

## EXECUTIVE BOARD MEETING

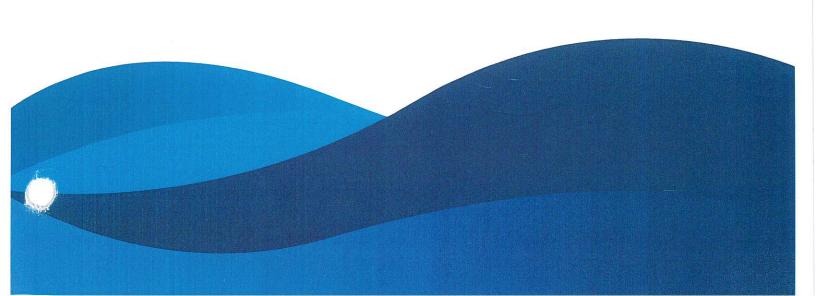
MARCH 20, 2023 10:00 AM

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

## & CONFERENCE CALL

Call: +1 773-905-7086

Phone Conference ID: 316 486 170#



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#### **EXECUTIVE BOARD MEETING**

Monday, March 20, 2023 10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY LEONARD BURSE, JR.

MICHAEL GARVIN BOBBY KENNEDY MARCUS MCCRAY

KIM MORGAN ANTHONY SIMMONS

JO ANN STRICKLAND

CATHY BENTON

ETHELYN CREECH WALTER GIBSON SYNITA MATHIS LINDA MCDUEFIE

LINDA MCDUFFIE GLORIA PAULK

TINA SMITH

CLARENCE WASHINGTON

MEMBERS NOT PRESENT:

MICHAEL-ANGELO JAMES

JAMES THOMAS, SR.

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: NONE

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT:

JAMES GANDY

OTHERS PRESENT:

SHELLI TYRE

AMANDA LANKFORD

LINDA STEEDLEY DIANE ROGERS

HUEY SPEARMAN

JO ANNE BROOKS

HAYLEY STEPHENS

**DEWAYNE MCCURDY** 

**SONJA EASON** 

CAROLYN BLACKSHEAR

**JOEY WILKES** 

- I. CALL TO ORDER: Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:10 am at "Sarah's in the City" restaurant in Baxley, Georgia.
- **II. INVOCATION:** Clarence Washington, Executive Board member representing Pierce County, gave an invocation prayer to start the meeting.
- **III. ROLL CALL:** Gloria Paulk took the roll call. A quorum was established with a combined total of 16 Executive Board members. (See attached roll call copy.)
- IV. APPROVAL OF AGENDA AND BOARD MINUTES:

Leonard Burse, Jr., Executive Board Chairman, thanked everyone for their many prayers for his wife, in her recent serious illness. He appreciated the concern and prayer support for her and their family. Mr. Burse also expressed his thanks to Mrs. Synita Mathis, for filling in for him, in his absence from the Executive Board.

Mr. Burse entertained for a motion to approve the following three items:

- The agenda for today's meeting,
- Item "K. Executive Session (if needed)" an Executive Session for personnel is needed at today's meeting, and
- The board meeting minutes for the January 30, 2023, Executive Board meeting.

Walter Gibson made a motion to approve the above three items. Michael Garvin seconded the motion. The motion was carried to approve today's agenda, hold an Executive Session for personnel at the end of the meeting, and the approval of the minutes from the Executive Board meeting held on January 30, 2023. All in favor said aye, and there was none opposing. The motion was carried.

#### V. OLD BUSINESS: None

#### VI. NEW BUSINESS:

A. Executive Board Birthdays - Shelli Tyre, Executive Director

Dr. Tyre congratulated the following Executive Board members who had birthdays in January and March:

- James Thomas, Sr. January 27th
- Michael Garvin March 3rd
- Cathy Benton March 9<sup>th</sup>
- B. Approval of New Executive Board Members Shelli Tyre, Exec. Director Dr. Tyre introduced Ms. Jo Ann Strickland from Evans County and Mr. Marcus McCray from Candler County.

Ms. Jo Ann Strickland is current owner and president of the Claxton Oil Company in Claxton, GA. In her earlier career she worked in home health and hospice. Through this career, she gained experience in health services, community relations, and fundraising. Ms. Strickland is interested in being on the board of action pact to help people in her community and to give back. She will represent the private sector of Evans County.

Mr. Marcus McCray is the office manager at the Whitaker Funeral Home in Metter. He is also the pastor of the Mt. Zion M.B. Church. Mr. McCray has worked in low-income housing to include HUD, USDA, Tax Credit, and an Assisted Living community. Mr. McCray will represent the public sector in Candler County. (He was approved at the January 30, 2023 Executive Board meeting.)

Mr. Leonard Burse entertained for a motion to accept Ms. Jo Ann Strickland as a new Executive Board member. Mrs. Ethelyn Creech made a motion. Bobby Kennedy 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. Strickland as a new Executive Board member of the action pact agency.

C. Head Start Program Report – Amanda Lankford, Head Start Director Mrs. Lankford reported on the February 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 Head Start Program Update.

The WEX credit card in Dec. was \$1,597.05 and in Jan. was \$2,588.18 The VISA credit card in Dec. was \$18,115.55 and in Jan. was \$13,938.72

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

- Action pact Head Start program received a perfect score on the Focus Area 1 Monitoring Review!! The program received notification on 2/16/2023 that we had no areas of concern, no areas of non-compliance, and no deficiencies.
- On 2/17/2023, a Head Start employee inappropriately disciplined a child.
  The Executive Director, Human Resources Director, Head Start Director,
  and Head Start Policy Council approved termination of the employee.
  This incident was also reported to the Office of Head Start, Bright from
  the Start Licensing, and the child's parent. The teacher had popped the
  hand of a Head Start child. The child is still in the Head Start program.

Clarence Washington, board member from Pierce County, asked if there are cameras in each Head Start classroom? Mrs. Lankford replied yes, there are cameras in each classroom. At any time a parent can watch a video of their child in Head Start. (Other children in the picture will be blurred out.)

Synita Mathis, board member from Long County, asked if any training was done for the other staff, in regard to this incident? Mrs. Lankford replied yes that lots of training is done every year for Head Start staff and additional training was done after this incident. That staff member denied hitting the child, but the camera clearly showed it, so the staff member was terminated. That staff member has not filed a grievance report.

#### Enrollment/Recruitment Updates:

- The current enrollment as of 2/24/2023: Head Start 545 & Early Head Start 233.
- The Head Start department plans to open a Head Start classroom in Charlton that has been closed due to staff shortages on Monday, 2/27/23.

#### Program Update:

• The agency STARS group visited Ware Head Start pm 2/8/23. They appreciate that Mrs. Linda McDuffie, board member from Coffee County came to join them.

• In February, each Head Start center held a "Talls and Smalls" dance. The children, parents, and staff had so much fun dancing. They also appreciated Mrs. Rose Bailey, board member from Charlton County, attending the Charlton Co. Head Start "Talls and Smalls" dance.

#### Three Grants for Approval:

- FY 23 Proposed Conversion Application Due to the large waiting lists that is in Early Head Start, Mrs. Lankford is proposing that we convert 137 Head Start slots to 72 Early Head Start slots in the upcoming school year. These conversion would add Early Head Start slots in Appling, Bacon, and Ware Counties.
- Quality Improvement The Office of Head Start (OHS) is offering \$289,101 to our program for quality improvement. Mrs. Lankford is proposing to use the funding to reduce the child:staff ration where the greatest need exists throughout the program. Additional Floaters will be hired to fill this need.
- COLA: OHS has approved a 5.6% cost of living increase for all Head Start staff, retroactive back to the start of the current budget period (November 1, 2022). Total funding for this project is \$625,377.

Mr. Leonard Burse, Jr. Executive Board Chairman, encouraged all Board members to read the Head Start report in each board packet, as it is very interesting.

Mr. Burse entertained for a motion to approve the Head Start report as given by Amanda Lankford, Head Start Director. 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 Head Start report. (See the entire Head Start report in the board packet.)

D. Human Resources Report – Sonja Eason, Human Resources Director
Mrs. Eason reported on the Health and Wellness of action pact. Currently there is
a "Strive for Five" wellness challenge going on in the agency, to encourage
healthy eating of five fruits or vegetables each day. Photographs are submitted of
the healthy plates, with the employee's face. Weekly drawings are done of these
submissions, to award two employee prizes.

Human Resources Metrics: Total Employees – 385; Full time - 337; Part-time - 15; Limited Services – 17; Temporary – 16. New hires – 12 and Terminations – 10. The Empower Retirement Plan balance at year end was \$7,208,604.00. Action pact has 297 participants with a balance, 270 of those are active. The other 27 are separated from service. The average participant balance is \$24,271.00.

Mr. Leonard Burse, Jr. entertained for a motion to accept the Human Resources report as given by Sonja Eason. Kim Morgan made a motion to accept the report. 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. (See entire HR report in the board packet.)

#### E. Fiscal Report – Hayley Stephens, Fiscal Director

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

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

Although the action pact agency is audited each year as a whole, there is a portion of the audit, referred to as the single audit, where the auditors select specific grants and programs and review them in greater detail. The single audit consists of reviewing reports, client eligibility, etc. This year, our auditors have selected to review Head Start, CSBG, Senior Nutrition and CCSP-T3B.

Mr. Burse entertained for a motion to accept the Fiscal report. 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. (See entire Fiscal Report in the board packet.)

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

Joey Wilkes, IT Director, shared there are a lot of computer hacks going on right now because of the tension between Russia and China, etc. Action pact has been blessed that we haven't been hacked. He checks the toolbar every morning to see agency activity and training staff with the KnowB4 Cyber Penetration testing.

He gave the following Information Technology report.

- KnowB4 Cyber Penetration Testing ongoing. (Results are better than industry standard
- Working on network upgrades in Long and Effingham Counties.
- Working on conference room equipment upgrades in Reidsville & Waycross.
- Single Point of Entry ongoing, with Easy Trak.
- Cell Phones upgraded in GA Ship

Mr. Leonard Burse, Jr. entertained for a motion to accept the Information Technology report. Walter Gibson made a motion. Ethelyn Creech 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. (See entire Information Technology report in the board packet.)

#### G. Development Report - Elena Ryals, Development Director

Dr. Shelli Tyre, Executive Director, gave the Development Report, since Mrs. Elena Ryals was working on CASA grant submissions.

#### Upcoming grant submissions:

- CDC COVID-19 and Influenza Vaccine Uptake Initiative not certain on exact amount yet.
- Promoting Safe and Stable Families CASA

<u>Transportation Project:</u> February 23<sup>rd</sup> was the end of the program. There was a total of 300 trips for GED students. The program ended with a balance of \$500 in the account, so this amount will be donated to Coastal Pines Technical College for student transportation.

<u>Engagement Plan</u> — The goal of this plan is to increase awareness of the work that action pact does. To increase the awareness of why our work is needed. To increase support (monetary, time, and advocacy) for the work of action pact. There are 43 new followers on the action pact website.

<u>Upcoming Events</u>  $-3^{rd}$  Annual Rubber Duck Race in Statesboro at the "Splash in the Boro" waterpark. May  $16^{th}$  is the tentative date for this event. Updates will be made in the next couple of months. 100 ducks will be sold for \$100 each. The plan right now is to give \$5,000 as the prize award and the agency to keep \$5,000 as funds raised for the agency.

Mr. Burse entertained for a motion to accept the Development report, as given by Mrs. Shelli Tyre. Michael Garvin made a motion. Tina Smith 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 Development report. (See entire Development report in the board packet.)

#### H. Program Reports

<u>Community Care Services Program</u> – Linda Steedley, CCSP Director Mrs. Steedley reported some shocking news...starting May 12<sup>th</sup> the CCSP staff will be making home visits to their clients. The Federal Public Emergency Health Order will be officially ending on May 11<sup>th</sup> for the frail elderly.

This means that the CCSP program will be required to make home visits to complete initial assessments, annual reassessments, modified reassessments and 90-day care plan reviews. This doesn't mean on May 12<sup>th</sup> that we have to visit all clients. Visits will be based on which clients have their annual reassessment or 90-day care plan due in May. Visits will also be made for initial assessments and modified reassessments. The CCSP program has been preparing for this since last May by making a few home visits each month to see what issues may arise. So far everything has gone smoothly, and she doesn't anticipate having any issues.

The Southern Area is growing, as there are larger cities, and the population is there. A new worker has been hired in the Southern Area. The Care Coordinators are looking forward to more help. Ware County is also increasing in numbers. (See entire CCSP report in the board packet.)

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

<u>Nutrition Program for the Elderly (NPE)</u> – All seven (7) sites in the Heart of Georgia Area have been monitored by the Area Agency on Aging and the reports have been very good, with only a handful of minor infractions. Corrections have been made in the areas noted and will continue to focus training efforts in those areas.

Citizen Review Panel meetings were held with United Way of Southeast Georgia (serving Bulloch County) and the United Way of Toombs, Montgomery, and Treutlen Counties (serving Toombs County) were held in March. Panel members gave positive reviews of our centers and the services we provide to the Seniors. We requested \$35,000 for Bulloch County and \$50,000 for Toombs County.

Every senior center is adding lots of interesting activities for the seniors. Ms. Rogers is proud to say action pact senior centers are embracing the "new" model, which allows the seniors to choose from a variety of activities each day.

- <u>Community Services</u> The Georgia Department of Human Services completed their review of our Organizational Standards Self-Assessment, and we were given a score of 93.1%. The final score reflects that we met 53 out of 57 standards.
- <u>Low-Income Home Energy Assistance Program (LIHEAP)</u> Action pact is still awaiting the second allocation of Heating Assistance funds. The cooling Assistance program is still scheduled to begin on April 1 for elderly and homebound households.
- <u>Low-Income Home Water Assistance Program (LIHWAP)</u> This program is very near depletion of all funds and anticipate all funds will be spent by March 31<sup>st</sup>.
- Community Needs Assessment coming up soon. GA Southern has done it for the last 3 years.
- Money is coming for 18-24 years old homeless youth in the next few months.

Mr. Leonard Burse, Jr. made mention of the new carpet replaced recently in the Tattnall County Senior Center. Ms. Rogers replied that Mr. Bobby Kennedy, Board member from Tattnall County, generously made that happen. (See entire Community Services report in the board packet.)

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

Mrs. Blackshear reported the ETS program gets students prepared to go to college. Action pact is the only CAA (Community Action Agency) that houses a TRIO program. This program began in the early 70's with the goal of reaching students to stay in high school and get a post-secondary education degree.

Clarence Washington, board member from Pierce County, asked a question relating to the waiting list for students turning in their information — is it this a problem, or does it resolve itself? Mrs. Blackshear replied that it resolves itself, as the parents fill out the information for the kids.

Mr. Washington asked an additional question of if there is any extra funding for another STEM Summer Program? Mrs. Blackshear replied yes, we plan to have another Robotics program. They also plan to take students to college campuses for field trips. (See entire ETS report in the board packet.)

#### <u>Weatherization Program</u> – DeWayne McCurdy, Weatherization Director

Mr. McCurdy reported the Weatherization department recently had a fiscal on-site monitoring visit with GEFA (Georgia Environmental Finance Authority). They are currently waiting for the report.

GEFA is putting together Training Classes for the agencies to train employees. The Weatherization department had a field monitoring visit March 15, 16, and 17, which was performed by the Community Housing Partners (CHP).

The action pact Weatherization program has hired 2 weatherization techs and 1 weatherization clerk. They started March 6, 2023, in the Waycross office. They are in the process of interviewing for more weatherization techs for the Reidsville office. (See Weatherization report in the board packet.)

Mr. Leonard Burse, Jr. recognized Mr. Huey Spearman, agency attorney, as being present in this meeting. He commended him on doing an excellent job.

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

Shelli Tyre, Executive Director read and briefly explained the Grants/Awards listing provided in the Executive Board meeting packet. An additional one was added for the Community Services Department. The grants total for the March 20, 2023, meeting was \$3,815,804.29. (See Grants/Awards listings in the board packet.)

#### J. Executive Director's Report - Shelli Tyre, Executive Director

#### **Board Training**

- Mrs. Tyre thanked all Board members who attended the training on how the Indirect Cost Rate works.
- Dr. Tyre thanked the following Board members who attended the recent STARS day: Linda McDuffie, Marcus McCray and Leonard Burse, Jr. This is a great learning experience for the Board members, as they receive hands-on learning within each of the programs, and it is beneficial to our STARS and program staff to be recognized for the work they do by the Board.
- STARS Weatherization Day Wednesday, April 12<sup>th</sup> (location TBA)
- Budget Training will be planned and announced following the audit.

#### 2023 Dashboard with March Data

#### **Staff Survey**

- Dr. Tyre recently developed and sent out a survey to all staff.
- This survey was done through Survey Monkey and was completed without any identifying information.
- There was a total of 218 respondents, which is higher than the last survey.
- The survey consisted of 23 questions, ranging from overall job satisfaction, training, benefits and some open-ended questions.
- Dr. Tyre will spotlight a few questions at each meeting to allow us to digest the information in smaller bits.
  - o I enjoy my current position. (96.78% strongly agree/agree)
  - o I am proud of my work for action pact. (99.06% strongly agree/agree)
  - o There was a total of 97.9% staff satisfaction rating.
  - What is the greatest strength of the agency? (open-ended answers)

#### CASA Update

- The CASA Director position has been advertised and will close out on March 28<sup>th</sup>
- Dr. Tyre has been working with Georgia CASA to address our underfunding. They have agreed to provide and additional \$22,500 in funding for two years to sustain our program until some anticipated funding comes down from the state legislature.
  - This funding will allow us to pay higher wages to our Volunteer Coordinators in hopes of attracting and retaining staff that are equipped to perform the expected duties.
  - o The funding will be prorated during the current year.
- The Development Director is currently working with the CASA's only full-time staff member to complete the application for the PSSF grant.

#### **Audits & Monitoring**

- January: Head Start Focus Area 1: No deficiencies or concerns!
- February: Weatherization Fiscal: Awaiting final report.
- March: Weatherization Field Monitoring
- March 27-31: Agency Auditors on site
- April 4-5: ESG-CV Monitoring
- Ongoing: Senior Nutrition Monitoring visits
- Ongoing: Head Start Licensing Visits
- Ongoing: Head Start Quality Rated Visits

#### **Deputy Director**

- Position posting closed out on Friday, March 17<sup>th</sup>
  - o 10 applications received during the initial posting (6 internal, 4 external)
  - Only 1 additional external application received during the extension
- Interviews will be conducted soon in the next week or so.

#### **Building Mortgage**

- Dr. Tyre has been discussing this since July, as this is a high priority for the agency.
- Hayley Stephens and Dr. Tyre has participated in a training on the Congressional Earmark process. It was very informative and may be something we can prepare an application for next year, but funding is not readily available for facility purchase.
- Dr. Tyre met with a representative from Senator Warnock's office with whom she has a prior relationship, to discuss our dilemma. Dr. Tyre asked her to help us to make a request that our PPP funding, which was forgiven by both the SBA and the lender, be returned to the agency. She made a connection with the appropriate person, and Dr. Tyre has submitted a request to re-open and re-examine our case. If we are successful, we could stand to receive the approximately \$1.7 million back, and those funds would be applied directly to the building mortgage. Dr. Tyre does not have a specific timeline on the process, but the representative who accepted her request let her know not to expect a quick turnaround.
- While it would be an answered prayer to have the PPP funds returned, we cannot put all of our eggs in that basket. Dr. Tyre encourages the Executive Board to continue to focus on this issue and provide input on some additional alternatives.

Walter Gibson, board member from Bulloch County, asked what is the total balance owed on the building mortgage? Dr. Tyre answered \$2.3 million. She further stated that hopefully the agency can get that \$1.7 million back, to be paid on the mortgage immediately. This would make the remaining agency mortgage more manageable. She is hoping the agency can get back the full 1.7 million dollars.

Mr. Leonard Burse, Jr. asked what is the hiring process for the Deputy director position? He then asked Mr. Huey Spearman, agency attorney, if a Board member could sit in in on the interview process. Mr. Spearman said yes, a board member can sit in on the interview process.

Mr. Burse entertained for a motion to accept the Executive Director's report and also come out of the regular Executive Board meeting, in order to go into Executive Session for Personnel. Walter Gibson made a motion. Tina Smith seconded the motion. Mr. Burse asked if there was any discussion. Hearing none, he asked for a vote. All in favor said aye, and the motion was carried. Agency staff began to exit the room.

While agency staff were exiting the room, Mr. Burse took this opportunity to welcome the NEW Executive Director of action pact – Mrs. Shelli Tyre.

