



## OZARK OPPORTUNITIES, INC.

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# Agency Progress Report

*Report for January 2018 Board of Directors and Stakeholders*

## I. Chief Executive Officer Update:



← ← *OOI Finance Stoptlight*; **Green= ALL GOOD!**

- Agency Finances are (still) going well. We have no issues with making payments to vendors on time, and cash flow is not limited due to access to funds.
- We have **received all regular funding from all sources.**
- We are in the final stages of completing projects and purchasing items listed in our “Early Head Start Startup” carryover budget.

## II. Child Development (ABC Pre-K, Head Start, & Early Head Start):

### A. Arkansas Better Chance Pre-K Program:

- ❖ **Enrollment:** We now have 50 Arkansas Better Chance (ABC) Pre-K slots available; 32 in Baxter County, and 18 in Boone County.

<i>Location</i>	<i>ABC Enrollment</i>	<i>Total</i>
Mt. Home	16	50
Norfolk	16	
Harrison	18	

- ❖ **Attendance:** The ABC Program requires 80% Average Daily Attendance (see print screens of ADA Report on next page); therefore, we are meeting the requirement.

**December 2017 ABC Class Attendance- Monthly Avg.= 80.56%**

**201-Monthly Attendance Report**  
12-01-2017 thru 12-20-2017

Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Attend. Per Site	Class Days Per Site	Monthly Average Attendance
Mtn. Home ABC	13			13	13	15	14	14			13	14	14	12	12			12	13	0	0	0				0	0	0	0			172	208	82.69%
Norfolk ABC	13			14	15	15	15	13			12	13	13	12	12			11	10	11	0	0				0	0	0	0			179	224	79.91%
Ozark Opportunities, Inc Harrison	14			16	16	17	15	12			11	11	13	13	15			14	16	17	0	0				0	0	0	0			200	252	79.37%
<b>Daily Attendance Totals</b>	<b>40</b>			<b>43</b>	<b>44</b>	<b>47</b>	<b>44</b>	<b>39</b>			<b>36</b>	<b>38</b>	<b>40</b>	<b>37</b>	<b>39</b>			<b>37</b>	<b>39</b>	<b>28</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>551</b>	<b>684</b>	<b>80.56%</b>	

1.  - Not a School Day    2.  - Weekends    3. X - Not a school day absence    4. 1 - Attendance    5. 1 - Funded Absence (Counts as Attendance)    6. 0 - Absence

Absentee Reason	Code	Absentee Reason	Code	Absentee Reason	Code	Absentee Reason	Code	Absentee Reason	Code
Advancing to Kindergarten	K	Death in Family	F	Dentist appt.	O	Dr. appt.	D	Excused	E
Holiday	H	Inclément Weather	W	Not-Excused	X	Sick	S	Transportation not available	T
Unknown	U								

**B. Head Start & Early Head Start:**

**a. Sharon Burnett- Health and Nutrition:**

✓ **Nutrition:**

Below is the amount of Breakfast, Lunches, and Snacks that were served to the children and the total amount that our program was reimbursed for the cost of food.

<b>CACFP CLAIM SUMMARY HEAD START; December 2017</b>		
<i>Breakfast= 2,850</i>	<i>Lunch= 2,901</i>	<i>Snacks= 2,485</i>
<b>Total \$23,835.71</b>		

