



Mission- Enable the aging and homebound to live at home independently, safely, and with dignity.

*February 2025
Board of Directors Report
Enable Madison County*

Director of Operation's Report

Director of Operations – Immanuel Jaime

The *Director of Operations* completed and/or assisted in the following:

Community Meetings

- *Brews for Enable*
- *United Way Partner Conversation* meeting with Cathy Miller
- *Executive Committee* monthly meeting
 - *Executive Committee special meeting*
- *Board of Directors* monthly meeting
- *Finance Committee* monthly meeting

Director of Operations

- Submitted *United Way Partner Allocations Letter of Intent* with Grants Coordinator
- Authorized *February 19th Work From Home* for staff due to snow
- Hired and supported training of:
 - *Tamia Ellis - full-time Health Services Care Coordinator*
 - *Lisa Hinds - part-time Associate Health Services Care Coordinator*
- Addressed schedule issue with staff member
- Submitted request to *Sister Helen with Holy Name of Jesus Trust Fund for 2025 Ramps Grant*
- Supplemented *Systems Administrator* in providing IT management, software troubleshooting, hardware inventory tracking, and database development
- Assisted *Services Coordinator* with *Deliveries* programs
- Assisted with receiving, and organizing, food, hygiene items, and donations for *Deliveries & Safety Net* programs
- Provide staff with support, supervision, and assistance



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Programmatic Reports

Health Services Care Coordinator – Tamia Ellis

Associate Health Services Care Coordinator – Lisa Hinds

The *Health Services Care Coordinator* and *Associate HSCC* positions were filled February 24th and 10th, respectively. They completed the following:

Bullet Point Highlights

- Completed 27 home visits
- Provided 8 *Vials of Life*
- Engaged with 93 clients
- Provided incontinence supplies to 12 clients

Bullet Point Plans for Coming Month

- N/A

Current Project		Details		Outcomes	
Complete Initial Training/On Boarding		All staff contributing to cross-training of new hires in respective programmatic roles		Familiarity with databases, programs, services, and Safety Net operations	



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Grant Writer/Social Worker – Luanne Biles

The *Grant Writer/Social Worker* completed and/or assisted in the following:

Bullet Point Highlights

- Trained new social workers (1 home visit left to complete)
- Submitted Racial Equity LOI Grant for \$10,000--food
 - Utilized new vision-hearing-dental screening referral sheets

Bullet Point Plans for Coming Month

- Submit Redstone CU Comm. Impact due 3/15
- Revise Logic Model for United Way
- Submit Mazda Toyota Grant due 3/31/2025
- Submit CANVAS Be The Good due 3/10/2025
- Finish SW supervision
- New cover letters to clients requesting VI, HI, & Dental

Current Project		Details		Outcomes	

Referrals

Enable staff provided general information (such as health and safety issues) to telephone requests recorded in February regarding other resources available for services related to the elderly or homebound (in addition to Enable’s services **88 referrals (names of agencies, businesses, and other support locations) were made**, which represented **32 different agencies** and organizations that specifically focused on their individual needs.

Interagency Contacts

In February, there were 0 interagency contacts to/from Enable.



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Project Services Coordinator - Charles W. Jackman (C.J.)

The *Project Services Coordinator* completed, assisted or recorded the following data:

Records Created: 12	# of Grab Bar, Handrail, Shower Hose, Smoke Alarm Projects: 4
Records Modified: 257	
Ramps Built: 5	Grab bars installed: 1
Ramps Repaired: 1	Handrails installed: 2
Ramps Painted: N/A	Shower Hoses installed: 0
Ramps Sketched: 9	Smoke Alarms installed: 1
Ramps Requested: 7	Total number of clients benefiting from grab bars, handrails, shower hoses, and smoke alarms: 4
Ramp Request Canceled: 1 (1- deceased)	Pending Grab bar requests: 7
Man-hours in Warehouse: • 0 HRs (no WHWN)	Pending Handrail requests: 5
Waiting on build list: 16 (10 scheduled for March/April so far)	Pending Shower Hose requests: 0
Waiting on the sketch list: 12	Pending Smoke Alarm requests: 5
Portables Completed: 0	

Anything special to share:

- **1 Lumber Delivery in February**
- **Next WHWN – Tuesday, 11 March**
- **All service requests picking up now that hv's are being completed.**
- **CfD Research, CrossFlow, Order of Eastern Star, Charlotte Piping, Legacy Homes, Intuitive, Virtuous Women all looking to build ramps in March, April or May.**
- **Two new volunteers interested in GB/HR installs. Speaking to them about getting them trained at WHWN on Tuesday, 11 March**
- **New Garage Door Opener installed on Tuesday, 11 March during WHWN.**

Services Coordinator – Susan Lee

The *Services Coordinator* completed and/or assisted in the following:

Bullet Point Highlights

- Sent out 149 food boxes.,158 frozen meals, 100 Valentine bags and cards
- Sent out waivers to be updated with all food deliveries
- Picked up 100 frozen meals and 40 St. Marks food bags
- Sponsors donated enough Valentine cards for next year
- Kept up deceased records
- Scheduled 1 individual applicant interview (no show) and interviewed one applicant
- Scheduled 3 groups for the garden
- Worked with all February group applicants
- Scheduled 12 groups for the garden

Bullet Point Plans for Coming Month

- Send out 140 food boxes, 100 frozen meals if we can purchase food
- Received two short interview sessions
- Schedule volunteers for all deliveries.
- Receive, house and pack and inventory incoming supplies
- Help train social worker/s on how to do deceased.
- Spend more time with eTap and new applicant interviews.
- Develop process for updating waivers given no time to develop process last month
- Request updated position description to include additional responsibilities added during year

Current Project	Details	Outcomes
New role as volunteer coordinator.	Learn how to do background checks and how to create and modify records in eTap	Continue becoming more proficient in new role
Coordinate supply donations to match items for hygiene and cold and flu bags.	Ensure we have supplies needed for our clients.	Clients receive items needed.

Garden Services Coordinator – Shawn Escher

Associate Garden Services Coordinator – Kyla Harris

The *Garden Coordinators* completed and/or assisted in the following:

Bullet Point Highlights

- Raised bed projects still underway - 35 garden beds are filled and ready to plant
- Three 100'+ rows prepared for planting
- Greenhouse renovations by ASCTE group nearing completion
- General winter cleaning and organizing

Bullet Point Plans for Coming Month

- Continue raised bed projects
- Plant 1000 beets 1400 Onions into prepared areas
- Plant early Spring crops
- Muscadine pruning
- Spray fruit trees, blueberries, and muscadines with horticultural & dormant oil

Needs:

- Raised Bed project
 - Final irrigation tubing and emitters (on wish list for GE Aerospace)
- Bagged leaves and pine needles for homemade ground cover/weed suppressant
- Alfalfa Meal
- Vole/Mole/Gopher repellent
- General
 - 3-5 tool handles to fix broken tools
 - 2-4 pairs of quality pruning loppers (on wish list for GE Aerospace)
 - Ant/insect poison for non-growing areas
- Future
 - Beneficial Nematodes for IPM (Integrated Pest Management) program for insect control in growing areas
 - Beneficial insects for IPM program
 - Wasp Spray
 - Rat Poison
 - Tractor Service

IT Manager/SysAdmin – Shawn Escher

The *SysAdmin* completed and/or assisted in the following:

Bullet Point Highlights

- Onboarding for the two new employees
- Issued 2 computers and 1 phone along with setting up multiple monitors for each
- Started training sessions with MindSpring for database changes
- Ordered NAS and hard drive for backup solution
- Worked to split intakes in database
- General monitoring of security baselines
- General IT solutions for employees as needed
- Attended free virtual classes by Microsoft concerning MS 365 administration

Bullet Point Plans for Coming Month

- Onboard all devices into Microsoft Defender framework for security and monitoring
- Set up NAS after receipt for back-up solution
- Continue with MindSpring training to accomplish needed database changes
- Continue to split intakes for database
- Continued IT support for all office staff



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Community Outreach Coordinator Contractor – Kiliaen Anderson

The Contractor completed and/or assisted in the following:

Bullet Point Highlights

- Helped the Board with A Night for Enable sponsorships.
- Met with the A Night for Enable Committee, booked vendors, and handled logistics.
- Reached out to Enable Warriors to secure A Night for Enable sponsorships and volunteer projects.
- Attended the monthly Board meeting.
- Secured A Night for Enable in-kind donors.
- Contacted past and potential A Night for Enable sponsors via phone and email.
- and implemented marketing.
- Attended staff meetings.
- Promoted Yellowhammer Fundraiser through email and social
- Hosted Yellowhammer Fundraiser
- Coordinated online supply drive through social, email and direct email correspondence
- Facilitated final steps in Safety Nets Interviews and ran background checks
- Met with Leadership HSV for project
- Ordered business cards and nametags for new staff

Bullet Point Plans for Coming Month

- Send EOY statements and ensure all Thank Yous (Oct-Dec) are complete.
- Send donor thank yous
- Nights PR and Marketing
- Continue engagement of Warriors and loop in stragglers.
- Mail A Night for Enable campaign.
- Train the new Volunteer Coordinator and assist with program updates.
- Plan the Volunteer Recognition Event.
- Continue meetings and planning for A Night for Enable.
- Secure sponsorships for A Night for Enable.
- Create an engaging, powerful A Night for Enable presentation.
- Rewrite A Night for Enable Script

Current Project		Details		Outcomes	
A Night for Enable		Ongoing		TBD	
Enable Warriors		Ongoing		TBD	