

Agency Report

Report for September 2013 Board of Directors and Policy Council

I. Executive Director's Notes:

What a month! We are now entering the "meat" of the Head Start school year, and all of the timelines we have to meet have started- we have busy staff working hard to insure that the regulations are not only met, but that all of the children are safe, staff are productive, and necessary tasks are being completed.

Community Services staff are winding down the utility assistance program (LIHEAP) and getting ready to renew partnership agreements and prepare for the upcoming winter utility assistance season. It is a time of high stress and output, coupled with excitement for upcoming fall (cooler) weather.

It is a time of great opportunity and challenge, and will require us all to take a step back to see our programs (and communities and families) from a different perspective, approaching decisions today with the understanding that they will impact tomorrow, and addressing issues with open eyes and there are many discussions and decisions that must be completed in the coming months as the full understanding of the Sequestration hits home, and we further analyze what we are doing, where, for whom, and how.

As always, I invite each of you to share your thoughts and insights as we do what is best not only for the families and communities we serve, but also the agency that has done hard antipoverty work for over 44 years, and is committed to providing empowerment opportunities and services for many more to come.

RTA

II. Head Start

We are busy, busy, busy. Not only are we dealing with the normal challenges of caring for small children (as well as the needs of the families), but we are also feeling the effects of being "short-staffed" due to cuts.

We are preparing for the impending "Triennial Review", and are reviewing the Standards and Law to insure we are in compliance.

OZARK OPPORTUNITIES, INC.

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Terri Beard: ERSEA & Family and Community Partnerships:

- **ENROLLMENT UPDATE:** At the end of August we had **443** enrolled (471 is now our funded enrollment.) We have had discussions with the Region 6 Office to insure they understand the situation with reaching enrollment, and we are maintaining contact with them as we work to fill our classrooms.

9/16/2013
9:26 AM

Ozark Opportunities Inc. H/S

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admin

2301 - Average Daily Attendance

Program Term: Head Start 2013-2014, Attendance Date: 8/19/2013 - 8/30/2013, Codes counting towards present status: - - No Class, E - Excused, 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	Funded Enrollment	SUSPECT DATA		
											% Attendance	Actual Enrollment	%
Alpena	152	0	7	6	0	2	0	10.00	16.10	19	84.74%	16.70	96.41%
Bruno Pyatt	149	0	9	8	0	0	0	10.00	15.80	18	87.78%	16.60	95.18%
Clinton Head Start	233	0	47	15	0	3	0	10.00	28.30	34	83.24%	29.80	94.97%
Cotter Head Start	182	0	4	5	0	1	0	10.00	18.70	20	93.50%	19.20	97.40%
Flippin	174	0	10	10	0	1	0	10.00	18.50	20	92.50%	19.50	94.87%
Harrison	733	0	30	61	0	31	0	10.00	79.40	98	81.02%	85.50	92.87%
Jasper Head Start	121	0	7	2	0	0	0	10.00	12.80	17	75.29%	13.00	98.46%
Marshall Head Start	96	0	4	80	0	4	0	10.00	10.40	20	52.00%	18.40	56.52%
Mountain Home I Rm 1	175	0	13	9	0	2	0	10.00	19.00	20	95.00%	19.90	95.48%
Mountain Home I Rm 2	179	0	16	3	0	1	0	10.00	19.60	20	98.00%	19.90	98.49%
Mountain Home II	186	0	14	0	0	0	0	10.00	20.00	20	100.00%	20.00	100.00%
Mountain Home III	143	0	4	5	0	0	0	10.00	14.70	16	91.88%	15.20	96.71%
Mountain Home IV	141	0	7	27	0	0	0	10.00	14.80	20	74.00%	17.50	84.57%
Norfolk	271	0	11	16	0	1	0	10.00	28.30	34	83.24%	29.90	94.65%
Shirley Head Start	109	0	15	29	0	4	0	10.00	12.80	18	71.11%	15.70	81.53%
St. Joe Head Start	141	0	14	21	0	1	0	10.00	15.60	17	91.76%	17.70	88.14%
Valley Springs	137	0	4	4	0	2	0	10.00	14.30	20	71.50%	14.70	97.28%
Western Grove Head Start	177	0	5	5	0	9	0	10.00	19.10	20	95.50%	19.60	97.45%
Yellville-Summit	181	0	17	2	0	0	0	10.00	19.80	20	99.00%	20.00	99.00%
Ozark Opportunities Inc. H/S	0	238	308	0	62	0	10.00	398.00	471	84.50%	428.80	91%	
											ADA of Enrolled	% of Enrollment	

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
 Total ADA is total children counted as 'Present' divided by Average Operating Days. Because the average of all classroom ADA's is not used, the total ADA will not equal the sum of the individual classrooms.
 2. Actual Enrollment is the sum of the Absent, Excused, Not Scheduled, Present, and Unexcused attendance statuses divided by Average Operating Days. No Class is the only attendance status not included in this calculation.
 3. Percent Attendance is the Average Daily Attendance divided by the Count.
 4. Tardy is included as part of the Present category.