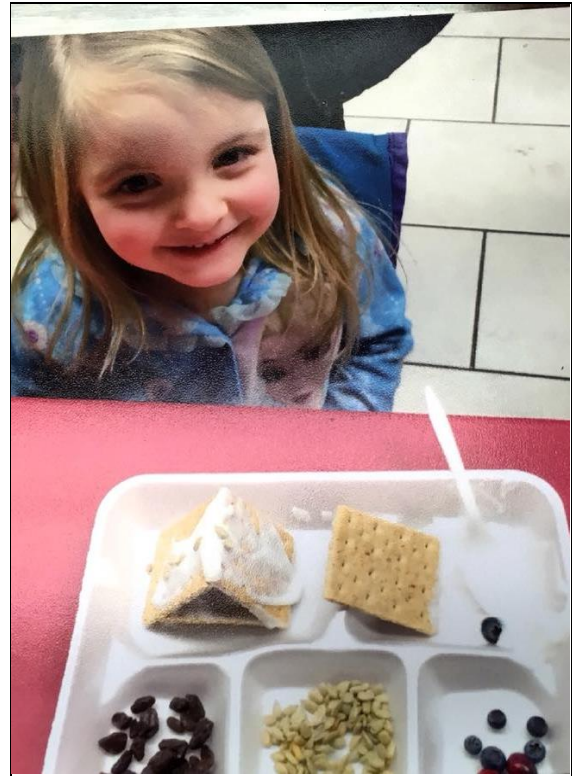
<b>CACFP CLAIM SUMMARY Early Head Start PROGRAM; December 2017</b>		
<i>Breakfast= 536</i>	<i>Lunch= 549</i>	<i>Snacks= 514</i>
<b>Total \$4,319.55</b>		

<b>CACFP CLAIM SUMMARY ABC PROGRAM; December 2017</b>		
<i>Breakfast= 531</i>	<i>Lunch= 561</i>	<i>Snacks= 529</i>
<b>Total \$ 2,815.94</b>		

**Total for all programs combined \$30,971.20**

Here is a great example of using healthy foods for learning and fun! Shirley Head Start had a Gingerbread Food Experience...

They used graham crackers, yogurt, raisins, sunflower seeds, blueberries and cranberries- YUMMY!



✓ **Health- HS:**

- 96.5% of students have completed Dental Exams.
- 96.5% of students have completed Lead Testing.
- 96.1% of students have completed Physical Exams.
- 98% of students have completed immunizations, 1.5% have a waiver (4 children).

✓ **Health- EHS:**

- 92% of students have completed Dental Exams.
- 96% of students have completed Lead Testing.
- 98% of students have completed Well Child Check-ups.
- 100% of students have completed immunizations, 0 have a waiver.

**b. Tawnya Akins: Mental Health, Licensing, Safety, and Facilities:**

- ✓ Updates are underway on the Mt. Home EHS playground, and the Harrison EHS and Clinton EHS playgrounds have been completed. This includes new bike paths and large commercial playground equipment pieces(!)
- ✓ A new HVAC system was installed and plumbing updated at Clinton EHS.
- ✓ All locations are really looking great!

**c. Terri Beard- ERSEA & Family and Community Partnerships:**

- ✓ **ENROLLMENT UPDATE:** At the end of December we had 261 Head Start children enrolled and 48 Early Head Start Children for a total of 309- We are fully enrolled.



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**End-of-Month Enrollment Report**

**Summary**

Month	Head Start			Early Head Start			Total	
	Reported	Funded	Status	Reported	Funded	Status	Reported	Funded
Jul 2017	Closed	261	Reported	Closed	48	Reported		309
Aug 2017	261	261	Reported	48	48	Reported	309	309
Sep 2017	261	261	Reported	48	48	Reported	309	309
Oct 2017	261	261	Reported	48	48	Reported	309	309
Nov 2017	261	261	Reported	48	48	Reported	309	309
Dec 2017	261	261	Reported	48	48	Reported	309	309

- ✓ **HS/EHS ATTENDANCE UPDATE:** We are at **85.01%** Average Daily Attendance (“ADA”) in Head Start Pre-K & **79.50%** ADA in Early Head Start (with explanations in the comment section; typically, in the winter it is children out sick), so we are within the regulations (85% minimum not counting explanations/exceptions.)

