Southeast Alabama Regional Planning and Development Commission



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**MINUTES**

**SEARP&DC BOARD OF DIRECTORS MEETING**

**JUNE 9, 2022**

**3:00 PM**

The **THIRD** regularly scheduled meeting of the Southeast Alabama Regional Planning and Development Commission Board of Directors for **FISCAL YEAR 2022** convened on **June 9, 2022** at **3:00 PM.** The meeting was held on the sixth floor of the Houston County Administration Building.

**Board Officers:** Chairperson Lori Wilcoxon (Houston County), First Vice Chairman Sammy Glover (Covington County), Second Vice Chairman Mark Blankenship (Dale County) and Secretary/Treasurer Rod Morgan (Coffee County).

**Executive Committee Members**: Thomas Crossley (Barbour County), Toby Seay (Geneva County), and David Money (Henry County).

**Board of Directors**: Ken Novak (Barbour County), Rachel Smith (Barbour County), Gladys Yelverton (Coffee County), Tom Maddox (Coffee County), Johnathan Lockett (Coffee County), Dean Smith (Coffee County), Al Britt (Coffee County), Greg White (Covington County), Terry Holley (Covington County), Diane Flournoy (Dale County), Leah Harlow (Dale County), John Glover (Henry County), Henry Grimsley (Henry County), Jimmy Money (Henry County), Greg Reynolds (Henry County), Mark Culver (Houston County) and Kim Trotter (Houston County).

### ITEM 1: Call to Order / Invocation / Establishment of Quorum – Chairperson Wilcoxon

Chairperson Wilcoxon called the meeting to order at 3:00 PM and asked Sammy Glover to begin the meeting with prayer. She welcomed everyone.

**ITEM 2: Guest Speaker John Laney, SRF Section, Alabama Department of Environmental Management**

Mr. Laney informed the Board that Alabama Department of Environmental Management (ADEM) administers federal environmental laws, including the Clean Air, Clean Water and Safe Drinking Water acts and federal solid and hazardous waste laws. He stated Alabama is blessed with a wealth and variety of natural resources which provide significant social, economic, and environmental benefits and opportunities for the citizens of Alabama. The mission at ADEM is to assure for all citizens of the State a safe, healthful, and productive environment. ADEM administers all major federal environmental laws, including the Clean Water and Safe Drinking Water acts and federal solid and hazardous waste laws. ADEM assumed these responsibilities only after demonstration that state laws and regulations are at least equivalent to federal standards and that the state has matching funds and personnel available to administer the program. Mr. Laney provided a presentation of existing and new water and wastewater programs that are available for local communities.

 **ITEM 3: Review and Approval of Minutes from the March 10, 2022 Meeting – Chairperson Wilcoxon**

Henry Grimsley made a motion to approve the minutes as presented. Thomas Crossley seconded the motion. The motion was passed by a unanimous vote.

**ITEM 4: Report of Officers, Committees, and Departments**

1. **Executive Committee Report**
	1. **FY2021– Audit Review – McDaniel & Associates**

Mr. Josh Riley of McDaniel & Associates informed the Board of Directors and Management of Southeast Alabama Regional Planning and Development Commission of the FY 2021 Audit status. In planning and performing the audit of the financial statements of Southeast Alabama Regional Planning and Development Commission as of and for the year ended September 30, 2021, in accordance with auditing standards generally accepted in the United States of America, the auditors considered Southeast Alabama Regional Planning and Development Commission's internal control over financial reporting (internal control) as a basis for designing the auditing procedures for the purpose of expressing their opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Southeast Alabama Regional Planning and Development Commission's internal control. Accordingly, the auditors do not express an opinion on the effectiveness of Southeast Alabama Regional Planning and Development Commission's internal control. The auditors consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. The auditors did not identify any deficiencies in internal control considered to be material weaknesses. However, as discussed below, the auditors identified certain matters involving the internal control and other operational matters that are presented as recommendations for the Board’s consideration. The auditor’s comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal controls or result in other operating efficiencies. In performing the audit, the auditors noted several areas of concern. The fully completed audit is usually presented to the Board during the June board meeting; however, due to the issues noted, the audit has not been fully drafted. The issues to be addressed are as follows:

Overall Findings:

The Commission's trial balance numbers as of 9/30/2020 do not agree with the prior year financial statements. The auditors believe this is due to audit entries not being recorded in the Commission's books and records. This led them to expand testing in order to provide reasonable assurance that the financial statements are free from any material errors. The individual funds of the Commission are not in balance. In governmental accounting, all funds should be in balance as well as the overall trial balance. This resulted in additional work on these funds to reconcile and balance the funds for the year. This area is still in progress. Mr. Riley stated McDaniel & Associates will send all proposed entries to management. He also recommended management review the entries and either approve them or discuss any questions with the auditors. Mr. Riley also recommend each individual fund be reconciled and balanced. The fully prepared Audit will be sent to Board members when published. Board members were involved in the discussion and participated in the development and approval of 2021 Audit report. Dean Smith made a motion to approve the audit report. Terry Holley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Revisions to SEARP&DC Employee Handbook –Tiffany Brown**

Ms. Brown presented proposed changes to the SEARP&DC Employee Handbook, specifically revisions to Section 320 (Progressive Discipline) and Section 325 (Dispute Resolution). Ms. Brown informed the Board of the proposed revisions to Section 320 as below:

*LEVEL V TERMINATION*

*While the System may use any of the above levels prior to termination, termination may also be the first level of the disciplinary procedure. The Executive Director has the authority to ~~recommend~~ approve termination. ~~If the recommendation involves termination, Step 4 of the~~ ~~formal dispute resolution procedure (Policy 325) will be followed.~~*

*Before imposition of any discipline, employees will be given an opportunity to relate their version of the incident or problem and provide any explanation or justification they consider relevant.*

*Employees who think they have been disciplined unfairly, too harshly, or inappropriately may appeal the discipline using the Agency’s Dispute Resolution Procedure (Policy 325).*

*Both employees and supervisors are encouraged to solicit assistance from the Agency’s human resources representative in the event they have any questions regarding this policy.*

Ms. Brown also informed the Board of the proposed revisions to Section 325 as below:

*STEP 3 – EXECUTIVE DIRECTOR*

*The Executive Director will review and assess the pertinent elements of the employee’s grievance and related matters and make a decision on the appeal and take actions deemed appropriate within ten (10) working days after receipt of the written complaint. ~~Decisions made~~ ~~by the Executive Director involving terminations may be appealed to the Board Executive~~ ~~Committee within 10 working days of the decision.~~*

*~~STEP 4 – BOARD EXECUTIVE COMMITTEE The Executive Committee should review and assess the pertinent elements of the employee’s~~ ~~grievance within two weeks after notice and will judge the grievance on the factors involved.~~ ~~The Executive Committee should investigate the grievance and attempt to resolve the matter~~ ~~and give the employee a reply within 10 working days. A copy of the written reply will be~~ ~~provided to the complainant and the Executive Director~~*

*Documentation of all written grievances will be maintained in the Agency’s files.*

***Confidentiality*** *will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.*

***Retaliation*** *against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.*

Ms. Brown stated the words that are highlighted with the line through them will be removed from the SEARP&DC Employee Handbook. Board members were involved in the discussion and participated in the development and approval of changes to SEARP&DC Employee Handbook. Sammy Glover made a motion to approve the changes. Greg White seconded the motion. The motion was passed by a unanimous vote.

* 1. **Revision to Wiregrass Transit Dispatcher Job Description – Tiffany Brown**

Ms. Brown presented a proposed change to the Transit Dispatcher/Scheduler job description to change Safety Sensitive from “No” to “Yes” consistent with the other Transportation Department job descriptions. Board members were involved in the discussion and participated in the development and approval of changes to revision to Wiregrass Transit Dispatcher Job Description. Sammy Glover made a motion to approve the changes. Terry Holley seconded the motion. The motion was passed by a unanimous vote

* 1. **Resolution #432 Lakisha Davis hired as Chief Financial Officer –Tiffany Brown**

