor provides a monthly calendar with the dates and locations that will be visited. The counselor is always available for emergencies to quickly assist families, children, and staff with their needs. Children, families, and staff can schedule individualized counseling sessions with the counselor if needed.

Mental Health is promoted in all components to ensure the children's overall health and well-being. Our counselor completes the referral process, upon the parents' consent, with an assessment of the referred child. The counselor collaborates with the teaching staff to provide individualized strategies and techniques to help children adapt to the classroom environment. The counselor also meets with the parents to collaborate and share consistent at-home strategies for children. The strategies provided align with those being provided at school. Children with diagnosed AD/HD, ODD, and Bi-Polar disorders generally require more individualized care in

the classrooms. In addition, children have been referred to their pediatrician, LEA, or therapist for recommended strategies to improve the child's overall mental health.

Regarding the Mental Health aspect of the program, the Second Step Curriculum and Conscious Discipline techniques are used to assist with non-violent problem-solving. The Second Step curriculum uses role-playing and puppets to help the children learn to socialize with others and manage their own emotions. The Conscious Discipline Program teaches our children how to breathe and describe their feelings to regulate their own emotions. In addition, the program encourages our Head Start and PREK children to use a safe place area in the classroom to calm themselves while the infant and toddlers safe place is the teachers in their classrooms.

The LPC and Mental Health/Disability Specialist also provide our staff with wellness training via a program called DESSERTS, stressed spelled backwards. The goal of this training is to teach our staff how to regulate their own emotions while managing their level of stress. The Mental Health Specialist also sends home the Mental Health Tidbit monthly to all staff and parents to provide information on mental health issues and resources for families.

The program has hired several Behavioral Interventionists that are assigned to work one-on-one with children with severe behavior problems with and without disabilities. This has been proven to be very helpful as classroom staff are not spending much of the classroom time having to deal with severe behaviors. With the increase in issues in the home, and an increase in drug use in our communities we foresee the need for additional Interventionists in the future.

Children diagnosed with special needs for the 2021-2022 school year are noted below. All these children either had a current Individualized Education Plan or Individualized Family Service Plan in place and accounted for 17.13% of the program's current Enrollment and 16.06% of the program's funded Enrollment. Our program continues to lead the Georgia Head Start Association in the number of children with disabilities served.

Month/Year: May/2022

Children diagnosed with special needs:

Head Start: 101; Early Head Start: 22; Total -123= Funded Enrollment: 16.06%; Current

Enrollment: 17.13%

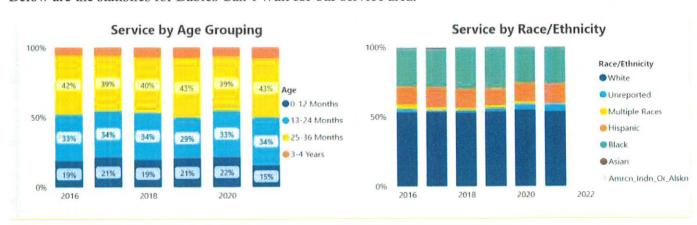
	Category	Head Start
Vision Impairment	0	0
Hearing/Deafness	0	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	3	2

1	0
0	0
2	0
0	0
36	3
9	11
0	0
0	0
50	6
101	22
	0 36 9 0

Babies Can't Wait served an additional 992 children in fiscal year 2017-18 compared to fiscal year 2016-7. Pre-School Education Service is shown below for our service area.



Below are the statistics for Babies Can't Wait for our service area.



<u>Inclusion Classrooms</u>: Action pact partners with the Coffee, Pierce, and Ware County Boards of Education to provide for inclusion classrooms at the Head Start Centers. The Coffee, Pierce & Ware BOE provides funding and/or additional personnel that can assist with each child's individualization. Also, an area has been designated for Ware BOE staff to work while at the Ware County Head Start Center. This partnership has been used as a model for other programs throughout the state, region, and nation.

Our numbers continue to be high for servicing children with disabilities and there continues to be a need for additional staff to assist in these rooms. Additionally, we have had several children that need one-on-one support and feel this need will only increase. Our Behavioral Interventionists also work with our children with behavioral concerns associated with different disabilities.

Below are the figures for our service area for children with disabilities served by both the Board of Education (ages 3 -21, Table A) and Babies Can't Wait (birth to 36 months, Table B) in FY 2021-2022. It is noted that the figures listed below, Table A and Table B, also include the children served by our program.

Table A

Head Start Center in Counties	Board of Education/IEP s 10/2021
Appling	<502
Atkinson	<186
Bacon	<323
Brantley	<340
Candler	<311
Charlton	<264
Clinch	<140
Coffee	<871
Jeff Davis	<361
Pierce	<479
Toombs	<461
Vidalia City	<280
Ware	<1027

Table B

Babies Can't Wait program: birth to three years old	Total of IFSPs for FY 2021-2022
Counties: Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee, Jeff Davis, Pierce, Toombs, and Ware.	
Southeast Waycross District	363

<u>Nutrition</u>: All enrollees receive two-thirds of their daily nutritional requirements while in the Head Start Center through two meals and an afternoon snack. These meals are funded through the Child and Adult Care Food Program (CACFP). Special arrangements are made for children with food allergies or other special needs. Nutrition assessments and nutritional counseling are coordinated through the WIC (Women, Infants and Children) program. The Southeast Health District, Environmental Health Manager restricts the program from serving meals "family style", where each person dips from a bowl. Instead, our enrollees enjoy a family style meal through sharing preparations for the meal, meaningful conversations during the meal, and helping to clean up afterwards. Menus are provided for parents and posted at the center.

Many of our center's meals are provided through local Board of Educations. We note that in many cases they serve limited fresh fruits and vegetables, and we are desirous of having on-site kitchens wherever possible so that we can provide more of these items.

The program partners with the Southeast Health District (SHD) to provide nutritional counseling for families that do not receive WIC and/or whose children require follow-up from their nutrition and growth assessments. The SHD also provides a Registered Dietician to review the programs menus.

Most of our nutrition staff have ServSafe certification. Our goal is to have 100% of them certified. An added strength is our Nutrition Specialist has her ServSafe certification as well.

Infants are fed on demand at our Early Head Start Centers. Breastfeeding is encouraged, and all EHS sites have a space dedicated to breast feeding for mothers. We also have breastfeeding materials that are shared with all expectant families. The information is also shared with other families upon request.

Parents are invited to nutrition training during one of the program's monthly parent meetings. They learn about healthy food choices and keeping their children active which helps combat childhood obesity.

We have increased the implementation of the "community gardens" at additional centers. We are looking to expand this and our centers. We are also offering specialized cooking training for classroom staff so that they can utilize the recipes in the classroom. We are looking to develop a special cookbook for the classrooms which will include easy nutrition activities that all classrooms can utilize for taste testing activities. Component specialists have been able to attend specialized training and then work with the centers on the gardening and cooking project.

Farm to Early Care and Education: Our program completed the first phase of our collaboration with Georgia Organics for a DECAL Community Transformation Grant for Ware County. Georgia Organics co-designed the Family Farm Share Program with a group of Ware County community partners (Ware Children's Initiative and WayGreen) to nourish working families and intertwine programming to meet a community need for a low-cost, high-quality access point to fresh local food. Grant funds will be used to reduce food insecurity for children ages birth to 5 and their families. The initiative is a sliding-scale, low-cost vegetable box program specifically designed for families of young children at childcare and Head Start programs. This program originally started with two of our centers and has now grown to include three centers. Next year plans are for Georgia Organics to add a fourth center to the program.

We are in a designated food oasis dessert area and therefore see the need to continue the growth of the farm to early childhood program. We want to increase the use of gardens and nutritional education as this can have a huge impact on our children and families. By teaching children, and families, about better nutritional choices, how to easily prepare fresh vegetables and how they can grow their own vegetables and fruit, can help increase health and obesity rates.

<u>Policy Council</u>: Head Start grantees must ensure they have an established Policy Council and a well-functioning governing body which shares the responsibility for the oversight of the program while following the Performance Standards. Program governance in Head Start is a shared responsibility. Board members and Policy Council members are critical to the success of our program.

The Policy Council also shares responsibility with the management team to ensure there are effective systems, policies and procedures that strengthen the quality of the program. Their role helps the management team deliver high quality services to the children and families.

The Policy Council is responsible for reviewing and approving the Head Start budget, personnel hiring/ terminations, grant applications, procedure changes, monthly financial statements and credit card expenditures, and other important items. Parent Policy Council members serve as a link between parents and the Parent Committee. By reporting back to their center's Parent Committee, they help the parents they represent better understand the role and functioning of the Policy Council and keep them updated on what's going on within the program.

Currently, action pact's Head Start Policy Council has twenty-one member slots: fourteen parent representatives and seven at large community representatives. There is a Head Start parent representative slot from each of the twelve counties in our service area. There are additionally two at-large Early Head Start parent slots. Meetings have continued to be held virtually due to COVID and filling all representative slots has been a challenge since parents are not able to come into the centers. Members may serve for up to a maximum of five years on the Policy Council.

<u>Parent and Community Engagement</u>: At action pact, we recognize that parents are their child's first and most important teachers. Parents play an integral part in the program and serve on center Parent Committees, Policy Council, Health Services Advisory Committee, and the ERSEA Committee. They also assist the program with center activities, program curriculum planning, self-assessment, and volunteer in the classrooms and at the centers. Currently, parents are not able to come into the centers, and meetings and training continue to be held virtually due to COVID.

Parent meetings/training are held during the program year. Training is geared toward the Parent, Family, and Community Engagement Framework and the 7 Family Outcomes areas. Topics often include: Becoming a Leader – elections are held for parent officers and Policy Council members, Car Seat Safety, Parenting Tips, Managing Stress, School Readiness, Healthy Nutrition, Healthy Snacks, Literacy, GED/Adult Learning Opportunities, Flu Prevention, Math Madness, Service Center Resources, Mental Health Issues, Challenging Behavior, Financial Management, Fire Safety, Kid Safety In and Around Cars, Oral Health, Child Safety, Transitioning and Kindergarten Readiness, Health Department information, Library Services, Health Screens, Holiday Crafts, Buying Your First Home, Healthy Lifestyles, Re-enrollment and Open Enrollment, and Budgeting. Parents are encouraged to give input into what topics/events are held at their center. Monthly newsletters are also available to all parents.

Additional specialized training opportunities, such as CPR classes, IEP (Individual Education Plan) workshops, Darkness to Light, and Nurturing Parenting are offered. Families are also invited to participate in activities when they can be in the centers, such as My Family Day, Head Start Awareness Day, Breakfast with Grands, Parent Orientation sessions, Open House, Mad Scientist Day, Talls and Smalls Dance and Family Holiday Express.

The Performance Standards require programs to have a parenting curriculum for parents. The program is using ReadyRosie this year as their parent curriculum. ReadyRosie is an educational tool for early education that helps with parent engagement efforts. Parents may choose from hundreds of short videos that role model an activity they can do with their child on a variety of skills in a variety of settings. They are fun and easy and require no special materials. Parents and teachers can communicate through the curriculum about the experience once the parent has

completed a video and activity. Teachers can send out a playlist to a whole classroom or to an individual family if there is a particular area a specific child needs help with. The ReadyRosie program generates playlists weekly as well.

Health Services Advisory Committee: The program has an active Health Services Advisory Committee (HSAC) that meets three times a year. Due to continuance of COVID, the meetings continue to be held virtually. Parents of enrolled children are invited to serve on the committee, as well as community partners. Community partners attending the meetings have included, but are not limited to area health departments, Southeast Health District, Children's Medical Services/Babies Can't Wait, Children First, local family connection directors, CareSource, Amerigroup, behavioral health partner, and Farm to ECE partners. We always look to include new members from the community to attend upcoming meetings. Community health issues discussed during the committee meetings have included: COVID-19, toxic stress; childhood obesity/healthy lifestyles; drug and alcohol abuse; asthma/extreme allergies; lead poisoning and testing; importance of having a medical/dental home; flu, immunizations; head lice; heart disease; extreme heat exposure; community gardens and access to fresh produce; and disabilities and mental health.