Mr. Burse also asked if the agency could give Mr. George a plaque in honor of his many years of service on the Executive Board? Maybe a letter of appreciation too.

Mr. Burse additionally mentioned that he was saddened to hear that Teresa Lewis, Weatherization Clerk, had lost her mother recently. He would like for an email to sent out to the Executive Board about things like this.

Mr. Burse asked if Clarence Washington would go ahead and say grace over the food buffet. Mr. Washington complied. Agency staff were encouraged to go ahead and eat lunch while they were out of the room, while the Board was having discussions during the Executive Session.

#### K. Executive Session

Mr. Leonard Burse, Jr., Executive Board Chair, entertained for a motion to go into an Executive Session for Personnel. Tina Smith made the 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. The Executive Session began at 11:58 am. Discussion was going to be held pertaining to Personnel.

Mr. Leonard Burse, Jr. entertained for a motion to come out of the Executive Session. Michael Garvin made the 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.

Mr. Burse entertained for a motion to go back into the regular session of the Exec. Board meeting. Synita Mathis made a motion. Michael Garvin seconded it. Mr. Burse called for discussion. Hearing none, he called for a vote. All in favor said aye, and the motion was carried to return to the regular session of the Executive Board.

Staff were asked to return back into the meeting room at 1:04 pm.

Mr. Burse reported the outcome of the Executive Session was to vote on the Executive Director's salary. This is retroactive back to December 5, 2022, through December 5, 2023. Her salary is to be \$135,791.29.

Mr. Burse entertained for a motion to approve the Executive Director's salary to be \$135,791.29 retroactive back to December 5, 2022 through December 5, 2023. Synita Mathis made a motion. Michael Garvin seconded it. 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 Executive Director's salary and retroactive back to Dec. 5, 2022 through Dec. 5, 2023.

#### VII. Adjournment

Mr. Leonard Burris, Executive Board Chair, entertained for a motion to adjourn this Executive Board meeting. Michael Garvin made a motion. Synita Mathis 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 adjourn the Executive Board meeting at 1:07 pm.

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant



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

#### **EXECUTIVE DIRECTOR**

Dr. Shelli Tyre

**EXECUTIVE BOARD CHAIR** 

Leonard Burse, Jr.

## FREE NEWS BRIEF/NOTICE

**CONTACT:** 

Jo Anne Brooks, Executive Assistant

DATE:

March 1, 2023

PHONE:

(912) 285-6167

EMAIL:

jabrooks@myactionpact.org

## **Executive Board Meeting of action pact**

The Executive Board of action pact will meet Monday, March 20, 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 <a href="https://www.myactionpact.org">www.myactionpact.org</a>.

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## **BOARD MEMBERS**

## SIGN-IN SHEET

MEETING: EXECUTIVE B	OARD MEETING
DATE: MARCH 20, 2023	TIME: <u>10:00 A.M.</u>
LOCATION: SARAH'S IN THE	E CITY RESTAURANT
1686 GOLDEN ISLE	S WEST, BAXLEY, GA 31513
1. Ethelyn S. Creach	13. Sulth Mark
2 Michael A Jan	14. Cothy Benton (phone)
3. Rose Bailey	15. Anthony Simmons (phone)
4. Jonail Burse Q	16. Linda M'Duffie (phone)
5. John Stillad	17
6. Willey a Gilson	18
7. Juna Smth	19
8. Vom	20
9. Ch Was	21
10. Kin Morgan	22
11. Gloria Paulk	23
2. Maran M. Cray	24

## EXECUTIVE BOARD MEMBERS ROLL CALL March 20, 2023



NAME	PRESENT	NOT PRESENT (Excused Absence or Not)
Rose Bailey	<b>✓</b>	
Cathy Benton	1 (on phone)	
Leonard Burse, Jr.	1	
Ethelyn S. Creech	✓	
Michael Garvin	/	
Walter C. Gibson	<b>✓</b>	
Michael-Angelo James		<b>/</b>
Bobby Kennedy	<b>✓</b>	
Synita D. Mathis	<b>✓</b>	
Marcus McCray	<b>✓</b>	
Linda McDuffie	1 (on phone)	
Kim Morgan	1	
Gloria Paulk	✓	
Anthony D. Simmons	V (on phone)	
Tina Smith		
James A. Thomas, Sr.		<b>✓</b>
Clarence Washington, Jr.	<b>✓</b>	
Jo Ann Strickland	<b>✓</b>	
TOTAL		
	(Quorum is 9 or more)	
James Gandy, HS Policy Council Chairperson (Non-voting member)		/

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# NON-BOARD MEMBERS SIGN-IN SHEET

MEETING:_	EXECUTIVE BO	ARD ME	ETING
DATE:	MARCH 20, 2023	TIME: _	10:00 A.M.
LOCATION	: SARAH'S IN THE	CITY RE	STAURANT
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12. Car	ny Benton XB	24	



# **EXECUTIVE BOARD MEETING**

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

### Monday, March 20, 2023 10:00 a.m.

I.	CAL	L TO ORDER Leonard Burse, Jr., Executive Board Chair			
II.	INV	OCATION			
III.	ROLL CALL (Establishment of Quorum)				
IV.	APPROVAL OF AGENDA & BOARD MINUTESLeonard Burse, Jr., Executive Board Chair				
		Executive Board Meeting Minutes – January 30, 2023			
V.	OLD	BUSINESS			
VI.	NEW	BUSINESS			
	Α.	Executive Board Birthdays			
	B.	Approval of New Board Member - Jo Ann Strickland, Evans CountyShelli Tyre			
	C.	Head Start Program Report			
	D.	Human Resources Report			
	E.	Fiscal Report			
	F.	Information Technology ReportJoey Wilkes, Information Technology Director			
	G.	Development Report			
	Н.	Program Reports			
	I.	Grants/Awards			
	J.	Executive Director's Report			
	K.	Executive Session (if needed) Leonard Burse, Jr., Executive Board Chair			
γII.	ADJ	OURNMENT Leonard Burse, Jr., Executive Board Chair			



# BOARD APPROVAL ON THE MINUTES FROM THE EXECUTIVE BOARD MEETING

OF

**JANUARY 30, 2023** 





### EXECUTIVE BOARD MEETING

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

MEMBERS PRESENT:

ROSE BAILEY ETHELYN CREECH WALTER GIBSON **BOBBY KENNEDY** KIM MORGAN

**ANTHONY SIMMONS** 

JAMES THOMAS, SR.

CATHY BENTON WILLIAM GEORGE MICHAEL-ANGELO JAMES

SYNITA MATHIS GLORIA PAULK TINA SMITH

CLARENCE WASHINGTON

MEMBERS NOT PRESENT:

MICHAEL GARVIN

LINDA MCDUFFIE

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

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT:

JAMES GANDY

OTHERS PRESENT:

SHELLITYRE ELENA RYALS DEWAYNE MCCURDY SONJA EASON HUEY SPEARMAN JO ANNE BROOKS

HAYLEY STEPHENS AMANDA LANKFORD LINDA STEEDLEY DIANE ROGERS MIKE MAHLUM

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

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

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

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

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

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

### V. OLD BUSINESS:

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

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

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

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

### VI. NEW BUSINESS:

- A. STAR Board Members for 2022 Shelli Tyre, Executive Director
  Dr. Shelli Tyre, Executive Director, recognized the following Executive Board
  members for their achievement of the STAR Board members' status:
  - Rose Bailey, Charlton County ONE STAR
  - Tina Smith, Clinch County ONE STAR
  - Clarence Washington, Pierce County FOUR STARS
  - William George, Candler County FIVE STARS

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

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

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

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

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

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

 $\mathbb{R}$  – Represent – Represent action pact at one event in your community.

### B. Board Committees - Shelli Tyre, Executive Director

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

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

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

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

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

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

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

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

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

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

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

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

E. Fiscal Report – Hayley Stephens, Fiscal Director

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

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

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

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

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

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

### Upcoming grant submissions:

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

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

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

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

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

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

### H. Program Reports

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

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

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

### Community Services - Diane Rogers, Community Services Director

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

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

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

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

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

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

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

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

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

Shelli Tyre, Executive Director, reported on the following:

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

### K. Executive Session

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

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

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

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

### VII. Adjournment

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

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant



## **EXECUTIVE BOARD BIRTHDAYS**

JANUARY: James Thomas, Sr.—January 27th

**FEBRUARY: None** 

MARCH: Michael Garvin-March 3rd

Cathy Benton—March 9th





# HEAD START PROGRAM REPORT



Amanda Lankford, Head Start Director

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### PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:

**Head Start** 

REPORT OF MONTH/YEAR:

March 2023

PERSON/TITLE REPORTING:

Amanda Lankford, Head Start Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

### See attached February Policy Council documents, which include:

- o Monthly statistical & programmatic information
- Monthly financial reports
- o Monthly credit card expenditures
  - WEX- December-\$1,597.05

January-\$2,588.18

Visa- December-\$18,115.55

January-\$13,938.72

Monthly personnel reports

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

- o From 1/23/23-1/25/23, Office of Head Start conducted a Focus Area 1 Monitoring Review. We received notification on 2/16/23 that we had no areas of concern, no areas of non-compliance, and no deficiencies.
- o On 2/17/23, an employee inappropriately disciplined a child. The Executive Director, Human Resources Director, Head Start Director, and Policy Council approved termination of the employee and the incident was reported to the Office of Head Start, Bright from the Start Licensing, and the child's parent.
- o Program Instruction-FY 2023 Funding Increase-5.6% COLA; Quality Improvement Funding Increase-\$280 for each Head Start & \$420 for each funded enrollment slot; 100 million dollars will be available to support new Head Start, Early Head Start, and EHS-CC Partnership programs in Fall of 2023; One-time Program Improvement Funding is available.

### **Enrollment/Recruitment Updates:**

- o Current Enrollment as of 2/24/2023- Head Start: 545 Early Head Start: 233
- o We will open a Head Start classroom in Charlton that has been closed due to staff shortages on Monday, 2/27/23.
- o Family Advocates are working on re-enrollments.

### **Program Update**

- o The agency STARS group visited Ware Head Start on 2/8/23. We appreciate Mrs. Linda McDuffie for joining us.
- o The week of February 27<sup>th</sup>, we will celebrate Dr. Seuss & National Read Across America Day. The students and staff will dress up for Dr. Seuss Week. We invite all of our board members to visit our centers and read to the children during the month of March.
- o In January, we celebrated the 100<sup>th</sup> Day of School and the children learned about Martin Luther King Jr.
- o In February, each center held a Talls and Smalls dance. The children, parents, and staff had so much fun dancing. We appreciate Mrs. Rose Bailey for attending Charlton's Talls and Smalls dance.

GRANTS/AWARDS FOR BOARD APPROVAL: None 💺

OTHER ITEMS FOR BOARD APPROVAL: None

SIGNATURE OF PROGRAM DIRECTOR

\* Grant/Award added 3-15-2023 FY23 COLA & Quality Improvement

# **Grants/Awards Form**

PROGRAM	<u>Head Start</u>
GRANT	FY 23 COLA & Quality Improvement Grant
FUNDING SOURCE	Office of Head Start
FUNDING PERIOD	11/1/2022 - 10/31/2023
GRANT AMOUNT	<u>\$914,478</u>
COUNTIES SERVED	Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee
	Jeff Davis, Pierce, Toombs, and Ware Counties
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	·
GRANT AMOUNT	
COUNTIES SERVED	P
PROGRAM	
GRANT	
FUNDING SOURCE	
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	
PROGRAM	
GRANT	
FUNDING SOURCE	<del></del>
FUNDING PERIOD	
GRANT AMOUNT	
COUNTIES SERVED	



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

### EXECUTIVE DIRECTOR

Shelli Tyre

EXECUTIVE BOARD CHAIR Leonard Burse, Jr.

### **MEMORANDUM**

TO:

Policy Council Members/Governing Board Members

FROM:

Anita Young, Parent and Community Engagement Specialist

DATE:

February 28, 2023

RE:

**February Policy Council Reports** 

Please find the Policy Council reports for February attached. Our next scheduled meeting will be March 22<sup>nd</sup> 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. As always, thank you for all that you do for our children and families.

cc: Shelli Tyre, Executive Director Amanda Lankford, Head Start Director Sonja Eason, Human Resources Director Hayley Stephens Fiscal Director Denise Dukes, Controller

### Head Start Program Director's Report February 23, 2023 Submitted by Amanda Lankford

We received notification from the Office of Head Start on February 17<sup>th</sup> concerning our Focus Area One review. We are excited to announce that it was a perfect review! We appreciate all of the staff that participated in the interview questions and all of our staff that work hard everyday providing services for our children and families.

I have received photos of our centers "Talls and Smalls" dances that were held this month. The centers decorated, some with help of the parents, and provided refreshments. The children were adorable and they and the parents enjoyed the event as well as the staff.

There was an incident in one of our Candler Co. Early Head Start classrooms where a teacher inappropriately disciplined a child. We reported this to our Regional Office and to licensing. Ms. Carr and I met with the parent of the child, and she is keeping the child in the program.

### Education:

Monitoring is ongoing in the centers. The second assessment cut off was February 10<sup>th</sup>. The results will be reviewed with the staff and with the local school systems. Ms. Horton and Ms. O'Berry have been reviewing and preparing the transition and disability agreements for the 2023 – 2024 school year. They will be delivered to the school systems soon.

### Health:

There were seven incidents reported in January and Mr. Phillips reviewed three new health plans. He completed health literacy training in January. The incident report form has been revised. We are very appreciated of three new audiometers that were donated by the Share Health committee. Mr. Phillips will be working on securing training for the equipment.

### Enrollment

Current Enrollment:

- 563 in Head Start
- 241 in Early Head Start

Current waitlist of income eligible children:

Head Start			
Appling County	5		
Atkinson County	2		
Bacon County	2		
Brantley County	2		
Candler County	1		
Charlton County	6		
Clinch County	3		
Coffee	16		
Hazzard Hill	5		
Jeff Davis County	6		
Pierce County	17		
Toombs County	5		
Ware County	20		
Totals	90		



Early Head Start			
Appling	28		
Atkinson	1		
Bacon	18		
Brantley	16		
Candlor	6		
Charlton	4		
Clinch	2		
Coffee	41		
Hazzard Hill	53		
Pierce	8		
Toombs	34		
Ware	10		
Totals	223		

Head Start January 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
	Enrollment		101-130 %	Over 130%
Appling	34	37	1	0
Atkinson	34	32	3	5
Bacon	50	53	2	1
Brantley	33	37	3	3
Candler	17	17	0	1
Charlton	34	18	0	1
Clinch	17	18	0	2
Coffee	68	82	0	1
Hazzard	34	13	0	0
Jeff Davis	31	32	1	2
Pierce	34	36	5	4
Toombs	51	48	2	1
Ware	215	186	8	17
Totals	652	609	25	38

Early Head Start January 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
	Enrollment		101-130 %	Over 130%
Appling	16	16	0	0
Atkinson	24	23	2	4
Bacon	24	30	1	0
Brantley	8	10	0	0
Candler	24	23	1	0
Charlton	16	17	0	0
Clinch	16	18	0	0
Coffee	16	17	0	0
Hazzard	64	63	1	11
Pierce	8	17	0	3
Toombs	16	16	0	0
Ware	8	12	0	0
Totals	248	262	5	8

January 2023 ADA Statistics from CP report # 2301				
ADA ADA Funded Enrollment Actual Enroll				
Head Start	79.18%	85.75%		
Early Head Start	79.95%	85.32%		

### Mental Health:

- Ms. O'Berry attended virtual IEP meetings with Appling Co. BOE and in person meetings with Ware Co. BOE
- Completed DESSERTS training in Charlton Co.
- Ordered items for children in inclusion rooms
- · Gave out strategies for behaviors for children with disabilities
- Met with parents about children with severe disabilities such as catheter and level 3

  Autism
- Took part in "Caring for Children with Special Health Care Needs" webinar

### Children diagnosed with special needs:

Head Start: 72; Early Head Start: 34; Total 106 Funded Enrollment: 13.68%; Current Students 12.71%

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	1	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	2	1
Health Impairment	0	1
Traumatic Brain Injury	0	0
Learning Disability	2	0
Orthopedic Impairment	0	0
Speech/Language	16	12
Developmental Delay	6	9
Intellectual Disabilities	0	0
(Formerly known as Mental		
Retardation)		
Non-Categorized – Other	0	1
Multiple Disabilities	45	10
Total	72	34

### Training:

Press Releases/Publicity: activities

Measurable achievements and goals accomplished:

- Prepared for and participated in Cohort 1 Virtual Monitoring Review;
- Hazzard Hill Parent Meeting to market Family Farm Share;
- Worked on Annual Report;
- Extensive work on portfolios for Pierce, Ware and Coffee;
- All centers received amount of their QR Grant \$5,000 per classroom -- \$500 of which is for training. This was awarded to Appling, Atkinson, Bacon Southside, ABC Head Start/Early Head Start, Brantley, Charlton, Coffee, Hazzard Hill, Jeff Davis, Piece, Toombs and Ware;

- Extensive supply orders for centers who received QR grants
- Worked with several centers to discuss QR classroom material needs;
- QR Conference Call;
- Attended Children's Initiative;
- New Staff Orientation;
- Assisted in classrooms as needed;
- Registered numerous staff for quality rating training for those centers going through QR reassessment in Cohort 2 and 3;
- Family Farm Share continued work;
- Continued work on updating GaPDS accounts and entering training and uploading certificates;
- 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	7,807	3,120	10,927
Children Lunch	7,686	3,090	10,776
Children Snack	7,357	2,931	10,288
Total Meals	22,850	9,141	31,991
Adult Breakfast	1,327	937	
Adult Lunch	1,474	988	
Total Meals	2,801	1,925	4,726

Ms. Lomax attended the GA Organics conference and learned more about fresh fruits and vegetables. All of the monitoring visits have been completed.

#### Facilities:

Other thank normal maintenance, we installed shade shelters on five playgrounds:

Coffee - 2

Pierce – 1

Toombs - 1

Clinch - 1

This concludes my report.

