

## Agency Progress Report

### Report for February 2015 Board of Directors and Policy Council

## I. Executive Director's Report

We recently held a planning session with Board and staff that highlighted the need for our agency to continue efforts to share our progress toward our goals and outcomes of our programs and families we serve. Overall we are doing well- LIHEAP (utility assistance) is in full swing, and Head Start is preparing for the new program year. We have contracted with a consulting firm to assist us with writing our updated application for the Head Start Recompensation cycle (2016-17), and have begun discussions with our communities about Early Head Start and the addition of 0-36 infant and toddler care in select locations.

Our community projects are in process, and many new initiatives are in process as we have garnered funds to do innovative activities such as "Keyhole Gardens" in Baxter County and handicap ramps with Project Surge in Van Buren County. In addition, we are preparing for the upcoming "CSBG Standards" review in April 2015; whereby we will be reviewed by the DHS Office of Community Services. Since we were a "pilot" agency for the draft standards, we have already taken steps to meet the regulations are will be prepared for their arrival.

RTA

## II. Head Start

### A. Terri Beard- ERSEA & Family and Community Partnerships:

- ENROLLMENT UPDATE:** At the end of January we had **440 children** enrolled; with an Avg. Daily Attendance of **84.32%** (with documentation of all missed days); therefore, we are within regulations.

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#### Ozark Opportunities Inc. H/S 2301 - Average Daily Attendance

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Program Term: Head Start 2014-2015, Enrollment Status: Enrolled Attendance Date: 1/1/2015 - 1/31/2015, Codes counting towards present status: N - Not Scheduled, P - Present, T - Tardy

#### Ozark Opportunities Inc. H/S

	Present	Absent	Excused Absence	Unexcused Absence	Best Interest Day	Not Scheduled	No Class	Operating Days	ADA <sup>1</sup>	Funded Enrollment Count	% Attendance <sup>2</sup>	Actual Enrollment Count	% Attendance <sup>2</sup>
Alpena	235	0	26	5	0	4	0	18.00 (avg)	13.28	17	78.10%	15.00	88.52%
Bruno Pyatt	288	0	42	20	0	3	0	18.00 (avg)	16.17	18	89.81%	19.61	82.44%
Clinton Head Start	395	0	53	70	0	10	0	18.00 (avg)	22.50	30	75.00%	29.33	76.70%
Cotter Head Start	322	0	19	9	0	2	0	18.00 (avg)	18.00	20	90.00%	19.56	92.05%
Flippin	293	0	30	1	0	0	2	18.00 (avg)	16.28	18	90.43%	18.00	90.43%
Harrison	1,066	1	127	132	0	20	3	16.00 (avg)	67.88	95	71.45%	84.13	80.68%
Jasper Head Start	261	0	30	3	0	12	0	17.00 (avg)	16.06	15	107.06%	18.00	89.22%
Marshall Head Start	225	0	22	10	0	3	0	17.00 (avg)	13.41	16	83.82%	15.29	87.69%
Mountain Home I Rm 1	224	0	48	4	0	17	0	18.00 (avg)	13.39	20	66.94%	16.28	82.25%
Mountain Home I Rm 2	272	0	31	15	0	6	0	18.00 (avg)	15.44	20	77.22%	18.00	85.80%
Mountain Home II	271	0	53	0	0	0	0	18.00 (avg)	15.06	20	75.28%	18.00	83.64%
Mountain Home III	256	0	27	5	0	0	0	18.00 (avg)	14.22	16	88.89%	16.00	88.89%
Mountain Home IV	245	0	51	0	0	11	1	18.00 (avg)	14.22	20	71.11%	17.06	83.39%
Norfolk	472	0	63	31	0	27	0	18.00 (avg)	27.72	30	92.41%	32.94	84.15%
Shirley Head Start	223	0	35	14	0	0	0	17.00 (avg)	13.12	15	87.45%	16.00	81.99%
St. Joe Head Start	234	0	42	17	0	0	0	18.00 (avg)	13.00	17	76.47%	16.28	79.86%
Valley Springs	310	0	39	3	0	8	0	18.00 (avg)	17.67	15	117.78%	20.00	88.33%
Western Grove Head Start	271	0	51	15	0	5	0	18.00 (avg)	15.33	20	76.67%	19.00	80.70%
Yellville-Summit	312	0	20	8	0	0	0	17.00 (avg)	18.35	18	101.96%	20.00	91.76%
<b>Ozark Opportunities Inc. H/S</b>	<b>6,175</b>	<b>1</b>	<b>809</b>	<b>362</b>	<b>0</b>	<b>128</b>	<b>6</b>	<b>17.44 (avg)</b>	<b>361.41</b>	<b>440</b>	<b>82.14%</b>	<b>428.61</b>	<b>84.32%</b>
<b>Report Totals</b>	<b>6,175</b>	<b>1</b>	<b>809</b>	<b>362</b>	<b>0</b>	<b>128</b>	<b>6</b>	<b>17.44 (avg)</b>	<b>361.41</b>	<b>440</b>	<b>82.14%</b>	<b>428.61</b>	<b>84.32%</b>

