



EXECUTIVE BOARD MEETING &
ANNUAL BANQUET

NOVEMBER 30, 2023

10:00 AM

VIDALIA COMMUNITY CENTER
107 OLD AIRPORT ROAD
VIDALIA, GA 30474

& CONFERENCE CALL

Call: 773-905-7086

Phone Conference ID: 690 579 265 #



EXECUTIVE BOARD MEETING

Vidalia Community Center
107 Old Airport Road
Vidalia, Georgia 30474
& Conference Call

Thursday, November 30, 2023
10:00 a.m.

- I. CALL TO ORDER Leonard Burse, Jr., Executive Board Chair
- II. INVOCATION
- III. ROLL CALL (Establishment of Quorum) Gloria Paulk, Executive Board Secretary
- IV. APPROVAL OF AGENDA & BOARD MINUTES.....Leonard Burse, Jr., Executive Board Chair
Executive Board Meeting Minutes – September 18, 2023
- V. OLD BUSINESS
 - A. Finance Committee Update Cathy Benton, Finance Committee Chair
- VI. NEW BUSINESS
 - A. Executive Board Birthdays.....Diane Rogers, Interim ED
 - B. Head Start Program Report.....Angela Carr, Head Start Director
 - C. Fiscal Report.....Hayley Stephens, Fiscal Director
 - E. Discussion of Program Reports
 - F. Grants/AwardsDiane Rogers, Interim ED
 - G. Executive Director's Report.....Diane Rogers, Interim ED
 - H. Executive Session to discuss Executive Director Position
- VII. ADJOURNMENT.....Leonard Burse, Jr., Executive Board Chair



GUEST

SIGN-IN SHEET

MEETING: EXECUTIVE BOARD MEETING

DATE: NOVEMBER 30, 2023 TIME: 10:00 A.M.

LOCATION: VIDALIA COMMUNITY CENTER

107 AIRPORT ROAD, VIDALIA, GA 30474

1. Ophelia Gaines

13. _____

2. Karolyn Byrd

14. _____

3. Bill Seifert

15. _____

4. Jerry Smith

16. _____

5. Glenn Jones

17. _____

6. Paul Aldrich

18. _____

7. Vernon Wet

19. _____

8. Linda Wilson

20. _____

9. Jeff Miller

21. _____

10. Angela S. Carr

22. _____

11. Amy Skuett

23. _____

12. Ryan Ruv

24. _____



BOARD MEMBERS

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107 OLD AIRPORT ROAD, VIDALIA, GA. 30474

1. [Signature] *G. Malins*
2. [Signature] *A. Kennedy*
3. [Signature] *C. Washington*
4. [Signature]
5. Anthony D. Simmons
6. Ethelyn S. Creech
7. Jina Smith
8. Jann Strickland
9. Cathy Benton
10. Bernita Lewis
11. Julius McDuffie
12. Gloria Paulk

13. Leonard Buse
14. Dawn Garcia
15. Bernita Lewis Walter Gibson
16. Marcus McCray
17. Kim Morgan
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____



STAFF MEMBERS

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DATE: NOVEMBER 30, 2023 TIME: 10:00 A.M.

LOCATION: VIDALIA COMMUNITY CENTER

107 AIRPORT ROAD, VIDALIA, GA 30474

1. Traci W.

13. _____

2. Daniel Cap

14. _____

3. Anita Young

15. _____

4. Jaya Moon

16. _____

5. Quinn Black

17. _____

6. Jay Green

18. _____

7. Jessica Lintar

19. _____

8. Rebecca Hollis

20. _____

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21. _____

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22. _____

11. _____

23. _____

12. _____

24. _____





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MEETING: EXECUTIVE BOARD MEETING

DATE: November 30, 2023 ~~SEPTEMBER 18, 2023~~ TIME: 10:00 A.M.

LOCATION: SARAH'S IN THE CITY RESTAURANT VCC

1686 GOLDEN ISLES WEST, BAXLEY, GA 31513 Vidalia, GA

1. Sarah Simmons

2. Machelle Troup

3. Hollard Phillips

4. PATRICIA EARLS

5. Patricie A. Cain

6. Sandra Maignan

7. Tracey Lomax

8. Haycia Stater

9. Shasta Mc

10. Clara Graham

11. Amey White

12. al chelyk.

13. Carolyn Blacklock

14. Dillon Fye

15. Joe Mi

16. Dia Le

17. Mordena Richardson

18. Jykerah Brown

19. Anna Maria Goodson

20. Ethel S. Crouch *

21. Bernita Sevi *

22. Cathy Banta *

23. Tiffany Oney

24. _____



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1686 GOLDEN ISLES WEST, BAXLEY, GA 31513. ~~Vicaria (GA.)~~

1. Lacy Markle

2. Geneva Taylor

3. Hayley Stephens

4. Mike Mabrum

5. Jey Wickes

6. Wayne McCurdy

7. Atticus

8. Sandra S. Boggs

9. Linda Steedly

10. Sherry Barnes

11. Andrew Freshack

12. Dennis Dixon

13. Rebecca Scott

14. Belinda Reynolds

15. Denise D'Berry

16. Alshia Fly

17. Melody Shum

18. Lela L. Cunningham

19. [Signature]

20. Ecker M.

21. David Walker

22. [Signature]

23. Rene Washington

24. Denise McFarley



**BOARD APPROVAL
ON THE MINUTES FROM THE
EXECUTIVE BOARD MEETING
OF
SEPTEMBER 18, 2023**





EXECUTIVE BOARD MEETING

Monday, September 18, 2023
10:00 a.m.

MEMBERS PRESENT:

ROSE BAILEY	CATHY BENTON
LEONARD BURSE, JR.	ETHELYN CREECH
MICHAEL GARVIN	WALTER GIBSON
BOBBY KENNEDY	SYNITA MATHIS
MARCUS MCCRAY	KIM MORGAN
GLORIA PAULK	ANTHONY SIMMONS
TINA SMITH	CLARENCE WASHINGTON
MICHAEL-ANGELO JAMES	

MEMBERS NOT PRESENT: JAMES THOMAS, LINDA MCDUFFIE, BERNITA LEWIS

MEMBERS NOT PRESENT WITH EXCUSED ABSENCE: DAWN GARCIA

HS POLICY COUNCIL CHAIRPERSON NOT PRESENT: JAMES GANTY

OTHERS PRESENT:

DIANE ROGERS	HAYLEY STEPHENS
SONJA EASON	PATRICIA A. CAIN
CAROLYN BLACKSHEAR	HUEY SPEARMAN
JOEY WILKES	LINDA STEEDLEY
ANGELA CARR	ALESHIA FLYNN
JESSICA BLACKRICK	DEWAYNE MCCURDY

- I. **CALL TO ORDER:** Leonard Burse, Jr., Executive Board Chairman, called the action pact Executive Board meeting to order at 10:06 a.m. at "Sarah's in the City" restaurant in Baxley, Georgia.
- II. **INVOCATION:** Bobby Kennedy, Executive Board member, gave an invocation prayer to start the meeting.
- III. **ROLL CALL:** Gloria Paulk, Executive Board Secretary, made the roll call. A quorum was established with a combined total of 16 Executive Board members.

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 minutes of July 17, 2023. Walter Gibson made a motion and Michael-Angelo James 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 July 17, 2023. All in favor said aye, and there was none opposing. The motion was carried.

V. OLD BUSINESS: Huey Spearman, the attorney for action pact, spoke to the Executive Board concerning the property in Coffee County. Mr. Spearman stated that a foreclosure notice had been mailed to Aesthetic Housing on September 7, 2023, this will also run in the newspaper for four weeks, coinciding with the end of the fiscal year, which is October 31, 2023. Diane Rogers will speak to Ronald Paulk regarding the situation.

Human Resource Committee Report: Synita Mathis from the HR committee stated that the HR Committee met in April to discuss 2 grievances and 1 complaint regarding the executive director's selection for the deputy director position. The committee decided to meet with the executive director and scheduled a meeting, which was cancelled by the executive director. Before a new meeting date could be set, the executive director resigned, so the grievances and complaint are now closed

VI. NEW BUSINESS:

A. Executive Board Birthdays

September--- Rose Bailey, September 9th

October-----Gloria Paulk, October 31st

B. Head Start Program Report: Ms. Angela Carr, was approved Head Start Director, approved by the Office of Head Start on August 1, 2023. Ms. Renae Washington has been promoted to Assistant Head Start Director. Ms. Carr stated that Head Start has received their NOA for COLA Funding and Quality Improvement Grant, the amount of the grant is \$914,478.00. Angela also stated that the COLA will be retro back from November 1, 2022, up until the current pay period. This will appear on the upcoming payroll ending 9/16/23; which has already been processed. Ms. Carr gave Enrollment and Recruitment updates, financial reports and monthly credit card usage.

Monthly credit card usage:

WEX ----- July \$1,388.33

Visa----- July \$3,653.26

Enrollment/Recruitment Updates: See Program Summary

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

Program Updates: See Program Summary

- C. Human Resource Report - Sonja Eason, Director:** Ms. Eason advised the Executive Board that we will be changing retirement providers. The services from the new provider will be better, and all services will be bundled. The change of provider will go into effect January 1, 2024. Mr. Washington asked about the vacancies occurring at the agency. Ms. Eason stated the vacancies has declined some due to the referral program that gives employees incentives to recruit new employees, and that we are advertising, participating in job fairs, and utilizing the agency Facebook page. **Health and Wellness, Retirement Updates, HR Metrics, Total employees, Demographic and Ethnic Data will be found in HR Summary Page.** No grants or awards for approval.

Leonard Burse, entertained a motion to approve the Human Resource Report as given by Sonja Eason, 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 motion was carried to approve the Human Resource Report.

- D. Fiscal Report - Hayley Stephens, Director:** Ms. Stephens reported that the Fiscal department is continuing to have regular monthly budget meetings with each program director. Each grant is currently operating within their approved budget. Hayley stated that the RFP for the auditing services has been sent out and they are awaiting proposals, which will be presented to the Finance and Audit Committee for their review and decision in the coming weeks. Ms. Stephens requested an approval to reduce the self-insurance reserve from \$600,000 to \$300,000. She stated that Grant regulations required the reserve to be evaluated every year and actuaries recommended the change.

Other items for approval---- Reduction of self-insurance reserve from \$600,000 to \$300,000. Other statements and activities are in the Fiscal Summary.

Leonard Burse entertained for a motion to approve the Fiscal Report, as given by Hayley Stephens. Walter Gibson 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 to approve the Fiscal Report. Mr. Burse then entertained a motion to approve the reduction of the self-insurance from \$600,000 to \$300,000. A motion was given by Walter Gibson, and seconded by Michael Garvin, the motion was carried, and the reduction approved.

II. Discussion of Program and IT Reports:

Information Technology Report---- IT Director, Joey Wilkes, stated that everything was rolling along in the IT department and all pertinent information was in the IT Report.

Educational Talent Search----ETS Director, Carolyn Blackshear, stated that ETS has hired Pattie White's replacement, due to her retirement. The new hire is Andrew Plestrak and there were three people to interview for the position in Reidsville. Looking forward to having counselors in place by the end of September. See Program Summary.

CASA----CASA Director, Jessica Blackrick, discussed the upcoming Poopalooza fundraiser in which the tickets are \$20.00 and there is also Bingo fundraiser. Flyers were distributed detailing each fundraiser. See Program Summary.

Weatherization----Weatherization Director, DeWayne McCurdy, stated that he expects to hire at least two more employees in his department. See Program Summary

Community Services ----Community Services Director, Diane Rogers, stated that it is a possibility that the department will not be getting funds for a water assistance program anymore. Diane stated that Wayne County is still committed to building a center for the Seniors in that county. Board member, Clarence Washington, asked why all LIFEAP funds were not spent this year. Ms. Rogers stated that additional funding had been allocated very late in the season, making it impossible to spend it all. See Program Summary

Community Cares Services Program-----See Program Summary

F. Grants and Awards - ETS has one grant for approval in the amount of \$589,057. Mr. Burse called for a motion to approve the ETS Grant and Michael-Angelo James made the 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 ETS grant of \$589,057.00.

G. Executive Director's Report - Interim Executive Director, Diane Rogers, advised the board that it was time to advertise the Executive Director's position, because agency bylaws allow for an interim ED for only six months. She also stated that we were currently advertising for an Operations Director position, she gave some information as to what this position would entail (see attached report). The Operations Director will assist the Executive Director in the day-to-day operations of the agency. Ms. Rogers stated that they are looking at revamping the Stars Program, and that the RFP for the community needs assessment was open and that a provider will be selected October 20.

We are looking at utilizing contracted grant writers as needed in the future. Ms. Rogers mentioned that with an anticipated government shutdown she does not anticipate any furloughs for action pact staff. Diane mentioned that David Bradley, the Community Action lobbyist, said that the chances were good for a shut-down, he predicted almost 75%. Two of the board members were away at the SEACAA training conference in South Carolina, Marcus McCray and Dawn Garcia.

H. Board Roles and Responsibilities training was provided by Diane Rogers, Interim Executive Director.

I. Executive Session: Synita Mathis Long County board member, made a motion to go into Executive Session. 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 go into an Executive Session at 12:18 p.m. All agency staff exited the room.

Leonard Burse, Jr. entertained a motion to go back into regular session. Synita Mathis made a motion. Anthony Simmons seconded. Mr. Burse called for discussion, hearing none, he called for a vote. All in favor said aye, and the motion was carried to go back into the regular session of the board meeting at 12:40 p.m. All agency staff returned to the meeting room.

VII. ADJOURNMENT

Leonard Burse, Jr. entertained for a motion to adjourn the meeting. Synita Mathis made the motion to adjourn. Michael Garvin seconded the motion Mr. Burse called for discussion, hearing none, he called for a vote. All in favor said aye and the meeting was adjourned at 12:45 p.m.



Gloria Paulk, Corporate Secretary



Diane Rogers, Interim Executive Director

HEAD START PROGRAM REPORT



**Angela Carr
Head Start Director**

PROGRAM REPORT FORM
FOR BOARD MEETINGS

NAME OF PROGRAM:

Head Start

REPORT OF MONTH/YEAR:

November/2023

PERSON/TITLE REPORTING:

Angela Carr, Head Start Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

See attached October Policy Council documents, which include:

- Monthly statistical & programmatic information
- Monthly financial reports
- Monthly credit card expenditures
 - WEX- July \$1,388.52
 - Visa- July \$2,354.31
 - Monthly personnel reports

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

- The Non-Federal Share Waiver was approved for \$550,000
- We received the award for our 2023-2024 Grant. Partial funds were awarded.

Enrollment/Recruitment Updates:

- Current Funded Enrollment as of 11/01/2023- Head Start: 515 Early Head Start: 320
- Actual Enrollment as of 10/31/2023: Head Start- 452, Early Head Start- 200

Program Update

- Eight Family Advocates received their Family Development Credential (FDC).
- Charlton County Head Start roof and inside repairs have been completed.
- Charlton County Head Start opened on November 13, 2023.
- Head Start Director along with 3 other Leadership Team members attended the GHSA (Georgia Head Start Association) Fall Leadership Conference in Atlanta Georgia on November 7-9, 2023

GRANTS/AWARDS FOR BOARD APPROVAL: None at this time

OTHER ITEMS FOR BOARD APPROVAL: None at this time

Angela J. Carr
SIGNATURE OF PROGRAM DIRECTOR

11/14/2023
DATE

action pact
Head Start Program
Policy Council Meeting Minutes
September 27, 2023
Sarah's in the City, Baxley

Policy Council members attending: James Gandy -- Chairperson, Sierra Eason, Kelsie Jones, John Laddon, Sarahyn Mizell, Donna Gibson, Sandi Bontlight, Nancy Edge
Staff present: Diane Rogers, Executive Director, Angela Carr -- Head Start Director, Renae Washington -- Asst. Head Start Director, Trevisaki Jones -- Fiscal Specialist, Denise McGauley -- HR Specialist, Hollard Phillips -- Health Specialist, Attious Hammock -- IT Specialist, Tracey Lomax -- Nutrition Specialist, Denise O'Berry -- Mental Health/Disabilities Specialist, Tammy Peritt -- Counselor, Melody Henderson -- Family Services Specialist, Anita Young, Jessica Linton -- PFCE Specialist, Carol Clarke -- Training Specialist
Guest: Leonard Burse, Governing Board Chairperson

Mr. Gandy, Chair, called the meeting to order at 10:36 a.m. after a quorum was established. He greeted everyone and asked for a moment of silence. He welcomed the Governing Board Chair, Leonard Burse, Jr. and Interim Executive Director, Diane Rogers.

New members that were in attendance introduced themselves and told what county they were from. They had been voted in by their center's parents prior to today's meeting. Ms. Young read the Policy Council pledge, and all agreed to abide by it.

Officer elections were next on the agenda. Ms. Young stated that Mr. Gandy agreed to continue as Chair if there were no objections. Donna Gibson motioned to accept Mr. Gandy continuing as Chair and Mr. Laddon seconded. There were no objections and motion carried. Mr. Gandy carried on with the meeting and asked for a volunteer for the office of Vice-Chair. There were no volunteers so this business will again be addressed at the next meeting. The office of Secretary was next. Ms. Gibson volunteered to continue as Secretary if no other member wanted the position. There were no other volunteers, so Ms. Jones motioned to accept Ms. Gibson continuing as Secretary and Ms. Eason seconded. Motion carried.