Amanda Lankford, Head Start Director

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





Date 02.27.2023  Revenue and Expenditure report through: 01.31.2023
Total Budget: \$ 11,311,521.00 Total Spending: \$ 2,828,323.00 Balance Remaining: \$ (8,483,198.00)
Current spending percentage of total Head Start budget to date: 25.00%
Items for Approval:
Budget Revision:
Status of Previously Approved Items:
Credit Card Expenses Total: Visa (AL) \$ 13,938.72
Wex \$ 2,588.18
In-Kind Booked to Date: \$ 526,826.00
Total In-kind for Budget year: \$ 2,827,880.00
Administrative cost rate: 9.0%
Major Financial Expenditures (i.e., equipment, buildings Item Cost
1 \$ -
2 \$ -
Other Fiscal Items of Inforamtion from the Department of Health and Human Services (HHS):
Submitted By:
Trecinski Jones

Wells Fargo Visa	01.29.2023	(Inv	oice)	A. Lankford (Head Start)
Date of Charge	Merchant	Total Charge		Description
01.04.23	WAL-MART	\$	204.94	
01.05.23	Jerry J'S	\$	68.58	
01.06.23	SP Teaching Strategies	\$	471.74	
01.09.23	The Downtown Sandwich	\$	71.70	
0.10.23	DOMINO'S	\$	46.82	
01.11.23	Katom Restaurant	\$	2,612.52	
01.11.23	Walmart.com	\$	79.56	
01.12.23	Best Buy	\$	2,751.95	
01.12.23	Walmart.com	\$	49.27	
01.12.23	The Downtown Sandwich	\$	38.67	
01.12.23	Superior Car Wash 2	\$	155.76	
01.12.23	OTC Brands Inc.	\$	102.57	
01.14.23	ZAXBY'S	\$	64.29	
01.18.23	WAL-MART	\$	19.16	
01.19.23	Blinds.com	\$	97.14	
01.23.23	The Webstaurant Store Inc	\$	1,251.90	
01.24.23	Hopkins Fulfillment SVC	\$	841.00	
01.24.23	Grease Monkey	\$	82.18	
01.25.23	eBay	\$	304.25	
01.25.23	Amazon.com	\$	299.28	
01.25.23	Walmart.com	\$	104.12	
01.25.23	Blinds.com	\$	230.04	
01.25.23	TST Michaels Deli & Sea	\$	182.26	
01.26.23	WM Supercenter	\$	163.47	
01.26.23	WM Supercenter	\$	96.82	
01.26.23	WM Supercenter	\$	46.70	
01.27.23	APPL.COM/US	\$	3,197.88	
01.27.23	Grease Monkey	\$	153.82	
01.27.23	Advance Auto Parts	\$	16.19	
01.27.23	Amazon.com	\$	134.14	
Total		\$	13,938.72	

W	ex

Wex	01.31.2023	(Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
01.06.23	HS Central Office	Waycross	Ga	\$163.02
01.13.23	HS Central Office	Waycross	Ga	\$140.00
01.18.23	HS Central Office	Waycross	Ga	\$172.00
01.25.23	HS Central Office	Waycross	Ga	\$25.00
01.30.23	HS Central Office	Waycross	Ga	\$151.00
01.09.23	HS Central Office	Waycross	Ga	\$43.72
01.06.23	HS Central Office	Waycross	Ga	\$82.82
01.13.23	HS Central Office	Waycross	Ga	\$124.16
01.13.23	HS Central Office	Waycross	Ga	\$110.70
01.30.23	HS Central Office	Waycross	Ga	\$101.22
01.13.23	Pierce Co	Blackshear	Ga	\$40.07
01.24.23	Pierce Co	Blackshear	Ga	\$38.37
01.05.23	HS Central Office	Waycross	Ga	\$28.00
01.11.23	HS Central Office	Waycross	Ga	\$31.00
01.18.23	HS Central Office	Waycross	Ga	\$37.00
01.24.23	HS Central Office	Waycross	Ga	\$39.70
01.12.23	Ware HS	Waycross	Ga	\$43.00
01.11.23	Bacon Co HS	Alma,	Ga	\$27.48
01.26.23	Bacon Co HS	Alma,	Ga	\$42.43
01.12.23	HS Central Office	Waycross	Ga	\$6.07
01.19.23	HS Central Office	Waycross	Ga	\$18.85
01.30.23	HS Central Office	Waycross	Ga	\$18.14
01.05.23	HS Central Office	Waycross	Ga	\$128.30
01.10.23	HS Central Office	Waycross	Ga	\$127.33
01.13.23	HS Central Office	Waycross	Ga	\$165.25
01.20.23	HS Central Office	Waycross	Ga	\$147.75
01.25.23	HS Central Office	Waycross	Ga	\$117.61
01.30.23	HS Central Office	Waycross	Ga	\$139.32
01.24.23	HS Central Office	Waycross	Ga	\$43.87
01.10.23	HS Central Office	Waycross	Ga	\$20.02
01.18.23	HS Central Office	Waycross	Ga	\$24.99
01.09.23	HS Central Office	Waycross	Ga	\$28.02
01.12.23	HS Central Office	Waycross	Ga	\$19.00
01.13.23	HS Central Office	Waycross	Ga	\$19.00
01.30.23	HS Central Office	Waycross	Ga	\$33.76
01.17.23	HS Central Office	Waycross	Ga	\$26.43
01.30.23	Atkinson-Pearson	Pearson	Ga	*****
	T Carbon	T carson	Ga	\$44.90
		- Commence of the Commence of		
01.31.2023 F	Program Maintenance			010.55
	- 5 Frantonance			\$18.76
				\$2,588.18

# Head Start Policy Council Date: 02.27.2023

	Month Ending: 01.31.2023	2022/2023 Budget
EXPENSES	MATERIAL AND	Manage and the second accordance of the second
Personnel Costs:		
Salary and Wages	1,288,720	6,624,983
Fringe Benefits	637,397	2,776,193
Total Personnel Cost	1,926,118	9,401,176
Program Expenses:		
Contract Services	-	-
Direct Benefits		
Food	25,402	50,000
Health & Safety	-	
Information Technology	26,445	-
Materials and Supplies Program Support	258,603	200,000
Participant Support	. <del>≡</del>	=3
Volunteer Support		<del>_</del> 3
Total Program Expenses	310,451	250,000
Capital Expenditures-Vehicles/Equip	69,004	December 11 and 12 and
General and Administrative Expenses	09,004	21
Advertising and Promotion	_	9,000
Conferences, Conventions, and Meetings	596	-
Copying and Printing	7,651	
Dues and Subscriptions	17,216	26,000
Equipment Rental	5,836	-
Insurance	39,966	60,000
Miscellaneous-Playground Equip	68	
Occupancy	3,148	27,000
Other Expense	802	-
Professional Fees	10,973	39,000
Postage and Delivery	302	2,778
Rent/Leases - Real Estate	7,741	70,000
Repairs and Maintenance Taxes	40,162	-
Telecommunications	22.005	405.000
Training and Education	33,605 53,075	125,000
Transportation	52,075	144,070
Travel Expenses	13,644	41,000
Utilities	52,869	125,000
Total General and Administrative Expenses	355,661	668,848
2000 10 20 10 10 10 10 10 10 10 10 10 10 10 10 10	Particular of Administration (Control of Control of Con	
Allocated Indirect Expenses	236,094	991,497
CACFP/PRE-K Adjustment		
Total Cash Expenses	2,828,323	11,311,521
In-Kind Expenses	526,826	2,827,880
Total Expenses	3,355,149	14,139,401
Administrative expenses as a percent of total expense	nses:	
Head Start Administrative expenses	\$ 65,089	
Indirect Expenses	\$ 65,08\$ \$ 236,094 \$ 301,183	
Total Expenses	\$ 3,355,149	
Administrative expense percentage	9.0%	
Budget - Approved	Committee of a financial replacement of the committee of	14,139,401

# Head Start Policy Council February 2023

**Position Vacancles** 

Teacher Atkinson (Willa)
EHS Teacher Atkinson (Willa) (2)
Food Transporter/Custodian Atkinson (Pearson)

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

EHS Teacher Hazzard Hill — (5)
Teacher Assistant Hazzard Hill
Teacher Toombs
Floater Toombs
Interventionist Toombs
Teacher Ware — (7)
Custodian Ware

New Hires(s) Need Approval

Tara Green EHS Teacher-Atkinson (Willacoochee)
Alicia Ramirez EHS Floater-Atkinson (Willacoochee)
Jennifer Bryan EHS Floater-Atkinson (Willacoochee)

Ashley Grady
Ivy Rentz
EHS Teacher-Bacon (ABC)
Shelly Hyers
Interventionist-Brantley
Gwenda Burnett
Substitute-Brantley
Michelle Stoddard
EHS Teacher-Charlton

Mildred Herrera EHS Floater-HH

Mackenna Arrington Teacher Assistant-HH

Sasha Munford EHS Floater-HH
Crystal Pheil Substitute-HH

Vanessa Thompson Family Advocate-Jeff Davis

Braylin Thomas Floater-Ware Amanda Reynolds Floater-Ware

New Hire(s) Aiready Approved

Tyla Taylor Custodian-Ware

Jamie Jordan Interventionist-Ware

Pam McGauley Family Advocate-Ware

Garrett Cantrell Custodian-Coffee

Marquis Ross Custodian-Coffee

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	Effective Date
ns./Custodian	,,,,,
sistant-Pearson	2.5.2023
her-Brantley	
-Brantley	3.5.2023
her-HH	
r-Brantley	2.27.2023
	2.2.2023
son)	2.13.2023
•	2.22.2023
	3.2.2023
on	3.3.2023

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

Early Head Start Teacher Candler

2.24.2023

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

In Lewest

Lori Leverett, HR Administrative Assistant

## Parent and Community Engagement February, 2023

The parent meeting topics for January included: Family Farm Share, Finances & Ownership, Family Partnerships, LIHEAP, Women's Health,

Attendance was as follows:

Appling	13	Coffee 26
Atkinson	3	HH 6
Bacon	12	Jeff Davis 7
Brantley	4	Pierce 2
Candler	2	Pearson meetings every other month
Charlton	1	Toombs 27
Clinch	0	Ware *

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

I presented a budgeting class for the parents in Pearson at their parent meeting. Our HSAC meeting will be February 28<sup>th</sup>. I will be working with the family advocates from Hazzard Hill as their portfolio advisor for the FDC class which started this month. I went to Hazzard Hill's Talls and Smalls dance briefly. There was a great turnout of parents there.

Anita Young
PFCE Specialist



Helpful information about learning brought to you by Reading Rockets, Colorin Colorado, and LD OnLine

# **Building Your Child's Vocabulary**

All parents want their child to do well in school. One way to help your child is to help them build their vocabulary. Beginning readers use knowledge about words to help them make sense of what they're reading. The more words a reader knows, the more they are able to comprehend what they're reading or listening to.

Talking to and reading with your child are two terrific ways to help them hear and read new words. Conversations and questions about interesting words ("The book says, 'The boy **tumbled** down the hill,' and look at the picture! How do you think he went down the hill?") are easy, non-threatening ways to get new words into everyday talk.

Sharing a new word with your child doesn't have to take a long time: just a few minutes to talk about the word and then focus back on the book or conversation. Choose which words to talk about carefully – choosing every new word might make reading seem like a chore. The best words to explore with your child are ones that are common among adult speakers but are less common to see in the books your child might read.

When introducing new words to your young learner, keep the following four helpful hints in mind:

- 1. First, provide a simple, kid-friendly definition for the new word: *Enormous means that something is really, really big.*
- 2. Second, provide a simple, kid-friendly example that makes sense within their daily life: Remember that really big watermelon we got at the grocery store? That was an enormous watermelon!
- 3. Third, encourage your child to develop their own example: What enormous thing can you think of? Can you think of something really big that you saw today? That's right! The bulldozer near the park was enormous! Those tires were huge.
- 4. Last, keep your new words active within your house. Over the next few days and weeks, take advantage of opportunities to use each new vocabulary word in conversation.

Take the time to share new words and build your child's vocabulary. You'll be **enormously** glad you did!

For more resources, visit the vocabulary section on Reading Rockets: www.ReadingRockets.org/atoz/vocabulary







# Ed

# Extras: Pre-K

Helpful information about learning brought to you by Reading Rockets, Colorin Colorado, and LD OnLine

# How to Read With a Squiggly Baby (or Toddler!)

Parents know they should read with their child every day. But reading together requires that your baby or toddler will actually sit still long enough for a book! If you've got a squiggler in your house, see if these tips help your reading time go a little more smoothly:

### Read before bed, but don't wait too long!

Really tired little ones have a harder time focusing their attention. It may help to pull out your books before the bath, or right after dinnertime. If your child is too tired to read, don't force it. Keep book times happy times.

#### Choose fun, brightly colored books

The most engaging books for little ones have lots of bright, big pictures. Board books, the ones with stiff cardboard pages, are great for little hands to hold.

## Sing along, or have some rhyme time

Books meant to be sung, or books written in rhyme, mean that you and your child get to clap along, sing along, and bounce up and down to the rhythm of the language. The fun physical involvement will keep your child interested in reading.

#### Be expressive!

Don't worry, no one is listening! As you read the book, change your voice for each character. Say loud words LOUDLY and soft words softly. Add hand gestures and foot stomping to go along with the story.

#### Keep your favorites by your side

Your child will begin to develop favorite storytime books. Plan to read those books until the pages fall out! The repeated, enjoyable experience of reading favorite books goes a long way toward developing good reading habits.

## Help your child develop a reading habit

It's important to recognize that reading with a really young child looks and sounds different than reading with an older child. It's louder, with more action and movement. That's okay! The simple interaction with you, your child, and a book sends a powerful message about reading.

# Visit our Read Aloud section for more articles, printables, and video: www.ReadingRockets.org/atoz/reading\_aloud







Reading Rockets, Colorin Colorado, and LD OnLine are services of public television station WETA, Washington, D.C. Reading Rockets is funded by the U.S. Department of Education, Office of Special Education Programs. Colorin Colorado, a web service to help English tanguage learners become better readers, receives major funding from the American Federation of Teachers. Additional funding is provided by the National Institute for Literacy and the U.S. Department of Education, Office of Special Education Programs. LD OnLine is the world's leading website on learning disabilities and ADHD, with major funding from Lindamood-Bell Learning Processes:



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Current spending percentage of total Head Start budget to date: 16.10%
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Wex \$ 1,597.05
In-Kind Booked to Date: \$ 213,004.00
Total In-kind for Budget year: \$ 2,827,880.00
Administrative cost rate: 10.1%
Major Financial Expenditures (i.e., equipment, buildings
Item Cost
<u> </u>
2
Other Fiscal Items of Inforantion from the Department of Health and Human Services (HHS):
Submitted By:
Trecinski Jones



Office of Head Start : 4th Floor - Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

#### **Program Performance Summary Report**

To: Authorizing Official/Board Chairperson

Mr. Leonard Burse Action Pact, Inc. 510 Tebeau St Waycross, GA 31501 - 3654 From: Responsible HHS Official

Date: 02/16/2023

Tala Hooban

Acting Director, Office of Head Start

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. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. The FA1 review allows the OHS to understand how programs are progressing in providing services in the 5-year grant cycle. The report includes the performance measures used to understand recipient progress towards program goals. You can use this report to identify where your program was able to describe progress toward implementing program services that promote quality outcomes for children and families. Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

#### DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:
Ms. Erika Lundy, Regional Program Manager
Dr. Shelli Tyre, Chief Executive Officer/Executive Director
Mrs. Amanda Lankford, Head Start Director
Mrs. Amanda Lankford, Early Head Start Director

#### Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Action Pact, Inc.	04CH012010

#### Glossary of Terms

Finding Type	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. These issues should be discussed with the grant recipient's Regional Office for possible technical assistance.
Area of Noncompliance (ANC)	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or there). Eithe regulations) in one or more areas of performance. This status requires a written timeline for correction and possible technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	As defined in the Head Start Act, the term "deficiency" means:  (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:  (i) a threat to the health, safety, or civil rights of children or staff;  (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations;  (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management;  (iv) the misuse of funds received under this subchapter;  (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or  (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified;  (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or  (C) an unresolved area of noncompliance.

#### **Program Overview**

Action Pact, Inc. is a community action program that serves 900 Head Start and Early Head Start children across 12 counties in southeast Georgia. The eatchment area includes urban and rural communities impacted by the COVID-19 pandemic resulting in high poverty levels, lingering unemployment, and increased rates of homelessness. Center-based classrooms are purposefully located in central locations near other organizations with resources utilized by enrolled families.



#### Program Design and Management

#### Program Design

The grant recipient's program design and structure takes into account community strengths and needs.

#### Program Management

The grant recipient has an approach for providing effective management and oversight of all program areas and fiduciary responsibilities.

#### **Program Governance**

The grant recipient maintains a formal structure for program governance that includes a governing body, a policy council (or policy committee for delegates), and parent committees.

#### Program Design and Management Summary

Action Pact, Inc. utilized data to plan services that met the needs of eligible families. The program analyzed community assessment data and found the number of families experiencing homelessness in the service area had doubled in the past year. In response, staff members increased their outreach to agencies serving low-income families to recruit for the program. To create connections and partnerships, staff members served on community coalitions and the local Division of Family and Child Services Board. Family advocates in each county also reached out to homeless liaisons and organizations to network and solicit referrals. As a result, the number of enrolled children from families experiencing homelessness doubled in the 2022 program year. The recipient's use of data helped it implement targeted recruitment efforts to reach populations in need of services.



#### Designing Quality Education and Child Development Program Services

#### Alignment with School Readiness

The grant recipient's approach to school readiness aligns with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

#### Effective and Intentional Teaching Practices

The grant recipient has strategies to ensure teaching practices promote progress toward school readiness.

#### **Supporting Teachers in Promoting School Readiness**

The grant recipient has an approach for ensuring teachers are prepared to implement the curriculum and support children's progress toward school readiness.

#### **Home-based Program Services**

Not Applicable.

#### **Education and Child Development Services Summary**

Action Pact, Inc. supported the social-emotional development of enrolled children. Program data showed an increased number of children who did not qualify for disability services but struggled with social-emotional issues and exhibited challenging classroom behaviors. To address these concerns, the program hired five interventionists and an intervention teacher to provide one-on-one support for identified children. In addition, the program piloted a quality improvement classroom that served as a temporary learning environment for children experiencing difficulties succeeding in traditional classrooms. This smaller classroom with limited enrollment allowed children to receive intensive social-emotional support guided by qualified teachers and an in-house licensed professional counselor. Children then returned to their regular classroom when their goals were attained. These strategies allowed the program to meet the social-emotional needs of all children.



#### **Designing Quality Health Program Services**

#### Child Health Status and Care

The grant recipient has an approach for ensuring the delivery of high-quality health services.

#### Safety Practices

The grant recipient implements a process for monitoring and maintaining healthy and safe environments and ensuring all staff have complete background checks.

#### **Health Services Summary**

Action Pact, Inc. leveraged the expertise of Health Services Advisory Committee (HSAC) members to enhance services for children and families. After seeing community data showing that families traveled up to 2 hours to reach their medical providers, the program researched how to provide in-house hearing, vision, and hemoglobin screenings. Members of the HSAC assisted with choosing screening tools and equipment and coordinating training and certification for staff to conduct the assessments. HSAC members also facilitated a partnership with the local health department to conduct lead screenings and administer flu shots on-site. These collaborations supported the delivery of health services to children and families.



## Designing Quality Family and Community Engagement Services

#### Family Well-being

The grant recipient has an approach for collaborating with families to support family well-being.

#### Strengthening Parenting and Parent-Child Supports

The grant recipient has an approach for providing services that strengthen parenting skills.

#### Family and Community Engagement Services Summary

Action Pact, Inc. partnered with community providers to address families' nutritional needs. The program's service area was designated as a region of food insecurity. To support families, staff referred parents to the agency's food pantry and community partners to help them access nutrition resources. The program also participated in a state-sponsored initiative that provided families with discounted fresh produce. Furthermore, the state offered a 6-week series of workshops to parents on nutrition, cooking, budgeting, and exercise.

All classrooms maintained indoor hydroponic gardens, and each center created space for outdoor gardens. Parents and their children volunteered to help care for the gardens and received a share of the produce. The program's strategies helped families access food resources to meet their needs.



# Developing Effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Strategies and Fiscal Infrastructure

#### Eligibility, Recruitment, Selection, Enrollment, and Attendance

The grant recipient enrolls children or expectant mothers who are categorically eligible or who meet defined income-eligibility requirements.

#### **Enrollment Verification**

The grant recipient maintains and tracks enrollment for all enrolled participants.

#### Fiscal Infrastructure, Capacity, and Responsiveness

The grant recipient has a budget development and revision process that includes stakeholders and appropriate approvals, and ensures continuous alignment with program design, goals, and objectives.

The grant recipient's fiscal staff have the qualifications needed to provide oversight of the grant,

#### **ERSEA** and Fiscal Summary

Action Pact, Inc. planned available services in response to community needs identified using ERSEA data. Analysis of enrollment and recruitment data showed growing waitlists for infant and toddler services in areas where Head Start needs were decreasing. In response, the grant recipient converted Head Start slots in those areas into five Early Head Start classrooms. This shift enabled the program to offer infant and toddler care in regions that had previously gone without services for this age group. The recipient also partnered with the city and county governments and the school district to successfully apply for Community Development Block Grant funds to build a facility that included Head Start and Early Head Start classrooms. The program's use of ERSEA data supported the continued improvement of services.

Action Pact, Inc.'s budget development process ensured the grant recipient financially supported program goals. For example, the grant recipient established a goal of zero supervision incidents. To meet this goal, the fiscal team assigned funds to purchase camera systems at each center and provide increased active supervision training for staff. The recipient also upheld a secondary goal of sustaining quality ratings at each site by continuing to budget training funds to ensure the center coordinators maintained their Classroom Assessment Scoring System certifications. The recipient's financial planning system supported the alignment of the budget to program goals.

----- End of Report ----



#### FY 2023 Head Start Funding Increase

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-23-02

Find a Head Start job near you or anywhere in the U.S.

### FY 2023 Head Start Funding Increase ACF-PI-HS-23-02

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

**ACF** 

Administration for Children and Families

1. Log Number: ACF-PI-HS-23-02

2. Issuance Date: 02/21/2023

3. Originating Office: Office of Head Start

4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year 2023; Funding

Increase; Cost of Living Adjustment; Quality Improvement

#### **Program Instruction**

To: Head Start and Early Head Start Grantees and Delegate Agencies

Subject: FY 2023 Head Start Funding Increase

#### Instruction:

President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,996,820,000, an increase of \$960 million over fiscal year (FY) 2022. This increase includes \$596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), \$262 million for quality improvement, and \$100 million for expansion of Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnership programs. The total appropriation also includes \$8 million for Tribal College and University Head Start (TCU-HS) Partnership programs, of which \$2 million is an increase over the FY 2022 funding level.