<u>Male Involvement</u>: The program continues to encourage male engagement. Normally, special activities put more emphasis on getting men involved in the program, but with parents not being able to come into the centers, this has been difficult. Males are encouraged to take part in their child's education experience as much as possible. We also encourage fathers to take leadership roles by serving on our Policy Council and committees.

<u>Social Services</u>: This service area represents an organized method of assisting families in assessing their strengths while building upon the individual family goals. Family Advocate staff members assist families with community outreach, referrals, finding and maintaining a medical home, goal setting, adult education, emergency assistance and crisis management. Family Advocates recruit and advocate for families, encourage them to volunteer at the center and to be involved in their child's educational process, and stress the importance of school readiness. Family Advocates work with the families on a strengths-based approach focusing on self-reliance.

Family Advocates have an average caseload of 48. Family Advocates work staggered summer schedules to ensure better communication with our families, and to provide opportunities for families to complete applications when school is out of session. Due to COVID restrictions, applications had to be done over the phone or virtually. In-person applications afford Family Advocates a more personal approach with the families, but the virtual process has allowed the program to offer services in a safe manner during the pandemic.

<u>Health Services</u>: The Health program emphasizes the importance of having a "medical home and dental home" as well as the importance of early identification of health problems. Action pact assists parents in accessing medical screenings as well as accessing and completing applications for the state Medicaid insurance coverage.

We are faced with numerous challenges, including helping our families to keep their Medicaid current. Families do not always receive the information or understand how to renew their Medicaid insurance. If benefits lapse, it can take up to 45 days, or longer, to have Medicaid reinstated. Our agency staff do not have access or the capability to know if a family's Medicaid is current, as only medical providers that can bill for Medicaid services have access to that information.

Another challenge is the issue of physicians "dismissing" families from their care. If families miss three appointments, several physicians dismiss them from their caseload. A rising number of new providers that are replacing old ones are not able to see new patients right away. Finding providers that will complete the 30-month well baby check-up that is part of the EPSDT is not always easy for our families who live in rural areas with no public transportation.

There are still an increased number of families that do not have a "medical home" in place and are utilizing the emergency room, health department and/or urgent care as the child's primary physician. A program challenge has also been for medical providers to test for lead poisoning during examinations. Several pediatricians do not have the lab capabilities in their office to conduct the lead screenings, and they refer families for this testing to independent laboratories. Getting lead results is not consistent from county to county. Some providers will share the results, while others will not share their results. Some families find this to be another hardship to take the children for another appointment and/or follow-up for the results. Action pact has an established agreement with Public Health to assist parents and program staff in receiving lead results. There was an increase in the number of on-site incidents this year. More emphasis on active supervision will be implemented to help reduce the number of on-site incidents. Oral Health: Oral Health continues to be a challenge in our service area. There are a limited number of pediatric dental providers (some of our service counties do not even have one) that will accept Medicaid, Amerigroup, and Peach Care. These providers oftentimes will take a limited number of patients and then cut the service off due to low reimbursement. The state's EPSDT chart requires that pediatricians do a visual inspection of the mouth and then record their findings as part of the well-baby checks. Parents acknowledge that the pediatricians are doing the visual inspections but fail to document their findings on the paperwork submitted to our sites. Another problem encountered includes processing the paperwork and parents not keeping scheduled appointments. This means that families may have to travel to another county to receive services which in some cases poses a transportation hardship. Action pact is working to educate families on the importance of keeping appointments and calling when they need to

reschedule. Our agency is continuing to educate families on the benefits of having a "dental home" in place. COVID caused on site toothbrushing to be suspended for this school year but will be reimplemented in the upcoming school year.

We are excited about our partnership with the nursing students at South Georgia State College (SGSC). SGSC will continue to assist our agency with blood pressure checks, heights, and weights. The SGSC program utilizes action pact's needleless hemoglobin monitor to help with assessments and obtain hematocrits. We are working on an agreement with Coastal Plains College to join SGSC with our health assessments. In addition, we also utilize pediatric blood pressure cuffs to assist each site. Family Advocates have been trained to use blood pressure cuffs as well as heights and weights. Sometimes, providers either fail to or don't have time to do vision or hearing screenings on children that need them. To address the vision issue, action pact partnered with Georgia Prevention for the Blind to train and certify our Family Advocates to do on site vision screenings for children that need them. Access to medical providers to address hearing issues continues to be a challenge for our agency, parents, and children. Audiologists address failed hearing tests are not available in many of our counties. Action pact is working on an agreement with the Georgia Mobile Audiology Program in Atlanta to include our area as one of their traveling clinic sites to provide examination and treatment to children that fail their first screening. Travel for the mobile audiology unit hopefully will start back in the upcoming school year.

Every effort has been made to educate the families and medical providers of Head Start's requirements. Our program collaborates with the Georgia Childhood Lead Poisoning Prevention Program and the Georgia Department of Community Health, which shares any lead results for children in our program. In the era of budget cuts and restrictions, our local health departments are not providing some of the needed services which creates challenges for Action Pact and our parents.

<u>Emergent Literacy</u>: The classrooms are a literacy rich environment. There are writing centers, books in different work areas, library areas with a variety of books, journal notebooks for children, and other special activities and events to promote reading and writing.

Some of our special literacy activities are JumpStart Read for the Record, Read Across America, Georgia Pre-K Week, My Family Day, and 100th Day of School/Math Madness. We have started using gardening and cooking activities to promote literacy skills. We continue to look at ways to enhance literacy and instill a love of books.

During the 21-22 year, due to COVID, families were unable to participate in some of the more popular literacy programs including the ever-popular Pajama (P.J.) Reading Party, which is held in collaboration with our local libraries and our "Family Reading Nights." However, this past

year with the COVID restrictions being lifted we were excited to offer a number of literacy family events once again.

The Ferst Foundation, which provides free books to children aged birth to 5, is in several of our counties. This program is privately funded in various counties.

FACILITIES/PLAYGROUNDS

APPLING

The following projects were completed during the past 18 months.

- 1. On the Early Head Start playground, a rubber base was added to the cement where the Play Nook is to help prevent injury and soften the area for the children.
- 2. A shade cover was added to the HS and EHS playgrounds.
- 3. A play structure has been added to the EHS playground.
- 4. We have added a keypad entry lock system to the front door of this center.

We are currently looking at plans with the local county government to add 4 classrooms to this center.

ATKINSON (WILLACOOCHEE)

The following projects were completed during the past 18 months.

- 1. We have added a keypad entry lock system to the front door of this center.
- 2. A large tree has been removed from this center that was causing a rain drainage problem.
- 3. The EHS playground has been divided into 2 separate play areas to allow more children outside play time and at the same time help keep accountability.
- 4. We have removed the old play structure from the HS playground and installed a new one that is ADA accessible.

Projects needed:

1. A water filtration system is needed at this center because of the dirty water that is provided by the city. The approximate cost for this will probably be around \$10,000.

BACON ABC

The following projects were completed during the past 18 months.

1. A chain-linked fence has been installed in the walking track area so children can have access to this area.

Projects needed:

1. On Head Start playground, remove chips, and install rubberized fall zone materials. The approximate cost for this will be \$15,000.

BACON NORTHSIDE

The following projects were completed during the past 18 months.

- 1. A storage building has been purchased for this center.
- 2. A shade shelter was installed on the playground.

Projects needed:

1. Need better camera coverage on playground. The approximate cost would be about \$2000.

BACON SOUTHSIDE

The following projects were completed during the past 18 months.

1. One new play structure was installed on this playground with rubberized fall zone material.

Projects needed:

This is a very small one room building. While it does meet the minimum square footage
requirements, there is very little room for anything else. Such as storage and separate
work areas for service providers. I would recommend looking for a facility with more
workable space.

BRANTLEY HS/EHS

The following projects were completed during the past 18 months.

- On the HS playground, the old play structure was removed, and a new structure was installed.
- 2. The EHS class was moved to the same building as the HS classes. We also moved all the playground equipment and built an EHS playground at this site.
- 3. We have added a keypad entry lock system to the front door of this center.

Projects needed:

- 1. A bathroom built in the EHS area is needed. The approximate cost is \$25,000.
- 2. A hallway entrance door for the Center Coordinator's office is needed. The approximate cost for this is \$5,500.
- 3. There is a need for better camera coverage for the playgrounds. The approximate cost for this is \$6,000.
- 4. The carpet in all classrooms needs to be replaced. The approximate cost for this is \$10,000.

CANDLER HS/EHS

The following projects were completed during the past 18 months.

- 1. The playgrounds were divided into 4 different play areas. One for the HS children and three for the EHS children.
- 2. The new driveway has been paved.
- 3. A cover was installed for the walkway and the loading/unloading area.
- 4. We have added a keypad entry lock system to the front door of this center.

- 1. Hot water for bathrooms. The approximate cost for this is \$9,200.
- 2. An ice maker needs to be installed. The approximate cost for this is \$750.
- 3. Need to remove an existing sink and install a stainless-steel sink and faucet for dishwashing.

CHARLTON HS/EHS

The following projects were completed during the past 18 months.

- 1. The driveway was paved for loading/unloading of children.
- 2. A cover was installed for the walkway and the loading/unloading area.
- 3. The EHS playground was expanded.
- 4. A shade shelter has been installed on the EHS playground.
- 5. A Head Start classroom was added.
- 6. We have added a keypad entry lock system to the front door of this center.

Projects needed:

1. There is a need for better camera coverage for the playgrounds. The approximate cost for this is \$5,000.

CLINCH HS/EHS

The following projects were completed during the past 18 months.

- 1. We have added a keypad entry lock system to the front door of this center.
- 2. We purchased a mobile kitchen trailer to use at this center to cook meals.
- 3. A shade cover was installed on the walkway on the backside of this building.
- 4. An ADA ramp was added to the playground side of this building.
- 5. The EHS playground area was divided into 2 play areas.
- 6. A new play structure was added to one of the EHS play areas.
- 7. A shade shelter was installed on each of the EHS play areas.
- 8. Added cement drive area for delivery trucks on side of building.

Projects needed:

- 1. Need to add a cover over the kitchen trailer area. The approximate cost is \$20,000.
- 2. We have added a keypad entry lock system to the front door of this center. The approximate cost for this is \$5,000.

COFFEE HS/EHS

The following projects were completed during the past 18 months.

- 1. A CDBG grant has been awarded to build an additional building with 4 classrooms and one fully operational kitchen for this center. With this grant, the old lunchroom building will be demolished, and the new building will be erected on that spot.
- 2. A cement slab was poured between the front EHS doors and sidewalk to prevent children and staff from having to walk in water during rainy days while loading and unloading.

- 3. On the HS playground, the old play structure was removed and a new one installed.
- 4. A shade shelter was added to 2 of the HS playgrounds and one was added to the EHS playground.
- 5. The HS playground was divided into 3 play areas.
- 6. An additional storage building was purchased to help with storage.

1. The construction of the new classroom wing will displace the EHS playground area. The play structure will have to be moved and new fencing will be needed. The approximate cost of this will be somewhere around \$15,000 to \$20,000.

HAZZARD HILL HS/EHS

The following projects were completed during the past 18 months.

- 1. The driveway is paved on west end of 2nd building for loading and unloading children.
- 2. Driveway cover built for loading and unloading children.
- 3. Additional parking area built.
- 4. The playgrounds have been divided into 4 different play areas.
- 5. Installed a stand-alone 4-foot slide on one play area.

Projects needed:

- 1. Close in overhead cover area where food is unloaded. The approximate cost for this will be \$2,500.
- 2. Several doors need repairing. The approximate cost is \$1,800.

JEFF DAVIS HS

The following projects were completed during the past 18 months.

1. The new play structure has been added to this playground along with rubberized fall zone materials.

Projects needed:

- 1. Currently we are tenants at the Pre-K school in this county. For years the bathrooms that we use at this school have not had any ventilation and has been written up on each year's annual inspection. The boy's bathroom has always had a strong odor. We have addressed this with the school principals. As of today, nothing has been done to combat this. With some of the other limitations we have in this facility, I would strongly recommend looking for some way to acquire our own facility in this county.
- 2. This center could use more cameras on the playground to better cover the entire area, especially up next to the building. The approximate cost for this would be \$1,000.