NOTE: Due to not meeting full enrollment of 471 we have to use the above report for certain information; we have highlighted specific columns of data that may not be good (or "Suspect") with red & yellow to explain this factor in review of the data.

06CH5680 - OZARK OPPORTUNITIES, INC

ENROLLMENT REPORT

ENROLLMENT

Month	Head Start	Funded	Status
August 2013	443	471	Reported
July 2013	Not Operational	481	Reported
June 2013	Not Operational	481	Reported
May 2013	469	481	Reported
April 2013	481	481	Reported
March 2013	481	481	Reported

ENROLLMENT - AUGUST 2013

Total Reported Enrollment	Funded Enrollment	Status	
443	471	Reported	
Operated this month	Last day of services provided	All classes/options in session	Reported Enrollment
Yes	August 31, 2013	Yes	443
HS Comments: Under enrollment due to sequestration effects and state pre -k program vying for same children as HS serves. Many families choosing other programs for stability and other available options.			

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I am providing the report below so you can see some of the ways we can pull data to review the ERSEA component and insure we are enrolling and tracking children and eligibility in the ChildPlus system.

9/16/2013
9:30 am
admin

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ChildPlus

Ozark Opportunities Inc. H/S

2004 - Management Report - Eligibility Income

Program Term: Head Start 2013-2014, 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			10	1	4	0	0	0	0	14	0	0	15	6	9	3	2	0	0	2	8
17 Bruno Pyatt			10	6	1	0	0	0	0	15	0	0	17	5	12	7	0	0	0	0	10
31 Clinton Head Start			23	1	5	0	0	1	0	31	0	4	27	10	20	2	4	3	4	2	16
20 Cotter Head Start			12	6	2	0	0	0	0	18	0	1	19	6	14	0	1	0	0	4	15
19 Flippin			15	4	0	0	0	0	0	17	0	0	19	4	15	1	2	2	1	3	10
83 Harrison			62	16	1	0	0	4	2	80	1	2	81	28	55	12	9	13	8	4	37
13 Jasper Head Start			7	1	5	0	0	0	0	12	1	0	13	5	8	3	0	2	0	0	8
14 Marshall Head Start			14	0	0	0	0	0	0	14	0	0	14	8	6	1	0	1	2	2	8
20 Mountain Home I Rm 1			15	5	0	0	0	0	0	20	0	1	19	6	14	2	1	1	5	0	11
19 Mountain Home I Rm 2			11	5	0	0	0	3	0	19	0	4	15	10	9	0	1	2	3	1	12
20 Mountain Home II			16	4	0	0	0	0	1	18	0	1	19	3	17	2	1	2	1	5	9
16 Mountain Home III			9	6	0	0	0	1	1	15	0	1	15	6	9	3	0	0	4	0	9
19 Mountain Home IV			12	5	0	0	0	2	3	15	0	1	18	5	13	0	0	1	2	5	11
30 Norfolk			15	7	7	0	0	1	0	29	0	1	29	8	22	2	2	1	1	1	23
14 Shirley Head Start			9	3	2	0	0	0	0	13	0	0	13	7	7	3	0	1	2	2	6
19 St. Joe Head Start			14	1	4	0	0	0	0	18	0	0	19	2	17	3	3	0	2	3	8
16 Valley Springs			10	3	2	0	0	1	1	14	0	1	15	2	13	0	1	1	4	1	9
20 Western Grove Head Start			16	2	2	0	0	0	0	19	0	1	19	5	15	1	1	1	3	3	11
20 Yellville-Summit			15	2	3	0	0	0	3	17	0	0	20	11	9	1	0	3	4	2	10
425 Ozark Opportunities Inc. H/S			295	78	38	0	0	13	11	398	2	18	406	137	284	46	28	34	46	40	231

Ryan Clayborn- Education and Training & Technical Assistance:

- I have completed the initial "CLASS" assessment on all 25 classrooms. All of our classrooms are doing very well; I have given them a report on what needs to be fixed and also what areas they are doing well. I continually search out resources to send them so they can learn more about "higher order thinking" and to improve their "CLASS" scores. In addition, every teacher has been given a one page summary of their overall classroom scores, and I have asked several teachers make changes to ensure we meet every single element of the "CLASS" Assessment (as required by Head Start regulations.)
- I have updated our School Readiness Agenda and have sent the draft version to the other Coordinators for review, and am working on creating a local "School Readiness Team" made up of local early childhood education professionals and Head Start staff.
- I have met with either the principal or superintendent from every school district that we have a center located- They have all signed the new "Memorandum of Understanding" form that I created explaining that we will work together to insure the children in the program are prepared to enter Kindergarten.
- We now have five (5) Teacher Assistants enrolled in on-line CDA classes and I am in the process of renewing several CDA certificates for others.
- I been completing on-site monitoring forms in all locations as well as we prepare for the Triennial Team visit.
- Overall our teachers are doing a great job and have been completing Home Visits, LAP-3 Assessments, and anecdotal records on their students as required.

