JCCEO BOARD OF DIRECTORS MEETING

SIGN-IN SHEET
JCCEO Headquarters
Wednesday, April 20, 2016
11:30 a.m.

NAME	SIGNATURE
Mr. Stephen Black, J.D.	
Ms. Sophia Brown	Sophia Brown
Mr. Steven Cottrell	
Mr. Kenneth Crenshaw	
Dr. James M. Ernest	
Mr. Charlie Faulkner, Treasurer	
Mr. Bruce Grant, Vice President	
Mrs. Claudia M. Hendley	
Mr. Arnold M. King	
Rev. T. L. Lewis	Present
Mr. Don Lupo, Jr.	
Mr. Toraine Norris	Phone-in
Mayor Gary R. Richardson, President	
Mrs. Debra W. Smith, Secretary	Debra W. Smith
Mrs. Kelli Solomon	
Mr. G. Thomas Sullivan, J.D.	
Ms. Emma L. Tolbert	
Mr. Charles Tyler	Phone-in

JCCEO BOARD OF DIRECTORS MEETING
STAFF SIGN-IN

JCCEO Headquarters

Wednesday, April 20, 2016
11:30 a.m.

NAME	SIGNATURE
Marquita F. Davis, Ph.D., Executive Director	
Carmelita Poindexter, Deputy Director of Child Development Services	C. Poindexter
Richard Wells, Interim Finance Director	Richard Wells
Viola Mims, Interim Director of Community Services	Viola Mims
Randi Clark, Interim HR Director	
John Woods, Director of Facilities, WX, Maintenance, and Transportation	
Tonya Jones, Interim Associate Head Start Director	Tonya Jones
Patricia Schmidt, Associate Head Start Director	

JCCEO BOARD OF DIRECTORS MEETING

GUEST SIGN-IN SHEET

JCCEO Headquarters
Wednesday, April 20, 2016
11:30 a.m.

NAME	SIGNATURE
Mr. Doug Jones, Jones Hawley P.C.	
Mr. Chris Nicholson, Jones Hawley P.C.	
Mrs. Sebrina Stoutermire, JCCEO Head Start Policy Council	
DAVID Russell	

JCCEO BOARD OF DIRECTORS MEETING

JCCEO Headquarters
300 Eighth Avenue West
Birmingham, Alabama

Wednesday, April 20, 2016
11:30 a.m.

AGENDA

I. Call to Order

II. Roll Call

III. Invocation and Recitation of the Promise of Community Action

IV. Approval of the Agenda

V. Approval of Minutes

VI. Agency Committee Reports

   A. Finance Committee Report

VII. Agency Update

   A. Director's Report

VIII. Old Business

IX. New Business

X. Adjournment

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Minutes
Jefferson County Committee for Economic Opportunity
Board of Directors Meeting
Headquarters Board Room

Wednesday, April 20, 2016
11:30 a.m.

BOARD MEMBERS PRESENT: Mayor Gary R. Richardson, President
Mr. Bruce Grant, Vice President
Mrs. Debra Smith, Secretary
Ms. Sophia Brown
Mr. Kenneth Crenshaw
Dr. James M. Ernest
Mr. Arnold M. King
Rev. T. L. Lewis
Mr. Don Lupo, Jr.
Mr. Toraine Norris (Phone In)
Mrs. Kelli Solomon
Mr. Charles Tyler (Phone In)

BOARD MEMBERS ABSENT: Mr. Steven Black, J.D.
Mr. Steven Cottrell
Mr. Charlie Faulkner, Treasurer
Mrs. Maria C. Hendley
Mr. G. Thomas Sullivan, J.D.
Ms. Emma Tolbert

GUEST: Mr. Doug Jones, Jones Hawley P.C.
Mrs. Sebrina Stoutermire, JCCEO Head Start Policy Council

STAFF:

Marquita Furness Davis, Ph.D., Executive Director
Carmelita Poindexter, Deputy Director of Child Development Services
Tonya Jones, Interim Associate Head Start Director
Richard Wells, Interim Finance Director
Viola Mims, Interim Director of Community Services
Randi Clark, Interim HR Director
John Woods, Maintenance Manager

Mayor Gary Richardson, President called the meeting to order at 11:43 a.m.