PEARSON HS

The following projects were completed during the past 18 months.

1. This old play structure on the playground at this center has been removed and a new structure has been installed.

1. There are areas of this playground that are not covered by cameras. More cameras should be installed. The approximate cost for this would be \$1,000.

PIERCE HS/EHS

The following projects were completed during the past 18 months.

- 1. The old HS play structure has been removed and a new structure installed.
- 2. A shade shelter has been installed over the HS play structure.
- 3. A new building has been purchased and put into use at this site. It is mainly used and a space for service providers to use and to have parent meetings.
- 4. An ADA ramp was added to the new building.
- 5. The HS playground has been divided into 2 play areas.
- 6. We have added an additional EHS playground with a play structure, rubberized fall zone material, a shade shelter, and a rubberized tricycle track.
- 7. We also now have a play area that is more of an outside relaxation area for the children that can be used by HS and EHS.

TOOMBS HS/EHS

The following projects were completed during the past 18 months.

- 1. A new play structure was installed on the HS playground.
- 2. The HS playground was divided into 2 different play areas.
- 3. The EHS playground was expanded to give them more room.

Projects needed:

- 1. Water drainage on the EHS playground is eroding the playground area. Need to build a cement drainage area that will stop the erosion and also serve as a tricycle area for the EHS children. The approximate cost for this is \$11,000.
- 2. In the kitchen/dining room area, we need a wall built to separate the kitchen from the rest of the area. The approximate cost for this would be \$10,000.

WARE HS/EHS/PRE-K

The following projects were completed during the past 18 months.

- 1. The front office area, two Pre-K rooms and the Pre-k coordinators office has had the carpet and old tile removed and new VCT has been installed.
- 2. The two old play structures on the HS playgrounds have been removed and new play structures have been installed.
- 3. All hallways and the front foyer area now have air conditioning and heat.
- 4. An EHS classroom has been added to this center.
- 5. An EHS playground has been built for this center.

- 1. Possibly install "Shark" type floor coating over all floors. To include classrooms, hallways, and bathrooms.
- 2. The roof of the kitchen wing needs to be recovered. The approximate cost for this is \$140,000.
- 3. Drainage system for the breezeway area. This is needed because when we have heavy rains, the water accumulates in this area and can run into some nearby classrooms.
- 4. Improve drainage of parking area around the main building entrance. During a heavy rainwater may back up into the entrance area and possibly go under the main entry doors.
- 5. Install an expandable room divider wall in the old lunchroom. Since children now eat in the classrooms, this large room can be used for storage and a training area. The approximate cost for this will be \$10,000.

TRANSPORATION

We currently have a total of 19 vehicles in use. 3 are being used primarily for maintenance, 8 are being used primarily for food transportation, and the others are being used primarily for staff transportation. This program does not provide transportation for enrollees.

We have been able to upgrade our fleet this past year with 10 new vehicles.

The 2022 KIDS COUNT Data Book continues to identify racial and ethnic disparities that persist in America today. Some examples of these findings include:

17% of children of all backgrounds live in poverty compared to 32% of Black children and 31% of American Indian children.

27% of all kids have parents who lack secure employment; this rate rockets to 44% for American Indian children and 41% for Black children.

Latino children, when compared to their white peers, are also more likely to grow up in poverty and to have parents who aren't securely employed.

<u>Foster Children</u>: The State of Georgia has approximately 11,921 children in foster care as of August 2021. Children in DFCS custody can be placed in kinship homes, foster homes, adoptive homes, private agencies, or group homes.

Our agency continues to administer the Southeast Georgia CASA (Court Appointed Special Advocate) program for the Waycross Judicial Circuit. This service area includes six counties: Bacon, Brantley, Charlton, Coffee, Pierce, and Ware.

In SFY 2022 (July 1, 2022-June 30, 2023), there were 10,715 children in foster care in the state of Georgia. In SFY 2023, From July 1, 2022, to Dec 31, 2022, there were 10, 754 children in foster care in Georgia. As the state numbers are rising, the needs within the Waycross Judicial Circuit continue to rise as more children are entering foster care in our circuit. In 2023, the Waycross Judicial Circuit has the second most amount of children in care, despite being a rural area with a population that is almost 7 times lower than the densely populated county that has foster care numbers similar to ours. Most of the children we serve are placed outside of the judicial circuit. Prolonged stays in placements outside of the home county serve as a barrier to the children maintaining connections to their families and communities.

From April 2022 to March 2023, the daily average number of children in foster care in the Waycross Judicial Circuit is 604. Southeast Georgia CASA has served 151 children from January -June of 2023. This means that there are approximately 453 children in care within the circuit not currently being served by CASA. Southeast Georgia CASA began operations within the circuit in 2018, and efforts continue to focus on serving more children and families by recruiting and training volunteers in the underserved counties included within the Waycross Judicial Circuit.

Homeless: A total of 4,183 people in the 152 counties of the Balance of State Continuum of Care were identified as Literally Homeless by HUD definition on the night of January 28, 2019 – a 13% increase from 2017. 54% were unsheltered; the other 46% were in emergency or transitional housing. Around one-third of those people are located outside of Georgia's cities. Approximately 815 families are homeless.

A person would need to earn \$14.24 an hour to be able to afford a two-bedroom apartment outside of Georgia's cities, according to the National Low Income Housing Coalition. That's nearly double Georgia's minimum wage of \$7.25 an hour. Georgia is short by around 207,000 affordable and accessible rental units.

Homelessness in Georgia is a social issue that affects about 10,234 people as of January 2021. The state has a lower-than-average homelessness rate and cost of living compared to other states. However, many municipalities lack programs to help the homeless, especially during the COVID-19 pandemic.

Grandparents/Other Care Givers: The program has seen a vast increase in "grandparent" and other caregiver involvement. While there are some that have legal custody, there are many more that are the main caregivers of the children. These caregivers include great-grandparents, aunts/uncles/Godparents, etc. This is due to many factors, including parents who work or are in schools. There has been an increase in parents working out of town and they give temporary custody to a family member since they are in town for a limited time. There are also more cases where parents are incarcerated, unable or unwilling to be the primary caregiver, and thereby, it

falls on the grandparents or other family members to be the main caregiver, even without any formal legal documents. The program works very hard with these families to encourage parent engagement as well as assisting these caregivers whenever needed.

We have approximately 40 grandparents/other caregivers with legal custody this year and approximately that many last program years.

<u>Three-Year-Old Enrollment</u>: Over the years, action pact has continued to see an increase of services to three-year olds. In recent years we have been instructed to prioritize three-year old children over four-year old children.

<u>Program Turnover/Changes</u>: The program's child turnover rate has been good the last two years. On average every county has a turnover rate of the less than 14% which is very good. Reasons for children leaving the program, moving out of the area was one of the most prevalent; more families are leaving our service areas due to lack of employment. Transportation continues to be a source of turnover.

<u>Waitlist</u>: The majority of our counties had smaller waitlist as we have been dealing with the pandemic for the last year. Even in these difficult times Early Head Start still maintains a bigger waitlist than Head Start.

Extended Services: The program does not offer extended care services at this time. We do, however, make special arrangements for families to drop off and/or pick up siblings who are in the Head Start or Early Head Start classrooms at those centers at the same time. This is due to the fact that our Pre-K classrooms go a longer day. These enrollees are supervised by floaters during that time. This has assisted families from having to make two trips to the centers in the morning and/or afternoon.

Early Head Start: During the 2020-2021 school year, Early Head Start enrollee's hours were increased to 7 ½ hours per day and they went from 7:45 a.m. to 3:15 p.m. We found that this was much better for our families and staff, especially our teen parents.

Action pact has considerable need for additional Early Head Start slots and currently has space available immediately in current facilities, with funds needed for classroom renovations, to open classrooms in the following counties: Candler, Charlton, and Clinch. Agency leadership continues the process of other spaces that could be made available.

The counties with enough space and the most children on the waitlist will be considered first for expansion. There are a number of children on the Early Head Start waiting list in several counties in our service area. The much-needed Early Head Start expansion funds would greatly

help the agency in serving more Early Head Start aged children. Therefore, our goal is to add Early Head Start slots in order to meet the needs of our communities wherever space is available.

Services to Expectant Families: The Early Head Start program uses the *Partners for Healthy Baby Curriculum* to provide services to pregnant woman. Two staff members have attended specialized training in the curriculum and have worked with family advocate staff on its use. The action pact Health Advisory Committee includes nurses, and as schedules permit, they can assist staff with postpartum visits for Early Head Start. The Health Specialist and Counselor also participate in postpartum visits. It is our hope to serve more expectant families in the coming year(s).

Professional Development: 100% of all action pact Head Start teachers have an AA degree or higher or have a waiver in place. All staff's education and training is recorded in the Georgia Professional Development System for Early Childhood Educators (GAPDS). The GaPDS verifies education and training and assigns a career level (see attached). We are moving to ensure that all Head Start teaching staff have a minimum career level of 7 (AA equivalent in ECE). Additionally, one of the state's incentive programs, AWARDS for Early Educators, is ending. This program has been a huge morale booster as it awarded staff who received a new credential a one-time bonus payment. Eligible staff are still able to participate in the DECAL Scholars Incentive and Scholarship programs. These programs have expanded their scope and we are hopeful that additional staff will be able to take advantage of the incentives and the scholarship program is awarding additional monies. These programs have been instrumental in many staff being able to complete and/or continue their education.

The Training Specialist reviews the Professional Development Plan for all staff to discuss their professional development. Information on furthering their education is provided. Most staff who are required to obtain a TCC or CDA have decided to obtain their TCC instead of the CDA due to the new CDA process. Staff requesting training is forwarded to the appropriate staff person and/or specialist to ensure those training needs are met.

<u>Training</u>: Action pact offers numerous professional development and training opportunities for staff. Pre-service and in-service training is scheduled. The Training Specialist is a state approved trainer, and she is also available to travel to the centers to conduct training for the convenience of our staff. We can have most of our pre-service and/or in-service training approved for state credit. The program's Training Specialist has presented trainings at state and regional conferences and other Head Start and childcare programs. We continue to utilize online training as well. Staff also noted that they really enjoyed being able to access on-line training and are able to do them at their own pace.

Centers have a monthly safety training, and all staff receive an in-depth supervision training as part of their orientation. Additionally, we have updated our onboarding training process to

include additional days of training and a week of "shadowing" in another classroom. All new staff are assigned a "mentoring buddy." We continue to look at ways to improve our onboard process to decrease staff turnover which continues to be an issue with us, as in other Head Start and child care programs across the state. All new staff are required to complete a 10-hour Health and Safety Orientation Training as part of state licensing requirements.

Two staff members are certified American Heart Association CPR/First Aid instructors and there is one Family Development Credential (FDC) trainer. Also, on staff are: one certified CLASS trainer (both infant/toddler and pre-school); and one Stewards of Children: Darkness to Light (child sexual abuse prevention) trainer. The Education Specialist and coaches are CLASS certified and majority of the Center Coordinators are also certified.

<u>Technology</u>: The program currently uses ChildPlus for our data base system. The program has a Dashboard Management System and the Live Report feature to the system which allows locally designed reports. Staff attends training in ChildPlus each year to utilize the software to its full capability. The agency has an IT Specialist that assist with technology.

Quality Rated

All of our centers are Quality Rated. Staff at these centers are required to participate in additional training hours above the state minimum. We continue to use on-line training options, as well as in-person training, to ensure training is offered in the most convenient way for staff. Centers going through Quality Rating received additional monies through the Department of Early Care and Learning. These funds enabled the program to purchase additional items for the classrooms to help ensure they met the materials requirements of Quality Rating. Additional funds were also received for on-line training with the Branaugh Group.

Below are the current levels of our centers. Seven centers had their reassessment: Appling, Atkinson at Willacoochee, Brantley, Charlton, Coffee, Hazzard Hill, Pierce, and Ware. We are awaiting the results for Coffee, Pierce and Ware. Four centers are scheduled to be reassessed during the 2023-2024 program year. The program is sponsored by the Department of Early Care and Learning (DECAL).

