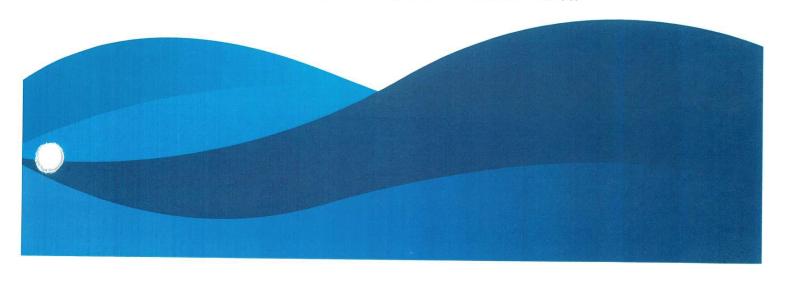


MAY 15, 2023 10:00 AM

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

& CONFERENCE CALL

Call: +1 773-905-7086 Phone Conference ID: 925024650#



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BOARD MEMBERS

SIGN-IN SHEET

MEETING:	EXECUTIVE	SOARD MEET	ING
DATE:	MAY 15, 2023	TIME:	10:00 A.M.
LOCATION: _	SARAH'S IN TH	E CITY REST	AURANT
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NON-BOARD MEMBERS

SIGN-IN SHEET

MEETING:	EXECUTIV	E BOARD MEET	IING
DATE:	MAY 15, 2023	TIME:	10:00 A.M.
LOCATION: _	SARAH'S IN	THE CITY REST	AURANT
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Sarah's in the City Restaurant 1686 Golden Isles West Baxley, GA 31513 & Conference Call

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

I.	CALI	L TO ORDER Leonard Burse, Jr., Executive Board Chair
II.	INVO	OCATION
III.	ROL	L CALL (Establishment of Quorum)
IV.	APPF	ROVAL OF AGENDA & BOARD MINUTESLeonard Burse, Jr., Executive Board Chair
		Executive Board Meeting Minutes – March 20, 2023
V.	OLD	BUSINESS
	A.	Human Resource Committee Report
	В.	Finance/Audit Committee Report
I .	NEW	BUSINESS
	A.	Executive Board Birthdays
	В.	Approval of New Board Member – Dawn Garcia – Atkinson Co
	C.	Conflict of Interest Policy
	D.	Head Start Program Report
	E.	Human Resources Report
	F.	Fiscal Report
	G.	Information Technology ReportJoey Wilkes, Information Technology Director
	Н.	Development Report
	I.	Program Reports
	J.	Deputy Director's Report
	K.	Grants/Awards - None
	L.	Executive Director's Report
	M.	Executive Session (if needed)
VII.	ADJO	DURNMENTLeonard Burse, Jr., Executive Board Chair



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

MEMBERS PRESENT:

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

ANTHONY SIMMONS JO ANN STRICKLAND JAMES THOMAS, SR.

WALTER GIBSON SYNITA MATHIS MICHAEL-ANGELO JAMES **GLORIA PAULK**

CATHY BENTON

ETHELYN CREECH

TINA SMITH **CLARENCE WASHINGTON** DAWN GARCIA

MEMBERS NOT PRESENT:

MEMBERS NOT PRESENT WITH EXCUSED ABSENCES: MARCUS McCRAY

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: JAMES GANDY

OTHERS PRESENT:

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

JO ANNE BROOKS

HAYLEY STEPHENS

DEWAYNE MCCURDY LINDA STEEDLEY DIANE ROGERS JESSICA BLACKRICK MIKE MAHLUM

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

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

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IV. APPROVAL OF AGENDA AND BOARD MINUTES:

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

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

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

V. OLD BUSINESS:

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

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

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

VI. NEW BUSINESS:

A. Executive Board Birthdays

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

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

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

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

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

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

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

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

F. Fiscal Report – Hayley Stephens, Fiscal Director

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

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

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

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

G. Information Technology Report - Joey Wilkes, IT Director

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

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

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

I. Program Reports

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

Community Care Services Program – Report approved.

Community Services - Report approved.

Educational Talent Search Program – Report approved.

Weatherization Program –Report approved.

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

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

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

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

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

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

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

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

5	CASA:	5.6%
■	Community Care:	5.6%
•	Community Services	5.6%
M	Educational Talent Search	5.6%
	Head Start	5.6% (funded)
Ħ	Indirect	5.6%
8	Weatherization	4%

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

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

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

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

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

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

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

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

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

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

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

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

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

M. Executive Session Decisions Shared

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

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

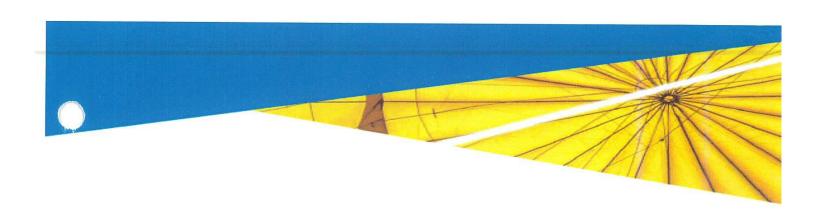
Walter Gibson, Bulloch County Board member, stated that Sarah Boatright (owner of "Sarah's in the City") was having surgery today. He asked that the HR Director, Sonja Eason, send Mrs. Boatright a get-well card on behalf of the action pact agency.

VII. ADJOURNMENT

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

Gloria Paulk, Corporate Secretary

Jo Anne Brooks, Executive Assistant



BOARD APPROVAL

ON THE MINUTES FROM THE

EXECUTIVE BOARD MEETING

OF

MARCH 20, 2023



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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 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 9th
- 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 27th.

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 23rd 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.

Engagement Plan — 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 12th the CCSP staff will be making home visits to their clients. The Federal Public Emergency Health Order will be officially ending on May 11th 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 12th 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.
- Low-Income Home Energy Assistance Program (LIHEAP) 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 31st.
- 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.)

Weatherization Program - 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 12th (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 28th
- 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 17th
 - o 10 applications received during the initial posting (6 internal, 4 external)
 - o 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

Executive Board Meeting

May 15, 2023

10 am - Sarah's in the City Restaurant - Baxley, GA

V. **OLD BUSINESS**

- **Human Resources Committee Report** A.
- NO HUMAN RESOURCES COMMITTEE REPORT WAS GIVEN AT THE MEETING
- NOT VERBALLY OR IN WRITTEN FORM
- NO DISCLOSURE OF THE LOCATION OF THIS MEETING WAS GIVEN

Jo Anne Brooks, Executive Assistant

Date

action pact, Inc. Finance and Audit Committee Report

May 2023

Summary:

The Finance and Audit Committee meeting was held May 11th with our lead auditor, Mr. Pat Muse. Mr. Muse reviewed the Independent Auditor's Report and informed the Committee the financial statements are presented fairly, and an unmodified opinion was issued. He stated it is a clean report and no material weaknesses or significant deficiencies were identified. The agency continues to qualify as a low-risk auditee.

Mr. Muse reviewed the Statement of Financial Position, Statement of Activities, and certain note disclosures, including the in-kind and mortgage payable disclosures. Mr. Muse stated in his opinion, the agency is in good financial condition and there is not a going concern issue.

Mr. Muse discussed the new accounting standard relating to in-kind donations. The new standard requires the donations to appear as a separate line item on the financials and requires the valuation technique to be disclosed in the notes. Mr. Muse also informed the Committee that the 10/31/2023 financials will require a new disclosure relating to operating leases. Under the new standard, qualifying leases are required to be reported on the balance sheet instead of expensed as incurred.

The auditors tested Head Start, CSBG and the aging cluster, including Senior Nutrition and CCSP. There were no reported findings on internal controls and compliance.

Mr. Muse informed the Committee of a new disclosure for significant risks identified. These include management override of internal controls and fraudulent revenue recognition. Mr. Muse stated these risks apply to all audits they perform. These risks are mitigated with internal controls and segregation of duties.

According to policy, it is time for an RFP to go out for the auditing services. Mr. Muse stated he has a good working relationship with action pact and does plan to submit a proposal.

Hayley shared with the Committee that she is proud of the fiscal team and appreciative to her coworkers for ensuring action pact is following policy throughout the year. It was a pleasure working with Mr. Muse and his team.

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Ms. Benton, Mr. Burse, and Dr. Tyre thanked the fiscal team and Mr. Muse and his team for their hard work during the audit. Adapt Cathy Benton, Finance/Audit Committee Chair	
Hayley Stephens, Fiscal Director	





EXECUTIVE BOARD BIRTHDAYS

APRIL: James Gandy—April 7th

Bobby Kennedy—April 18th Ethelyn Creech—April 25th

MAY: Marcus McCray—May 1st

Anthony Simmons—May 9th

JUNE: Leonard Burse, Jr.—June 5th

Jo Ann Strickland—June 22nd





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action pact CONFLICT OF INTEREST POLICY

Action pact, Inc. conducts business ethically and avoids conflicts of interest including the appearance of such conflicts. All persons involved in the Agency operations have an equal obligation to avoid conflicts of interest.

PROCEDURE

- 1. Employees are expected to report conflicts of interest to their immediate Supervisor or Department Director immediately upon discovery or suspicion of the conflict. Board Members should report such conflicts to the Executive Director. Examples of conflicts of interest are listed below (but are not limited only to these items):
- a. An outside business interest that competes with the activities of the Agency.
- b. An outside business that is a purchaser or supplier of goods or services to the Agency. (Unless it is determined to be in the best interest of the Agency as determined by the Executive Director.)
- c. An outside business involvement or employment that interferes with the ability to devote necessary attention to the responsibilities at the Agency.
- d. A relative or a person with a significant relationship employed by, or with a business interest in companies that compete with, sell to, or buy from the Agency. This policy includes employee's Spouse, Siblings, Parents, Children, Step-Children, Step-Parents, Foster Parents and Foster Children as defined by Georgia law, Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Aunt, Uncle, Niece, Nephew, and any other member of the employee's/ Board Member's household.
- e. Purchase inducements (gifts, premiums, money, goods, or services) from vendors that benefit the employee or Board Member personally (directly or indirectly) or are unauthorized or questionable in nature. Any items or goods become property of action pact, Inc. to be utilized at Department Director/Agency discretion.
- 2. Personal gifts and favors from people with whom the Agency has a business relationship are prohibited. Gifts of more than nominal value (\$50) should be tactfully declined or returned, to avoid any appearance or suggestion of improper influence.

- 3. Members of the Board of Directors, Governing Board or Administering Board of any public, private or non-profit Agency funded by action pact, Inc. or members of any major policy advisory bodies, are not eligible for employment with the Agency. Former members of these Boards and advisory bodies are eligible for employment following their resignation or term limit.
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Action pact, Inc. expects employees and Board Members to conduct business in accordance with relevant policies, procedures, and laws and to refrain from any illegal, dishonest, or unethical conduct.

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Name	: LCONARD BURSC SR	Date: <u>5-19-23</u>
I affirn	n the following:	
	 I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. 	cy. $ABAR$ (initial) $ABAR$ (initial) (initial)
Disclos	sures:	
	1. Do you have an outside business interest that compe	etes with the activities of the agency?
	Yes	
	If yes, please describe:	
	2. Do you have an outside business interest that is a puragency?	chaser or supplier of goods or services to the
	Yes	
	If yes, please describe:	
	3. Do you have a relative or a person with a significant interest in, companies that compete with, sell to, or buy parents, children, step-children, step-parents, foster pa law, father-in-law, mother-in-law, sister-in-law, brother uncle, niece, nephew, grandparents, grandchildren, and Yes No If yes, please describe:	rfrom the agency? (includes spouse, siblings, rents and foster children as defined by Georgia -in-law, daughter-in-law, son-in-law, aunt,
certif	y that the above information is true and complete to the	best of my knowledge.
Signat	ure <u>Jonael Buss</u> Dat	e_5-15-23

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Name:	Synta		Date:
I affirm	the following:		
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Disclosu	ıres:		
1	1. Do you have an outside b	usiness interest that compete	es with the activities of the agency?
	Yes	No	
I	f yes, please describe:		
	2. Do you have an outside bagency?	usiness interest that is a purc	naser or supplier of goods or services to the
	Yes	No	
1	f yes, please describe:		
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	Yes	No	
l	f yes, please describe:		
_			
certify	that the above information	is true and complete to the b	est of my knowledge.
Signatur	re	Date_	

Name: Many & Simmons	Date: 5-15-23
I affirm the following:	
 I have received a copy of the Conflict of Interest I have read and understand the policy. I agree to comply with the policy. 	est Policy. AUS (initial) AUS (initial)
Disclosures:	
1. Do you have an outside business interest that	competes with the activities of the agency?
Yes	No
If yes, please describe:	
2. Do you have an outside business interest that i agency?	s a purchaser or supplier of goods or services to the
Yes	No
If yes, please describe:	
interest in, companies that compete with, sell to,	ficant relationship employed by, or with a business or buy from the agency? (includes spouse, siblings, ster parents and foster children as defined by Georgia rother-in-law, daughter-in-law, son-in-law, aunt, and any other member of the household)
Yes	(No
If yes, please describe:	
I certify that the above information is true and complete	to the best of my knowledge.
Signature Anthony D Simmus	Date_ 5-15-23

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Name: John Schill Date: 14 May 2023
I affirm the following:
 I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. (initial) (initial)
Disclosures:
1. Do you have an outside business interest that competes with the activities of the agency?
Yes
If yes, please describe:
2. Do you have an outside business interest that is a purchaser or supplier of goods or services to the agency? No If yes, please describe: No No If yes, please describe: No No 3. Do you have a relative or a person with a significant relationship employed by, or with a business interest in, companies that compete with, sell to, or buy from the agency? (includes spouse, siblings, parents, children, step-children, step-parents, foster parents and foster children as defined by Georgia
law, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew, grandparents, grandchildren, and any other member of the household)
Yes
If yes, please describe:
I certify that the above information is true and complete to the best of my knowledge. Signature
Date / Wing to

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Name: <u>Cloria Paulk</u>	Date: 5/15/23
 I affirm the following: I have received a copy of the Conflict of Interes I have read and understand the policy. I agree to comply with the policy. 	st Policy. (initial) (initial) (initial)
Disclosures: 1. Do you have an outside business interest that of Yes	competes with the activities of the agency?
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 Do you have an outside business interest that is agency? Yes If yes, please describe: 	a purchaser or supplier of goods or services to the
interest in, companies that compete with, sell to,	
If yes, please describe:	
certify that the above information is true and complete signature Blanca Paul	to the best of my knowledge. Date $5/15/23$

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Name: Clarence Washington	Date: 5/15/2-3
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 I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. 	(initial) (initial) (initial)
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If yes, please describe:	
2. Do you have an outside business interest that is a purchaser or agency?	supplier of goods or services to the
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Signature Character Date 5/15	/23

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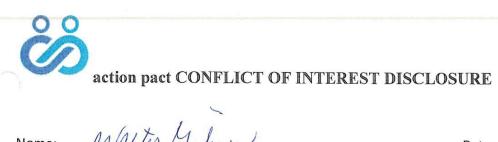
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Name:	Tina Smith	Date: May 15, 2023
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Certify Signatu	that the above information is true and complete to the best of m	ny knowledge.

Name: Rose Deleus Brunson Bailey Date: 05-15-2023	
I affirm the following:	
 I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. 	
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If yes, please describe:	
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If yes, please describe:	
certify that the above information is true and complete to the best of my knowledge.	
Signature Rose Bailey Date 05-15-2023	



Name	:_ Walter Gebson	Date: May 15, 2023
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I affirr	n the following:	
	I have received a copy of the Conflict of Interest Police I have received a copy of the Conflict of Interest Police	
	I have read and understand the policy.I agree to comply with the policy.	<i>WB</i> (initial) <i>WB</i> (initial)
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	law, father-in-law, mother-in-law, sister-in-law, brother-iuncle, niece, nephew, grandparents, grandchildren, and	W NEW WORLD
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' certif	fy that the above information is true and complete to the l	pest of my knowledge.
Signat	ure Walter Gilson Date	may 15 7 22 3
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Name	James Thomas	Date: May 15, 2023
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	Yes	
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certif	y that the above information is true and complete to the b	est of my knowledge.
Signatu	ire Janus Munas Date	May 15, 2023
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Name: Michael A Garvin Date: 5-13-	23
I affirm the following:	
 I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. (initial with the policy).)
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certify that the above information is true and complete to the best of my knowledge. Signature	



Name: Kim Morgan	Date: <u>5-15-23</u>
 I affirm the following: I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. 	(initial) (initial) (initial)
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Certify that the above information is true and complete to the best of more signature. Date 5	

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Name	: Threy W. Spearman	Date: 5/15/23
I affirr	 I have received a copy of the Conflict of Interest Policy. I have read and understand the policy. I agree to comply with the policy. 	(initial) (initial) (initial)
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	y that the above information is true and complete to the best of n	
Signat	ure Duly peanin Date 5	-17-43

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HEAD START PROGRAM REPORT



Amanda Lankford, Head Start Director

PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:

Head Start May 2023

REPORT OF MONTH/YEAR: PERSON/TITLE REPORTING:

Amanda Lankford, Deputy Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

See attached March & April Policy Council documents, which include:

- o Monthly statistical & programmatic information
- Monthly financial reports
- o Monthly credit card expenditures
 - WEX- January-\$2,588.18 February-\$2,458.22 March-\$2,524.67
 - Visa- January-\$13,938.72 February-\$9,435.22 March-\$7,499.50
 - Monthly personnel reports

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

- Change in Scope-Conversion Application was submitted on 4/18/2023-Requested \$414,000 in Start-Up Funds for new EHS classroom supplies and center renovations.
- o COLA & Quality Improvement-Submitted on 3/31/23-Requested \$914,478

Enrollment/Recruitment Updates:

- o Current Enrollment as of 4/27/23- Head Start: 555 Early Head Start: 244
- Family Advocates are working on re-enrollments & new enrollments for the 2023-2024 school year. Bacon Center Coordinator attended the Day of the Child Event to recruit.

Program Update

- Appling, Willacoochee, Charlton, and Hazzard Hill earned 3 Stars in their recent Quality Rated visit. This is the highest quality rating that can be achieved. Brantley & Pearson earned 2 Stars.
- o 7 classrooms scored "all greens" in their CLASS observation. All greens indicates the highest CLASS scores that can be earned.
- Charlton was recognized by the Sheriff in-person and on social media for doing an excellent job during a lock down. He was very proud of the way the staff and students responded.
- Blaze Tots donated physical activity materials and supplies to the children with specials needs in several counties.
- Head Start Director interviews were conducted on 4/28/23. Once a decision is made, Office of Head Start, Policy Council, and the Governing Board must approve the selection.
- The last day of school for Head Start & Pre-K is May 12th. Early Head Start's last day is May 31st. Early Head Start summer sessions will be offered on Wednesdays in June & July.
- Kindergarten Kickstart will be offered to students going to kindergarten May 15th-May 26th.
- The Non-Competing Continuation Grant will need approval in July. We will be sending the budget out once it is completed for review.

GRANTS/AWARDS FOR BOARD APPROVAL: None

OTHER ITEMS FOR BOARD APPROVAL: None

SICNATURE OF PROCRAM DIRECTOR

5-2-2027

DATE



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: March 31, 2023

RE: March Policy Council Reports

Please find the Policy Council reports for our March meeting attached. Our next scheduled meeting will be May 24th 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

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action pact Head Start Program Policy Council Meeting Minutes March 22, 2023

Policy Council members attending: James Gandy — Chair, Mary Susan Arnold, Nicole Brooks, Karen Hankala, Nancy Edge

Online Approvals: Amanda Whitaker, Bruce Young, Andrea Nabors, Sandi Boatright, Jamella Clark Williams, Donna Gibson

Staff present: Amanda Lankford - Head Start Director, Angela Carr - Asst. Head Start Director, Trecinski Jones - Fiscal Specialist, Denise McGauley - HR Specialist, Hollard Phillips - Health Specialist, Atticus Hammock - IT Specialist, Tracey Lomax - Nutrition Specialist, Carol Clarke - Training Specialist

Mr. Gandy called the and asked for approval of the January minutes which had been previously sent to the members. Ms. Arnold motioned to approve the minutes with a second from Ms. Brooks. Motion carried. Next, Mr. Gandy called for a motion to approve the February reports (Director's report, Fiscal, HR, PFCE) if there were no questions. These also had been sent to everyone. There were no questions and Ms. Arnold motioned to approve all of the February reports and Ms. Brooks seconded. There were no objections, motion carried.

