

Ozark Opportunities Inc. **Governing Board Report**

July 2013

I. Executive Director's Notes:

This has been a strange month, as summer is in full swing, and many staff are out on vacation, etc. We have been working hard; however, to insure that our programs are running efficiently and effectively. The new school year is almost here (so we have been hiring and training teaching staff & planning the Pre-Service) and Summer LIHEAP (utility payments) is in full swing.

Now that we have a Strategic Plan, we will be working to put together a way to show progress on each of the 9 new needs areas- I expect to have them in the next Governing Board Report, and will report it to the Board on a minimum of once a quarter in the future.

RTA

II. Head Start

Head Start staff have been busy getting ready for the new year, and recruiting children for all of our centers. We have been working with parents in Baxter and Searcy Counties to assist them in getting their children to the center in Marshall. The Coordinators are working on the "Compliance Matrix" to insure we are meeting all of the Head Start Act and Standards requirements, and there is a lot of energy being spent on planning for the coming school year.

We have two new staff members: Ryan Clayborn is now our Education/Training and Technical Assistance Coordinator, and Tawnya Hutcheson is the new Health/Mental Health Coordinator. They are both working hard to learn their positions, and are already making contributions to the program.

III. Weatherization

All Weatherization homes have been completed, and the program has been shut down. We are working at tying up a few final tasks, and will be selling the leftover materials and supplies soon.

We have been in contact with Black River Area Development Corporation (BRAD); the agency that will now be covering our counties with Weatherization services. We are discussing ways to help them to receive applications and referrals for the program, and already have a positive relationship with them.

We expect a press release from the Arkansas Energy Office soon that will give contact information that we can share with families in need from our counties.

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IV. Community Services

Rebecca Hanlin; Community Services Director

A. Home Energy Assistance Program (HEAP) Summer Cooling:

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 already 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 will end when funds are depleted or September 30, 2013. The Regular benefit amount will stay they disconnect process for most individuals. Any remaining balance the electric company works with the client on payment arrangements.

The Crisis Program is for households that have disconnects or past due bills (shut-off notices.) OOI requested all funds be transferred to the Regular Program so we can assist more individuals and the most vulnerable (elderly/disabled), as the original Regular Program funding levels would have only assisted 600 families (we expect to spend the entire contract budget, as we have enough funds to serve 2,500 families, and we mailed 4,000 Pre-Eligibility applications.)

HEAP Regular Program, Summer, thru July 5, 2013:

County	Applied	Approved	Pending	Denied	\$ Spent
Baxter	427	356	70	1	44,840.00
Boone	382	296	82	4	37,840.00
Marion	227	204	22	1	25,681.00
Newton	163	132	28	3	16,821.00
Searcy	155	127	27	1	16,469.00
Van Buren	190	161	27	2	20,721.00
Totals	1544	1276	265	12	162,372.00

B. Emergency Food Assistance Program (TEFAP): USDA surplus foods. Next delivery is scheduled for August 8, 2013 and will consist of: Applesauce, Cranberry Sauce, Spaghetti Sauce, Rotini Pasta, Beef Stew and Grapefruit Juice. First day of distribution will be:

County	Address	Date
Baxter	213 East 6 th Street, Suite 101 in Mtn. Home	August 13 th
Boone	406 Hwy 43 East in Harrison	August 14 th
Marion	354 Hwy 62 East in Yellville	August 12 th
Newton	506 West Court in Jasper	August 15 th
Searcy	110 Ruff Street in Marshall	August 14 th
Van Buren	100 Success Drive in Clinton	August 15 th

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C. CSBG:

- 1) **SUCCESS:** July's seminars will be over Plan/Shop/Save. Local County Extension Agents will be guest speakers. August meetings will be information sharing and discussion on Self-Reliance.
- 2) **CSBG Reports:**
 - a. FY 2013 CSBG 3rd Quarter Report is due to the State by July 31, 2013.
 - b. FY 2013 CSBG 2nd Quarter Report was approved by the State (OCS letter dated July 1, 2013).
- 3) **Grants:**
 - a. FY 2014 CSBG application was submitted June 26, 2013 and received by the State June 28, 2013 (OCS letter dated July 5, 2013).
 - b. We are looking into the *Aspen Institute Ascend Fund*, a Request for Inquiry is due August 19, 2013. Grant amounts for \$25,000-\$50,000 and the grant cycle can be 12 or 18 months. Their focus is "Two Generations, One Future; moving parents and children beyond poverty together." It seems a good fit for OOI's SUCCESS and Head Start programs. Income guidelines are up the 200% Federal Poverty Levels which is higher than the programs that we are currently operating and is the area where we lose tracking our families since we are no longer able to work with them. This is also the income range where skills they've learned and developed are tested and measures established to handle emergencies without returning to poverty.
- 4) **Training/Meetings:**
 - a. I, along with several staff, attended a "Compassion Fatigue" training in Mountain Home. It had good content that will help our staff to better work with the public and "hard-to-serve" clients.
 - b. Attended several webinars: Ascend Funding, Website Presence, & Data Management Software for Community Action.
 - c. July 31, 2013: Quarterly Results Oriented Management and Accountability (ROMA) committee meeting in Conway.
- 5) **Monitoring:**
 - a. Beverly Buchanan will be reviewing CSBG/Agency records for FY 2012 in early August (5th-6th).
 - b. J.Y. Williams will be monitoring 2013 Winter HEAP records mid-August (13th-15th).
 - c. Lottie Akins will review CSBG/Agency records for FY 2013 first quarter in late August (26th-30th).

