Agency Progress Report

Report for February 2019 Board of Directors and Stakeholders

I. Chief Executive Officer Update:

- Agency Finances are (still) going well. We have no issues with making payments to vendors on time, and cash flow is not limited due to access to funds.

- The crisis (emergency) version of the Home Energy Assistance Program utility assistance will begin Monday, February 11, 2019. The regular program began in early January.

- The FA2 Head Start Federal Review was completed January 18, 2019; the exit interview did not show any findings and we are now waiting for the final report.

- Our CSBG Public Hearing will be held February 21, 2019 at 4:30 pm. at our Community Services Office at 1856 Church Park Drive in Harrison. It is where we will outline the findings of our most recent Comprehensive Community Assessment. The information within will be used as the core information for our updated Strategic Plan in 2019.
II. Child Development (ABC Pre-K, Head Start, & Early Head Start):

A. Arkansas Better Chance Pre-K Program:

- **Attendance:** The ABC Program requires 80% Average Daily Attendance (see print screen of ADA Reports; below…); therefore, we are meeting the requirement.

  January 2019 ABC Class Attendance - Monthly Avg. = 85.14

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B. Head Start & Early Head Start:

  a. Sharon Burnett - Health and Nutrition:

  CACFP CLAIM SUMMARY - Dec. 2018 HS/EHS Only = $21,432.21

<table>
<thead>
<tr>
<th>Head Start</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>2,944</td>
<td>Lunch</td>
</tr>
<tr>
<td>Snacks</td>
<td>2,595</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,039.16</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early Head Start</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>544</td>
<td>Lunch</td>
</tr>
<tr>
<td>Snacks</td>
<td>554</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,393.05</strong></td>
<td></td>
</tr>
</tbody>
</table>
ABC Pre-K CACFP

Breakfast= 531  Lunch= 558  Snacks= 560

Total $2,845.52

HEALTH OUTCOMES: DECEMBER 2018

<table>
<thead>
<tr>
<th>Head Start</th>
<th>Early Head Start:</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>97%</td>
<td>90%</td>
<td>Completed Dental Exams</td>
</tr>
<tr>
<td>98%</td>
<td>90%</td>
<td>Completed Lead Testing</td>
</tr>
<tr>
<td>98%</td>
<td>90%</td>
<td>Completed Physical Exams (Well Child for EHS)</td>
</tr>
<tr>
<td>98%</td>
<td>96%</td>
<td>Completed Immunizations</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Parents applied for immunization waiver from ADH</td>
</tr>
</tbody>
</table>

Outcomes:
- Worked on kitchen/cafeteria eating arrangement at Harrison Head Start to comply with Health Dept. Regulations, meal schedules and adjustments.
- Completed CACFP Food Monitoring Reviews for Bruno-Pyatt, Valley Springs, Clinton EHS, Cotter, Harrison HS, Jasper, MH Rm. 1 & 2, MH EHS, Norfork, Shirley, and Yellville.
- Submitted CACFP Reimbursement for December 2018.
- Lead screens completed for new children at MH EHS & Norfork.

b. Harley Thompson- Licensing/Safety/Facilities:
- During the week of Head Start’s Federal FA2 Monitoring visit that occurred January 14th thru 18th, I served a driver/guide for monitors to various classroom.
- Participated in OOI’s Community Needs Assessment core group which gathers information about area needs and resources in preparation for a bi-annual public hearing that is mandated for Community Service Block Grant (CSBG) recipients.
- Presented information about responsibilities regarding licensing and child maltreatment mandated reporting to the Head Start Policy Council during their January 22nd meeting.
- As a reminder, with a number of illnesses occurring recently in school districts, OOI classroom staff are required to report certain occurrences. Per section 1101.20 and Appendix B (pp. 49, 71, and 72) of the “Minimum Licensing Requirements for Child Care Centers” manual, cases of Influenza, confirmed by medical personnel, shall be reported within 24 hours to either the local County Health Unit or the toll-free reporting system at 1-800-482-8888.
- Will begin the first modules for Head Start Center Director’s Orientation during February, with training scheduled for completion during mid-April.
c. Tawnya Akins: Mental Health
   - The second REACH training was a success! It was held on January 22. This is a class that helps the teachers to properly interact with the children.
   - I have been traveling to several different centers to observe and assist when needed.
   - Sending out “I Love You Rituals” for the teachers to use in the classroom with the whole class, or one-on-one as needed

d. Terri Beard - ERSEA & Family and Community Partnerships:
   - **ENROLLMENT UPDATE:** At the end of January we had 261 Head Start children enrolled and 48 Early Head Start Children for a total of 309. We are fully enrolled.