Adrienne N. Williams, Program Secretary, called the roll and there was a quorum.

Rev. T. L. Lewis, gave the invocation. Everyone recited The Promise of Community Action.

The Chair attended a motions to approve the agenda. On a motion duly made by Rev. T. L. Lewis, seconded by Mr. Bruce Grant, the motion was carried and the Board unanimously approved the agenda.

The Chair attended a motions to approve minutes. On a motion duly made by Rev. T. L. Lewis, seconded by Dr. James Ernest, the motion was carried and the Board unanimously approved the minutes noted as read.

President Richardson introduced the attending guest, Mr. David Russell. President Richardson opened the floor for Mr. Davis Russell to discuss his matter of concern.

Mr. Davis Russell said the was at JCCEO about a year ago to go on record approving the naming of the JCCEO Headquarters building after Mr. James Armstrong. Mr. Russell said he has gone before the City Council Committee and the City Council Committee approved. Mr. Russell said that he also received a letter from Mayor William Bell, City of Birmingham and also at the funeral of Mr. James Armstrong Mayor Bell promised the family that the JCCEO Headquarters building would be name after Mr. James Armstrong.

Mr. Russell said he was following Mayor William Bell's lead way to ensure the renaming of the JCCEO Headquarters building was carried out. Mr. Russell said he received a letter from the City of Birmingham's attorney stating that the JCCEO Headquarters building does not have a contract with the Jefferson County Commission. Mr. Russell said that in order to get a resolution passed, there has to be a contract signed between JCCEO and Jefferson County Commission. Mr. Russell stated that he met with Sandra Little Brown, Commissioner and with Theo Lawson and stated that JCCEO Board of Directors would have to sign an agreement to approve renaming the JCCEO Headquarters building. Mr. Russell stated that he was present at the Board of Directors meeting to go on record to ask the Board of Directors to sign a contract with Jefferson County Commission so the JCCEO Headquarters building name can be changed. Mr. Russell said that JCCEO Headquarters building, formally Graymont Elementary School, is the first school in Alabama to be integrated through Blacks. Mr. Russell said that he was pleading with the Board of Directors to approve the contract between JCCEO and Jefferson County Commission so the JCCEO Headquarters building name can be changed.

Dr. Marquita Davis thanked Mr. Russell for voicing his concern. Dr. Davis explained to Mr. Russell that JCCEO are tenants in the building and JCCEO does not have control when a lease is signed or not signed. Dr. Davis explained to Mr. Russell that his concern should be addressed to Jefferson County Commission and a representative from Jefferson County Commission, Mrs. Debra Smith, was in the Board of Directors meeting and works directly with the City of Birmingham. Dr. Davis said to go on record, the Board of Directors cannot make a recommendation or approve to rename JCCEO Headquarters building because we do not own the building. Dr. Davis added that in the interest of the building, the building was renovated, the building turned 100 years old. We had the family of Mr. James Armstrong present, and it is a part of the National Historic Registry. Dr. Davis explained to Mr. Russell that there are different parameters in which both the City of Birmingham and Jefferson County Commission have to address before renaming the JCCEO Headquarters building can take place in any cause. Dr. Davis said to Mr. Russell that she has expressed this to Jefferson County Commission and the City of Birmingham, and because the building is on the National Historic Registry, and outside of the building, there is a placard, identifying the family because they were a part of that presentation. Dr. Davis further explained to Mr. Russell that the JCCEO Board of Directors are not doing anything to prevent the building from being renamed and does not have a roll in the renaming at all.

Mr. Russell further explained that he has gone to Montgomery, AL to the Historic committee. Mr. Russell said that the idea was to put a sign out front to recognize Mr. James Armstrong. Mr. Russell said they have gone as far as to obtain cost factors and sponsors to have Mr. James Armstrong's name affixed to the front of the JCCEO Headquarters building.