Appling	3 Stars
Atkinson – Pearson	2 Stars
Atkinson – Willacoochee	3 Stars
Bacon Northside	3 Stars

Bacon Southside	2 Stars
Bacon at ABC	2 Stars
Brantley HS	2 Stars
Candler	3 Stars
Charlton	3 Stars – increase from 1 star
Clinch	2 Stars
Coffee	2 Stars – pending reassessment results
Hazzard EHS	3 Stars – increase from 2 stars
Jeff Davis	3 Stars
Pierce	3 Stars
Toombs	2 Stars
Ware	2 Stars

<u>Public Relations</u>: Public Relations continues to be a strength of the program. There are fourteen local newspapers in our service area, none of which is published daily. All of our local newspapers only publish only weekly are not always able to run all the press releases they receive from us. Editors continue to support the program. There is an emphasis on speaking engagements at local civic clubs. Local, state, and regional agencies and organizations support our program. The agency has a Facebook page and the Head Start program is prominently featured on many of the posts.

<u>Pre-K Funding</u>: The program has a total of four blended Pre-K/Head Start classrooms at the Coffee (1) and Ware (3) Head Start Centers. The funding is through DECAL (Department of Early Care and Learning) for the State of Georgia. Pre-K funding is blended with Head Start funding to provide children with all Pre-K and Head Start services. Pre-K staff are required to attend additional training and have additional reporting duties. With additional Pre-K classrooms in the areas through local Boards of Education, as well as private day cares and the effects of COVID, our 4-year-old applicant pool has been affected during the past program year.

Many private childcare centers also offer Pre-K services, and they can offer before and after care, which we do not.

<u>Community Partnerships</u>: The program has established many mutually beneficial collaborative partnerships. Program staff members are involved with all the Family Connection agencies and attend their monthly meetings. We participate in local community events. Staff attend local chamber of commerce events such as "Rise & Shine" and "Business After Hours." Many supporters of the program also assist with special activities.

We also have a wonderful partnership with the Southeast Health District and are looking at ways to expand our partnership in the coming year. As mentioned earlier our CASA program at the

agency has enabled us to better serve our foster families in that service area. The program houses four classrooms (three EHS and one HS) at the ABC Child Development Center in Bacon County. They have afforded training opportunities for our staff housed at that site and we, in turn, offer training opportunities for their childcare staff. Several of our families can utilize them for before and/or after school care. One of our newest partners, Georgia Organics, has brought us a wealth of resources regarding our farm to early childhood initiative.

Other partnerships include local school systems, local libraries, health departments, UGA Cooperative Extension, local technical colleges, local Police and Fire Departments, EMS services, Babies Can't Wait, CareSource, UNISON Behavioral Health, etc. Many of these partners provide "on-site" field trip experiences at the centers and/or provide parent training.

Program staff also work with city and county governments for CDBG (Community Development Block Grant) funding for new construction of facilities. A CDBG grant has been approved for our Coffee County Center. This funding will include an on-site kitchen facility and 4 classrooms. We continue to look at funding opportunities for our centers.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA): The ERSEA Committee meets annually to set priority for the selection grid. They review the community assessment, PIR data, program reports, and discuss current issues, events, and trends to ensure that the selection criteria assist the program in meeting our goals and objectives.

We continue to train all relevant staff, Policy Council and Governing Board members on The Final Rule and maintain all copies of all eligibility documentation in each child's file, proof of family's homelessness from the third-party providers as necessary.

Program Strengths:

- Staff qualifications and education;
- o Quality Rated;
- o Farm to ECE initiative;
- Licensed Professional Counselor on staff;
- 5 Interventionists to work one-on-one with children as needed;
- Community Partnerships;
- Parent Engagement: Implemented Nurturing Parenting Curriculum; family events and trainings/workshops;
- Seamless assessment between Early Head Start and Head Start Teaching Strategies
 Gold;
- o Online assessment for all sites;

- Increased use of gardens and cooking activities;
- o Growing use of technology;
- Special Initiatives that include Family Reading Night, Read to a Child;; as well as other specialized parent trainings;
- CLASS certified trainer on staff;
- CPR/First Aid trainers (2) on staff;
- o DECAL certified trainer on staff;
- Five CLASS-reliable coaches on staff;
- Active Policy Council, Health Service Advisory and Parent Committees;
- o Inclusion classrooms;
- New facilities/expansion projects;
- Curriculum supplements that include Safety Sam, Second STEPS, STEPS Emergent Literacy;
- Facilities Specialist is also a National Certified Playground Inspector.

Challenges:

- Facilities maintenance due to aging facilities;
- o Diminishing 4-year-old waiting list;
- Mental/Dental Providers and Insurance issues;
- o Program transportation fleet—vehicles with high mileage will soon need to be replaced;
- Extensive waiting lists for Early Head Start services.

and Governing Board on

Resources

Action pact Head Start has utilized the following resources to develop this community assessment:

- Georgia Department of Community Affairs
- Georgia Public T.V.
- Georgia's Cross Agency Child Data System (CACDS)
- Georgia County Snaphots
- Georgia Area Labor Profile
- DECAL Child Care Licensing www.decal.state.ga.us
- National Association of Community Action Agencies Community Commons
- State Board of Education
- Head Start Annual Report
- Southeast Health District

- Babies Can't Wait
- Child Outcomes Data
- School Readiness Plan
- Georgia Kids Count Data
- Georgia Department of Public Health
- Program Self-Assessment
- Post Planning Meeting
- ChildPlus.NET Reports
- https://data.democratandchronicle.com/covid-19-vaccine-tracker/georgia/13/;
- Program Information Reports
- Head Start Performance Standards and other regulations
- http://www.dca.state.ga.us/housing/specialneeds/programs/homeless count.asp

HUMAN RESOURCES PROGRAM REPORT



Sonja Eason, Human Resources Director

PROGRAM REPORT FORM For Board Meetings

REPORT OF MONTH/YEAR: July 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: (If yes, attach Grants/Awards form) OTHER ITEMS FOR BOARD APPROVAL:

7/62023

DATE

NAME OF PROGRAM: Human Resources

SIGNATURE OF PROGRAM DIRECTOR

Board Meeting Summary HR Department -July 2023

Health & Wellness

- Dance Fitness scheduled at preservice, August 1st
- Gym Reimbursement Program
- · Health Screening Reimbursement Program

Retirement Plan Updates

Empower Retirement plan balance to date is \$8,211,131. We have 179 active participants and the average participant balance has is \$28,024.

Our current Life Time Income score is 95% and 45% of participants have reached their income replacement goal. The participation rate is 76% with an average contribution rate of 7% and there are 2% of participants that are contributing over 10%.

Breakdown of withdrawals since May 2023

- o Separation of service-2
- o Hardships-2
- o Loans-1

HR Metrics

New hires -5 Terminations -8

Total employees =390

Full Time= 346
Part Time= 15
Limited Services= 16
Temp= 13

Demographic Data

Females=353 Males=37

Ethnic Data

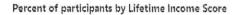
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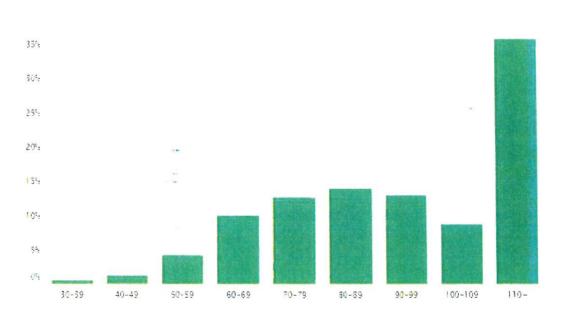
White=190

Other= 13

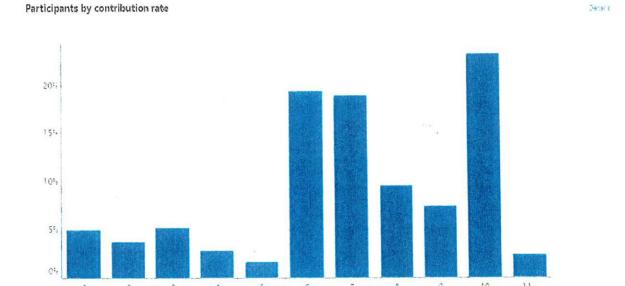
Lifetime Income Score 1 Dewnload Mem Back as of 5/31/2023 Overall plan Cleta is Participants achieving goal PERCENT ACHIEVING COAL EENCHRASK BENJHMARK 8% 66% 78% A 5 2% 1004 Top 10% Benchmark

Detail :





i Download View Back Contribution rate and diggraph as of 5/31/2023 Participants deferring over 10% Average contribution rate Deta 1 PLAN BENCHMARK PLAN. FRANK JARR 7% 4044 7% 2% + 0 2 12% (j:_c 100% 25% Top 10% **■** Benchmark Top 10% Benchmark



Contribution rate

as of 5/3 1/2023

Distributions

Transactions

ACTIVE

0

TERMINATED

\$286

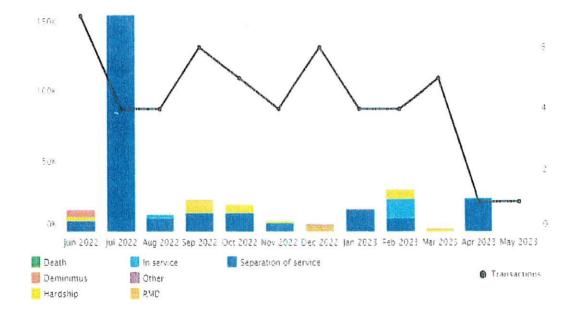
PERCENT OF ASSETS

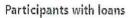
0.00%

05

10%

Distributions by month





as of 5/31/2023





Back

Participants with loans





EENTHMARK

5%

100%



Average Ioan balance

BENCHMARK



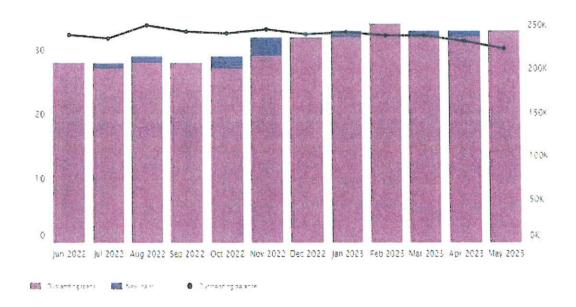
SOK

Eenchmark .

Top 10+

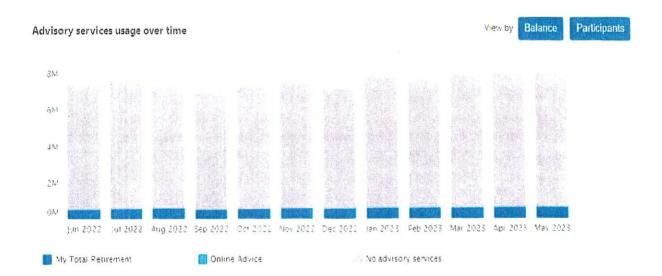
350K

Number of loans by month



Advisory services usage percent





Maw Hire 5/4/2023-7/6/2023	123-7/6/2023						
open management		File Number	lob Title	Hire Date	Rehire Date	Years of Service	Location Description
Company code						9	
FPT	Braddy, Jacquese Donya	010227	Meal Delivery Driver	07/03/2023		0 year, 0 month	Bulloch Service Center
Tan	Criffin laroma	010229	Weatherization Technician II	07/03/2023		0 year, 0 month	Reidsville Office
- 1		972010	Meal Delivery Driver	07/03/2023		0 year, 0 month	Bulloch Service Center
T.	Rogers, Jacquernie Faulice	01010					Marian Courses Contain
Ldd	Thomas, Tresean Martin	010226	Meal Delivery Driver	07/03/2023		o year, o month	ממאווה אהו אוכה כבוונהו
FPT	Whisenant, Barbara Michelle	010225	Meal Delivery Driver	07/03/2023		0 year, 0 month	Appling SC
Totals for Company Code FPT	any Code FPT						
Distinct		<i>-</i>	IV.				