Ms. Brown informed the Board that the position for the Chief Financial Officer of the Southeast Alabama Regional Planning & Development Commission (SEARP&DC) became vacant due to the resignation of Natalie Cook on May 28, 2021. The Chief Financial Officer position was posted and multiple qualified applicants indicated their interest in and applied for the position. After interviewing the top three candidates for the position, Lakisha Davis was determined the most qualified for the position, including having earned a Bachelor of Science in Accounting and having working experience and knowledge of the fiscal complexity within SEARP&DC’s programs and services. The three-member interview panel comprising of a SEARP&DC Board Member with a finance background, the Executive Director, and a Policy Council Member, and administered by the Human Resources Director, unanimously selected Lakisha Davis for the position.Therefore, she is requesting that the Board approves and supports the employment of Lakisha Davis in the position as Chief Financial Officer, which is a requirement for Office of Head Start Key Hire positions. Board members were involved in the discussion and participated in the development and approval of Resolution #432. Greg White made a motion to approve the Resolution. Johnathan Lockett seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #433 Celeste Jones hired as Head Start/Early Childhood Development Director – Tiffany Brown**

Ms. Brown informed the Board that the position for the Head Start / Early Childhood Development (HS/ECD) Director of the Southeast Alabama Regional Planning & Development Commission (SEARP&DC) became vacant due to the resignation of Searcy Rushing on January 28, 2022.The HS/ECD Director position was posted and multiple qualified applicants indicated their interest in and applied for the position. After interviewing the top three candidates for the position, Celeste Jones was determined the most qualified for the position, including having earned, at a minimum, a baccalaureate degree and having experience in supervision of staff, fiscal management, and administration. She stated the three-member interview panel comprising of a SEARP&DC Board Member with an educational background, the Executive Director, and a Policy Council Member, and administered by the Human Resources Director, unanimously selected Celeste Jones for the position.She is requesting that the Board hereby approves and supports the employment of Celeste Jones in the position of HS/ECD Director, which is a requirement for Office of Head Start Key Hire positions. Board members were involved in the discussion and participated in the development and approval of Resolution #433. Al Britt made a motion to approve the Resolution. Henry Grimsley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #434 One Time Bonus for Retirees – Tiffany Brown**

Ms. Brown stated that the Southeast Alabama Regional Planning and Development Commission (SEARP&DC), through its governing authority, elects to come under the provisions of Section 2 Act 229 of the Regular Session of the 2022 Alabama Legislature. SEARP&DC agrees to provide all funds necessary to the Employee’s Retirement System to cover the cost of the one-time lump sum payment as provided for by this Act for those eligible retirees and beneficiaries of deceased retirees of SEARP&DC with the aforementioned lump sum payment being paid in October 2022. She is requesting that the Board hereby approves and supports the One Time Bonus for Retirees. Board members were involved in the discussion and participated in the development and approval of Resolution #434. Greg White made a motion to approve the Resolution. Terry Holley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #435 Rescinding Head Start Incentive Policy – Tiffany Brown**

Ms. Brown stated that on September 9, 2021, the Board of Directors of the Southeast Alabama Regional Planning & Development Commission passed and adopted Resolution Number 413 approving the implementation of an incentive plan for SEARP&DC Head Start, Early Head Start staff, and SEARP&DC applicable staff. On March 10, 2022, the Board of Directors of the Southeast Alabama Regional Planning & Development Commission passed and adopted the SEARP&DC Modified Personnel System Project (with updated job descriptions, classification plan, and pay plan); andthe SEARP&DC Modified Personnel System Project provided every Head Start and Early Head Start job classification with an increase in base pay and the potential for future step increases based on a comparability of wages. SEARP&DC Modified Personnel System Project placed all SEARP&DC employees within the same Pay Plan instead of having separate pay plans for Head Start / Early Head Start program staff and non-Head Start / Early Head Start program staff. Therefore, she is requesting that the Board of Directors of the Southeast Alabama Regional Planning & Development Commission that Resolution 413, a resolution adopted by the Board of Directors on September 9, 2021 approving the implementation of an incentive plan for SEARP&DC Head Start, Early Head staff, and SEARP&DC applicable staff, is hereby rescinded in its entirety. Board members were involved in the discussion and participated in the development and approval of Resolution #435. Sammy Glover made a motion to approve the Resolution. Johnathan Lockett seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #436 Revolving Loan Fund (RLF) Certifications –Rachel Armstrong**