Mr. Gandy called for the Director's report, next. Ms. Lankford welcomed everyone and then reported on the March Director report's as follows:

In late February, we received notice from the Office of Head Start that there will be a FY 2023 Head Start funding increase due to President Biden signing the Consolidated Appropriations Act, 2023, into law at the end of December. This increase provides a 5.6% COLA for Head Start staff which is considerably more than most COLAs we receive. In addition, there will be Quality Improvement funds we will be applying for. The Quality Improvement funds will be used to add additional floaters to assist with classroom coverage, decrease child to staff ratios, and assist with relieving staff for breaks during the day. There will Early Head Start expansion funds available in the Fall of 2023. Office of Head Start also has One Time Grant opportunities available. We will start looking at our program to determine if we want to apply for the one-time grant funds.

We also plan to covert 137 Head Start slots to 72 Early Head Starts in Appling, Bacon, and Ware County. This is due to the community assessment, current waitlist, and guidance from the Office of Head Start.

Most spring breaks will be the first week of April with the exception of Appling and Candler being the second week. The last day of school for Head Start will be May 12th. Early Head Start will go through May 30th. Summer session for EHS starts May 31 and will be every Wednesday throughout June and July.

The Annual Facility inspections and Self-Assessment are in progress, and we hope to have the results from those to share at the May Policy Council meeting.

Education:

The second assessment reports are attached for the training section of the meeting. Ms. Horton and Ms. O'Berry will be delivering the transition/disability agreements to the local school systems this month. Education staff interviews are ongoing.

Health:

There were three incidents reported in February. There were three positive COVID 19 cases reported as well, and Mr. Phillips received one new health plan. The audio equipment has now been calibrated.

Mr. Phillips has completed his revision of the Incident Report form. He is still working on securing training for the audiometers. The COVID 19 Mitigation Policy has been completed and will be reviewed with you shortly.

Enrollment

Current Enrollment:

- 565 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	18
	88

Early Head Start			
Appling	26		
Atkinson	1		
Bacon	20		
Brantley	16		
Candler	6		
Charlton	3		
Clinch	2		
Coffee	41		
Hazzard Hill	57		
Pierce	8		
Toombs	34		
Ware	10		
Totals	224		

Head Start February 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appling	34	39	1	0
Atkinson	34	34	3	7
Bacon	50	55	2	1
Brantley	33	39	3	3
Candler	17	19	0	1
Charlton	34	24	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	51	3	1
Ware	215	187	8	17
Totals	652	629	26	40

Early Head Start February 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
	233, Omnone		101-130 %	Over 130%
Appling	16	19	0	0
Atkinson	24	23	2	4
Bacon	24	30	1	.0
Brantley	8	10	0	0
Candler	24	23	1	0
Charlton	16	20	0	0
Clinch	16	18	0	0
Coffee	16	17	0	0
Hazzard	64	67	1	1
Pierce	8	18	0	3
Toombs	16	17	0	0
Ware	8	12	0	0
Totals	248	274	5	8

Mental Health:

- Gathered information and formed a booklet, "Common Childhood Disabilities Teaching Strategies" to help teaching staff differentiate teaching techniques.
- Attended virtual IEP meetings with Appling BOE, Pierce BOE and in-person with Ware and Atkinson.
- Completed DESSERTS stress relief training with LPC, Tammy Perritt, in Willacoochee, GA.
- Monitored Ware County Head Start for Leadership responsibilities.
- Attended Retirement Session virtually.
- Attended IEP meetings virtually and in person at Appling, Pierce, Ware and Atkinson.
- Observed a child for a chair at Pierce County. Ordered the chair and took it to Pierce.
- Ordered and delivered some noise reducing headphones for a child in a county who is exhibiting aggression due to the noise level.
- Made new corrections in the Memorandum of Agreements (MOA) with the BOEs.

Children diagnosed with special needs:

Head Start: 78; Early Head Start: 35; Total 113 14.41% of current students; 12.56% of funded enrollment

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	21	12
Developmental Delay	6	9
Intellectual Disabilities	0	0
(Formerly known as Mental		
Retardation)		

Non-Categorized – Other	0	1
Multiple Disabilities	46	11
Total	78	35

Training:

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

Measurable achievements and goals accomplished:

- Continued extensive work on portfolios for Pierce, Ware and Coffee;
- Extensive supply orders for centers who received QR grants
- Worked with several centers to discuss QR classroom material needs;
- QR Conference Calls;
- Attended Children's Initiative;
- New Staff Orientation;
- CPR/FA renewal for Candler; Health Services Advisory Committee;
- Attended Georgia Organics Annual Conference;
- Monthly Family Farm Share check-in and worked on upcoming share;
- Worked with Coffee staff on supply orders for quality rating;
- Conducted taste testing activity at Appling;
- Conducted two Family Development Credential classes;
- Monitor Charlton;
- Conference call another Head Start program regarding Family Farm Share Program
- 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;

Nutrition:

	HS Meals	EHS Meals	Total Meals
Children Breakfast	7,852	3,323	11,175
Children Lunch	7,741	3,275	11,016
Children Snack	7,365	3,081	10,446
Total Meals	22,958	9,679	32,637
Adult Breakfast	1,274	925	2,199
Adult Lunch	1,410	958	2,368
Total Meals	2,684	1,883	4,567

Facilities:

- We have started the annual Facility Safety Inspections this month. They will be completed by the end of March.
- We have removed most items out of the old lunchroom at Coffee HS in preparations of demolishing that building.
- We have received approval to upgrade some plumbing at Candler HS which will include:
 - new bathroom sinks

- o installing a dishwashing sink
- o installing an ice maker
- o removing old sinks in bathrooms
- o removing old sink in entrance area
- Fence installed at Hazzard Hill by new walk area going to HS playground to prevent children from running into open field.
- New building at Pierce has been approved by Fire Marshal and Bright from the Start licensing.

Mr. Gandy asked if there were any questions on the March Director's report. Being none, the report was approved, motion by Ms. Edge, second by Ms. Brooks. Motion carried.

Health Specialist, Mr. Phillips, reviewed the COVID-19 Mitigation Policy with the group next. He noted that COVID has not gone away completely and the OHS asked programs to create a policy with the advice of their HSAC committees. Our committee has approved the attached policy and it contains procedures we will follow if COVID makes it necessary. Ms. Brooks motioned to approve the COVID-19 Mitigation Policy and Ms. Arnold seconded it. All approved.

Ms. Lankford reviewed the OHS Program Instruction on FY 2023 Head Start Funding Increase and the Program Instruction on Hurricanes Fiona and Ian Disaster Recovery Funds.

Ms. Jones reported on the Fiscal Report for the month of February. The report was as follows:

Total Budget: \$11,617,377 Total Spending: \$3,832,384 Balance Remaining: \$(7,784,993) Current Spending percentage: 32.99%

VISA Expense: \$9,435.22 WEX: \$2,458.22

In-kind booked to date: \$684,781.00 Total in-kind for budget year: \$2,827,880.00

Administrative cost rate: 9.3%

Ms. Jones asked if there were any questions about her report and there were none. Mr. Gandy asked for a motion to approve the Fiscal Report, Ms. Brooks made a motion to approve and Ms. Arnold seconded. There were no objections.

Next, Ms. McGauley gave the Personnel Report:

Position Vacancies

EHS Teacher Atkinson (Willa) (2)

Bacon (ABC) Teacher Brantley Teacher Assistant Candler (2) **EHS** Teacher Charlton Teacher Clinch EHS Teacher

Clinch Interventionist Coffee Custodian Coffee Teacher

Hazzard Hill – (5) EHS Teacher Hazzard Hill Custodian

Toombs Teacher Assistant Toombs Interventionist Ware -(9)Teacher

Teacher Assistant Ware (2) Custodian Ware

New Hires(s) Need Approval

Tiffany Hill Teacher-Atkinson (Willacoochee) Tashon Bradshaw Food Transporter/Custodian-Pearson Sameka Burch Interventionist-Bacon (Northside) Victoria O'Brien Floater-Bacon (Northside) Hayleigh Newman EHS Floater-Candler Pamela Mayes Teacher Assistant-HH Alexandra Pharmes Teacher Assistant-HH Eric White Custodian-Ware

New Hire(s) Already Approved

Tara Green

Alicia Ramirez

EHS Teacher-Atkinson (Willacoochee)

EHS Floater-Atkinson (Willacoochee)

Jennifer Bryan

EHS Floater-Atkinson (Willacoochee)

Ashley Grady

Teacher-Atkinson (Pearson)

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

Amanda Reynolds

Tyla Taylor

Jamie Jordan

Pam McGauley

Garrett Cantrell

Marquis Ross

Floater-Ware

Custodian-Ware

Interventionist-Ware

Custodian-Coffee

Custodian-Coffee

Custodian-Coffee

Transfers
Amanda Hodges
From: Teacher Assistant-Brantley
To: EHS Teacher-Brantley
3.5,2023

Kelci Robinson From: Teacher Assistant-Toombs

To: Teacher-Toombs 3.19.2023

Voluntary Termination(s)

Garrett Cantrell Custodian-Coffee 3.14.23 Deanna Byrd Floater-Clinch 3.31.23

Subs no longer serving

Jasmine Harris Ware 3.19.023

Involuntary Termination(s) None

Mr. Gandy asked if there were any questions about the Personnel report. There were none so he asked for approval of the report in its entirety. Ms. Arnold motioned to approve the report and Ms. Brooks seconded, Motion carried.

The PFCE report was next by Ms. Lankford:

The parent meeting topics for February included: a parent celebration, Valentine's Day crafts, budgeting, decorating for the dance, disruptive behavior tips, Family Farm Share, money relationship, and transition.

Attendance was as follows:

Appling	*	Coffee	5
Atkinson	7	$\mathbf{H}\mathbf{H}$	3
Bacon	19	Jeff Davis	9
Brantley	1 1	Pierce	7
Candler	1	Pearson	7
Charlton	0	Toombs	11
Clinch	30	Ware	12

^{*}Have not received #s

Our Health Services Advisory Committee met February 28th. We had one parent and several community members in attendance along with our staff. I presented budgeting information at Pearson's parent meeting and along with Ms. Clarke, talked about the Family Farm Share program at Pierce County's meeting. Pierce is now included in the program. Ms. Young plans to begin her self-assessment for her component area this month.

There were no questions about the PFCE report. Ms. Brooks motioned to approve the report and Ms. Arnold seconded. All were in favor. There were no parent concerns noted. Ms. Lankford noted that the program had received a perfect review in our Focus Area One virtual review. We were very excited at the news. Ms. Lankford also asked any members that wanted to assist on our program's self-assessment to please let her know by email.

Ms. Lankford reviewed the Winter Outcomes reports with the group. Everyone received copies. She went over the assessment report and noted the percentages of children below, meeting, or exceeding in each area of development. Ms. O'Berry shared information on the Disabilities component as well. Ms. Arnold motioned to approve the training for today and Ms. Brooks seconded. All agreed.

Mr. Gandy asked if there was any further discussion. The next meeting will be May 24th and we will do the meeting in person and virtual again at that time. With not other business, the meeting was adjourned.

Respectfully submitted,

James Gandy, Champerson

Donna Gibson, Secretary

paction action pact Head Start Program Policy Council Agenda

Baxley, GA Wednesday, March 22, 2023

I.	WELCOME/MOMENT OF MEDITATION	Chairperson
II.	APPROVAL OF JANUARY MINUTES & FEBRUARY REPORTS	S Chairperson
m.	MARCH DIRECTOR'S REPORT	Amanda Lankford Head Start Director
IV.	COVID MITIGATION POLICY	Hollard Phillips Health Specialist
v.	OHS REPORTS	Amanda Lankford
VI,	FISCAL REPORT	Trecinski Jones Fiscal Specialist
VII.	PERSONNEL REPORT	Denise McGauley HR Specialist
VIII	. PFCE REPORT/PARENT CONCERNS	Amanda Lankford
IX.		Mental Health Specialist
	SECOND ASSESSMENT REPORT	Amanda Lankiord

NEXT POLICY COUNCIL MEETING - May 24th



action pact Head Start Program Policy Council Teams Meeting Minutes January 18, 2023

Policy Council members attending: James Gandy — Chair, Mary Susan Arnold, Nicole Brooks, Donna Gibson, Karen Hankala, Andrea Nabors, Tabitha Paulk, Amanda Whitaker, Jamela Clark Williams

Staff present: Amanda Lankford – Head Start Director, Angela Carr – Asst. Head Start Director, Carol Clarke – Training Specialist, Trecinski Jones – Fiscal Specialist, Denise McGauley – HR Specialist, Hollard Phillips – Health Specialist, and Anita Young, PFCE Specialist

Mr. Gandy called the meeting to order at 10:38 after a quorum was established. He asked for approval of the November minutes which had been previously sent to the members. Ms. Gibson motioned to approve the minutes with a second from Ms. Hankala. Motion carried. Next, Mr. Gandy asked if anyone had any questions about the December Policy Council reports that had also been sent to everyone. There were no questions, so he asked for a motion to accept the Director's, Fiscal, Personnel, and Parent Engagement reports. Ms. Hankala motioned to approve the December reports with a second by Ms. Whitaker. Motion carried.

Mr. Gandy called for the Director's report, next. Ms. Lankford welcomed everyone and then reported on the January's Director report as follows:

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

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

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

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

Education:

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

Health:

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

Enrollment Current Enrollment:

- 528 in Head Start
- 229 in Early Head Start

Current waitlist of income eligible children:

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

Early Head Start	
Appling	28
Atkinson	1
Bacon	22
Brantley	16
Candler	6
Charlton	9
Clinch	2
Coffee	38
Hazzard Hill	75
Pierce	12
Toombs	31
Ware	9
Totals	249

Head Start December 2022

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

Early Head Start December 2022

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

December 2022 A Statistics from CF		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	77.31%	83.56%
Early Head Start	80.81%	86.20%

Mental Health:

- Ms. O'Berry will be completing the report for the DAYC-2 ED pilot study
 Completed DESSERTS training with Candler
 Helped children with disabilities in Brantley

- Helped get providers' information to HR for fingerprinting

Attended IEP/IFSPs meeting at Ware

Children diagnosed with special needs: Head Start: 64; Barly Head Start: 36; Total 100 Funded

Enrollment: 15.31%; Current Students 12.71%

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	1	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	2	1
Health Impairment	0	1
Traumatic Brain Injury	0	0
Learning Disability	2	0
Orthopedic Impairment	0	0
Speech/Language	15	1.1
Developmental Delay	5	11
Intellectual Disabilities	0	0
(Formerly known as Mental		
Retardation)		
Non-Categorized – Other	0	. 2
Multiple Disabilities	39	10
Total	64	36

Training:

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

Press Releases/Publicity: activities

Measurable achievements and goals accomplished:

- Submitted Quality Rated portfolios for: Appling, Willacoochee, Brantley, Charlton and Hazzard Hill;
- Amounts awarded for our Quality Rating Restoration Grant Applications are as follows: that I submitted were approved: Appling, Atkinson, Bacon Southside, Brantley, Charlton, Coffee, Hazzard Hill, Jeff Davis, Pierce and Ware. We are awaiting word of the grant amount, but they are reporting that it could be as much as \$5,000 per classroom;
- Completed work on Portfolios for centers: Appling, Willacoochee, Brantley, Charlton and Hazzard Hill, that will be the first cohort to go through Quality Rating and submitted their portfolios;
- Started work on portfolios for Pierce, Ware and Coffee who will be going through Quality Rated next;
- Family Reading Night: Willacoochee.
- Pajama Reading Party in collaboration with the public library: Charlton;
- Family Holiday Crafts Event: Pierce
- New Staff;
- Registered numerous staff for quality rating training for those centers going through QR reassessment in Cohort 1 and 2;

Nutrition:

	HS Meals	EHS Meals	Total Meals
Children Breakfast	4,932	2,082	7,014
Children Lunch	4,780	2,034	6,814
Children Snack	4,407	1,855	6,262
Total Meals	14,119	5,971	20,090
Adult Breakfast	892	629	1,521
Adult Lunch	958	636	1,594
Total Meals	1,850	1,265	3,115

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

Facilities:

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

Mr. Gandy asked if there were any questions on the January Director's report. Being none, the report was approved, motion by Ms. Williams, second by Ms. Hankala. Motion carried.

Ms. Lankford reviewed the OHS Program Instruction concerning the Final Rule for establishing an evidence-based COVID-19 mitigation policy. Ms. Lankford explained that she and Mr. Phillips would be working on this policy in consultation with our Health Services Advisory Committee. The policy is to be in place The process is to be completed by March 7th. There were no further questions on this report.

Ms. Jones reported on the Fiscal Report for the month of November. The report was as follows:

Total Budget: \$11,311,521.00 Total Spending: \$916,581.00

Balance Remaining: \$(10,394,940.00) Current Spending percentage: 8.10%

VISA Expense: \$12,094.63 WEX: \$2,499.57

In-kind booked to date: \$103,584.00 Total in-kind for budget year: \$2,827,880.00

Administrative cost rate: 9.9%

Ms. Jones asked if there were any questions about her report and there were none. Mr. Gandy asked for a motion to approve the Fiscal Report. Ms. Hankala motion to approve and Ms. Gibson seconded. Motion carried.

Brantley

Next. Ms. McGauley gave the Personnel Report:

Position Vacancies

Interventionist

Teacher Atkinson (Willa)
EHS Teacher Atkinson (Willa) (3)
Teacher Assistant Atkinson (Pearson)
Teacher Atkinson (Pearson)
EHS Teacher Bacon (ABC)
Teacher Bacon (NS)

Floater Cand		
EHS Teacher	Candler (3)	
EHS Teacher Charl		
Teacher	Charlton	
EHS Teacher Cline		
Teacher Coffe		
personal personal distribution of	114	

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

New Hires(s) Need Approval

Tyla Taylor Custodian-Ware

Jamie Jordan Interventionist-Ware

Pam McGauley Family Advocate-Ware

Garrett Cantrell Custodian-Coffee

Marquis Ross Custodian-Coffee

New Hire(s) Already Approved

Kaitlin Flowers	Teacher Assistant-Brantley
Tiffany Stafford	Teacher Assistant-Charlton
Tajuana Jackson	Custodian/Food Transporter-Coffee
Wendy Oliver	Custodian/Food Transporter-Coffee
Albert Hesters	Custodian-Hazzard Hill
Tiffany Gill-Durr	Teacher Assistant-Ware
Suzette Addison	Substitute-Ware

Transfers		Effective Date
Jackie Flowers	From: Substitute-HH	
	To: Teacher-HH	1.8.2023
Christina Valdivia	From: EHS Teacher-Candler	
	To: Teacher-Candler	1.22.2023
Shelinda Stanford	From: Floater-Candler	
	To: Teacher Assistant-Candler	1.22,2023
Voluntary Termination(s)		
Emily Kelly	EHS Teacher-Bacon (ABC)	1.5.2023
Rachel Cribb	EHS Teacher-Atkinson (Willa)	1.6.2023
Brittany Feller	Family Advocate-Jeff Davis	1.9.2023

Subs no longer serving Involuntary Termination(s)

Mr. Gandy asked if there were any questions about the Personnel report. Being none, he asked for approval of the report in its entirety. Ms. Gibson motioned to approve the report and Ms. Paulk seconded. Motion carried.