Grand Totals Distinct

Term Report 7.,6,2023					
HOME DEPARTMENT	JOB TITLE	HIRE DATE	TERMINATION DATE	REASON	YEARS OF SERVICE
300300 - CSBG	CTRCLK - Center Clerk	09/20/2021	05/05/2023	D - Other Employment	1:7
300300 - CSBG	CTRAIDE - Center Aide	05/01/2023	05/09/2023	C - No Call No Show	0:0
ADDADO - Head Start	EHSTCH - EHS Teacher	03/06/2023	05/11/2023	K - Quit without notice	0:2
ADDADO - Head Stat	EHSFLOAT - EHS Floater	03/14/2023	05/12/2023	K - Quit without notice	0:1
as00 000000	DN - Licensed Practical Nurse	04/14/2014	05/31/2023	1 - Voluntary Medical	9:1
500500 - COSI	DEVOIR - Development Director	05/16/2016	06/02/2023	D - Other Employment	7:0
000000000000000000000000000000000000000	SOOO XOOO	09/02/2018	06/06/2023	F - Policy Violation	4:9
500500 - Undirect	DVR - Driver	09/06/2022	06/09/2023	Z - Temporary Position	6:0

FISCAL DEPARTMENT PROGRAM REPORT



Hayley Stephens, Fiscal Director

PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:	Fiscal		
REPORT OF MONTH/YEAR:	July 2023		
PERSON/TITLE REPORTING:	Hayley Stephens, Fi	scal Director	
SUMMARY OF PROGRAM A	CTIVITIES/ACCOMPLI	SHMENTS:	
We are continuing to hold n is currently operating within			program director. Each grant
We are working on closing olate summer and fall.	out our grants that er	nd June 30 th . Th	e remaining grants will close
I am in the process of prepa in the next few weeks.	ring the RFP for the a	auditing service	s. The RFP should be sent out
GRANTS/AWARDS FOR BOA (If yes, attach Grants/Award		YES	<u>_x</u> _no
OTHER ITEMS FOR BOARD A	APPROVAL:		
			7/5/2023
SIGNATURE OF PROGRAM I	DIRECTOR		DATE

action pact Balance Sheet

	10/31/22	05/31/23
Assets:		
Current Assets		
Cash and Cash Equivalents	\$ 2,144,690	\$ 3,246,424
Due from Grantors	1,369,235	1,034,147
Other Current Assets	193,730	26,245
Total Current Assets	3,707,655	4,306,816
Fixed Assets	5,066,036	5,102,062
Restricted Cash	733,995	952,347
Related Party Receivables	195,124	195,124
Total Assets	\$ 9,702,810	\$ 10,556,350
Liabilities and Net Assets:		
Liabilities		
Current Liabilities		
Accounts Payable	\$ 743,163	\$ 467,256
Payroll Liabilities	466,037	(1,560)
Other Liabilities		
Total Current Liabilities	1,209,200	465,695
Deferred Revenue	710,972	1,824,859
Health Insurance Claims Payable	194,865	194,865
Deferred payroll	283,219	283,219
Accrued vacation	430,142	412,431
Mortgage Payable	2,331,111.44	2,278,897
Total Liabilities	5,159,510	5,459,966
Net Assets		
Net Assets - Beginning	3,843,113	4,543,300
Change In Net Assets	700,187	553,083
Net Assets	4,543,300	5,096,384
Total Liabilities and Net Assets	\$ 9,702,810	\$ 10,556,350

Unrestricted Balance \$261,481

Statement of Activities

	Seven Month	s Ended
SUPPORT AND OPERATING REVENUE:	05/31/22	05/31/23
Government Grants:	Anneximent common and an information distribution and a finite and a second and a finite Provide	
Federal Grants	\$ 17,941,529	\$ 16,528,446
State Grants	1,841,269	1,794,161
Total Government Grants	19,782,798	18,322,607
Other income (includes United Way, local funds, and contributions)	511,062	386,206
In-kind contributions	1,552,937	1,644,085
Total Revenue	21,846,797	20,352,897
EXPENSES:		
Personnel Costs:		
Salaries	5,963,719	6,391,252
Fringe benefits	1,954,153	2,996,466
Total personnel costs	7,917,872	9,387,717
Program Expenses:		
Direct Benefits	8,162,590	5,219,634
Food	754,112	898,805
Materials and Supplies	928,028	916,838
ravel	87,167	125,969
Communications	163,899	166,117
Information Technology	203,142	112,375
Health & Safety	9,340	59,382
Contract Services	9,068	3,709
Program Support	18,085	6,676
Participant Support	18,138	12,310
Capital Expenditures	262,643	222,380
Depreciation Expense	45,820	45,820
Total Program Expenses	10,662,033	7,790,015
	management produces are resident to the state of the stat	
General and Administrative Expenses - See attached schedule	1,256,781	1,296,308
In-kind expenses	1,552,937	1,644,085
Total Expenses	21,389,622	20,118,125
Net income	457,174	234,772
Self-insurance gain (loss) - See attached schedule	(383,135)	318,311
Total Agency Gain (Loss)	\$ 74,039	\$ 553,083

Statement of General and Administrative Expenses

		Seven Mo	nths Ended	
	05,	/31/22		05/31/23
General and Administrative Expenses	Paging 4 (1996) Table Section (1997) And Called Section (1997)	THE STATE OF THE S		The state of the s
Rent/Leases - Real Estate	\$	39,924	\$	42,757
Professional Fees		52,756		61,558
Utilities		168,205		170,388
Property & General Liability Insurance		156,148		179,535
Repairs and Maintenance		352,996		258,546
Training and Education		73,825		154,060
Memberships and Subscriptions		20,416		80,725
Transportation		65,170		76,481
Rentals/Leases - Equipment		24,175		40,446
Meetings and Conferences		21,077		44,199
Publications and Printing		19,822		25,172
Recruitment Expenses		12,812		7,447
Postage & Delivery		6,445		10,521
Advertising/Public Relations		24,597		14,942
Miscellaneous		114,583		18,476
Retirement Plan Fees/Payroll Processing Fees		50,932		60,081
Interest Expense		52,899		50,974
Total General and Administrative Expenses	\$	1,256,781	\$	1,296,308

action pact Profit & Loss - Self-Insurance Fund

	Seven Mor	iths Ended
	05/31/22	05/31/23
Revenues:		
Premiums charged to programs	\$ 1,339,826	\$ 2,295,098
Employee Contributions	130,808	207,635
Other Income	3,749_	2,957
Total Revenue	1,474,382	2,505,690
Expenses:		
Medical claims	1,473,413	1,797,184
Less reinsurance refunds	(72,755)	(138,879)
Dental claims	54,672	56,435
	1,455,330	1,714,740
Other expenses:		
Reinsurance Premium	251,890	275,671
Other Premiums	77,149	105,395
Fees - Third Party Administrator (CIGNA)	73,148_	91,573
^T otal expenses	1,857,517	2,187,379
at Gain (Loss)	\$ (383,135)	\$ 318,311

action pact Budget Report 2022-2023

	paracar corrects all bland	Budget	t	xpenses hrough /31/2023	Budget emaining
Salary and Wages	\$	11,027,653	\$	6,391,252	\$ 4,636,401
Fringe Benefits		4,531,048	***************************************	2,996,466	 1,534,583
Total Personnel Costs	\$	15,558,701	\$	9,387,717	\$ 6,170,984
Communications	\$	160,954		166,117 222,380	(5,163) (122,263)
Capital Expenditures		100,117		•	
Direct Benefits		8,390,475		5,219,634	3,170,841
Food		1,225,580		898,805	326,775
Materials and Supplies/IT		1,013,793		1,029,213	(15,420)
Mortgage and Interest		177,000		103,189	73,811
Program and Participant Support		179,258		18,986	160,272
Property and General Liability Insurance		156,015		179,535	(23,520)
Rent		143,291		83,203	60,088
Training and Education		211,976		154,060	57,916
Travel		287,135		125,969	161,166
Utilities		326,981		170,388	156,593
Other Expenses		585,445		767,059	(181,613)
•	\$	12,958,020	\$	9,138,537	\$ 3,819,483
Total Expenses	\$	28,516,721	\$	18,526,255	\$ 9,990,467

INFORMATION TECHNOLOGY PROGRAM REPORT



Joey Wilkes,
Information Technology
Director

PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM: Information Lectuology
REPORT OF MONTH/YEAR: Monday, July 17 ^h
PERSON/TITLE REPORTING: Joey Wilkes, IT Director
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:
 KnowB4 Cyber Penetration Testing ongoing. (See attached report) Network upgrades completed in Effingham. (Planters Fiber) Working upgrading to Nextiva Phones in Effingham. Single Point of Entry ongoing. CCSP User E-Mail password breach resloved.
GRANTS/AWARDS FOR BOARD APPROVAL: YES X NO (If yes, attach Grants/Awards form)
OTHER ITEMS FOR BOARD APPROVAL:
None
Joey Wilkes, IT Director
SIGNATURE OF PROGRAM DIRECTOR DATE

Phish-failure Percentage

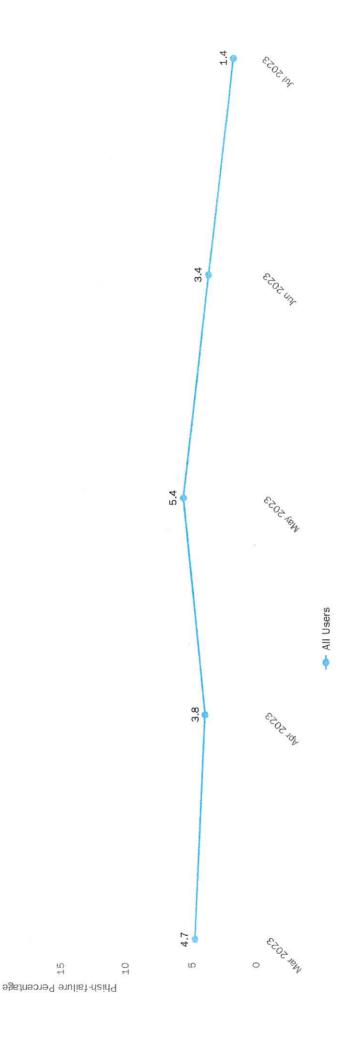
This report displays the average Phish-failure Percentage of selected users.

30

25

20

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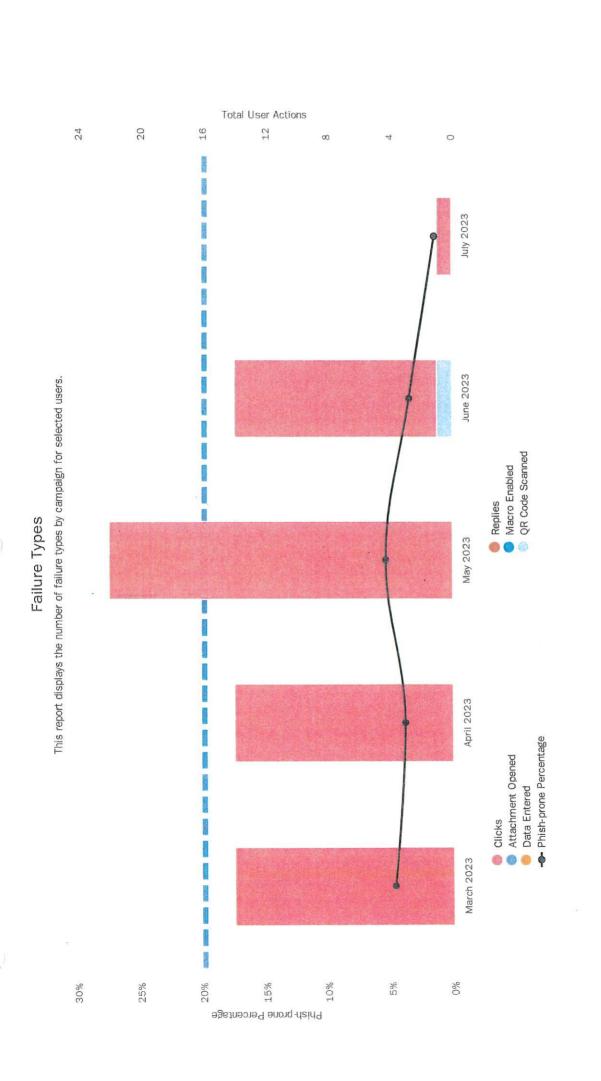


Report Details 💌

User Groups: All Users

Date Range: Last 6 Months (01/01/2023-07/05/2023)

Selections without relevant data will not appear on this report.