# OZARK OPPORTUNITIES, INC.

701 E. PROSPECT • P.O. BOX 1400 • HARRISON, ARKANSAS 72602 • (870) 741-9406 • FAX: (870) 741-0924



06CH5680 - OZARK OPPORTUNITIES, INC

## ENROLLMENT REPORT

### ENROLLMENT

Month	Head Start	Funded	Status
January 2015	440	440	Reported
December 2014	440	440	Reported
November 2014	440	440	Reported
October 2014	440	440	Reported
September 2014	440	440	Reported
August 2014	440	440	Reported

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### Ozark Opportunities Inc. H/S

2004 - Management Report - Eligibility Income

Program Term: Head Start 2014-2015, Enrollment Status: Enrolled

Ozark Opportunities Inc. H/S

Alpena

Participant	Family Name	Primary Adult	Income					TANF			SSI		WIC		\$0 to \$2999	\$3000 to \$5999	\$6000 to \$8999	\$9000 to \$11999	\$12000 to \$14999	\$15000 and Over	
			Eligible 0-100%	101-130%	Over Income	Foster Child	Home-less	Public Assist.	Yes	No	Former	Yes	No	Yes							No
15 Alpena			7	1	6	1	0	0	0	15	0	0	15	4	11	0	2	0	1	2	10
19 Bruno Pyatt			13	3	1	0	0	2	1	17	0	3	16	10	9	1	0	2	1	1	14
31 Clinton Head Start			27	2	1	0	0	1	0	28	0	1	30	11	20	2	4	7	3	5	10
20 Cotter Head Start			11	5	4	0	0	0	0	15	0	0	20	9	11	1	0	1	2	4	12
19 Flippin			14	3	2	0	0	0	0	18	0	0	19	5	14	2	1	2	4	1	9
88 Harrison			76	10	0	0	0	2	1	87	0	2	86	18	67	13	11	14	7	9	34
18 Jasper Head Start			9	4	5	0	0	0	0	17	1	0	18	4	14	1	0	2	1	2	12
16 Marshall Head Start			10	2	2	0	0	2	0	16	0	2	14	4	12	1	0	2	3	3	7
18 Mountain Home I Rm 1			13	4	1	0	0	0	0	16	0	0	18	11	6	2	0	2	1	2	11
18 Mountain Home I Rm 2			12	6	0	0	0	0	0	18	0	0	18	7	11	3	1	3	2	1	8
18 Mountain Home II			16	2	0	0	0	0	1	17	0	2	16	7	10	3	0	2	0	5	8
16 Mountain Home III			9	7	0	0	0	0	1	15	0	1	15	7	9	2	0	0	1	0	13
18 Mountain Home IV			14	2	1	0	0	1	1	17	0	1	17	10	6	3	1	1	1	3	9
34 Norfork			21	7	6	0	0	0	0	32	0	0	33	15	19	3	4	1	2	3	21
16 Shirley Head Start			10	4	2	0	0	0	0	16	0	0	16	4	12	3	0	0	1	1	11
17 St. Joe Head Start			12	2	1	0	1	1	0	17	0	1	16	5	12	2	1	2	3	2	7
20 Valley Springs			9	3	4	1	0	3	1	18	0	2	18	7	13	3	2	1	3	1	10
19 Western Grove Head Start			12	6	0	1	0	0	0	17	0	0	19	9	10	2	1	0	2	2	12
20 Yellville-Summit			16	2	2	0	0	0	2	18	0	1	19	5	15	3	1	1	2	1	12
440 Ozark Opportunities Inc. H/S			311	75	38	3	1	12	8	414	1	16	423	152	281	50	29	43	40	48	230