The PFCE report was next by Ms. Young:

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

Attend	ance was	as	follo	ws:

Appling *	•	Coffee	48
Atkinson	7	HH	7
Bacon	12	Jeff Davis	*
Brantley	33	Pierce	3
Candler	15	Pearson	2
Charlton	1	Toombs	*
Clinch	17	Ware	*
*No meet	ings held		

There were no questions about the PFCE report. Ms. Gibson motioned to approve the report and Ms. Arnold seconded. All were in favor. Ms. Young asked if there were any parent concerns or questions. There were none.

Ms. Lankford reviewed the Fall and School Readiness Outcomes reports with the group. Everyone received copies of these reports. She went over the assessment report and noted the percentages of children below, meeting, or exceeding in each area of development. Ms. Lankford then discussed The School Readiness Outcomes section. Mr. Gandy asked for a motion to approve the training on these reports. Ms. Gibson motioned to approve the report and Ms. Arnold seconded. Motion carried.

Mr. Gandy asked if there was any further discussion. Ms. Young noted the next meeting will be March 22nd. Ms. Lankford stated that she would like to get back to in-person meetings and asked for everyone's input. Some said they would also like to meet in person and some had previously stated with their work, virtual worked best for them. Ms. Lankford said we would try doing both at the March meeting. We will meet in person but have the virtual option for those who need that avenue. Mr. Gandy then adjourned the meeting and thanked everyone for participating.

Respectfully submitted.

James Gandy, Chairperson

Donna Gibson, Secretary

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

We received notification from the Office of Head Start on February 17th 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 10th. 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	
Candler	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	
			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 Eurollment to date	Over Income Served	
			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	1
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 Enroilment Actual Enroilme			
Head Start	79.18%	85.75%		
Early Head Start				

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

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





	THE STATE OF
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 \$ Cost	
Ψ	
\$ -	
Other Fiscal Items of Inforantion from the Department of Health an (HHS):	d Human Services
	Submitted By:
.,1	Trecinski Jones

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		·	

Wells Fargo Visa	01.29.2023	(Invoice)	A. Lankford (Head Star
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	To be the second of the second
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	11 12 W. 1 20 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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	

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Wex	01.31.2023	Wex (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	Wayeross	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	\$19.12
01.17.23	HS Central Office	Wayeross		
01.30.23	Atkinson-Pearson	Pearson	Ga	\$26.43
	TAXAMOOT T VALSOT	rearson	Ga	\$44.90
		- WANT		
01.31.2023	Program Maintenance			\$18.76
		"	1	\$2,588,18

TOTAL

Head Start Policy Council Date: 02.27.2023

	Month Ending: 01.31.2023	2022/2023 Budget
EXPENSES		
Personnel Costs:		
Salary and Wages	1,288,720	6,624,983
Fringe Benefits	637,397	
Total Personnel Cost	1,926,118	2,776,193
	1,920,116	9,401,176
Program Expenses:		
Contract Services		
Direct Benefits		-
Food	25.400	
Health & Safety	25,402	50,000
Information Technology	20.445	
Materials and Supplies	26,445	<u>-</u>
Program Support	258,603	200,000
Participant Support	~	-
Volunteer Support	-	m
Total Program Expenses		-
rotari rogiani Expenses	310,451	250,000
Capital Expenditures-Vehicles/Equip	69,004	
General and Administrative Expenses	08,004	
Advertising and Promotion		-
Conferences, Conventions, and Meetings	-	9,000
Copying and Printing	596	ы
Dues and Subscriptions	7,651	
Equipment Rental	17,216	26,000
Insurance	5,836	₩
Miscellaneous-Playground Equip	39,966	60,000
Occupancy	. 68	-
Other Expense	3,148	27,000
Professional Fees	802	.
	10,973	39,000
Postage and Delivery Rent/Leases - Real Estate	302	2,778
	7,741	70,000
Repairs and Maintenance	40,162	-
Taxes	-	-
Telecommunications	33,605	125,000
Training and Education	52,075	144,070
Transportation	~	, <u> </u>
Travel Expenses	13,644	41,000
Utilities	52,869	125,000
Total General and Administrative Expenses	355,661	668,848
AP		
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
	•	_,,000
Total Expenses	3,355,149	14,139,401
Administrative averages as a second of the		***************************************
Administrative expenses as a percent of total expenses:		
Head Start Administrative expenses		
Indirect Expenses	\$ 226,004	
qr	\$ 236,094	
	\$ 301,183	
Total Expenses	\$ 3,355,149	
A1.14.		
Administrative expense percentage	9.0%	
Budget - Approved		, a . a . a
- vr		14,139,401

Head Start Policy Council February 2023

Position Vacancies

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 GreenEHS Teacher-Atkinson (Willacoochee)Alicia RamirezEHS Floater-Atkinson (Willacoochee)Jennifer BryanEHS Floater-Atkinson (Willacoochee)

Ashley Grady
I Teacher-Atkinson (Pearson)
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) Already 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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<u>Transfers</u>		Effective Date
Bethany Haskins	From: Food Trans./Custodian	
Gioria Miller	To: Teacher Assistant-Pearson	2.5.2023
	From: EHS Teacher-Brantley	0 = 0000
Kristy Rahle	To: EHS Floater-Brantley From: EHS Teacher-HH	3.5.2023
	To: EHS Teacher-Brantley	2.27.2023
Voluntary Termination(s)		
Sandra Friend	Floater-Bacon (ABC)	2.2.2023
Geri Rodriguez	Floater-Atkinson (Pearson)	2.13.2023
Zaria Johnson	Interventionist-Coffee	2.22,2023
Albert Hesters	Custodian-HH	3.2.2023
Tammy Brown	Teacher Assistant-Bacon	3.3.2023
Subs no longer serving		

Involuntary Termination(s)

Early Head Start Teacher Candler

2.24.2023

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

In Lewett

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 *
*No meeti	noo hald	

*No meetings held

I presented a budgeting class for the parents in Pearson at their parent meeting. Our HSAC meeting will be February 28th. 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

Ed Extras

Place your school name or logo here

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.
- 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







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 language learners become better readers, receives mejor funding from the American Federalion 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 mejor funding from Lindamood-Bell Learning Processes.

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 language 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-Beil Learning Processes.

Head Start Program Director's Report

March 22, 2023 Submitted by Amanda Lankford

In late February, we received notice from the Office of Head Start that there will be a FY 2023 Head Start funding increase due to President Biden signing the Consolidated Appropriations Act, 2023, into law at the end of December. This increase provides a 5.6% COLA for Head Start staff which is considerably more than most COLAs we receive. In addition, there will be Quality Improvement funds we will be applying for. The Quality Improvement funds will be used to add additional floaters to assist with classroom coverage, decrease child to staff ratios, and assist with relieving staff for breaks during the day. There will Early Head Start expansion funds available in the Fall of 2023. Office of Head Start also has One Time Grant opportunities available. We will start looking at our program to determine if we want to apply for the one time grant funds.

We also plan to covert 137 Head Start slots to 72 Early Head Starts in Appling, Bacon, and Ware County. This is due to the community assessment, current waitlist, and guidance from the Office of Head Start.

Most spring breaks will be the first week of April with the exception of Appling and Candler being the second week. The last day of school for Head Start will be May 12th. Early Head Start will go through May 30th. Summer session for EHS starts May 31 and will be every Wednesday throughout June and July.

The Annual Facility inspections and Self-Assessment are in progress and we hope to have the results from those to share at the May Policy Council meeting.

Education:

The second assessment reports are attached for the training section of the meeting. Ms. Horton and Ms. O'Berry will be delivering the transition/disability agreements to the local school systems this month. Education staff interviews are ongoing.

Health:

There were three incidents reported in February. There were three positive COVID 19 cases reported as well, and Mr. Phillips received one new health plan. The audio equipment has now been calibrated. Mr. Phillips has completed his revision of the Incident Report form. He is still working on securing training for the audiometers. The COVID 19 Mitigation Policy has been completed and will be reviewed with you shortly.

Enrollment

Current Enrollment:

- 565 in Head Start
- 241 in Early Head Start

February 2023 ADA Statistics from CP report # 2301				
	ADA Funded Enrollment	ADA Actual Enrollment		
Head Start	80.99%	86.64%		
Early Head Start	84.12%	87.80%		

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	18
	88

Early Head	Early Head Start				
Appling	26				
Atkinson	1				
Bacon	20				
Brantley	16				
Candler	6				
Charlton	3				
Clinch	2				
Coffee	41				
Hazzard Hill	57				
Pierce	8				
Toombs	34				
Ware	10				
Totals	224				

Head Start February 2023

	Funded Enrollment	Total Enrollment	Over Income Served	
	Emonnen	to date	101-130 %	Over 130%
Appling	34	39	1	0
Atkinson	34	34	3	7
Bacon	50	55	2	1
Brantley	33	39	3	3
Candler	17	19	0	1
Charlton	34	24	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	51	3	1
Ware	215	187	8	17
Totals	652	629	26	40

Early Head Start February 2023

	Funded Enrollment	Total Enrollment	Over Inco	ome Served	
		'to date	101-130 %	Over 130%	
Appling	16	19	0	0	
Atkinson	24	23	2	4	
Bacon	24	30	1	0	
Brantley	8	10	0	0	
Candler	24	23	1	0	
Charlton	16	20	0	0	
Clinch	16	18	0	0	
Coffee	16	17	0	0	
Hazzard	64	67	1	1	
Pierce	8	18	0	3	
Toombs	16	17	0	0	
Ware	8	12	0	0	
Totals	248	274	5	8	

Mental Health:

- Gathered information and formed a booklet, "Common Childhood Disabilities Teaching Strategies" to help teaching staff differentiate teaching techniques.
- Attended virtual IEP meetings with Appling BOE, Pierce BOE and in-person with Ware and Atkinson.
- Completed DESSERTS stress relief training with LPC, Tammy Perritt, in Willacoochee, GA.
- Monitored Ware County Head Start for Leadership responsibilities.
- Attended Retirement Session virtually.
- Attended IEP meetings virtually and in person at Appling, Pierce, Ware and Atkinson.
- Observed a child for a chair at Pierce County. Ordered the chair and took it to Pierce.
- Ordered and delivered some noise reducing headphones for a child in a county who is exhibiting aggression due to the noise level.
- Made new corrections in the Memorandum of Agreements (MOA) with the BOEs.

Children diagnosed with special needs:

Head Start: 78; Early Head Start: 35; Total 113 14.41% of current students; 12.56% of funded enrollment

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	21	12
Developmental Delay	6	9
Intellectual Disabilities	0	0
(Formerly known as Mental		v
Retardation)		
Non-Categorized – Other	0	1
Multiple Disabilities	46	11
Total	78	35

Training:

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

Measurable achievements and goals accomplished:

- Continued extensive work on portfolios for Pierce, Ware and Coffee;
- Extensive supply orders for centers who received QR grants
- Worked with several centers to discuss QR classroom material needs:
- QR Conference Calls;
- Attended Children's Initiative:
- New Staff Orientation;
- CPR/FA renewal for Candler;
- Health Services Advisory Committee;
- Attended Georgia Organics Annual Conference;
- Monthly Family Farm Share check-in and worked on upcoming share;
- Worked with Coffee staff on supply orders for quality rating;
- Conducted taste testing activity at Appling;
- Conducted two Family Development Credential classes;
- Monitor Charlton;
- Conference call another Head Start program regarding Family Farm Share Program
- 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;

Nutrition:

	HS Meals	EHS Meals	Total Meals
Children Breakfast	7,852	3,323	11,175
Children Lunch	7,741	3,275	11,016
Children Snack	7,365	3,081	10,446
Total Meals	22,958	9,679	32,637
Adult Breakfast	1,274	925	2,199
Adult Lunch	1,410	958	2,368
Total Meals	2,684	1,883	4,567

Facilities:

- We have started the annual Facility Safety Inspections this month. They will be completed by the end of March.
- We have removed most items out of the old lunchroom at Coffee HS in preparations of demolishing that building.
- We have received approval to upgrade some plumbing at Candler HS which will include:
 - o new bathroom sinks
 - o installing a dishwashing sink
 - o installing an ice maker

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- o removing old sinks in bathrooms
- o removing old sink in entrance area
- Fence installed at Hazzard Hill by new walk area going to HS playground to prevent children from running into open field.
- New building at Pierce has been approved by Fire Marshal and Bright from the Start licensing.

This concludes my report.

Amanda Lankford, Head Start Director



Action Pact COVID-19 Pandemic Mitigation Policy

To reduce or lower the spread of COVID-19, (Action Pact Head Start and Early Head Start sites and staff will follow the current recommendations of our local health departments, the Centers of Disease Control and Prevention (CDC), and the Georgia Department of Public Health (GADPH). Our COVID-19 risk reduction strategies will be scaled up or down based on the impacts or risks of COVID-19 in the community. This policy allows classrooms to remain open, to promote safe in-person learning while reducing the spread of COVID-19.

To prepare for illness, Action Pact will:

- Monitor COVID-19 community levels utilizing CDC COVID tracking data. https://www.cdc.gov/coronavirus/2019-ncov/covid-data/covidview/index.html?fbclid=lwAR3bitkYOiqISzKy5sqLeTzfH_K-7hmA28MqPdhWcTA5gmMmHQQnv_7Yy6s. Action Pact will use this information to monitor our area community level to adjust mask use, to implement isolation and quarantine protocols. Staff, parents, and community partners will be informed of implementation of elected COVID strategies.
- Identify reliable sources of information such as the local public health department,
 GADPH https://dph.georgia.gov/dph-covid-19-guidance, and the CDC www.cdc.gov.
- 3. Develop a communication plan to notify families, staff, Child Care Licensing, and local public health officials of outbreaks, exposures, site closures etc.
- 4. Educate staff and families about COVID-19 risk reduction strategies, for example: hand washing, staying home if you are sick, coughing or sneezing into your sleeve, masking, up to-date COVID-19 vaccination, healthy air and ventilation, and annual flu vaccination.
- Encourage families to consider their options for backup childcare in case of illness or site closure.
- 6. Keep supplies on hand, for example: soap, paper towels, tissues, toilet paper, masks, COVID-19 tests, and cleaning and disinfecting products.
- 7. Plan for staff absences.

To respond to illness, Action Pact will:

- 1. Require families and staff to notify the program of confirmed COVID-19 cases.
- 2. Report outbreaks to the local public health department.
- Consult with the local public health department about how to prioritize COVID-19 risk reduction strategies (for example, masks for staff and children 2 years of age and older, portable air filters).
- 4. Conduct daily health checks at the time of check-in, prior to the child's parent/guardian leaving.
- 5. Have a designated location in the classroom for a cot that is away from play areas but still actively supervised by staff where an ill child may safely wait and rest until being picked up.

- 6. Require staff and children to stay home if they have signs of illness (for example, sore throat, fever, cough, body aches).
- 7. Require COVID-19 testing for children and staff with COVID-19 symptoms before returning to the program.
- 8. Review cleaning and disinfecting procedures with staff.
- 9. Communicate with staff and families about the extent of illness in our program and any changes that may need to be made to our usual routine.

References:

CDC, Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html

CDC, Know Your Community Level https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html

State of Georgia https://dph.georgia.gov/dph-covid-19-guidance

Anita Young

From:

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

Sent:

Tuesday, February 21, 2023 10:00 AM

To:

Anita Young

Subject:

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

This is an external e-mail, not from an action pact employee. Please take care when clicking links or opening attachments. If in doubt, check it out and contact the sender or your supervisor before you open or reply.

View the web version



ACF Administration for Children and Families U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES 1. Log No. 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

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 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 COLA and quality improvement funds available to all Head Start, Early Head Start, and EHS-CC Partnership grant recipients. Grant recipients subject to competition for continued funding through the Designation Renewal System (DRS) are entitled to COLA 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 DRS competition decisions are final. State collaboration grants are not eligible for COLA 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 Sec. 640(a)(4)(C) 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**, 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 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. 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 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 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 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 OHS 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.

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- 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 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

Each grant recipient may apply for a COLA 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 COLA 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 COLA 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 COLA to these positions. Programs could also think about providing a larger COLA 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 COLA differentially across positions, they must explain this choice in their application.

Sections 653 and 640(j) of the Act provide further guidance on the uses and limitations of COLA 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 Level 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 increases between delegates or partners, they must justify this in their application. COLA 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.

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 COLA and Quality Improvement Funding

Grant recipients must request COLA 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 EHS-CC Partnerships

One hundred million dollars is available to support new grants for Head Start, Early Head Start, and EHS-CC 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 Partnership Program Funding

Two million dollars is available to support TCU-HS 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 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

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Anita Young

From:

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

Sent:

Wednesday, March 15, 2023 10:00 AM

To:

Anita Young

Subject:

ACF-PI-HS-23-03 Hurricanes Fiona and Ian Disaster Recovery Funds

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ACF
Administration for Children and Families

U.S. DEPARTMENT
OF HEALTH AND HUMAN SERVICES

1. Log No. ACF-PI-HS-23-03
2. Issuance Date: 03/15/2023
3. Originating Office: Office of Head Start
4. Key Words: Hurricanes Fiona and Ian; Natural Disaster; Disaster Relief; Response and Recovery Efforts; Disaster Assistance

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Programs Impacted by Hurricanes Fiona and Ian

SUBJECT: Hurricanes Fiona and Ian Disaster Recovery Funds

INSTRUCTION:

This Program Instruction (PI) outlines the process to request disaster recovery funds for Head Start and Early Head Start programs, including replacement of damaged or destroyed property and facilities following Hurricanes Fiona and Ian. The PI is also intended to assist governing bodies and key management staff in determining the types of assistance and amount of recovery funds that are needed.

President Biden signed the Consolidated Appropriations Act, 2023 (H.R. 2617), into law on December 29, 2022. The Act provides \$345,000,000 in emergency funding "for necessary expenses directly related to the consequences of Hurricanes Fiona and Ian, including activities authorized under section 319(a) of the Public Health Service Act."

The Administration for Children and Families (ACF) has the authority to award funds through September 30, 2027 but is subject to end when all funds have been awarded.

The extent of service interruption and damage to properties as a consequence of these disasters varies dramatically. The Office of Head Start (OHS) recognizes we cannot anticipate all of the circumstances in which disaster funds may be needed to ensure services are restored. Disaster recovery needs may not fully reflect how services were delivered prior to the disasters but will be responsive to the current community needs.

OHS reminds grant recipients that even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health, and mental health support, and alternative care for their children

(ACF-IM-HS-19-01). Programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for recharging phones and other communication devices. Grant recipients are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

Funding Requests

Grant recipients should engage in a comprehensive assessment of programmatic and community needs that considers the immediate, interim, and long-term impacts and associated costs resulting from these disasters. Application narratives must clearly define which of the following categories of funding are included in the request:

- 1. Facilities
- 2. Materials, Supplies, and Equipment
- 3. Program Operations
- 4. Additional Health, Mental Health, Dental, and Nutrition Services
- 5. Training and Technical Assistance (TTA)
- 6. Disaster Recovery Expenses Incurred Prior to Availability of Funds Under the Act

Each proposed grant activity should have a clear timeline for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application. We have provided a brief description of each area to assist programs in preparing funding requests.

1. Facilities

Disaster recovery funds may be requested to cover costs associated with repairs, renovations, purchase, and construction of facilities. Requests for funds to cover planning costs, including assessments, architectural and engineering services, and requests for bids may also be submitted. Grant recipients should make a thorough assessment of their temporary and long-term facility needs, including outdoor play areas. Structural damage and environmental problems not properly identified and addressed can create hazards and health risks months after initial damage occurs. We encourage programs to consider obtaining the services of a structural engineer, architect, and environmental consultant during the assessment phase so all costs necessary, such as those for remediation of molds and moisture-related problems, can be identified to ensure full restoration. These funds should be used to make infrastructure improvements and upgrades that promote climate-resilient facilities in the event of future disasters.