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6) Staff:

- Tammy Grange, our VISTA (Volunteers In Service To America) worker's contract is up this month. As of June 22, 2013 she will be an OOI employee, and we are excited to be able to keep her on our team. Currently Tammy is the Family Development Worker for Boone, Newton and Searcy Counties. She is also learning some job duties of Marlene Simoneaux (Admin Assistant) who will be retiring in February 2014.

V. Community Development Update:

Linda White- Community Development Specialist

Community Development - Monthly Update; July 2013		
Active, Closed, Inactive, Observer, Supporter	Project	Activities
A	ACCESS	ACCESS has a strategic planning scheduled with a professional facilitator.
A	Entrepreneur Support	Have the 1st business identified- need to organize a group of interested citizens. Have 3 partners for this project - Mountain Home Chamber of Commerce, Entergy, and SCRHC.
A	CHDO Designation	Have updated paperwork for ADFA to submit for review.
S	CORE	Nothing this month.
A	Fuller Center for Housing	Fuller liked the idea of a housewarming so much they took it over. It is scheduled for Friday, July 12, from 2 to 4.
A	HOME Homeowner Rehab	Currently collecting applications.
I	IDA	Currently in a holding pattern.
A	Nonprofit Startup and Support	Mac's - ribbon cutting was July 10 - well attended and well covered. I am still acting as non-Board Secretary. V.A. in Marshall - Working on getting a computer donated for the VA center. SCRHC - Helping Donna Grinder with strategic planning. Possible new group - a church in Harrison is starting businesses to hire difficult-to-employ people.
A	Searcy Chamber of Commerce	Unable to attend June meeting due to scheduling conflict.
A	Strategic Planning/Needs Assessment	Ongoing...
A	Tenant advocacy	I'd like to start offering meetings for tenant advocacy at OOI in August.
A	USDA Child Care Center Grant	Have not heard back yet from them on an application.

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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	Pending...
A	Yellville Chamber of Commerce	Unable to attend June meeting due to scheduling conflict.
I	Yellville Community Center	Have not heard of any meetings lately.

VI. Corporate Services (& Human Resources)

Jane Bueg, Corporate Services Director- June 2013

Hires	Education	Housing	Community Services	Administration	Total
0	0	0	0	0	0
All Terminations	Education	Housing	Community Services	Administration	Total
2	1	1	0	0	2

Involuntary Terminations

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

	Education	Housing	Community Services	Administration	Total
June 2013	0	1	0	0	1

Transfers June 2013

Employee & Position	Location	transferred to	Position
none			

Current Employment Opportunities at OOI unfiled as of 07/08/2013

Position	Location	Program
Teacher	Harrison	Head Start
Teacher	Valley Springs	Head Start
Teacher	Harrison	Head Start
Teacher Assistant	Shirley	Head Start
Teacher Assistant	Mountain Home	Head Start

Reduction In Force Notification

Position	Location	Program	effective
Teacher Assistant	Marshall	Head Start	06/19/2013

Other/Training

Human Resource/Management Training: Webinars: Here Today, Gone Tomorrow: Surviving & Thriving with Change; Webinar: How to Become a Strategic HR Business Partner

Governance Meetings: OOI Board of Directors Meeting

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GoogleApps in-kind report: \$370.00
Workforce Services: Initial Unemployment Claims: 14; 1 st Follow-Up: 4; 2 nd Follow-Up: 1 Unemployment Claims Audit: 0
FLMA Request Processing: 1
RFP Health Insurance Broker – review & analyze submissions
RFP Information Technology Services Management - review & analyze submissions
COBRA Notices: 2
Reduction in Force notification: 1
Agency Inventory OOI Minor Property completed.
403(b) Terminations: 14
Employee Grievance Hearing: 1

VII. Finance- see “Finance Packet” & “Retirement Report” sent separately.
Shirley Richesin; Fiscal Officer