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Tawnya Hutcheson: Health/Mental Health:

Currently I have been focusing on getting the Lead Testing and Health/Mental Health screenings completed. We have had several challenges this year already, but overall we are progressing well.

Lead Testing Progress to Date:

Location	# Enrolled	Complete	# Left	% Left to complete
Alpena	15	15	0	0.00%
Bruno Pyatt	17	7	10	58.82%
Clinton	33	31	2	6.06%
Cotter	20	20	0	0.00%
Flippin	20	8	12	60.00%
Harrison	83	80	3	3.61%
Jasper	13	5	8	61.54%
Marshall	14	13	1	7.14%
Mountain Home I Rm 1	20	20	0	0.00%
Mountain Home I Rm 2	19	19	0	0.00%
Mountain Home II	20	9	11	55.00%
Mountain Home III	15	14	1	6.67%
Mountain Home IV	19	10	9	47.37%
Norfork	30	29	1	9.67%
Shirley	14	13	1	7.14%
St. Joe	19	18	1	5.26%
Valley Springs	16	15	1	6.25%
Western Grove	20	20	0	0.00%
Yellville-Summit	20	12	8	40.00%
Report Total	427	358	69	16%

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This piece of report (below) shows the results of the 3330- *Immunization Status Statistics Report* on the ChildPlus system. As you can see; we have 321 children with their immunizations up to date, or 75%. We are still within the timeframe for this aspect, and will have them completed prior to the due date.

Report Total																		
424	321	5	1	1	96	318	5	1	1	99	0	0	152	123	272	196	0	0

This report (below) 3001- *Management Report - Health Services* shows the number of children receiving health screenings; out of 466 children enrolled over since the end of last year, 263 have been completed in the system. The remainder are expected to be completed before the requirement. It should be noted; however, that we have had a few barriers due to technology and other issues that has slowed entry of the data into the system.

Subtotal: Ozark Opportunities Inc. H/S																						
Count: 466	Inactive: 42	263	263	0	79	124	213	213	0	0	253	0	0	0	0	351	5	1	2	283	3	0
Report Grand Total:																						
Count: 466	Inactive: 42	263	263	0	79	124	213	213	0	0	253	0	0	0	0	351	5	1	2	283	3	0

III. Community Services

Rebecca Hanlin; Community Services Director

- A. **SUCCESS:** September's seminar topic is *Financial Literacy* with guest speaker Troy Clark with Northwest Regional Housing Authority. There will be no seminars in October. October is when staff review the program year; review successes, update forms and review, revise and create strategies for the new year. Participants that continue in SUCCESS recertify at this time.
- B. **Home Energy Assistance Program (HEAP) Summer Cooling:**
 1. The Home Energy Assistance Program, Summer Regular, began July 8, 2013. PE (Pre-Eligible) Applications were mailed June 21, 2013. Pre-Eligibility applicants are individuals/families the State has determined are income eligible because they are elderly and/or disabled and are receiving food stamps. In the Regular program payment amount is determined by number in the household and gross monthly income. The Summer Program is for electric only. This program ended September 5, 2013 when funds were depleted.
 2. Crisis Program for disconnects. Last week the State contacted OOI wanting to give us \$50,000 for a short Crisis Program, electric disconnects/shut-off notices, to be used by September 30, 2013. We accepted and started the program last week.

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HEAP Regular Program, Summer, thru September 6, 2013:

County	Applied	Approved	Pending	Denied	\$ Spent
Baxter	816	754	9	53	98,137.00
Boone	709	608	23	78	80,289.00
Marion	390	365	4	21	47,377.00
Newton	307	269	6	32	34,938.00
Searcy	278	247	3	28	32,351.00
Van Buren	362	322	3	37	41,450.00
Totals	2862	2565	48	249	\$334,542.00

HEAP Crisis Program, Summer, thru September 6, 2013:

County	Applied	Approved	Pending	Denied	\$ Spent
Baxter	49	37	5	7	6,399.15
Boone	36	21	5	10	3,268.90
Marion	20	18	0	2	2,934.31
Newton	16	9	1	6	943.34
Searcy	11	4	0	7	403.39
Van Buren	34	26	2	6	4,442.83
Totals	166	115	13	38	\$18,391.92

C. Monitoring:

We have received the first quarter monitoring report of FY 2013 and will submit for acceptance at the Board Meeting. Main findings dealt with vacancies on our Board of Directors which we are diligently working to fill.