This Program Instruction (PI) primarily provides information about <u>COLA (Cost-of-living Adjustment)</u> and quality improvement funds available to all Head Start, Early Head Start, and <u>EHS-CC (Early Head Start-Child Care)</u> Partnership grant recipients. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to <u>COLA (Cost-of-living Adjustment)</u> funds through the end of their current award. However, the Administration for Children and Families reserves the right to delay decisions on quality improvement funding until <u>DRS (Designation Renewal System)</u> competition decisions are final. State collaboration grants are not eligible for <u>COLA (Cost-of-living Adjustment)</u> or quality improvement funding due to the statutory cap on their funding in the Head Start Act.

#### **FY 2023 Quality Improvement**

Each grant recipient will be allocated an amount of quality improvement funding proportionate to their federal funded enrollment — approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start funded enrollment slot. There will be a minimum floor established to ensure all recipients are able to make a meaningful investment in quality, consistent with <a href="Sec. 640(a)(4)(C)">Sec. 640(a)(4)(C)</a> of the Act.

A program may apply to use quality improvement funds for activities consistent with Sec. 640(a)(5), as outlined in Attachment A [PDF, 28KB], except that any amount of these funds may be used on any of the activities specified in such section. In other words, programs are not bound by the requirement in Sec. 640(a)(5)(A) that at least 50% of quality improvement funds be used for staff compensation or the requirement in Sec. 640(a)(5)(B)(vii) that no more than 10% of quality improvement funds be used on transportation. However, the Office of Head Start (OHS) strongly encourages grant recipients to prioritize quality improvement funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce. OHS (Office of Head Start) also strongly encourages recipients to consider investments to support and strengthen the mental health of children, families, and staff in the program.

A well-compensated staff is integral to delivering high-quality services for children and families. The Head Start workforce plays a critical role in fulfilling the Head Start mission by supporting the holistic development of children and economic stability for families. While staff qualifications have steadily increased in the last 10 years, compensation and benefits have not followed suit. Many Head Start programs have struggled to recruit and retain qualified staff with the ongoing early care and education workforce shortage. High-quality services for children and families are disrupted by high turnover rates and a shortage of frontline staff, particularly teachers, assistant teachers, home visitors, family child care providers, family service workers, transportation staff, and staff who provide mental and behavioral health services. Increasing compensation is a key strategy to promote recruitment and retention of qualified staff and ensure programs are competitive employers in their local communities.

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Improved retention of staff also helps to ensure high-quality classroom and home learning environments, promote healthy developmental outcomes for children, and strengthen relationships with families. In September 2022, OHS (Office of Head Start) released Information Memorandum ACF-IM-HS-22-06 directing Head Start grant recipients to permanently increase salaries for the purposes of recruiting and retaining staff. Head Start grant recipients are strongly encouraged to use quality funds to advance a strategy to permanently increase wages and benefits.

OHS (Office of Head Start) recognizes that many Head Start grant recipients are serving children and families with enhanced mental health needs. Increased symptoms of anxiety and depression, coupled with the impact of trauma, grief, and loss during the pandemic, has elevated the importance of supporting children's social and emotional well-being, as well as the mental well-being of adults who care for them. It is essential that children, staff, and families receive necessary supports for mental health and wellness as an integral part of program services. OHS (Office of Head Start) strongly encourages programs to consider ways to use quality improvement funding to invest in mental health supports at all levels of the program, including mental health consultation to support Head Start teachers in managing challenging behavior and supporting children.

Examples of investments that would reflect these <u>OHS</u> (Office of Head Start) priorities and also align with allowable uses of quality improvement funding as specified in the Act may include, but are not limited to, the following:

- Increase compensation, particularly for positions that are not receiving competitive
  wages and benefits (including consideration of elementary school compensation),
  experiencing higher rates of turnover, challenging to fill, or preventing programs from
  reaching full enrollment.
- Increase career opportunities for entry level staff through support for increased credentials and commensurate compensation increases, including through scholarships, mentors, and coaches.
- Support staff wellness with regularly scheduled breaks and access to employee assistance services.
- Improve preventive mental health screening, assessment, and interventions.
- Enhance mental health consultation including hiring of additional mental health professionals — to better support staff and improve the organizational approach to identifying mental health needs and integrating supports and services for children, families, and staff.
- Hire additional qualified classroom staff or floaters to lower ratios, enhance adult-child relationships, and ensure staff can have breaks during the day.
- Hire additional qualified family services staff or home visitors to decrease caseloads and enhance family-staff relationships and improve quality of responsive, individualized services.

- Provide ongoing coaching and support to staff to address stress, burnout, and related turnover.
- Provide training on trauma-informed approaches to all staff, governing boards, and Policy Councils, and ensure training is accompanied with coaching and opportunities for reflective practice and supervision.
- Enhance transportation services to promote more regular participation by children and families in services designed to support development and learning and address trauma.

Finally, while grant recipients should prioritize ongoing, sustained investments in quality improvements, OHS (Office of Head Start) does acknowledge that one-time investments in FY 2023 may be necessary. Grant recipients encountering one-time program improvement needs that cannot be addressed with existing program funds are invited to apply for supplemental funding. See below for further discussion on one-time program improvement funding requests.

#### FY 2023 COLA (Cost-of-living Adjustment)

Each grant recipient may apply for a <u>COLA (Cost-of-living Adjustment)</u> increase of 5.6% of the FY 2022 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2022.

Programs must use <u>COLA (Cost-of-living Adjustment)</u> funds to permanently increase the salaries of Head Start staff. This includes salaries of current staff and unfilled vacancies. Programs may consider a permanent uniform percent increase to the Head Start pay scale or differential <u>COLA (Cost-of-living Adjustment)</u> increases to the pay scale across position types within the program. For instance, in some programs, higher paid positions may already be receiving wages competitive with comparable positions in the community. In these instances, programs may choose to provide a smaller <u>COLA (Cost-of-living Adjustment)</u> to these positions. Programs could also think about providing a larger <u>COLA (Cost-of-living Adjustment)</u> to lower paid positions that are not currently receiving a wage sufficient to cover costs of living, or that are very challenging to fill due to low wages. Such positions may need more of an increase to support more competitive wages that are comparable with similar jobs in the community, including the consideration of salaries paid to staff in local elementary schools. If a grant recipient chooses to apply <u>COLA (Cost-of-living Adjustment)</u> differentially across positions, they must explain this choice in their application.

Sections <u>653</u> and <u>640(j)</u> of the Act provide further guidance on the uses and limitations of <u>COLA (Cost-of-living Adjustment)</u> funds. Sec. 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Any grant recipient concerned that they cannot increase salaries for staff due to wage comparability issues

should ensure public school salaries for elementary school staff are included in their considerations. Sec. 653 also prohibits any Head Start employee from being compensated at a rate that exceeds that of an Executive Schedule Levei II position, including employees being paid through indirect costs. Sec. 640(j) of the Act requires that compensation of Head Start employees be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services. Head Start grant recipients must provide delegate agencies and other partners an equivalent increase to adjust salaries and wages scales. If a grant recipient proposes to apply differential COLA (Cost-of-living Adjustment) increases between delegates or partners, they must justify this in their application. COLA (Cost-of-living Adjustment) funds must be applied from the start of a recipient's FY 2023 budget period, which may need to be retroactively applied.

As specified in 45 CFR §1302.90, each grant recipient is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council. They must be made available to all staff. Personnel policies and procedures should be reviewed as they may contain information relevant to this COLA (Cost-of-living Adjustment).

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

### Application Requirements for <u>COLA (Cost-of-living Adjustment)</u> and Quality Improvement Funding

Grant recipients must request <u>COLA</u> (<u>Cost-of-living Adjustment</u>) and quality improvement funds through an application in the Head Start Enterprise System. A funding guidance letter will be issued shortly to specify each funding level and additional instructions on how to apply for these funds.

### Expansion of Head Start, Early Head Start, and <u>EHS-CC (Early Head Start-Child Care)</u> Partnerships

One hundred million dollars is available to support new grants for Head Start, Early Head Start, and EHS-CC (Early Head Start-Child Care) Partnership programs to increase access to high-quality early education services. Funding will be awarded by September 2024. A notice of funding opportunity is expected in fall 2023. More information on this opportunity will be available later this year.

TCU-HS (Tribal College and University Head Start) Partnership Program

#### **Funding**

Two million dollars is available to support TCU-HS (Tribal College and University Head Start) partnership programs. Per Sec. 648(g) of the Head Start Act, such funding is intended to support tribal colleges and universities to implement efforts to strengthen career pathways and degree obtainment for Head Start staff, in partnership with American Indian and Alaska Native Head Start agencies. A competitive funding opportunity will be posted in spring or summer 2023. Funding will be awarded by the end of September 2023.

#### **One-time Program Improvement Funding Requests**

Grant recipients encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Programs must plan for major costs and should not be reliant on supplemental requests for major maintenance and purchases. Supplemental requests are intended for pressing program improvement needs that cannot be addressed with existing operational funds through careful planning, for instance if a recipient has an unexpected facility issue due to harsh climate or unexpected loss of equipment. These applications are addressed by priority and there is no guarantee on the availability of funds for supplemental requests.

Please direct any questions regarding this PI (Program Instruction) to your regional office.

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

/ Tala Hooban /

Tala Hooban
Acting Director
Office of Head Start
Resources:

Attachment A: Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act [PDF, 28KB]

See PDF Version of Program Instruction:

<u>FY 2023 Head Start Funding Increase</u> [PDF, 180KB]

Historical Document

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## Proposed Conversion Application for Early Head Start/Head Start Effective beginning in August 2023, if approved by Board and Policy Council

Office of Head Start sent out an Information Memorandum on 11/7/2022 regarding

Enrollment Reductions and Conversions. The memorandum is attached. The Head Stan program would like to gain approval from the Governing Board and Policy Council to convert the following Head Start classrooms to Early Head in the following counties based on the community assessment, current staffing, and current waitlist:

County	Head Start	Early Head Start
Appling	17	8
Bacon (ABC)	17	8
Hazzard	17	8
Ware	86	48
Totals	137	72

<sup>\*</sup>The plan is to convert 137 Head Start slots to 72 Early Head Start slots.

Below is the current waitlist per county in our service area:

Counties	Enrollment	Enrolled	Accepted	Waitlist
Appling EHS	16	16	0	21
Appling HS	34	34	0	3
Atkinson EHS	24	22		0
Atkinson HS	34	29		0
Bacon EHS	24	ŕ×	0	19
Bacon HS	50	48		
Brantley EHS	8	7		3

Proposed Conversion Application for Early Head Start/Head Start

Effective beginning in Au ust 2023, if approved by Board and Policy Council

				-
Brantley HS	34	34		
Candler EHS	16	17		
Candler HS	17	17		
Charlton EHS	16	16		
Chanton Eris	16	16		
Charlton HS	34	25		
Clinch EHS	16	16		
Clinch HS	17	17		
Coffee EHS	16	16		41
Coffee HS	48	48	······································	14
Coffee Pre-K	20	18		
Hazzard Hill EHS	71	71		38
Hazzard Hill HS	17	17		
Jeff Davis HS	31	31		
Pierce EHS	16	16	<u></u>	
Pierce HS	34	34		17
1 force 115	34	J4		17
Toombs EHS	16	16	•••	28
Toombs HS	51	48	Ĝ2	
Ware EHS				
Ware HS	154	156		21

Ware Pre-K	60	54	

In order to give the Board and Policy Council time to consider the conversation, the information is being shared today, and I will schedule a called meeting in April. If you have any questions prior to the meeting, please feel free to contact me directly.

#### @HEAD START I ECLKC

Early Childhood Learning & Knowledge Center

# Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

ecikc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-09

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**Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots** 

ACF-IM-HS-22-09

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Department of Health and Human
Services

#### Administration for Children and Families

Log Number: ACF-IM-HS-22-09
 Issuance Date: 11/07/2022

3. Originating Office: Office of Head Start

№ 4. Key Words: Enrollment Reduction; Slot Conversion; Change in Scope Requests

#### Information Memorandum

To: All Head Start and Early Head Start Grant Recipients

Subject: Enrollment Reductions and Conversion of Head Start Slots to Early Head Start Slots

#### Information:

The Head Start program is a national model in the field of early care and education (ECE) for providing high-quality services to children and families most in need. Head Start programs provide comprehensive services and promote progress in children's early learning outcomes in under-resourced communities and support positive family outcomes.

The Office of Head Start (OHS) recognizes that community needs shift over time for various reasons. These reasons may include changes during and after disasters and public health crises, changes in the availability of community resources relied upon to provide program services, and shifts in geographical location of eligible children and families. Section 640(g). (3) of the Head Start Act (the Act) allows programs to propose a reduction to their funded enrollment to maintain quality of program services. Additionally, Section 645(a)(5) permits a program to convert Head Start slots to Early Head Start slots to better meet community needs. Similarly, Section 640(f)(2) of the Act allows programs to convert part-day slots to fullworking day slots to meet community needs.

A request to reduce funded enrollment or convert Head Start slots to Early Head Start slots is considered a change in scope request and requires .QBS.IQffiqe.Qf..dead.Star.t) prior approval. Recipients may submit a change in scope request through a continuation application or as a separate application amendment in the Head Start Enterprise System (HSES). Change in scope requests must be submitted a minimum of 90 days prior to the planned implementation date. This Information Memorandum (1M) provides additional guidance for the development and submission of these requests.

Enrollment reductions and conversions are permanent adjustments to funded enrollment. Therefore, the decision to request a reduction or conversion should be based on actual changes in the community and program adjustments necessary to maintain a high-quality program with qualified staff, supported by data and documented need, and not based on anticipated changes. It is important to consider community partnerships and resources in the service area, short and long-term goals, and program sustainability when considering a change in scope request. Programs must demonstrate that a change in scope request is data-informed and explain how the requested changes will improve quality of services for children and families, better meet community needs, support staff, and promote a sustainable program.

### What to Consider Before Requesting an Enrollment Reduction or Conversion

Prior to submitting an enrollment reduction or conversion request, recipients must consider, at a minimum, the following.

#### **Community Assessment**

Programs are required to conduct a community assessment at least once over the five-year grant period and review and update it on an annual basis to reflect any significant changes.

When considering a change in scope request, it is essential to demonstrate how the proposed changes will best meet the needs of eligible children and families and consider strengths and resources of the community.

#### Annual Self-assessment, Program Improvement Plans, and Ongoing Oversight

As described in 45 CFR SI 302.102(a-b), programs must conduct an annual self-assessment to evaluate: progress in meeting established agency-determined program goals, compliance with the Head Start Program Performance Standards (HSPPS), and the effectiveness of professional development and family engagement systems for improving children's school readiness in alignment with the Head Start Early Learning Child Outcomes Framework. The data collected must be used for continuous improvement, including development and implementation of program improvement plans to strengthen any identified areas of need (45 CFR 51302.102(b-c)). Programs are also required to implement a system with procedures for the ongoing oversight of meeting program requirements in which data is collected to inform the process. Programs must use data from both the annual self-assessment and ongoing oversight, alongside other program data, to inform their program improvement plans.

#### Staffing and Training

Programs must consider the staffing and training needs for their proposed program design, including necessary compensation and staff supports to implement a sustainable high-quality program. A stable, healthy, highly skilled, and well-compensated workforce is vital to providing the highest quality of services to promote children's development and support families. Programs should consider the availability of qualified staff in their community and the types of training, education, compensation, and supports necessary to attract and retain staff. Further guidance on strategies to support the Head Start workforce can be found in <u>ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce</u>. Programs are expected to use their data on staff, enrollment, and service delivery to inform changes to support a high-quality workforce while not reducing the quality of services for children and families.

#### Wage Comparability Study

Programs conduct wage comparability studies to evaluate and set fair compensation rates and support compliance with Section 653 of the Act. Wage comparability studies compare the compensation rates of current Head Start employees and the pay scales for positions in the program to compensation paid for comparable services in the service area or other neighboring areas, including salaries for EQE.(Exo.e.llence.jn.e.arJy.GhjJdhQQd.edwcatiQ.n) and elementary school staff. If requesting a change in scope for the purpose of freeing up funds to increase staff compensation, the program's request should be supported by findings from the wage comparability study or by current data on comparable wages in the community or documented challenges in filling vacancies that impact the program's ability to deliver highquality services. Programs should focus on positions for which staffing

challenges are most pressing and are impacting the program's ability to provide high-quality services to their funded enrollment. Research has shown ethnic and racial disparities in pay exist for the EQE (Excellence in early childhood education) field, so programs are encouraged to consider equity issues in pay and benefits for staff.

#### Service Delivery Model

When proposing changes to the existing service delivery model, it is critical the process is data-informed and draws upon information from community assessments, annual selfassessments, program improvement plans, ongoing oversight, wage comparability studies, enrollment, and other relevant internal and external data. Programs must carefully review data related to enrollment and recruitment of families, demographic changes in their community, the geography of poverty in the service area, and other factors presenting challenges in meeting community needs or providing high-quality program services. Programs should then review their proposed program design to make sure any requested changes to services and resources are aligned to meet the needs of the children and families in their community and address the underlying issues causing identified challenges.

Service duration should also be considered, as research supports the importance of longer hours of high-quality education and development services in achieving meaningful child outcomes and preparing children for success in school. Programs operating for longer hours may also better support parents' education, job training, and employment opportunities. Programs that received funding to increase service duration in fiscal years 2016 or 2018 must demonstrate they are not eliminating, converting, or reducing the duration of services to enrollment slots supported by duration funding. As a reminder, Head Start center-based programs are required to provide at least 1 ,020 annual hours of service over a period of at least eight months per year for at least 45% of their center-based enrollment. Family child care and Early Head Start center-based programs are required \_to provide at least 1 ,380 annual hours of service for 100% of their enrollment slots. These requirements are found in the \_ISPPS (Head Start Program Performance Standards) at \_Program Structure, 45 CFR 51302 Subpart B.

#### Administrative and Supervisory Staff Structure

Programs should carefully assess how proposed changes to the program design will impact the administrative and supervisory structure. Depending on the proposed change and overall size of the organization, positions that do not provide direct classroom services may present opportunities to either eliminate or combine other positions with minimal impact on program quality and operations. Programs should also review the reasonableness of the percentage of each administrative staffs compensation which is being charged to the grant and be sure that the percentage is consistent with the amount of time that individual is engaged in Head Start or Early Head Start matters.

Recipients with indirect cost rates need to make sure Head Start and Early Head Start programs are fully benefiting from any costs charged, using these rates, to the grant. As a

reminder, complying with the 15% administrative cost limitation does not, in and of itself, mean there are not administrative costs which can be reduced. If proposing salary adjustments for administrative or supervisory staff, please include a justification and listing of the annual salaries and amount charged to the grant.

#### Equity

Programs are encouraged to carefully consider how the outcomes of the proposed request will affect different demographics. This includes historically marginalized populations, such as Black, Latino, Indigenous and Native American, Asian Americans and Pacific Islanders, and other people of color; children experiencing homelessness; children in foster or kinship care; children with disabilities; and children who are dual language learners. In addition, programs should consider whether the proposed program design will improve or exacerbate existing disparities and how the proposed program design will be perceived by different populations within their service area. Where possible, programs are encouraged to include in the decision-making process those who will be affected by changes to the program.

#### **Ongoing Budget**

When considering a change in scope request, programs should first consider their vision and goals for services and construct a budget accordingly. Then, the grant recipient should evaluate their existing program design and enrollment to determine what necessary program and budgetary adjustments are needed to achieve that vision. Considerations of the program's anticipated costs for annual operations, program options, staffing and ratio requirements, as well as differences in equipment and supplies, should be assessed. Staffing ratios must ensure compliance with the HSPPS. (Head Start Program Performance Standards). For staffing positions that do not have mandated ratios, please include the rationale used to determine the full-time equivalents needed for such positions. In addition, a detailed budget narrative justification for changes within and between each object class category is required. As always, proposed expenses will be evaluated for reasonableness and allowability and how they support high-quality services.

#### How to Submit a Change in Scope Request

Change in scope requests must be submitted as part of a continuation application or as a separate change in scope application amendment in BSES."Head.Startknterncise.System), at minimum, 90 days prior to the planned implementation date. However, programs are strongly encouraged to work closely with their Regional Office throughout the planning and development of the request. This will make sure the proposal and application meet all the requirements prior to official submission of the request.