Ms. Young informed the Council that there was a correction to the minutes concerning the "Raising Highly Capable Kids" parent curriculum grant. The minutes had reflected Clinch Family Connection held the grant, but it was actually Jesus and Jan. Members received a copy of the corrected minutes. Mr. Gandy called for a motion to approve the July Corrected Minutes. Ms. Gibson motioned to approve the corrected minutes and Ms. Jones seconded the motion. All approved. The August Reports had also been sent out to all members prior to the meeting. Mr. Gandy asked if there were any questions about the reports. Being none, he asked for approval of the August Policy Council reports, all inclusive (Director's report, Fiscal, HR, PFCE, Training). Ms. Gibson motioned to approve all the August reports and Ms. Jones seconded. There were no objections, motion carried.

Mr. Gandy called for the Director's report, next. Ms. Carr welcomed everyone and then reported on the September Director's report:

Ms. Carr welcomed Renae Washington, the new Assistant Head Start Director. Ms. Washington previously worked with us as a Coach and a teacher, and she also brings her experience from working with another Head Start program. Also with us today is Jessica Linton. Ms. Linton will be replacing Ms. Young as PFCE Specialist when she retires at the end of the year.

We received a waiver on our conversion start-up funds and quality improvement funds. Our Fiscal Officer has informed us they are processing the waiver that we sent in a few months ago for our regular budget. We will update you when we receive final word on this waiver. We are excited to report that our COLA funds have been received and the staff received their retro pay last week. This was the largest COLA increase in many years, if not ever. We just received notification that our start-up funds to begin converting our Head Start classrooms to Early Head Start classrooms that were specified in the Conversion Grant request and the one-time grant for Ware roof replacement have been received. We are working on hiring the necessary staff for these classrooms. These centers will have converting classrooms: Appling (1), Bacon ABC (1), Hazzard Hill (1) and Ware (6). Our Facilities/Transportation Specialist is working on securing bids for Ware roof repair.

The Charlton Co. center is still closed. We have not been successful in getting the bid signed by roofing company. The staff from Charlton are still coming to Ware Co. Head Start and Hazzard Hill to work in the meantime.

We participated in a job fair in Ware Co. on the 21st. We are hoping to reach more people in our communities to help fill our vacancies.

We had a leadership team meeting on the 14th. We are expecting a Focus Area Two federal review this school year and discussed the steps we need to take in preparing for this review. We do not have a specific date for the review.

Education:

Ms. Horton completed site visits in Appling, Pierce, Atkinson, Ware and Jeff Davis counties. Interviews have been completed for the Center Coordinator at Ware and Ms. Alaycia Staten Was promoted from Coach to this position. Floaters that will also serve as monitors have been selected as well. Monitoring will be done twice monthly for the school year. Interviews for education staff are ongoing.

Health:

Mr. Phillips reviewed 55 health plans, 20 incident reports, and 1 suspected illness in August. He also filled supply requests for the centers. He is continuing to research pricing for toothbrush covers and working with Coastal Plains with the nursing students helping with growth assessments.

Enrollment

Current Enrollment:

- 430 in Head Start
- 181 in Early Head Start

August 2023 ADA Statistics from CP report # 2301		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	74.53%	89.49%
Early Head Start	76.20%	90.44%

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

EXECUTIVE DIRECTOR (Interim)
Diane Rogers

EXECUTIVE BOARD CHAIR
Leonard Burse, Jr.

MEMORANDUM

TO: Policy Council Members/Governing Board Members

FROM: Anita Young, Parent and Community Engagement Specialist

DATE: October 10, 2023

RE: September Policy Council Reports

Please find the Policy Council reports for the September attached. Our next scheduled Policy Council meeting will be November 15th 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: Diane Rogers, Executive Director (Interim)
Angela Carr, Head Start Director
Sonja Eason, Human Resources Director
Hayley Stephens Fiscal Director
Denise Dukes, Controller

ALL. TOGETHER.
ONE.

action past
Head Start Program
Policy Council Meeting Minutes
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Sarah's in the City, Buxley

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- 181 in Early Head Start

August 2023 ADA Statistics from CP report # 2301		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	74.53%	89.49%
Early Head Start	76.20%	90.44%

We received a waiver on our conversion start-up funds and quality improvement funds. Our Fiscal Officer has informed us they are processing the waiver that we sent in a few months ago for our regular budget. We will update you when we receive final word on this waiver. We are excited to report that our COLA funds have been received and the staff received their retro pay last week. This was the largest COLA increase in many years, if not ever. We just received notification that our start-up funds to begin converting our Head Start classrooms to Early Head Start classrooms that were specified in the Conversion Grant request and the one-time grant for Ware roof replacement have been received. We are working on hiring the necessary staff for these classrooms. These centers will have converting classrooms: Appling (1), Bacon ABC (1), Hazzard Hill (1) and Ware (6). Our Facilities/Transportation Specialist is working on securing bids for Ware roof repair.

The Charlton Co. center is still closed. We have not been successful in getting the bid signed by roofing company. The staff from Charlton are still coming to Ware Co. Head Start and Hazzard Hill to work in the meantime.

We participated in a job fair in Ware Co. on the 21st. We are hoping to reach more people in our communities to help fill our vacancies.

We had a leadership team meeting on the 14th. We are expecting a Focus Area Two federal review this school year and discussed the steps we need to take in preparing for this review. We do not have a specific date for the review.

Education:

Ms. Horton completed site visits in Appling, Pierce, Atkinson, Ware and Jeff Davis counties. Interviews have been completed for the Center Coordinator at Ware and Ms. Alayola Staten was promoted from Coach to this position. Floaters that will also serve as monitors have been selected as well. Monitoring will be done twice monthly for the school year. Interviews for education staff are ongoing.

Health:

Mr. Phillips reviewed 55 health plans, 20 incident reports, and 1 suspected illness in August. He also filled supply requests for the centers. He is continuing to research pricing for toothbrush covers and working with Coastal Plains with the nursing students helping with growth assessments.

Enrollment

Current Enrollment:

- 430 in Head Start
- 181 in Early Head Start

August 2023 ADA		
Statistics from CE report # 2301		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	74.53%	89.49%
Early Head Start	76.20%	90.44%

Current waitlist of income eligible children:

Head Start		Early Head Start	
Appling County	23	Appling	21
Atkinson County	0	Atkinson	0
Bacon County	14	Bacon	9
Brantley County	6	Brantley	8
Candler County	10	Candler	19
Charlton County	2	Charlton	5
Clinch County	6	Clinch	7
Coffee	11	Coffee	29
Hazard Hill	8	Hazard Hill	27
Jeff Davis County	1	Pierce	17
Pierce County	4	Toombs	33
Toombs County	4	Ware	16
Ware County	21		
Totals	107	Totals	191

Head Start August 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appling	17	17	1	0
Atkinson	34	30	4	4
Bacon	33	17	0	1
Brantley	33	30	0	2
Candler	17	17	0	3
Charlton	34	0	0	0
Clinch	17	16	0	1
Coffee	68	67	2	0
Hazard	17	17	0	0
Jeff Davis	32	31	0	1
Pierce	31	29	1	2
Toombs	54	48	2	1
Ware	128	111	4	6
Totals	515	430	13	21

Current waitlist of income eligible children:

Head Start		Early Head Start	
Applying County	23	Applying	21
Atkinson County	0	Atkinson	0
Bacon County	14	Bacon	9
Brantley County	6	Brantley	8
Candler County	10	Candler	10
Charlton County	2	Charlton	5
Clinch County	6	Clinch	7
Coffee	11	Coffee	29
Hazzard Hill	8	Hazzard Hill	27
Jeff Davis County	1	Pierce	17
Pierce County	4	Toombs	33
Toombs County	4	Ware	16
Ware County	21		
Totals	107	Totals	191

Head Start August 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Applying	17	17	1	0
Atkinson	34	30	4	4
Bacon	33	17	0	1
Brantley	33	30	0	2
Candler	17	17	0	3
Charlton	34	0	0	0
Clinch	17	16	0	1
Coffee	68	67	2	0
Hazzard	17	17	0	0
Jeff Davis	32	31	0	1
Pierce	31	29	1	2
Toombs	54	48	2	1
Ware	128	111	4	6
Totals	515	430	13	21

Early Head Start August 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appling	24	16	0	0
Atkinson	24	18	2	1
Bacon	32	15	0	0
Brantley	8	8	1	1
Candler	16	8	0	0
Charlton	16	0	0	0
Clinch	16	8	0	0
Coffey	16	16	0	0
Hazzard	80	63	1	2
Pleas	16	16	0	0
Toombs	16	8	0	0
Ware	56	8	0	0
Totals	320	181	4	4

Mental Health:

- Selected three t-shirts designs for Disabilities Days
- Attended IEP meetings with Ware and Brantley Co. BOEs and families
- Observed 4 children in Clinch, Toombs, and Ware
- Heather Rowland will be assisting Ms. O'Berry with the DAYC in Candler, Toombs, Jeff Davis and Appling. This will begin soon.
- Actions for Happiness calendars were distributed to all staff
- Sensory items and strategies were given to teachers as needed

Children diagnosed with special needs:

Head Start: 60; Early Head Start: 22; Total 82 Current enrollment: 13.36%

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	0	0
Deaf/Blind	1	0
Emotional disturbance	0	0
Autism	0	0
Health Impairment	2	1
Traumatic Brain Injury	1	0
Learning Disability	0	1
Orthopedic Impairment	0	1
Speech/Language	20	4
Developmental Delay	4	11
Intellectual Disabilities (Formerly known as Mental Retardation)	0	0
Non-Categorized -- Other	0	0
Multiple Disabilities	32	4
Total	60	22

Trainings: DECAL Trainings**Press Release/Publicity: activities****Measurable achievements and goals accomplished:**

- Continued to assist staff with their \$500 Quality Rated bonus paperwork as needed for eligible sites/staff;
- Assisted staff with DECAL Scholars Incentives/Scholarships as eligible.
- New Staff Orientation.
- Quality Rated work;
- Family Farm Share -- continued work;
- Continued work on updating GaPDS accounts and entering training and uploading certificates.
- Received word that our Garde Connect Grant Application for Ware County was approved.
- CPR Renewals for Clinch and Pierce.
- Summit planning Committee Meeting re: ECE Farm to School Summit trainings with DECAL/QCC/ Georgia Organics.
- PALS Trainer Quarterly Check-In.
- Farm Share Partner Check-In and Update
- State Trainer Webinar on new initiatives
- Participated in a Train-the Trainer webinar on "What is Safe Sleep?"
- Extensive work on Jeff Davis Quality Rated portfolio.
- Worked with new Center Coordinator for Ware

Nutrition:

	HS Meals	EHIS Meals	Total Meals
Children Breakfast	5,474	2,293	7,767
Children Lunch	5,479	2,272	7,751
Children Snack	5,280	2,141	7,421
Total Meals	16,233	6,706	22,939
Adult Breakfast	1,120	620	1,740
Adult Lunch	1,215	671	1,886
Total Meals	2,335	1,291	3,626

Facilities:

Maintenance was completed around the center to prepare them for the opening day of school. New playground equipment was installed on some of the playgrounds. Trees were trimmed back due to storms.

Ms. Carr asked Mr. Burse to update everyone on Charlton's progress on the roof. He noted that he had been talking with the contractor and that he was waiting for the E-Verify on the bid and it has been received. Work may begin as early as two weeks and will be completed hopefully in December.

Ms. Carr noted that Early Head Start rooms required different materials and equipment than Head Start and it would take some time on that being completed. License will have to approve all modifications to these rooms before we can have the children come in.

Ms. Carr informed everyone about a training conducted by the Office of Head Start on October 17th from 1:00 - 4:00. This will be a virtual training for the Governing Board and Policy Council. She encourages everyone to attend if possible.

Mr. Gandy asked if there were any questions on September Director's report. Being none, Ms. Bacon motioned to approve the report and Ms. Jones seconded, All were in favor.

Ms. Jones gave the Fiscal Report next:

Total Budget: \$11,617,377.00

Total Spending: \$10,225,447.00

Balance Remaining: \$(1,391,930.00)

Current Spending percentage: 88.02%

VISA Expense: \$4,411.69 WEX: \$2,862.51

In-kind booked to date: \$2,091,039.00 Total In-kind for budget year: \$2,827,880.00

Administrative cost rate: 9.8%

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. Jones made a motion to approve, and Ms. Bacon seconded. Motion carried.

Next, on the agenda was the Personnel Report. Ms. McCauley gave the report:

Position Vacancies

EHS Teacher

Teacher

EHS Teacher

Teacher

Floater

Family Advocate

Interventionist

Teacher Assistant

EHS Teacher

Teacher

Teacher Assistant

EHS Teacher

Teacher Assistant

EHS Teacher

EHS Teacher

Coach

Teacher

Teacher Assistant

EHS Teacher

Interventionist

Appling (2)

Atkinson

Bacon

Bacon (ABC) (4)

Bacon (ABC)

Bacon (Northside)

Bacon

Brantley

Candler (4)

Charlton (2)

Charlton

Clinch

Coffee

Hazzard Hill (5)

Toombs

Ware

Ware (2)

Ware (2)

Ware (12)

Ware

New Hires(s) Need Approval

Sharon McIntire
Amber Stevenson

Teacher Assistant/ Ware
Custodian/Food Transporter/Ware

New Hire(s) Already Approved

Erin Bessonette

EHS Teacher/Clinch

Transfers(s) Need Approval

None

Voluntary Termination(s)

Alexus Parker
Jessica Moten
Shelinda Stanford
Cristina Valdiva
Alexis Griffin
Tiffany Hill

Teacher Assistant
EHS Floater
Teacher Assistant
Teacher
EHS Teacher
Teacher

Subs no longer serving

Jonathan Hickox
John Mitcham
Robert Owens

Involuntary Termination(s)

None

Ms. McGauley then concluded the Human Resources report and requested approval. Mr. Gandy asked if there were any questions and called for a motion to approve the Personnel report in full. Ms. Eason motioned, and Ms. Jones seconded. Approved.

Ms. Young noted that Ms. O'Berry and Ms. Perritt had a procedure revision each. Ms. O'Berry added a line for parent's refusal for articulation screening. Ms. Perritt requested to delete a repetitious form that gives consent for observations of their child. These are already given on the Parent Authorization form. Ms. Jones motioned to approve both revision and Ms. Eason seconded. Motioned carried.

The PFCE report was next by Ms. Young:

The first parent meetings of the school year were held this month. Parent Officers and Policy Council elections were held. Parents were encouraged to be engaged in their child's school year and learned about events and policies. Attendance was as follows:

Appling -- 14	Clinch - 9	Toombs - 14
Atkinson -- 14	Coffee - 22	Ware -- had to reschedule due to storm
Bacon -- 12	HH -- 12	
Brantley -- 15	JD - 16	
Candler -- 8	Pearson -- had to reschedule due to storm	
Charlton - closed	Pierce - 13	

Ms. Young and Ms. Linton have been training together so Ms. Linton will be ready to assume the position in December. We were unable to have the Raising Highly Capable Kids classes in Clinch Co. as planned due to lack of parent interest in participating. We appreciate the opportunity from Jesus & James in taking part in the training.

Mr. Gandy asked for approval of Ms. Young's report. Ms. Jones motioned for approval and Ms. Eason seconded the approval. Motion carried.

Mr. Gandy called on Ms. Henderson to give the training on the FIR Reports. She gave the group data from the reports on many areas. Ms. Carr explained that FIR Reports show us areas that we need to improve on and areas that we are doing well in. The information is due each year by August 31st. She also stated that we need to do a better job of passing information along to the parents to help them realize that we are here to help them, not report them.

Ms. Eason said that she is always looking for information that can help her family and others. She felt that more information on mental health was needed. She also said that some parents do not know where to go for help and that it would be good to have a better relay of information to parents.

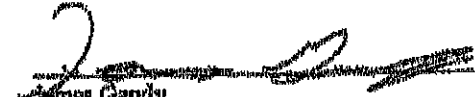
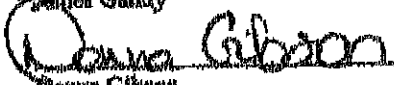
Mr. Gandy asked if there was any further discussion on the FIR Reports. Then he called for approval. Ms. Jones motioned to approve and Ms. Eason seconded. All agreed.

Mr. Gandy asked if there were any concerns or questions. Ms. Rogers brought up the possibility of a government shutdown. She stated that if it happens it may be a prolonged one. The Head Start 2022-2023 grant period ends October 31st and she thinks the program will be fine until then at least. However, Ms. Rogers is looking for business as usual on Monday.

Mr. Burre congratulated Mr. Gandy on being elected Chair again he stated that the Board training on October 17th will be good for both the Governing Board and the Police Council. He discussed the possibility of having different staff attend the Board meetings to talk about their role in the agency. This will help members to understand the different positions within the different programs.

After no further discussion, Mr. Gandy announced that the next meeting will be November 15th. He adjourned the meeting at 11:22 a.m.