Ms. Armstrong informed the Board that the Southeast Alabama Regional Planning and Development Commission has conducted its Revolving Loan Fund Program for the past year's reporting period ending September 30, 2020. The SEARP&DC’s Revolving Loan Fund Loan Administration Board has reviewed the RLF's performance for the preceding year relative to the area's adjustment strategy and the RLF Plan. The RLF Plan is consistent with and supportive of the area's current economic adjustment strategy and the RLF is being operated in accordance with the policies and procedures contained in the RLF Plan, and the loan portfolio meets the standards contained therein, by the SEARP&DC’s Revolving Loan Fund Loan Administration Board that this Board certifies the Revolving Loan Fund Program meets the annual certification requirements as required in Section VIII.D, of the Economic Development Administration's Revolving Loan Fund Administration Manual dated March 15, 1993. Board members were involved in the discussion and participated in the development and approval of Resolution #436. Sammy Glover made a motion to approve the Resolution. Terry Holley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #437 Head Start/Early Childhood Development Program Stipend – Jackie Daniels**

Ms. Daniels informed the Board that SEARP&DC Head Start / Early Childhood Development (HSECD) Program was awarded a grant from the Alabama Department of Human Resources (DHR) in 2021 as an incentive to supplement funding for operations during the COVID-19 pandemic. The Alabama DHR grant funding must be expended by June 30, 2022. The SEARP&DC Head Start, Early Head Start, Pre-K staff works to ensure that the HSECD Program implements the required goals of each funding program and adhere to Alabama DHR standards. She stated there is funding available to provide a one-time stipend to eligible HSECD staff in the amount of $1,500 for full-time employees and $750 for part-time employees; and a primary eligible use of these funds are to retain employment through enhancing staff’s well-being, including “bonus pay”. This one-time stipend is equivalent to current Child Care Workforce Stabilization grants being awarded from Alabama DHR to provide stipends in non-Head Start / Early Head Start child care programs in Alabama. She stated this one-time stipend is to acknowledge and compensate the HSECD staff of the SEARP&DC that has worked tirelessly to provide services to children and families during the challenges of the past two years. Therefore, she is requesting that Board of the Southeast Alabama Regional Planning & Development Commission hereby approves the one-time stipend for eligible SEARP&DC HSECD staff. Board members were involved in the discussion and participated in the development and approval of Resolution #437. Terry Holley made a motion to approve the Resolution. Greg White seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #438 Head Start/Early Childhood Development Program Impasse Procedures – Jackie Daniels**

Ms. Daniels stated Section 1301.6 of the Head Start Program Performance Standards defines the required elements for the Head Start Program Impasse Procedures and Section 1301.6(a) of the Head Start Program Performance Standards states “to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency’s governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures”. She noted the Board of Directors of the Southeast Alabama Regional Planning & Development Commission is the governing body of the agency’s Head Start / Early Childhood Development (HS/ECD) program. Therefore, she is requesting that the Southeast Alabama Regional Planning & Development Commission hereby adopts the attached Head Start Program Impasse Procedures to ensure compliance with the Head Start Program Performance Standards. Board members were involved in the discussion and participated in the development and approval of Resolution #438. Terry Holley made a motion to approve the Resolution. Henry Grimsley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #439 Head Start/Early Head Start FY 2022 COLA and QI Application – Jackie Daniels**

Ms. Daniels informed the Board that the Department of Health and Human Services - Administration of Children and Families - Office of Head Start issued guidance to submit a funding application to provide a cost-of-living-adjustment (COLA) and Quality Improvement (QI) investment for Head Start and Early Head Start staff for FY 2022 as part of the Consolidated Appropriations Act of 2022. The COLA increase of 2.28 percent above FY 2021 funding levels is directed to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. The QI funds are allocated proportionally based on federal funded enrollment levels to allow for meaningful investment, as permitted by the Head Start Act; and the COLA and QI funding will be applied retroactively to be start of the FY 2022 Head Start and Early Head Start budget period per federal guidance. She stated the Board of Directors is required by the Office of Head Start to participate in the approval of the FY 2022 COLA and QI funding application. She is requesting that the Southeast Alabama Regional Planning and Development Commission hereby approves the funding application for FY 2022 COLA and QI funds to be used to fund a 2.28 percent salary increase, fringe benefits, and offset higher operating costs for Head Start and Early Head Start staff. Board members were involved in the discussion and participated in the development and approval of Resolution #439. Greg White made a motion to approve the Resolution. Terry Holley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #440 5311 Application – Mike Crittenden**