Dr. Davis responded to Mr. Russell and stated that she understood his frustrations but the notions that anyone in this agency will try to do anything that would prevent Mr. Russell from moving forward. Dr. Davis shared with Mr. Russell that the agency's first priority has to be to the people that the agency serves in this building across this County. Dr. Davis assured Mr. Russell again that the Board of Directors and JCCEO has no control over the renaming of the building. Dr. Davis referred Mr. Russell back to the City of Birmingham and Jefferson County Commission.

Mr. Russell said he would go back to Commissioner Sandra Little Brown and to Mayor William Bell. Kelli Solomon, Executive Assistant to Mayor William Bell said that she was very familiar with Mr. Russell's project and the legal department of the City of Birmingham has sent Mr. Russell a directive concerning this matter. Mrs. Solomon reiterated to Mr. Russell that his concern is not and matter with JCCEO and the matter has to come to the City of Birmingham for approval and be taken through the correct process which includes speaking with all 5 Commissions. Mrs. Solomon stated again to Mr. Russell that his concern has to be taken to the City of Birmingham and the County Commission and JCCEO do not have any barring in the matter. Mr. Russell thanked the Board of Directors and departed.

President Richardson asked for the Agency Committee Reports.

Dr. Davis introduces Tonya Jones, Interim Associate Head Start Director to the Board of Directors.

Dr. Davis stated to the Board of Directors that in the packets there were the reports from the various departments and apologized for the reports being late.

Ms. Carmelita Poindexter, Deputy Director, said that on the Head Start side with our DHR Partner Classrooms, we received 1.5 million dollars. Dr. Davis said we received additional funding from DHR to support our Adult Day Care Program and the program is going exceptionally well. Ms. Poindexter said we are still recruiting 3 and 4 year olds for our Head Start Program. Dr. Davis reminded Pastor Lewis to send the roster of the surrounding churches so the agency can provide them with recruitment flyers for Head Start.

Dr. Davis highlighted in the packets were the latest monthly statistics concerning the program and services we offer. Dr. Davis recognized Mrs. Sebrina Stoutermire, JCCEO Head Start Policy Council representative and thank Mrs. Stoutermire for being a part of the Board of Directors Meeting. Dr. Davis also highlighted that the agency has to have insurance and other coverages, one of the assessors noted the space between the railings on the second floor are too wide and a child's head could fit through it. Dr. Davis said that the insurance assessor was made aware that there are no children on the second floor of the building. Dr. Davis said the insurance assessor was made aware that the renovation in an historic building is different and subsequently, costs more.

Richard Wells, Interim Finance Director discussed the Finance reports. The Finance reports consisted of,

1. Statement of Functional Revenue and Expense
2. Balance Sheet
3. Statement of Cash Flows
4. Statement of Revenue and Expenditures

Dr. James Ernest asked Mr. Wells to clarify the insurance on the Statement of Cash Flows report. Mr. Wells explained the balances represents change and reflected last year's balance. Mr. Kenneth Crenshaw said the Balance Sheet looks good but would like to know what to expect for the remainder of the year for the operating income. Mr. Wells said to expect the expenditures to be greater than the revenue due to timing. Mr. Wells is confident that the agency will operate in the black.

Chair attends motions to approve the Finance Report. On a motion duly made by Rev. T. L. Lewis, seconded by Ms. Sophia Brown, was carried, the Board unanimously approved the Finance Report.

Attorney Doug Jones said there legal matters that needed to be brought before the Board of Directors.

Chair attends motions to adjourn the Board of Directors Meeting and go into Executive Session. On a motion duly made by Rev. T. L. Lewis, seconded, was carried.

President Richardson adjourned the meeting at 12:25 p.m.

EXECUTIVE SESSION

Minutes Signature Sheet

Jefferson County Committee for Economic Opportunity

Board of Directors Meeting

Headquarters Board Room

Wednesday, April 20, 2016

11:30 a.m.