D. Commodities:

The amounts of commodity foods we receive have decreased over the last several years in quantity and quality- we are currently reviewing the program requirements and opportunities to decide whether to continue providing these foods to all OOI counties (or at all). We will discuss further with the Board as new information is learned from the Program Manager, Mr. Jim Ponzini.

E. Strategic Planning:

Another planning meeting will need to be held soon to further define the role of the agency in our communities, and define our central areas of effort (outcomes.) A report on progress of the "emerging needs" areas will be sent to presented at the next Board meeting (and will be emailed to all members afterward.)

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IV. Community Development Update:

Linda White- Community Development Specialist

Active, Closed, Inactive, Observer, Supporter	Project	Activities
A	ACCESS	I participated in the strategic planning process for ACCESS. It appears that ACCESS will become a "project" of the Food Bank of North Central Arkansas.
A	Business incubation	Entrepreneurs Club Breakfast started Monday, Aug 12. I am conducting meetings when my schedule permits. This is a small but very productive project.
A	CHDO Designation	Waiting... But also working with NWRHA on future projects.
A	WX Client Issue	Contractor will be making necessary corrections the week of 9/16.
S	C.O.R.E. (Harrison)	Nothing this month.
A	Fuller Center for Housing	No news to date.
A	HOME Homeowner Rehab	Collecting applications. Searcy County showing interest.
I	I.D.A.	Still on hold.
A	M.B.E.	Boone and Baxter Counties on board.
A	Committee on Race Relations	Attended one meeting, removed all "persons of interest" who promote white supremacy from the Harrison, AR. Wikipedia web page. Now working to create a newsletter for this organization in spare time.
A	Nonprofit Startup and Support	Giving Back Industries is having misc. issues. Mac's Repair is doing well. Searcy County Rural Help Center- We are helping them to do strategic planning, and were recognized by SCRHC for our support. Searcy Vets – we are trying to help them get a new computer.
A	Searcy Chamber of Commerce	Did not attend the Aug. meeting.
A	Strategic Planning/Needs Assessment	Ongoing...
A	Tenant Advocacy	I designed a brochure. I would like to hold meetings here starting at the end of August.
A	USDA Child Care Center Grant	Have not heard back yet on application.
A	VITA	Plan is to have VITA sites in Baxter and Searcy Counties next year in partnership with ACCESS. Much will depend on whether we get a VISTA Volunteer who could help with site planning and recruitment
A	VISTA	Ongoing; submitting application this month.
A	WX	DOE files complete. Working now on ARRA WX files.
A	Yellville Chamber of Commerce	Have not been to a meeting yet.
I	Yellville Community Center	Have not heard of any meetings lately.

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V. Corporate Services (& Human Resources)

Jane Bueg, Corporate Services Director

Hires	Education	Housing	Community Services	Administration	Total
	7	0	0	0	7
All Terminations	Education	Housing	Community Services	Administration	Total
	0	0	0	0	0

Involuntary Terminations

(Lay-offs, non-renewal of contract, termination for cause, unsuccessful probationary period, Red. in Force)

August 2013	Education	Housing	Community Services	Administration	Total
	0	0	0	0	0

Transfers August 2013

Employee & Position	Location	Transferred to	Position
Maria Alexopoulous-Shortt, Teacher Assistant	Norfolk	Norfolk	Teacher

Current Employment Opportunities at OOI unfilled as of 09/03/2013

Position	Location	Program
Family Service Worker	Flippin, Yellville, Bruno, Harrison	Head Start

Other/Training:

Human Resource/Management Training: Webinars: Strategies to Increase Your Credibility as an HR Executive; The Commercial Driver Medical Examination: Issues which may delay or shorten certification

Governance Meetings: OOI Executive Committee Meeting

GoogleApps In-Kind Report: \$370.00

Workforce Services: Initial Unemployment Claims: 2; Unemployment Claims Audit: 1

FLMA Request Processing: 1

COBRA Notices: 1

403(b) Terminations: 2

New employee orientation: 7

Technology: Anti-Virus update on 25 Head Start Classroom & computers

Head Start Teacher Contracts

Head Start Return to Work memos – Teacher Assistants, Cooks

Employee Benefit enrollment – 1

Commitment to Excellence Event

VI. **Finance-** see “Finance Packet” & “Retirement Report” sent separately.

Shirley Richesin; Fiscal Officer