Programs should consider the costs of meeting current building codes. All facilities work within the scope of Head Start Program Performance Standards (HSPPS) at Facilities, 45 CFR §1303 Subpart E must be supported by an application, as required, and all projects must comply with applicable local building regulations, requirements, and codes. Grant recipients must not use requested funds for costs reimbursed by the Federal Emergency Management Agency (FEMA), under a contract for insurance, or by self-insurance.

Please note: ACF grant recipients that purchase, construct, or renovate facilities with Head Start funds are required to submit the SF-429 Real Property Status Report and attachments. As such, in addition to the 1303 application for the disaster recovery funds request, the SF-429-B Request to Acquire, Improve, or Furnish must be submitted in the Online Data Collection system. See Discretionary Post-Award Requirements, ACF-PI-HS-17-03 Electronic Submission of Real Property Standard Form (SF)-429 and Attachments, and the applicable administrative requirements at 45 CFR §75.318 and §75.343 for additional information. Also, before a grant recipient can apply for funds to purchase, construct, or renovate a facility under 45 CFR §1303.44, it must establish, among other things, that the proposed purchase, construction, or major renovation is necessary because of a lack of suitable facilities in the grant recipient's service area will inhibit the operation of the program (45 CFR §1303.42(a)(1),(b)).

2. Materials, Supplies, and Equipment

Some grant recipients have reported losses in materials, supplies, furnishings, and equipment. Programs should conduct a thorough review of each impacted center to ensure funding requests cover all costs necessary to

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replace lost or damaged vehicles, equipment, materials, furnishings, and supplies. Reviews of program losses should include outdoor play areas, kitchens, program and administrative offices, and any other service areas. Programs may also request vehicles, equipment, materials, furnishings, and supplies needed to support the delivery of temporary services or facilities activities until program services can be fully restored. Equipment purchases as defined in 45 CFR §75.2 require prior written approval under 45 CFR §75.308(c)(1)(xi).

3. Program Operations

Some families may have relocated as a consequence of Hurricanes Fiona and Ian. Others remained in their community but may be displaced from their homes. Many more families may be experiencing homelessness than before the hurricanes. Programs should make every effort to assess the immediate and ongoing service needs of communities in their service area.

Programs may consider home-based services, double sessions, and increasing hours per day or days per year to meet community needs. For example, offering double sessions can serve more children on a temporary basis, but longer days and summer services may better meet the continuity needs of children who are experiencing homelessness or in temporary housing. Lowering teacher-child ratios to temporarily increase the number of teachers per classroom may also be needed to safely support evolving program schedules, transitions in services, or to more adequately respond to the needs of children and families who need additional support. Programs should consider the full range of services and supports for families that are necessary to support or supplement program operations, including providing transportation for children if they do not do so already.

4. Additional Health, Mental Health, Dental, and Nutrition Services

Children, families, and staff have endured significant disruption and stress as a result of Hurricanes Fiona and Ian. In some areas, homes may still be without power or safe drinking water. Families may not be able to fully meet their health and nutritional needs under such circumstances. Post-disaster conditions also enhance the risk of infection and the spread of diseases. Programs must consider actions they can take in collaboration with community partners to address health, mental health, dental, and nutritional needs resulting from the disasters. This could include hiring or contracting with qualified practitioners who can work in centers directly with children, families, and staff. Programs may also determine they need to hire additional staff, such as consultants, family workers, or other classroom staff, who can deliver short-term specialized health, mental health, dental, and nutrition services to support recovery post-disaster for children, families, and staff.

5. Training and Technical Assistance (TTA)

OHS recognizes that each program has learned a lot as a result of experiencing recent disasters, including Hurricanes Fiona and Ian. Programs have identified actions and strategies needed to strengthen and build emergency response procedures, staff capacity, facilities, and professional development. This is an opportunity for local programs to collaborate with relief organizations and other early childhood programs in their communities. If requesting TTA funding in accordance with the Head Start Act Sec. 648(d), grant recipients should clearly state the activities for which this funding will be used.

6. Disaster Recovery Expenses Incurred Prior to Availability of Funds Under the Act OHS provides flexibility for grant recipients to modify their operating budgets to use operating funds to initiate disaster recovery activities. Grant recipients may apply for disaster recovery funds to reimburse the cost of necessary expenses directly related to the consequences of the disasters that were previously paid with operating funds if those funds are needed for current year program operations. Disaster recovery funds paid as reimbursements are not unrestricted funds and must be used for allowable program or disaster recovery expenditures.

When submitting requests for disaster recovery funding, grant recipients must explain how the funds relate to a consequence of the disaster. They also must provide assurance that requested funds will not be used for costs reimbursed by FEMA, under a contract for insurance, or by self-insurance.

Award Information and Restrictions

Eligible grant recipients will receive disaster recovery funds as a separate grant award from their base Head Start and Early Head Start operations grants. Disaster recovery awards are not included in the calculation of a grant

recipient's base grant for the subsequent fiscal year. They are also not subject to the allocation requirement of **Sec. 640(a)** of the Head Start Act. Disaster recovery funds must be awarded by OHS no later than September 30, 2027. During the period of funding availability, grant recipients may request needed disaster recovery funds all at once or make subsequent requests for needed funds.

Unless a waiver has been approved by the Office of Management and Budget and a longer project period is issued for a specific grant by OHS, all disaster recovery funds must be expended by grant recipients within 36 months of their award date. Any funds not expended must be returned to the U.S. Department of Health and Human Services,

If OHS disaster recovery funds are used to fund an eligible expense subsequently paid by FEMA, commercial insurance, or self-insurance, the receipt of proceeds must be reported to OHS and the payment received must be repaid to OHS.

OHS will closely monitor disaster recovery grant awards. Reporting content and frequency requirements will be established by OHS, and on-site visits may be required prior to expenditure of certain funded activities. Financial and programmatic reporting of disaster recovery-funded activities and expenses will be required of all grant recipients.

In addition to all the information included in this PI, grant recipients must also comply with all award terms and conditions.

Submission of Funding Applications

All requests for disaster recovery funding will be made through the Head Start Enterprise System (HSES). First, grant recipients that intend to apply for disaster recovery funding should make a request under the Correspondence tab of their regular grant in HSES for the system to create a temporary grant number. The HSES Help Desk will notify recipients when their temporary grant number has been created. Grant recipients will then submit their requests for disaster recovery funding through the Application tab under this new temporary grant number. Once awarded, the temporary grant will convert to a permanent grant in HSES. Grant recipients are not limited to a single application and may request additional temporary grant numbers if needed.

Disaster recovery funding requests require the following standard forms and backup documents:

- SF-424 Application for Federal Assistance
- SF-424-A Budget Information—Non-Construction Programs
- A narrative that describes the proposed use of funds. All activities and projects must identify the
 relationship to a covered disaster and include a timeline clearly indicating when significant project
 milestones or activities will be executed or occur and when the overall project or activity will be
 completed.
- Governing body and Policy Council decision, including meeting minutes.
- If you are requesting funds for major renovation, construction, or purchase of facilities, you must also submit:
 - SF-429 Real Property Status Report—Cover Page with Attachment B
 - Read the submission instructions.
 - An application fully compliant with the requirements under HSPPS Facilities, 45
 CFR §1303 Subpart E.

Non-federal Match is not required for these Disaster Recovery funds. SF-424-A Section C, Non-Federal Resources, should state \$0. Additional project or activity information may be required depending on the proposed use of funds.

More information about the process for submitting a funding application will be forthcoming in early April. In the interim, please contact **OHSDisasterRecovery@acf.hhs.gov** along with your program and grant specialists. We are committed to supporting you throughout this rebuilding and restoration period.

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

/ Khari M. Garvin /

Khari M. Garvin Director Office of Head Start

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



Head Start	Head Start
Date 03.15.2023 Revenue and Expenditure report through: 02.28.2023	
Total Budget: \$ 11,617,377.00 Total Spending: \$ 3,832,384.00 Balance Remaining: \$ (7,784,993.00)	
Current spending percentage of total Head Start budget to date:	32.99%
Items for Approval:	
Budget Revision:	
Status of Previously Approved Items:	
Credit Card Expenses Total: Visa (AL) \$	9,435.22
Wex \$	2,458.22
In-Kind Booked to Date: \$ 684,781.00	
Total In-kind for Budget year: \$ 2,827,880.00	
Administrative cost rate: 9.3%	
Major Financial Expenditures (i.e., equipment, buildings	
Item Cost	
J -	
\$ -	
Other Fiscal Items of Inforantion from the Department of Health and Huma (HHS):	n Services
	Submitted By:
	Trecinski Jones

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Wells Fargo Visa	02.28.23	(In	voice)	A. Lankford (Head Start)
Date of Charge	Merchant	To	otal Charge	Description
01.30.23	WF4FM0ENGINS	\$	32.13	
01.30.23	FMO-ENG & INSPECTION	\$	1,260.00	
01.30.23	The Downtown Sandwich	\$	49.06	
01.31.23	DOMINO'S	\$	46.82	
01.31.23	SHI INTERNATIONAL	\$	1,988.50	
02.01.23	Walmart.com	\$	37.77	
02.01.23	SHI INTERNATIONAL	\$	300.00	
02.02.23	WM Supercenter	\$	171.60	
02.02.23	Holt's Sweet Shop	\$	38.85	
02.03.23	Positive Promotions	\$	178.71	
02.06.23	UNC CH FPG INT	\$	550.00	
02.06.23	UNC CH FPG INT	\$	550.00	
02.06.23	P4MT.COM TRAVELMATION	\$	135.00	
02.06.23	PayPal Wellabletra	\$	199.00	
02.06.23	Alaska Air Travel-TLomax	\$	377.80	
02.06.23	Alaska Air Travel-JWrenn	\$	377.80	
02.06.23	Alaska Air Travel-CClarke	\$	377.80	
02.07.23	Wal-Mart	\$	30.20	
02.13.23	Wal-Mart	\$	8.96	
02.13.23	School Outfitters LLC	\$	409.94	
02.13.23	Dunkin	\$	131.36	
02.14.23	U.S. Plastic Corporation	\$	44.77	
02.14.23	WM Supercenter	\$	31.59	
02.17.23	Grease Monkey	\$	95.16	
02.20.23	Dairy Queen	\$	29.61	
02.20.23	Teachstone Training	\$	125.00	
02.20.23	Teachstone Training	\$	125.00	
02.20.23	Chick-Fil-A	\$	53.61	
02.21.23	Training LLC	\$	299.00	
02.21.23	The Downtown Sandwich	\$	59.32	
02.22.23	Walmart.com	\$	86.34	
02.23.23	Walmart.com	\$	86.34	
	SurveyMonkey	\$	468.00	
The second secon	SurveyMonkey	\$	468.00	
	The Downtown Sandwich	\$	30.19	
	The Downtown Sandwich	\$	38.35	
02.24.23	Davis Design & Décor Vidalia	\$	143.64	

The second secon				
Fotal		\$	9,435.22	

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Wex	02.28.2023	(Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
02.07.23	HS Central Office	Waycross	Ga	\$11,52
02.10.23	HS Central Office	Waycross	Ga	\$49,70
02.03,23	Pierce Co	Blackshear	Ga	\$40,86
02.14.23	Pierce Co	Blackshear	Ga	\$45,89
02.24.23	Charlton Co	Folkston	Ga	\$42.02
01.30.23	HS Central Office	Waycross	Ga	\$44.00
02,06.23	HS Central Office	Waycross	Ga	\$43.50
02,10,23	HS Central Office	Waycross	Ga	\$43,50
02.21.23	HS Central Office	Waycross	Ga	\$40.15
02.01,23	Ware HS	Waycross	Ga	\$43.09
02.22.23	Bacon Co HS	Alma	Ga	\$29.65
02.03.22	HS Central Office	Waycross	Ga	\$21.76
02.08.23	HS Central Office	Waycross	Ga	\$27.99
02.15.23	HS Central Office	Waycross	Ga	\$17.07
02.23.23	HS Central Office	Waycross	Ga	\$32.00
01.31.23	HS Central Office	Waycross	Ga	\$24.88
01.31,23	HS Central Office	Waycross	Ga	\$135.26
02.03.23	HS Central Office	Waycross	Ga	\$149.93
02.09.23	HS Central Office	Waycross	Ga	\$137.89
02.15.23	HS Central Office	Waycross	Ga	\$134.82
02.24.23	HS Central Office	Waycross	Ga	\$134.00
02,10,23	HS Central Office	Waycross	Ga	\$19.47
02.16.23	HS Central Office	Waycross	Ga	\$31.87
02.02.23	HS Central Office	Waycross	Ga	\$26.37
02,14,23	HS Central Office	Waycross	Ga	\$26.17
02.17.23	HS Central Office	Waycross	Ga	\$24.01
02,27,23	HS Central Office	Waycross	Ga	\$28.00
02.02.23	HS Central Office	Waycross	Ga	\$33.55
02.06.23	HS Central Office	Waycross	Ga	\$30.00
02.09.23	HS Central Office	Waycross	Ga	\$25.50
02,20,23	HS Central Office	Waycross	Ga	\$17,36
02.21.23	HS Central Office	Waycross	Ga	\$23.01
02.24.23	HS Central Office	Wayeross	Ga	\$30.25
02.01.23	HS Central Office	Waycross	Ga	\$31.08
02.09.23	HS Central Office	Waycross	Ga	\$28.47
02.14.23	HS Central Office	Waycross	Ga	\$28.90
02.16.23	HS Central Office	Waycross	Ga	\$18,70
02.24.23	HS Central Office	Waycross	Ga	\$41.00
02.27.23	HS Central Office	Waycross	Ga	\$14.30
02.13.23	HS Central Office	Waycross	Ga	\$44.21
02.27.23	HS Central Office	Waycross	Ga	\$28,48
02.22.23	Atkinson Co-Pearson	Pearson	Ga	\$46.72
02.07.23	HS Central Office	Waycross	Ga	\$122.62
02.10.23	HS Central Office	Waycross	Ga	\$103.45
02.14.23	HS Central Office			
V4.14.43	TO CERTISH OTHICS	Waycross	Ga	\$89.45

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02.15.23	HS Central Office	Waycross	Ga	\$51.68
02.20.23	HS Central Office	Waycross	Ga	\$112.67
02.27.23	HS Central Office	Waycross	Ga	\$112.78
02.28.23	Program Maintenance			\$18.67
				\$2,458.22

TOTAL

Head Start Policy Council Date: 03.15.2023

	Month Ending: 02.28.2023	2022/2023 Budget
EXPENSES		
Personnel Costs:		
Salary and Wages	1,766,363	6,624,983
Fringe Benefits	876,324	2,776,193
Total Personnel Cost	2,642,687	9,401,176
Program Expenses:		
Contract Services	-	2
Direct Benefits		
Food	36,208	50,000
Health & Safety Information Technology	49.245	
Materials and Supplies	48,315 314,960	505,856
Program Support	314,900	505,650
Participant Support	-	-
Volunteer Support	-	
Total Program Expenses	399,483	555,856
Capital Expenditures-Vehicles/Equip	69,004	
General and Administrative Expenses	-3.55	-
Advertising and Promotion	-	9,000
Conferences, Conventions, and Meetings	596	-
Copying and Printing	9,935	
Dues and Subscriptions	38,895	26,000
Equipment Rental Insurance	7,776	60.000
Miscellaneous-Playground Equip	55,992 109	60,000
Occupancy	4,198	27,000
Other Expense	845	27,000
Professional Fees	16,968	39,000
Postage and Delivery	411	2,778
Rent/Leases - Real Estate	8,988	70,000
Repairs and Maintenance	58,487	-
Taxes	Ξ.	-
Telecommunications	44,182	125,000
Training and Education	54,710	144,070
Transportation	-	
Travel Expenses	19,360	41,000
Utilities	74,360	125,000
Total General and Administrative Expenses	464,815	668,848
Allocated Indirect Expenses	323,598	991,497
CACFP/PRE-K Adjustment	1,801	
Total Cash Expenses	3,832,384	11,617,377
In-Kind Expenses	684,781	2,827,880
Total Expenses	4,517,165	14,445,257
Administrative expenses as a percent of total expenses:		
Head Start Administrative expenses	\$ 94,327	
Indirect Expenses	\$ 323,598 \$ 417,925	
Total Expenses	\$ 4,517,165	
Administrative expense percentage	9.3%	

Head Start Policy Council March 2023

Position Vacancies

EHS Teacher Atkinson (Willa) (2)
Teacher Page (ARC)

Teacher Bacon (ABC)
Teacher Assistant Brantley
EHS Teacher Candler (2)
Teacher Charlton
EHS Teacher Clinch

Interventionist Clinch
Custodian Coffee
Teacher Coffee

EHS Teacher Hazzard Hill – (5)
Custodian Hazzard Hill
Teacher Assistant Toombs

Interventionist Toombs
Teacher Ware – (9)
Teacher Assistant Ware (2)

Custodian Ware

New Hires(s) Need Approval

Tiffany Hill
Teacher-Atkinson (Willacoochee)
Tashon Bradshaw
Food Transporter/Custodian-Pearson
Interventionist-Bacon (Northside)

Victoria O'Brien
Hayleigh Newman
Floater-Bacon (Northside)
EHS Floater-Candler
Pamela Mayes
Teacher Assistant-HH
Alexandra Pharmes
Teacher Assistant-HH
Jennifer Nordstrom
Fomily Advances IS

Jennifer Nordstrom Family Advocate-JD Erlc White Custodian-Ware

New Hire(s) Already Approved

Tara Green

Alicia Ramirez

Jennifer Bryan

Ashley Grady

EHS Teacher-Atkinson (Willacoochee)

EHS Floater-Atkinson (Willacoochee)

EHS Floater-Atkinson (Willacoochee)

Ashley Grady

Ivy Rentz

Shelly Hyers

Gwenda Burnett

Michelle Stoddard

Teacher-Atkinson (Pearson)

EHS Teacher-Bacon (ABC)

Interventionist-Brantley

Substitute-Brantley

Mildred Herrera EHS Teacher-Charlton
EHS Floater-HH

Mackenna Arrington
Teacher Assistant-HH
Sasha Munford
EUS Floater HU

Sasha Munford EHS Floater-HH
Crystal Pheil Substitute-HH

Vanessa Thompson Family Advocate-Jeff Davis

Braylin Thomas Floater-Ware Amanda Reynolds Floater-Ware

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

<u>Transfers</u> Amanda Hodges	From: Teacher Assistant-Brantley	Effective Date
- -	To: EHS Teacher-Brantley	3.5.2023
Kelci Robinson	From: Teacher Assistant-Toombs To: Teacher-Toombs	3.19.2023
Voluntary Termination(s) Garrett Cantrell Deanna Byrd	Custodian-Coffee Floater-Clinch	3.14.23 3.31.23
Subs no longer serving Jasmine Harris Ware		3.19.023

Involuntary Termination(s)

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

In Lawrett

Lori Leverett, HR Administrative Assistant

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Parent and Community Engagement March, 2023

The parent meeting topics for February included: a parent celebration, Valentine's Day crafts, budgeting, decorating for the dance, disruptive behavior tips, Family Farm Share, money relationship, and transition.

Attendance was as follows:

Appling	*	Coffee	5
Atkinson	7	HH	3
Bacon	19	Jeff Davis	9
Brantley	11	Pierce	7
Candler	1	Pearson	7
Charlton	0	Toombs	11
Clinch	30	Ware	12

^{*}Have not received #s

Our Health Services Advisory Committee met February 28th. We had one parent and several community members in attendance along with our staff. I presented budgeting information at Pearson's parent meeting and along with Ms. Clarke, talked about the Family Farm Share program at Pierce County's meeting. Pierce is now included in the program. I will start my self-assessment for my component area this month.