Gary R. Richardson, President

Debra W. Smith, Secretary

Adrienne N. Williams, Recorder

Jefferson County Committee for Economic Opportunity
Statement of Revenue and Expenditures - Statement of Revenue Expenditures
From 3/1/2016 Through 3/31/2016

	YTD Budget - JCCEO	Current Year Actual
Revenues		
Revenue	5,530,478.48	7,920,996.30
Total Revenues	0.00	7,920,996.30
Expenditures		
Salaries and Fringes	3,107,582.55	4,025,377.86
Supplies	108,587.49	114,991.21
Indirect Costs	337,111.23	478,875.71
Building Maintenance	106,853.76	237,132.41
Vehicle Maintenence	50,791.26	15,806.47
Utilities	102,165.51	148,418.35
Telephone & Internet	22,962.51	55,693.65
Other	1,694,424.17	2,001,195.43
Total Expenditures	5,530,478.48	7,077,491.09
Net Operating Revenue (Expenses)	0.00	843,505.21

Jefferson County Committee for Economic Opportunity
Statement of Functional Revenue & Expense
Month Ended March 31, 2016

	Program Services							Support Services	
	Head Start	Community Services	Energy Assistance	Child Feeding & Nutrition	Home Weatherization	Other	Total Program Services	General and Administrative	Total
Revenues	3,824,666	308,465	1,568,081	558,422	0	1,182,486	7,442,121	478,876	7,920,996
Expenditures:									
Salaries & Fringes	2,995,269	95,041	65,223		10,222	653,636	3,819,391	205,987	4,025,378
Supplies	92,445	2,048	3,159		13	9,057	106,721	8,271	114,991
Indirect Costs	424,158	54,718	0		0	0	478,876	0	478,876
Building Maintenance	198,073	3,934	1,798		0	25,418	229,223	7,910	237,132
Vehicle Maintenance	13,449	0	0		0	2,319	15,768	38	15,806
Utilities	123,293	3,006	4,196		0	13,857	144,352	4,066	148,418
Telephone & Internet	39,961	994	2,691		43	6,739	50,428	5,265	55,694
Other	236,820	16,715	1,106,907	374,893	763	66,947	1,803,046	198,149	2,001,195
Total Expense	4,123,470	176,454	1,183,975	374,893	11,041	777,973	6,647,805	429,686	7,077,491
Net Operating Revenue(Expense)	**-298,803**	**132,011**	**384,106**	**183,529**	**-11,041**	**404,513**	**794,315**	**49,190**	**843,505**

Jefferson County Committee for Economic Opportunity
Balance Sheet
As of 3/31/2016

	Current Period Balance
ASSETS	
Current Assets	
Cash - BBVA Compass Bank Accounts	2,571,784.62
Grants Receivable	1,538,377.89
Accounts Receivable	6,761.31
Prepaid Expenses	0.00
Total Current Assets	4,116,923.82
Investment	178,913.00
Property Plant Equipment	
Land & Building	1,030,448.00
Furniture & Fixtures	18,721.53
Vehicles	1,800,020.37
Computer Equipment	53,845.00
General Fixed Assets	399,989.00
Leasehold Improvements	6,966,342.00
Accumulated Depreciation	(5,271,303.37)
Gain on Sale of Assets	(2,500.00)
Unconditional Promise to Give	11,006,711.00
Total Property Plant Equipment	16,002,273.53
Total Assets	20,298,110.35
LIABILITIES	
Current Liabilities	
Accounts Payable - Vendor	306,923.81
Accounts Payable - Other	355,622.91
Due to Grantor	(400.00)
Payroll Accruals	1,671,805.89
Accrued Leave	72,117.74
Total Current Liabilities	2,406,070.35
Long Term Liabilities	
Notes Payable	1,407,707.75
Mortgages Payables	72,536.19
Total Long Term Liabilities	1,480,243.94
Total Liabilities	3,886,314.29
NET ASSETS	
Fund Balance	
Fund Balance Unrestricted	4,786,513.50
Fund Balance Temporarily Restricted	10,781,777.35
Total Fund Balance	15,568,290.85
Other Net Assets	
Program Retained Earnings	843,505.21
Total Other Net Assets	843,505.21
Total Net Assets	16,411,796.06
LIABILITIES & NET ASSETS	20,298,110.35