1/11/2018  
12:38 PM

**Ozark Opportunities Inc. HS/EHS**

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**2301 - Average Daily Attendance**

Program Term: Head Start 2017-2018, Agency: Ozark Opportunities Inc. HS/EHS, Attendance Date: 12/1/2017 - 12/31/2017

**Ozark Opportunities Inc. HS/EHS**

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>a</sup>	Absent <sup>b</sup>	Neither <sup>c</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Bruno Pyatt	139	35	7	13.00 (avg)	10.69	15	71.28%	13.38	79.89%
Cotter Head Start	154	54	16	14.00 (avg)	11.00	16	68.75%	14.86	74.04%
Harrison	912	152	17	14.00 (avg)	65.14	80	81.43%	76.00	85.71%
Jasper Head Start	148	32	2	13.00 (avg)	11.38	15	75.90%	13.85	82.22%
Mountain Home I	177	31	0	13.00 (avg)	13.62	16	85.10%	16.00	85.10%
Mountain Home II	188	19	1	13.00 (avg)	14.46	16	90.38%	15.92	90.82%
Mountain Home IV	169	31	1	13.00 (avg)	13.00	16	81.25%	15.38	84.50%
Norfolk	217	35	4	16.00 (avg)	13.56	16	84.77%	15.75	86.11%
Shirley Head Start	200	24	0	14.00 (avg)	14.29	13	109.89%	16.00	89.29%
St. Joe Head Start	116	40	4	13.00 (avg)	8.92	13	68.64%	12.00	74.36%
Valley Springs	204	18	2	14.00 (avg)	14.57	15	97.14%	15.86	91.89%
Western Grove Head Start	166	27	2	13.00 (avg)	12.77	15	85.13%	14.85	86.01%
Yellville-Summit	182	26	0	13.00 (avg)	14.00	15	93.33%	16.00	87.50%

<b>Ozark Opportunities Inc. HS/EHS</b>	<b>2,972</b>	<b>524</b>	<b>56</b>	<b>13.65 (avg)</b>	<b>217.40</b>	<b>261</b>	<b>83.37%</b>	<b>255.85</b>	<b>85.01%</b>
<b>Report Totals</b>	<b>2,972</b>	<b>524</b>	<b>56</b>	<b>13.65 (avg)</b>	<b>217.40</b>	<b>261</b>	<b>83.37%</b>	<b>255.85</b>	<b>85.01%</b>

## Ozark Opportunities Inc. HS/EHS 2301 - Average Daily Attendance

Program Term: Early Head Start 2017-2018, Agency: Ozark Opportunities Inc. HS/EHS, Attendance Date: 12/1/2017 - 12/31/2017

### Ozark Opportunities Inc. HS/EHS

	Attendance Records			Operating Days	ADA <sup>1</sup>	Funded Enrollment		Actual Enrollment	
	Present <sup>4</sup>	Absent <sup>6</sup>	Neither <sup>7</sup>			Count	% Attendance	Count <sup>2</sup>	% Attendance <sup>3</sup>
Clinton Early Head Start	182	53	20	16.00 (avg)	11.38	16	71.09%	14.70	77.45%
Harrison Early Head Start	197	43	6	16.00 (avg)	12.31	16	76.95%	15.00	82.08%
Mtn. Home Early Head Start	195	52	0	16.00 (avg)	12.18	16	76.17%	15.43	78.95%
<b>Ozark Opportunities Inc. HS/EHS</b>	<b>574</b>	<b>148</b>	<b>26</b>	<b>16.00 (avg)</b>	<b>35.87</b>	<b>48</b>	<b>74.74%</b>	<b>45.13</b>	<b>79.50%</b>
<b>Report Totals</b>	<b>574</b>	<b>148</b>	<b>26</b>	<b>16.00 (avg)</b>	<b>35.87</b>	<b>48</b>	<b>74.74%</b>	<b>45.13</b>	<b>79.50%</b>