## B. Wanda Nelson- Nutrition, Facilities/Safety & Licensing:

Most of the planned projects for improvements to our classrooms and playgrounds have been completed. New siding for Harrison Building #3 should be installed before the end of February.

The CACFP (Child and Adult Care Food Program) Report was submitted to the Department of Human Services, Special Nutrition Program, on February 11, 2015. Additional information concerning that report is included.

Month	# of Breakfasts	# of Lunches	# of Snacks	Total \$ Billed
November	5,655	5,849	5,135	\$23,957.35
December	5,127	5,194	4,229	\$28,537.18
January	5,975	6,104	5,563	\$33,941.85

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## C. Ryan Clayborn- Program Manager (Education Coordinator/Training and Technical Assistance Coordinator)

- All Coordinators have completed their monthly management sheet in which they document what they are currently doing as well as goals for this month.
- The second round of CLASS observations are in the process of being completed with only three classrooms left.
- All *Lesson Plans* for February have been reviewed.
- Teacher Self-Evaluations and Professional Development Plan meetings have been completed with teaching staff.
- Teachers are underway with their second round of developmental testing with the *TSG Assessment Tool*, as well as completing anecdotal records on each child.
- All Coordinators are continuing to complete online Professional Development courses in Child Development through Arkansas State University.
- Teachers and Family Service Workers are starting final Home Visits a couple weeks early due to the fact that Family Service Workers attend to several different classrooms.
- I have asked Coordinators to review and update their Policies and Procedures one final time before uploading them to the Google Drive™ for use by the teachers.
- We also made a new order for OOI T-shirts this month. We have sold approximately 130 shirts; any funds made over the cost go to the “Dollar Per Child” campaign.
- A week long Financial Curriculum has been put in place for teachers to use in the classrooms. Teaching staff were asked to implement the curriculum before the end of the school year. The curriculum includes: a *Money Savvy Pig*, two *Teacher’s Guides* for Lesson Plans, a Parent Guide, and fake money to use for that week. Our goal is to not only teach the children about money and why it is important, but to get the parents engaged with this topic as well.
- The Higher Order Thinking (“HOT”) Cards I have been working on for teachers to use are nearly complete. There are a total of 100 cards which are tied to our curriculum. They are designed so that our teachers can pull them out at any time to start conversations, ask higher level questions, and create opportunities for looping with meaningful discussion. These cards should really have an impact on CLASS scores, especially in Instructional Support.

## D. Patricia Murray- Disabilities & Center Supervisor:

Ozark Opportunities Inc. H/S

Child Count	Funded Enrollment	Concerns	Total Diagnosed	IEP Counts			LEA Signed IEP	Plan Type	Parent Conferences			Specific Disability Counts*	Concern Status Counts
				% w/ IEP or IFSP	1 Signed	2 Signed			3 Signed	One	Two		
78	440	0	78	1 IEP(s): 55 2 IEP(s): 20 3 IEP(s): 3	1 Signed 55 2 Signed 20 3 Signed 3	IEP: 78 IFSP: 0	22	7	0	Non-categorical/developmental delay 36 Specific learning disability 1 Speech or language impairment 41			

18%

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## Patricia Murray- Disabilities & Center Supervisor:

1. **Center Supervision:** All mid-year Self Evaluations for staff are complete and all 45 day Evaluations for new staff are complete.
2. **Disabilities:** We currently have 36 children receiving Developmental Services, 41 children receiving Speech Therapy, and 1 with a Learning Disability for a total of 78 Head Start children services.