Jefferson County Committee for Economic Opportunity
Statement of Cash Flows
As of 3/31/2016

	January	February	March
Beginning Cash Balance	807,437.78	1,095,595.74	1,367,181.49
Cash Flows from Operating Activities			
Cash Received from:			
Government Grants and Contracts	2,215,082.69	2,380,451.43	2,815,868.08
Contributions	3,067.50	200.00	200.00
Program Services Fees	5,364.10	7,875.40	9,538.50
Investment Income	0.00	0.00	0.00
Other Revenue	298,014.71	(440,726.54)	333,084.67
Interest Income	0.00	0.00	0.00
Total Cash Received from:	2,521,529.00	1,947,800.29	3,158,691.25
Cash Paid for:			
Salaries and Employee Benefits	(1,121,944.61)	(745,649.63)	(927,744.70)
Program Activities and Services	(392,565.01)	(262,376.39)	(490,554.10)
Consultants	(42,000.69)	(37,691.25)	(40,800.50)
Depreciation	(130.78)	0.00	0.00
Insurance	(81,998.16)	(18,968.80)	(16,008.70)
Interest Expense	0.00	0.00	0.00
Occupancy	(13,990.15)	(13,954.75)	(13,637.00)
Office Expenses	(3,524.22)	(16,876.83)	(374.40)
Other	(380,882.54)	(362,597.68)	(350,304.10)
Repairs and Maintenance	(71,414.57)	(147,012.72)	(67,398.51)
Supplies	(76,913.08)	(40,392.95)	(35,229.11)
Telephone	(19,591.22)	(24,334.02)	(11,768.41)
Travel	(10,844.15)	(7,709.85)	(268.59)
Total Cash Paid for:	(2,215,799.18)	(1,677,564.87)	(1,954,088.12)
Net Cash Provided by Operating Activities	305,729.82	270,235.42	1,204,603.13
Cash Flows From Investing Activities			
Proceeds/(Purchase)			
Purchase of Property and Equipment	(17,571.86)	(1,149.67)	0.00
Proceeds from Sale of Property and Equipment	0.00	2,500.00	0.00
Net Cash Provided by Investing Activities	(17,571.86)	1,350.33	0.00
Cash Flows from Financing Activities			
Proceeds/(Payments) of Long-term Debt			
Proceeds/(Payments) of Long-term Debt	0.00	0.00	0.00
Net Cash Provided by Financing Activities	0.00	0.00	0.00
Change in Cash	288,157.96	271,585.75	1,204,603.13
Ending Cash Balance	1,095,595.74	1,367,181.49	2,571,784.62

Head Start Report - April 2016

- Erwin Head Start is licensed. Children can stay until 3:00 p.m.
- We are conducting our Self-Assessment. This is a process where we look at various aspects for the program for any needed changes to ensure we are meeting all necessary guidelines. Work groups for each component have started.
- We are in the middle of the recruitment process. Currently we have 900+ applications. Family Service Workers are setting up stations at Wal-Mart, local stores, grocery stores, etc.
- Week of the Young Child was last week. A number of community leaders were in the centers reading and doing activities with children.
- To date we received approximately 1.5 million dollars from the DHR Partnership grant.
- The Fatherhood Retreat was a success. Art Franklin from Channel 42 was the guest speaker.
- Home Depot donated materials to the St. Joseph's Center and worked with approximately 50 fathers and their children making picture frames, doll houses, bird houses, etc.
- Several employees have gone through training using the ChildPlus System, which tracks everything we do in Head Start. Beginning next program year more employees will have access to ChildPlus, in an effort to speed up the application process.
- All centers are preparing for the Family Fun Days, which will take place in May. All Board members are welcome to attend. Closing Ceremonies will be in June.
- The Agency closing is scheduled for June 14, 2016 at 9:00 a.m. at the Fairfield Civic Center.
- Head Start Management retreat is set for June 26 – 29th in Orange Beach. This is a working retreat where we take the information from the Self-Assessment and Work Groups to make changes to Policies and Procedures.