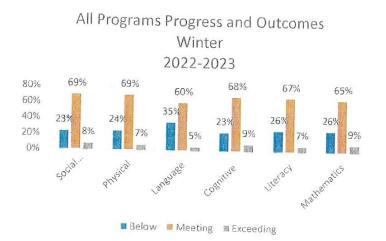
Anita Young
PFCE Specialist

Action Pact Winter Outcomes Report 2022-2023

The Fall assessment for Action Pact enrollees was completed on February 12, 2023. Data entered in Teaching Strategies Gold has been aggregated and compiled for 709 children. Of the 709 enrollees, 705 had enough data to be included in the Fall report. The 705 enrollees in the report were in 61 classrooms at 25 sites operated by Action Pact. The demographics for the current assessment period included 51% male and 49% female with Preschool 3 years age designation having the largest percentage of children.

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

Domains	Below		Meeting	Exceeding
Social Emotional		23%	The second secon	Carried on the real Prince Statement & Statement Statement Co. 1
Physical		24%	69%	7%
Language		35%	60%	5%
Cognitive		23%	68%	9%
Literacy	1	26%	67%	7%
Mathematics		26%	65%	9%



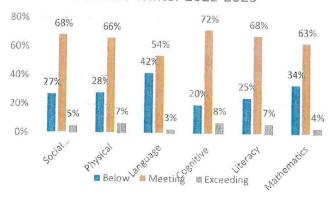
This is the second assessment period of the 2022-2023 school year. As seen in the chart, most of the children are meeting program expectations in all areas. Even though most of the children are meeting program expectations, teachers are still encouraged to individualize activities gear toward any area that the children need extra assistance with.

meeting program expectations, teachers are still encouraged to individualize activities gear toward any area that the children need extra assistance with.

The next graph represents data results for Action Pact enrollees' birth to 3 years in our Early Head Start classrooms. Out of 214 children, 214 have enough data to be included in the Winter report. The percentages of children below, meeting, or exceeding in each area of development are as follows:

Domains	Below		Meeting	Exceeding
Social Emotional	27	1%	68%	5%
Physical	28	%	66%	7%
Language	42	%	54%	3%
Cognitive	20	%	72%	8%
Literacy	25	%	68%	7%
Mathematics	34	%	63%	4%

All Early Head Start Progress and Outcomes Winter 2022-2023

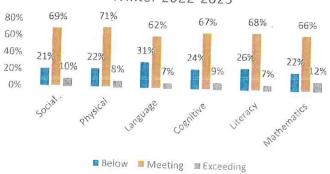


As we can see from the chart, there is a greater percentage of students that are meeting the program expectations in Cognitive Development at 72%. The lowest percentage of enrollees meeting program expectations is in Language Development at 54%. Compared to the Winter assessment period, there are more enrollees meeting program expectations than below expectations.

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

Domains	Below		Meeting	Exceeding
Social Emotional		21%	69%	10%
Physical	7	22%	71%	8%
Language		31%	62%	7%
Cognitive		24%	67%	9%
Literacy	1	26%	68%	7%
Mathematics		22%	66%	12%

All Head Start Progess and Outcomes Winter 2022-2023



As we can see from the chart, enrollees met expectations at a greater percentage in Physical Development. Compared to the Winter assessment period, there are more enrollees meeting program expectations than below expectations.

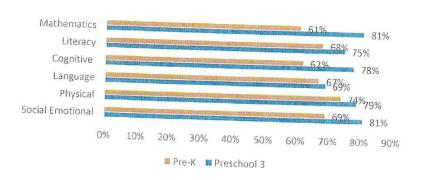
In comparing the two programs, we see that a greater number of Head Start enrollees met expectations in five of the six areas. In the area of Cognitive Development, Early Head Start enrollees met expectations at a higher rate than Head Start enrollees.

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

Domains	Preschool 3	Pre-K
Social Emotional	81%	69%
Physical	79%	74%
Language	69%	67%
Cognitive	78%	62%
Literacy	75%	68%
Mathematics	81%	61%

	•	

Comparison Graph Preschool 3 vs PreK 4 Enrollees Winter 2022-2023



As we can see from the graph, Preschool 3 enrollees bypassed PreK 4 enrollees in every area. During the Fall assessment, PreK 4 enrollees bypassed Preschool 3 enrollees in the area of Language Development, while Preschool 3 enrollees bypassed PreK 4 enrollees in the other 5 areas. With this data, teachers are to continue working on the objectives that the enrollees need extra help in perfecting those objectives they are meeting.

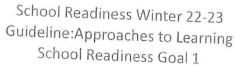
Action Pact

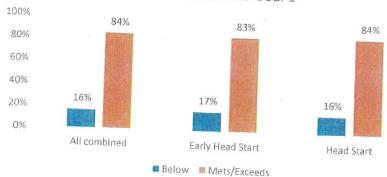
School Readiness Outcomes

Winter 2022-2023

Action Pact Early Head Start/ Head Start Winter Assessment ended on February 12, 2023. Data specific to the eight School Readiness Goals entered in Teaching Strategies Gold has been aggregated and represented in the graphs below depicting the percentage of children who were below, meeting, and exceeding program expectations.

School Readiness Goal 1 data was measured by objectives 11a, 11b, and 11e. These objectives are related to how children approach learning positively through engagement, attentiveness and inventiveness in thinking.





As we can see from the chart, Head Start had the greatest percentage of children meeting or exceeding expectations in the goal. Early Head Start has the highest percentage of children that are below program expectations.

School Readiness Goal 2 data was measured by objectives 1a, 1b, and 2a. This goal is related to children's ability to show progress in regulating their own emotions and is charted below.

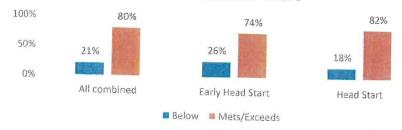
School Readiness Winter 22-23 Guideline: Social and Emotional Development School Readiness Goal 2



As we can see from the chart, Head Start had the greatest percentage of children meeting or exceeding expectations in the goal. Early Head Start has the highest percentage of children that are below program expectations.

School Readiness Goal 3 data was measured by objectives 1c and 3a. This goal shows children's progress in managing their own behaviors appropriately and is charted below.

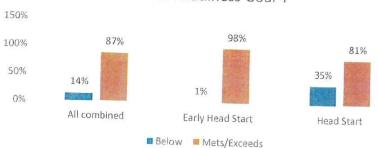
School Readiness Winter 22-23
Guideline: Social and Emotional Development
School Readiness Goal 3



As we can see from the chart, Head Start had the greatest percentage of children meeting or exceeding expectations in the goal. Early Head Start has the highest percentage of children that are below program expectations.

School Readiness Goal 4 data was measured by objectives 16a and 16b. In this goal, children will demonstrate a growing knowledge of language beginning with letter recognition.

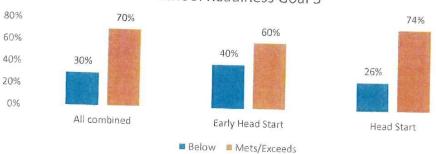
School Readiness Winter 22-23 Guideline: Language and Literacy School Readiness Goal 4



As we can see from the chart, Early Head Start had the greatest percentage of enrollees meeting or exceeding program expectations. In comparison with the Fall assessment data, Early Head Start enrollees as well.

School Readiness Goal 5 data was measured by objectives 9a, 10a, and 10b. This goal describes children's ability to demonstrate an expanding expressive vocabulary and appropriate conversational and communication skills to engage in conversations with others.

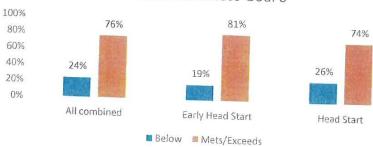
School Readiness Winter 22-23
Guideline: Language and Literacy
School Readiness Goal 5



As we can tell from the chart, Head Start had the greatest percentage of enrollees meeting or exceeding program expectations.

School Readiness Goal 6 data was measured by objectives 20a, 20b and 20c. In this goal, children will demonstrate an increasing ability to use number concepts and operations. The data is represented in the chart below.

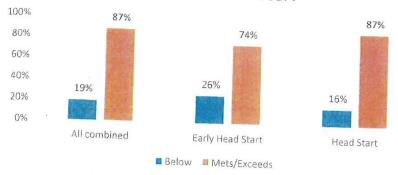
School Readiness Winter 22-23 Guideline: Cognition School Readiness Goal 6



When looking at the chart, we see that Early Head Start had a greater percentage of enrollees meeting or exceeding the program expectations.

School Readiness Goal 7 data is measured by objective 4. In this objective, children will gain increasing control of large muscles by participating in a range of physical activities such as running, jumping, throwing, catching, climbing, and skipping. The data is represented in the graph below.

School Readiness Winter 22-23 Guideline: Perceptual, Motor, and Physical Development School Readiness Goal 7



As we can tell from the graph, Head Start had a greater percentage of enrollees meeting or exceeding program expectations than Early Head Start enrollees.

School Readiness Goal 8 data was measured by objective 7a. Within this goal, children will engage in a variety of tasks such as finger plays, stringing beads, cutting, and building to improve finemotor strength and coordination. The data is graphed below.

-		

School Readiness Winter 22-23 Guideline: Perceptual, Motor, and Physical Development School Readiness Goal 8



When looking at the graph, we see Head Start had a greater percentage of enrollees meeting or exceeding program expectations.

In conclusion, enrollees in our Head Start program had a higher percentage of enrollees meeting or exceeding program expectations out of the eight School Readiness Goals. As the program year progresses, both programs are working toward improving our efforts of providing quality services to our enrollees.



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: May 1, 2023

RE: April Policy Council Reports

Please find the Policy Council reports for April attached. Our next scheduled Policy Council meeting will be May 24th 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, Deputy Director
Angela Carr, Asst. Head Start Director
Sonja Eason, Human Resources Director
Hayley Stephens Fiscal Director
Denise Dukes, Controller

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Head Start Program Director's Report April 27, 2023 Submitted by Amanda Lankford, Deputy Director

I would like to thank the Policy Council for giving me the opportunity to serve the Head Start program in the Head Start Director position for the last 5 years. On April 2, 2023, I was selected as the Deputy Director for the agency. In my new position, I will be managing the operational aspects of the agency, with an emphasis on supporting program operations, strategic planning, and quality improvement, as well as assisting the Executive Director in the overall leadership and growth of the agency. I will truly miss working directly with the Head Start program as the Head Start Director. I plan to continue to be available to staff, parents, the policy council, and the board. I will continue to be very involved in the Head Start program as well as the other departments in the agency. I will work closely with the new Head Start Director until that person feels comfortable in the position. Until the position is filled, the Assistant Head Start Director and I will continue to complete the Head Start Director duties.

The interviews for the Head Start Director position are scheduled for April 28, 2023. Once a selection is made by the interviewing committee, the person selected will have to be approved by the Governing Board and Policy Council. In addition, the Office of Head Start will have to approve the position. The Head Start Director position is a Key Hire position according to the Office of Head Start and approval is required by the Office of Head Start, Policy Council, and the Governing Board.

The Head Start program is quickly approaching the end of the school year. As mentioned previously, Head Start and Pre-K classes will end on May 12th. Rising kindergarteners will have the opportunity to attend Head Start for two additional weeks through May 26th. Early Head Start will offer services on Wednesdays during the months of June and July. We are currently working on the 2023-2024 program calendars.

We are excited to announce that Appling, Willacoochee, Hazzard Hill, and Charlton earned 3 Stars in their recent Quality Rating visit. This is the highest rating that can be earned in Quality Rated. Brantley County earned 2 Stars. Pierce and Ware recently had their visits and are awaiting scores. The other centers are still waiting for their visits.

Dr. Kim Morgan was nominated as the Superintendent of the Year for the agency. Ms. Schalappria Nobles, Toombs County parent, was nominated as Parent of the Year. Karen Tharpe is the agency's LEA of the Year. Teacher of the Year is Ms. Audrey Browning; Teacher Assistant of the Year is Tameishia Shaw; Family Advocate of the Year is Charlie Peacock; Coach of the Year is Renea Washington; Custodian of the Year is Paula Padgett; Nutrition Staff of the Year is Mary Ellen Smith; Floater of the Year is Lakeshia Smith; Interventionist of the Year is Jamie Jordan; Center Coordinator of the Year is Victoria West; Specialist of the Year is Denise McGauley; and Overall Staff of the Year is Charlie Peacock.

The Conversion application was submitted to Office of Head Start. \$414,000 was requested in Start-Up funds for new classroom furniture, new playground equipment, and renovations. The COLA and Quality Improvement application has been submitted. We are waiting for our Notice of Award for both. We will be preparing the Non-Competing Continuation budget and narrative over the next month and plan to present it at the July Policy Council meeting.

We want to thank Mr. Gandy for serving as Chairperson this year. He has done a wonderful job and we appreciate him so much. Unfortunately, he will no longer be able to serve as the Policy Council

Chair. His child is no longer in the Head Start program. He still plans to attend meetings when he is available. We will be seating a new Chair today, if possible.

Education:

Interviews and monitoring continue to be ongoing. The transition packets were ordered and will be distributed at the end of school. A monthly transition tip was sent out to the parents on how to start organizing for their child's transition. All of the transition/disability agreements have been delivered and some have been returned with signatures. CLASS observations are ongoing, and Coaches are continuing to fill in where they are needed. CLASS on our Early Head Start classrooms has begun.

Health:

There were seven incidents reported in March. Mr. Phillips received five new health plans and there was one new positive COVID case in March. Mr. Phillips is still searching for a trainer for our staff for the audiometers. He plans to meet with Coastal Community College to seek assistance with our fall health screenings. He will be working on the health section of the community assessments and restocking expired health supplies for the centers. Mr. Phillips attended the Trust Committee meeting in March, also.

Enrollment

Current Enrollment:

- •568 in Head Start
- •247 in Early Head Start

March 2023 ADA Statistics from CP report # 2301					
ADA ADA Funded Enrollment Actual Enrollment					
Head Start	77.35%	83.71%			
Early Head Start	83.51%	85.97%			

Current waitlist of income eligible children:

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

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

Head Start March 2023

	Funded Enrollment	Total Enrollment	Over Income Served	
		to date	101-130 %	Over 130%
Appling	34	39	1	0
Atkinson	34	34	3	7
Bacon	50	55	2	1
Brantley	33	40	3	3
Candler	17	19	0	1
Charlton	34	26	0	1
Clinch	17	18	0	2
Coffee	68	84	0	1
Hazzard	34	16	0	0
Jeff Davis	31	32	1	2
Pierce	34	36	5	4
Toombs	51	52	3	1
Ware	215	194	8	17
Totals	652	645	26	40

Early Head Start March023

	Funded Enrollment	Total Enrollment	Over Income Served	
		to date	101-130 %	Over 130%
Appling	16	19	0	0
Atkinson	24	23	2	4
Bacon	24	30	1	0
Brantley	8	11	0	0
Candler	24	23	1	0
Charlton	16	21	0	0
Clinch	16	18	0	0
Coffee	16	17	0	0
Hazzard	64	76	1	1
Pierce	8.	19	0	3
Toombs	16	18	0	0
Ware	8	12	0	0
Totals	248	287	5	8

Mental Health:

- Organized Parent to Parent of GA training for our parents (Peace, Love and Harmony)
- Sent out activities and parent flyer for the Exceptional Children's Week. The video book, <u>It's</u> Okay to be Different, was sent to all staff to have their children listen to.
- Attended the virtual IEP meetings with Appling and Pierce BOEs, and in-person with Ware and Hazzard Hill
- Ms. O'Berry completed DESSERTS stress relief training with LPC, Tammy Perritt, in Pierce and Jeff Davis counties
- · Sent out monthly newsletters
- Observed child for a chair at Pierce Co. and ordered the chair
- Received MOA from local Board of Educations in each county that we have centers in
- Hosted Parent to Parent of GA workshop

Children diagnosed with special needs:

Head Start: 80; Early Head Start: 34; Total 114 14.38' % of current students; 12.78% of funded students

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	1	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	2	1
Health Impairment	0	1
Traumatic Brain Injury	0	0
Learning Disability	2	0
Orthopedic Impairment	. 0	0
Speech/Language	24	11
Developmental Delay	6	10
Intellectual Disabilities	0	0
(Formerly known as Mental		
Retardation)		
Non-Categorized – Other	0	1
Multiple Disabilities	45	10
Total	80	34

Training:

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

Measurable achievements and goals accomplished:

- Participated in DECAL Health and Safety Grant webinar: All centers will be receiving a health and safety grant. Those with licensed capacity of less than 100 children will be in the first wave and funds must be spent within six (6) months. Those centers have been awarded the following: Hazzard Hill: \$22,869.00; Appling: \$18,480.00; Bacon SS: \$5,000.00: Bacon NS: \$5,000; Pearson: \$5,000; Brantley: \$11,781.00; Candler: 22,638.00: Charlton: \$21,714.00: Clinch:
- \$13,860.00: Jeff Davis: \$11,550.00: Pierce: 15,477.00; and Toombs: \$22,176.00. Willacoochee, Coffee and Ware's amounts will be announced in September/October;
- Georgia Organics donated 6 satsuma trees for Ware and they have been planted;
- Submitted training module for Georgia Head Start Association spring conference and it has been accepted;
- Presented three sessions of the Family Development Credential staff are over half-way through the process;

- Presented Early Head Start training;
- Recertified as a CPR/First Aid instructor;
- Completed and submitted Quality Rated Portfolios for Pierce, Coffee and Ware. They have been approved and are awaiting their reassessment visits – should be in April/early May;
- Submitted ITERS training module to DECAL;
- CPR Renewals for: Coffee, Brantley, Charlton and Pierce;
- Conference calls with two other Head Start programs regarding Family Farm Share Program;
- Continued working with numerous centers on Quality Rating supply ordering;
- Attended and renewed CPR/FA instructor training renewed through March 2025;
- Special RIF event for Ware;
- 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;

Nutrition:

	HS Meals	EHS Meals	Total Meals
Children Breakfast	9,108	3,891	12,999
Children Lunch	8,888	3,817	12,705
Children Snack	8,392	3,634	12,026
Total Meals	26,388	11,342	37,730
Adult Breakfast	1,518	1,118	2,636
Adult Lunch	1,639	1,146	2,785
Total Meals	3,157	2,264	5,421

Facilities:

We had the large tree in front of Atkinson Head Start removed because of the problems it was causing with clogged gutters at that center. Regular monthly maintenance was ongoing. If the conversion is approved, we will spend the summer renovating to new EHS classrooms.

This concludes my report. Amanda Lankford, Deputy Director



Anita Young

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

Sent: Tuesday, March 28, 2023 1:15 PM

To: Anita Young

Subject: ACF-IM-HS-23-01 The Role of Head Start Programs in Addressing Lead in Water

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ACF Administration for Children and Families 1. Log No. ACF-IM-HS-23-01 2. Issuance Date: 03/28/2023 3. Originating Office: Office of Head Start 4. Key Word: Lead Poisoning Prevention; Drinking Water; Testing and Screening for Lead; Effects of Lead Exposure; Funding Support

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: The Role of Head Start Programs in Addressing Lead in Water

INFORMATION:

Lead is a toxic metal and there is no safe blood lead level for children. Because their bodies are still developing, children under the age of 6 are at greatest risk for significant and potentially lifelong health problems as a result of exposure. They are more likely to come into contact with lead through paint or dust since young children often put their hands or objects in their mouths. However, lead in drinking water can also be a significant contributor to overall exposure to lead. This is particularly true for infants whose diet consists of food and liquids made with water, such as baby food or formula. The adverse health effects of lead exposure can be both physical and behavioral. Even low levels of lead in children can lead to anemia, behavior and learning problems, and other concerns.

Head Start programs have a critical role to play in **preventing lead poisoning in children**. Programs are required to maintain a facility that is free from pollutants, hazards, and toxins that are accessible to children and could endanger their safety — and that includes lead in water and paint. As part of Head Start monitoring, programs can expect to be asked about their processes to identify lead hazards and mitigate them. This Information Memorandum highlights available resources for programs to address lead in water specifically.

Testing for and Addressing Lead in Water

The U.S. Environmental Protection Agency (EPA) has developed a number of resources to guide programs to test and remediate for lead in water.