Date	Campaign	Delivered	Olioks	Replies	QR Codes Scanned	Attachment Opened	Macros	Data Entered	Calculated Ppp
March 2023	Monthly Ongoing Phishing	298	4	0	0	O	0	0	4.7
April 2023	Monthly Ongoing Phishing	369	7	C	0	0	0	0	യ ന
May 2023	Monthly Ongoing Phishing	406	23	c	0	0	0	0	£.
June 2023	Monthly Ongoing Phishing	£1.	e E	0	énj	0	0	0	(L) 4.
July 2023	Monthly Ongoing Phishing	72	. 1	٥	0	0	0	0	4.
		1,556	75	0	₹İ	0	0	0	

Report Details 🖤

Date Range: Last 6 Months (01/01/2023 - 07/05/2023) Phishing Campaigns: All Phishing Campaigns User Groups: All Users

Selections without relevant data will not appear on this report.

Industry Benchmark Data (2)

S. 20. Account Average Phish-prone %

Last Campaign Phish-prone %

%9

20.8%

Industry Phish-prone %

PROGRAM REPORTS



PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:	Southeast Georgia CASA
REPORT OF MONTH/YEAR:	July 2023
PERSON/TITLE REPORTING:	Jessica Blackrick, Director
SUMMARY OF PROGRAM A	CTIVITIES/ACCOMPLISHMENTS:
are working with ou expanding our volun	ASA will be receiving increased funding from Georgia CASA, as the program on a 3 year growth plan that will include support fo attentional supervisory staff. We have hired a new for Coffee County who will begin on July 24th.
Upcoming grants:	
Georgia CASAVictims of CriiOkefenokee R	me Assistance (VOCA)
GRANTS/AWARDS FOR BOA (If yes, attach Grants/Award	
OTHER ITEMS FOR BOARD A	PPROVAL:
<u>Jessíca Blackvíci</u> SIGNATURE OF PROGRAM D	CONTRACTOR OF THE PROPERTY OF

DATE

Grants/Awards Form

PROGRAM GRANT FUNDING SOURCE FUNDING PERIOD GRANT AMOUNT COUNTIES SERVED	Southeast Georgia CASA Okefenokee REMC Okefenokee REMC Foundation FY 2024 \$5,000.00 Charlton, Brantley, & Ware
PROGRAM GRANT FUNDING SOURCE FUNDING PERIOD GRANT AMOUNT COUNTIES SERVED	Southeast Georgia CASA VOCA Competitive Criminal Justice Coordinating Council Oct.1, 2023 - Sept. 30, 2024 Bacon, Brantley, Charlton, Coffee, Pierce, & Ware
PROGRAM GRANT FUNDING SOURCE FUNDING PERIOD GRANT AMOUNT COUNTIES SERVED	Southeast Georgia CASA Georgia CASA Georgia CASA- mix of state and federal funds July 1, 2023-June 30, 2024 \$180,649.62 Bacon, Brantley, Charlton, Coffee, Pierce, & Ware
PROGRAM GRANT FUNDING SOURCE FUNDING PERIOD GRANT AMOUNT COUNTIES SERVED	

PROGRAM REPORT FORM **FOR BOARD MEETINGS**

NAME OF PROGRAM:

Community Care Services Program

REPORT OF MONTH/YEAR: July 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. The program's fiscal year began on July 1, 2022 and ended on June 30, 2023. We served a total of 1,100 clients during this program year. Listed below is a breakdown of this number by our 42-county area:

County	Number of Clients	Southern Counties	Number of Clients
Appling	19	Atkinson	12
Bleckley	8	Bacon	11
Bryan	12	Ben Hill	17
Bulloch	79	Berrien	19
Candler	22	Brantley	13
Chatham	83	Brooks	16
Dodge	31	Charlton	. 8
Emanuel	57	Clinch	10
Evans	13	Coffee	41
Glynn	34	Cook	16
Jeff Davis	22	Echols	2
Johnson	16	Irwin	6
Laurens	109	Lanier	7
Liberty	30	Lowndes	70
Long	7	Pierce	22
McIntosh	7	Tift	38
Montgomery	26	Turner	11
Tattnall	25	Ware	44
Telfair	22		
Toombs	48		
Treutlen	15		
Wayne	20		
Wheeler	13		
Wilcox	19	•	
TOTAL	737	TOTAL	363

Grand Total: 1,100

^{*}Note: Counties in **bold** are in action pact's designated service delivery area.

The Federal Public Emergency Health Order ended on May 11th, for the frail elderly. What does this mean to our program? We are now required to make home visits to complete initial assessments, annual reassessments, modified reassessments and 90-day care plan reviews. We make our home visits based on which clients have their annual reassessment or 90-day care plan due. Also, we make home visits for initial assessments and modified reassessments. (Note: modified reassessments are completed for those clients that have been in the nursing home for rehabilitation and are returning home to resume their services.) We started preparing a year in advance by making a few home visits each month to see what issues may arise. So far everything has gone smoothly without any major issues.

We also contract annually with the Heart of Georgia Altamaha Regional Commission to provide case management services for those clients of the senior citizen centers in their 17-county service delivery area. This includes doing annual assessments of all the clients that receive home delivered meals. These services are performed by our care coordinators (social workers).

GRANTS/AWARDS FOR BOARD APPROVAL: OTHER ITEMS FOR BOARD APPROVAL: N/A	X YES	NO
Línda B. Steedley		
SIGNATURE OF PROGRAM DIRECTOR		7-6-23 DATE

Grants/Awards Form

PROGRAM	Case Management		
GRANT	Heart of GA Altamaha Area Agency on Aging		
FUNDING SOURCE	T3B and CBS		
FUNDING PERIOD	IG PERIOD July 1, 2023 – June 30, 2024		
GRANT AMOUNT			
COUNTIES SERVED	Appling, Bleckley, Candler, Dodge, Emanuel,		
	Evans, Jeff Davis, Johnson, Laurens, Montgomery		
	Tattnall, Telfair, Toombs, Treutlen, Wayne,		
	Wheeler, and Wilcox		
PROGRAM			
GRANT			
FUNDING SOURCE			
FUNDING PERIOD	NDING 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			

PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM: Community Services

REPORT OF MONTH/YEAR: July 2023

PERSON/TITLE REPORTING: Diane Rogers, Community Services Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

Nutrition Program for the Elderly

- All 10 Senior Centers will host a Farmers Market day this summer for congregate and home-delivered meal clients. The three Area Agency on Aging (AAA) offices in our area bring local farmers and their produce to the center. Seniors each receive a voucher good for a large selection of fresh fruits and vegetables. In some counties, there are enough vouchers to allow other seniors in the community to participate.
- We have received an additional \$3,000 from Altamaha EMC to help pay for the kitchen upgrade in Toombs County. Demolition will begin soon. We also have applied for an \$11,000 grant from Truist Bank for the same purpose.
- Based on our attendance records, the seniors are happy to be back at their centers on Fridays.

Community Services

- Our Effingham County Coordinator, Jo-Lee Burton, is moving forward with establishing an oil change program for low-income individuals who are employed. She has secured multiple private and public partners and we hope to begin providing oil changes to lowincome working households this summer.
- o 124 households have received direct benefit payments totaling \$ 54,123 have been made during fiscal year 2023 which began October 1, 2022. (CSBG Case Management and Emergency payments, 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. The total does not include LIHEAP or LIHWAP payments.

- Through the work done at our County Service Centers during the 2022 fiscal year:
 - 10 adults have obtained employment.
 - 17 have improved financial well-being.
 - 1.794 households avoided utility disconnection.
 - 623 households gained access to emergency food.
 - 10 households avoided eviction.
 - 7 households have obtained child or dependent care.

Low-Income Home Energy Assistance Program (LIHEAP)

- We received another LIHEAP amendment in June for \$2,171,036 that are to be used for cooling. The amount also includes Infrastructure Bill funds that are being used as a match. We expect to expend all cooling and match funds. The last day to take applications has been extended until July 31.
- o We anticipate having heating funds left over because we received a large amount of additional funding very late (March) in the heating season. We are not allowed to convert those funds to cooling, but we are allowed to use them as crisis funds. We can serve households in crisis who have not received any assistance from this year's heating funds. The cooling program does not have a crisis component, so the additional heating funds allow us to help additional households.
- 11,592 households have received assistance since November 1, 2022. We expect to serve approximately 13,500 households by August 31.

Low-Income Home Water Assistance Program (LIHWAP)

Additional water assistance funds have been allocated. We are awaiting a contract amendment but expect an additional \$300,000 in funding that will be used by August 31. We have served 1,978 households this fiscal year, and we expect to serve approximately 600 households with the additional funds.

GRANTS/AWARDS FOR BOARD APPROVAL: (If yes, attach Grants/Awards form)	<u>X</u> YES	NO
OTHER ITEMS FOR BOARD APPROVAL: N/A		
Diane C. Rogers	and a considerate of the Miller Mille	July 7, 2023
SIGNATURE OF PROGRAM DIRECTOR		DATE

Grants/Awards Form (Pg. 1 of 2)

July 2023

PROGRAM Community Services Department

GRANT Nutrition Program for the Elderly

FUNDING SOURCE Heart of Georgia Regional Commission

FUNDING PERIOD 7/1/2022 – 6/30/23 (Amendment #2)

GRANT AMOUNT \$6479.56

COUNTIES SERVED Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, Wayne

PROGRAM Community Services Department

GRANT Nutrition Program for the Elderly

FUNDING SOURCE Heart of Georgia Regional Commission

FUNDING PERIOD 7/1/2023 – 6/30/24

GRANT AMOUNT \$1,126,037.61

COUNTIES SERVED Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, Wayne

PROGRAM Community Services Department

GRANT Low Income Home Energy Assistance Program

FUNDING SOURCE Georgia Department of Human Services
FUNDING PERIOD 10/1/2022 - 9/30/2023 (Amendment #2)

GRANT AMOUNT \$ 2,171,036 (New FY24 Total Contract \$ 9,045,893)

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce,

Tattnall, Toombs, Ware, Wayne

PROGRAM Community Services

GRANT Community Services Block Grant

FUNDING SOURCE Georgia Department of Human Services

FUNDING PERIOD 10/1/2022 – 9/30/2023 (Amendment #2)

GRANT AMOUNT \$425,788 (New FY23 Total Contract \$1,703,218.29)

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

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

Toombs, Ware, Wayne

Grants/Awards Form (Pg. 2 of 2)

PROGRAM Community Services Department

GRANT Georgia SHIP (State Health Insurance Program)

FUNDING SOURCE Georgia Department of Human Services
FUNDING PERIOD September 1, 2023 – August 31, 2024

GRANT AMOUNT \$236,106

COUNTIES SERVED Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch,

Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, Ware, Appling, Bieckley, Candler, Dodge, Emanuel, Evans, Jeff Davis, Johnson, Laurens, Montgomery, Tattnall, Telfair, Toombs, Treutlen,

Wayne, Wheeler, and Wilcox

PROGRAM Community Services Department

GRANT Nutrition Program for the Elderly

FUNDING SOURCE Southern Georgia Regional Commission

FUNDING PERIOD 7/1/2023 – 6/30/24 **GRANT AMOUNT** \$ 54,412

COUNTIES SERVED Pierce

PROGRAM Community Services

GRANT Community Services Block Grant

FUNDING SOURCE Georgia Department of Human Services
FUNDING PERIOD 10/1/2023 - 9/30/2024 (Amendment #2)

GRANT AMOUNT \$1,021,403

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

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

Toombs, Ware, Wayne

PROGRAM Community Services

GRANT Nutrition Program for the Elderly

FUNDING SOURCE Truist Bank

FUNDING PERIOD 9/1/2023 – 12/31/2023

GRANT AMOUNT \$11,000

COUNTIES SERVED Toombs (kitchen upgrade)

PROGRAM REPORT FORM FOR AGENCY BOARD MEETINGS

NAME OF PROGRAM:

Educational Talent Search Program

REPORT OF MONTH/YEAR:

July 17, 2023 - Action Pact, Inc. Agency Board Meeting - Baxley, Ga.