JEFFERSON COUNTY COMMITTEE FOR ECONOMIC OPPORTUNITY

FACILITIES, MAINTENANCE, IT, TRANSPORTATION & WEATHERIZATION

Submitted by:	John Woods, Director		
Date:	April 18 2016	**Date Submitted to Executive Office:**	March 19, 2016
Period of Service:	March 2016 – April 2016		
Site Location:	300 8th Avenue West, Birmingham, AL / Head Start and Community Sites		
Phone:	(205) 458-2626		
Fax:	(205) 201-7596		

Primary Objectives and Activities:

FACILITIES and MAINTENANCE

- Relocated items from the Bessemer CSAP office to the 2nd Avenue CSAP office as to the closing of that center.
- Completing regular day-to-day service requests received via the newly implemented electronic request system.
- 2 DHR volunteer workers have been assigned to the office to assist in the day to day office operations
- Working in getting foundation specialists to inspect the older centers that are having shifting/settling issues (St. Joseph, West Center Street).
- Our office is still in progress of reviewing all contracts of Contractors and vendors that do business with the Agency Facilities Department.
- The facilities and maintenance team are working together as a team to make sure the agency needs are met in a professional, accurate, and timely manner.

INFORMATION TECHNOLOGY (IT)

Recent and Current Projects:

Currently IT is mostly invested in the AT&T fiber roll out. We have other smaller projects on our agenda such as:

- 2nd Ave RAM upgrade
- Erwin Desktop Image/Deployment
- ChildPlus Deployment for all Family Service Workers

Our main focus lately has been trying to keep eyes and ears on AT&T to ensure that they meet the timeline window that we have set in order to get the agency's network upgraded to fiber before next year's school session.

TRANSPORTATION

- Completed the Executive Shadow Program with the City of Birmingham. The agency was presented a plaque for its participation.

- Currently in the process of updating motor vehicle records for all authorized agency drivers per new insurance requirements.

- Completed orientation for the Head Start West Center Street bus driver.

- Transportation has an agreement in place with a new cleaning service for the agency fleet. New provider offers better prices than previous provider for same services ($50.00/bus v. $95.00/bus).

- Confirmed transportation for Daisy Scouts with Paula Stanton for field trips to KPC on May 12, 2016 and May 19, 2016 in Chelsea, AL.

WEATHERIZATION

- 2 DHR volunteer workers have been assigned to the office to assist in the weatherization organization of the file folders and documents in preparation for the next ADECA Monitoring visit scheduled for June 2016.

- Weatherization 2016 DOE contract for 25 homes is now in progress with 20 homes bid on and in contractor's hands for weatherization retrofits. The 5 remaining homes will be up for Bid by the end of April 2016.

- The deadline for completion of the DOE 2015 grant is June 30, 2016.

Signed: *John Woods*

Director of Facilities, Maintenance, IT, Transportation & Weatherization

Jefferson County Committee for Economic Opportunity (JCCEO)
Human Resources Metric Report
All data as of 3/31/16

HR COMPONENT	METRIC	NOTES	WHAT ELSE WOULD YOU LIKE TO SEE?
Staffing / Recruitment	Total Staff: 482	• Total staff count is up from 471 this time last year.	If it makes more sense, I can change this data from a percentage format to raw numbers (i.e number of people started and number of people who left each month). Let me know what you prefer.
	Current Open Positions: 7	• 6 of 7 are open in Child Services. • 1 of 7 are open in Administration	
	Turnover: 20% (Agency Wide) 3% (Non-Child Services) 37% (Child Services Only)	• As Child Services is the primary area or hiring and termination activity, this number is broken down. It is derived from the total number of staff vs. how many people leave each month. This includes turnover related to voluntary, involuntary and retirement separations. This is higher than the national average of 15% for a non-profit of similar size, and 35% for Early Childhood programs across the US.	
HR COMPONENT	**METRIC**	**NOTES**	**WHAT ELSE WOULD YOU LIKE TO SEE?**
Health/ Rx / Retirement / Life / ADD	YTD: $441,177	• Increase from approx. $432,000 last year. This would be even higher if we had not eliminated the Agency contribution to Dental and Vision.	
Workers Compensation Claims	YTD: $20,012	• This is almost 50% lower from this time last year. This could be attributed to a tighter questioning process prior to sending staff to the doctor after an injury.	
EEO	EEO charges YTD: 1	• Closed immediately due to insufficient evidence.	