**d. Ryan Clayborn- Program Manager/ Education Coordinator:**

- ✓ The Boone County Imagination Library met at OOI in Harrison on January 9, 2018. We are currently providing books to 1,047 children in Boone County. There have been 641 children graduate the program.
- ✓ The Mentor/Coach (Carrie Ragland) has worked with teaching staff to complete Professional Development Plans for the 2018 school year.
- ✓ An “Inclement Weather Pack” for children and teachers has been created for the ABC program for up to five days; whereby parents are able to work with their child on the lessons at home and count the day as “attended” (the same as the school districts in Arkansas). These lessons will keep us from having to make up these days at the end of the school year.
- ✓ CPR Training for new staff will be held January 24, 2018.
- ✓ A new On-Site Monitoring Tool has been implemented by the coordinating staff. We are doing this to improve how we monitor childhood locations.
- ✓ All sites received books to give to children for Christmas. We sent out approximately 750 books this year.
- ✓ All EHS and select HS staff attended a Conscious Discipline™ training on January 4th and 5th in Harrison; it received rave reviews and we hope to bring the trainer back for another round this spring.
- ✓ CLASS Training for 10 Head Start staff was held on January 10, 2018.
- ✓ All of the coordinating staff have been busy ordering materials for EHS with the 2016 carryover funds. Over \$150,000 has been spent so far on the EHS program.
- ✓ All programs are running well and continue to improve.



**e. Patricia Murray- Disabilities & Center Supervisor:**

- ✓ Head Start has 36 children receiving services; 16 Developmental and 20 receiving speech. This is **13%** of our children. Early Head Start has 2 children receiving Developmental services (so far.)

Agency Summary - Ozark Opportunities Inc.

Children	Children with an IEP or IFSP (% of actual enrollment)	Received Services	Primary Disability
36	Open IEP 36 13.8%	36	Non-categorical/developme 16
Funded:	Closed IEP 0 0.0%	0	Speech or language impair 20
261	Open IFSP 0 0.0%	0	
	Closed IFSP 0 0.0%	0	
	Total Open 36 13.8%	36	
	Total Closed 0 0.0%	0	
			IEP / IFSPs Due
			Past Due 0
			Next 30 days 0
			More than 30 days 36
			<blank> 0

**f. Krystal Mayes: Parent Engagement**

- ✓ In-Kind for November has been completed. (Spreadsheets available for review.)

**✓ PARENT AND COMMUNITY ENGAGEMENT!**

The Policy Council (parent) Representative at Cotter Head Start is a Superstar! Mr. Sam Martin collected donations from local businesses and was able to provide EVERY Cotter Head Start family a basket full of goodies; which included everything they needed for Christmas Dinner, including a ham! ***THIS is parent and community engagement at its best!***



### III. Community Services

*Rebecca Hanlin; Community Services Manager*

#### 1. Low-Income Home Energy Assistance Program:

- The Winter non-emergency program will begin on January 16 and run through March 31, 2018 or until funds are depleted.
  - Staff gathered on Tuesday, December 19, 2017, to prepare PE Applications for mail out to Elderly and/or Disabled Clients on SNAP (food stamps).
    - They were mailed on December 20, 2017.
- The crisis (emergency) Winter LIHEAP program will begin on February 12, 2018 and will run until funds are depleted or until the State closes the program.
- Utility assistance checks are written weekly, on Wednesday. Checks will be issued starting January 10, 2018.
- Program Monitors reviewed case records October 10-12, 2017. They reviewed non-emergency, crisis and Assurance 16 programs. December 13<sup>th</sup> we received the most recent Monitoring Report and **there were no findings!**
- Program Monitors are scheduled to review Winter LIHEAP records March 13-15, 2018.

#### *LIHEAP Activity Summary through January 5, 2018:*

Non-Emergency Assistance					
Counties	Received	Approved	\$	Pending	Denied
Baxter	82	73	\$8,925.00	9	0
Boone	170	142	\$17,396.00	28	0
Marion	30	26	\$3,392.00	4	0
Newton	50	39	\$5,048.00	11	0
Searcy	56	13	\$1,669.00	43	0
Van Buren	94	33	\$4,287.00	61	0
<b>Total</b>	<b>482</b>	<b>326</b>	<b>\$40,717.00</b>	<b>156</b>	<b>0</b>

#### 2. Vehicle Repair Loan Program:

- Current balance is now \$4,930.99.
- \$500 maximum loan amount. Loan must be repaid within one year. Income eligibility is 200% federal poverty level.
- One New VRL for the month of December
  - Searcy County \$351.54
- From start of program we've had 7 individuals receive a loan, three are paid in full; three are in the repayment process; one is delinquent.
- We are currently working with Community Partners to spread the word about this program. Partners must be willing to sign a referral letter and help with contacting approved clients if they default on the loan.