Respectfully submitted,


James Gandy

Donna Gibson

~~28 action~~
~~action pact~~
~~action pact~~
**Head Start Program
Policy Council
Agenda**

**Haxley, GA
Wednesday, September 27, 2023**

- I. WELCOME/MOMENT OF MEDITATION..... James Gandy
Chairperson
- II. SEATING OF NEW MEMBER..... Anita Young
PFCE Specialist
- III. OFFICER ELECTIONS
- IV. APPROVAL OF JULY MINUTES AND AUGUST REPORTS..... Chairperson
- V. SEPTEMBER DIRECTOR'S REPORT Angela Carr
Head Start Director
- VI. FISCAL REPORT..... Trechuski Jones
Fiscal Specialist
- VII. PERSONNEL REPORT Denise McGauley
HR Specialist
- VIII. PFCE REPORT/PARENT CONCERNS/PROCEDURE REVISIONS.....
Anita Young
- IX. TRAINING..... Program Information Reports

NEXT POLICY COUNCIL MEETING -- November 15, 2023

action packet
Head Start Program
Policy Council Meeting Minutes
July 28, 2023
Sarah's in the City, Duxley

Policy Council members attending: James Gandy -- Chairperson, Karen Hankala, Tabitha Paulk, Sandi Boatright
Donna Gibson, Bruce Young, Mary Susan Arnold, Nancy Edge (approvals)
Staff present: Diane Rogers, Executive Director, Angela Carr -- Acting Head Start Director, Hollard Phillips -- Health Specialist, Atticus Hamrock -- IT Specialist, Tracey Lomax -- Nutrition Specialist, Anita Young -- PFCE Specialist, Donald Griffin -- Facilities/Safety Specialist, Daniel Cox -- Facilities/Safety, Terrell Wilson -- Facilities/Safety, Carol Clarke -- Training Specialist
Guest: Leonard Burse, Governing Board Chairperson

Mr. Gandy, Chair, called the meeting to order at 10:37 a.m. He welcomed everyone and asked for a moment of silence. Next, Mr. Gandy introduced Mr. Burse, Board Chair, and thanked him for attending today's meeting, along with Ms. Rogers, Executive Director.

Mr. Gandy asked for approval of the May minutes which had been previously sent to the members. Ms. Paulk motioned to approve the minutes and Ms. Hankala seconded the motion. All approved. Next was approval of the June 13th and June 21st minutes for the meetings concerning the impasse. Mr. Gandy asked if there were any questions. Being none, he asked for a motion to approve the June 13th and June 21st minutes. Ms. Hankala made the motion for approval and Ms. Paulk seconded. All approved. The June reports had also been sent out to all members prior to the meeting. Mr. Gandy asked if there were any questions about the reports. Being none, he asked for approval of the June Policy Council reports, all inclusive (Director's report, Fiscal, HR, PFCE). Ms. Hankala motioned to approve all of the June reports and Ms. Paulk seconded. There were no objections.

Mr. Gandy called for the Director's report, next. Ms. Carr welcomed everyone and then reported on the July Director's report:

Preparations for school to begin on August 7th are ongoing. As mentioned previously, our theme for the upcoming school year is "Head Start, Where Your Journey Begins!" Our pre-service date is August 1st and the majority of staff's first day back. Center Coordinators and lunchroom managers will return the week of July 24th. We are excited to have a fun pre-service this year with a lot of hands-on activities for the staff to take part in.

Unfortunately, Charlton County's start date will be pushed back. At this time, we do not have a date that the children or staff will be able to return. I have spoken to the Charlton County Maintenance Supervisor. Unfortunately, Charlton is going to need a new roof and new tile before the children and staff can return to school. He does not know at this time when the two projects will be complete.

The County is taking the following steps:

- The Charlton Co. Maintenance Supervisor has submitted the roof and flooring request to Hampton Raulerson, County Administrator.
- The Administrative staff will review the request for the roof and flooring project.
- Once the project is approved, a Request for Bids will go in the newspaper.

- After bids are received and reviewed, a contractor will be selected.
- After the contractor is selected, the contractor will be able to give us an expected project completion date.

We will take the following steps at Head Start:

- The Family Advocate and Center Coordinator are going to let the parents know about the situation and let them know we do not have an expected start date at this time. They will keep the parents informed weekly.
- The Human Resources Specialist is working on getting new fingerprints/porting for the staff in Charlton County. They will use agency vehicles to travel to Hazzard and Ware daily beginning on their return to work date.
- The Charlton County staff will work at Hazzard Hill or Ware Head Start until their center opens based on where they are needed most.
- The staff will not leave Charlton until their designated start time, and they will leave Ware County in time to be back in Charlton County by their designated end time.

The Office of Head Start and Licensing have been notified to let them know we will be closed until the roof is repaired.

Ms. Carr informed everyone that Ms. Lankford accepted a position as Assistant Principal with Ware Co. Middle School and we wish her the best in her new job.

Ms. Diane Rogers, Interim Executive Director, informed the agency that upon OHS approval, Ms. Carr has been selected as our new Head Start Director. Congratulations! Ms. Carr brings 31 years of Head Start experience with her and has been serving as Assistant Head Start Director.

Education:

The Education/Transition post management meeting was held June 13th. Those attending offered their input for the procedures and component activities. Materials for the DIAL-4 have been ordered. Education interviews for the 23-24 school year are ongoing.

Health:

There were no incidents reported in June. Mr. Phillips closed out the data for the past school year. He is continuing to seek trainers for the mobile hearing machine. He is inventorying supplies so orders can be filled for the centers. Mr. Phillips is updating the policy and procedures for reimplementing the toothbrushing practice at the schools this coming year and ordering supplies for it.

Enrollment

Current Enrollment:

- 566 in Head Start
- 247 in Early Head Start

Current waitlist of income eligible children:

<u>Head Start</u>	
<u>Appling County</u>	<u>5</u>
<u>Atkinson County</u>	<u>2</u>
<u>Bacon County</u>	<u>0</u>
<u>Brantley County</u>	<u>2</u>
<u>Candler County</u>	<u>1</u>

Charlton County	2
Clinch County	3
Coffee	9
Hazzard Hill	5
Jeff Davis County	6
Pierce County	19
Toombs County	3
Ware County	12
Totals	69

Early Head Start	
Appling	26
Atkinson	0
Bacon	20
Brantley	13
Candler	6
Charlton	3
Clinch	2
Coffee	41
Hazzard Hill	45
Pierce	8
Toombs	35
Ware	6
Totals	207

Head Start June 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	56	2	1
Brantley	33	40	3	3
Candler	17	19	0	1
Charlton	34	27	0	1
Clinch	17	18	0	2
Coffee	68	86	0	1
Hazzard	34	18	0	0
Jeff Davis	31	32	1	2
Pierce	34	36	5	4
Toombs	51	52	3	1
Ware	215	197	8	17
Totals	652	654	26	40

Early Head Start June 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appling	16	19	0	0
Atkinson	24	25	2	4
Bacon	24	30	1	0
Brantley	8	12	0	0
Candler	24	23	1	0
Charlton	16	22	0	0
Clinch	16	19	0	0
Coffee	16	19	0	0
Hazzard	64	86	1	1
Pierce	8	20	0	3
Toombs	16	18	1	0
Ware	8	12	0	0
Totals	248	305	6	8

June 2023 ADA Statistics from CP report # 2301		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	Closed	Closed
Early Head Start	35.04%	37.10%

Mental Health:

- Completed post management with staff on Disabilities
- Passed Infant CLASS recertification so now recertified in Pre-K and Infant CLASS, will take toddler training soon
- Attended the AELL conference
- Packed up files from last school year
- Worked on new policies for conducting goals/outcomes on the IEP/IFSP
- Turned in MOAs
- Distributed Actions for Happiness calendars to Leadership

Children diagnosed with special needs:

Head Start: 0; Early Head Start: 9; Total 9-Head Start is not in session and EHS is one day a week only now

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	0	0
Deaf/Blind	0	0
Emotional disturbance	0	0
Autism	0	1
Health Impairment	0	0
Traumatic Brain Injury	0	0
Learning Disability	0	0
Orthopedic Impairment	0	0
Speech/Language	0	4
Developmental Delay	0	2
Intellectual Disabilities (Formerly known as Mental Retardation)	0	0
Non-Categorized - Other	0	0
Multiple Disabilities	0	2
Total	0	9

Training: DECAL Trainings

Press Releases/Publicity: activities

Measurable achievements and goals accomplished:

- Participated in Pre-Service Planning Meeting;
- Facilitated Professional Development post management meeting;
- Attended Family Engagement post management meeting;
- Completed and submitted Toombs Quality Rated portfolio;
- Completed Healthy Kids, Healthy Future PALS (Physical Activity Learning Session) Train the Trainer program

- Processed incentive, scholarship and awards applications for DECAL Scholars incentives for numerous staff;
- Applied for the ECE Farmer Champion Award/Incentive for Appling, Toombs and Ware counties;
- Quality Rated Work;
- An Overview of the ITERS Process Training Approved by DECAL for 3 hours TG-BFTS-112375;
- Revised and submitted training module: Leadership and Team Building
- (You are only as strong as your team) to DECAL and it was approved;
- Applied for Garden Connect Grant Application for Ware County;
- Enrolled all staff from Appling, Atkinson (Wilcox/Chocoma), Brantley, Charlton, and Hazzard Hill centers for their QR bonus. If approved each staff member will receive \$500 for their center obtaining either a 2- or 3-star rating. Also had to send each staff member their GaPDS profile for inclusion;
- Self-Assessment report completed;
- Participated in "Math Made Easy" decal training webinar;
- Attended Association for Early Learners Conference;
- Worked on Annual Report for 2022-2023 Program year;
- Continued work on the Community Assessment Update.
- 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		162	162
Children Lunch		163	163
Children Snack		161	161
Total Meals		486	486
Adult Breakfast		88	88
Adult Lunch		92	92
Total Meals		180	180

Facilities:

1. The new Facilities/Safety/Transportation Specialist, Daniel Cox, started working with Mr. Griffin on June 12th. He will be working with him until he retires in December.
2. We have installed a new HVAC system in one classroom in Charlton and one classroom in Clinch.
3. Some of the CLASS WALLET items have been received and are being assembled and put in classrooms or on playgrounds.

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

There were several items up for approval next. Ms. Carr discussed each one with the group. These items were sent out in advance for more time to review. They were:

1. **Non-Competing Continuation** -- motion to approve Ms. Paulk/seconded by Ms. Hankala - approved
2. **One-Time Program Improvement Request** -- motion to approve Ms. Hankala/seconded by Ms. Paulk - approved
3. **Non-Federal Share Waiver Request** -- motion to approve Ms. Hankala/seconded Ms. Paulk - approved
4. **Self-Assessment** -- motion to approve Ms. Paulk/seconded Ms. Hankala - approved
5. **Community Assessment report** (indicated need for the conversion request to more EHS classrooms) -- motion to approve Ms. Hankala/seconded Ms. Paulk - approved

Ms. Carr reviewed the following OHS Reports:

Information Memorandum "Treatment of Rebates, Refunds, Discounts, and similar Cost Savings"

Information Memorandum "Fiscal Year 2024 Monitoring Process for Head Start and EHS Recipients"

Final Rule "Removal of the Vaccine Requirements for Head Start Programs"

Mr. Gandy noted that the Fiscal Report would have to be tabled until Ms. Jones returned and would then be sent out for approval as soon as possible.

Next, on the agenda was the **Personnel Report**. Mr. Phillips gave the report in the absence of Ms. McCauley:

Position Vacancies

EHS Teacher	Atkinson (Willacoochee)
EHS Teacher	Bacon
Teacher	Bacon (ABC)
Floater	Bacon (ABC)
Family Advocate	Bacon (Northdale)
Interventionist	Bacon
EHS Teacher	Candler (2)
Teacher	Charlton (2)
Custodian	Coffee
Teacher	Coffee
Teacher Assistant	Coffee
EHS Teacher	Hazzard Hill -- (5)
Custodian	Hazzard Hill
Teacher	Ware -- (9)
Teacher Assistant	Ware (5)
Family Advocate	Ware
Custodian	Ware
Head Start Director	Waycross Admin. -- Filled upon OHS Approval

New Hires(s) Need Approval

Kelsey Lacey	Floater - Clinch
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New Hire(s) Already Approved

Kaitlyn Wilson	Floater – Hazzard Hill
Laura Quinn	Custodian – Hazzard Hill
Timothy Williams	Floater – Ware
Laura Ann Monteleone	Custodian – Ware

Transfers(s) Need Approval

Angela Carr (upon OHS approval)	Assistant Head Start Director to Head Start Director
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Voluntary Termination(s)

Amanda Lankford – Waycross Admin – HS Director
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Subs no longer serving none

Involuntary Termination(s) none

Mr. Gandy asked if there were no questions for approval of the Personnel report in full. Ms. Hankala motioned and Ms. Paulk seconded. Approved. Mr. Gandy asked for a separate motion to approve Ms. Carr for the position of **Head Start Director**. Motion was made by Ms. Hankala and seconded by Ms. Paulk. Approved.

The PFCE report was next by Ms. Young:

There were no June parent meetings with school being closed. The parent handbook, volunteer handbook, and my procedure revisions have been completed. I have been working on materials for the upcoming year and planning for the first parent meetings of the school year.

We are planning to do a pilot parenting class in Clinch Co. called “Raising Highly Capable Kids”. The literature will be of no charge for the pilot thanks to **Jesus and Jan** having a grant from the company. The classes will begin in September and there will be 10 classes, 2 a week.

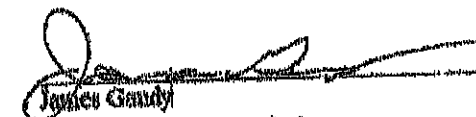
There were no questions about the PFCE report. Ms. Young went on to discuss the **Policy Council Training Grid 2023-2024**, **The PFCE Action Plan**, **the Family Assessment Analysis report**, the **component procedure revisions** summaries, and the **Policy Council By-Laws**. Everyone also received copies of these in advance of the meeting for more time to review. Mr. Gandy asked if there were any questions on any of these items. Being none, he called for approval of all with a separate motion for the by-laws. Ms. Hankala motioned to approve and Ms. Paulk seconded for both sets of approvals. No objections, all approved.

Mr. Gandy called on Ms. Clarke to give the training on the **Management Calendar**, also sent out prior to the meeting. Ms. Hankala motioned to approve the calendar and Ms. Paulk seconded. All approved.

Ms. Young made note that the 2022-2023 **Annual Report** was available for review or could be emailed to anyone requesting a copy, or could be seen on the **action pact** website, www.myactionpact.org.

Mr. Gandy asked if there was any further discussion. Being none, he announced that the next meeting will be September 27th and adjourned the meeting at 11:20 a.m.

Respectfully submitted,



James Gandy



Donna Gibson

Head Start Program Director's Report

August 25, 2023

Submitted by Angela Carr, Head Start Director

Our pre-service kicked the school year off as we welcomed all our staff back that had been off for summer break. There were many Disney-themed activities for them to participate in and enjoy before they got back into the centers.

Currently, we do not have all classrooms open in all our centers due to staff shortages. These are what is open: Appling -- 1 Head Start room, 2 EHS; Willacoochee -- all classrooms are open; Pearson's one classroom is open; Bacon -- 1 Head Start classroom at Northside open and 2 EHS rooms at ABC; Brantley has all rooms open; Candler -- 1 Head Start, 1 EHS; Charlton is still currently closed due to roof and flooring repairs needed; Clinch -- 1 Head Start room and 1 EHS; Coffee has all classrooms open; Jeff Davis has all rooms open; Pierce has all classrooms open; Toombs -- 3 Head Start rooms and 1 EHS; Ware -- 3 Pre-K, 4 Head Start, and 1 EHS; Hazzard Hill -- 1 Head Start, 9 EHS.

We were just notified that we received the conversion grant we applied for. I have been working on preparing that grant and will submit it to OHS next week. We will be converting some of our Head Start classrooms to EHS classrooms with this grant. There will be some necessary changes made in some of these classrooms to have them meet EHS standards. When all this work is completed and additional staff are hired, we look forward to opening these classrooms.

Unfortunately, we have had some incidents of COVID. To reduce confusion and in consultation with Georgia Department of Public Health we will no longer close classrooms when we can just send the staff or student who tested positive home. Staff and students should monitor symptoms for 5 days after exposure. If anyone develop symptoms, they will be asked to wear a mask, separate themselves from the classrooms and get tested. People who have symptoms should stay home. Testing is recommended for people with symptoms of COVID-19 as soon as possible after symptoms begin, usually on day 5.

Education:

Materials for the classrooms were given out at the Center Coordinator meeting. The DIAL-4 screening will be conducted for 1st year Head Start children within 45 days of their enrollment. EHS will complete Ages and Stages. Center visits were completed prior to school starting.

Health:

Toothbrushing will be re-implemented in the classrooms. We have had to delay the purchase of toothbrush holders due to the rise in cost of materials and budget status. Mr. Phillips is working on an agreement with Coastal Pines College to help with children's assessments and has renewed the agreement with South GA State College nursing program that has helped in past years.