There are no specific funds designated for the purpose of lead assessments in Head Start programs. However, grant recipients may budget program funds to address lead in water, including necessary minor renovations to facilities. Allowable uses of program funds may include:

- Testing for lead in water
- Remediation actions such as purchasing, installing, and maintaining point-of-use devices for lead removal, such as water filters
- Replacing water fixtures and plumbing, including lead service lines

As programs consider their needs related to addressing lead in water in Head Start facilities, the Administration for Children and Families encourages grant recipients to submit one-time funding applications for facility needs not supported by operations funding. Note these one-time requests are addressed by priority and subject to availability of funds.

Other Federal Funding Sources

Head Start programs may be able to leverage **EPA funding** to eliminate lead in their facilities. The Bipartisan Infrastructure Law, 2022, authorized increased funding of \$700 million over 5-years across two grant programs:

- Voluntary School and Child Care Lead Testing and Reduction Grant Program
- Reducing Lead in Drinking Water Grant Program

These programs aim to address lead in water through testing, remediation, and infrastructure improvements, including in child care and school settings. Grant recipients should reach out to their respective **state agency** to learn more about the EPA programs and other available resources.

Partnering with Families to Promote Children's Healthy Development

Head Start programs are already working closely with families and health care providers to make sure children are screened for lead poisoning (45 CFR §1302.46). These screenings align with the Centers for Medicare and Medicaid Services' (CMS) universal blood lead screening requirement for all Medicaid-eligible children, under their states' Early and Periodic Screening, Diagnostic and Testing schedule. The Office of Head Start (OHS) applauds programs' ongoing efforts to partner with parents and caregivers to make sure all enrolled children receive required blood screening.

OHS continues to encourage programs to leverage **available resources** in discussing with families how to prevent and address lead exposure in the home, such as through:

- Testing for lead in paint hazards and in water
- Minimizing children and pregnant persons' exposure to paint hazards, especially in homes built before 1978
- Creating barriers between living or play areas and possible lead hazards
- Cleaning and hygiene practices, such as regularly mopping and washing hands and toys

To learn more about the role Head Start programs play in keeping children safe and supporting families to prevent lead poisoning, visit the Early Childhood Learning and Knowledge Center and Office of Early Childhood Development websites.

Thank you for the work you do on behalf of children and families.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin Director Office of Head Start

i The Centers for Disease Control and Prevention has established a blood lead "reference value" that serves as a screening tool to identify children with higher levels of lead in their blood compared with most children. However, no safe blood lead level in children has been identified: https://www.cdc.gov/nceh/features/leadpoisoning/index.html

ii As long as total costs for any proposed plumbing improvements, such as replacing water fixtures and lead service lines, are less than \$250,000, they would be considered minor renovations and allowable expenditures with program funds. If costs are anticipated to exceed \$250,000, programs should contact their regional office to determine appropriate next steps.

iii Arizona is currently the only state approved by CMS to implement a targeted lead screening program.

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

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





Date 05.01.2023
Revenue and Expenditure report through: 03.31.2023
Total Budget: \$ 11,617,377.00 Total Spending: \$ 4,800,226.00 Balance Remaining: \$ (6,817,151.00)
Current spending percentage of total Head Start budget to date: 41.32%
Items for Approval:
Budget Revision:
Status of Previously Approved Items:
Credit Card Expenses Total: Visa (AL) \$ 7,499.50
Wex \$ 2,524.67
In-Kind Booked to Date: \$ 1,030,908.00
Total In-kind for Budget year: \$ 2,827,880.00
Administrative cost rate: 9.3%
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

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Wex

		Wex		
Wex	03.31.23	(Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
02.28.23	HS Central Office	Waycross	Ga	\$127.01
03.14.23	HS Central Office	Waycross	Ga	\$123.01
03.16.23	HS Central Office	Waycross	Ga	\$40.00
03.20.23	HS Central Office	Waycross	Ga	\$136.00
03.20.23	HS Central Office	Waycross	Ga	\$25.60
03.17.23	Ware HS	Waycross	Ga	\$45.92
03.24.23	Pierce Co HS	Blackshear	Ga	\$45.86
02.28.23	Brantley Co HS	Nahaunta	Ga	\$40.06
02.27.23	HS Central Office	Waycross	Ga	\$42.25
03.06.23	HS Central Office	Waycross	Ga	\$43.00
03.10.23	HS Central Office	Waycross	Ga	\$34.00
03.17.23	HS Central Office	Waycross	Ga	\$38.00
03.24.23	HS Central Office	Waycross	Ga	\$41.51
03.09.23	Ware HS	Waycross	Ga	\$36.47
03.21.23	Ware HS	Waycross	Ga	\$38.43
03.30.23	Ware HS	Waycross	Ga	\$44.02
03.06.23	Bacon Co HS	Alma	Ga	\$23.38
03.22.23	Bacon Co HS	Alma	Ga	\$28.59
03.02.23	HS Central Office	Waycross	Ga	\$23.89
03.16.23	HS Central Office	Waycross	Ga	\$38.75
03.28.23	HS Central Office	Waycross	Ga	\$30.03
02.28.23	HS Central Office	Waycross	Ga	\$31.66
02.28.23	HS Central Office	Waycross	Ga	\$119.52
03.06.23	HS Central Office	Waycross	Ga	\$121.77
03.09.23	HS Central Office	Waycross	Ga	\$139.97
03.15.23	HS Central Office	Waycross	Ga	\$109.92
03.23.23	HS Central Office	Waycross	Ga	\$107.76
03.28.23	HS Central Office	Waycross	Ga	\$120.92
03.28.23	HS Central Office	Waycross	Ga	\$25.46
03.06.23	Coffee Co HS			
Colored to the second second second		Douglas	Ga	\$20.00
03.21.23	Coffee Co HS	Douglas	Ga	\$38.66
03.03.23	HS Central Office	Waycross	Ga	\$27.01
03.10.23	HS Central Office	Waycross	Ga	\$27.00
03.17.23	HS Central Office	Waycross	Ga	\$109.06
03.20.23	HS Central Office	Waycross	Ga	\$23.44
03.22.23	HS Central Office	Waycross	Ga	\$25.40
03.27.23	HS Central Office	Waycross	Ga	\$16.53
03.30.23	HS Central Office	Waycross	Ga	\$17.33
03.14.23	HS Central Office	Waycross	Ga	\$47.78
03.20.23	HS Central Office	Waycross	Ga	\$40.45
03.21.23	Ware HS	Waycross	Ga	\$25.25
03.23.23	Ware HS	Waycross	Ga	\$22.16
03.27.23	HS Central Office	Waycross	Ga	\$20.00
03.08.23	HS Central Office	Waycross	Ga	\$26.66
03.20.23	HS Central Office		I NAMED	AND PRINCIPLE AND
03.20.23	TO ASSOCIATE OF THE PROPERTY OF THE STATE OF	Waycross	Ga	\$28.52
	HS Central Office	Waycross	Ga	\$23.54
02.28.23	Pearson HS	Pearson	Ga	\$29.80
03.02.23	Pearson HS	Pearson	Ga	\$40.18
03.14.23	Pearson HS	Pearson	Ga	\$34.41
03.06.23	Ware HS	Waycross	Ga	\$39.22
03.31.23	Program Maintenance	W-000		\$19.51

DEF

Wells Fargo Visa	03.29.2023	(Inv	oice)	A. Lankford (Head Start)
Date of Charge	Merchant	To	tal Charge	Description
03.03.23	TeachStone Training	\$	125.00	Coach's CLASS Certification
03.03.23	TeachStone Training	\$	125.00	Coach's CLASS Certification
03.05.23	Travel NV	\$	427.44	Orlando flight CACFP-Clark/Lomax/Wrenn
03.06.23	The Downtown GA	\$	143.92	New Staff Orientation lunch-provided
03.07.23	CHICK-FIL-A	\$	103.35	HS/EHS Staff Trng lunch-provided
03.08.23	DOMINO'S	\$	73.80	HS/EHS Staff Trng lunch-provided
03.09.23	BATTERYGUY	\$	129.22	HS Vehicle battery
03.09.23	NO 1 WOK	\$	102.32	HS/EHS Staff Trng lunch-provided
03.11.23	APPLE.COM	\$	3,881.52	Classroom Ipads
03.14.23	DUNKIN	\$	9.39	EHS Training-donuts
03.14.23	The Downtown Sandwich	\$	9.70	EHS Training-lunch provided
03.15.23	AC Hotel By Marriott	\$	252.83	GHSA Bd of Director's Mtg-Columbus, Ga
03.15.23	AC Hotel By Marriott	\$	242.78	GHSA Bd of Director's Mtg-Columbus, Ga
03.17.23	LOWES	\$	112.31	Candler Co. Blink outdoor camera
03.22.23	Sarah In The City Baxley	\$	173.40	Policy Council Meeting
03.22.23	Feldesman Tucker Leifer F202	\$	175.00	Fiscal Mandatory/Discretionary Disclosures trng
03.23.23	Southern Sippin	\$	174.96	Pierce Co Desserts-Mental Health trng
03.24.23	Grease Monkey	\$	82.18	HS Vehicle Oil Change-2020Nissan
03.24.23	Grease Monkey	\$		HS Vehicle Oil Change2017 Ford
03.27.23	TeachStone Training	\$	275.00	CLASS Trainer Recertification
03.27.23	TeachStone Training	\$	125.00	Observer CLASS Recertification
03.28.23	American Floor Mats	\$	408.00	HH Entrance Mats
03.29.23	WF WAYFAIR	\$	265.69	Door Awning-Pierce HS/EHS

Total		\$	7,499.50	

•		

Head Start Policy Council Date: 04.27.2023

	Month Ending: 03.31.2023	2022/2023 Budget
EXPENSES		
Personnel Costs:		
Salary and Wages	2,254,264	6,624,983
Fringe Benefits	1,114,608	2,776,193
Total Personnel Cost	3,368,871	9,401,176
Program Expenses:		
Contract Services	~	-
Direct Benefits	H	
Food	46,310	50,000
Health & Safety		
Information Technology	44,311	
Materials and Supplies	374,539	505,856
Program Support	=	
Participant Support Volunteer Support	*	=
Total Program Expenses	105 100	
	465,160	555,856
Capital Expenditures-Vehicles/Equip	69,004	
General and Administrative Expenses		¥
Advertising and Promotion	-	9,000
Conferences, Conventions, and Meetings	867	-
Copying and Printing	10,764	-
Dues and Subscriptions	38,895	26,000
Equipment Rental Insurance	8,320	=
	72,017	60,000
Miscellaneous-Playground Equip Occupancy	78	
Other Expense	5,247	27,000
Professional Fees	1,255	=
Postage and Delivery	21,414	39,000
Rent/Leases - Real Estate	537	2,778
Repairs and Maintenance	9,738	70,000
Taxes	65,549	-
Telecommunications	- 56 140	105.000
Training and Education	56,142	125,000
Transportation	73,913	144,070
Travel Expenses	23,222	44.000
Utilities	89,819	41,000
Total General and Administrative Expenses	546,781	125,000
	340,781	668,848
Allocated Indirect Expenses	412,981	991,497
CACFP/PRE-K Adjustment	6,432	6/0/
Total Cash Expenses	4,800,226	11,617,377
In-Kind Expenses	1,030,908	2,827,880
Total Expenses	5,831,134	14,445,257
Administrative expenses as a percent of total expenses:		. 1, 110,201
Head Start Administrative expenses	\$ 131,060	
Indirect Expenses	\$ 131,060 \$ 412,981	
	\$ 544,041	
Total Expenses	\$ 5,831,134	
Administrative expense percentage	9.3%	
Budget - Approved		14 445 057

Budget - Approved

-			

Head Start Policy Council April 2023

Position Vacancies

EHS Teacher Atkinson (Willa)
Teacher Bacon (ABC)
EHS Teacher Candler (2)
Teacher Charlton (2)
Custodian Coffee
Teacher Coffee

EHS Teacher Hazzard Hill – (5)
Custodian Hazzard Hill
Teacher Ware – (8)
Teacher Assistant Ware (2)
Custodian Ware

Head Start Director Waycross Admin.

New Hires(s) Need Approval

Kelsey Nettles Teacher Assistant-Brantley

Tiffany Graddy EHS Teacher-Clinch

New Hire(s) Already Approved

Tiffany Hill Teacher-Atkinson (Willacoochee)
Tashon Bradshaw Food Transporter/Custodian-Pearson
Sameka Burch Interventionist-Bacon (Northside)

Victoria O'Brien Floater-Bacon (Northside)
Hayleigh Newman EHS Floater-Candler
Pamela Mayes Teacher Assistant-HH
Alexandra Pharmes Teacher Assistant-HH
Jennifer Nordstrom Family Advocate-JD

<u>Transfers</u>		Effective Date
Amanda Lankford	From: Head Start Director	
	To: Deputy Director	4.2.2023
Shemika Rogers	From: Floater-Clinch	
	To: Interventionist-Clinch	4.24.2023
Erica Robin	From: Floater-Toombs	
	To: Teacher Assistant-Toombs	4.30.2023
Heather Rowland	From: Substitute-Jeff Davis	
	To: Interventionist-Toombs	7.24.2023
Angela Williams	From: Teacher-Charlton	
	To: Teacher-Ware	7.24.2023

Voluntary Termination(s)

Subs no longer serving

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Floater Jeff Davis 4.14.2023

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

In Levert

Lori Leverett, HR Administrative Assistant

Parent and Community Engagement April, 2023

The parent meeting topics for March included: March Madness, Money Relationship, Transitioning, Car Seat Safety, Community Happenings, and Disruptive Behaviors.

Attendance was as follows:

Appling	7	Coffee	**		
Atkinson	5	HH	**		
Bacon	*	Jeff Davis	0		
Brantley	0	Pierce	2		
Candler	3	Pearson	every other month		
Charlton	0	Toombs	16		
Clinch	3	Ware	26		
*Had to cancel ** numbers not received yet					

As these numbers show, attendance often drops off for meetings near the end of the school year. Any suggestions on helping to keep this from happening are welcomed.

Anita Young PFCE Specialist

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Leadership can happen in your home, your Head Start or Early Head Start program, and your community. Parent leaders and advocates can influence state or national issues. You can join with others, or even consider being a mentor if you have more leadership experience. Small steps can lead to bigger steps. Here are some ideas to help you get started.

If you have time, you can:

· Reflect on what is important to you and what changes you want to see



- Stop and talk with your child's teacher. Share what you appreciate about him or her. Ask what you can do to contribute to the classroom
- Ask your child's teacher about arranging a meeting with your child's future kindergarten teacher to prepare for that transition
- Share online petitions on issues that are important to you with your social networks
- Talk to other parents to find out what questions, concerns, or suggestions they
 have about your Head Start or Early Head Start program. Ask program staff about
 opportunities to express these thoughts and ideas

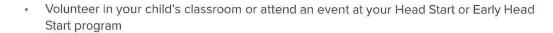


- Ask about the community issues that other parents are concerned about when you see them at the park, the grocery store, a birthday party, or other events. Brainstorm together about solutions and action steps
- Find out who your legislators are. Follow them on social media to learn about their priorities for children and families
- Contact your local representatives or senators to tell them what you think about issues that are important to you

This document was developed with funds from Grant #90HC0014 for the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, and Office of Child Care, by the National Center on Parent, Family, and Community Engagement. This resource may be duplicated for noncommercial uses without permission.

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Advocacy and Leadership—Tips for Families: Making Time for Leadership





- Meet with your child's current preschool teacher and new kindergarten teacher together to share information about your child
- Join a Head Start Parent Committee or attend a Policy Council meeting to share thoughts and ideas about the program with program staff and community members
- Write a letter or email to the editor of your local newspaper, or post on social media, and express your concern about a community topic that needs more attention and action





- Get together with other interested families to talk about how to start children in a new classroom or school program
- Participate in your Head Start or Early Head Start program's efforts to influence State policy by sharing your story
- Start a petition to address a community issue and talk to neighbors and friends to gather signatures and plan future action

For more information about this resource, please contact us: PFCE@ecetta.info | 1-866-763-6481







HUMAN RESOURCES PROGRAM REPORT



Sonja Eason, Human Resources Director

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PROGRAM REPORT FORM For Board Meetings

NAME OF PROGRAM: Human Resources	
REPORT OF MONTH/YEAR: May 2023	
PERSON/TITLE REPORTING: Sonja Eason-Human Resources Director	
SUMMARY OF PROGRAM ACTIVITIES:	
A. Health/Wellness Updates B. Retirement Plan Updates C. HR Metrics	
GRANTS/AWARDS FOR BOARD APPROVAL: YES (If yes, attach Grants/Awards form)	<u>(</u> NO
OTHER ITEMS FOR BOARD APPROVAL:	
SIGNATURE OF PROGRAM DIRECTOR	05/03/2023 DATE



Board Meeting Summary HR Department -May 2023

Health & Wellness

- Cigna Plan Updates
- In the planning stages of the next health & wellness event-Dance Fitness

Retirement Plan Updates

Empower Retirement plan balance at year end was \$7,904,272. We have 294 participants with a balance, 186 of those are active. The average participant balance is \$26,885.

Our current Life Time Income score is 97% and we have about 46% of participants that have reached their income replacement goal. The participation rate is 75% with an average contribution rate of 7% and there are 2.5% of participants that are contributing over 10%.

