Agency Progress Report

Report for May 2014 Board of Directors and Policy Council

I. Executive Director’s Notes:

What a mad time of the year! The weather can’t make up its mind whether it is winter, spring or summer and our kids (and staff ☺) are ready for the school year to end so they can get a summer break/vacation.

Overall the agency is continuing to move in a positive direction- we have upgraded our computer network hardware at the central office to insure we have consistent internet connection with all of our staff, and we are much closer to finishing our Technology Plan.

We have submitted the “Sequestration Restoration Plan” to the Region 6 Head Start Office, and have received the preliminary Triennial Review Report with only 1 noncompliance (which we have already developed a plan to fix.)

Agency-wide planning continues on a daily basis, and we are working hard to better integrate our Community Services and Head Start programs to insure even greater impact with the resources we have. We continue to collect valuable information about our communities and families; and with a better understanding of the complex needs that they face in their struggles we hope to increase our scope and impact with new evidence-based strategies that can make a true difference.

We will continue to engage our staff, Board, Policy Council, Partners, and people of low income to properly assess our communities and families to insure we are providing (or working toward providing) the proper strategies. I invite you to be involved in one way or another in our planning process; you can come to a focus group, take a survey, or attend a planning retreat. You are welcome to have a voice in our agency’s direction and impact, and I appreciate you all passing the word along to all of our communities so we can insure we are all on the same road and moving in the same direction.

Finally, many of our staff are attending the annual Arkansas Community Action Agency Association (ACAAA) Conference May 21-23 in North Little Rock. This year we are celebrating 50 years of Community Action! I am excited to be able to take over 25 staff and several Board members to the conference, and am looking forward to attending the conference tracks and hearing from some great speakers. Our keynote will be Mark Shriver who is the author of the book “A Good Man” about his father, Sargent Shriver, and his life of service. I was humbled to read of Sarge’s faithfulness, hope, and belief that government programs can make a real impact on the lives of people across the nation, both urban and rural. I am proud to work in programs he helped create, namely Head Start and Community Action (CSBG), as I have seen what good can be done when we are united around the common cause of “Stabilizing and Empowering those in Need.”

Toby
II. Head Start

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

- **ENROLLMENT UPDATE:** At the end of April we had 438 children enrolled. Our funded enrollment is currently 440.
### Attendance Report

<table>
<thead>
<tr>
<th></th>
<th>Present</th>
<th>Excused</th>
<th>Illness/Health Related Absences</th>
<th>Unexcused</th>
<th>All Other Unexcused Absences</th>
<th>Not Scheduled to attend</th>
<th>Days not Scheduled to attend</th>
<th>Total Absentee Days</th>
<th>Total % of Absences per Classroom</th>
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<td>45</td>
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<tr>
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<td>Cotter</td>
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<tr>
<td>Flippin</td>
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<tr>
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<td>311</td>
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<tr>
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<td>0.00%</td>
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<td>48.00%</td>
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<td>0.00%</td>
<td>50</td>
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<td>Hsn 5</td>
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<td>61.70%</td>
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<td>19.15%</td>
<td>9</td>
<td>19.15%</td>
<td>47</td>
<td>14.37%</td>
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<td>35</td>
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<td>Mtn Home II</td>
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<td>40</td>
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<td>31</td>
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<td>22.00%</td>
<td>8</td>
<td>16.00%</td>
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<tr>
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<td></td>
<td></td>
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<tr>
<td>Total Total</td>
<td>7011</td>
<td>767</td>
<td>57.55%</td>
<td>491</td>
<td>34.75%</td>
<td>112</td>
<td>7.70%</td>
<td>1370</td>
<td>17.32%</td>
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### B. Wanda Nelson- Nutrition, Facilities/Safety & Licensing:

#### Nutrition:

<table>
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<tr>
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<th>April 2014 CACFP Claim Summary</th>
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<tr>
<td>Total Breakfasts</td>
<td>7,511</td>
</tr>
<tr>
<td>Total Lunches</td>
<td>7,776</td>
</tr>
<tr>
<td>Total Snacks</td>
<td>7,007</td>
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</table>

Food Service Total: $40,256.66
CACFP Claim Summary (screenshot):

SNP Center Claim Summary Report

CACFP Child/Adult Care Center Program - Claim Summary

Q9 - OZARK OPPORTUNITIES INC
P O BOX 1400
HARRISON, AR 72602

Claim Date 5/13/2014
Claim Month April
Claim Year 2014
Number of Days In Operation 22
Number of Sites CCC 18 At Risk 0 Adult 0