### 3. Community Services Block Grant (CSBG):

- The annual Information System Survey is due January 26, 2018 and requires Board action.
- FY 2018 first quarter ends December 31, 2018. The first quarter report is due to the State January 31, 2018. Requires Board action.
- A new CSBG Discretionary Proposal was submitted for 2018 program year. This is for Emergency and Stability assistance to help with medical, dental, optical and housing needs; similar to last year (will ask for Board Approval at the Jan. 25<sup>th</sup> meeting).

### 4. Emergency Solutions Grant (ESG):

- Program implemented December 8, 2017.
- Baxter, Boone, Marion and Newton counties grant application: \$14,000 (Rapid Rehousing: \$6,000 and Homeless Prevention: \$8,000).
- Searcy and Van Buren counties grant application: \$7,000 (Rapid Rehousing: \$2,000 and Homeless Prevention: \$5,000).
- Activity through December 31, 2017; we've assisted 5 Families (18 Individuals).

County	Rapid Rehousing	Homelessness Prevention	Match	Total
Baxter	\$0.00	\$660.00	\$660.00	\$1,320.00
Boone	\$733.00	\$0.00	\$733.00	\$1,466.00
Marion	\$0.00	\$0.00	\$0.00	\$0.00
Newton	\$560.00	\$0.00	\$560.00	\$1,120.00
Searcy	\$0.00	\$0.00	\$0.00	\$0.00
Van Buren	\$0.00	\$550.00	\$550.00	\$1,100.00
<b>Total</b>	<b>\$1,293.00</b>	<b>\$1,210.00</b>	<b>\$2,503.00</b>	<b>\$5,006.00</b>

### 5. Emergency and Stability Program:

- Program was implemented September 1, 2017.
- Baxter, Boone, Marion, Newton, Searcy, and Van Buren counties grant award: \$9,000.00 which was available to spend July 1 – September 30, 2017 and \$4,000.00 which available to spend for the dates of December 11-15, 2017.
- The first allocation (\$9,000) was retroactive to July 1, 2017, and had to be obligated by September 29, 2017.
  - Part of these funds were used as matching dollars for the ESG Program.
- The second allocation of funds (\$4,000) had to be obligated by December 15, 2017.
  - Part of these funds were used as matching dollars for the ESG Program.
- 40 Households were assisted with the Emergency and Stability Program in 2017.



**Summary of ESG Activity:**

County	Households	\$
<b>Baxter</b>	2	\$597.34
<b>Boone</b>	32	\$8,198.12
<b>Marion</b>	1	\$354.60
<b>Newton</b>	2	\$936.47
<b>Searcy</b>	0	\$0.00
<b>Van Buren</b>	3	\$1,346.00
<b>Total</b>	<b>40</b>	<b>\$11,432.53</b>

**6. Agency Capacity/ Resource Development:**

- Researching grant opportunities for homelessness initiatives, childhood literacy, and general family stabilization through emergency services.
- Harley Thompson received designation of **Nationally Certified ROMA Implementer** effective 12/11/17.