Enrollment

Current Acceptance:

- 566 in Head Start
- 247 in Early Head Start

Current Total of Accepted Children:

Head Start	
Appaling County	14
Atkinson County	26
Bacon County	27
Brantley County	22
Candler County	16
Charlton County	15
Clinch County	16
Coffee	48
Hazard Hill	15
Jeff Davis County	22
Pierce County	25
Toombs County	35
Ware County	102
Totals	383

Early Head Start	
Appaling	12
Atkinson	12
Bacon	23
Brantley	8
Candler	14
Charlton	12
Clinch	14
Coffee	16
Hazard Hill	56
Pierce	14
Toombs	16
Ware	8
Totals	204

Head Start July 2023

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

Early Head Start July 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appaling	16	19	0	0
Atkinson	24	25	2	4
Bacon	24	30	1	0
Brantley	8	12	0	0
Candler	24	23	1	0
Charlton	16	22	0	0
Clinch	16	19	0	0
Coffee	16	19	0	0
Hazzard	64	86	1	1
Pierce	8	20	0	3
Toombs	16	18	1	0
Ware	8	12	0	0
Totals	248	303	6	8

June 2023 ADA Statistics from CI report # 2301		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	Closed	Closed
Early Head Start	35.04%	87.10%

Mental Health:

- Passed toddler recertification – recertified in all ages for CLASS
- Ordered language booklets for DAYC-2 assessment tool
- Monitored Brantley EHS
- Talked with Heather Rowland about dividing counties and her helping with the DAYC-2
- Worked on new policies for conducting goals/outcomes on the IEP/IFSP

Children diagnosed with special needs:

Head Start: 0; Early Head Start: 9; Total 9-Head Start is not in session and EHS is one day a week only now

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	0	0
Deaf/Blind	0	0
Emotional disturbances	0	0
Autism	0	1
Health Impairment	0	0
Traumatic Brain Injury	0	0
Learning Disability	0	0
Orthopedic Impairment	0	0
Speech/Language	0	4
Developmental Delay	0	2
Intellectual Disabilities (Formerly known as Mental Retardation)	0	0
Non-Categorized -- Other	0	0
Multiple Disabilities	0	2
Total	0	9

Training: DECAL Trainings
Press Releases/Publicity: activities
Measurable achievements and goals accomplished:

- 2022-2023 Annual Report completed;
- Completed Community Assessment Update;
- Georgia Organics has offered to provide a \$350 stipend to help four Action Pact sites achieve the FCE Farmer Champion award (4 X \$350 = \$1400 total). Sites receiving the funds are: Appling, Clinch, Toombs and Ware -- those grant applications were applied for in June.
- Prepared a "Head Start Boot Camp" training for new staff;
- Assisted staff with their \$500 Quality Rated bonus paperwork as needed for eligible sites/staff;
- Assisted staff with DECAL Scholars Incentives/Scholarships as eligible.
- Finalized book and activities for family reading night event.
- New Staff Orientation.
- Quality Rated work;
- Family Farm Share -- continued work;
- Continued work on updating GaPDS accounts and entering training and uploading certificates;

Nutrition:

	HS Meals	HHS Meals	Total Meals
Children Breakfast		80	80
Children Lunch		80	80
Children Snack		73	73
Total Meals		233	233
Adult Breakfast		38	38
Adult Lunch		43	43
Total Meals		81	81

Facilities:

This past month, we were getting things ready to open school back up. A lot of new items have been added to our playgrounds. We are working on getting everything settled to get Chatton County's roof replaced and repairs to the center completed so that they can reopen as soon as possible.

This concludes my report.
 Angela Carr, Head Start Director

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



Date 08.15.2023

Revenue and Expenditure report through: 07.31.2023

Total Budget:	\$ 11,617,377.00
Total Spending:	\$ 9,159,666.00
Balance Remaining:	\$ (2,457,711.00)

Current spending percentage of total Head Start budget to date: 78.84%

Items for Approval:

Budget Revision:

Status of Previously Approved Items:

Credit Card Expenses Total: Visa (AL) \$ 3,653.26
&
Wex \$ 1,388.33

In-Kind Booked to Date: \$ 1,889,866.00

Total In-kind for Budget year: \$ 2,827,880.00

Administrative cost rate: 9.8%

Major Financial Expenditures
(i.e., equipment, buildings)

Item	Cost
1	\$ -
2	\$ -

Other Fiscal Items of Information from the Department of Health and Human Services (HHS):

Submitted By:

Trecinski Jones

Wells Fargo Visa	07.28.2023	(Invoice)	A. Lankford/A. Carr (Head Start)
Date of Charge	Merchant	Total Charge	Description
07.06.23	Lowe's	\$ 234.08	Ware Co center supplies repairs
07.08.23	National CACFP Sponsors	\$ 298.00	CACFP Bootcamp (2) Attendees
07.10.23	FSP AmericanLubeFast	\$ 185.00	2020 Nissan Rogue Oil Change/Filters
07.11.23	Plak Smacker	\$ 448.93	Toothbrushes/Toothpaste for all sites
07.11.23	Wal-Mart	\$ 26.73	Oil change Center Vehicle
07.11.23	ECEPLANNERS.COM	\$ 665.00	Center Coordinator Training-All sites
07.12.23	BLINDS.COM	\$ 74.83	Blinds for Hazzard Hill
07.19.23	AWL PEARSON EDUCATION	\$ 228.96	Testing record forms-Disability/Mental Health
07.19.23	WALMART.COM	\$ 110.32	Tire purchase
07.19.23	Agri-Supply Valdosta	\$ 131.25	Lawn Mower blades weed killer
07.24.23	TeachStone Training	\$ 125.00	CLASS RENEWAL D. Claxton
07.24.23	TeachStone Training	\$ 400.00	CLASS RENEWAL (2 items) C. Thomas
07.24.23	TeachStone Training	\$ 125.00	CLASS RENEWAL D. Horton
07.24.23	Downtown Sandwich Shop	\$ 39.77	New Staff Orientation lunch (3)
07.25.23	Sarah's In the City-Baxley	\$ 138.58	Policy Council meeting-Lunch
07.26.23	Hog-N-Bones	\$ 356.96	Center Coordinator/Leadership Mtg
07.26.23	WM Supercenter	\$ 11.43	CC/Leadership mtg supplies
07.27.23	Holt's Sweet Shop	\$ 53.42	CC/Leadership mtg doughnuts
Total		\$ 3,653.26	

Wex	07.31.2023	Wex (Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
06.30.23	HS Central Office	Waycross	Ga	\$107.42
07.10.23	HS Central Office	Waycross	Ga	\$98.00
07.11.23	HS Central Office	Waycross	Ga	\$39.00
07.19.23	Ware HS	Waycross	Ga	\$39.62
07.12.23	HS Central Office	Waycross	Ga	\$40.50
07.21.23	HS Central Office	Waycross	Ga	\$27.02
07.28.23	HS Central Office	Waycross	Ga	\$27.82
07.05.23	HS Central Office	Waycross	Ga	\$100.61
07.05.23	HS Central Office	Waycross	Ga	\$15.33
07.11.23	HS Central Office	Waycross	Ga	\$106.66
07.26.23	HS Central Office	Waycross	Ga	\$31.80
07.26.23	HS Central Office	Waycross	Ga	\$126.02
06.30.23	HS Central Office	Waycross	Ga	\$27.00
07.28.23	HS Central Office	Waycross	Ga	\$49.00
07.08.23	HS Central Office	Waycross	Ga	\$25.16
07.09.23	HS Central Office	Waycross	Ga	\$41.00
07.15.23	HS Central Office	Waycross	Ga	\$36.01
07.12.23	HS Central Office	Waycross	Ga	\$41.60
07.25.23	HS Central Office	Waycross	Ga	\$30.70
07.19.23	HS Central Office	Waycross	Ga	\$101.04
07.25.23	HS Central Office	Waycross	Ga	\$116.49
07.28.23	HS Central Office	Waycross	Ga	\$44.97
07.28.23	HS Central Office	Waycross	Ga	\$104.00
07.31.23	Program Maintenance			\$11.56
				\$1,388.33
TOTAL				

DEF |

Head Start Policy Council

Date: 08.15.2023

	Month Ending: 07.31.2023	2022/2023 Budget
EXPENSES		
Personnel Costs:		
Salary and Wages	4,405,741	6,624,983
Fringe Benefits	2,216,410	2,776,193
Total Personnel Cost	6,622,151	9,401,176
Program Expenses:		
Contract Services	-	-
Direct Benefits	-	-
Food	63,896	50,000
Health & Safety	-	-
Information Technology	63,441	-
Materials and Supplies	550,955	505,856
Program Support	-	-
Participant Support	-	-
Volunteer Support	-	-
Total Program Expenses	678,292	555,856
Capital Expenditures-Vehicles/Equip	69,004	-
General and Administrative Expenses		
Advertising and Promotion	-	9,000
Conferences, Conventions, and Meetings	962	-
Copying and Printing	16,724	-
Dues and Subscriptions	42,741	26,000
Equipment Rental	18,324	-
Insurance	75,675	60,000
Miscellaneous-Playground Equip	42	-
Occupancy	9,956	27,000
Other Expense	3,402	-
Professional Fees	36,651	39,000
Postage and Delivery	987	2,778
Rent/Leases - Real Estate	14,725	70,000
Repairs and Maintenance	191,833	-
Taxes	-	-
Telecommunications	101,831	125,000
Training and Education	176,138	144,070
Transportation	-	-
Travel Expenses	34,648	41,000
Utilities	164,623	125,000
Total General and Administrative Expenses	958,269	668,848
Allocated Indirect Expenses	804,396	991,497
CACFP/PRE-K Adjustment	96,559	-
Total Cash Expenses	9,159,666	11,617,377
In-Kind Expenses	1,889,866	2,827,880
Total Expenses	11,049,532	14,445,257
Administrative expenses as a percent of total expenses:		
Head Start Administrative expenses	\$ 283,326	
Indirect Expenses	\$ 804,396	
	\$ 1,087,721	
Total Expenses	\$ 11,049,532	
Administrative expense percentage	9.8%	
Budget - Approved		14,445,257

**Head Start Policy Council
August 2023**

Position Vacancies

BHS Teacher	Appling (2)
BHS Teacher	Bacon
Teacher	Bacon (ABC) (4)
Floater	Bacon (ABC)
Family Advocate	Bacon (Northside)
Interventionist	Bacon Interventionist
Teacher Assistant	Brantley
EHS Teacher	Candler (4)
Teacher	Charlton (2)
Teacher Assistant	Charlton
EHS Teacher	Clinch
Teacher Assistant	Coffee
EHS Teacher	Hazzard Hill - (5)
Teacher Assistant	Hazzard Hill
EHS Teacher	Toombs
Teacher	Ware - (2)
Teacher Assistant	Ware (2)
EHS Teacher	Ware (12)
Interventionist	Ware

New Hire(s) Need Approval

Erin Bessonette	EHS Teacher-Clinch
-----------------	--------------------

New Hire(s) Already Approved

Dwoun Wilcox	Family Advocate- Ware
Ala Bent Taylor	Custodian- Hazzard Hill
Laise Holmes	Custodian- Coffee

Transfers(s) Approved

		<u>Effective Date</u>
Alaycia Staten	From: Coach To: Center Coordinator	8.6.23
Jessica Sprinkle Linton	From: Teacher To: Parent Family Community Engagement Specialist	8.20.23
Lavonda Brown	From: Floater To: EHS Teacher	8.6.23
Tiffany Durr	From: Teacher Assistant To: Custodian	7.31.23
Amanda Reynolds	From: Floater To: Custodian	7.29.23

Voluntary Termination(s)

Tofer, Millie	EHS Teacher	8.28.2023
Bagley, Jennifer	EHS Teacher	8.18.2023

Wimbley, Nashadlana	Floater	8.11.2023
Adams, Dianna	Center Coordinator Assistant	8.2.2023
Natties, Kelsey	Teacher Assistant	8.1.2023
Rowland, Abigail	Teacher Assistant	7.31.2023
McMillan, Kaitlyn	Teacher Assistant	7.31.2023
Stafford, Tiffany	Teacher Assistant	7.31.2023
Flowers, Kaitlin	Teacher Assistant	7.31.2023
Pharmas, Alexandria	Teacher Assistant	7.31.2023
Jordan, Jamie	Interventionist	7.31.2023
Wright, Stephanie	Family Advocate	7.31.2023
Estrada, Aylin	EHS Teacher	7.28.2023
Graddy, Tiffany Brook	EHS Teacher	7.28.2023
Stokes, Alricka	EHS Teacher	7.28.2023
Mercer, Jeana	Center Coordinator	7.25.2023

Subs no longer serving

Involuntary Termination(s)

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

Denise McGauley

Denise McGauley, HS HR Specialist

Parent and Community Engagement
August, 2023

There were no July parent meetings due to summer break. I completed my procedure revisions and prepared materials for Center Coordinator meeting for start of school. On 7/31, the Leadership Team set up for Pre-Service the following day in Douglas.

Plans for next month include: Pre-Service, be at JD for first day of school, go to all of the first parent meetings so that we can elect officers and policy council members, and monitor Bacon Co. There will be interviews for a replacement for my position and that person will begin working with me soon for training.

Anita Young
PFCE Specialist



Health Literacy: Health Tips for Families

asko.chs.gov/publication/health-literacy-health-tips-families

Health literacy is how well someone is able to obtain, process, and understand basic health information and health care services. It includes the ability to read and understand prescriptions, directions from a nurse or physician, medical forms and patient education materials. When families understand health information, they can make good health choices.

Download the PDF

Understanding What Your Doctor Tells You

Health literacy is how well you understand health information and make good choices about health and medical care.

Why Is It Important?

Many people find it hard to understand the health information they need to take care of themselves and their families.

When Parents and Caregivers Understand Health Information and How to Use It, Children Are More Likely to:

- Miss fewer days of school
- Make fewer trips to the pediatrician or the emergency room that are not needed
- Live healthier lives
- Get preventive care like flu shots
- Have a safe home where fewer accidents happen

Learning Ways to Understand and Use Health Information Can Help With:

- Talking with your doctor
- Asking questions
- Following a doctor's directions
- Taking or giving medicine the right way
- Getting needed medical tests and care



- Knowing what to do when your child gets sick
- Preventing diseases like diabetes, asthma, and cancer
- Making healthy choices for you and your family
- Asking for help

Things You Can Do to Help Your Child

- ASK for help if you do not understand a health form or do not know how to fill it out
- ASK for handouts in the language that is easiest for you to read
- WRITE DOWN questions you have before you go on any health care visit
- TELL YOUR DOCTOR if you do not understand what he or she is saying
- Go to the library and ask how to find accurate information about your health concerns and medicines
- Ask your Head Start or child care program for information on health issues that concern you
- Go to health workshops at your child's Head Start program and in your community

Resource also available in:

- Spanish (español)
- Arabic (العربية)
- Chinese (汉语 / 漢語)
- Vietnamese (tiếng Việt)
- Somali (Af-Soomaal)
- Hmong
- Burmese
- Amharic (አማርኛ)
- Armenian (Հայերեն)
- Marshallese (Kajin Majeļ)
- Polish (język polski)
- Yiddish (ייִדיש)

Read more:

Health Literacy

, Family Support and Well-being

Last Updated: February 4, 2020

Head Start Program Director's Report
September 27, 2023
Submitted by Angela Carr, Head Start Director

I would like to welcome Renae Washington, the new Assistant Head Start Director. Ms. Washington previously worked with us as a Coach and a teacher, and she also brings her experience from working with another Head Start program. Also with us today is Jessica Linton. Ms. Linton will be replacing Ms. Young as PFCE Specialist when she retires at the end of the year.

We received approval for our non-federal match waiver, but the amount required went up due to receiving extra funding. We will be recalculating our estimated match after September's in-kind is entered to see if our waiver request will cover this extra requirement amount. We are excited to report that our COLA funds have been received and the staff received their retro pay last week. This was the largest COLA increase in many years, if not ever. We just received notification that our start-up funds to begin converting our Head Start classrooms to Early Head Start classrooms that were specified in the Conversion Grant request and the one-time grant for Ware roof replacement have been received. We are working on hiring the necessary staff for these classrooms. These centers will have converting classrooms: Appling (1), Bacon ABC (1), Hazzard Hill (1) and Ware (6). Our Facilities/Transportation Specialist is working on securing bids for Ware roof repair.

The Charlton Co. center is still closed. We have not been successful in getting the bid signed by roofing company. The staff from Charlton are still coming to Ware Co. Head Start and Hazzard Hill to work in the meantime.

We participated in a job fair in Ware Co. on the 21st. We are hoping to reach more people in our communities to help fill our vacancies.

We had a leadership team meeting on the 14th. We are expecting a Focus Area Two federal review this school year and discussed the steps we need to take in preparing for this review. We do not have a specific date for the review, however.

Education:

Ms. Horton completed site visits in Appling, Pierce, Atkinson, Ware and Jeff Davis counties. Interviews have been completed for the Center Coordinator at Ware and Ms. Alayola Staten was promoted from Coach to this position. Floaters that will also serve as monitors have been selected as well. Monitoring will be done twice monthly for the school year. Interviews for education staff are ongoing.

Health:

Mr. Phillips reviewed 55 health plans, 20 incident reports, and 1 suspected illness in August. He also filled supply requests for the centers. He is continuing to research pricing for toothbrush covers and working with Coastal Plains with the nursing students helping with growth assessments.