<table>
<thead>
<tr>
<th>Meal Counts</th>
<th>CCC</th>
<th>At Risk</th>
<th>Adult Care</th>
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</thead>
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<tr>
<td>Number of Breakfast</td>
<td>7511</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of Lunches</td>
<td>7776</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Number of Supplements</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Number of Suppers</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Free Children Eligible</td>
<td>431</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduced Children Eligible</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Paid Children Eligible</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cost of Food</td>
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<tr>
<td>Average Daily Attendance</td>
<td>CCC 364 At Risk 0 Adult 0</td>
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<tr>
<td>Cash in Lieu Total</td>
<td>$1,807.92</td>
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<tr>
<td>Food Service Total</td>
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<tr>
<td>Subtotal</td>
<td>$42,064.61</td>
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<tr>
<td>Advance Amount</td>
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<td>Payment Plan Amount</td>
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<tr>
<td>Amount Paid</td>
<td>$42,064.61 15% of Claim: $6,309.69</td>
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<td>Date Signed</td>
<td>5/13/2014</td>
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<tr>
<td>Comments</td>
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Facilities:
Summer projects planned include: painting of ramps and rails at Harrison Building #3, an awning & ramp for the front entrance in Building #2 at Harrison, new flooring at Shirley, painting of the back deck at Alpena, and plumbing issues at Clinton.
C. Ryan Clayborn - Program Manager (Education Coordinator/T&TA Coordinator):

- Our teachers are finishing up their final LAP-3 assessments and completing the transition conferences.
- Final CLASS Observations are being finished up to complete our 2013-14 CLASS Plan.
- End of the year evaluations for teaching staff are underway and will be completed by May 16, 2014.
- All Professional Development hours of staff has been updated and entered into the ChildPlus System.
- We are continuing to see a flow of books rolling in to be distributed to our classrooms.
- I have also been working on data and information to present at our final School Readiness and Teacher Engagement meetings at the end of the school year.

**NOTE:** Below is the final LAP-3 Report that shows the progress our students have made over the school year in all the framework domains of development. All areas improved over the course of the year. This information is used to determine Professional Development areas for the teaching staff for the coming year.

**Evaluation and Planning Report**

**This is a Program-based report that reflects progress over time based on:**

*All Genders, All Races, Beginning and End-year Assessments*

<table>
<thead>
<tr>
<th>Program</th>
<th>Reporting Period</th>
<th>Male %</th>
<th>Female %</th>
<th># of Children</th>
<th># of Classes</th>
<th>Avg.%</th>
<th>High%</th>
<th>Low%</th>
<th>0%</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>100%</th>
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</thead>
<tbody>
<tr>
<td>Ozark Opportunities Inc.</td>
<td>Beginning</td>
<td>49.31</td>
<td>50.69</td>
<td>432</td>
<td>25</td>
<td>62.92</td>
<td>100.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>End-Year</td>
<td>48.95</td>
<td>51.05</td>
<td>382</td>
<td>25</td>
<td>77.52</td>
<td>100.00</td>
<td>0.00</td>
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<td></td>
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</tbody>
</table>
**Evaluation and Planning Report**

**Agency Name:** Ozark Opportunities Inc.

For statistical purposes, the report includes only those children who have at least one observation recorded for skills related to the Domain, Subscale or Head Start Outcome Domain in the specified Period(s). In addition, the report shows the highest individual and the lowest individual average for all classes.

### Creative Arts

<table>
<thead>
<tr>
<th>Program</th>
<th>Reporting Period</th>
<th>Male %</th>
<th>Female %</th>
<th># of Children</th>
<th>Classes</th>
<th>Avg.%</th>
<th>High%</th>
<th>Low%</th>
<th>0%</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ozark Opportunities Inc.</td>
<td>Beginning</td>
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<td>50.69</td>
<td>432</td>
<td>25</td>
<td>49.10</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>End-Year</td>
<td>48.95</td>
<td>51.05</td>
<td>382</td>
<td>25</td>
<td>75.55</td>
<td>100.00</td>
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</table>

### Science

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<tr>
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<th>Female %</th>
<th># of Children</th>
<th>Classes</th>
<th>Avg.%</th>
<th>High%</th>
<th>Low%</th>
<th>0%</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>100%</th>
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</thead>
<tbody>
<tr>
<td>Ozark Opportunities Inc.</td>
<td>Beginning</td>
<td>49.31</td>
<td>50.69</td>
<td>432</td>
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<td>34.28</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>End-Year</td>
<td>48.95</td>
<td>51.05</td>
<td>382</td>
<td>25</td>
<td>59.52</td>
<td>100.00</td>
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### Physical Health and Development

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<th>Reporting Period</th>
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<th>Female %</th>
<th># of Children</th>
<th>Classes</th>
<th>Avg.%</th>
<th>High%</th>
<th>Low%</th>
<th>0%</th>
<th>25%</th>
<th>50%</th>
<th>75%</th>
<th>100%</th>
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</thead>
<tbody>
<tr>
<td>Ozark Opportunities Inc.</td>
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<td>50.69</td>
<td>432</td>
<td>25</td>
<td>64.26</td>
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<tr>
<td></td>
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</table>
D. Patricia Murray - Disabilities & Center Supervisor:

1. **Center Supervision:** We have been working to complete all of the year-end Staff Evaluations. These will be complete by the end of May. The staff are also currently working on year-end programs and Final Reports.