**Activity Overview for Potential Funding Opportunities:**

Focus	Funding Amount	Grant Guidance	Activity	Result
<b>Community Improvement</b>	\$500 - \$1,500	Met	Researched, includes Baxter & Marion Counties. Two submission windows annually: Jan-Feb and Jul-Aug	Lower priority than other grants in Aug. Re-visit during spring cycle.
<b>Homeless Housing Solutions</b>	\$1,000 - \$5,000	Met	Submitted app 8/29/17	<b>APPROVED!!</b> – for \$1,000 for materials for Micro Shelters
<b>Healthy Families</b>	\$375	Met	Submitted app 6/6/17	<b>APPROVED!!</b> for “Beat the Heat” fan distribution program. We have reached out to the Lasko fan manufacturer to inquire about potential discount pricing to stretch out buying dollars. Awaiting a response.
<b>Dental Health</b>	Not stated	Met	Researching, pending further coord. w Rotary Dental Clinic	Awaiting Response
<b>Community Health &amp; Human Services - Crisis Support</b>	\$25,000 and up	Met	Submitted 8/11/2016	Awaiting Response
<b>Continuum of Care Planning</b>	\$6,9080	Met	Submitted 9/28/2017	Awaiting Response
<b>Foundation Grant - Low Income Initiatives &amp; Solutions</b>	\$5,000 and up	Met	Submission window 1/1/2018 to 2/1/2018	Preparing application for submission.

## **7. Community Engagement & Staff Development:**

- 12/1/2017 - Blaine Lawrence attended a Leadership Management training in Fayetteville.
- 12/12/2017 – Staff from Childhood Development and Community Services who are tasked with assembling information for required CSBG reporting trained on revised data collecting and reporting requirements under ROMA Next Generation. These new reporting requirements will be in effect beginning with the Q1, FY 2018 (Oct-Dec '17) CSBG report due 1/31.
- 12/14/2017 – Toby Atkinson, Rebecca Hanlin, and Harley Thompson participated in the ACAA ROMA Committee via web conference.
- Harley Thompson will be attending weekly steering committee meetings for the HOPE Cottages project in Harrison during December.
- 12/19/2017 - Rebecca and Harley met with a representative from 2-1-1. 2-1-1 is a free, 24-hour information and assistance hotline. It is currently available in Northwest Arkansas area. They are looking to expand into our service area. Timothy Clark is a new representative who is charged with exploring resources in Baxter, Boone, Marion, Newton and Searcy counties. It looks like we'll be able to access information via their website: [www.arkansas211.org](http://www.arkansas211.org) in the next few months. It may take longer for the 2-1-1 phone service to be available in our area.  
**Update:** OOI information is now available on their website.
- OOI is the Lead Agency for Boone, Baxter, Marion, Newton Continuum of Care (BBMN CoC). Upcoming meeting to be held 1/18/2018 in Harrison, OOI Conference Room, in preparation for Point-In-Time (PIT) Count and Housing Inventory Count (HIC) to be conducted on 1/23/2018 (1/25/18= weather alternate date).
- Staff continue participating in Head Start/Early Head Start Parent Meetings and local Resource Council Meetings.

## **8. Family Development & Empowerment:**

- As of Dec, 31, 2017 we have 18 families enrolled for SUCCESS with 2 from last month moving to other states. Cathy Brownell (the Family Development Specialist) has 5 pending applications awaiting various items that were missing during recertification.
- Another semester ended in December, and Cathy is happy to report that one of our SUCCESS families, Jane Smith, made the Dean's List(!) She carried 16 hours of classes while caring for 2 small toddlers and her husband. She continues to show that with time management and strong support systems it is possible to accomplish your goals.

## IV. Corporate Services (& Human Resources)

*Jane Bueg, Chief Operating Officer*

### **December 2017**

<b>Hires</b>	Education	Community Services	Administration	Total
<b>2</b>	0	1	1	<b>2</b>
<b>All Departures</b>	Education	Community Services	Administration	Total
<b>2</b>	1	0	1	<b>2</b>
<b>Other/Training:</b>				
GoogleApps in-kind report: \$295.00 (Head Start) \$165.00 (Early Head Start) \$45.00 (ABC)				
Contractor List Update				
Child Maltreatment Registry Checks – applicants and staff				
Criminal Background Checks – applicants and staff				
National Sex Offender Registry Checks – applicants				
Arkansas Sex Offender Registry Checks – applicants				
New Staff Orientation : 1				
Dept. of Labor Survey for November (Van Buren County statistics)				
Technology: inventory, trouble shooting, problem solving, purchasing, price quotes				
Tech Talk				
RFP 403(b): review and assessment				
Workforce Services FIRE UNIT Benefit Audit & Investigation - 36				