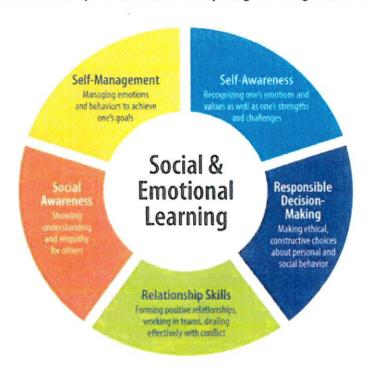
PERSON/TITLE REPORTING: Carolyn Crume Blackshear, ETS Program Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

Enrollment Status: Total number of enrolled eligible program participants served at the end of June 2023 was 1,060..... required is 1,021.

ETS Summer Camp Enrichment Sessions:

Our ETS Summer Camp Enrichment Program started Thursday- June 22 and will last through Saturday - August 5. 2023. All sessions are held from 10:00 a.m. through 12:00 noon, and with lunch from 12:00 noon - 1:00 p.m. in the Reidsville area office conference room. Due to budget restraints, only twenty-five (25) Educational Talent Search students from the North Tattnall Middle School were selected to participate in the ETS Summer Camp this year. All students who attend the sessions will receive a one-time stipend of \$120.00 if they do not miss no more than two sessions. Below is a layout of modules from the Social & Emotional Learning Course we will be using this year. The SEL Course is designed to help students become healthier, stronger, and happier mentally and emotionally. Coming out of the pandemic, students have really struggled, and this class is designed to help them build important life skills in the areas of Self Awareness, Self-Management, Social Awareness, Relationships, and Decision-Making. This course is one of many that the U.S. Dept. of Education is requiring Trio Programs to implement.



GRANTS/AWARDS FOR BOARD APPROVAL:

Yes:

No: X

OTHER ITEMS FOR BOARD APPROVAL:

None

Carolyn Crume-Blackshear, ETS Director SIGNATURE OF PROGRAM DIRECTOR

July 6, 2023

DATE

FOR BOARD MEETINGS

NAME OF PROGRAM:	Weatherization
	1. GOODIECTOR

REPORT OF MONTH/YEAR July,2023

PERSON/TITLE REPORTING: Weatherization Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS: As of July 2023

Contract	Amount	Balance
DOE-2023-2024	\$412,651.50	\$412,427.94
HHS-2022-2023	\$343,851.84	\$28,033.07
BIL 2022-2027	\$1,197,034.00	\$ 882,795.55

- 1. Weatherization has received the 2023-2024 DOE contract.
- 2. We received our field monitoring report and have addressed the corrections, signed off and returned to GEFA in good standing.
- 3. We continue to move forward in operations with our funding sources to help the clients in their needs from weatherization.
- 4. The Weatherization department will be attending the GCAA conference in Savannah in July for some trainings.
- 5. We have hired one Weatherization tech for Reidsville and have one in the process of hiring. GRANTS/AWARDS FOR BOARD APPROVAL: Yes

(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:

DeWayne McCudry

Grants/Awards Form

Weatherization

DOER-WX-2023-2024

PROGRAM

FUNDING PERIOD GRANT AMOUNT COUNTIES SERVED

GRANT

FUNDING SOURCE	DOE
FUNDING PERIOD	April 2023- March 2024
GRANT AMOUNT	\$412,651.60
COUNTIES SERVED	Appling, Atkinson, Bacon, Bulloch, Brantley, Candler
	Chatham, Clinch, Charlton, Coffee, Evans, Effingham,
Jeff I	Davis,Pierce,Tattnall,Toombs,Ware, amd Wayne
PROGRAM	Weatherization
GRANT	DOER-WX-HHS 2022-2023: Amendment
FUNDING SOURCE	DOE_
FUNDING PERIOD	Oct. 2022-Sept. 2023
GRANT AMOUNT	\$484,351.84
COUNTIES SERVED	Appling, Atkinson, Bacon, Bulloch, Brantley, Candler, Chatham, Clinch
	Charlton, Evans, Effingham, Jeff Davis, Pierce, Tattnall, Tommbs,
	Ware, Wayne
DDOCD AND	
PROGRAM	
GRANT FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	
COUNTED SERVED	
PROGRAM	
GRANT	
FUNDING SOURCE	

GRANTS/AWARDS REPORT



Grants/Awards Total July 17, 2023 Board Meeting

PROGRAM Head Start Department

GRANT FY 2024 Non-Competing Continuation Grant

FUNDING SOURCE Office of Head Start **FUNDING PERIOD** 11/1/2023 – 10/31/2024

GRANT AMOUNT \$12,225,999

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee,

Jeff Davis, Pierce, Toombs, and Ware Counties

PROGRAM Head Start

GRANT One-Time Grant (Ware Head Start Roof)

FUNDING SOURCE Office of Head Start **FUNDING PERIOD** 11/1/2023 – 10/31/2024

GRANT AMOUNT \$206,305 COUNTIES SERVED Ware County

PROGRAM Southeast Georgia CASA

GRANT Okefenokee REMC

FUNDING SOURCE Okefenokee REMC Foundation

FUNDING PERIOD FY 2024 **GRANT AMOUNT** \$5,000

COUNTIES SERVED Charlton, Brantley, and Ware Counties

PROGRAM Southeast Georgia CASA

GRANT VOCA Competitive

FUNDING SOURCE Criminal Justice Coordinating Council

FUNDING PERIOD 10/1/2023 – 9/30/2024

GRANT AMOUNT (undetermined)

COUNTIES SERVED Bacon, Brantley, Charlton, Coffee, Pierce and Ware Counties

PROGRAM Southeast Georgia CASA

GRANT Georgia CASA

FUNDING SOURCE Georgia CASA – mix of state and federal funds

FUNDING PERIOD 7/1/2023 – 6/30/2024

GRANT AMOUNT \$180,649.62

COUNTIES SERVED Bacon, Brantley, Charlton, Coffee, Pierce, and Ware Counties

PROGRAM Case Management

GRANT Heart of Georgia Altamaha Area Agency on Aging

FUNDING SOURCE T3B and CBS

FUNDING PERIOD July 1, 2023 – June 30, 2024

GRANT AMOUNT \$89,197.99

COUNTIES SERVED Appling, Bleckley, Candler, Dodge, Emanuel, Evans, Jeff Davis,

Johnson, Laurens, Montgomery, Tattnall, Telfair, Toombs, Treutlen,

Wayne, Wheeler, and Wilcox Counties

PROGRAM Community Services Department

GRANT Nutrition Program for the Elderly

FUNDING SOURCE Heart of Georgia Regional Commission 7/1/2022 – 6/30/2023 (Amendment #2)

GRANT AMOUNT \$6,479.56

COUNTIES SERVED Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, and Wayne

Counties

PROGRAM Community Services Department **GRANT** Nutrition Program for the Elderly

FUNDING SOURCE Heart of Georgia Regional Commission

FUNDING PERIOD 7/1/2023 - 6/30/2024

GRANT AMOUNT \$1,126,037.61

COUNTIES SERVED Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, and Wayne

Counties

PROGRAM Community Services Department

GRANT Low Income Home Energy Assistance Program

FUNDING SOURCE Georgia Department of Human Services **FUNDING PERIOD** 10/1/2022 – 9/30/2023 (Amendment #2)

GRANT AMOUNT \$2,171,036 (New FY24 Total Contract \$9,045,893)

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

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

Toombs, Ware, and Wayne Counties

PROGRAM Community Services Department

GRANT Community Services Block Grant

FUNDING SOURCE Georgia Department of Human Services **FUNDING PERIOD** 10/1/2022 – 9/30/2023 (Amendment #2)

GRANT AMOUNT \$425,788 (New FY23 Total Contract \$1,703,218.29)

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

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

Toombs, Ware and Wayne Counties

PROGRAM Community Services Department

GRANT Georgia SHIP (State Health Insurance Program)

FUNDING SOURCE Georgia Department of Human Services

FUNDING PERIOD 9/1/2023 – 8/31/2024

GRANT AMOUNT \$236,106

COUNTIES SERVED Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch,

Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, Ware, Appling, Bleckley, Candler, Dodge, Emanuel, Evans, Jeff Davis, Johnson, Laurens, Montgomery, Tattnall, Telfair, Toombs, Treutlen,

Wayne, Wheeler, and Wilcox Counties

PROGRAM Community Services Department **GRANT** Nutrition Program for the Elderly

FUNDING SOURCE Southern Georgia Regional Commission

FUNDING PERIOD 7/1/2023 – 6/30/2024

GRANT AMOUNT \$54,412

COUNTIES SERVED Pierce County

PROGRAM Community Services Department
GRANT Community Services Block Grant

FUNDING SOURCE Georgia Department of Human Services **FUNDING PERIOD** 10/1/2023 – 9/30/2024 (Amendment #2)

GRANT AMOUNT \$1,021,403

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

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

Toombs, Ware and Wayne Counties

PROGRAM Community Services Department
GRANT Nutrition Program for the Elderly

FUNDING SOURCE Truist Bank

FUNDING PERIOD 9/1/2023 – 12/31/2023

GRANT AMOUNT \$11,000

COUNTIES SERVED Toombs (Kitchen Upgrade)

PROGRAM Weatherization Department GRANT DOER-WX-2023-2024

FUNDING SOURCE DOE (Department of Energy)

FUNDING PERIOD 4/2023 – 3/2024 **GRANT AMOUNT** \$412.651.60

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

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

Toombs, Ware and Wayne Counties

Grants/Awards Form Addition

July 2023

PROGRAM Community Services Department

GRANT Low Income Home Water Assistance Program (LIHWAP)

FUNDING SOURCE Georgia Department of Human Services
FUNDING PERIOD 10/1/2022 - 9/30/23 (Amendment #3)

GRANT AMOUNT \$350,000

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce,

Tattnall, Toombs, Ware, Wayne

PROGRAM Weatherization

GRANT DOER-WX-HHS-2022-2023: Amendment

FUNDING SOURCE DOE

FUNDING PERIOD 10/1/2022 – 9/30/23

GRANT AMOUNT \$484,351.84

COUNTIES SERVED Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton,

Clinch, Chatham, Effingham, Evans, Jeff Davis, Pierce, Tattnall,

Toombs, Ware, Wayne

NEW GRAND TOTAL: \$19,006,417.10



EXECUTIVE DIRECTOR (Interim)

Diane Rogers

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>July 17, 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 Office of

Head Start funding source for the provision of **FY 2024 Non-Competing**

Continuation Grant services for the Head Start Department,

be it therefore

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

Office of Head Start funding source for the provision of FY 2024 Non-

Competing Continuation Grant services for the period beginning November 1,

2023 and ending October 31, 2024 in the following counties:

Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee, Jeff

Davis, Pierce, Toombs and Ware Counties.

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



EXECUTIVE DIRECTOR (Interim)

Diane Rogers

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>July 17, 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 **Office of**

Head Start funding source for the provision of One-Time Grant (Ware Head

Start Roof) services for the Head Start Department,

be it therefore

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

Office of Head Start funding source for the provision of One-Time Grant (Ware

<u>Head Start Roof</u>) services for the period beginning **<u>November 1, 2023</u>** and

ending October 31, 2024 in the following counties: Ware 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





INTERIM EXECUTIVE DIRECTOR

Diane Rogers

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>July 17, 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 **Okefenokee**

REMC Foundation funding source for the provision of services as described in the

Okefenokee REMC grant; be it therefore

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

Foundation funding source for the provision of services as described in the

Okefenokee REMC grant proposal for the period beginning and ending FY 2024,

in the following counties: **Brantley, Charlton, and Ware 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



INTERIM EXECUTIVE DIRECTOR

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the **regular meeting** of the Executive Board of action pact on **July 17, 2023**, the following resolution was presented, seconded, and passed unanimously:

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

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

> Justice Coordinating Council funding source for the provision of services as described in the **VOCA Competitive** grant for the CASA Program; be it therefore

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

Coordinating Council funding source for the provision of services as described in the **VOCA Competitive** grant proposal for the period beginning **October 1, 2023** and ending **September 30, 2024**, in the following counties: **Bacon, Brantley**,

Charlton, Coffee, Pierce and Ware Counties.