All change in scope requests must include complete program schedules, application narratives, and detailed budget narratives. Change in scope requests must demonstrate the proposed program design will deliver the full range of services consistent with <u>45 CFR SI</u> <u>302.20(b)</u>. In addition, the requested program design must effectively support the

appropriate development and progress in children's early learning outcomes as outlined in Education and Child Development Program Services, 45 CFR SI 302 Subpart C. Program and budget narratives for Head Start to Early Head Start conversions must address all items outlined in 45 CFR SI 302.20(c) and the Head Start Grant Application Instructions. Governing body or Tribal Council and Policy Council approvals are required prior to submitting a change in scope request. All change in scope requests are subject to approval by .QHS.(QffiQe.Qf Head.S.tart). Additional information outlining critical questions and data to consider as part of the planning and development for both enrollment reduction and conversion requests is detailed in the Enrollment Reduction and Conversion Appendix.

If you have any questions regarding this 1M, please contact your regional office. Thank you for the work you do on behalf of children and families.

Sincerely, /

Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

See PDF Version of Information Memorandum:

Enrollment Reductions and Conversion of Head Start Slots to Early Head Start

Slots [PDF, 47KB]

**Historical Document** 

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#### Program Narrative

Action pact has provided comprehensive, high-quality early childhood education, family, and community services to eligible pregnant women, infants, toddlers, preschoolers, and families throughout southeast Georgia, including Appling, Atkinson, Bacon, Brantley, Candler, Charlton, Clinch, Coffee, Jeff Davis, Pierce, Toombs, and Ware Counties, for over 50 years. Action pact's mission is big. We strive to create equal opportunity by prioritizing progress over programs.

Action pact's program governance structure is based on a shared decision-making model that includes a Governing Board and Policy Council in alignment with the Administration for Children and Families (ACF), Office of Head Start (OHS) Performance Standards and related regulations. This model ensures appropriate fiduciary, legal, and programmatic responsibilities are fulfilled, while simultaneously offering parents the opportunity to engage and participate in their children's education as well as gain valuable professional, interpersonal, and parenting skills.

Action pact's Head Start program currently serves 900 low-income pregnant women, infants, toddlers, and preschoolers, including children with disabilities, children in foster care, and homeless children, and their families, from birth to age five, including 652 Head Start children through full-day, center-based services and 248 Early Head Start children through full-day, center-based services. Action pact collaborates with engaged, professional partners in each community served to ensure that children are ready for school, that parents are ready to support their children in school, and that schools are ready for action pact Head Start's children.

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#### **Budget Justification**

The proposed Quality Improvement funds will be used to hire additional floaters to lower ratios, enhance adult-child relationships, and ensure staff can have breaks during the day.

During recent staff meetings, many staff have expressed the need for a third person in the classrooms. There are many children in the program that need a one-on-one support staff. The additional floaters will help meet the needs of the children in the classrooms and provide additional support to the teaching staff.

The average salary of a floater is \$19,801. The Quality Improvement funds would allow the Head Start program to hire at least 8 additional floaters. The floaters will be hired in the centers that have the highest number staff vacancies and/or turnover, highest number of children with disabilities, and in centers with new staff that are learning to enhance adult-child relationships.

Below is a breakdown of the Quality Improvement budget:

Head Start	\$184,529
Early Head Start	\$104,572
Total	\$289,101

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#### Budget Breakdown by line item:

Head Start	Early Head Start	Total
\$110,028	\$60,006	\$170,034
\$52,091	\$29,766	\$81,857
\$22,410	\$14,800	\$37,210
\$184,529	\$104,572	\$289,101
	\$110,028 \$52,091 \$22,410	\$110,028 \$60,006 \$52,091 \$29,766 \$22,410 \$14,800

#### Personnel

The personnel budget line includes the salary and wages for at least 8 additional floaters. The floaters pay range is from \$11.40-\$13.03 per hour. The floaters will work 1,728 hours per year.

#### Fringe

Fringe benefits include social security, disability, unemployment, worker's compensation, health/dental/life insurance, and 403b retirement for the 8 additional floaters that will be hired.

#### Indirect

The indirect budget line item includes the 20.20% Indirect Cost Rate that is negotiated between the agency and the Department of Health and Human Services. This rate is determined using general and administrative expenditures as the cost pool and direct salaries and wages as

the base. There are no salaries which exceed the Executive Level II of the Federal Executive Pay scale. This indirect cost rate does not exceed the 15% limitation on administrative expenses.

#### Non-Federal Share

#### Non-Federal Share

The coronavirus outbreak has impacted our community tremendously. Although, our centers have slowly started getting more volunteers in our centers, we are struggling to meet the non-federal share. According to Office of Head Start, "Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal share match waiver is being requested, place the amount of \$0 in Section C of your SF424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the requested waiver."

Therefore, action pact would like the Office of Head Start to waive the non-federal share for the FY23 Quality Improvement grant. The amount of \$0 will be placed in Section C of our SF424A.

# action pact, Inc. Head Start Application & Budget Justification Narrative FY 23 COLA Application 11/01/2022-10/31/2023

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# action pact, Inc. Head Start Application & Budget Justification Narrative FY 23 COLA Application 11/01/2022-10/31/2023

#### Program Narrative

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# action pact, Inc. Head Start Application & Budget Justification Narrative FY 23 COLA Application 11/01/2022-10/31/2023

Budget Justification

Early Head Start and Head Start COLA funds have been budgeted separately and are summarized in the following table.

	Cost-of-Living Funding
Early Head Start	\$273,847
Head Start	\$351,530
TOTAL	\$625,377

The proposed 5.6% COLA permanent increase for all Early Head Start/Head Start staff will help our program in our continued quest to bring staff salaries and fringe benefits more in line with local competitors, and therefore, assist us in recruiting and retaining the most highly qualified and capable staff. The 5.6% COLA funds will be retroactive to the beginning of the Fiscal Year, which is November 1, 2022.

# action pact, Inc. Head Start Application & Budget Justification Narrative FY 23 COLA Application 11/01/2022-10/31/2023

The COLA funds listed above break down into the following line items:

Categories	1	am, Function, or ctivity	Total
	Head Start: Program Operations	Early Head Start: Program Operations	
Personnel	\$213,110	\$166,271	\$379,381
Fringe benefits	\$99,220	\$79,376	\$178,596
Indirect Charges	\$39,200	\$28,200	\$67,400
TOTALS	\$351,530	\$273,847	\$625,377

## Personnel

The personnel budget line will be utilized to increase the salaries and wages of the Head Start and Early Head Start's full time and limited services employees by 5.6%. The personnel budget line item also includes unfilled vacancies and the retroactive amount for each employee to the beginning of the Fiscal Year, which is November 1, 2022.

## Fringe

Fringe benefits include social security, disability, unemployment, worker's compensation, health/dental/life insurance, and 403b retirement. Full-time employees working 30 hours or more per week are eligible to receive medical, dental, vision, life, and disability insurance. Action pact provides a 75% match, up to 6%, of the employee's retirement contribution.

# action pact, Inc. Head Start Application & Budget Justification Narrative FY 23 COLA Application 11/01/2022-10/31/2023

## Indirect

The indirect budget line item includes the 20.20% Indirect Cost Rate that is negotiated between the agency and the Department of Health and Human Services. This rate is determined using general and administrative expenditures as the cost pool and direct salaries and wages as the base. There are no salaries which exceed the Executive Level II of the Federal Executive Pay scale. This indirect cost rate does not exceed the 15% limitation on administrative expenses.

## Non-Federal Share

The coronavirus outbreak has impacted our community tremendously. Although, our centers have slowly started getting more volunteers in our centers, we are struggling to meet the non-federal share. According to Office of Head Start, "Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal share match waiver is being requested, place the amount of \$0 in Section C of your SF424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the requested waiver."

Therefore, action pact would like the Office of Head Start to waive the non-federal share for the FY23 COLA grant. The amount of \$0 will be placed in Section C of our SF424A.

# HUMAN RESOURCES PROGRAM REPORT



Sonja Eason, Human Resources Director

		**

# PROGRAM REPORT FORM For Board Meetings

NAME OF PROGRAM: Human Resources

REPORT OF MONTH/YEAR: March 2023

PERSON/TITLE REPORTING: Sonja Eason-Human Resources Director

## **SUMMARY OF PROGRAM ACTIVITIES:**

- A. Health/Wellness Updates
- B. Retirement Plan Updates
- C. HR Metrics

GRANTS/AWARDS FOR BOARD APPROVAL:

YES X NO\_
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:

SIGNATURE OF PROGRAM DIRECTOR

03/06/23 DATE

# Board Meeting Summary HR Department -March 2023

## **Health & Weliness**

- Cigna Health Updates
- Strive for Five Wellness Challenge

# **Retirement Plan Updates**

Empower Retirement plan balance at year end was \$7,208,604. We have 297 participants with a balance, 270 of those are active. The other 27 are separated from service. The average participant balance is \$24,271.

Our current Life Time Income score is 92% and we have about 42% of participants that have reached their income replacement goal. The participation rate is 74% with an average contribution rate of 6.7% and there are 2.5% of participants that are contributing over 10%.

Breakdown of withdrawals for 2022 plan year

- o Separation of service-26
- o Death-2
- o Hardships-10
- o Loans-3
- o In Service-1
- o RMD-1
- o Deminimus-12
- o Death-2

Education meetings for the month of March are scheduled for March 14<sup>th</sup>-16<sup>th</sup>. Topic is Empower Your Savings

HR Metrics
New hires -12
Terminations -10

# Total employees =385

Full Time= 337
Part Time= 15
Limited Services= 17
Temp= 16

# **Demographic Data**

Females=348 Males=37

# **Ethnic Data**

Black=182 White=189 Other= 14



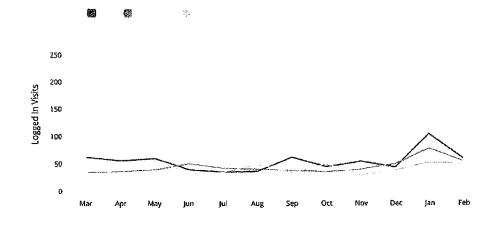
Client: ACTION PACT - 43827

Download On: 03/06/2023

myCigna Digital Engagement: Medical Plans

Registratio	on Rate		Active Use	•	
74%	of employees and spouses l registered on myCigna	have	49%	of employees and spou use myCigna	ses actively
	- 1% increase vs. last year			- 4% increase vs. last year	
Your	Rate	74%	Your	Rate Annual Control of the Control o	49%
industry	Rate	75%	Industry	Rate	56%
387 registered	d employees and spouses		1,707 total vis	its	

## Top Digital Channels





Client: ACTION PACT - 43827

Download On: 03/06/2023

Your Employees Read First-time Visits to a Provider 17% search myClgna prior to visit 2,286 total messages \* 71% decrease vs. fast year 4 3% excrease vs. last year 827 total visits **ID Card Requests** 87 requested ID Cards \* 1894 Increase vs. fast year **Virtual Care Provider Satisfaction Score** Ω 5% clicked through to virtual care 12 \* 4% decrease vs. last year Medical RECOMMENDATION RATE FROM 16 158 96% **VERIFIED PATIENTS** 8 employees and spouses who clicked through

Registration Rate: The total number of employees who have registered their account on myCigna.com or the myCigna mobile app

Active Users: The percentage of users who have logged in at least once out of all registered users.

Top Digital Channels: The total number of logged-in visits on myCigna using a traditional web browser, mobile browser, or the mobile app.

Your Employees Read: The total number messages or notifications opened by employees and spouses on myCigna.

ID Card Requests: The total number of ID card requests (via mail or print) on myCigna.com and the mobile app.

Provider Satisfaction Score: The total number of employees and spouses who say they would recommend a provider divided by the total number of reviews submitted on myCigna.

First-time Visit to a Provider: The total number of employees and spouses who found and visited a new provider using myCigna.com or the mobile app.

Virtual Care: The percentage of users who chicked through to a virtual care vendor's site from the virtual care landing page on myCigna.com or the mobile app.

# MACCILITY COLUMNIALY



Participants with a balance 

297

\$7,208,604

Trending

# 12/31/2019 12/31/2020 12/31/2021 12/31/2022 304 315 293 297 Trending Š 200 8

12/31/2019 12/31/2020 12/31/2021 12/31/2022 \$7.5M \$7.6M \$8.0M \$7.2M

MGS SOM

S6M ....

270 Active participants with a balance

Separated from service participants 27 with a balance

\$7,208,604

Total assets

Plan assets

# Overview

of period end. The assets do not reflect any adjustments, dividends, corrections, or similar that are processed after period end. counts presented are effective as The assets and participant

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# ≅ Lifetime Income Score

The below is based on a standard income replacement goal of 75%





# 8% 3% 10%

individuals for which both a date summary is based on all actively

employed and eligible

This Lifetime Income Score

Overview

As of 12/31/2022

provided. A standard salary replacement goal is used for all the included individuals. of birth and salary have been



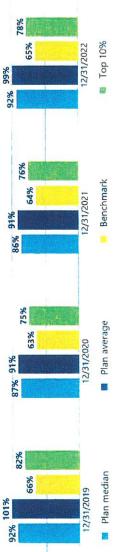
Lifetime Income Score comparison over time

1000%

960

50%

plan are based on 391 eligible participants.



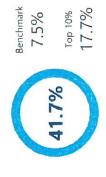
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# Percent reaching goal

The below is based on a standard income replacement goal of 75%

# Participants reaching goal



163 of eligible participants are on track to achieve an estimated retirement income that is greater than or equal to 75% of their current salary. This is based on 391 eligible participants that have a calculated Lifetime Income Score.

summary is based on all actively employed and eligible individuals for which both a date

This percent reaching goal

As of 12/31/2022

of birth and salary have been provided. A standard salary

replacement goal is used for all the included individuals.

# Percent reaching goal over time

100%



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# **Executive summary**



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of participant assets.

13.8%

Do-it-yourself strategy

# **Executive summary**

Participation rate 74%

Benchmark

Top 10% %06

benchmark by 21% and is below the top 10% of 74% of eligible participants have a contribution rate setup as of month end. This is above the peers by 16%.

Trending



Contribution rate

**6.7%** 

Top 10% 9.6%

Benchmark 88.9

as of month end. This is below the benchmark by 0.1% and is below the top 10% of peers by 2.9%. participants that have a contribution rate set up 6.7% is the average contribution rate for



Contributing over 10% 2.5%

Benchmark 10.9%

19.9% Top 10%

have a contribution rate set up as of month end. 2.5% of participants are contributing over 10%. below the top 10% of peers by 17.4%. This is This is below the benchmark by 8.4% and is based on the population of participants that



12/31/2019 12/31/2020 12/31/2021 3.1%

12/31/2022

12/31/2021

12/31/2019 12/31/2020 %0.9

5.5%

6.4%

2.8% 3.3%

12/31/2022 2.5% 374699-01 Action Pact Inc

12/31/2021 12/31/2022

12/31/2020

12/31/2019

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# As of 12/31/2022

Participation rate comparison



Benchmark 53%

Top 10% 90%

141 eligible individuals are not participating in this plan as of

0

400 eligible individuals are participating in this plan

# Overview of those who are not participating

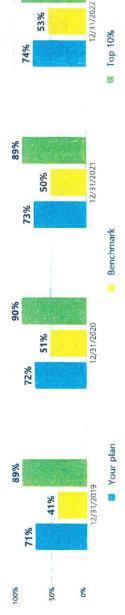
60 have never participated and are without a balance

69 have never participated but have a balance

12 have participated previously but are not currently participating in this plan

# Participation rate comparison over time

%06



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# a regular ongoing active deferral as a percent or flat dollar amount on file by the total number of eligible participants. The participation rate represents figure is derived by dividing the total number of participants with the percent of actively employed and eligible individuals participating in the plan; this

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ואנה ביוובי דיכמילים מילילים						
Company Code	Payroll Name	File Number	Job Title	Hire Date	Rehire Date	Years of Service
FPT	Cooper, Yvette J.	010188	Administrative Support Clerk	01/23/2023		0 year, 1 month
FPT	Royals, Kimberly	010189	Meal Delivery Driver	01/23/2023		0 year, 1 month
FPT	Bernard, Roselyn R	010192	Assistant Cook - Custodian	01/30/2023		0 vear, 1 month
FPT	Cantrell, Garrett Austin	010100	Custodian	01/30/2023		0 year, 1 month
FPT	Graves, Cathalene	010196	Administrative Support Clerk	01/30/2023		0 year, 1 month
FPT	lordan, Jamie Lyn	010193	Interventionist	01/30/2023		O year, I month
FPT	McGauley, Pamela M	010191	Family Advocate	01/30/2023		0 year, 1 month
FPT	Ross, Marquis Levone	010194	Custodian	01/30/2023		0 year, 1 month
FPT	Trice-Ellis, Patrice	010195	Administrative Support Clerk	01/30/2023		0 year, 1 month
FPT	Herrera, Milly P	010199	EHS Floater	02/20/2023		0 year, 0 month
FPT	Hyers, Shelly	010198	Interventionist	02/20/2023		0 year, 0 month
FPT	Pheil, Crystal Brooke	010200	H/S Substitutes	02/20/2023		0 year, 0 month
Totals for Company Code FPT	any Code FPT					
Distinct		13				
<b>Grand Totals</b>						
Distinct		12				

	Terming	Term023				
HOME DEPART	JOB TITRTMENT	JOB.	HIRE DATE	TERMINATION DATE	REASON	YEARS OF SERVICE
400400 - Head Start	FLOATEd Start	FLOA	10/22/2019	01/24/2023	K - Ouit without police	2.3
400400 - Head Start	EHSFLOd Start	EHSF	11/14/2022	02/01/2023	X - October 1 Society of the Society	0.0
400400 - Head Start	FLOATE3 Start	FLOA	11/08/2021	02/13/2023	Society and the second	1.3
300300 - CSBG	CCNPE -G	CCNF	11/28/2022	02/14/2023	B - Altendance	5.0
400400 - Head Start	INT - Inted Start	INT -	03/14/2022	02/21/2023	- X - Out without police	0.41
400400 - Head Start	EHSTCHI Start	EHST	11/07/2016	02/24/2023	- Improper handling and mistreatment of a child	- C.
400400 - Head Start	EHSFLO <sub>3</sub> Start	EHSF	02/14/2022	02/27/2023	X - Out without portion	D 14
400400 - Head Start	EHSTCHJ Start	EHST	11/14/2022	02/28/2023	A - Abandoned Joh	0. 0.
400400 - Head Start	TCHASS1 Start	TCHA	09/06/2022	03/01/2023	S - Voluntary Resignation	5.0
400400 - Head Start	CUST - Cl Start	CUST	12/05/2022	03/02/2023	S - Voluntary Resignation	0:2
	Professional and the contract of the Professional Profess					

# FISCAL DEPARTMENT PROGRAM REPORT



Hayley Stephens, Fiscal Director

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# PROGRAM REPORT FORM FOR BOARD MEETINGS

NAIVIE OF PROGRAIVI: FISCAI	
REPORT OF MONTH/YEAR: March 2023	
PERSON/TITLE REPORTING: Hayley Stephens, Fiscal Director	
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:	
We are continuing to hold monthly budget meetings with each program director. Each grants is currently operating within the approved budget.	nt
The fiscal team is making final year-end adjustments and will spend the next several weeks preparing the financial statements, notes, and other supporting audit schedules. Our audit will be onsite the week of March 27 <sup>th</sup> .	
Although the agency is audited each year as a whole, there is a portion of the audit, referred to as the single audit, where our auditors select specific grants and programs and review them in greater detail. The single audit consists of reviewing reports, client eligibility, etc. This year, our auditors have selected to review Head Start, CSBG, Senior Nutrition and CCSP-T3B.	∍d
GRANTS/AWARDS FOR BOARD APPROVAL:YESX_NO (If yes, attach Grants/Awards form)	
OTHER ITEMS FOR BOARD APPROVAL:	

### action pact BALANCE SHEET

	10/31/22	01/31/23
Assets:		
Current Assets		
Cash and Cash Equivalents	\$ 2,144,690	\$ 1,991,206
PPP Funds	-	-
Due from Grantors	1,451,082	1,474,485
Other Current Assets	193,730	45,843
Total Current Assets	3,789,502	3,511,534
Fixed Assets	3,796,028	3,776,391
Restricted Cash	733,995	791,328
Related Party Receivables	195,124	195,124
Total Assets	\$ 8,514,650	\$ 8,274,377
Liabilities and Net Assets:		
Liabilities		
Current Liabilities		
Accounts Payable	\$ 826,468	\$ 257,033
Payroll Liabilities	466,037	1,118
Other Liabilities		<u> </u>
Total Current Liabilities	1,292,505	258,151
Deferred Revenue	710,972	1,289,472
Health Insurance Claims Payable	194,865	194,865
Deferred payroll	283,219	283,219
Accrued vacation	430,142	362,263
Mortgage Payable	2,331,111.44	2,309,145
PPP refundable advance	0	
Total Liabilities	5,242,815	4,697,114
Net Assets		
Net Assets - Beginning	3,843,114	3,271,835
Change In Net Assets	(571,279)	305,427
Net Assets	3,271,835	3,577,262
Total Liabilities and Net Assets	\$ <b>8,514,650</b>	\$ 8,274,377