Mr. Crittenden informed the Board that the Southeast Alabama Regional Planning and Development Commission (SEARP&DC) recognizes the need for a public transportation program and is recognized as a member of the Houston/Dale County Transportation Steering Committee. He stated SEARP&DC recognizes that the requirements to obtain Section 5311 funds from the Alabama Department of Transportation include a local match of 20% for administration, planning, and capital expenses and recognizes that the local match will be a shared cost with other participating municipalities being responsible for providing an appropriate allocation of local non-federal funds to secure the operating of the Section 5311 Rural Area Public Transportation Program. Therefore, he is requesting that the Southeast Alabama Regional Planning and Development Commission hereby commits the amount of $621,235.00 as local non-federal match for operations, administration, planning, and capital expenditures under the Section 5311 Rural Area Public Transportation Program during Fiscal Year 2023. Board members were involved in the discussion and participated in the development and approval of Resolution #440. Greg White made a motion to approve the Resolution. Terry Holley seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #441 5311 Authorizing Resolution – Mike Crittenden**

Mr. Crittenden informed the Board that Resolution #441 is authorizing the filing of an application with Department of Transportation, United States of America, and the Alabama Department of Transportation for a grant under the Federal Transit Act. The Secretary of U.S. Department of Transportation and Director of the Alabama Department of Transportation are authorized to make grants for a public transportation program. The contract for financial assistance will impose certain obligations upon the Applicant, including the provision of its local share of the project costs in the program. He stated it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under 49 USC Section 5311 the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives and the U.S. Department of Transportation requirements thereunder. It is the goal of the Applicant that disadvantaged business enterprises (minority business enterprises and woman business enterprises) be utilized to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged business enterprises (DBEs) shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

Therefore, he is requesting that the Southeast Alabama Regional Planning and Development Commission

1. That Executive Director is authorized to execute and file (an) application(s) on behalf of Southeast Alabama Regional Planning and Development Commission with the Alabama Department of Transportation to aid in the financing of administration, planning, capital and/or operating assistance projects pursuant to 49 USC Section 5311, the Alabama Public Transportation Grant Program, and the Alabama Elderly and Disabled Transit Fare Assistance Program.
2. That Executive Director is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation and the Alabama Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That Executive Director is authorized to furnish such additional information as the U.S. Department of Transportation and the Alabama Department of Transportation may require in connection with the application for the Program of Projects submitted to FTA.
4. That Executive Director is authorized to set forth and execute affirmative disadvantaged business enterprise policies in connection with any procurements made as part of the project.
5. That Executive Director is authorized to execute grant agreements on behalf of Southeast Alabama Regional Planning and Development Commission with the Alabama Department of Transportation for aid in the financing of the administration, planning, capital, and/or operating assistance project.

Board members were involved in the discussion and participated in the development and approval of Resolution #441. Sammy Glover made a motion to approve the Resolution. Johnathan Lockett seconded the motion. The motion was passed by a unanimous vote.

* 1. **Resolution #442 Wiregrass Transit Catch All Certifications & Assurances – Mike Crittenden**

Mr. Crittenden informed the Board this Resolution is a Wiregrass Transit Catch All Certification & Assurances:

1. That the Southeast Alabama Regional Planning & Development Commission operates the public transportation system for the City of Dothan, Houston County, and Dale County, Alabama. This program includes activities funded under Sections 5307 and 5311 of the Federal Transit Act, as codified, and may include activities funded under Sections 5309 and 5310 of the same act.
2. That the Southeast Alabama Regional Planning & Development Commission provides this transportation service under the aegis of the Alabama Department of Transportation, the US Department of Transportation, and the Federal Transit Administration.
3. That in the normal course of events, the Southeast Alabama Regional Planning and Development Commission may be required to make certain additional certifications and execute certain additional agreements and documents in the furtherance of its transit programs.
4. That the Southeast Alabama Regional Planning & Development Commission authorizes the Executive Director to execute any required, additional, and necessary documents, certifications, attestations, or agreements not specifically covered in the grant applications for these programs for Program/Fiscal Year 2023, but necessary for the furtherance of these programs.