Prepared by: Randi Clark March 2016

HR PROJECTS	**PURPOSE**	**NOTES**	**STATUS**
Transitioning the payroll function from the Finance Department to the HR Department	More efficient, seamless and productive process of managing employee data and payroll.	• Savings in various areas have already been identified o Eliminate paper pay stubs – no more excessive cost for paper stock, ink, envelops, and man hours to stuff the envelopes o Implement timesheet emailing process rather than keeping track of 400+ sheets of paper	New payroll person started 4/4/16 (Renea Benson)
New Life Insurance Provider	Switching from Dearborn National to Prudential effective June 1st.	• This will result in a savings of $27,000 per year in Life, LTD and ADD cost for the Agency.	In Progress
ACA Reporting	Maintain compliance and avoid penalty fees.	• This is a continuous process of learning and understanding the changing requirements. Even people who are considered "experts" have a hard time keeping up. Should be easier when the kinks are worked out.	DONE
Restructuring Staffing / Recruitment Process	Create a more efficient and less paper driven process for recruiting, managing and selecting talent.	• Very time consuming and layered process. We are working in an environment very resistant to moving in a more technically advanced direction. This will take some time but we've started by creating a virtual HR inbox for managing applicants. The goal is to eventually implement an applicant tracking system, or at the very least, an Agency Intranet.	On Going – in process of hiring a new HR Recruitment Assistant
New Pre-Employment Requirements	Time and money savings	• New hires will now be required to take a drug test FIRST, prior to moving on with the rest of the process (physical, TB test, fingerprinting). This way, if they do not pass the drug test, we do not spend money unnecessarily on everything else. • Currently researching a new pre-employment testing vendor to move away from St. Vincent's.	In Progress

Prepared by: Randi Clark March 2016

JCCEO

SERVICE DELIVERY SUMMARY

(Update for current program/funding years through 03/31/2016)

Child Development Services

HEAD START *(Including 180 Alabama First Class Pre-K)*		**EARLY HEAD START** *(EHS Program includes services to 42 pregnant women)*		**HEAD START -EARLY HEAD START (DHR) CHILD CARE PARTNERSHIPS CHILD CARE CENTERS**
For Program Year 2015-2016				
Funded	*Enrolled*	*Funded*	*Enrolled*	*Includes Elyton (36), Cooper Green (26), YWCA (16), & Great Start (6)*
1,551	1,536	248	248	84

Currently on Wait List	
Head Start	Early Head Start
662	753

Community Services

SENIOR NUTRITION CENTERS				**ADULT DAY HEALTH CARE**					****FINANCIAL LITERACY WORKSHOPS**	
Clients Enrolled				*Clients Enrolled*				*Current Capacity*	*# Clients*	
10/01/14	*10/01/15*	*02/29/16*	*03/31/16*	*10/31/14*	*10/01/15*	*02/29/16*	*03/31/16*		*Feb 2016*	*Mar 2016*
160	143	121	128	32	41	43	44	*45	10	17

*Applicant (potential client) awaiting medical clearance. Submitted RFP, if approved, will provide 10 additional slots (tentatively) by summer.

**Workshops are held monthly. An evening workshop will also be scheduled, in addition to a morning session, to accommodate employed clients, HS parents, and staff. Workshops are open to the Jefferson County community.