Enrollment

Current Enrollment:

- 430 in Head Start
- 181 in Early Head Start

Current waitlist of income eligible children:

Head Start	
Appling County	23
Atkinson County	0
Bacon County	14
Brantley County	6
Candler County	10
Charlton County	2
Clinch County	6
Coffee	11
Hazzard Hill	8
Jeff Davis County	1
Pierce County	4
Toombs County	4
Ware County	21
Totals	107

Early Head Start	
Appling	21
Atkinson	0
Bacon	9
Brantley	8
Candler	19
Charlton	5
Clinch	7
Coffee	29
Hazzard Hill	27
Pierce	17
Toombs	33
Ware	16
Totals	191

Head Start August 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appling	17	17	1	0
Atkinson	34	30	4	4
Bacon	33	17	0	1
Brantley	33	30	0	2
Candler	17	17	0	3
Charlton	34	0	0	0
Clinch	17	16	0	1
Coffee	68	67	2	0
Hazzard	17	17	0	0
Jeff Davis	32	31	0	1
Pierce	31	29	1	2
Toombs	54	48	2	1
Ware	128	111	4	6
Totals	515	430	13	21

Early Head Start August 2023

	Funded Enrollment	Total Enrollment to date	Over Income Served	
			101-130 %	Over 130%
Appling	24	16	0	0
Atkinson	24	15	2	1
Bacon	32	19	0	0
Brantley	8	8	1	1
Candler	16	8	0	0
Charlton	16	0	0	0
Clinch	16	8	0	0
Coffee	16	16	0	0
Hazzard	80	63	1	2
Pierce	16	16	0	0
Toombs	16	8	0	0
Ware	56	8	0	0
Totals	320	181	4	4

August 2023 ADA Statistical from CR report # 2301		
	ADA Funded Enrollment	ADA Actual Enrollment
Head Start	74.53%	89.49%
Early Head Start	76.20%	90.44%

Mental Health:

- Selected three t-shirts designs for Disabilities Days
- Attended IEP meetings with Ware and Brantley Co. BOEs and families
- Observed 4 children in Clinch, Toombs, and Ware
- Heather Rowland will be assisting Ms. O'Berry with the DAYC in Candler, Toombs, Jeff Davis and Appling. This will begin soon.
- Actions for Happiness calendars were distributed to all staff
- Sensory items and strategies were given to teachers as needed

Children diagnosed with special needs:

Head Start: 60; Early Head Start: 22; Total 82 Current enrollment: 13.36%

Category	Head Start	Early Head Start
Vision Impairment	0	0
Hearing/Deafness	0	0
Deaf/Blind	1	0
Emotional disturbances	0	0
Autism	0	0
Health Impairment	2	1
Traumatic Brain Injury	1	0
Learning Disability	0	1
Orthopedic Impairment	0	1
Speech/Language	20	4
Developmental Delay	4	11
Intellectual Disabilities (Formerly known as Mental Retardation)	0	0
Non-Categorized -- Other	0	0
Multiple Disabilities	32	4
Total	60	22

Training: DECAL Trainings

Press Releases/Publicity: activities

Measurable achievements and goals accomplished:

- Continued to assist staff with their \$500 Quality Rated bonus paperwork as needed for eligible sites/staff;
- Assisted staff with DECAL Scholars Incentives/Scholarships as eligible.
- New Staff Orientation.
- Quality Rated work;
- Family Farm Share -- continued work;
- Continued work on updating GaPDS accounts and entering training and uploading certificates.
- Received word that our Garde Connect Grant Application for Ware County was approved.
- CPR Renewals for Clinch and Pierce.

- Summit planning Committee Meeting re: ECE Farm to School Summit trainings with DECAL/QCC/ Georgia Organics.
- PALS Trainer Quarterly Check-In.
- Farm Share Partner Check-In and Update
- State Trainer Webinar on new initiatives
- Participated in a Train-the Trainer webinar on "What is Safe Sleep?"
- Extensive work on Jeff Davis Quality Rated portfolio.
- Worked with new Center Coordinator for Ware

Nutrition:

	HS Meals	BEIS Meals	Total Meals
Children Breakfast	5,474	2,293	7,767
Children Lunch	5,479	2,272	7,751
Children Snack	5,280	2,141	7,421
Total Meals	16,233	6,706	22,939
Adult Breakfast	1,120	620	1,740
Adult Lunch	1,215	671	1,886
Total Meals	2,335	1,291	3,626

Facilities:

Maintenance was completed around the center to prepare them for the opening day of school. New playground equipment was installed on some of the playgrounds. Trees were trimmed back due to storms.

This concludes my report.

Angela Carr, Head Start Director

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



Date

Revenue and Expenditure report through:

Total Budget:	\$ 11,617,377.00
Total Spending:	\$ 10,225,447.00
Balance Remaining:	\$ (1,391,930.00)

Current spending percentage of total Head Start budget to date:

Items for Approval:

Budget Revision:

Status of Previously Approved Items:

Credit Card Expenses Total:

Visa (AL)	\$ <input type="text" value="4,411.69"/>
&	
Wex	\$ <input type="text" value="2,862.51"/>

In-Kind Booked to Date: \$ 2,091,039.00

Total In-kind for Budget year: \$ 2,827,880.00

Administrative cost rate:

Major Financial Expenditures
(i.e., equipment, buildings)

Item	Cost
1 <input type="text"/>	\$ <input type="text" value="-"/>
2 <input type="text"/>	\$ <input type="text" value="-"/>

Other Fiscal Items of Information from the Department of Health and Human Services (HHS):

Wex	08.31.23	Wex (Invoice)		
Transaction Date	Site Location	Site City	Site State	Gross Cost
08.10.23	HS Central Office	Waycross	Ga	\$132.00
08.01.23	Ware HS	Waycross	Ga	\$28.01
08.25.23	Ware HS	Waycross	Ga	\$47.94
08.15.23	HS Central Office	Waycross	Ga	\$41.13
08.18.23	HS Central Office	Waycross	Ga	\$54.23
08.25.23	HS Central Office	Waycross	Ga	\$49.99
08.01.23	Charlton HS	Folkston	Ga	\$29.00
08.03.23	Charlton HS	Folkston	Ga	\$29.00
08.08.23	Charlton HS	Folkston	Ga	\$34.00
08.14.23	Charlton HS	Folkston	Ga	\$34.00
08.18.23	Charlton HS	Folkston	Ga	\$36.00
08.23.23	Charlton HS	Folkston	Ga	\$35.00
08.21.23	Brantley HS	Nahunta	Ga	\$35.70
08.08.23	HS Central Office	Waycross	Ga	\$45.25
08.15.23	HS Central Office	Waycross	Ga	\$46.50
08.22.23	HS Central Office	Waycross	Ga	\$42.01
08.29.23	HS Central Office	Waycross	Ga	\$44.00
08.25.23	Bacon HS	Alma	Ga	\$38.06
08.07.22	HS Central Office	Waycross	Ga	\$16.82
08.09.23	HS Central Office	Waycross	Ga	\$35.00
08.15.23	HS Central Office	Waycross	Ga	\$28.12
08.02.23	HS Central Office	Waycross	Ga	\$120.77
08.08.23	HS Central Office	Waycross	Ga	\$128.95
08.11.23	HS Central Office	Waycross	Ga	\$109.43
08.16.23	HS Central Office	Waycross	Ga	\$114.38
08.21.23	HS Central Office	Waycross	Ga	\$132.40
08.23.23	HS Central Office	Waycross	Ga	\$112.11
08.29.23	HS Central Office	Waycross	Ga	\$128.00
08.07.23	Coffee HS	Douglas	Ga	\$39.32
08.17.23	Coffee HS	Douglas	Ga	\$41.00
08.01.23	HS Central Office	Waycross	Ga	\$24.00
08.11.23	HS Central Office	Waycross	Ga	\$33.99
08.17.23	HS Central Office	Waycross	Ga	\$32.12
08.25.23	HS Central Office	Waycross	Ga	\$44.00
08.01.23	Charlton HS	Folkston	Ga	\$47.82
08.04.23	Charlton HS	Folkston	Ga	\$56.53
08.11.23	Charlton HS	Folkston	Ga	\$51.50
08.17.23	Charlton HS	Folkston	Ga	\$48.00
08.24.23	Charlton HS	Folkston	Ga	\$57.06
08.17.23	HS Central Office	Waycross	Ga	\$38.42
08.23.23	HS Central Office	Waycross	Ga	\$30.88
08.25.23	HS Central Office	Waycross	Ga	\$21.82
08.04.23	Atkinson Co-Pearson	Pearson	Ga	\$38.56
08.01.23	Ware HS	Waycross	Ga	\$28.50
08.04.23	HS Central Office	Waycross	Ga	\$123.27
08.16.23	HS Central Office	Waycross	Ga	\$111.00
08.21.23	HS Central Office	Waycross	Ga	\$87.00
08.24.23	HS Central Office	Waycross	Ga	\$109.00
08.25.23	HS Central Office	Waycross	Ga	\$49.00
08.31.23	Program Maintenance			\$21.92
				\$2,862.51
TOTAL				

Wells Fargo Visa	08.29.2023	(Invoice)	A. Carr (Head Start)
Date of Charge	Merchant	Total Charge	Description
07.31.23	Danny's Pizza	\$ 229.38	Pre-Service Set up-Leadership
07.31.23	WALMART.COM	\$ 223.60	Pre-Service Training-drinks
08.01.23	MeechiesDeserts	\$ 2,187.00	Pre-Service Lunch
08.01.23	Smit Dawgs	\$ 600.00	Pre-Service Lunch
08.08.23	Sunpass-Florida	\$ 3.50	Staff travel toll charges
08.09.23	TeachStone Training	\$ (125.00)	Refund for Training-T. Perritt
08.10.23	KROGER	\$ 25.99	Formula for EHS
08.10.23	Hilti inc	\$ 156.15	Nozzle for Cargo truck
08.14.23	Especial Needs	\$ 134.90	Special Needs Training
08.16.23	AmericanLubeFast	\$ 228.47	Oil Change-Honda Odyssey
08.17.23	WALMART.COM	\$ 11.73	Baby Food/Formula Centers EHS
08.17.23	Holt's Sweet Shop	\$ 46.66	Leadership Meeting-Brkft
08.17.23	WALMART.COM	\$ 259.34	Baby Food/Formula Centers EHS
08.18.23	WALMART.COM	\$ 39.46	Baby Food/Formula Centers EHS
08.18.23	WALMART.COM	\$ 47.41	Baby Food/Formula Centers EHS
08.20.23	WALMART.COM	\$ 218.10	Baby Food/Formula Centers EHS
08.22.23	TeachStone Training	\$ 125.00	Infant Recertification-CLASS-C Thomas
Total		\$ 4,411.69	

Head Start Policy Council

Date: 09.26.2023

	Month Ending: 08.31.2023	2022/2023 Budget
EXPENSES		
Personnel Costs:		
Salary and Wages	4,871,387	6,624,983
Fringe Benefits	2,458,052	2,776,193
Total Personnel Cost	7,329,439	9,401,176
Program Expenses:		
Contract Services	-	-
Direct Benefits	-	-
Food	74,840	50,000
Health & Safety	-	-
Information Technology	63,441	-
Materials and Supplies	562,581	505,856
Program Support	-	-
Participant Support	-	-
Volunteer Support	-	-
Total Program Expenses	700,861	555,856
Capital Expenditures-Vehicles/Equip	69,004	-
General and Administrative Expenses		
Advertising and Promotion	-	9,000
Conferences, Conventions, and Meetings	962	-
Copying and Printing	18,806	-
Dues and Subscriptions	43,267	26,000
Equipment Rental	23,633	-
Insurance	84,603	60,000
Miscellaneous-Playground Equip	24	-
Occupancy	11,144	27,000
Other Expense	3,469	-
Professional Fees	40,531	39,000
Postage and Delivery	1,065	2,778
Rent/Leases - Real Estate	15,475	70,000
Repairs and Maintenance	207,527	-
Taxes	-	-
Telecommunications	112,586	125,000
Training and Education	183,312	144,070
Transportation	-	-
Travel Expenses	38,563	41,000
Utilities	194,001	125,000
Total General and Administrative Expenses	1,047,972	668,848
Allocated Indirect Expenses	889,594	991,497
CACFP/PRE-K Adjustment	257,581	-
Total Cash Expenses	10,225,447	11,617,377
In-Kind Expenses	2,091,039	2,827,880
Total Expenses	12,316,487	14,445,257
Administrative expenses as a percent of total expenses:		
Head Start Administrative expenses	\$ 316,410	
Indirect Expenses	\$ 889,594	
	\$ 1,206,004	
Total Expenses	\$ 12,316,487	
Administrative expense percentage	9.8%	
Budget - Approved		14,445,257

**Head Start Policy Council
September 2023**

Position Vacancies

EHS Teacher	Appling (2)
Teacher	Atkinson
EHS Teacher	Bacon
Teacher	Bacon (ABC) (4)
Floater	Bacon (ABC)
Family Advocate	Bacon (Northside)
Interventionist	Bacon Interventionist
Teacher Assistant	Brantley
EHS Teacher	Candler (4)
Teacher	Charlton (2)
Teacher Assistant	Charlton
EHS Teacher	Clinch
Teacher Assistant	Coffee
EHS Teacher	Hazzard Hill - (5)
Teacher Assistant	Hazzard Hill
EHS Teacher	Toombs
Coach	Ware
Teacher	Ware - (2)
Teacher Assistant	Ware (2)
EHS Teacher	Ware (12)
Interventionist	Ware

New Hire(s) Need Approval

Sharon McIntire	Teacher Assistant	Ware
Amber Steveson	Custodian/Food Transporter	Bacon

New Hire(s) Already Approved

Erin Bessanetta	EHS Teacher	Clinch
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Transfers(s) Approved

Effective Date

Voluntary Termination(s)

Alexus Parker	Teacher Assistant	9.12.2023
Jessica Moten	EHS Floater	9.22.2023
Shelinda Stanford	Teacher Assistant	9.25.2023
Cristina Valdiva	Teacher	9.25.2023
Alexis Griffin	EHS Teacher	9.27.2023
Tiffany Hill	Teacher	9.28.2023

Subs no longer serving

Jonathan Hickox	Sub	9.12.2023
John Mitcham	Sub	9.12.2023
Robert Owens	Sub	9.14.2023

Involuntary Termination(s)

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

Denise McGauley

Denise McGauley, HS HR Specialist

**Parent and Community Engagement
September, 2023**

The first parent meetings of the school year were held this month. Parent Officers and Policy Council elections were held. Parents were encouraged to be engaged in their child's school year and learned about events and policies. Attendance was as follows:

Appling - 14	Clinch - 9	Toombs - 14
Atkinson - 14	Coffee - 22	Ware - had to reschedule due to storm
Bacon - 12	HH - 12	
Brantley - 15	JD - 16	
Candler - 0	Pearson - had to reschedule due to storm	
Charlton - closed	Pierce - 13	

Pre-service was 8/1 and was Disney themed. I helped with the different activities for the day. I sat in on interviews for my replacement and Ms. Linton was chosen. There was overall good attendance at the parents meetings with many of the offices and member slots filled.

We were unable to have the Raising Highly Capable Kids classes in Clinch Co. as planned due to lack of parent interests in participating. We appreciate the opportunity from Jesus & Jan in taking part in the training, however.

I have begun training Ms. Linton and she will continue working with me until I retire. HSAC met this month. I will be coordinating with centers for parent meetings.

Anita Young
PFCE Specialist

2022-2023 EARLY HEAD START PROGRAM INFORMATION REPORT
04CH012010-200 Action Pact, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	04CH012010
Program Number	200
Program Type	Early Head Start
Program Name	Action Pact, Inc.
Program Address	810 Tebeau St
Program City, State, Zip Code (B+4)	Waycross, GA, 31501-3864
Program Phone Number	(912) 286 6307
Head Start or Early Head Start Director Name	Ms. Angela Carr (acting)
Head Start or Early Head Start Director Email	acarr@myactionpact.org
Agency Email	acarr@myactionpact.org
Agency Web Site Address	http://www.myactionpact.org
Name and Title of Approving Official	Mr. Leonard Burse Jr., Board Chairman
Unique Entity Identifier (UEI)	XNGLXNC8LLJ1
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	<i># of children / % pregnant women</i>
A.1 Funded Enrollment:	248
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	248
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	<i># of slots</i>
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	248
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	248
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	32
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age:	
a. Under 1 year	46
b. 1 year old	106
c. 2 years old	162
d. 3 years old	1
g. Total cumulative enrollment of children	305

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	0

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	305

Primary type of eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	178
b. Public assistance (TANF, SSI, and SNAP)	101
c. Foster care	8
d. Homeless	4
e. Eligibility based on other type of need, but not counted in A.13.a through d	8

	# of children pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	6
A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all income-eligible children in their area are being served.	
We didnt use this spots unless we had exhausted our income ellgible waitlist	

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	104
b. Three or more years	16

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	57
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	13
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	0
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	0
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	306
a. Of these children, the number of children that were chronically absent	237
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	190

A.23 Comments on children that were chronically absent:
We work with our families to improve their attendance throughout the year.