## **E. Tawnya Akins: Health/Mental Health:**

### Health:

1. Completed Physical Exams: 95%.
2. Completed Dental Exams: 94%.  
8% are receiving follow up dental treatment or in the process of follow up treatment.
3. Completed Blood Lead Testing: 95%.
4. Immunization documented as complete, up-to-date, or waiver: 100%.
5. Growth Assessment: 67% Healthy Weight, 4% Under Weight, 13% Over Weight, and 12% Obese

### Mental Health

The second round of Mental Health Observations is underway. The teachers are working well with behaviors this year and we are working with parents to get children the proper help.

## **F. Krystal Mayes: Parent/Volunteer:**

- Reviewed, corrected, and submitted January In-Kind to Finance for approval and made December In-Kind corrections.
- Updated and monitored OOI and *Boone County Imagination Library* Facebook page as well as our Teacher/Staff forum page.
- Attended *Boone County Imagination Library* Board Meeting.
- Documented and organized all minutes, training, members, agendas etc. for Policy Council.
- Created minutes from previous Policy Council meeting and sent to Executive Director for final review.
- Updated *Performance Standards Compliance Matrix*.
- Gathered necessary information and created "Coordinator Report" to send to Executive Director for final review.
- Attended Strategic Planning Meeting.
- Attended "Wrap-Around Services" meeting.
- Arranged, gathered, and compiled all necessary information for the Self-Assessment Committee.
- Gathered all Arkansas *Read-A-Thon* paperwork and forwarded to OHS contact.
- Met with Finance regarding ways to better the In-Kind process.
- Communicated with Program Office from "Champions for Kids" regarding a potential Community Project.

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## G. Crystal Samsel: Enhancement Coordinator:

- Reviewed and created *Teacher Action Plans*.
- Classroom Observations and Coaching (all classrooms 1-2 monthly).
- *Teachers Learning & Collaborating* (TLC) Overview for participating teachers and assistants.
- Teacher TLC - held every other week, Assistant TLC - held every other week.
- Feb 6<sup>th</sup> - Work day and Western Grove.
- Feb 20<sup>th</sup> - Regional Coaching visit.
- Staff meeting minutes - 100% collected and reviewed.
- Pick Six - 100% collected and reviewed.
- *My Mouth is a Volcano* - Created lesson for classroom enhancement for March.
- Home Tasks- task ideas for each unit of study; Expected completion date July 2015.
- Created and sent out survey for *Teachers Learning and Collaborating* (TLC) groups for 2015-2016.

## III. Community Services

*Rebecca Hanlin; Community Services Director*

### A. FY 2015 Home Energy Assistance Program:

- The Winter Home Energy Assistance Program (Non-Emergency) started January 5, 2015.
  - Benefit amount has been averaging \$128.
  - Checks are written weekly on Wednesdays.

Thru 2/6/15	Winter Non-Emergency Assistance				
County	Applied	Approved	Pending	Denied	\$ Spent
Baxter	693	628	26	39	\$79,080
Boone	637	543	61	33	\$69,315
Marion	373	335	4	34	\$43,263
Newton	298	257	20	21	\$34,212
Searcy	276	258	2	16	\$33,528
Van Buren	335	311	3	21	\$39,881
<b>Totals</b>	2612	2332	116	164	\$299,279

- The Emergency Assistance Program, assistance with disconnected service, depleted fuel, or subject to disconnected started **Monday, February 9th**.
- Due to inclement weather staff had to reschedule LIHEAP appointments on Monday and Tuesday, February 16<sup>th</sup> and 17<sup>th</sup>.

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## FY 2015 Home Energy Assistance Program- continued:

- The State has sent a notification that there has been a request for a hearing. Individuals who disagree with a decision made by OOI can file for an appeal to the State within 30 days of the decision. The State then reviews the agency's actions and circumstances that affected the decision. In this instance an individual submitted an application for summer utility assistance October 10, 2014, even though that program ended September 24, 2014. The individual submitted the request for a hearing January 12, 2015. At this time the Hearing is scheduled for March.

**B. Outreach Services:** Outreach offices have modified days/hours of operation. Once the volume of applications has leveled off days/hours the outreach offices are open to the public will increase. Below is the schedule for outreach offices starting in February. We have hired 3 temporary staff to assist outreach efforts.