#### **STATEMENT OF ACTIVITIES**

	Three Months Ended		
SUPPORT AND OPERATING REVENUE:	01/31/22	01/31/23	
Government Grants:			
Federal Grants	\$ 7,462,106	\$ 6,946,149	
State Grants	863,432	846,281	
Total Government Grants	8,325,538	7,792,430	
Other income (includes United Way, local funds, and contributions)	218,245	177,240	
In-kind contributions	544,873	616,923	
Total Revenue	9,088,656	8,586,593	
EXPENSES:			
Personnel Costs:			
Salaries	2,300,757	2,496,730	
Fringe benefits	997,450	1,152,055	
Total personnel costs	3,298,207	3,648,786	
Program Expenses:			
Direct Benefits	3,545,224	2,397,552	
Food	287,333	365,791	
, Materials and Supplies	288,027	355,119	
ravel	28,798	42,679	
Communications	74,180	67,399	
Information Technology	131,395	35,433	
Health & Safety	6,810	9,859	
Contract Services	7,429	864	
Program Support	970	2,365	
Participant Support	7,699	4,829	
Capital Expenditures	52,322	222,380	
Depreciation Expense	19,637	19,637	
Total Program Expenses	4,449,825	3,523,906	
General and Administrative Expenses - See attached schedule	409,197	472,447	
In-kind expenses	544,873	616,923	
Total Expenses	8,702,102	8,262,062	
Net income	386,554	324,531	
Self-insurance gain (loss) - See attached schedule	23,286	(19,104)	
Total Agency Gain (Loss)	\$ 409,840	\$ 305,427	

#### **STATEMENT OF GENERAL AND ADMINISTRATIVE EXPENSES**

	Three Months Ended			
	0:	1/31/22	0:	1/31/23
General and Administrative Expenses		· · · · · · · · · · · · · · · · · · ·	<u> </u>	
Rent/Leases - Real Estate	\$	17,391	\$	20,733
Professional Fees		_		1,365
Utilities		65,724		72,430
Property & General Liability Insurance		86,398		61,097
Repairs and Maintenance		94,771		50,980
Training and Education		13,078		57,295
Memberships and Subscriptions		8,451		67,079
Transportation		23,022		31,745
Rentals/Leases - Equipment		9,748		17,382
Meetings and Conferences		4,134		9,724
Publications and Printing		7,313		12,280
Recruitment Expenses		1,511		2,998
Postage & Delivery		5,383		4,960
Advertising/Public Relations		9,757		7,192
Miscelianeous (includes reimbursement to OATH)		14,469		10,103
Retirement Plan Fees/Payroll Processing Fees		24, <del>9</del> 52		22,827
Interest Expense		23,093		22,257
Total General and Administrative Expenses	\$	409,197	\$	472,447

### action pact PROFIT & LOSS - SELF-INSURANCE FUND

	Three Mor	nths Ended	
	01/31/22	01/31/23	
Revenues:			
Premiums charged to programs	\$ 736,094	\$ 868,141	
Employee Contributions	71,847	81,584	
Other Income	1,558	1,136	
Total Revenue	809,499	950,862	
Expenses:			
Medical claims	610,906	841,438	
Less reinsurance refunds	(34,553)	(84,135)	
Dental claims	20,990	24,554	
	597,343	781,856	
Other expenses:			
Reinsurance Premium	105,510	112,404	
Other Premiums	40,972	25,988	
Fees - Third Party Administrator (CIGNA)	42,387	49,718	
Total expenses	786,213	969,966	
at Gain (Loss)	\$ 23,286	\$ (19,104)	

# INFORMATION TECHNOLOGY PROGRAM REPORT



Joey Wilkes,
Information Technology
Director

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## DEVELOPMENT PROGRAM REPORT



Elena Ryals, Development Director



Development

NAME OF PROGRAM:

REPORT OF MONTH/YEAR: March 2023	
PERSON/TITLE REPORTING: Elena Ryals-Development Director	
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:	
<ul> <li>Upcoming grant submissions</li> <li>CDC – COVID-19 and Influenza Vaccine Uptake Initiative</li> <li>Promoting Safe and Stable Families – CASA</li> </ul>	
<ul> <li>Transportation Project close-out</li> <li>Engagement Plan – website updates</li> <li>Upcoming Events – 3<sup>rd</sup> Annual Rubber Duck Race</li> </ul>	
GRANTS/AWARDS FOR BOARD APPROVAL: YES X (If yes, attach Grants/Awards form)	_NO
OTHER ITEMS FOR BOARD APPROVAL:	
Elena Ryals	NA
SIGNATURE OF PROGRAM DIRECTOR	March 8, 2023 DATE

## PROGRAM REPORTS



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NAME OF PROGRAM:

**Community Care Services Program** 

REPORT OF MONTH/YEAR: March 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 is July 1st thru June 30th. Listed below by county are the number of unduplicated clients served in our 42-county area for the months of July through February:

County	Number of Clients	Southern Counties	Number of Clients
Appling	17	Atkinson	10
Bleckley	8	Bacon	8
Bryan	12	Ben Hill	14
Bulloch	72	Berrien	14
Candler	20	Brantley	11
Chatham	81	Brooks	13
Dodge	31	Charlton	7
Emanuel	55	Clinch	8
Evans	12	Coffee	29
Glynn	32	Cook	12
Jeff Davis	21	Echols	2
Johnson	16	Irwin	3
Laurens	105	Lanier	5
Liberty	28	Lowndes	46
Long	7	Pierce	19
McIntosh	7	Tift	28
Montgomery	24	Turner	10
Tattnall	22	Ware	33
Telfair	18		
Toombs	47		
Treutlen	14		
Wayne	20		
Wheeler	12		
Wilcox	19		
TOTAL	700	TOTAL	272

**Grand Total: 972** 

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

The Federal Public Emergency Health Order will be officially ending on May 11<sup>th</sup>, for the frail elderly. What does this mean to our program? We will be required to make home visits to complete initial assessments, annual reassessments, modified reassessments and 90-day care plan reviews. This doesn't mean that on May 12<sup>th</sup> we have to visit all clients. We visit based on which clients have their annual reassessment or 90-day care plan due in May. Also, we will 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 have been preparing for this since last May by making a few home visits each month to see what issues may arise. So far everything has gone smoothly, and we don't anticipate having any issues.

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

GRANTS/AWARDS FOR BOARD APPROVAL: OTHER ITEMS FOR BOARD APPROVAL: N/A	YES	X_NO
Línda B. Steedley		
		<u>3-7-23</u>
SIGNATURE OF PROGRAM DIRECTOR		DATE

NAME OF PROGRAM: Community Services

REPORT OF MONTH/YEAR: March 2023

PERSON/TITLE REPORTING: <u>Diane Rogers, Community Services Director</u>

#### SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

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

- All 7 sites in the Heart of Georgia Area have been monitored by the Area Agency on Aging and the reports have been very good, with only a handful of minor infractions.
   We have made corrections in the areas noted and will continue to focus training efforts in those areas.
- o Citizen Review Panel meetings were held with United Way of Southeast Georgia (serving Bulloch County) and United Way of Toombs, Montgomery, and Treutlen Counties (serving Toombs County) were held in March. Panel members gave positive reviews of our centers and the services we provide to the Seniors. We requested \$35,000 for Bulloch County and \$50,000 for Toombs County.
- Tattnall County Board of Commissioners replaced the carpet in the Senior Center in Reidsville with laminate flooring. It looks great!
- Every center is adding lots of interesting activities for the Seniors. I am proud to say that we are embracing the "new" model, which allows seniors to choose from a variety of activities each day.
- The County Coordinator position in Long County is vacant, but interviews are scheduled for Friday, March 17<sup>th</sup>.

#### **Community Services**

- Georgia Department of Human Services completed their review of our Organizational Standards Self-Assessment and we were given a score of 93.1%.
  - ♦ We are required to complete a comprehensive risk assessment every two years and share the results with the board. We completed the assessment in 2021, but our board minutes didn't reflect that the results were shared with the Board.

- Our strategic plan does not address the reduction of poverty and we did not use data gathered from our needs assessment to complete the plan. We were aware of this. Our current plan addresses infrastructure goals that will enhance our ability to address the reduction of poverty and had already planned to address our mission in the next plan. We will use data from our needs assessment to write the plan.
- We could find no record that a performance appraisal had been completed by the board for the executive Director during calendar year 2022.

The final score reflects that we met 53 of the 57 standards.

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

 We are still awaiting the second allocation of Heating Assistance funds. The Cooling Assistance program is still scheduled to begin on April 1 for elderly and homebound households.

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

We are very near depletion of all funds and anticipate all funds will be spent by March
 31.

GRANTS/AWARDS FOR BOARD APPROVAL: (If yes, attach Grants/Awards form)	_XYES	NO
OTHER ITEMS FOR BOARD APPROVAL: N/A		
Diane C. Rogers		March 7, 2023
SIGNATURE OF PROGRAM DIRECTOR	- <del></del>	DATE

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

March 2023

**PROGRAM** 

**GRANT** 

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

**COUNTIES SERVED** 

**Community Services Department Community Services Block Grant** 

Georgia Department of Human Services

10/1/2022 - 9/30/2023

\$299,139.29

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

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

Tattnall, Toombs, Ware, Wayne

PROGRAM GRANT

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

**COUNTIES SERVED** 

**PROGRAM** 

**GRANT** 

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

**COUNTIES SERVED** 

**PROGRAM** 

**GRANT** 

**FUNDING SOURCE** 

**FUNDING PERIOD** 

**GRANT AMOUNT** 

**COUNTIES SERVED** 

NAME OF PROGRAM:

**Educational Talent Search Program** 

REPORT OF MONTH/YEAR:

March 20, 2023 - action pact, Inc. Agency Board Meeting- Sarah's - Baxley, Ga.

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

#### SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

- The Educational Talent Search Trio Program is now in the seventh month of operation for fiscal year 2022/2023. As of March, the program is operating on schedule in meeting all major goals and objectives by the end of this current fiscal year, which ends August 31st, 2023.
- As stated in our ETS January 2023 board report, the previous year 2021/2022 Talent Search Annual Performance Report (APR) had not been submitted and has been delayed since December 2022 due to technical difficulties with the software system database. As of today, the report has still not been submitted and we are being told that the system may be available for submission on April 3, 2023. In the meantime, our ETS Trio Program had to submit an Interim Performance Report (IPR) through the G5 Grant System on February 13, 2023. This report was requested by the U.S. Department of Education to allow Trio Programs Specialist an opportunity to begin conducting a review of each project to ascertain whether are not substantial progress for FY 2022/2023 was being made. If substantial program was not being made, or if the required IPR was not submitted, a program could run the risk of not receiving a continuation grant for the 2023/2024 program year. Below is what was requested by the department and what was reported:
  - 1. Number of students served as of to date for the 2023 Performance Period: Funded to Serve: 1,021......Number Served as of 1/31/23: 1,024

However, we do have an additional twenty-five (25) students who have completed their enrollment application but are on a waiting list until we receive parent income information.

- 2. Number of "Low-income and First-Generation" students enrolled in program: Required Percentage: 66% ......Percentage Served: 70% (717)
- 3. # Budgeted Staff: 6.....# Employed Staff: 6
- 4. Approved Budget: \$566,401.00......Estimated balance at end of program year: --0--
- 4. ETS Counseling Sessions and Activities:

Bi-weekly visits and workshop sessions are continuing at all local target area schools. Some of the activities that are being provided in target area schools at this time with our ETS students are:

- Seniors - SAT & ACT Applications, College Admissions, Federal Financial Aid Assistance, Scholarship Searches/Applications, Financial Literacy Workshops, Career Options, Testing, and Field Trips to various Colleges.
- Practice PSAT & ACT, Career Counseling and FAF/College Information, Field Trips. Juniors
- Sophomores PSAT Workshops, Career Inventory, P/Secondary Information and Field Trips.
- Freshmen Dropout Prevention, Career Options, College Information, and Field Trips.
- > 8th Graders Pre-college Curriculum, Academic Counseling, Decision Making, Study Skills & Test Taking, Self-Esteem, Self-motivation, Bullying, Goal Setting and Field Trips.

- > 7th Graders Academic Counseling, Test Taking & Study Skills, Self-Esteem, Goal Setting, Career Choices & Field Trips to various local colleges.
- > 6th Graders Academic Counseling, Critical Thinking, Life Skills, Goal Setting, Creating a Better You, & Field Trips to various colleges.

#### Past & Upcoming Trio Events:

- STARS Day with Educational Talent Search Program Wednesday – March 8, 2023 Bacon County High School Alma, Georgia
- (2) Annual Trio Tri-State (Florida, Georgia, & South Carolina) Training Conference April 2 5th, 2023 Hilton Hotel & Resort Myrtle Beach, South Carolina At this training conference, workshops will be conducted, and information will be given out on all the new changes in financial aid, scholarships and other forms of federal grant aid that will help our ETS Counselors to better serve Trio program participants.

GRANTS/AWARDS FOR BOARD APPROVAL:	Yes:	No: X
OTHER ITEMS FOR BOARD APPROVAL: Non	ie	
<u>Carolyn Crume-Blackshear, ETS Director</u> SIGNATURE OF PROGRAM DIRECTOR		<u>March 3, 2023</u> DATE

#### **FOR BOARD MEETINGS**

NAME OF PROGRAM: Weatherization

REPORT OF MONTH/YEAR March 20, 2023

PERSON/TITLE REPORTING: Weatherization Director

#### SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS: As of March

Contract	Amount	Balance
<b>DOE-2022-2023</b>	\$375,706.59	\$39,465.13
HHS-2022-2023	\$343,851.84	\$129,266.18
BIL 2022-2027	\$1,197,034.00	\$ 1,197,034

- 1. Weatherization had a fiscal on-site monitoring visit with Georgia Environmental Finance Authority (GEFA). We are currently waiting for the report.
- 2. GEFA is putting training classes together for the agencies to train employees. Weatherization has a field monitoring visit March 15,16, and 17 to be performed by CHP. (Community Housing Partners)
- 3. We have hired 2 weatherization techs and 1 weatherization clerk. They started March 6, 2023, in the Waycross office. In the process interviewing for more weatherization techs for the Reidsville office.
- 4. Head start transferred 2 trucks to weatherization.
- 5. We continue to move forward in operations with our funding sources to help the clients in their needs from weatherization.

GRANTS/AWARDS FOR BOARD APPROVAL: No

(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:

DeWayne McCudry

## GRANTS/AWARDS REPORT



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### Grants/Awards Form March 20, 2023 Board Meeting

PROGRAM Community Services Department

GRANT Community Services Block Grant (Amendment 1)

FUNDING SOURCE Georgia Department of Human Services

**FUNDING PERIOD** 9/30/2022 – 9/29/2023

**GRANT AMOUNT** \$299,139.29 (New total contract amount \$1,277,430.29)

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 Low Income Home Energy Assistance Program (Amendment 1)

FUNDING SOURCE Georgia Department of Human Services

**FUNDING PERIOD** 9/30/2022 - 9/29/2023

**GRANT AMOUNT** \$2,602,187.00 (New total contract amount \$6,874,857.00)

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

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

Toombs, Ware and Wayne Counties

PROGRAM Head Start

**GRANT** FY 23 COLA & Quality Improvement Grant

**FUNDING SOURCE** Office of Head Start **FUNDING PERIOD** 11/1/2022 – 10/31/2023

**GRANT AMOUNT** \$914,478.00

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

Jeff Davis, Pierce, Toombs, and Ware Counties

PROGRAM CASA

**GRANT** FFY2024 Promoting Safe and Stable Families

**FUNDING SOURCE** Georgia Division of Family and Children Services

**FUNDING PERIOD** 10/1/2023 – 9/30/2024

**GRANT AMOUNT** (No dollar amount at this time)

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

TOTAL - \$3,815,804.29



**EXECUTIVE DIRECTOR (Interim)** 

Shelli Tyre

**EXECUTIVE BOARD CHAIR** 

Leonard Burse, Jr.

### **RESOLUTION TO ENTER CONTRACT**

At the <u>regular meeting</u> of the Executive Board of <u>action pact</u> on <u>March 20, 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> <u>Services Block Grant (Amendment 1)</u> services for the <u>Community Services</u>

**<u>Department</u>** be it therefore

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

Georgia Department of Human Services funding source for the provision of Community Services Block Grant (Amendment 1) services for the period beginning September 30, 2022, and ending September 29, 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 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)

Shelli Tyre

EXECUTIVE BOARD CHAIR
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**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>Low</u> <u>Income Home Energy Assistance Program (Amendment 1)</u> services for the

**Community Services Department** be it therefore

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

Georgia Department of Human Services funding source for the provision of Low Income Home Energy Assistance Program (Amendment 1) services for the period beginning September 30, 2022, and ending September 29, 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 **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)**

Shelli Tyre

**EXECUTIVE BOARD CHAIR** 

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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 23 COLA & Quality Improvement 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 23 COLA & Quality Improvement Grant services for the period beginning November 1, 2022, and ending October 31, 2023 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



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#### **EXECUTIVE DIRECTOR**

Shelli Tyre

EXECUTIVE BOARD CHAIR
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**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>Division of Family and Children Services</u> funding source for the provision of services as described in the <u>FFY2024 Promoting Safe and Stable Families</u>

proposal; be it therefore

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

<u>Family and Children Services</u> funding source for the provision of services as described in the <u>FFY2024 Promoting Safe and Stable Families</u> proposal for the period beginning <u>October 1, 2023</u>, and ending <u>September 30, 2024</u>, in the following counties: <u>Bacon, Brantley, Charlton, Coffee, Pierce, and Ware</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



# EXECUTIVE DIRECTOR PROGRAM REPORT



Shelli Tyre, Executive Director

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





#### Board Training

- Thank you to Board members who attended our training on how the agency's Indirect Cost Rate works.
- Thank you to the following for attending STARS Days: Linda McDuffie, Marcus McCray, Leonard Burse. This is a great learning experience for Board members, as they receive hands-on learning within each of our programs, AND it is beneficial to our STARS and program staff to be recognized for the work they do by our Board.
- STARS Weatherization Day: Wednesday, April 12<sup>th</sup> (location TBA)
- Budget Training will be planned and announced following the audit
- 2023 Dashboard with March data
- Staff Survey
  - o I recently developed and sent out a survey to all staff.
  - The survey was done through Survey Monkey and was completed without any identifying information.
  - We had a total of 218 respondents, which is higher than our last survey.
  - The survey consisted of 23 questions, ranging from overall job satisfaction, to training, to benefits, and asked some open-ended questions.
  - I will spotlight a few questions at each meeting to allow us to digest the information in smaller bits.
    - I enjoy my current position. (96.78% strongly agree/agree)
    - I am proud to work for action pact. (99.06% agree/disagree)
    - What is the greatest strength of the agency? (open-ended answers)

#### CASA Update

- $\circ$  We have advertised the CASA Director position, and it will close out March 28<sup>th</sup>.
- I have been working with Georgia CASA to address our underfunding. They have agreed to provide an additional \$22,500 in funding for two years to sustain our program until some anticipated funding comes down from the state legislature.
  - This funding will allow us to pay higher wages to our Volunteer Coordinators in hopes of attracting and retaining staff that are equipped to perform the expected duties.
  - The funding will be prorated during the current year.
- Development Director is currently working with CASA's only full-time staff member to complete the application for the PSSF grant.

#### Audits & Monitoring

- o January: Head Start Focus Area 1: No deficiencies or concerns
- o February: Weatherization Fiscal: Awaiting final report
- o March: Weatherization Field Monitoring
- o March 27-31: Agency Auditors on site
- o April 4-5: ESG-CV Monitoring
- Ongoing: Senior Nutrition Monitoring Visits
- Ongoing: Head Start Licensing Visits
- o Ongoing: Head Start Quality Rated Visits

#### · Deputy Director

- Position posting closed out on Friday, March 17<sup>th</sup>.
  - 10 applications received during initial posting (6 internal, 4 external)
  - Only 1 additional external application received during extension
- o Interviews will be conducted soon

#### • Building Mortgage

- As I have been discussing since July, this is a high priority area for the agency.
- Hayley and I participated in a training on the Congressional Earmark process. It was very informative and may be something we can prepare an application for next year, but funding is not readily available for facility purchase.
- I met with a representative from Senator Warnock's office with whom I have a prior relationship to discuss our dilemma. I asked her to help us to make a request that our PPP funding, which was forgiven by both the SBA and the lender, be returned to the agency. She made a connection with the appropriate person, and I have submitted a request to re-open and re-examine our case. If we are successful, we could stand to receive the approximately \$1.7 million back, and those funds would be applied directly to the building mortgage. I do not have a specific timeline on the process, but the representative who accepted my request let me know not to expect a quick turnaround.
- While it would be an answered prayer to have the PPP funds returned, we cannot put all of our eggs in that basket. I encourage the Board to continue to focus on this issue and provide input on some additional alternatives.

