Agency Progress Report

Report for October 2016 Board of Directors and Policy Council

Agency Program Reports:

I. Early Childhood:

A. A.B.C. Pre-K; (by Ryan Clayborn):

- Enrollment (Norfork/Mountain Home VI) as of October 7, 2016= 31 out of 32 slots filled.
  The last slot should be filled by the middle of October as we have more families interested.
- ABC staff are completing “Work Sampling” in preparation of their first Parent/Teacher Conferences in late October.
- OOI ABC Pre-K Classrooms are providing the same services as Head Start whenever possible to the children and families we serve.

B. Early Head Start: We are on track to have our locations ready to begin setting up by Nov. 1st, and have posted all positions for hire and hope to do interviews in the near future. Once they are hired we will do a two-month training schedule to have them ready for the classroom by the first week of January 2017.

C. Head Start: The year is going well; below are updates for each component area:

1. Terri Beard- ERSEA & Family and Community Partnerships:

   ENROLLMENT UPDATE: At the end of September we had 261 children enrolled. Our funded enrollment is 261.

   End-of-Month Enrollment Report

<table>
<thead>
<tr>
<th>Month</th>
<th>Head Start</th>
<th>Early Head Start</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reported</td>
<td>Funded</td>
</tr>
<tr>
<td>Jul 2016</td>
<td>Closed</td>
<td>261</td>
</tr>
<tr>
<td>Aug 2016</td>
<td>261</td>
<td>261</td>
</tr>
<tr>
<td>Sep 2016</td>
<td>261</td>
<td>261</td>
</tr>
<tr>
<td>Oct 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This agency is in compliance with Titles VI and VII Civil Rights Act
“Equal Opportunity Employer”
www.ozarkopp.org
NOTE: Our A.D.A. must be at least 85% unless we have supporting documentation to describe why we are below; we are currently at 90.58%; therefore we are within the regulations and in compliance.

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

Clinton - Work is just about completed at the Clinton Center. New plumbing has been installed and a ramp has been erected that meets the fire code for infants and toddlers. Additional rubber mulch has been ordered for the playground and should be arriving very soon.

Bruno/Pyatt and Shirley Head Start Centers have received loads of wood mulch to replenish the fall zones in their playgrounds and more should be arriving soon for Valley Springs and Western Grove.

OOI CACFP CLAIM SUMMARY- September 2016 (Head Start AND ABC Pre-K)*

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Snacks</th>
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</thead>
<tbody>
<tr>
<td>5,025</td>
<td>5,161</td>
<td>4,615</td>
</tr>
</tbody>
</table>

Total $29,789.96

*NOTE: See CACFP Printout (attached) for specifics by program and center.
3. Ryan Clayborn- Program Manager/ Education Coordinator/Training and Technical Assistance Coordinator:

**Trainings:**

- Google Classroom training assigned to staff. The topic this month is time and stress management.
- Trainings with individual staff on how to complete new anecdotal record requirements.
- Trained the Board of Directors on CLASS, School Readiness, Head Start Early Learning Framework, and the Training and Technical Assistance Plan.

**Head Start/Early Head Start:**

- Created a Staff Training Plan for EHS employees including an “Infant/Toddler CDA Plan”. A training schedule has been set up for the new staff.
- School Readiness Meeting was held on October 4\textsuperscript{th}. There was a good parent turnout at this meeting.
- Boone County Imagination Library Meeting- Attended Board Meeting on October 4. BCIL has distributed over 18,000 books in the last 2 years to children under the age of 5.
- Met with Newton County EHS on developing training plan and learned about normal operations in a EHS Center.
- Attended Arkansas Early Childhood Commission meeting in Little Rock on October 18\textsuperscript{th}.
- I was invited to an Intentional Leadership Training in Little Rock presented by Judy Jablon on October 19\textsuperscript{th} and am excited to attend.
- Had a meeting with Friendship Community Care in Marshall and Newton County EHS to allow our new EHS staff to get training hours in their facilities. Both are on board.
- Traveled to multiple centers to visit classroom staff as well as work on computer issues.
- Multiple small jobs and repairs at centers including changing air filters and fixing toilets.
- Powerwashed the play area and stained the concrete area at Clinton EHS.
- Met with painters to get a bid on painting at Clinton and to install shade at Yellville and Mountain Home.
- Purchased materials for Clinton EHS painting, cleaning, and new floor vents purchased and delivered to Clinton on multiple occasions this month.
- Installed 32 light covers at Clinton EHS center.
- Reviewing and approving October Lesson Plans for staff.
- I have had several meetings with parents involving children and staff to eliminate issues in the classroom.
- OUR Co-Op meeting with Cindy Lambe and Lanna Bullington to talk about getting a canopy for Yellville and Mountain Home installed. They give us the canopies and we have to get them installed.
4. Patricia Murray - Disabilities & Center Supervisor:

Conferences and testing are still taking place. We are currently serving 7% of children with disabilities.