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	1	188
d. Native Hawaiian or other Pacific Islander	1	0
e. White	4	83
f. Bi-racial/Multi-racial	5	35
g. Other	0	0
h. Unspecified ethnicity or race		7
Explain:	declined choosing a race	

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	284
1. Of these, the number of children acquiring/learning another language in addition to English	2
b. Spanish	8
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0

m. Unspecified (language is not known or parents declined identifying the home language)	3
--	---

Dual language learners

A.27 Total number of Dual Language Learners	13
---	----

Transportation

A.28 Number of children for whom transportation is provided to and from classes	0
---	---

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.	Name/Title
ChildPlus	

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	136	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	26	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	408
a. Of these, the number who are current or former Head Start or Early Head Start parents	219

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.3 Total number of infant and toddler classroom teachers	67

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	2

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	14

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or	
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	21

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	20
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	8

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

B.13 Race and ethnicity	# of non-supervisory education and child development staff	
	Hispanic or Latino origin	Non-Hispanic or Non-Latino origin
a. American Indian or Alaska Native	0	0
b. Asian	0	1
c. Black or African American	0	27
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	29
f. Biracial/Multi-racial	0	0
g. Other	0	0

# of non-supervisory education and child development staff	
h. Unspecified ethnicity or race	0

Language

# of non-supervisory education and child development staff	
B.14 The number who are proficient in a language(s) other than English.	3
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient	# of non-supervisory education and child development staff
a. Spanish	3
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quechua)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	21	0
a. Of these, the number who were replaced	6	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	11
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	0
c. Of these, the number that were teachers who left the program	11

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	1
d. Other (e.g., change in job field; reason not provided)	10
1. Specify: change in job field for several, change in job field for several, left due to medical reasons or going back to school.	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health Insurance -- children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	276	275
a. Of these, the number enrolled in Medicaid and/or CHIP	271	271
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	4	4
C.2 Number of children with no health insurance	30	30

Health Insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	0	0
a. Of these, the number enrolled in Medicaid	0	0
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	0
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	204	215
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	0	0

Medical services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's (EPID) schedule for well child care	91	57
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		# of children 0
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0
C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:		# of children
a. Autism spectrum disorder (ASD)		0
b. Attention deficit hyperactivity disorder (ADHD)		0
c. Asthma		0
d. Seizures		0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)		0
f. Hearing Problems		0
g. Vision Problems		0
h. Blood lead level test with elevated lead levels ≥ 8 g/dL		0
i. Diabetes		0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	301	301
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	4	4

Medical services -- pregnant women (EHS programs)

	# of pregnant women
C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	0
b. Postpartum health care	0
c. A professional oral health assessment, examination, and/or treatment	0
d. Mental health interventions and follow-up	0
e. Education on fetal development	0
f. Education on the benefits of breastfeeding	0
g. Education on the importance of nutrition	0
h. Education on infant care and safe sleep practices	0
i. Education on the risks of alcohol, drugs, and/or smoking	0
j. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health -- pregnant women (EHS programs)

	# of pregnant women
C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	0
c. 3rd trimester (6-9 months)	0
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Accessible dental care -- children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	64	65

Infant and toddler preventive dental services (EHS and Migrant programs)

	# of children at end of enrollment
C.20 Number of all children who are up-to-date according to the dental periodicity schedule in the relevant state's EPSDT schedule	68

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	67
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	32

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	21
a. Of these, the number who received an evaluation to determine IDEA eligibility	8
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	7
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	1
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	13

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	4
c. Evaluation is pending and not yet completed by responsible agency	2
d. Other	7
1. Specify:	Agency was short staffed. Some were at then end of the year and paperwork was not completed

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	45
a. Of those, the number who were determined eligible to receive early intervention services:	
1. Prior to this program year	31
2. During this enrollment year	14
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	181
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	181
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

C.29 The instrument(s) used by the program for developmental screening
ASQ (all editions)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
Teaching Strategies GOLD Online
Creative Curriculum (all editions)

Curriculum

C.31 Curriculum used by the program
a. For center-based services
Creative Curriculum (Infant & Toddler)

Classroom and home visit observation tools

C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes (Y) / No (N)
	Yes

C.33 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	267
a. Of these, the number of two-parent families	60
b. Of these, the number of single-parent families	217
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	267
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	202
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	3
b. Grandparents	4
c. Relative(s) other than grandparents	1
d. Foster parent(s) not including relatives	5
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	7
b. An associate degree, vocational school, or some college	84
c. A high school graduate or GED	132
d. Less than high school graduate	62

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	188
1. Of these families, the number in which one or more parent/guardian is employed	188
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	62
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	13
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	66

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	163
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	149
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	4
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	42
1. Of these families, the number of families that were also counted in C.37.a	2
2. Of these families, the number of families that were also counted in C.37.b	40

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	1
b. At least one parent/guardian is a veteran of the United States military	1

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	2	2
C.41 Total number of families receiving Supplemental Security Income (SSI)	14	14
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	172	173
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	145	149

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	2
b. Housing assistance (e.g., subsidies, utilities, repairs)	0
c. Asset building services (e.g., financial education, debt counseling)	0
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	0
i. Research-based parenting curriculum	1
j. Involvement in discussing their child's screening and assessment results and their child's progress	47
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	32
l. Education on preventive medical and oral health	15
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	15
o. Education on postpartum care (e.g., breastfeeding support)	2
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	1
C.45 Of these, the number of families who were counted in at least one of the services listed above	49

Father engagement

	# of father/father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	19
b. Family goal setting	0
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	26
d. Head Start program governance, such as participation in the Policy Council or policy committees	0

e. Parenting education workshops	# of father/father figures	1
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Homelessness services

C.47 Total number of families experiencing homelessness that were served during the enrollment year	# of families	0
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C.48 Total number of children experiencing homelessness that were served during the enrollment year	# of children	0
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C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	# of families	0
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Foster care and child welfare

C.50 Total number of enrolled children who were in foster care at any point during the program year	# of children	10
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C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency		6
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REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	23083160317
Last Update Date	08/31/2023

2022-2023 HEAD START PROGRAM INFORMATION REPORT
04CH012010-000 Action Pact, Inc.

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	04CH012010
Program Number	000
Program Type	Head Start
Program Name	Action Pact, Inc.
Program Address	510 Tebeau St
Program City, State, Zip Code (5+4)	Waycross, GA, 31801-3664
Program Phone Number	(912) 265 6083
Head Start or Early Head Start Director Name	Mrs. Angela Carr (acting)
Head Start or Early Head Start Director Email	acarr@myactionpact.org
Agency Email	acarr@myactionpact.org
Agency Web Site Address	http://www.myactionpact.org
Name and Title of Approving Official	Mr. Leonard Burs Jr., Board Chairman
Unique Entity Identifier (UEI)	XNGLXNC6LLJ1
Agency Type	Community Action Agency (CAA)
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children
A.1 Funded Enrollment:	652
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	652
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	652
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	652
1. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 125 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	652
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	35
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children at enrollment
A.10 Children by age	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	58
d. 3 years old	446
e. 4 years old	150
f. 5 years and older	0
g. Total cumulative enrollment of children	654

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	654

Primary type of eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	308
b. Public assistance (TANF, SSI, and SNAP)	261
c. Foster care	16
d. Homeless	3
e. Eligibility based on other type of need, but not counted in A.13.a through d	40
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	26

A.14 If the program serves enrollees under A.16.f, specify how the program has demonstrated that all income-eligible children in their area are being served.
We go through our income eligible waitlist before using 101-130.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	141
b. Three or more years	36

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	97
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	24
	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	127

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	664
a. Of these children, the number of children that were chronically absent	426
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	348
A.23 Comments on children that were chronically absent: We work with families on attendance throughout the year.	

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

# of children	
(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin

A.26 Race and ethnicity		
a. American Indian or Alaska Native	1	1
b. Asian	0	1
c. Black or African American	0	376
d. Native Hawaiian or other Pacific Islander	0	0
e. White	10	176
f. Bi-racial/Multi-racial	4	88
g. Other	0	0

**h. Not identified/
pregnant women**

h. Unspecified ethnicity or race		30
Explain:	these families declined choosing race	

Primary language of family at home

A.26 Primary language of family at home	# of children
a. English	624
1. Of these, the number of children acquiring/learning another language in addition to English	6
b. Spanish	26
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	4

Dual language learners

A.27 Total number of Dual Language Learners	# of children
	36

Transportation

A.28 Number of children for whom transportation is provided to and from classes	# of children
	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.

ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	182	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	53	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	1,348
a. Of these, the number who are current or former Head Start or Early Head Start parents	757

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	30	35

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	1	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education		
2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or		
3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	14	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education		
2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	13	4

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	1	20
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	1	8

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	11

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	14
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	0

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	11
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	4

Home visitors and family child care provider staff qualifications

	# of home visitors
B.6 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, bachelor's, or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.6.a.	0

		# of home visitors
f. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.		0
		# of family child care providers
B.9 Total number of family child care providers		0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education		0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.		0
f. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.		0
		# of child development specialists
B.10 Total number of child development specialists that support family child care providers		0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field		0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.		0
f. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.		0

Ethnicity and race

B.13 Ethnicity and race	# of non-supervisory education and child development staff	
	Hispanic or Latin origin	Not Hispanic or Latin origin
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	1	29
d. Native Hawaiian or other Pacific Islander	0	1
e. White	1	32
f. Bi-racial/Multi-racial	0	1
g. Other	0	0
		# of non-supervisory education and child development staff
h. Unspecified ethnicity or race		0

Language

		# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.		3
a. Of these, the number who are proficient in more than one language other than English		0

B.15 Language groups in which staff are proficient	# of non-supervisory education and child development staff
a. Spanish	2
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	1
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	33	0
a. Of these, the number who were replaced	7	0

Education and child development staff turnover

	# of staff
B.17 The number of teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	18
a. Of these, the number who were replaced	0
b. Of these, the number who left while classes and home visits were in session	0
c. Of these, the number that were teachers who left the program	3

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or resignation	0
c. Involuntary separation	2
d. Other (e.g., change in job field, reason not provided)	11

1. Specify:	several left not citing a reason, 2 for attendance issues, change in job field
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health Insurance -- children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	589	536
a. Of these, the number enrolled in Medicaid and/or CHIP	568	518
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	21	18
C.2 Number of children with no health insurance	68	118

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	882	898
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Medical services -- children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	137	219
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed		4
a. Of these, the number who received medical treatment for their diagnosed chronic health condition		0
b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:		# of children
1. No medical treatment needed		0
2. No health insurance		0
3. Parents did not keep/make appointment		0
4. Children left the program before their appointment date		0
5. Appointment is scheduled for future date		0
6. Other		0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	3
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 µg/dL	0
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

C.10 Number of children who are in the following weight categories according to the 2000 CDC BMI-for-age growth charts	# of children at enrollment
a. Underweight (BMI less than 5th percentile for child's age and sex)	38
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	837
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	88
d. Obese (BMI at or above 95th percentile for child's age and sex)	142

Immunization services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	644	644
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	10	10

Accessible dental care – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.17 Number of children with continuous, accessible dental care provided by an oral health care professional which includes access to preventive care and dental treatment	450	498

Preschool dental services (HS and Migrant programs)

	# of children at end of enrollment
C.18 Number of children who received preventive care during the program year	209
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year	498
a. Of these, the number of children diagnosed as needing dental treatment during the program year	6
1. Of these, the number of children who have received or are receiving dental treatment	6
b. Specify the primary reason that children who needed dental treatment did not receive it	# of children
1. Health insurance doesn't cover dental treatment	0
2. No dental care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3-5 year old children	0
5. Parents did not keep/make appointment	0
6. Children left the program before their appointment date	0
7. Appointment is scheduled for future date	0
8. No transportation	0
9. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	30
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	22

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	25
a. Of these, the number who received an evaluation to determine IDEA eligibility	7
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	6
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	1
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 604 of the Rehabilitation Act	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	18

		# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:		
a. The responsible agency assigned child to Response to Intervention (RTI)		3
b. Parent(s) refused evaluation		2
c. Evaluation is pending and not yet completed by responsible agency		8
d. Other		10
1. Specify:	parent did not follow through with paperwork or paperwork was started at the end of the program year.	

Preschool disabilities services (HS and Migrant programs)

		# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA		100
a. Of these, the number who were determined eligible to receive special education and related services:		# of children
1. Prior to this program year		76
2. During this program year		24
b. Of these, the number who have not received special education and related services		0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health Impairment (i.e., meeting IDEA definition of "other health impairment")	0	0
b. Emotional disturbance	0	0
c. Speech or language impairments	49	49
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	1	1
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	2	2
i. Autism	8	8
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	39	39
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	1	1

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

C.27 Number of all newly enrolled children since last year's PIR was reported	501
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	501
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0
C.29 The instrument(s) used by the program for developmental screening	
ASQ (all editions)	

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
Teaching Strategies GOLD Online
Work Sampling

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
Greatly Curriculum (PreSchool)

Classroom and home visit observation tools

C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes (Y) / No (N)
C.33 If yes, classroom and home visit observation tool(s) used by the program:	
a. Center-based settings	
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)	

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	615
a. Of these, the number of two-parent families	148
b. Of these, the number of single-parent families	467
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	578
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	423
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	16
b. Grandparents	16
c. Relative(s) other than grandparents	8
d. Foster parent(s) not including relatives	13
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s)/guardian(s):	
a. An advanced degree or baccalaureate degree	20
b. An associate degree, vocational school, or some college	138
c. A high school graduate or GED	391
d. Less than high school graduate	162

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	448
1. Of these families, the number in which one or more parent/guardian is employed	430
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	133
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	22
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	162

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	811
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	305
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	0
b. Neither/no parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	103
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	93
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	3
b. At least one parent/guardian is a veteran of the United States military	7

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	1	1
C.41 Total number of families receiving Supplemental Security Income (SSI)	41	39
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	276	263
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	344	339

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	2
b. Housing assistance (e.g., subsidies, utilities, repairs)	0
c. Asset building services (e.g., financial education, debt counseling)	0
d. Mental health services	0
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	1
h. Assistance in enrolling into an education or job training program	1
i. Research-based parenting curriculum	1
j. Involvement in discussing their child's screening and assessment results and their child's progress	102
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	48
l. Education on preventive medical and oral health	40
m. Education on health and developmental consequences of tobacco product use	1
n. Education on nutrition	54
o. Education on postpartum care (e.g., breastfeeding support)	1
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	2
C.45 Of these, the number of families who were counted in at least one of the services listed above	107

Father engagement

	# of father/father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	63
b. Family goal setting	7
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	74
d. Head Start program governance, such as participation in the Policy Council or policy committees	4
e. Parenting education workshops	5

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	2
	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	2

C.48 Total number of families experiencing homelessness that acquired housing during the enrollment year	0
--	---

Foster care and child welfare

C.50 Total number of enrolled children who were in foster care at any point during the program year	16
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	6

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	28
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	5

FAMILY SERVICES STAFF QUALIFICATIONS

D.5 Total number of family services staff:	21
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	10
b. Of these, the number that do not meet one of the qualifications described in D.5.a	11
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	9
2. Of the family services staff in D.5.b, the number hired before November 7, 2018	1

FORMAL AGREEMENTS IN COORDINATION

D.6 Total number of child care partners in which a formal agreement was in effect	12
D.7 Total number of LEAs in the service area	12
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	12
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	0
D.8 Total number of Part C agencies in the service area	12
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	0

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	28088160820
Last Update Date	08/31/2023

HUMAN RESOURCE PROGRAM REPORT



Sonja Eason
Human Resources
Director

PROGRAM REPORT FORM
For Board Meetings

NAME OF PROGRAM: Human Resources

REPORT OF MONTH/YEAR: November 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 ☒ NO
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:



SIGNATURE OF PROGRAM DIRECTOR

11/09/2023
DATE

Board Meeting Summary HR Department -November 2023

Health & Wellness

- Flu Shot Incentive Program ended October 31st
- Gym Reimbursement Program will end on December 29th
- Health Screening Reimbursement Program will end on December 29th

Retirement Plan Updates

Empower Retirement plan balance at year end was \$8,179,567. We have 293 participants with a balance, 164 of those are active. The average participant balance is \$27,916.61.

Our current Lifetime Income score is 94% and 43% of participants have reached their Income replacement goal. The participation rate is 76% with an average contribution rate of 7.1 % and there are 2% of participants that are contributing over 10%.