He stated he hereby certify that the above resolution is a true and corrected copy of the resolution presented to and adopted by the Board of the Southeast Alabama Regional Planning & Development Commission at a duly authorized meeting held on the 9th of June, 2022. Board members were involved in the discussion and participated in the development and approval of Resolution #442. Rachel Smith made a motion to approve the Resolution. Johnathan Lockett seconded the motion. The motion was passed by a unanimous vote.

* 1. **Nominating Committee – Glenda Chancey**

Ms. Glenda Chancey read the nominations from the Executive Committee for the Nominating Committee. The nominations were as follows: Earl Gilmore, (Barbour County); Rod Morgan, (Coffee County); Sammy Glover, (Covington County); Leah Harlow, (Dale County); Toby Seay, (Geneva County); David Money, (Henry County); and Matt Parker, (Houston County). Board members were involved in the discussion and participated in the development and approval of the Nomination Committee. Thomas Crossley made a motion to approve the Nominations. Jimmy Money seconded the motion. The motion was passed by a unanimous vote.

**B. Agency Administration**

**1. FY 2022 Reports**

1. **Finance Department – Lakisha Davis**

Ms. Davis welcome everyone to the meeting. She stated that staff continued training on GMS (Grants Management Systems), Head Start/Early Head Start Fiscal training, also, completed COLA application for Head Start.

She noted that the Finance Department will be preparing for Year-end and continuing Head Start/Early Head Start Fiscal training, transition back to GMS and Clockwise for payroll processing.

1. **Head Start – Jackie Daniels**

Ms. Daniels informed the Board that SEARP&DC Head Start and Early Childhood Development Program has ended the 2021-22 school year. All Head Start centers are closed, however two centers (Andalusia & Headland) are operating the Early Head Start and they are still in session. Head Start supports staff in numerous ways, one being the educational opportunities. Currently, there are twelve staff who are attending college, to obtain their degrees.

**Enrollment:**

We had update the eligibility forms to include the IM from the Office of Head Start. Now, families that participate in the SNAP program are categorically eligible for Head Start. We are still recruiting for eligible children, so tell everyone to apply.

**Applications:**

SEARP&DC Head Start-ECD Program has/will apply or will report for the following:

DECE/OSR Pre-K classroom - submitted- status/pending

OHS-COLA - submitted

DHR-Round 4 - applying

Program Information Report - working on

**Projects:**

WRCD had some legislators to meet with us at four of the six centers. So, we got the opportunity to share Head Start’s mission and goals. Also, we received additional STREAM related supplies and have had several meeting with WRCD regarding the STREAM projects.

**Updates:**

The Center Directors has begun the process for the annual Program Information Report (PIR) and we will be working to finalize & submit it by August.

The playgrounds phase process has begun for Andalusia & Headland Early Head Start and Geneva Head Start. Last week, we met with the vendor and we will began the process soon. We have been provided with numerous opportunity for us to participate in sessions with our Alabama Healthy Kids-Alabama Partnership for Children initiative Farm2 ECE Learning.

The staff has participated in the following trainings;

 - Data Boot Camp

 - Classroom Well-Being

 - Health Institute

Now, we are making plans for our annual Pre-Service training in July.

1. **Executive Director – Scott Farmer**

Mr. Farmer informed the Board that we are in the Title Search and Appraisal phase (working with Goodwyn, Mills & Cawood) and hopefully to receive approval for acquisition of 227 North Oates Street later this summer. Mr. Farmer also went over demographic and legislative updates and thanked the Board for their support.

**ITEM 5: New Business**

None Noted

**ITEM 6: Announcements and/or Other Business**

None Noted

**ITEM 7: Adjournment**

There being no further business, the meeting adjourned at 3:50 p.m.

Chairperson Executive Assistant