5. Tawnya Akins - Health/Mental Health:

Health Requirements:
- Completed Physical Exams: 72%
- Completed Dental Exams: 65%
- Completed Blood Lead Testing: 69%
- Immunizations documented as complete, up to date, or waivered: 100%

Mental Health:
- The Mental Health Professionals are finishing up with the classroom observations.

6. Krystal Mayes - Parent Engagement:

- Created Head Start Coordinator Report and sent to Executive Director for review.
- Updated and monitored OOI Teacher/Staff Forum page and OOI Head Start Facebook Pages.
- Documented and organized all minutes, training, members, agendas, etc. for Policy Council.
- Reconciled the Performance Standards verses the P.C. Training Schedule to ensure guidelines are being met.
- Attended and assisted with OOI SUCCESS Banquet.
- Attended School Readiness Meeting.
- Reviewed, corrected, and prepared September In-Kind Report and submitted to Finance for final review.
- Created training presentations for Policy Council.
7. Carrie Ragland- Practice-Based Coach:

- Developed a new Home Task System that coordinates with the Units of Study that the teachers are teaching each week in the classroom.
- Spent one day in St. Joe center while teacher completed her children’s assessment.
- Attended the OOI Exec. Committee Meeting where my component was discussed by Mr. Clayborn during his training session.
- Substituted in classroom 5 at Harrison when teacher was absent.
- Delivered Teaching Assessment Forms to all teachers and assistants for them to assess their children’s individual needs.
- Developed CLASS Plans for each individual teacher to help increase their CLASS scores.
- Filed all Staff Meeting Forms (100% returned for September).
- Attended the OOI School Readiness Meeting.
- Ordered CDA books for the Early Head Start classroom teachers.

II. Community Services

Rebecca Hanlin; Community Services Director

A. Home Energy Assistance Program:

- Summer program has ended, September 30, 2016 for non-emergency and crisis assistance.
- Winter program is anticipated to begin January 9, 2017 (subject to change).
- Blaine and I will attend the annual HEAP training November 30 – December 2, 2016.
- Tomika Clark, HEAP monitor, reviewed Summer program records October 4-6, 2016. All records looked good. We do have items we will discuss during training, for instance the importance of making sure all date fields are completed.

The following summary is through October 7, 2016.

<table>
<thead>
<tr>
<th>County</th>
<th>Non-Emergency</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applied</td>
<td>Approved</td>
</tr>
<tr>
<td>Baxter</td>
<td>790</td>
<td>716</td>
</tr>
<tr>
<td>Boone</td>
<td>812</td>
<td>716</td>
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<tr>
<td>Marion</td>
<td>387</td>
<td>368</td>
</tr>
<tr>
<td>Newton</td>
<td>261</td>
<td>249</td>
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<tr>
<td>Searcy</td>
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<td>250</td>
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<tr>
<td>Van Buren</td>
<td>376</td>
<td>362</td>
</tr>
<tr>
<td>Totals</td>
<td>2,886</td>
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</table>

B. Vehicle Repair Loan Program

- Current balance is now $6,399.58.
- $500 maximum loan amount.
- Loan must be repaid within one year.
- To date we have had three applicants and all three are paid in full.
C. Family Development & Empowerment:

The 2016 SUCCESS Banquet was held September 29, 2016 at 6:00 pm at the JPH Building at NorthArk’s South Campus. Approximately 100 people were in attendance.

This year we recognized participants’ achievements in four categories. Initiative Awards were presented to recipients who made great strides towards self-reliance while only enrolled in SUCCESS for a short time. Getting Ahead Awards were presented to those who completed over 27 hours of intensive study into causes and potential solutions to poverty. WOW Awards recognized Wonderfully Outstanding Work. And ACAAA (Arkansas Community Action Agencies Association) Awards were presented to two recipients that were recognized at our annual conference in North Little Rock for the life changing accomplishments they have made.

At the end of the banquet five participants (Ferrin Carlton, Stacy Byerley, Kimberly Moore, Jenifer Billups and Stephanie Thompson) shared their stories. All who attended were deeply moved.