Breakdown of withdrawals since September 2023

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

HR Metrics

New hires -13

Terminations -10

Total employees =370

Full Time= 331

Part Time= 16

Limited Services= 13

Temp= 10

Demographic Data

Females=334

Males=36

Ethnic Data

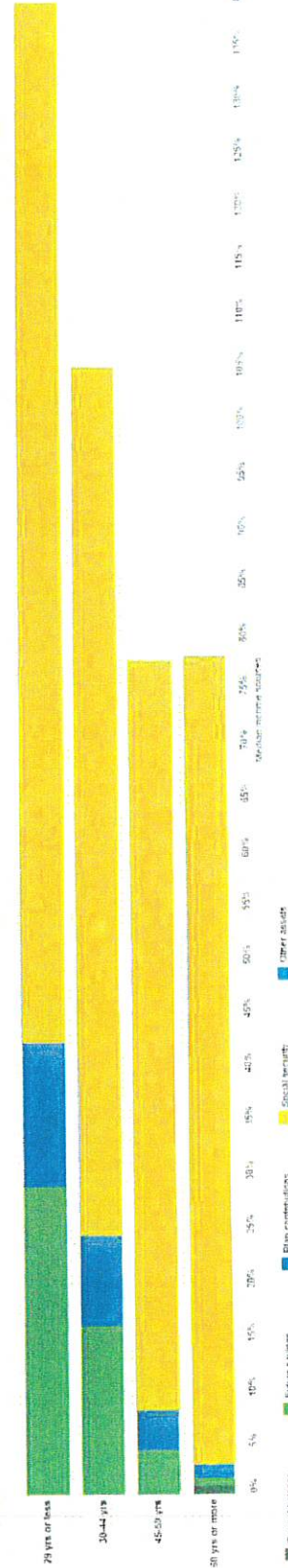
Black=176

White=178

Other= 16

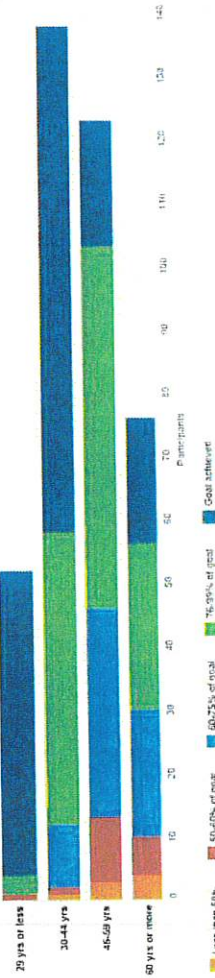
Median Lifetime Income Score (LIS) summary for Action Pact Inc - 374699-01, by Age range As of 10/31/2023

Plan median LIS % of goal 94.2%



Assumption details

Plan replacement rate (default) income goal reached by population



Median LIS for each population

Participants	Median LIS %
29 yrs or less	136.8%
30-44 yrs	105.8%
45-59 yrs	81.9%
60 yrs or more	82.5%

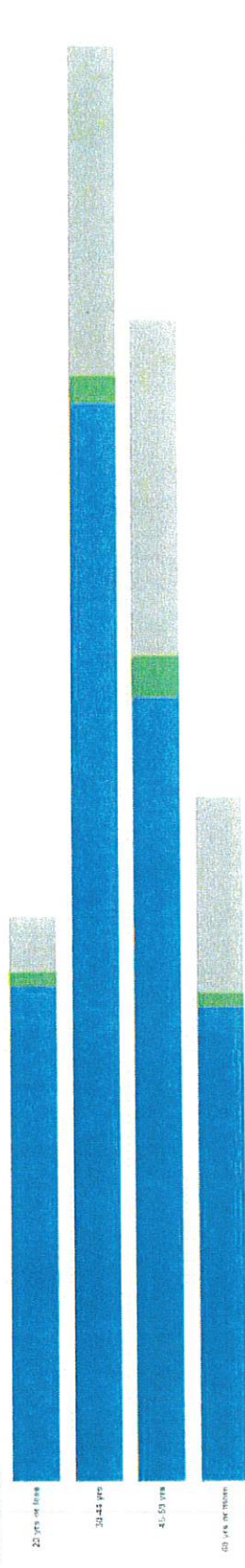
Participant details

- View by
- ☒ Age range
 - ☐ Gender
 - ☐ Primary grouping
 - ☐ Salary range
- Income goal %
- ☒ Plan replacement rate default
 - ☐ 75% replacement
 - ☐ 100% replacement
 - ☐ 125% replacement
 - ☐ 150% replacement
- Four Current plan replacement income goal of 75%
- Analyze by
- ☒ LIS
 - ☐ LIS %
 - ☐ LIS % of goal
 - ☐ LIS % of goal

Plan participation rate 75.0%

- View by
- ☒ Age range
 - ☐ Gender
 - ☐ Primary grouping
 - ☐ Salary + range
 - ☐ Tenure
- Participant status
- ☒ Active - Participating
 - ☐ Active - Not Participating
 - ☐ Future - Participating
 - ☐ Future - Not Participating

Participation rates for Action Pact Inc - 374699-01, by Age range As of 10/31/2023



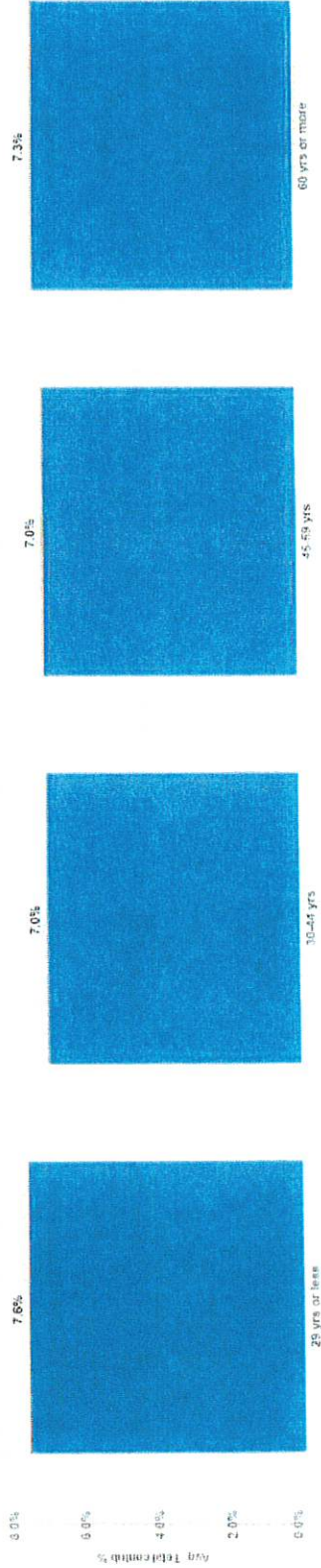
Participant details



Contribution rates for Action Pact Inc - 374699-01, by Age range
As of 10/31/2023

Plan average rate+ 7.1%

View by
☒ Age range
☐ Gender
☐ Primary grouping
☐ Salary range
☐ Tenure

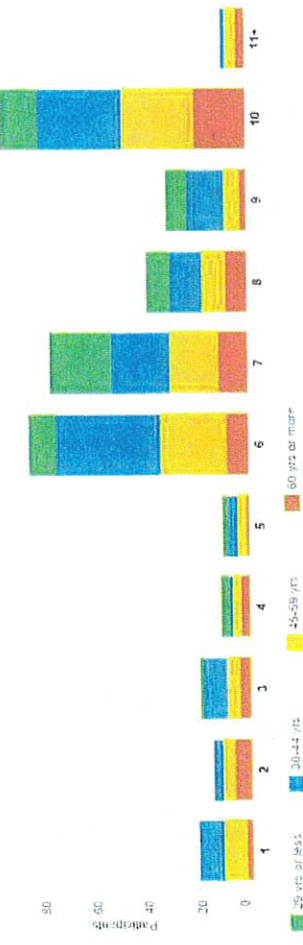


Assumption details

Average rates by Age range*

	Participants	Plan average rate+	Pretax %	Both %	After tax %
29 yrs or less	72	7.6%	7.6%	0.0%	0.0%
30-44 yrs	157	7.0%	7.0%	0.0%	0.0%
45-59 yrs	117	7.0%	7.0%	0.0%	0.0%
60 yrs or more	69	7.3%	7.3%	0.0%	0.0%
Total/Avg	315	7.1%	7.1%	0.0%	0.0%

Participants by contribution rates*
(Numbers represent rounded percentages)



Participant details

NEW HIRE

Company Code	File Number	Job Title	Department	Hire Date	Rehire Date
FPT	010245	Teacher Assistant	Head Start	10/16/2023	
FPT	010240	EHS Teacher	Head Start	09/25/2023	
FPT	009760	Counselor	Talent Search	12/03/2018	10/16/2023
FPT	010242	Meal Delivery Driver	Community Services	10/09/2023	
FPT	010248	Interventionist	Head Start	10/30/2023	
FPT	010243	Meal Delivery Driver	Community Services	10/09/2023	
FPT	010244	Operations Director	Indirect	10/16/2023	
FPT	010246	Teacher Assistant	Head Start	10/16/2023	
FPT	010247	Cook	Community Services	10/30/2023	
FPT	010241	Counselor	Talent Search	09/25/2023	
FPT	009834	EHS Teacher	Head Start	07/29/2019	10/30/2023
FPT	009989	Teacher	Head Start	07/26/2021	10/30/2023
FPT	010239	Licensed Practical Nurse	Community Care	09/25/2023	

Totals for Company Code FPT

13

Terminations

POSITION ID	HOME DEPARTMENT	JOB TITLE	HIRE DATE	TERMINATION DATE	REASON	YEARS OF SERVICE
FPT010162 USA	400400 - Head Start	EHSFLOAT - EHS Floater	10/31/2022	09/22/2023	D - Other Employment	0:10
FPT008235 USA	300300 - CSBG	CTRAIDE - Center Aide	03/06/2015	09/22/2023	7 - Deceased	8:6
FPT010108 USA	400400 - Head Start	TCHASST - Teacher Assistant	05/23/2022	09/25/2023	S - Voluntary Resignation	1:4
FPT009720 USA	400400 - Head Start	TCH - Teacher	04/30/2018	09/25/2023	S - Voluntary Resignation	5:4
FPT010060 USA	400400 - Head Start	EHSTCH - EHS Teacher	02/14/2022	09/27/2023	S - Voluntary Resignation	1:7
FPT010216 USA	400400 - Head Start	TCH - Teacher	04/03/2023	09/28/2023	S - Voluntary Resignation	0:5
FPT001625 USA	400400 - Head Start	TCHASST - Teacher Assistant	08/01/2005	10/04/2023	S - Voluntary Resignation	18:2
FPT008084 USA	500500 - Indirect	CONTROL - Controller	12/03/2012	10/15/2023	7 - Deceased	10:10
FPT010157 USA	300300 - CSBG	MDD - Meal Delivery Driver	10/24/2022	10/18/2023	K - Quit without notice	0:11
FPT009998 USA	300300 - CSBG	COCOORD - County Coordinator	08/17/2021	10/27/2023	D - Other Employment	2:2

FISCAL PROGRAM REPORT



Hayley Stephens
Fiscal Director

PROGRAM REPORT FORM
FOR BOARD MEETINGS

NAME OF PROGRAM: Fiscal

REPORT OF MONTH/YEAR: November 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.

The Finance and Audit Committee met in September to review the RFPs for the auditing services. The committee reviewed a total of five proposals including proposals from Cleveland Group, Hancock Askew, Mauldin & Jenkins, McNair McLemore Middlebrooks & Co., and WIPFLI. The Committee made the decision to continue with McNair McLemore Middlebrooks & Co. for two additional years. After two years, action pact will place the services back out for bid.

The fiscal team is in the process of closing out the fiscal year and will spend the next several months preparing for the annual audit and preparing the financial report.

Included for your review is the 2023-2024 agency budget.

GRANTS/AWARDS FOR BOARD APPROVAL: ___YES ___X___NO
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:
2023-2024 agency budget

Hayley Stephens
SIGNATURE OF PROGRAM DIRECTOR

11/9/2023
DATE

**action pact
Balance Sheet**

	<u>10/31/22</u>	<u>09/30/23</u>
Assets:		
Current Assets		
Cash and Cash Equivalents	\$ 2,144,690	\$ 3,287,604
Due from Grantors	1,369,235	1,557,286
Other Current Assets	193,730	50,554
Total Current Assets	<u>3,707,655</u>	<u>4,895,444</u>
Fixed Assets	5,066,036	5,075,879
Restricted Cash	733,995	513,986
Related Party Receivables	195,124	195,124
Total Assets	<u><u>\$ 9,702,810</u></u>	<u><u>\$ 10,680,434</u></u>
Liabilities and Net Assets:		
Liabilities		
Current Liabilities		
Accounts Payable	\$ 743,163	\$ 392,252
Payroll Liabilities	466,037	(1,603)
Other Liabilities	-	-
Total Current Liabilities	<u>1,209,200</u>	<u>390,649</u>
Deferred Revenue	710,972	1,842,887
Health Insurance Claims Payable	194,865	194,865
Deferred payroll	283,219	283,219
Accrued vacation	430,142	452,720
Mortgage Payable	2,331,111.44	2,248,977
Total Liabilities	<u>5,159,510</u>	<u>5,413,317</u>
Net Assets		
Net Assets - Beginning	3,843,113	4,543,300
Change In Net Assets	700,187	723,816
Net Assets	<u>4,543,300</u>	<u>5,267,117</u>
Total Liabilities and Net Assets	<u><u>\$ 9,702,810</u></u>	<u><u>\$ 10,680,434</u></u>

Unrestricted Balance \$161,885

action pact
Statement of Activities

	Eleven Months Ended	
	09/30/22	09/30/23
SUPPORT AND OPERATING REVENUE:		
Government Grants:		
Federal Grants	\$ 26,004,402	\$ 27,147,465
State Grants	2,775,621	2,714,681
Total Government Grants	28,780,022	29,862,147
Other Income (Includes United Way, local funds, and contributions)	900,130	611,534
In-kind contributions	2,585,625	2,638,333
Total Revenue	32,265,777	33,112,014
EXPENSES:		
Personnel Costs:		
Salaries	9,565,027	10,620,387
Fringe benefits	3,237,303	4,579,250
Total personnel costs	12,802,329	15,199,637
Program Expenses:		
Direct Benefits	9,293,005	8,870,341
Food	1,139,418	1,302,505
Materials and Supplies	1,962,933	1,369,096
Travel	179,609	235,694
Communications	263,204	258,366
Information Technology	305,864	168,117
Health & Safety	20,341	93,731
Contract Services	11,158	5,014
Program Support	18,840	10,483
Participant Support	38,117	20,156
Capital Expenditures	557,972	234,480
Depreciation Expense	72,003	72,003
Total Program Expenses	13,862,465	12,639,987
General and Administrative Expenses - See attached schedule	2,189,749	1,953,671
In-kind expenses	2,585,625	2,638,333
Total Expenses	31,440,168	32,431,628
Net income	825,609	680,386
Self-insurance gain (loss) - See attached schedule	(710,628)	43,431
Total Agency Gain (Loss)	\$ 114,982	\$ 723,816

action pact
Statement of General and Administrative Expenses

	Eleven Months Ended	
	09/30/22	09/30/23
General and Administrative Expenses		
Rent/Leases - Real Estate	\$ 62,512	\$ 64,406
Professional Fees	96,362	72,108
Utilities	299,821	302,148
Property & General Liability Insurance	211,725	256,676
Repairs and Maintenance	538,835	329,121
Training and Education	206,770	280,674
Memberships and Subscriptions	51,717	93,636
Transportation	103,832	124,120
Rentals/Leases - Equipment	43,090	64,426
Meetings and Conferences	105,015	84,582
Publications and Printing	35,703	35,344
Recruitment Expenses	22,647	11,615
Postage & Delivery	10,043	14,837
Advertising/Public Relations	40,168	22,705
Miscellaneous	197,805	22,443
Retirement Plan Fees/Payroll Processing Fees	80,621	94,812
Interest Expense	83,082	80,019
Total General and Administrative Expenses	<u>\$ 2,189,749</u>	<u>\$ 1,953,671</u>

action pact
Profit & Loss - Self-Insurance Fund

	Eleven Months Ended	
	09/30/22	09/30/23
Revenues:		
Premiums charged to programs	\$ 2,221,327	\$ 3,422,480
Employee Contributions	219,522	342,093
Other Income	4,533	5,226
Total Revenue	<u>2,445,382</u>	<u>3,769,799</u>
Expenses:		
Medical claims	2,570,978	3,228,644
Less reinsurance refunds	(174,673)	(351,026)
Dental claims	88,604	87,758
	<u>2,484,909</u>	<u>2,965,376</u>
Other expenses:		
Reinsurance Premium	399,572	441,815
Other Premiums	144,814	173,766
Fees - Third Party Administrator (CIGNA)	126,713	145,412
Total expenses	<u>3,156,009</u>	<u>3,726,369</u>
Net Gain (Loss)	<u>\$ (710,628)</u>	<u>\$ 43,431</u>

**action pact
Budget Report
2022-2023**

	Budget	Expenses through 9/30/2023	Budget Remaining
Salary and Wages	\$ 11,027,653	\$ 10,620,387	\$ 407,266
Fringe Benefits	4,531,048	4,579,250	(48,202)
Total Personnel Costs	<u>\$ 15,558,701</u>	<u>\$ 15,199,637</u>	<u>\$ 359,065</u>
Communications	\$ 160,954	258,366	(97,412)
Capital Expenditures	100,117	234,480	(134,363)
Direct Benefits	8,390,475	8,870,341	(479,866)
Food	1,225,580	1,302,505	(76,925)
Materials and Supplies/IT	1,013,793	1,537,213	(523,419)
Mortgage and Interest	177,000	169,867	7,133
Program and Participant Support	179,258	30,639	148,619
Property and General Liability Insurance	166,015	256,676	(100,661)
Rent	143,291	128,831	14,460
Training and Education	211,976	280,674	(68,699)
Travel	287,135	235,694	51,442
Utilities	326,981	302,148	24,833
Other Expenses	585,445	1,024,026	(438,581)
	<u>\$ 12,958,020</u>	<u>\$ 14,631,461</u>	<u>\$ (1,673,441)</u>
Total Expenses	<u><u>\$ 28,516,721</u></u>	<u><u>\$ 29,831,097</u></u>	<u><u>\$ (1,314,376)</u></u>

**action pact
Agency Budget
2023-2024**

Revenue:	<u><u>\$ 26,832,248</u></u>
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Expenses:

Salary and Wages	\$ 12,350,916
Fringe Benefits	5,606,034
Total Personnel Costs	<u><u>\$ 17,956,949</u></u>

Communications	\$ 289,594
Direct Benefits	3,380,018
Food	1,444,556
Materials and Supplies/IT	1,496,694
Mortgage and Interest	178,000
Property and General Liability Insurance	207,668
Rent	227,995
Training and Education	264,246
Travel	365,422
Utilities	228,194
Other Expenses	792,911
	<u><u>\$ 8,875,299</u></u>

Total Expenses	<u><u>\$ 26,832,248</u></u>
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FINANCE/AUDIT COMMITTEE REPORT



Cathy Benton/Committee Chair
Hayley Stephens/ Fiscal Director

action pact, Inc.
Finance and Audit Committee Report

September 2023

Summary:

The Finance and Audit Committee meeting was held September 28th. The committee reviewed the five proposals for the auditing services. The committee reviewed proposals by Cleveland Group, Hancock Askew, Mauldin & Jenkins, McNair McLemore Middlebrooks & Co., and WIPFLI. After reviewing and discussing the proposals, the committee voted to proceed with McNair McLemore, Middlebrooks & Co. for two years. After two years, the auditing services will go back out for bid.