LIHEAP

# Clients Served *(Regular & Crisis Heating & Cooling)*				***Total $ Grants Awarded***				***PY2016*** *(Oct-Mar) Amount Expended* (Total $1,586,999)	
PY2014 *(10/01/13-09/30/14)*	***PY2015*** *(10/01/14-09/30/15)*	*Oct-Mar 2016* ***(PY2016)***		***PY2014*** *10/01/13-09/30/14*	***PY2015*** *10/01/14-09/30/15*	***PY2016*** *10/01/15-09/30/16*			
		Regular Heating	*Crisis Heating*			*Regular*	*Crisis*	*Regular Heating*	*Crisis Heating*
						$2,534,266	$583,572	$1,301,782	$285,217
11,113	11,725	4,291	881	$3,449,599	$3,587,413	$3,117,838		*Balance*	
								$1,232,484	$298,355

LIHEAP heating assistance ended mid-April. Assistance for cooling commences June 1, 2016.

Community Services

*ABC (Alabama Business Charitable) TRUST FUND (Cooling & Emergency Energy)	
# Grants Awarded	*Total $ Grants Awarded*
Jan 1 – Dec 31, 2015	*Jan 1 – Dec 31, 2015*
581	$117,598

COMMUNITY SUBSTANCE ABUSE					
# Clients Monthly Group Sessions PY2015	*# Clients Monthly Group Sessions PY2016*				*# Enrollees Intensive Outpatient Treatment*
	Oct-Nov	*Dec-Jan*	*Feb-Mar*	***Total***	*Oct 2015-Mar 2016*
203	116	139	133	388	195

*Reported above - ABC Trust Fund Program Year: January 1 – December 31, 2015. Funds ($5,000) for administrative costs (PY2016) were received in March 2016. PY2016 funding ($39,083) for heating assistance was received last week, the use of which will be suspended until September/October 2016 (due to late submittal of funding). Additional PY2016 funding ($?) for cooling assistance is expected in June 2016.

DOE (Department of Energy) WEATHERIZATION HOUSES		LIWAP *(Low-Income Weatherization Assistance Program)* WEATHERIZATION HOUSES *(LIWAP grants typically funded in October of PY, with expected completion date by December 31st of PY)*		
Completed	*# Homes in Progress*	*Completed*		*In Progress PY2016* (Funding expected 10/16)
PY2014 (04/01/14-03/31/15)	*PY2015 (04/01/15-03/31/16)*	*PY2014 (10/01/14-12/31/14)*	*PY2015 (10/01/15-12/31/15)*	0
24	♦20	14	15	

♦ *A total of 25 homes will be weatherized with an expected completion date by 06/30/16 [State (ADECA) extended DOE PY2015 grant period from 03/31/16 to 06/30/16].*

HEARTH EMERGENCY SOLUTIONS GRANT (H-ESG) *[H-ESG Grant (PY41 funds) have been expended; program discontinued]* *Clients/Families Served PY2016 (Commenced 10/01/15)*							
Homelessness Prevention	*Rapid-Rehousing*	*Utility Deposits*	*Utility Payments*	*Rental Deposits*	*Rental Payments*	*Lead Inspection*	*Legal Fees & Court Costs (eviction notices/included in rental payments)*
9	8	6	19	2	15	5	3

EMERGENCY ASSISTANCE SERVICES *(FY2016 General Fund Appropriation for Emergency Assistance = $26,913)*		NEIGHBORHOOD STABILIZATION PROGRAM – ROUND 3 (North Pratt) *(Program has ended)*			
Utility Payments	*Rental Assistance*	*# Houses Constructed*	*# Available for Purchase*	*# Under Contract*	*# Houses Sold or Gifted to Habitat for Humanity*
23	10	14	0	0	14

Human Resources

STAFF EMPLOYED AT 04/18/2016	482

JCCEO Web Site

Web Visitors *(onset of PY)*		Total Web Visitors			Total All-Time Visitors as of 03/31/16 (since inception)	Total All-Time Page Views as of 03/31/16 (since inception)
10/14	10/15	PY2014	PY2015	PY2016 (to date: Oct-Mar)		
17,525	14,118	195,981	228,796	91,119	917,732	1,765,804