Rebecca Hanlin, Community Services Director for Ozark Opportunities, Inc., presented the Initiative Awards to recipients who made great strides towards self-reliance while only enrolled in SUCCESS for a short time. From left to right: Julie Smith (Family Development Worker), Wanda Henderson, Jennifer Scott, Stephanie Thompson, Tiffany Baker, Krystal Moore, and Carla Zavala and Rebecca Hanlin.
Stetson Painter, Field Representative for Senator Boozman, presented Getting Ahead Awards to recipients who completed over 27 hours of intensive study into causes of and potential solutions to poverty. From left to right: Julie Smith (Family Development Worker), Kimberly Moore, Jennifer Billups, Wanda Henderson, Shirlynn Rains, Stacy Carter, Misty Binam, Morgan Sellers, Donna Lasater and Stetson Painter. Donna Lasater was recognized for her leadership skills as a co-facilitator for Getting Ahead in a Just Getting’ By World.

Jim Sprott, Ozark Opportunities, Inc.’s Board Chair, presented WOW awards for Wonderfully Outstanding Work. These individuals were recognized for the remarkable progress they have made in their journey to self-reliance. From left to right: Julie Smith (Family Development Worker), Jennifer Billups, Shirlynn Rains, Kimberly Moore, Misty Binam, Bradley Daugherty, Carrie Foutch, Stacy Byerley, Ferrin Carlton and Jim Sprott.
Richard T. “Toby” Atkinson, Executive Director for Ozark Opportunities, Inc., presented the ACAAA (Arkansas Community Action Agencies Association) Awards to Stacy Byerely and Farrin Cartlon. Recipients were recognized on a State level for their life-changing accomplishments at this year’s annual conference in North Little Rock. From left to right: Julie Smith (Family Development Worker), Stacy Byerely, Farrin Cartlon and Mr. Atkinson.

D. Community Services Block Grant (CSBG):

- September 30, 2016 was the end of the program year.
- 4th Quarter report is due October 28, 2016. (See 4th quarter and year-end results.)
- Special Projects; mini-grant funds. No official word to date.
- September 8, 2016 Beverly Buchanan, Linda Myers, Sherry Thomas and Karen Wilson conducted a routine monitoring of Community Service Block Grant Program and Compliance. There were no findings.
E. **Emergency Solutions Grant:** Both grant applications have been approved!

- Baxter, Boone, Marion and Newton counties grant application has been approved for $14,000 (Rapid Rehousing: $6,000 and Homeless Prevention: $8,000).
- Searcy and Van Buren counties grant application has been approved for $7,000 (Rapid Rehousing: $2,000 and Homeless Prevention: $5,000).
- Currently awaiting implementation details.

F. **General Department Updates:**

- The Yellville Outreach Office is in the process of moving from 354 Hwy 62 East to 300 West 11th Street into the modular unit previously used for Head Start. The landlord had plans for the old location (354 Hwy 62 East) and was requesting that we move to another location.
- Rebecca Hanlin’s office has moved from the Administrative Office into the Community Services Building located at 406 Hwy 43 East in Harrison. Her new number is (870) 715-8485.

III. **CORPORATE SERVICES**

*Jane Bueg; Corporate Services Director*

<table>
<thead>
<tr>
<th>Hires &amp; Terminations</th>
<th>Education</th>
<th>Community Services</th>
<th>Administration</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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**Other/Training:**

- GoogleApps in-kind report: $260.00
- Workforce Services Unemployment Claims: 0
- Wage Audit: 20
- OOI Property/Inventory: on-going – disposals and acquisitions
- COBRA: 0
- Technology: monthly TechTalk; repairs & assessment
- Governance Meetings: OOI Board of Director’s Executive Committee Meeting 9/27/16; Head Start Policy Council Meeting 9/23/16
- Contractor List Update
- Head Start Safety Checklist: Mountain Home, Norfork, Cotter
- Employment In-house posting and external advertising: 18 Early Head Start Positions, Early Childhood Education Coordinator (Health/Nutrition), Resource Development Coordinator
- Mandatory Employment Posters Updates: Mountain Home Head Start, Mountain Home ABC, Norfork Head Start & ABC, Cotter Head Start, Yellville Head Start, Boone, Baxter, Marion Community Services
- Training: Early Childhood Workforce Development; Heartsaver First Aide/CPR/AED; Davis-Bacon Act; Head Start Performance Standards (new)