Breakdown of withdrawais since March 1, 2023

- o Separation of service-4
- o Hardships-2
- o Loans-2

HR Metrics

New hires -22 Terminations -8

Total employees =397

Full Time= 351
Part Time= 16
Limited Services= 15
Temp= 15

Demographic Data

Females=361 Males=36

Ethnic Data

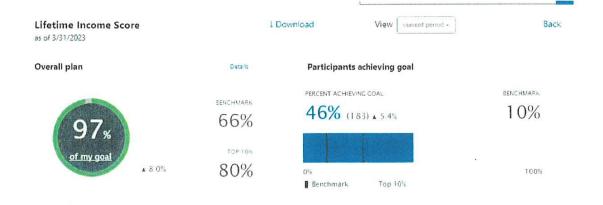
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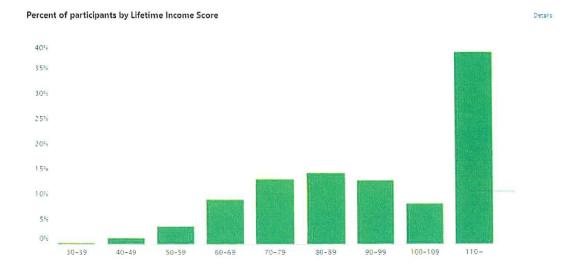
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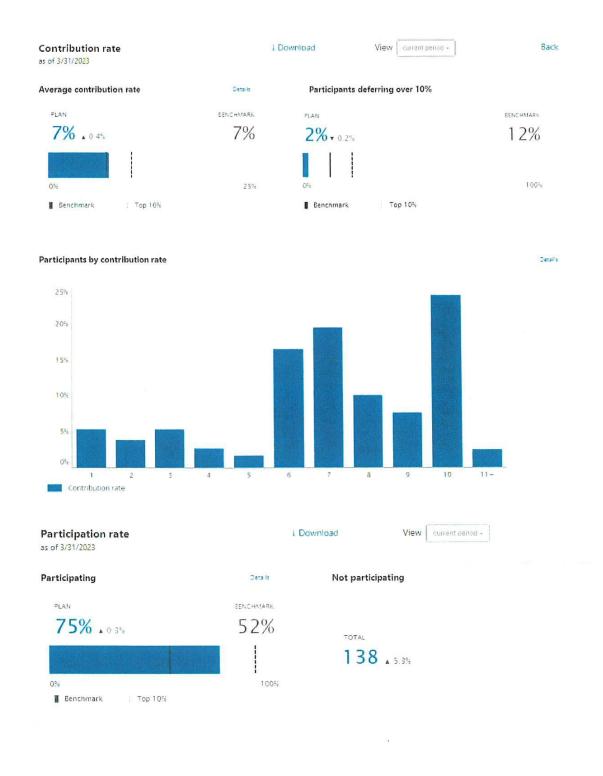
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Participants with loans

as of 3/31/2023

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■ Benchmark

View | current period -

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Participants with loans



5%

100%

\$7,204 + 21.0%

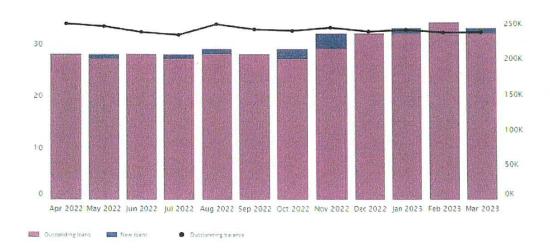
Average Ioan balance

\$5,965

BENCHMARK

550K

Number of loans by month



 Distributions
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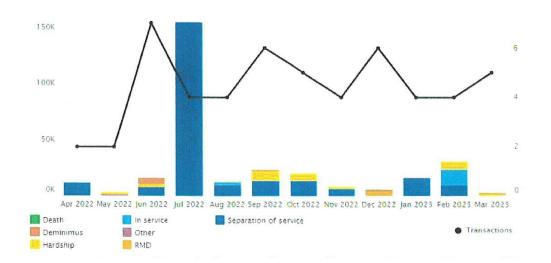
 85 of 3/31/2023
 Transactions

 \$2,646
 ACTIVE
 TERMINATED

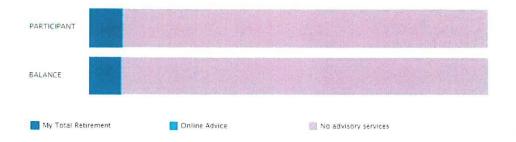
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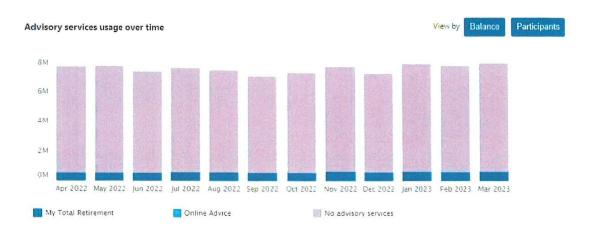
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Distributions by month



Advisory services usage percent





New Hires 5/5-5/3/2025	5/2025					
Associate ID	Gender	Hire/Rehire Date	Race Description	Worker Category Description	Business Unit Description	Position Status
9ZQJR5W4Z	Female	03/06/2023	Black or African American	Full Time	Atkinson Co. EHS	Active
BITGX2F3Y	Male	03/06/2023	Black or African American	Full Time	WXZ - Waycross	Active
CE0UAHNI2	Female	03/06/2023	Black or African American	Full Time	WXZ - Waycross	Active
JLE7474IR	Female	03/06/2023	White	Full Time	Atkinson Co. EHS	Active
NJ59HSRGI	Female	03/06/2023	Black or African American	Full Time	Atkinson Co. EHS	Active
NMYRORN1U	Female	03/06/2023	Black or African American	Full Time	Ware Co. Hazzard Hill EHS	Active
U3WIHFYPR	Female	03/06/2023	White	Full Time	Bacon Co. ABC EHS	Active
XON52Z2UE	Female	03/06/2023	White	Full Time	Way/Ware EHS	Active
YMUG6S8XJ	Female	03/06/2023	White	Full Time	Charlton Co EHS	Active
9VACSNOHW	Male	03/14/2023	White	Full Time	WXZ - Waycross	Active
PT3UPOSC1	Female	03/14/2023	White	Full Time	Candler EHS	Active
21H6BOHKD	Female	03/27/2023	Black or African American	Part Time	Evans County HDM	Active
EZJPPRYJI	Female	04/03/2023	Black or African American	Full Time	Atkinson County - Pearson HS	Active
HGJ737H0D	Female	04/03/2023	Black or African American	Full Time	Ware Co. Hazzard Hill HS	Active
VWU017HZD	Female	04/03/2023	White	Full Time	Waycross Office - CCSP	Active
Y97QRPPBX	Female	04/03/2023	White	Full Time	Jeff Davis County - HS	Active
YYNX45S35	Female	04/03/2023	Black or African American	Full Time	Atkinson Co - Willacoochee HS	Active
PG8PLHEY0	Female	04/24/2023	White	Full Time	Clinch EHS	Active
SBUJ1FDBF	Female	04/24/2023	White	Full Time	Brantley County - HS	Active
FXD21VOUU	Female	05/01/2023	White	Full Time	Waycross - CASA	Active
KKD7HMME0	Female	05/01/2023	White	Temporary	Toombs County SC	Active
REC1ZMBRB	Female	05/01/2023	Black or African American	Full Time	Toombs County SC	Active

Termination R	Termination Report 3/5-5/3/2023	23				
Associate ID	Hire/Rehire Date	Race Description	Termination Date	Termination Reason Description	Worker Category Description	Business Unit Description
733000000000000000000000000000000000000			03/14/2023	Other Employment	Full Time	Coffee HS/Pre-K
8CW3PICZX	07/30/2023	White	000		1	Applies County HOM
20011000	20077030	Two or more races (Not Hispanic or Latino)	03/17/2023	Voluntary Resignation	Full Time	Appling County Libin
74QROAOUS	00/2/12/022	TWO OF HIGHER PACES (1400) HIGHER TO CO. TESTING			0	Bulloch County HDM
PSTRO47FT	09/24/2018	Black or African American	03/17/2023	Voluntary Medical	Limited Services	Dalloch County
	1		03/19/2023	Subs No Longer Use	Limited Services	Waycross - CASA
NINWEHYER TITIOZOTE	8107/01/1.1	WILLIAM	000			Charles Co HEA
PEIOEZRRS	10/31/2022	Black or African American	03/21/2023	Abandoned Job	Full Time	Claire
0			04/02/2023	Subs No Longer Use	Limited Services	WXZ - Waycross
NTGC/6110	01/04/2010	Black of African Afriencan	Otionicoto			Total County Lo
AWTORVIER	10/03/2022	White	04/14/2023	Attendance	Full Time	Jell Davis Coulty - 110
	5	IA/L:II	05/01/2023	Voluntary Resignation	Full Time	Atkinson County - Pearson HS
TJ6911XYT	U3/U6/2U23	SALLIGE.	COLO LIFOTO			

FISCAL DEPARTMENT PROGRAM REPORT



Hayley Stephens, Fiscal Director

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PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM:	Fiscal
REPORT OF MONTH/YEAR:	May 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 grant is currently operating within the approved budget.

Our auditors, McNair McLemore Middlebrooks & Co. have completed the audit of the October 31, 2022 financials. It was a pleasure working with lead auditor Mr. Pat Muse and his team to complete the annual audit. The auditors were on site the week of March 27th and spent the week meeting with the fiscal team and other staff members. The auditors have issued an unmodified (clean) opinion and no material weaknesses or significant deficiencies were identified. An unmodified opinion is issued when the auditor believes the financial statements are presented, in all material respects, in accordance with the applicable financial reporting framework. Overall, the audit went very well, and I am proud of the fiscal team for the hard work and dedication to ensure the audit went smoothly. I am also appreciative to the staff members in each department for their diligence throughout the year in making sure we are following policy and procedures.

The Finance and Audit Committee will be meeting with our lead auditor, Mr. Pat Muse on May 11^{th} to discuss the results of the audit.

The FY2022 audit marks the fifth year we have partnered with McNair McLemore Middlebrooks & Co. to complete the audit. Action pact's policy requires an RFP to be completed at least every five years for the auditing services. I will be working with the Finance and Audit Committee to complete this process over the summer.

GRANTS/AWARDS FOR BOARD APPROVAL: (If yes, attach Grants/Awards form)	YES	<u>X</u> NO
OTHER ITEMS FOR BOARD APPROVAL:		
Hayley Stephens		5/2/2023
SIGNATURE OF PROGRAM DIRECTOR		DATE



action pact BALANCE SHEET

	10/31/22	03/31/23
Assets:		
Current Assets		
Cash and Cash Equivalents	\$ 2,144,690	\$ 1,332,079
Due from Grantors	1,369,235	1,506,220
Other Current Assets	193,730	19,842
Total Current Assets	3,707,655	2,858,141
Fixed Assets	5,066,036	5,115,154
Restricted Cash	733,995	977,894
Related Party Receivables	195,124	195,124
Total Assets	\$ 9,702,810	\$ 9,146,314
Liabilities and Net Assets:		
Liabilities		
Current Liabilities		
Accounts Payable	\$ 743,163	\$ 342,555
Payroll Liabilities	466,037	10,998
Other Liabilities	-	-
Total Current Liabilities	1,209,200	353,554
Deferred Revenue	710,972	349,411
Health Insurance Claims Payable	194,865	194,865
Deferred payroll	283,219	283,219
Accrued vacation	430,142	411,361
Mortgage Payable	2,331,111.44	2,293,830
Total Liabilities	5,159,510	3,886,240
Net Assets		
Net Assets - Beginning	3,843,113	4,543,300
Change In Net Assets	700,187	716,774
Net Assets	4,543,300	5,260,074
Total Liabilities and Net Assets	\$ 9,702,810	\$ 9,146,314

STATEMENT OF ACTIVITIES

	Five Months Ended		
SUPPORT AND OPERATING REVENUE:	03/31/22	03/31/23	
Government Grants:	-		
Federal Grants	\$ 11,739,428	\$ 11,037,887	
State Grants	1,345,776_	1,327,412	
Total Government Grants	13,085,204	12,365,299	
Other income (includes United Way, local funds, and contributions)	362,258	278,134	
In-kind contributions	973,465	1,185,196	
Total Revenue	14,420,927	13,828,628	
EXPENSES:			
Personnel Costs:			
Salaries	3,956,688	4,244,585	
Fringe benefits	1,733,554	1,972,948	
Total personnel costs	5,690,242	6,217,533	
Program Expenses:			
Direct Benefits	4,928,347	3,107,502	
Food	502,713	650,956	
Materials and Supplies	549,445	680,475	
Travel	53,999	76,149	
Communications	123,831	117,872	
Information Technology	180,467	95,567	
Health & Safety	8,071	29,963	
Contract Services	8,117	2,179	
Program Support	2,241	5,092	
Participant Support	12,136	6,133	
Capital Expenditures	156,487	222,380	
Depreciation Expense	32,729	32,729	
Total Program Expenses	6,558,583	5,026,998	
General and Administrative Expenses - See attached schedule	737,499	848,184	
In-kind expenses	973,465	1,185,196	
Total Expenses	13,959,788	13,277,910	
Net income	461,138	550,719	
Self-insurance gain (loss) - See attached schedule	210,983	166,055	
Total Agency Gain (Loss)	\$ 672,122	\$ 716,774	

action pact STATEMENT OF GENERAL AND ADMINISTRATIVE EXPENSES

	Five Months Ended			
	0	3/31/22	0	3/31/23
General and Administrative Expenses				
Rent/Leases - Real Estate	\$	28,015	\$	31,736
Professional Fees		2,500		4,253
Utilities		114,856		119,986
Property & General Liability Insurance		119,743		125,057
Repairs and Maintenance		167,636		159,552
Training and Education		42,418		101,071
Memberships and Subscriptions		11,038		69,389
Transportation		46,328		57,114
Rentals/Leases - Equipment		15,227		30,145
Meetings and Conferences		9,010		23,302
Publications and Printing		13,796		18,349
Recruitment Expenses		7,299		5,043
Postage & Delivery		6,062		7,949
Advertising/Public Relations		22,194		7,902
Miscellaneous		59,352		12,402
Retirement Plan Fees/Payroll Processing Fees		34,229		38,510
Interest Expense		37,797		36,425
Total General and Administrative Expenses	\$	737,499	\$	848,184

action pact PROFIT & LOSS - SELF-INSURANCE FUND

	Five Months Ended		
	03/31/22	03/31/23	
Revenues:			
Premiums charged to programs	\$ 1,339,826	\$ 1,502,179	
Employee Contributions	124,164	135,942	
Other Income	2,760	1,919	
Total Revenue	1,466,750	1,640,040	
Expenses:			
Medical claims	985,784	1,211,2 55	
Less reinsurance refunds	(60,580)	(113,939)	
Dental claims	35,217	41,795	
	960,421	1,139,112	
Other expenses:			
Reinsurance Premium	179,562	192,984	
Other Premiums	67,430	78,584	
Fees - Third Party Administrator (CIGNA)	48,353	63,305	
otal expenses	1,255,766	1,473,984	
Net Gain (Loss)	\$ 210,983	\$ 166,055	

INFORMATION TECHNOLOGY PROGRAM REPORT



Joey Wilkes,
Information Technology
Director

		*.
		•

NAME OF PROGRAM: <u>Information Technology</u>
REPORT OF MONTH/YEAR: Monday, May 15th
PERSON/TITLE REPORTING: <u>Joey Wilkes, IT Director</u>
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:
 KnowB4 Cyber Penetration Testing ongoing. (See attached report) Working on network upgrades in Effingham. Working on Conference room equipment upgrades in Reidsville and Waycross. Single Point of Entry ongoing. Head Start Copiers Replaced.
GRANTS/AWARDS FOR BOARD APPROVAL:YESX_NO (If yes, attach Grants/Awards form)
OTHER ITEMS FOR BOARD APPROVAL:
None
Joey Wilkes, IT DirectorMay 15th, 2023SIGNATURE OF PROGRAM DIRECTORDATE

Phish-prone Percentage 15% 25% 30% 20% 10% 0% 5% ClicksAttachment OpenedData EnteredPhish-prone Percentage March 2023 This report displays the number of failure types by campaign for selected users. Failure Types April 2023 RepliesMacro EnabledQR Code Scanned May 2023 0 12 ω 9 15 100 Total User Actions

r ne vetalemend	May 2023	April 2023	March 2023	Date	. Journal
	Monthly Ongoing Phishing	Monthly Ongoing Phishing	Monthly Ongoing Phishing	Campaign	
757	83	372	302	Delivered	
ૹ	ω	ដូ	(C)	Clicks	
0	0	0	0	Replies	
0	0	0	0	QR Codes Scanned	
0	0	0	0	Attachment Opened	
0	0	0	0	Macros	
0	0	0	0	Data Entered	
	<u>ა</u> თ	4	Oī	Calculated	

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Report Details

User Groups: All Users

Phishing Campaigns: All Phishing Campaigns

Date Range: Last 6 Months (11/01/2022 - 05/04/2023)

Selections without relevant data will not appear on this report.

🔚 Industry Benchmark Data 💿

Account Average Phish-prone % 6.2%

Last Campaign Phish-prone % 6%

Industry Phish-prone %

20.8%

DEVELOPMENT PROGRAM REPORT



Elena Ryals, Development Director

Development

NAME OF PROGRAM:

PROGRAM REPORTS



		,	

NAME OF PROGRAM: Southeast Georgia CASA
REPORT OF MONTH/YEAR: May 2023
PERSON/TITLE REPORTING: Jessica Blackrick, Director
SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:
On May 1, 2023, I became the new Director of Southeast Georgia CASA and have been learning about our funding sources and meeting with all other directors within Action Pact. Georgia CASA is providing new director training on May 10, 2023.
Upcoming grants:
 Victims of Crime Assistance (VOCA) Okefenokee REMC
GRANTS/AWARDS FOR BOARD APPROVAL:YESX_NO (If yes, attach Grants/Awards form)
OTHER ITEMS FOR BOARD APPROVAL:
<u>Jessica Blackrick</u> May 8, 2023 SIGNATURE OF PROGRAM DIRECTOR DATE

NAME OF PROGRAM:

Community Care Services Program

REPORT OF MONTH/YEAR: May 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	19	Atkinson	11
Bleckley	8	Bacon	8
Bryan	12	Ben Hill	15
Bulloch	76	Berrien	17
Candler	21	Brantley	11
Chatham	82	Brooks	15
Dodge	31	Charlton	7
Emanuel	55	Clinch	8
Evans	12	Coffee	35
Glynn	33	Cook	15
Jeff Davis	21	Echols	2
Johnson	16	Irwin	5
Laurens	106	Lanier	5
Liberty	30	Lowndes	56
Long	7	Pierce	22
McIntosh	7	Tift	32
Montgomery	24	Turner	11
Tattnall	23	Ware	38
Telfair	19		
Toombs	48		
Treutlen	14		-
Wayne	20		*
Wheeler	12		
Wilcox	19		
TOTAL	715	TOTAL	313

Grand Total: 1,028

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

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The Federal Public Emergency Health Order will be officially ending on May 11th, 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 12th 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.

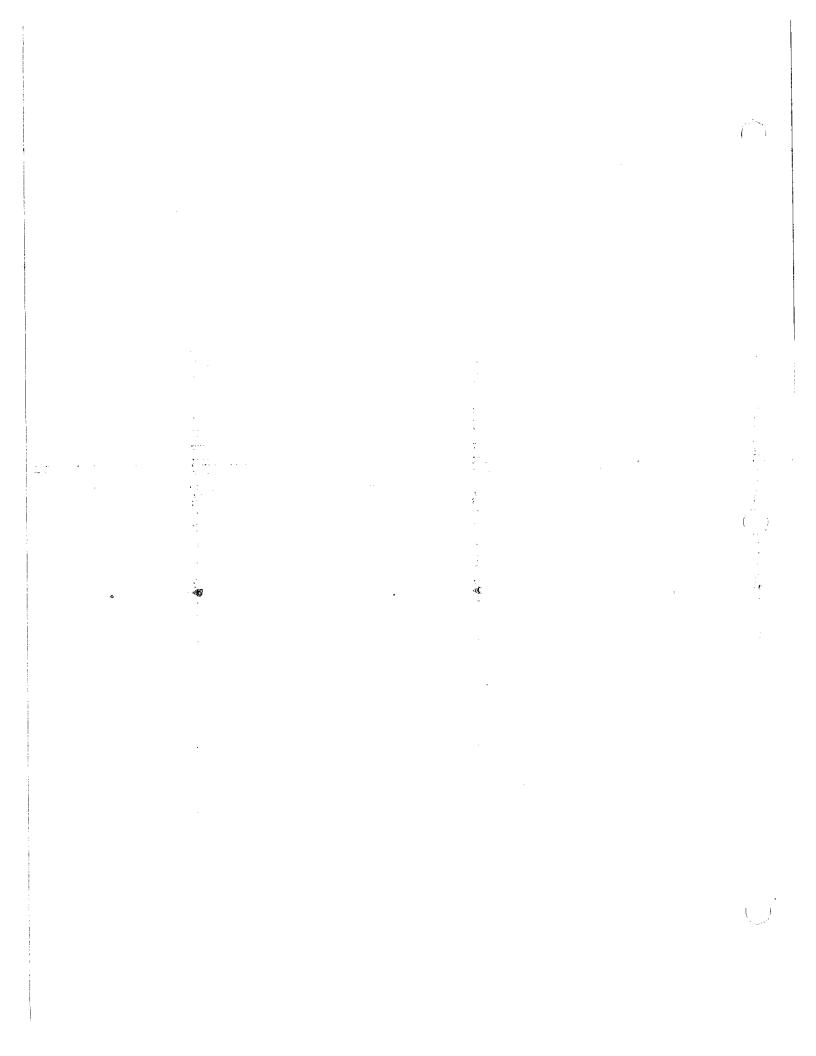
Can you help us spread the word about how the Community Care Services Program (Elderly and Disabled Waiver Program) can help the people in your community? Please contact Linda Steedley at 912-285-6179 or if you have a civic club, organization or church Sunday school class or Senior group that would like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

GRANTS/AWARDS FOR BOARD APPROVAL: YES X NO OTHER ITEMS FOR BOARD APPROVAL: N/A

Linda B. Steedley

SIGNATURE OF PROGRAM DIRECTOR

5-5-23 **DATE**



NAME OF PROGRAM: Community Services

REPORT OF MONTH/YEAR: May 2023

PERSON/TITLE REPORTING: Diane Rogers, Community Services Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

Nutrition Program for the Elderly

- Georgia Power awarded \$10,000 to action pact to help with opening the kitchen at our Toombs County Center. We are working with the City of Vidalia to have the building alterations needed. We still hope to have the kitchen open July 1.
- All 10 Senior Centers will begin serving congregate meals on Fridays, beginning May 5th.
 The seniors have only been coming four days per week since they returned from the COVID closures.
- Shakami Servant has been promoted to Long County Coordinator and is doing an excellent job so far. We have also hired an assistant there to fill Shakami's old position.