Cathy Benton, Finance/Audit Committee Chair



Hayley Stephens, Fiscal Director

INFORMATION TECHNOLOGY PROGRAM REPORT



Joey Wilkes
IT Director

PROGRAM REPORT FORM **FOR BOARD MEETINGS**

NAME OF PROGRAM: Information Technology

REPORT OF MONTH/YEAR: November 30th, 2023

PERSON/TITLE REPORTING: Joey Wilkes, IT Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

- KnowB4 Cyber Penetration Testing ongoing. (See attached report)
- Fiber, Wi-Fi, & Camera System Installed at Hall Richardon Jesup.
- ATC in some areas sold there fiber to Vyve Broadband working on alternatives.
- Intercom and door system upgraded at Waycross Office.

GRANTS/AWARDS FOR BOARD APPROVAL: YES X NO
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:

None

Joey Wilkes, IT Director
SIGNATURE OF PROGRAM DIRECTOR

November 30th, 2023
DATE

EDUCATION TALENT SEARCH PROGRAM REPORT



**Carolyn Blackshear
ETS Director**

PROGRAM REPORT FORM FOR BOARD MEETINGS

NAME OF PROGRAM: Educational Talent Search Program

REPORT OF MONTH/YEAR: November 30, 2023 – Action Pact Board Meeting – Sr. Center -Vidalia, Ga.

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

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

The Educational Talent Search Trio Program, which provides academic outreach counseling services, seemingly had another successful year in helping students to reach their fullest academic potential for post-secondary education. Currently, the director and program assistant are busy going through all (1,021) required Educational Talent Search participants' files just to make sure that they comply with program goals and objectives set forth by the U.S. Department of Education.

The deadline for our end of the year Annual Performance Report (APR) for the 2022-2023 Program Year will be December 1, 2023. We are confident that when it is submitted, we will receive the maximum points of 15 once again. This report will be made available to the agency board members as soon as the submission process has taken place. This report will reflect each required program objective, and the required percentage approved by the U.S. Department of Education.

The ETS Program started off the new 2023/2024 program year short of two full time counselor positions in both administrative offices. The Reidsville office lost Mrs. Audra Lee from Metter, Georgia, and welcomed Miss Tykerah Brown, who is from Reidsville, a Trio ETS alumnus, and a graduate of Georgia Southern University. The Waycross office lost one of our long-standing ETS Counselors- Mrs. Patti White, who retired on September 15th, 2023. Mrs. White worked with the ETS Program for over thirty-five (35) years assisting high school students in our target areas with college readiness and financial aid assistance for college. Mrs. White was well known for helping students and their families with finding money for college. Many school counselors called her the "Financial Aid Guru". She will certainly be missed in our Waycross Office and by neighboring high school administrators as well. On September 25, 2023, we welcomed Mr. Andrew Piestrak from Blackshear, Ga., and another Georgia Southern University alumni, to the ETS Counselor's position in the Waycross Office. Mrs. Mordena Richardson, our ETS Lead Counselor, has been extremely busy training and working with both counselors in their new respective positions. According to Mrs. Richardson, they are doing an excellent job in working with our ETS students.

Currently, ETS Counselors are helping target area high school counselors organize for "Apply to College Week" in November and assisting high school seniors with college admissions applications throughout the month of November. During this month, college admissions application fees are waived...meaning students do not have to pay for applying to any colleges or universities here in the State of Georgia.

GRANTS/AWARDS FOR BOARD APPROVAL: Yes: _____ No: X

OTHER ITEMS FOR BOARD APPROVAL: None

Carolyn Crume-Blackshear, ETS Director
SIGNATURE OF PROGRAM DIRECTOR

November 9, 2023
DATE

CASA PROGRAM REPORT



**Jessica Blackrick
CASA Director**

PROGRAM REPORT FORM
FOR BOARD MEETINGS

NAME OF PROGRAM: Southeast Georgia CASA

REPORT OF MONTH/YEAR: November 2023

PERSON/TITLE REPORTING: Jessica Blackrick, Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

Southeast Georgia CASA Director, Jessica Blackrick, attended the Georgia CASA Council of Programs. This training allows leaders from across the state to share information, learn new success strategies, and build statewide connections. We reported our statistics for FY22, and we served 146 children in the foster care system. Of those children, 48 achieved permanency through reunification, adoption, or permanent guardianship. We are currently in the middle of our 4th annual CASA Poopalooza Fundraiser, with sponsorships and tickets for sale.

GRANTS/AWARDS FOR BOARD APPROVAL: ☒ **YES** ☐ **NO**
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL: N/A

Jessica Blackrick
SIGNATURE OF PROGRAM DIRECTOR

October 30, 2023
DATE

Grants/Awards Form

PROGRAM	<u>Southeast Georgia CASA</u>
GRANT	<u>Saint Mary's United Methodist Church Foundation</u>
FUNDING SOURCE	<u>Saint Mary's United Methodist Church Foundation</u>
FUNDING PERIOD	<u>FY 2024</u>
GRANT AMOUNT	<u>\$34,000.00</u>
COUNTIES SERVED	<u>Charlton & Brantley</u>

PROGRAM	<u></u>
GRANT	<u></u>
FUNDING SOURCE	<u></u>
FUNDING PERIOD	<u></u>
GRANT AMOUNT	<u></u>
COUNTIES SERVED	<u></u>

PROGRAM	<u></u>
GRANT	<u></u>
FUNDING SOURCE	<u></u>
FUNDING PERIOD	<u></u>
GRANT AMOUNT	<u></u>
COUNTIES SERVED	<u></u>

PROGRAM	<u></u>
GRANT	<u></u>
FUNDING SOURCE	<u></u>
FUNDING PERIOD	<u></u>
GRANT AMOUNT	<u></u>
COUNTIES SERVED	<u></u>

COMMUNITY CARE PROGRAM REPORT



**Linda Steedley
CCSP Director**

**PROGRAM REPORT FORM
FOR BOARD MEETINGS**

NAME OF PROGRAM: Community Care Services Program
 REPORT OF MONTH/YEAR: November 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 new fiscal year began on July 1, 2023. Listed below is a breakdown of the number clients by our 42-county area since the new fiscal year began:

County	Number of Clients	Southern Counties	Number of Clients
Appling	15	Atkinson	13
Bleckley	16	Bacon	7
Bryan	10	Ben Hill	18
Bulloch	67	Berrien	14
Candler	13	Brantley	11
Chatham	66	Brooks	15
Dodge	25	Charlton	10
Emanuel	44	Clinch	7
Evans	9	Coffee	45
Glynn	28	Cook	16
Jeff Davis	21	Echols	1
Johnson	12	Irwin	5
Laurens	101	Lanier	3
Liberty	26	Lowndes	55
Long	4	Pierce	14
McIntosh	4	Tift	26
Montgomery	18	Turner	10
Tattnall	16	Ware	34
Telfair	19		
Toombs	46		
Treutlen	15		
Wayne	17		
Wheeler	13		
Wilcox	19		
TOTAL	624	TOTAL	304

Grand Total: 928

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

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

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

Linda B. Steedley

SIGNATURE OF PROGRAM DIRECTOR

11-3-23
DATE

WEATHERIZATION PROGRAM REPORT



DeWayne McCurdy
Weatherization Director

FOR BOARD MEETINGS

NAME OF PROGRAM: Weatherization

REPORT OF MONTH/YEAR November, 2023

PERSON/TITLE REPORTING: Weatherization Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS: As of November 2023

Contract	Amount	Balance
DOE-2023-2024	\$412,651.50	\$157,100.62
HHS-2022-2023	\$484,351.84	\$2157.31
BIL 2022-2027	\$3,292,453.05	\$ 2,775,979.47
HHS-2023-2024	\$707,324.48	\$707,324.48

1. Weatherization recently had field monitoring visit. We have received our report and remain at the level of Standard.
2. Multiple employees have been taking training classes and are scheduled for more.
3. We continue to move forward in operations with our funding sources to help the clients in their needs from weatherization.
4. Our field auditing software NEAT/MHEA will be going online around the first of 2024.
5. We received an amendment on the DOE BILL 2023-2024 and our new HHS 2023-2024 contract.

GRANTS/AWARDS FOR BOARD APPROVAL: yes

(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:

DeWayne McCudry

Grants/Awards Form

PROGRAM

Weatherization

GRANT

DOER-WX-HHS-2023-2024

FUNDING SOURCE

DOE

FUNDING PERIOD

October 2023-September 2024

GRANT AMOUNT

\$707,324.48

COUNTIES SERVED

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

PROGRAM

Weatherization

GRANT

DOER-WX-BIL2022-2027: Amendment _____

FUNDING SOURCE

DOE _____

FUNDING PERIOD

July 12022-June30 2027 _____

GRANT AMOUNT

\$3,292,453.05 _____

COUNTIES SERVED

Appling, Atkinson, Bacon, Bulloch, Brantley, Candler, Chatham, Clinch,
Charlton, Evans, Effingham, Jeff Davis, Pierce, Tattnall, Tommbs,
Ware, Wayne _____

PROGRAM

GRANT

FUNDING SOURCE

FUNDING PERIOD

GRANT AMOUNT

COUNTIES SERVED

PROGRAM

GRANT

FUNDING SOURCE

FUNDING PERIOD

GRANT AMOUNT

COUNTIES SERVED

INDIRECT PROGRAM REPORT



**SANDRA MAIGNAN
OPERATIONS DIRECTOR**

PROGRAM REPORT FORM **FOR BOARD MEETINGS**

NAME OF PROGRAM: Indirect

REPORT OF MONTH/YEAR: November 2023

PERSON/TITLE REPORTING: Diane Rogers

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

The program has achieved several noteworthy accomplishments and implemented various activities. We successfully implemented home safety training for parents and plan to extend the training to Head Start children, emphasizing the importance of safety and protocols while making it an enjoyable experience. Safety Officer Mike Mahlum has been instrumental in these efforts, and attending children will receive small tokens as a reward.

In terms of client communication, the program has made changes to the messages clients receive when they call the directory, ensuring a seamless transition and improved assistance. The call flow among agency offices has been restructured, with the Waycross office and Reidsville now receiving calls simultaneously, fostering a unified approach and positive customer service experience.

To enhance response time and better handle increasing call volumes, we have developed a call data trend analysis report. This report helps identify spikes in call volume and assists in allocating administrative assistance and backups effectively. It ensures better coverage and prepares for future demands, such as the LIHEAP program.

Moreover, Safety Officer Mike Mahlum and Operations Director Sandra Maignan completed training and compliance for the facilities' emergency action plan, receiving certification in recognition of their readiness to handle emergency situations effectively.

We also prioritize the professional development of administrative staff. They are currently enrolled in training programs that will enhance their skill sets, promote emotional intelligence, psychological safety, and reduce stress levels. These initiatives aim to create a positive atmosphere for all stakeholders and clients involved.


Finally, as part of brand cohesiveness, we have updated the business sign in Reidsville to display "ActionPact." This change aligns with the program's branding efforts and contributes to a consistent and unified image across all locations.

Overall, the program has made significant strides in:

- promoting safety
- improving client communication
- enhancing response time
- ensuring emergency preparedness
- fostering a positive working environment
- maintaining consistent branding throughout its operations.

GRANTS/AWARDS FOR BOARD APPROVAL: _____ YES X NO
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL:



SIGNATURE OF PROGRAM DIRECTOR

11/16/2023

DATE

EXECUTIVE DIRECTOR PROGRAM REPORT



**Diane Rogers
Interim Executive Director
& CSBG Director**



November 2023 Interim Executive Director's Report

Human Resources:

- Initial discussions were held with HR and Head Start Directors to determine root cause of staff turnover in that department.
- Sandra Maignan was hired as Operations Director.
- Since we have an integrated telephone system, all incoming calls ring at both administrative offices, allowing staff in both locations to assist clients. This allows more consistency and helps alleviate staff shortages due to lunch breaks, PTO, and sick leave.
- Our Facilities/Safety Officer is now spending approximately 40% of his time working at our service locations to help ensure the safety of our staff and clients. He previously spent most of his time performing janitorial duties at the Waycross office. We will be utilizing a contractor to provide weekly services (floors and restrooms) and office staff now take care of most of their own needs (keeping kitchen clean, taking office trash to the back, etc.)

Fiscal:

- HUD officials in Atlanta are working on a solution for the mortgage we hold on the property in Coffee County. The property currently houses five individuals who are receiving mental health services so the foreclosure process was halted until we can be certain that those individuals won't lose access to the services they need.

Programmatic

- We received an email from Dr. Jasma Smith from DCA regarding the Emergency Solutions Grant that ended December 2022. Action pact was awarded the grant but subcontracted with the Okefenokee Alliance for The Homeless (OATH) to provide the direct services. The services were primarily rental assistance, relocation assistance, and temporary shelter assistance.

A virtual monitoring was conducted in April 2023 and there were three findings, all related to programmatic issues. The client files were missing a substantial amount of

required documentation. We requested reimbursement without ensuring that the client files were in compliance with the contract.

I am working with our Fiscal Support Specialist, Sarah Simmons, to determine if we can obtain the required documentation. Once we are satisfied that we've corrected all that we can, I will work with Dr. Smith at DCA to hopefully reduce the "findings" to "areas of concern". This is important because the findings show up on our audit and could possibly negatively impact our standing with current and future funders.

As the contractor, it was our responsibility to ensure the subcontractor (OATH) was following contract guidelines. The contract was negotiated and fully managed by staff without program experience, despite having Program Directors with that experience.

Planning

- We have contracted with S.A. Howell to provide our community needs assessment. Mr. Howell has extensive experience, and his pricing was lower than all other comparable bidders.
- A link to the online survey was emailed to all board members on November 16, 2023. Please complete and share with other community leaders so that we can obtain as much information as possible. County Coordinators and Head Start Center Coordinators are currently working to collect information from at least 300 clients. Staff will also complete surveys.

Focus groups will also be conducted during the next 90 days.

- I will be working on documentation for our Organizational Standards review during November and December. It will probably require a virtual board meeting for approval of some required items so I will work with Chairman Burse to schedule a meeting.
- I have been working with Georgia Community Action Association (GCAA) Executive Director, Consuela Thompson, on identifying issues that are common during times of transition. I plan to take advantage of their free services which include consultation, strategic plan development and implementation, and training.

Diane C. Rogers

PROGRAM REPORT FORM **FOR BOARD MEETINGS**

NAME OF PROGRAM: Community Services

REPORT OF MONTH/YEAR: November 2023

PERSON/TITLE REPORTING: Diane Rogers, Community Services Director

SUMMARY OF PROGRAM ACTIVITIES/ACCOMPLISHMENTS:

Nutrition Program for the Elderly

- Georgia Power's annual golf tournament in McCrae on September 15th was a success with all proceeds to benefit our Senior Nutrition programs. They have not provided us with a total, but they estimate we will receive approximately \$5,000.
- The Wayne County Seniors will move into the Hall Richardson facility in Jesup beginning November 27th. Although it is a shared space, the facility is much larger than the current facility (Tabitha's Place). The County is reapplying for CDBG funding to construct a new center. We are very grateful to James Thomas as well as the entire Commission Board for their commitment to the Seniors in Wayne County.
- The Appling County Commission approved the purchase of a used meal-delivery vehicle.

Low-Income Home Energy Assistance Program (LIHEAP)

- The 2024 LIHEAP season will begin December 1 for elderly and medically homebound households with a total allocation of \$3,673,605. This is a small initial allocation, and we expect to receive more, but haven't been given any indication regarding the size or timing for additional allocations.
- The benefit amount has increased significantly and will now be determined by fuel type as well as household income. We anticipate the average benefit amount will be \$590.
- All low-income households may begin applying January 2, 2024 if funding is available.

Georgia State Health Insurance Program

- Open Enrollment began early in October and Georgia SHIP staff and volunteers have been very busy assisting Medicare-eligible individuals in the 35 counties we serve. 364 individuals received counseling and staff attended numerous outreach events in October.

I would like to recognize the Community Services Coordinators and Center Staff for stepping up and taking on additional responsibilities during my time as Interim Executive Director. I could not have taken on the new role without their support and commitment.

GRANTS/AWARDS FOR BOARD APPROVAL: ____YES XXNO
(If yes, attach Grants/Awards form)

OTHER ITEMS FOR BOARD APPROVAL: N/A

Diane C. Rogers
SIGNATURE OF PROGRAM DIRECTOR

November 15, 2023
DATE