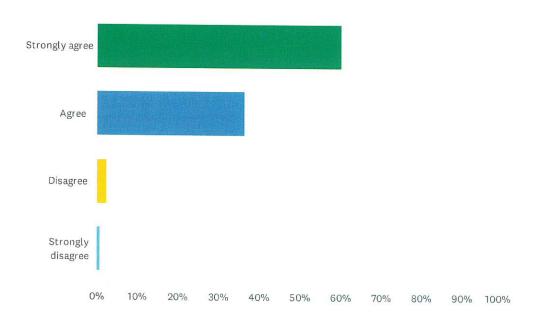
				ន			CCSP			CASA																				
Community Initiatives	# HH Receiving Crisis Int	% Meeting Case Mgmt Goals	% Increased Self-Sufficiency	# Volunteers	New Clients	Cost per Client	# Billable Monthly	Fundraising \$	# Volunteers	# Served	How do we look internally?	IT Remote Service %	IT Response Time	Timeline to fill open positions	403b Participation	Retention %	Satisfied/Very Satisfied	How do we look to staff?	Satisfied/Very Satisfied	How do we look to clients?	% Min/Female/Vet/Small Bus.	\$ Spent with Local Vendors	How do we look to our community?	Compliance Issues/Audit	Unrestricted Balance	Annual Fundraising Revenue	Board Giving %	Federal Funding %	How do we look to donors/funders?	
0	262	80%	80%	6	42	<192.50	756	\$5500	19	143	nally?	50%	3 days	3 weeks	74%	98%	85%	"	98.7%	ents?	31%	\$171,031	ır communi	0/UNQ	\$75,760	\$16,135	33%	81%	mors/funde	Jan
0	408	72%	72%	6	83	<192.50	763	\$6550	20	122		50%	3 days	2. 5 weeks	74%	100%	97.9%		98.7%		34%	\$236,358	ty?	0/UNQ	\$57,540	\$31,278	33%	83%	ers?	Mar
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# Q3 I enjoy my current position.

Answered: 217 Skipped: 1



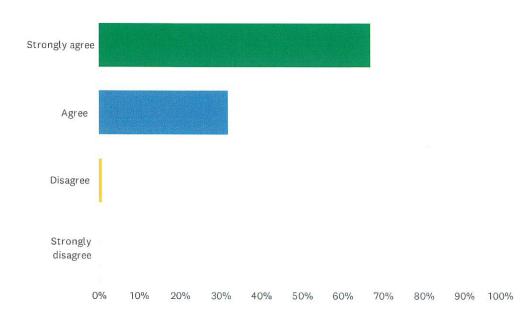
ANSWER CHOIC	CES	RESPONSES		
Strongly agree		60.37%	131	
Agree		36.41%	79	
Disagree		2.30%	5	
Strongly disagre	е	0.92%	2	
TOTAL			217	
# C0	OMMENT (OPTIONAL)		DATE	
1 I e	enjoy my work and position but do not feel that the compensation	n is satisfactory.	2/23/2023 2:44 PM	
2 I t	ruly enjoy helping the student's success for college readiness.		2/22/2023 4:46 PM	
3 116	ove and enjoy working and helping the seniors.		2/22/2023 9:17 AM	
4 I a	am trying to get into a new position due to burnout in the classroo	om	2/21/2023 11:26 AM	
5 I c	currently love my position as a teacher, but there is a bigger need om at my center that I would love to teach.	d for a quality improvement	2/20/2023 2:49 PM	
6 I c	can not do my job because I am working in a class because we a	are so short staffed.	2/17/2023 1:47 PM	
7 Ag	gree and Disagree		2/17/2023 12:24 PM	
tea we	we had a 3rd person in our classroom or an interventionist it wou acher in a inclusive class is hard work and I feel that there is no a have that we can't get the help we need. This is a big set back r our kids also.	reason with as many floater	2/17/2023 12:18 PM	
9 Iw	vork with good people, and my work usually keeps me busy (son	nething I prefer) and makes	2/17/2023 11:37 AM	

me feel that I have played an important role in helping folks in need.

, ,	10	I am grateful for my job, believe in what I do, though I do look forward to an opportunity within the agency where I can use my passion for training and organizational development.	2/17/2023 9:16 AM
	11	I thoroughly enjoy cooking for the seniors, and they always express their appreciation. I've even received a note of appreciation from one of our HDM clients:-)	2/17/2023 8:17 AM
:	12	But we are so underpaid, the work day in and out even from our home company spends to much money on things we don't need instead pay us specially the one who have fought it out and stayed	2/16/2023 5:25 PM
	13	I love my position!	2/16/2023 3:25 PM
	14	I have learned a lot and have grown to respect so many coworkers and this agency, but there is always room for improvement.	2/16/2023 2:50 PM
:	15	At times it seems like everything is put the teachers to complete or tackle. We have to keep the children safe, engaged, we have to prep for meals, clean-up after meals, plus all the other classroom duties with only two teachers in the classroom. It is over whelming and sometime frustrating when we are dealing with a lot of behaviors and other issues children bring to the classroom.	2/16/2023 2:42 PM
1	16	I work with the best County Coordinator and she is awesome at training or teaching me new procedures!	2/16/2023 2:42 PM
1	17	I need more training and an understanding of why I do some of the things I do.	2/16/2023 2:20 PM
1	18	Action pact is amazing, the outside entities make the work exp difficult.	2/16/2023 1:40 PM

# Q21 I am proud to work for action pact.

Answered: 213 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly agree	67.14%	143
Agree	31.92%	68
Disagree	0.94%	2
Strongly disagree	0.00%	0
TOTAL		213

#	COMMENT (OPTIONAL)	DATE
1	Im helping clients	2/23/2023 4:33 PM
2	I enjoy being of service to those who are less fortunate than most of us.	2/23/2023 10:04 AM
3	Action pact involves working with and helping the community especially the elderly which I am very passionate about helping others.	2/23/2023 9:01 AM
4	I am so blessed and proud to be part of this agency!	2/23/2023 8:26 AM
5	Action Pact is a tremendous company to work for!!!!	2/22/2023 9:17 AM
6	I love working for the agency.	2/21/2023 11:26 AM
7	most of the time	2/21/2023 9:04 AM
8	sometimes	2/17/2023 12:42 PM
9	I am e proud to be a part of a great team helping our communities.	2/17/2023 12:22 PM
) 10	I am very proud to work for action pact and plan to continue investing my life here.	2/17/2023 9:16 AM
11	I love this company!	2/16/2023 3:25 PM

# Q22 In your opinion, what is the greatest strength of the agency?

Answered: 175 Skipped: 43

#	RESPONSES	DATE
1	The greatest strength of the agency is the services provided through the different components of the agency.	2/23/2023 4:36 PM
2	I'm not quite sure it's only as good as the integrity of the directors	2/23/2023 4:33 PM
3	Caring for the children and making sure they are well taken care of.	2/23/2023 3:20 PM
4	The workers	2/23/2023 3:15 PM
5	The people.	2/23/2023 2:44 PM
6	variety	2/23/2023 2:13 PM
7	Positive impact on our community by helping families in need. Caring and supportive staff and co-workers.	2/23/2023 1:30 PM
8	The greatest strength of the agency is having a good team to work with daily.	2/23/2023 12:53 PM
9	That we serve our communities with great services in all our areas of the agency. We strive to provide the most quality services to our clients/children.	2/23/2023 12:39 PM
10	The service to the children and families.	2/23/2023 12:16 PM
11	Family Environment for staff and clients to help one another grow together.	2/23/2023 12:06 PM
. 12	The greatest strength of the agency to me would be that we can serve the communities around us,	2/23/2023 12:06 PM
13	The help and support they give to our community and its families.	2/23/2023 12:04 PM
14	Unity	2/23/2023 11:59 AM
1.5	n/a	2/23/2023 10:38 AM
1.6	The biggest strength is the opportunity to give back and the work environment is peaceful.	2/23/2023 10:04 AM
17	It has some amazing individuals working for it.	2/23/2023 9:39 AM
18	US WITH THE LOVE FOR THE SENIORS US GIVING A HELPING HAND TO THOES THAT ARE NEEDING HELP.	2/23/2023 9:34 AM
19	people	2/23/2023 9:27 AM
20	I think that our leadership sets a great example for the staff, they always have a positive attitude and are very helpful, continue to lead from the front, thanks,	2/23/2023 9:22 AM
21	In a world that is becoming increasingly dehumanized, action pact believes in the transformative power of face-to-face interaction with clients.	2/23/2023 9:16 AM
22	The compassionate people that are employed at action pact.	2/23/2023 9:04 AM
23	The dedicated employees	2/23/2023 9:03 AM
24	Action pact is a community-oriented agency that helps the community in various areas such as lights, water, weatherization and food. Therefore, people who are less fortunate or has low income can benefit from this program.	2/23/2023 9:01 AM
25	Community	2/23/2023 8:46 AM
26	the agency has staff that is concerned about people in our community	2/23/2023 8:35 AM
27	The services we provide.	2/23/2023 8:33 AM

2	28	Advocating for families and staff. Also, listening to opinions and being open to change where it is needed.	2/23/2023 8:29 AM
; 2		The greatest strength of action pact is being able to provide services to low-income families that meet their needs,	2/23/2023 8:28 AM
3	80	We have a huge heart and want to help our community. Our staff is amazing and have the biggest hearts of anyone I have ever worked with. I am proud to work for action pact!	2/23/2023 8:28 AM
3		The organization of the agency is the greatest strength! In years past it was haphazard, policies changed without notice, confusion abounded and staff was frustrated.	2/23/2023 8:26 AM
3	i2	serving families	2/23/2023 8:24 AM
3	3	The way we serve the community.	2/23/2023 8:24 AM
3	4	Its ability to sever the community.	2/23/2023 8:19 AM
3	:5	Paid Leave and Supervisors that are respectful and understanding.	2/23/2023 8:16 AM
3	6	Working as a team!	2/23/2023 8:07 AM
3	7	It's employees.	2/23/2023 7:54 AM
3	8	The fact that we serve and help the low income communities.	2/23/2023 7:38 AM
3	9	Everyone in my workplace is always ready to help when they are needed. We all jump in and take the role of whatever is needed at that moment.	2/23/2023 7:36 AM
4	0	Helping our community, helping children and parents prosper and learn, and being a great place to work.	2/23/2023 6:55 AM
4	1	Communication	2/22/2023 8:48 PM
4	2	Commitment of leadership and staff	2/22/2023 6:29 PM
4	3	Commitment to serve and change lives in the communities they serve.	2/22/2023 6:14 PM
4	4	How we help our communities.	2/22/2023 6:11 PM
4	5	Work schedule	2/22/2023 5:03 PM
4		The impact we are able to make in our community and in the lives of the families we serve	2/22/2023 5:01 PM
4		The greatest strength of the agency is that each program is very concern about their client's care.	2/22/2023 4:46 PM
4	8	That the agency helps people.	2/22/2023 12:40 PM
4	9	It provides kids with a chance to grow and learn at the same time.	2/22/2023 12:11 PM
5	0	It is a great company to work for and have great benefits	2/22/2023 12:08 PM
5.	1.	The respect and the love that the company gives to all the employees.	2/22/2023 9:17 AM
5	2	N/A	2/21/2023 4:08 PM
5	3	Having a safe and clean environment for children and families.	2/21/2023 12:56 PM
54	4	Our weatherization group helping the needed families.	2/21/2023 12:56 PM
5!	5	I feel the greatest strength of the agency is provided services and help in the community to people who would not have those services otherwise.	2/21/2023 12:34 PM
50	6	The communication between the staff and their supervisors is open to ensure everything is done correctly and in the best interest of the children.	2/21/2023 11:46 AM
5	7	They care about community and employees	2/21/2023 11:42 AM
58	3	The work we all do to provide great services to our community	2/21/2023 11:26 AM
59	9	Advacement	2/20/2023 5:11 PM
60	)	their commitment to serve the community	2/20/2023 3:44 PM

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C1	A least Control 1	
61	A heart for people	2/20/2023 3:31 PM
62	Action Pact is great at meeting the needs of families and children.	2/20/2023 2:49 PM
63	Helping the community!	2/20/2023 2:42 PM
64	It's ability to help the children and families in the communities the agency serves.	2/20/2023 2:41 PM
65	We help our community. I think the employees who are committed to their position are a great strength. I love that we help children and families with more than just educational needs.	2/20/2023 2:12 PM
66	working to help people and the comminity	2/20/2023 2:07 PM
67	Showing constant appreciation to the employees.	2/20/2023 1:54 PM
68	The diversity and opportunities offered to the children.	2/20/2023 11:49 AM
69	feadership	2/20/2023 11:25 AM
70	The desire to help the community and support it's employees.	2/20/2023 11:13 AM
71	Services Provided to Clients	2/20/2023 10:51 AM
72	Leadership and communication through supervisors of the agency.	2/20/2023 10:20 AM
73	Dedication to their clients	2/20/2023 10:08 AM
74	The people that work and enjoy what they do and do it in fairness.	2/20/2023 8:44 AM
75	HELPING THE COMMUNITY WITH H THE RESOURCES WE PROVIDE	2/20/2023 8:09 AM
76	The overall care for the children	2/20/2023 8:00 AM
77	Leadership and the Environment	2/20/2023 7:53 AM
78	That the kids have a good meal and loving teachers for the time they are here.	2/20/2023 7:46 AM
79	Work environment and Leadership	2/20/2023 7:46 AM
80	Teamwork	2/18/2023 10:30 AM
81	The greatest strength the agency provides in my opinion is growth in education and career growth.	2/17/2023 9:14 PM
82	I don't know, I'm only involved my department. I don't much about any other department.	2/17/2023 4:38 PM
83	That they provide a loving and caring environment for the people they serve.	2/17/2023 3:37 PM
84	Caring for our families.	2/17/2023 2:59 PM
85	Efficiency	2/17/2023 2:59 PM
86	Making sure the employees have what they need to do their job effectively.	2/17/2023 2:07 PM
87	Good benefits, offer trainings,	2/17/2023 1:47 PM
88	dedication to the clients	2/17/2023 1:45 PM
89	In my opinion, the greatest strength of the agency would be the involvement in helping the community.	2/17/2023 1:45 PM
90	We all like to come together in a time of need for the families that serve.	2/17/2023 1:11 PM
91	The greatest strength is that the agency serves many families and they serve families through many departments.	2/17/2023 12:55 PM
92	To help the children and families they serve.	2/17/2023 12:55 PM
93	provides care for students.	2/17/2023 12:42 PM
94	Creative thinking. Task prioritization. Discipline. Determination. Analytical thinking. Communication skills, Dedication.	2/17/2023 12:41 PM
95	The greatest strength about the agency is being able to help people in need I take pride in being a part of an agency in that regards.	2/17/2023 12:40 PM

96	It's transparency with the employees.	2/17/2023 12:33 PM
97 ;	Respect and communication	2/17/2023 12:28 PM
98	Sense of community	2/17/2023 12:27 PM
99	The willingness to work with their employees to ensure a better workplace and environment.	2/17/2023 12:24 PM
100	Serving clients.	2/17/2023 12:23 PM
101	Efforts to help low income students and parents achieve the most in life and help them to strive for more.	2/17/2023 12:22 PM
102	Knowing that we still have people that really care about the children and that does so much to help them. These family that we serve are who will be running our nation in years to come and knowing that we are able to may help in some way makes me proud.	2/17/2023 12:18 PM
103	The outgoing respect and care for others	2/17/2023 12:05 PM
104	The greatest strength I thinks would be, what the company has to offer to the community.	2/17/2023 11:57 AM
105	Action pact shows compassion and care for its staff and clients in tangible ways.	2/17/2023 11:37 AM
106	Helping the community and the children.	2/17/2023 11:37 AM
107	being able to ensure the children and the elderly gets the best services available in their community.	2/17/2023 11:37 AM
108	Working together to help our community.	2/17/2023 9:54 AM
1.09	Benefits and the desire to serve our clients	2/17/2023 9:24 AM
110	The agency's greatest strength is its reputation of having a long history of consistent, quality service to the community.	2/17/2023 9:16 AM
111	Helping others!	2/17/2023 9:12 AM
112	Im a new temp hire and I love the way the company is towards the employees. It seems that they really care for there workers. Good work environment is important.	2/17/2023 8:49 AM
1.1.3	completely community inclusive	2/17/2023 8:36 AM
114	COMMUNICATION!!!! They are really good at keeping you inform of issues and changes.	2/17/2023 8:33 AM
115	We are an agency that serves our people in our communities.	2/17/2023 8:31 AM
116	sense of community	2/17/2023 8:30 AM
117	Our people	2/17/2023 8:23 AM
118	Serving the seniors of the community.	2/17/2023 8:17 AM
119	I only work during LIHEAP season but I see the impact the agency has on the community. I feel for the most part we are helping, but when I see the same young people every year have a crisis when we offer assistance but have been paying their bills the rest of the year, I feel like we are enabling and not holding them accountable.	2/17/2023 8:11 AM
120	The greatest strength of the agency would be provided the resources to help the low-income families of the community.	2/17/2023 8:10 AM
121	how we help and provide for our community	2/17/2023 7:39 AM
1.22	I feel the greatest strength of this agency is how much they provide to the families	2/17/2023 7:35 AM
123	I feel like we strive to provide the best support possible for the communities we serve. We are always looking for ways and services to better help the people in our communities.	2/17/2023 7:31 AM
124	Benefit package offered to employees	2/16/2023 6:00 PM
125	Helping Families but they company would rather help others Families then their own employees	2/16/2023 5:25 PM
126	The positive work environment. A strong agency that supports those most in need in our	2/16/2023 3:56 PM

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community.