Community Services

- Our Effingham County Coordinator, Jo-Lee Burton, is moving forward with establishing an oil change program for low-income individuals who are employed. She has secured multiple private and public partners and we hope to begin providing oil changes to lowincome working households this summer.
- o 102 households have received direct benefit payments totaling \$ 53,144.84 have been made during fiscal year 2023 which began October, 1, 2022. (CSBG Case Management and Emergency payments, Okefenokee Rural EMC, Project Share, etc.). This total represents crisis intervention payments to prevent loss of housing and/or basic services, employment support, education support, childcare, and transportation assistance.
- o Through the work done at our County Service Centers during the 2022 fiscal year:
 - 8 adults have obtained employment.
 - 14 have improved financial well-being.
 - 1.198 households avoided utility disconnection.
 - 417 households gained access to emergency food.
 - 10 households avoided eviction.
 - 7 households have obtained child or dependent care.

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Low-Income Home Energy Assistance Program (LIHEAP)

- The LIHEAP amendment was added in late March. It contained more than \$1,100,000 in additional heating funds, more than \$1,000,000 in additional cooling funds and \$heating funds as well as approximately \$178,000 in matching funds for applications beginning May 1st. We hope to be able to serve an additional 4,200 households with the amendment funds by the application deadline date (June 30).
- 7,309 households have received assistance since November 1, 2022.

Low-Income Home Water Assistance Program (LIHWAP)

O All water assistance funding has been depleted. We served 1,978 households with a total of \$623,777 since November 1, 2022. There is no news regarding any future funding.

Georgia State Health Insurance Program (SHIP)

O Georgia SHIP (formerly GeorgiaCares) has served 2,224 Medicare-eligible individuals this program year, beginning September 1, 2022. The program provides non-biased information regarding supplemental insurance options as well as enrollment assistance for other programs including Extra Help.

GRANTS/AWARDS FOR BOARD APPROVAL: (If yes, attach Grants/Awards form)	XYES	NO
OTHER ITEMS FOR BOARD APPROVAL: N/A		
Diane C. Rogers		May 5, 2023
SIGNATURE OF PROGRAM DIRECTOR		DATE

Grants/Awards Form

May 2023

PROGRAM
GRANT
FUNDING SOURCE
FUNDING PERIOD
GRANT AMOUNT
COUNTIES SERVED

Community Services Department Nutrition Program for the Elderly United Way of Southeast Georgia 4/1/2023 – 3/31/2024

\$15,000 Bulloch

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: PERSON/TITLE REPORTING:	May 15, 2023 – a ction p a	act, Inc. Board Meeting - Baxley, Ga.				
Performance Report (APR) to the U or problem with the APR website.	neeting in March, we were .S. Department of Education, The following <i>summary APR A</i>	able to submit our 2021 – 2022 Annua which had been delayed because of an error Assessment Page was received from the U.S				
shows the Criteria (the objectives a for each objective, Approved Perce by the agency and PE Points Earne	ssigned by the Dept. of Educ ntage Rates assigned to a c ad by our agency. As you ca	report on May 1, 2023. The summary page cation), <u>Maximum Points</u> a program can earr tion P act, the <u>Attained Percentage Rate</u> me n see, all objectives were met and exceeded				
Points, which is the maximum any a Currently, the program is in its everything operating on schedule.	gency can earn. nineth (9 th) month of oper All ETS group sessions and	n, the agency earned a total of fifteen (15) PE ration for the 2022-2023 program year with activities in the target area schools will cease				
students already (1,021 required). they've started the process but have	ur student enrollment quota f We have a few seniors who e not finished. We will be w e are getting ready to do our	for this program year by having served 1,056 have not completed their FAFSA application orking with them over the summer to ensure end of the year summer field trip and to star				
GRANTS/AWARDS FOR BOARD A	.PPROVAL: Yes:	No: X				
OTHER ITEMS FOR BOARD APPI						
Carolyn Crume-Blackshear	, ETS Director	May 3, 2023				
SIGNATURE OF PROGRAM DIRE	CTOR	DATE				

CUI/PRVCY/STUD

Important! Read!

Within five business days of final submission of your online APR, you must upload only the signed Section Lof your annual performance report (APR) that certifies that the information submitted electronically is accurate, complete, and readily verifiable. Section Lof the completed APR form includes signature lines for the project director and certifying official for the grantee institution or agency. Once you have secured the required signatures, please scan the signed Section Land then log back into the APR Web site to upload the document using the functionality on the APR site.

Section I - Project Identification (P044A170105)

1. PR/Award Number:

P044A170105

2. Name of Grantee:

Concerted Services, Inc.

3. Address:

Street: P.O. Box 1965

City: Waycross State: GA Zip: 31502 - 1965

4. Name of Project Director:

Carolyn L Crume-Blackshear

5. Telephone Number:

912-557-6687

Fax Number:

912-557-3004

E-mail Address:

cblackshear@myactionpact.org

6. Report Period:

9/1/2021 - 8/31/2022

7. Name of Data Entry Person:

Carolyn L Crume-Blackshear

Telephone Number:

912-557-6687 x 1125

E-mail Address:

cblackshear@myactionpact.org

Certification: We certify that the performance report information reported and submitted electronically on 5/1/2023 2:49:47 PM is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

Carolyn Crume Blackshear - ETS Director

Dr. Shelli Tyre- Executive Director

Name of Projegt Director (Print)

There is

Name of Certifying Official (Print)

Warning:

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.591 and 75.720).

Authority: Public Law 102-325, as amended.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 18 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Education General Administrative Regulations, 34 CFR 75.591 and 75.720; program regulations, 34 CFR Part 643 and Title IV. Section 402A and 402B of Higher Education Act of 1965, as amended (Public Law 102-325). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to regulations.gov during the public comment period for this collection of information. If you have specific questions about the form, instrument or survey, please contact the U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4536; OPE_TRIO@ed.gov directly.

CUI//PRVCY/STUD

U.S Department of Education
Office of Postsecondary Education/Federal TRIO Programs
Talent Search (TS) Program
Standard Objectives Report
2021-22 Reporting (Assessment) Year

PR/Award Number: P044A170105 Grantee: Concerted Services, Inc.

State: GA

Introduction

Your standard objectives for the 2021-22 assessment year were assessed on the basis of the approved number of participants and meeting or exceeding the project's approved objectives. The Department calculated your score using data from the project's 2021-22 annual performance report (APR). For a summary of policies and procedures for assessing a project's standard objectives and the formulas for calculating the scores, please see the document "Policies and Procedures for Standard Objectives Assessment: 2021-2026 Grant Cycle," available by clicking "TS Instructions" at the top of the web application pages.

The Department will not accept any changes to the project's 2021-22 APR data (and will not recalculate its scores) after final submission of the APR. A project that served less than 90 percent of the number of students the project was funded to serve in 2021-22 (refer to Funded Number in the table below) is not eligible to earn points for any of the standard objectives criteria in this assessment year.

The point of measurement for the Postsecondary Attainment objective is six years after a participant has enrolled in an institution of higher education. Thus, for the 2015-16 postsecondary enrollment cohort, attainment will be calculated six years later (2021-22). When completing the 2021-22 APR, in the attainment section, TS projects funded in the previous grant cycle will report on the participants in the 2015-16 cohort who did or did not attain at least one postsecondary credential within six years following graduation from high school. Please see the APR instructions under "Calculating Postsecondary Attainment" for a full explanation of this objective.

Summary of Scores for 2021-22 Assessment Year (P044A170105)

Criteria	Maximum Points	Approve Rate		ttained Rate	Points Earned
Secondary School Persistence	3	85%		99%	3
Secondary School Graduation (regular diploma in standard # of yrs.)	3	85%		100%	3
Secondary School Graduation (regular diploma in standard # of yrs. & completed rigorous program)	1.5	50%		59%	1.5
Postsecondary Education Enrollment	3	75%		80%	3
Postsecondary Attainment	1.5	45%		59%	1.5
Funded Number	3	# of Participants Funded to Serve	# of Participants Served	Percent Served	3
		1021	1027	101%	
Total Points	15				15

CUI//PRVCY/STUD

PR/Award Number: P044A170105 Grantee: Concerted Services, Inc.

State: GA

Funded Number Criterion

The Funded Number Criterion is based on the project having served the approved number of participants. To earn points, the actual number served must be equal to or greater than the number of participants the project was funded to serve. For a detailed description of the calculation procedures, please see the Standard Objectives Assessment document, under "How is the Funded Number Criterion Calculated?"

Funded Number Criterion for the 2021-22 Assessment Year Maximum Points: 3 Number of Participants Funded to Serve Number of Participants Served Mot Requirement Points Earned 1021 1027 Yes 3

Note: A project that served less than 90 percent of the number of participants the project was funded to serve in 2021-22 is not eligible to earn points for any of the standard objectives in 2021-22.

Secondary School Persistence

Secondary school persistence is defined as the percentage of students in grades six through eleven who completed the current academic year and continued in school for the next academic year, at the next grade level. For a detailed description of how the rate was calculated, please see the Standard Objectives Assessment document, under "How is the Secondary School Persistence Rate Calculated?"

787		784	:	85%		99%	3
Number of St. grades 6	dents in Pers	mber of Stude Isting to next Level	Grade: A	proved Persisten Objective	Actu	al Rersistence Ri	Points ite Earnéil
	Sec	ondary Schoo	l Persistence Maximun	i for 2021-22 Asse Poin ts: 3	ssment Yea		

^{*}Number of students does not include those students in grades 6 - 11 who died during the reporting year.

Secondary School Graduation (Regular Diploma in Standard Number of Years)

Secondary school graduation with a regular diploma in the standard number of years is defined as the percentage of seniors served during the reporting year who graduated with regular secondary school diploma within the standard number of years, with or without completing a rigorous secondary school program of study. For a detailed description of how the rate was calculated, please see the Standard Objectives Assessment document, under "How is the Secondary School Graduation (Regular Diploma) Rate Calculated?"

Secondary School G	raduation Regular Diploma I	n Standard Number of Years	for 2021-22 Assessme	nt Yéar
	Max	imum Points: 3		
	Number of Seniors who			达特拉克勒 阿
	是一种的人们的 其他 是一种 医多种性性性 医自动性病 化二十二烷			
	Received Regular HS	Approved Graduation	(6.74. 含杂五字) 化超级电影 化磷酸	Points
Number of Seniors*	Diploma	Objective	Actual Graduation Ra	ate Earned
以及於實施。如此的時間的於於	kanasan akto kara-sasankan kana. L	Law and the company of the control o	表现的主题。1975年1975年1975年	with this property of
240	i 240	85%	100%	1 3
the second secon	l			

^{*}Number of seniors does not include seniors who died during the reporting year.

CUI/PRVCY/STUD

PR/Award Number: P044A170105 Grantee: Concerted Services, Inc.

State: GA

Secondary School Graduation (Rigorous Secondary School Program of Study)

Secondary school graduation and completing a rigorous program of study is defined as the percentage of high school seniors served during the reporting year who received a regular secondary school diploma within the standard number of years and completed a rigorous secondary school program of study. For a detailed description of how the rate was calculated, please see the Standard Objectives Assessment document, under "How is the Secondary School Graduation (Rigorous Program of Study) Rate Calculated?"

Secondary School Graduation Regular Diploma in Standard Number of Years and Completed Rigorous Program of Study for 2021-22 Assessment Year Maximum Polints: 1.5

		·		:
240	142	50%	59%	1.5
Number of Seniors Served*	Number of Seniors who Received Regular HS Diploma & Completed "Rigorous Program	Approved Graduation	Actual Graduation Rate	Põints Earned
	こうがくさん ない ないけんせい だりゅう カルコード みあい くっせい	A March of the Committee of the contract of the country from	Att . No. 1. Sales . A st t. N	7 7 3

^{*}Number of seniors does not include seniors who died during the reporting year.

Postsecondary Education Enrollment

Postsecondary education enrollment is defined as the percentage of participants who graduated during the project year with a regular secondary school diploms within the standard number of years <u>and</u> enrolled in an institution of higher education by the fall term immediately following high school graduation, or received notification from an institution of higher education by the fall term of acceptance but deferred enrollment until the next academic term (e.g., spring term). This includes both those who completed, and those who did not complete, a rigorous program of study. For a detailed description of how the rate was calculated, please see the Standard Objectives Assessment document, under "How is the Postsecondary Education Enrollment Rate Calculated?"

240	191	75%	80%	
karasi balan ay lavur			Acual Ellionnelli Ka	ite carned
HS Diploma	Postsecondary	Objective	Actual Enrollment Re	ite Earned
Graduating with Regular	Enrolled in	Approved Enrollment		Pointe
Number of Participants	Number of HS Graduates			
	Max	mum Põints: 3		(4) (4) 特别的
	ostsecondary Education En	的复数化物的 医克利氏试验 计图形的 化化二氯甲基苯酚	ment Year	

Postsecondary Attainment Objective

Postsecondary attainment is defined as the percentage of prior participants in the postsecondary enrollment cohort established six years prior to the current project year who attained at least one postsecondary credential by August 31 of the project year. Deceased individuals are not included in the calculations. For a detailed description of how the rate was calculated, please see the Standard Objectives Assessment document, under "I-low is the Postsecondary Attainment Rate Calculated?"

	Number of Participants in Postsecondary Enrollment Cohort 2015- 16	Maxi Cohort members completing PSE credential by 8/31/2022	ant for 2021-22 Assessment num Points: 1,5 Approved PSE Attainment Objective	Year Actual PSE Attainment Rate	Points Earned
-	244 :	143	45%	59%	1,6

FOR BOARD MEETINGS

NAME OF PROGRAM: Weatherization

REPORT OF MONTH/YEAR: May 15, 2023

PERSON/TITLE REPORTING: <u>Dewayne McCurdy</u>, Weatherization Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS: As of May 2023

Contract	Amount	Balance				
DOE-2022-2023	\$375,706.59	\$0				
HHS-2022-2023	\$343,851.84	\$41,873.4				
BIL 2022-2027	\$1,197,034.00	\$ 1,054,151.35				

- 1. Weatherization had a fiscal on-site monitoring visit. We had a few minor findings. They have been resolved and we have an understanding of the proper procedure.
- 2. GEFA is putting training classes together for the agencies to train employees.
- 3. Weatherization had field monitoring on March 15^{th} , 16^{th} , and 17^{th} and we are still waiting for the results.
- 4. We are still conducting interviews for Weatherization Techs in Reidsville.
- 5. We continue to move forward in operations with our funding sources to help the clients in their needs from weatherization.
- 6. The DOE formula 2023-2024 contract is with GEFA and we should be receiving it any time.

GRANTS/AWARDS FOR BOARD APPROVAL: None (If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL: None

DeWayne McCudryWeatherization Director

DEPUTY DIRECTOR PROGRAM REPORT



Amanda Lankford, Deputy Director

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PROGRAM REPORT FORM FOR BOARD MEETINGS

REPORT OF MONTH/YEAR: May 2023

PERSON/TITLE REPORTING: Amanda Lankford, Deputy Director

SUMMARY OF ACTIVITIES/ACCOMPLISHMENTS:

- Developed and shared a Head Start Director to Deputy Director transition plan with the Head Start Department
- Scheduled Individual Director Meetings to determine support needed, agency quality improvement input, and learned more about each program.
- Participated in Department Budget Meetings
- o Developed a calendar to ensure the agency meets the Organizational Standards
- Supported the New Weatherization Director with technology training.
- Met with the Weatherization Department staff individually to determine support needed and agency quality improvement input.
- Supported the CASA Department in submitting required Desk Monitoring Review documents.
- Participated in a 403B meeting
- o Developed a plan for the agency's Strategic Plan
- Developed a plan for New Director Training
- Developed a plan for agency fundraising.
- o Met with the New CASA Director and conducted new staff orientation with her.
- Conducted Head Start monitoring visits
- Supported the Assistant Head Start Director in the daily operations of the Head Start program
- Developed a Client Satisfaction Survey
- Conducted Head Start Director interviews
- Sent out the agency dashboard and completed the Head Start section on the dashboard

OTHER ITEMS FOR BOARD APPROVAL: None

SIGNATURE OF Deputy Director

5-1-2003 DATE

action pact Dashboard

How do we look to donors/funders?
81%
33%
\$16,135
\$75,760
o/ung
ir community?
\$171,031
31%
ents?
98.7%
How do we look to staff?
85%
%86
74%
3 weeks
3 days
20%
How do we look internally?
143
19
\$5500
756
<192.50
42
9
80%
%08
262

- COAL	1.0	%28	%28	%06	%U 5	4318	12	3,516	C	270/30%	25%	248/150	657/50	\$2,827,880	7.500	2.500	10	750/150	%06	0	96	\$8,009	\$116,000
Nov																							
Sep																							
Inc																							
May	1056	757	299	239/80%	28%	2224	9	2,902	0	152/21.05%	19.44%	244/207	555/68	\$1,796,972	7,309	1,135	2	716/76	70%		46	6301.5	6100
Mar	1,05	757	299	97%	28%	2002	9	1,928	0	148/18.36%	19%	241/220	565/87	\$495,940	4,643	855	2	704/98	%06	0	29	\$5685.60	\$6100
Jan	1,011	744	267	112	142÷244	1758	9	1,465	0	95/12.34%	19%	224/241	546/101	\$302,992	3,864	713	2	643/125	%06	0	22	\$6093.19	\$6100
	# Served	On Track for Promotion (6-11)	On track for Grad. (Seniors)	Complete FAFSA-Seniors	On Track for College Grad.	# Served	# Volunteers	Volunteer Hours	Child Supervision Incidents	Family Partnerships #/%	CLASS All Green	EHS Enrollment/Wait	HS Enrollment/Wait	In-Kind \$	# Served	Avoid Disc/Restore Service	Return for Case Mgmt	# Served/Wait	% Centers Even/Profit	Monitoring Findings	# Units Completed	Avg. Cost per Unit	\$ Leveraged
/ 						30		HS							LIHEAP			NUTR			XX		

GRANTS/AWARDS REPORT



		-
		•-

Grants/Awards Form May 15, 2023 Board Meeting

PROGRAM

GRANT

FUNDING SOURCE

FUNDING PERIOD

GRANT AMOUNT

COUNTIES SERVED

Community Services Department

Nutrition Program for the Elderly

United Way of Southeast Georgia

4/1/2023 - 3/31/2024

\$15,000

Bulloch County

TOTAL - \$15,000.00



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

Shelli Tyre

EXECUTIVE BOARD CHAIR

Leonard Burse, Jr.

RESOLUTION TO ENTER CONTRACT

At the <u>regular meeting</u> of the Executive Board of <u>action pact</u> on <u>May 15, 2023</u>, the following resolution was presented, seconded, and passed <u>unanimously:</u>

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

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

of Southeast Georgia funding source for the provision of Nutrition Program for

the Elderly services for the Community Services Department,

be it therefore

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

<u>United Way of Southeast Georgia</u> funding source for the provision of <u>Nutrition</u> <u>Program for the Elderly</u> services for the period beginning <u>April 1, 2023</u> and

ending March 31, 2024 in the following county: Bulloch County.

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

Certified true and correct,

Signature of Corporate Secretary
Or Interim Corporate Secretary

Printed Name of Corporate Secretary
Or Interim Corporate Secretary

Action pact

Name of Corporation

CORPORATION SEAL:



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