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





INTERIM EXECUTIVE DIRECTOR

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the **regular meeting** of the Executive Board of action pact on July 17, 2023, the following resolution was presented, seconded, and passed unanimously:

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

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

> **CASA** – mix of state and federal funds funding source for the provision of services as described in the **Georgia CASA** grant for the Southeast CASA Program;

be it therefore

RESOLVED, that action pact agrees to enter a written contract with the **Georgia CASA – mix**

of state and federal funds funding source for the provision of services as described in the **Georgia CASA** grant proposal for the period beginning July 1, 2023 and ending June 30, 2024, in the following counties: Bacon, Brantley, Charlton, Coffee, Pierce and Ware 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





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

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>July 17, 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 **T3B and CBS**

funding source for the provision of **Heart of Georgia Altamaha Area Agency on**

Aging grant services for the **Case Managaement** program, be it therefore

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

T3B and CBS funding source for the provision of **Heart of Georgia Altamaha**

Area Agency on Aging grant services for the period beginning **July 1, 2023** and ending **June 30, 2024** in the following counties:

Appling, Bleckley, Candler, Dodge, Emanuel, Evans, Jeff Davis, Johnson,

Laurens, Montgomery, Tattnall, Telfair, Toombs, Treutlen, Wayne,

Wheeler, and Wilcox 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





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the regular meeting of the Executive Board of action pact on July 17, 2023, the following resolution was presented, seconded, and passed unanimously:

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

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

Georgia Regional Commission funding source for the provision of Nutrition

Program for the Elderly grant services for the **Community Services**

Department, be it therefore

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

> Heart of Georgia Regional Commission funding source for the provision of Nutrition Program for the Elderly grant services for the period beginning

July 1, 2022 and ending June 30, 2023 in the following counties:

Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, and Wayne

Counties.

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





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the regular meeting of the Executive Board of action pact on July 17, 2023, the following resolution was presented, seconded, and passed unanimously:

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

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

Georgia Regional Commission funding source for the provision of Nutrition

Program for the Elderly grant services for the **Community Services**

Department, be it therefore

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

> Heart of Georgia Regional Commission funding source for the provision of Nutrition Program for the Elderly grant services for the period beginning

July 1, 2023 and ending June 30, 2024 in the following counties:

Appling, Candler, Evans, Jeff Davis, Tattnall, Toombs, 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

Action pact

Name of Corporation

Printed Name of Corporate Secretary Or Interim Corporate Secretary



EXECUTIVE DIRECTOR (Interim)

Diane Rogers

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>July 17, 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 **Georgia**

Department of Human Services funding source for the provision of **Low Income Home Energy Assistance Program** grant services for the **Community**

Services Department, be it therefore

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

Georgia Department of Human Services funding source for the provision of **Low Income Home Energy Assistance Services** grant services for the period beginning **October 1, 2022** and ending **September 30,2023** (Amend #2) in the following counties: **Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long,**

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





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

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>July 17, 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 **Georgia**

<u>Department of Human Services</u> funding source for the provision of **<u>Community</u>**

Services Block Grant services for the Community Services Department,

be it therefore

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

Georgia Department of Human Services funding source for the provision of

Community Services Block Grant services for the period beginning **Oct. 1, 2022** and ending **Sept. 30, 2023** in the following counties:

Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, 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





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the regular meeting of the Executive Board of action pact on July 17, 2023, the following resolution was presented, seconded, and passed unanimously:

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

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

Georgia Regional Commission funding source for the provision of Nutrition Program for the Elderly services for the Community Services Department,

be it therefore

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

Regional Commission funding source for the provision of Nutrition Program for the Elderly services for the period beginning July 1, 2023 and ending June

30,2024 in the following counties: Pierce 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

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

Action pact

Name of Corporation



INTERIM EXECUTIVE DIRECTOR

Diane Rogers

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>July 17, 2023</u>, the following resolution was presented, seconded, and passed <u>unanimously:</u>

WHEREAS: The action pact agency desires to provide Community Services; and

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

Department of Human Services funding source for the provision of said

services: be it therefore

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

<u>Department of Human Services</u> funding source for the provision of <u>Community Services Block Grant</u> services for the period beginning <u>October 1, 2023</u> and ending <u>September 30, 2024</u>, in the following counties: <u>Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware, and Wayne</u>

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





INTERIM EXECUTIVE DIRECTOR

Diane Rogers

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>July 17, 2023</u>, the following resolution was presented, seconded, and passed <u>unanimously:</u>

WHEREAS: The <u>action pact</u> agency desires to provide Community Services; and

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

Department of Human Services funding source for the provision of said services

for the Community Services Department, be it therefore

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

Department of Human Services funding source for the provision of Georgia State Health Insurance Program (SHIP) grant services for the period beginning September 1, 2023 and ending August 31, 2024, in the following counties: Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner, Ware, Appling, Bleckley, Candler, Dodge, Emanuel, Evans, Jeff Davis, Johnson, Laurens, Montgomery, Tattnall, Telfair, Toombs, Treutlen, Wayne,

Wheeler, and Wilcox 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

Action pact

Name of Corporation

Printed Name of Corporate Secretary

Or Interim Corporate Secretary



EXECUTIVE DIRECTOR (Interim)

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the **regular meeting** of the Executive Board of action pact on **July 17, 2023**, the following resolution was presented, seconded, and passed unanimously:

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

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

funding source for the provision of **Nutrition Program for the Elderly** services

for the **Community Services Department**, be it therefore

RESOLVED, that action pact agrees to enter a written contract with **Truist Bank** funding

source for the provision of **Nutrition Program for the Elderly** services for the period beginning September 1, 2023 and ending December 31, 2023 in the

following counties: **Toombs County (kitchen upgrade).**

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





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the **regular meeting** of the Executive Board of action pact on **July 17, 2023**, the following resolution was presented, seconded, and passed unanimously:

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

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

of Energy (DOE) funding source for the provision of DOER-WX-2023-2024

grant services for the Weatherization Department, be it therefore

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

Department of Energy (DOE) funding source for the provision of **DOER-WX-2023-2024** grant services for the period beginning **April 2023** and ending **March**

2024 in the following counties:

Appling, Atkinson, Bacon, Bulloch, Brantley, Candler, Chatham, Clinch, Charlton, Coffee, Evans, Effingham, Jeff Davis, Pierce, Tattnall, Toombs,

Ware and Wayne Counties.

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





INTERIM EXECUTIVE DIRECTOR

Diane Rogers

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>July 17, 2023</u>, the following resolution was presented, seconded, and passed **unanimously**:

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

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

<u>Department of Human Services</u> funding source for the provision of services as described in the **<u>Low Income Home Water Assistance Program (LIHWAP)</u>**

grant for the Community Services Department; be it therefore

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

Department of Human Services funding source for the provision of services as

described in the Low Income Home Water Assistance Program (LIHWAP)

grant proposal for the period beginning <u>October 1, 2022</u> and ending <u>September 30, 2023, (Amendment #3)</u> in the following counties:

Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware

and Wayne Counties.

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

Action pact

Name of Corporation

Printed Name of Corporate Secretary

Or Interim Corporate Secretary

EXECUTIVE DIRECTOR PROGRAM REPORT



Diane Rogers,
Interim Executive Director
& CSBG Director



July, 2023 Interim Executive Director's Report

HR:

- Head Start Director position is being advertised and expected to be filled no later than August 1.
- Development Director and Administrative Secretary positions are vacant. I am working with our leadership team to determine our needs before filling either position.

Fiscal:

Unrestricted Funds

\$250,000 is being moved out of Community Care and Nutrition programs into unrestricted funds. We are paid strictly based on the services provided for each of these programs. If we provide the services and have money left over, those dollars can be used as unrestricted funds. All other programs operate on a reimbursement basis. This means that we are only reimbursed for the grant funds we spend.

Last year, we spent approximately \$14,000 unrestricted dollars per month. The \$250,000 injection should carry us through the rest of the current fiscal year, and hopefully through fiscal year 2024 which ends October 31, 2024.

The compressor in one of the rooftop air conditioning units stopped working in June. All five units are 20-25 years old, so I authorized the purchase and installation of a new 5-ton unit for \$12,100.

- Still waiting on word from Senator Warnock's office regarding assistance.
- I would like to meet with the Finance Committee to talk about additional ways to increase and secure unrestricted funds in the future.

Planning

- Community Action Organizational Standards require that we create a new strategic plan every three years. I spoke with GCAA Executive Director, Consuela Thompson, and we should be able to utilize them for this service at no cost to the agency prior to the end of the year.
- The same Organizational Standards require that we complete a comprehensive community needs assessment every three years. We will post requests for proposals in early August and select a provider no later than August 31. I plan to ensure that Head Start requirements are included in the proposal request so that the report can be used for planning specific to Head Start. Our goal is to have the assessment report ready for board approval by July 2024.
- I will complete the risk assessment analysis recommended by the Community Action
 Partnership by July 31 and will present the results at the September Board meeting.
- I would like to propose a slight change in our typical board meeting agenda.

I propose that we provide 20-30 minutes of training at each meeting during the time normally set aside for program reports. There will still be a designated time for board members to ask questions regarding any of the reports.

Examples of training topics include:

- o Roles and Responsibilities of Board Members
- Financial Administration
- Risk Assessment/Management
- o Results Oriented Management and Accountability for Boards
- o By-Laws
- Fund-Raising
- o Strategic Planning

Diane C. Rogers

Jo Anne Brooks

rom:

Jo Anne Brooks

Sent:

Wednesday, June 28, 2023 1:33 PM

To:

Advance Progress; Alma Times; Atkinson Co. Citizen; Baxley Newsbanner; Blackshear Times; Blackshear Times; Brantley Beacon Newspaper; Brantley Co. Express; Charlton Co. Herald (ads@charltonherald.com); Claxton Enterprise; Clinch Co. News; Clinch County News; Coastal Courier; Douglas Enterprise; Douglas Enterprise; Glennville Sentinel; Jeff Davis Ledger; Kelly Dailey; Metter Advertiser; Montgomery Monitor; News Courier Alma; Press Sentinel; Tattnall Journal; Telfair Enterprise; Toombs Newspaper; Waycross Journal

Hearld

Cc:

Diane C Rogers

Subject:

Free Public Service Announcement - Executive Board Mtg - Action Pact Agency

Attachments:

PUBLIC SERVICE ANNOUNCEMENT FOR 7-17-23 Board Mtg.docx

Please print the attached information in your newspapers, as a free public service announcement if you have space available.

If you have any questions, please reply to this email.

Thank you so much,

Jo Anne H. Brooks

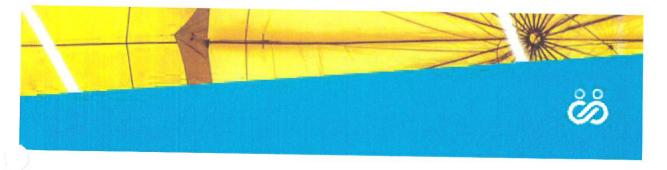
Executive Assistant 10 Tebeau Street Waycross, GA 31501 Phone: (912) 285-6167

E-mail: jabrooks@myactionpact.org

myactionpact.org



We design sustainable solutions for community well-being





EXECUTIVE DIRECTOR (Interim)

Diane Rogers

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

FREE NEWS BRIEF/NOTICE

CONTACT:

Jo Anne Brooks, Executive Assistant

DATE: PHONE:

June 28, 2023 (912) 285-6167

EMAIL:

jabrooks@myactionpact.org

Executive Board Meeting of action pact

The Executive Board of action pact will meet Monday, July 17, 2023 at 10:00 am at "Sarah's in the City" restaurant. 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, the agency has 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 www.myactionpact.org.