2. **Disabilities:** We currently have 96 (22%) children receiving services. 56 are non-categorical/developmental delays, 39 are speech or language impairment, and 1 is a health impairment.
E. Tawnya Akins: Health/Mental Health:

Health Requirements

1. Completed All (Dental and Physical Exams): 99%
2. Completed Physical Exams: 99% with 5% signing a refusal.
3. Completed Dental Exams: 100% with 6% needing or are receiving follow up treatment and 6% signing a refusal.
4. Completed Behavior Checklist: 100%
5. Completed Blood Lead Testing: 99%
6. Immunization documented as complete, up-to-date, or waiver: 100%

- Growth Assessment: 67% Healthy Weight, 3% Under Weight, 12% Over Weight, and 15% Obese.

(BMI-for-age weight status categories and the corresponding percentiles are shown in the following table.)

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<thead>
<tr>
<th>Weight Status Category</th>
<th>Percentile Range</th>
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<td>Underweight</td>
<td>Less than the 5th percentile</td>
</tr>
<tr>
<td>Healthy weight</td>
<td>5th percentile to less than the 85th</td>
</tr>
<tr>
<td>Overweight</td>
<td>85th to less than the 95th percentile</td>
</tr>
<tr>
<td>Obese</td>
<td>Equal to or greater than the 95th</td>
</tr>
</tbody>
</table>

Mental Health

- 2% of Head Start children are receiving or have been referred for Mental Health Services.

F. Krystal Mayes: Parent/Volunteer:

- We have taken some great steps regarding Male Initiative this month. Most centers are holding a Track and Field Day, and others have taken great steps to bring fathers/grandfathers in with fantastic woodworking classes and hosting of a “Father’s First Friday” at the beginning of each month.

- I have completely revamped all paperwork for next year. I believe less paperwork and clear and concise direction will make it easier on all of us (Parents, Teachers, FSWs, myself, and Finance) and will help smooth the “In Kind” process.

- This month, I have researched some great Community Resources that our parents should have access to and take advantage of. I am distributing flyers to each classroom and posted them on our Facebook page and on the OOI website. Please be sure to let me know if you have any questions or if I can help you utilize these in anyway.

- I am in the beginning stages of learning to navigate, update, and maintain the OOI website and Facebook pages- this should be a strength in the coming year for our families to learn about what is going on at the agency.

- I have updated our current Policy Council Governance Schedule in comparison with our current Policy Council Training Schedule to assure that we continue to stay in compliance with Head Start Performance Standards.
III. Community Services

Rebecca Hanlin; Community Services Director

A. Home Energy Assistance Program

1. Regular Home Energy Assistance Program (HEAP): The Winter program opened January 6, 2014 and ended February 28, 2014. The Summer program is scheduled to begin July 7th and will be for electric only. Those that received Winter Assistance can apply for Summer Assistance. This is a one-time assistance per program cycle and benefit is determined by gross income and the number in the household.

2. Crisis Intervention Program: The Winter Program started February 10, 2014 and ended March 28, 2014. Depending upon funding there may or may not be a Summer Crisis Program. This may resemble last year’s program where remaining funding balances are transferred to the Regular program in order to assist the most individuals and those deemed more vulnerable; elderly and disabled. Crisis Assistance is for an energy-related emergencies (reconnection or establishment of service or imminent disconnect).

<table>
<thead>
<tr>
<th>County</th>
<th>Applied</th>
<th>Approved</th>
<th>Denied</th>
<th>$ Spent</th>
<th>County</th>
<th>Winter Regular</th>
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<td>108</td>
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</table>

<table>
<thead>
<tr>
<th>County</th>
<th>Winter Crisis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baxter</td>
<td>161</td>
</tr>
<tr>
<td>Boone</td>
<td>114</td>
</tr>
<tr>
<td>Marion</td>
<td>75</td>
</tr>
<tr>
<td>Newton</td>
<td>66</td>
</tr>
<tr>
<td>Searcy</td>
<td>40</td>
</tr>
<tr>
<td>Van Buren</td>
<td>82</td>
</tr>
<tr>
<td>Totals</td>
<td>538</td>
</tr>
</tbody>
</table>

B. The Emergency Food Assistance Program/Commodities: USDA surplus foods were distributed in all six counties to low-income families. We received a delivery in April, and the food is still being distributed at this time.