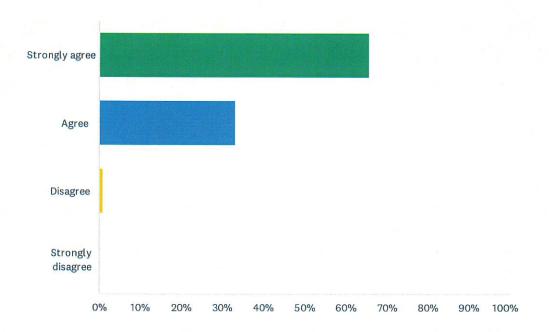
			The state of the s	The second second
~	127	Communication		2/16/2023 3:45 PM
,	128	In the department I work in the director and my supervisor hanswer any questions I ask without hesitation. I feel they had company's best interest at heart. That means a lot to an em	ave my best interest and the	2/16/2023 3:40 PM
	129	Doing whatever we can to meet and serve the needs of the	people in our community.	2/16/2023 3:37 PM
	130	We are a Servant Organization that serves the entire family.		2/16/2023 3:37 PM
	131	OUR MISSION AND PURPOSE STATEMENT AND THING STRENGTH.	S WE DO IS OUR GREATEST	2/16/2023 3:29 PM
	132	The greatest strength of Action Pact is that they offer service as the general public, despite gender, race, age, or religion.	ces to the underprivileged as well	2/16/2023 3:29 PM
	133	Understanding and caring leaders.		2/16/2023 3:27 PM
	134	I think it is the people and the people we serve.		2/16/2023 3:25 PM
	135	Advanced career opportunities		2/16/2023 3:22 PM
	136	Starving to be better	•	2/16/2023 3:22 PM
	137	The people and their eagerness to help others.		2/16/2023 3:22 PM
	138	we can talk to one another when we need something		2/16/2023 3:19 PM
	139	Helping families and taking care of the children and employe	ees	2/16/2023 3:17 PM
	140	Action pact works hard in our community	• • • •	2/16/2023 3:11 PM
	141	Employees are able to advance in the company. The agenc the best of their ability.	y strive to service their clients to	2/16/2023 3:08 PM
N.	142	dedication		2/16/2023 2:53 PM
	143	The greatest strength of this agency is that we provide a se there is none for some people in the community and to our ip part of something so big and life changing.	nse of hope when there feels like faithful clients. It is humbling to be	2/16/2023 2:50 PM
	144	I am able to come to a job with benefits.		2/16/2023 2:48 PM
	145	The staff		2/16/2023 2:43 PM
	1.46	Making changes when needed and trying new ways to make	e the work environment better.	2/16/2023 2:42 PM
	1.47	More PAY to keep things in tact.		2/16/2023 2:39 PM
	148	We work as a team and they give you the opportunity to gro	w and move up on the job.	2/16/2023 2:38 PM
	149	providing training opportunities for employees		2/16/2023 2:36 PM
	150	I am happy that upper management at least listen to concer	rns from the employees	2/16/2023 2:34 PM
	151	caring and helping the people in our community		2/16/2023 2:32 PM
	152	The greatest strength of the agency is that the agency really children.	y cares about the well being of the	2/16/2023 2:27 PM
	153	The opportunity for advancement.	•	2/16/2023 2:26 PM
	154	we do a good job representing the agency in the community pact and the services we offer.	. many local agencies know action	2/16/2023 2:24 PM
	155	serving and helping people.		2/16/2023 2:21 PM
	156	Helping others help themselves		2/16/2023 2:20 PM
	157	Some willing individuals that go beyond the required job tasl well-informed of other options to help themselves. They mot and are a joy to be around.	ks to ensure that their clients are tivate their clients and coworkers	2/16/2023 2:20 PM



158	Providing families with beneficial aid for them and their children so they can offer a better life for themselves.	2/16/2023 2:17 PM
159	Ability to work as a team.	2/16/2023 2:16 PM
160	Knowing I can turn to a coworker when I need help with something	2/16/2023 2:13 PM
161	Inclusiveness	2/16/2023 2:06 PM
162	helping people	2/16/2023 2:04 PM
163	The way that the Agency reaches out to help families	2/16/2023 1:41 PM
1.64	The greatest strength is the appreciation shown to staff along with work events/activities to enhance bonding.	2/16/2023 1:40 PM
165	Helping families out.	2/16/2023 1:40 PM
1.66	I think action pact allows employees to be creative and grow creating better opportunities for the agency. I love how inviting Dr. Tyre is as a director and makes employees feel comfortable coming to her with issues or ideas.	2/16/2023 1:38 PM
167	Pulling together to make things work	2/16/2023 1:38 PM
168	The leadership is phenomenal .	2/16/2023 1:37 PM
169	Will not answer	2/16/2023 1:37 PM
170	The agency provides valuable services to children and the elderly.	2/16/2023 1:36 PM
171	How we are willing to go above and beyond to help others including our own staff.	2/16/2023 1:35 PM
172	The willingness to serve those in need and partnering with community members to get this done on many levels	2/16/2023 1:35 PM
173	Making impacts in our community	2/16/2023 1:33 PM
174	Community based and services offered.	2/16/2023 1:32 PM
175	I love that Action Pact allows me to utilize my LPN license and care for other while being at home to care for my children.	2/16/2023 1:32 PM

#### Q1 Action pact's work positively impacts people's lives.

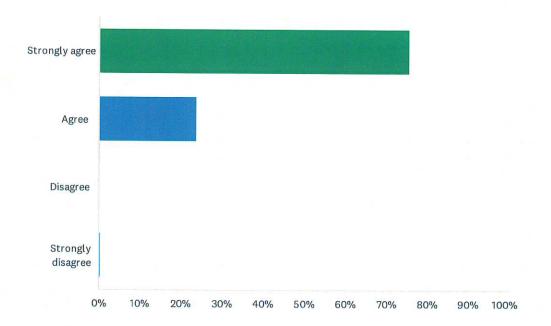
Answered: 216 Skipped: 2



ANSWER CHOICES	RESPONSES	
Strongly agree	65.74%	142
Agree	33.33%	72
Disagree	0.93%	2
Strongly disagree	0.00%	0
TOTAL		216

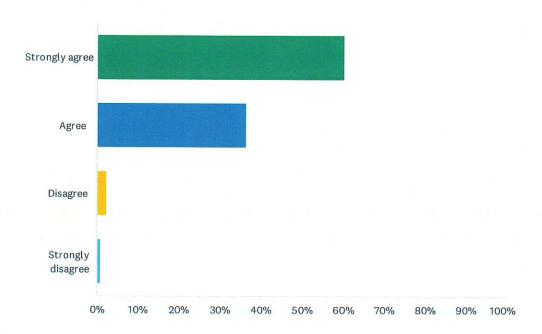
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## Q2 I understand how my work impacts people's lives.



ANSWER CHOICES	RESPONSES
Strongly agree	75.69% 165
Agree	23.85% 52
Disagree	0.00%
Strongly disagree	0.46%
TOTAL	218

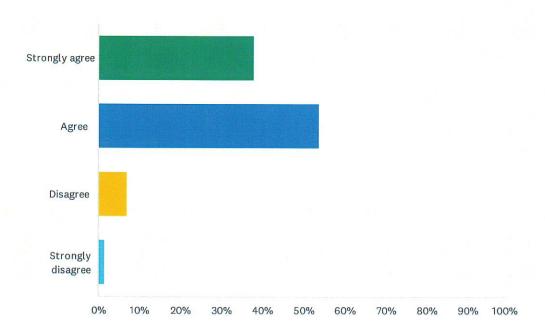
#### Q3 I enjoy my current position.



ANSWER CHOICES	RESPONSES	
Strongly agree	60.37%	131
Agree	36.41%	79
Disagree	2.30%	5
Strongly disagree	0.92%	2
TOTAL		217

#### Q4 Action pact provides career advancement opportunities.

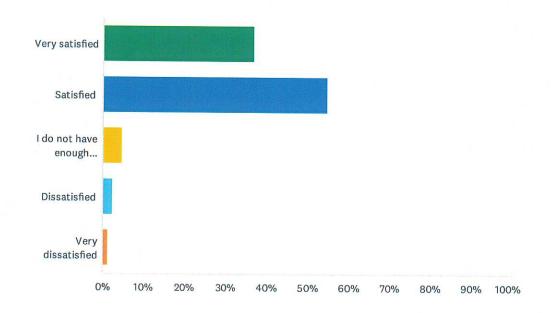
Answered: 214 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly agree	37.85%	81
Agree	53.74%	115
Disagree	7.01%	15
Strongly disagree	1.40%	3
TOTAL		214

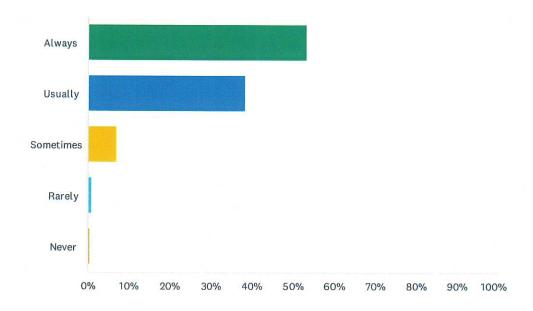
## Q5 I am satisfied with the job-related training action pact offers.

Answered: 217 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very satisfied	36.87%	80
Satisfied	54.84%	119
I do not have enough knowledge to answer this question.	4.61%	10
Dissatisfied	2.30%	5
Very dissatisfied	1.38%	3
TOTAL		217

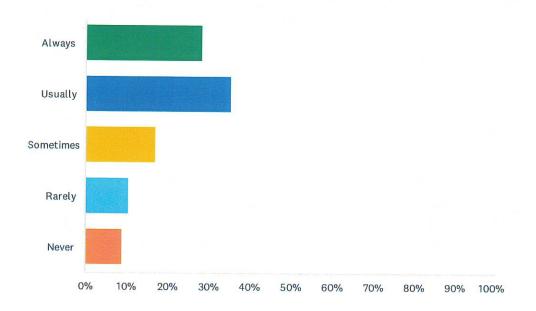
#### Q6 I look forward to going to work.



ANSWER CHOICES	RESPONSES
Always	53.24% 1.15
Usually	38.43% 83
Sometimes	6.94%
Rarely	0.93%
Never	0.46%
TOTAL	216

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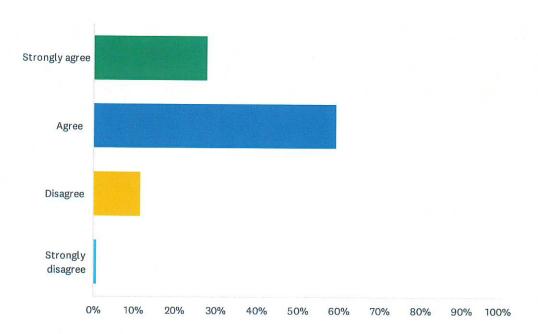
# Q7 The pay and benefits I receive for my work line up with the work I am expected to do.



ANSWER CHOICES	RESPONSES	
Always	28.30%	60
Usually	35.38%	75
Sometimes	16.98%	36
Rarely	10.38%	22
Never	8.96%	19
TOTAL		212

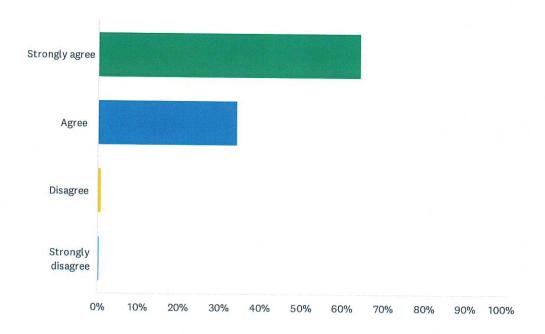
## Q8 Communication between agency leaders and employees is adequate.





ANSWER CHOICES	RESPONSES	
Strongly agree	27.91%	60
Agree	59.53%	128
Disagree	11.63%	25
Strongly disagree	0.93%	2
TOTAL		215

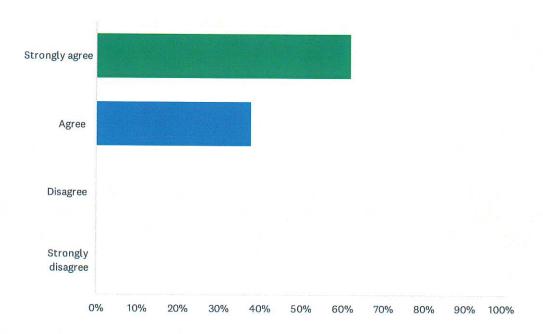
## Q9 My supervisor and I have a good working relationship.



ANSWER CHOICES	RESPONSES	
Strongly agree	64.32%	137
Agree	34.27%	73
Disagree	0.94%	2
Strongly disagree	0.47%	1
TOTAL		213

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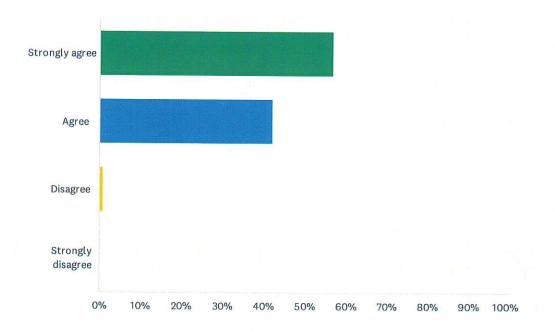
# Q10 I have good relationships with my co-workers.



ANSWER CHOICES	RESPONSES	
Strongly agree	62.04%	134
Agree	37.96%	82
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		216

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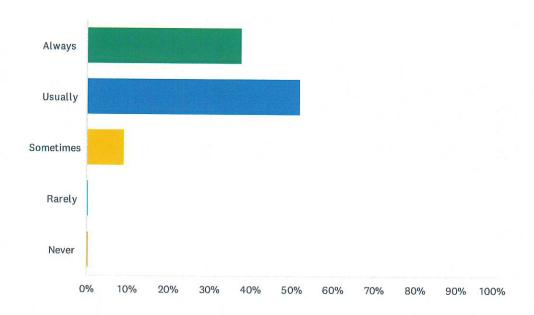
## Q11 I have good relationships with the clients I serve.



ANSWER CHOICES	RESPONSES	
Strongly agree	56.94%	123
Agree	42.13%	91
Disagree	0.93%	2
Strongly disagree	0.00%	0
TOTAL		216

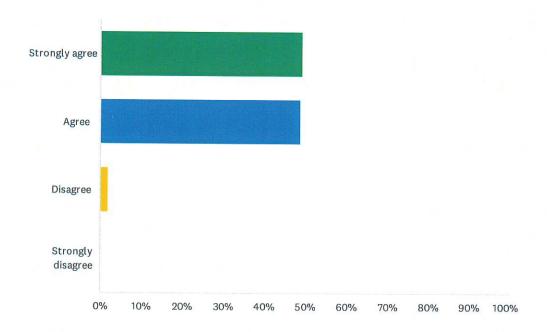
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#### Q12 Employees treat one another with respect.



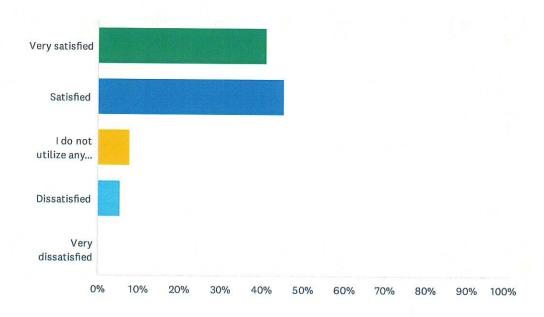
ANSWER CHOICES	RESPONSES	
Always	37.79%	82
Usually	52.07%	113
Sometimes	9.22%	20
Rarely	0.46%	1
Never	0.46%	1
TOTAL		217

# Q13 Action pact is dedicated to diversity and inclusiveness.



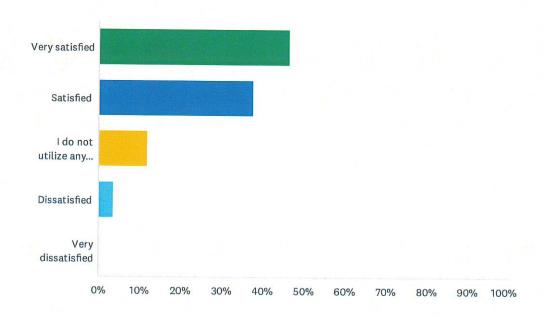
ANSWER CHOICES	RESPONSES	
Strongly agree	49.30%	106
Agree	48.84%	105
Disagree	1.86%	4
Strongly disagree	0.00%	0
TOTAL		215

# Q14 I am satisfied with action pact's overall benefits package.



ANSWER CHOICES	RESPONSES	
Very satisfied	41.20%	89
Satisfied	45.37%	98
I do not utilize any benefits	7.87%	17
Dissatisfied	5.56%	12
Very dissatisfied	0.00%	0
TOTAL		216

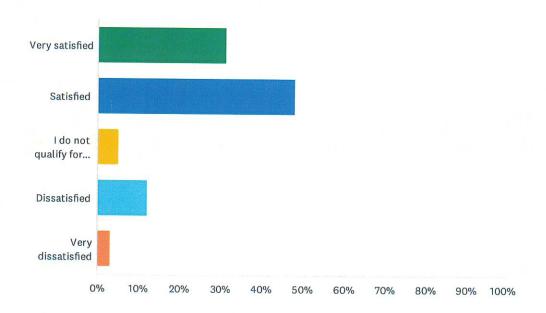
# Q15 I am satisfied with the healthcare-related benefits offered by action pact.



ANSWER CHOICES RESPONS		
Very satisfied	46.54%	101
Satisfied	37.79%	82
I do not utilize any health-related benefits.	11.98%	26
Dissatisfied	3.69%	8
Very dissatisfied	0.00%	0
TOTAL		217

# Q16 I am satisfied with the amount of paid leave offered by action pact.

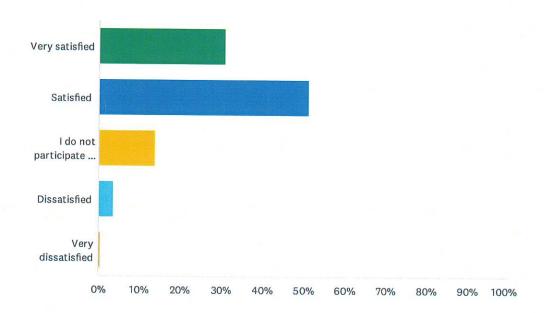
Answered: 214 Skipped: 4



ANSWER CHOICES	RESPONSES	
Very satisfied	31.31%	67
Satisfied	48.13%	103
I do not qualify for paid leave.	5.14%	11
Dissatisfied	12.15%	26
Very dissatisfied	3.27%	7
TOTAL		214

# Q17 I am satisfied with the retirement plan offered by action pact.

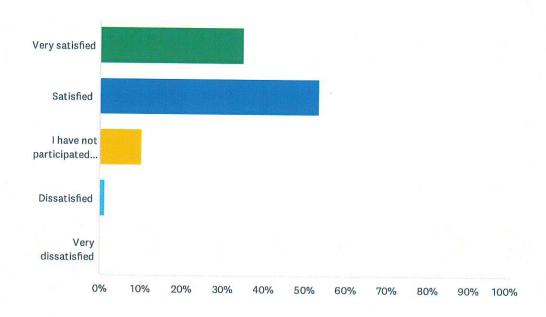




ANSWER CHOICES	RESPONSES		
Very satisfied	30.88%	67	
Satisfied	51.15%	111	
I do not participate in the retirement plan.	13.82%	30	
Dissatisfied	3.69%	8	
Very dissatisfied	0.46%	1	
TOTAL		217	

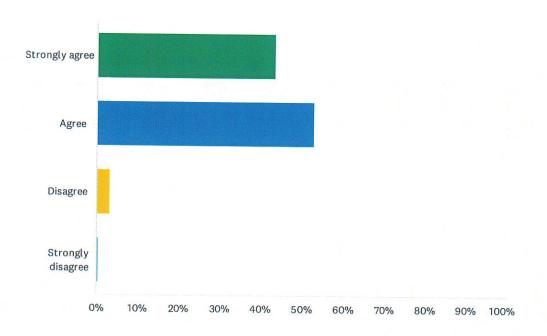
# Q18 I am satisfied with the Heath and Wellness initiatives offered by action pact.





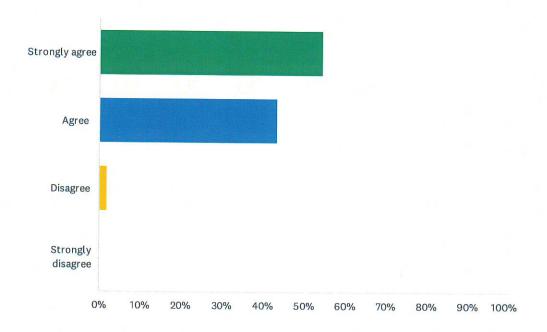
ANSWER CHOICES	RESPONSES	
Very satisfied	35.02%	76
Satisfied	53.46%	116
I have not participated in any of the Health and Wellness initiatives.	10.14%	22
Dissatisfied	1.38%	3
Very dissatisfied	0.00%	0
TOTAL		217

# Q19 Action pact provides employees with adequate information about its benefits.



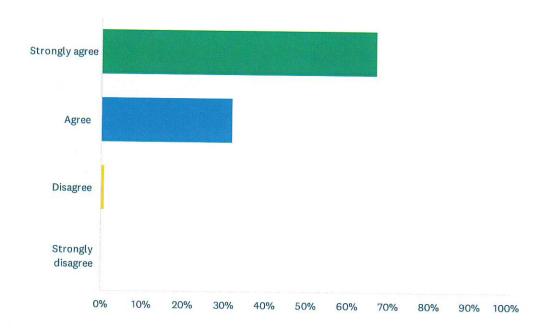
ANSWER CHOICES	RESPONSES	
Strongly agree	43.52%	94
Agree	52.78%	114
Disagree	3.24%	7
Strongly disagree	0.46%	1
TOTAL		216

## Q20 Action pact provides a safe work environment.



ANSWER CHOICES	RESPONSES	
Strongly agree	54.63%	118
Agree	43.52%	94
Disagree	1.85%	4
Strongly disagree	0.00%	0
TOTAL		216

## Q21 I am proud to work for action pact.



ANSWER CHOICES	RESPONSES	
Strongly agree	67.14%	143
Agree	31.92%	68
Disagree	0.94%	2
Strongly disagree	0.00%	0
TOTAL		213

# Q22 In your opinion, what is the greatest strength of the agency?

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Q23 Please use the space below to provide any additional information that you would like to share.

Answered: 88 Skipped: 130

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