County	Contact Person	Address	Call for Appointment	Day(s) Open	Hours	Phone Number
Baxter	Susan	201 Combs Avenue Cotter, 72626	Thursday 8-11	Monday & Wednesday	8-11:30 am 1-4:00 pm	870-435-7888
Boone	Tammy	406 Hwy 43 East, Harrison 72601	Thursday 9-11	Monday	8-11:30 am 1-4:00 pm	870-741-2089
Marion	Lon	354 Hwy 62 East/P.O. Box 304, Yellville 72687	Tuesday 8-12:00	Tuesday & Wednesday	8-11:30 am 1-4:00 pm	870-449-6250
Newton	Tammy	506 West Court, Jasper/ (Mailing: 406 Hwy 43 East, Harrison 72601)	Thursday 9-11	Tuesday	8:30-11:30 am. 1-3:30 pm	870-446-2222 or 870-741- 2089
Searcy	Margaret	110 Ruff Street, Marshall (Mailing: P.O. Box 473 Clinton 72031)	Thursday 9-11	Tuesday	8:30-11:30 am 1-3:30 pm	870-448-2414 or 501-745- 2437
Van Buren	Margaret	100 Success Drive, Clinton/ P.O. Box 473 Clinton 72031	Thursday 9-11	Monday & Wednesday	8-11:30 am 1-4:00 pm	501-745-2437

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**C. SUCCESS:** Our stabilization and empowerment program designed to assist participants in becoming self-reliant through goal development. In the CSBG (Community Service Block Grant) quarterly report, Goal 1 (low-income people become more self-sufficient) is directly affected by the results of our family development/service staff and their work with individuals and families.

- This program has been suspended ☹️. We hope to have a new Family Development Worker starting in early March.

**D. Vehicle Repair Loan (new program):**

- \$500 maximum loan amount.
- Must repay loan within 1 year.
- Revolving loan; as people make payments will be able to help additional people. Has potential to be an on-going program.
- Must be CSBG income eligible; 125% Federal Poverty Level
- Target customers/clients: Individuals/families that front-line staff (Outreach Workers, Family Service Workers, Family Development Workers) have a relationship with. This is not for individuals off the street that are accessing OOI for the first time and therefore staff do not know their history. This can be extended to Community Partners and their clients who the partner is willing to 'vouch' for in the client's character and repayment ability.

**E. Stability Services (new program):**

- Payment to assist families/individuals to stabilize their situation.
- Allowable Uses:
  - Rent/Mortgage
  - Water
  - Medical
  - Dental
  - Optical
  - Handicap Ramps (OOI purchase materials community partner responsible for labor and end product- partnership with Project Surge in Van Buren County.)
- Unallowable Uses:
  - Gas and/or electricity (as long as the Home Energy Assistance Program is active.)
- 30, 60, 60 day follow-up is mandatory.
- Must be CSBG income eligible; 125% Federal Poverty Level.

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## IV. Corporate Services (& Human Resources)

*Jane Bueg, Corporate Services Director- January 2015*

<b>Hires</b>	Education	Community Services	Administration	Total
	0	1	0	<b>1</b>
<b>All Terminations</b>	Education	Community Services	Administration	Total
	0	1	0	<b>1</b>

### Current Employment Opportunities at OOI unfilled as of 1/02/2015

Position	Location	Program
Family Development Worker ( <b>pending</b> )	Harrison	Community Services
Strategic Coordinator	Harrison	Community Services
<b>Other/Training</b>		
Governance Meetings: Policy Council & Board of Directors Executive Committee		
GoogleApps in-kind report: \$345.00		
Workforce Services Unemployment Claims: 1 Claims Audit: 23 Claims Audit Follow-up: 0		
Family Medical Leave Requests & Tracking: 2		
Annual Traffic Violation Check of all OOI authorized drivers		
AirEvac Enrollment		
Beneficiary Forms Employee Life Insurance: 1		
Workers Compensation Claim: 1 on-going		
Orientation: 1 (Family Development Worker)		
Performance Improvement Plan: 1		
Directors & Officers Insurance renewal application		
Annual OOI Personnel Policy & Job Description update		
Head Start Inventory for Designation Renewal System upload		