Individuals and Families assisted through food distribution this program year:

<table>
<thead>
<tr>
<th>County</th>
<th>December</th>
<th>January</th>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HH</td>
<td>Ind.</td>
<td>HH</td>
<td>Ind.</td>
</tr>
<tr>
<td>Baxter</td>
<td>164</td>
<td>288</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Boone</td>
<td>165</td>
<td>329</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marion</td>
<td>70</td>
<td>132</td>
<td>23</td>
<td>48</td>
</tr>
<tr>
<td>Newton</td>
<td>118</td>
<td>192</td>
<td>55</td>
<td>103</td>
</tr>
<tr>
<td>Searcy</td>
<td>178</td>
<td>303</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Van Buren</td>
<td>149</td>
<td>272</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>844</td>
<td>1516</td>
<td>78</td>
<td>151</td>
</tr>
</tbody>
</table>

Page 9 of 11
C. SUCCESS: Our stabilization and empowerment program designed to assist participants in becoming self-reliant through goal development. SUCCESS is actually an acronym for: Succeed at Understanding and Conquering Challenges to Establish Stability and Self-reliance. This program is two-fold. First staff must help families become stable before those families can undertake steps to become self-reliant. 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.

D. Reports: The Community Services Block Grant second quarter report was due April 30, 2014. It was completed and submitted to the State by the deadline. The reporting period was January 1 through March 31, 2014- see attached Recap; page numbers 1-15.

- **Page 1:** Cover letter to Delia Anderson, Assistant Director, Office of Community Services
- **Pages 2-4:** Quarterly stories highlighting SUCCESS participants noteworthy progress towards self-reliance and outreach efforts with positive outcomes for individuals, families, and communities.
- **Pages 5-11:** Recap of National Performance Indicators (NPIs) with explanations for outcomes above or below 20% of planned numbers.
- **Pages 12-13:** Demographic information for first and second quarters, and year-to-date on individuals and families Ozark Opportunities, Inc. has served this program year.
- **Pages 14-15:** CSBG and Other funds expenditures by category (employment, education, income management, housing, emergency services, nutrition, linkages, self-sufficiency, health, other).

E. Meetings, Trainings, Miscellaneous Updates:

- May 14th= staff meeting scheduled.
- May 21st -23rd staff= agency staff attending the annual Arkansas Community Action Agency Association (ACAAA) Conference in N. Little Rock.
- This month Rebecca Hanlin started eCourses to become a certified Results Oriented Management and Accountability (ROMA) Trainer. This training contains four phases; Phase One is the eCourse, Phase Two consists of a three day train-the-trainer classroom session which is schedule to take place in Little Rock June 24th-26th. Phase Three involves ROMA practice sessions where candidates co-train in the field with a mentor or another candidate. In Phase Four (upon successful completion of phase three) candidates are invited to participate in a final Field Evaluation.
- Community Services computers have been cleaned and readied for another year of use by our technology experts (RaganPro in Harrison.)
- Jessica Wheeler, our Family Development Worker, has submitted her resignation- her last day will be May 16, 2014 as she has accepted a position closer to where she lives. Jessica has been a great asset to our agency and will be missed- Thanks Jessica!
IV. Human Resources/ Training Information  

*Jane Bueg; Corporate Services Director*

**April 2014**

<table>
<thead>
<tr>
<th>All Terminations</th>
<th>Education</th>
<th>Community Services</th>
<th>Administration</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Involuntary Terminations**  
(Lay-offs, non-renewal of contract, termination for cause, unsuccessful probationary period, Reduction in Force)

<table>
<thead>
<tr>
<th>Education</th>
<th>Community Services</th>
<th>Administration</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Other/Training**

- Governance Meetings: Policy Council 04/17/2014; Board of Directors Executive Committee 3/22/2014
- GoogleApps In-Kind Report: $360.00
- Workforce Services Unemployment Claims: 3; Claims Audit: 18; Claims Audit Follow-up: 8
- Surplus Property Disposal: 2004 Chevy Truck, 1995 Ford Van, Small Trailer
- Track Senate Bill 1967
- Family Medical Leave Requests: 3
- Minutes taken for Board of Directors meeting
- Records disposal 100 boxes via Shred-it, an onsite cross-cut shredding service
- Personnel Policy– Schedule of Benefits added
- Analysis: Teacher Assistant Contract scenarios & Family Service Worker scenarios.