### End-of-Month Enrollment Report

<table>
<thead>
<tr>
<th>Month</th>
<th>Head Start</th>
<th>Early Head Start</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reported</td>
<td>Funded</td>
<td>Reported</td>
</tr>
<tr>
<td>Aug 2018</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
<tr>
<td>Sep 2018</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
<tr>
<td>Oct 2018</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
<tr>
<td>Nov 2018</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
<tr>
<td>Dec 2018</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
<tr>
<td>Jan 2019</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
<tr>
<td>Feb 2019</td>
<td>261</td>
<td>261</td>
<td>48</td>
</tr>
</tbody>
</table>

- **HS/EHS ATTENDANCE UPDATE:** We are at 82.41% Average Daily Attendance (“ADA”) in Head Start Pre-K & 76.28% ADA in Early Head Start, as there were many illness-related absences (we have contacted the Region VI Office about the matter and they are aware and there will not be a detrimental result due to the lower numbers.)
## HS/EHS Eligibility Update:

### Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed

<table>
<thead>
<tr>
<th>Participant</th>
<th>Family Name</th>
<th>Primary Adult</th>
<th>Eligible 0-100%</th>
<th>101-139%</th>
<th>Over Income</th>
<th>Foster Child</th>
<th>Homeless</th>
<th>Public Assist</th>
<th>Yes</th>
<th>No</th>
<th>Former</th>
<th>Yes</th>
<th>No</th>
<th>Income Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruno Pyatt</td>
<td></td>
<td></td>
<td>22.00 (avg)</td>
<td>12.05</td>
<td>15</td>
<td>80.30%</td>
<td>15.59</td>
<td>87.0% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cotter Head Start</td>
<td></td>
<td></td>
<td>19.00 (avg)</td>
<td>11.32</td>
<td>16</td>
<td>79.72%</td>
<td>16.00</td>
<td>74.72% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Harrison</td>
<td>1,128</td>
<td>215</td>
<td>18.00 (avg)</td>
<td>62.66</td>
<td>80</td>
<td>78.33%</td>
<td>74.61</td>
<td>83.90% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Jasper Head Start</td>
<td>230</td>
<td>56</td>
<td>20.00 (avg)</td>
<td>11.50</td>
<td>15</td>
<td>76.87%</td>
<td>14.30</td>
<td>80.42% health &amp; excused</td>
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<td></td>
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</tr>
<tr>
<td>Mountain Home I</td>
<td>272</td>
<td>48</td>
<td>20.00 (avg)</td>
<td>13.60</td>
<td>16</td>
<td>85.00%</td>
<td>16.00</td>
<td>75.00% health &amp; excused</td>
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<td></td>
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<td></td>
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<tr>
<td>Mountain Home II</td>
<td>277</td>
<td>43</td>
<td>20.00 (avg)</td>
<td>13.85</td>
<td>16</td>
<td>86.56%</td>
<td>16.00</td>
<td>77.00% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mountain Home IV</td>
<td>211</td>
<td>88</td>
<td>20.00 (avg)</td>
<td>10.55</td>
<td>16</td>
<td>68.94%</td>
<td>14.95</td>
<td>70.57% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Norfork</td>
<td>224</td>
<td>23</td>
<td>19.00 (avg)</td>
<td>11.79</td>
<td>16</td>
<td>73.68%</td>
<td>13.00</td>
<td>90.60% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirley Head Start</td>
<td>286</td>
<td>50</td>
<td>21.00 (avg)</td>
<td>13.62</td>
<td>13</td>
<td>104.76%</td>
<td>16.00</td>
<td>85.12% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Joe Head Start</td>
<td>247</td>
<td>61</td>
<td>22.00 (avg)</td>
<td>11.23</td>
<td>13</td>
<td>86.36%</td>
<td>14.00</td>
<td>82.00% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Valley Springs</td>
<td>280</td>
<td>36</td>
<td>20.00 (avg)</td>
<td>14.00</td>
<td>15</td>
<td>93.33%</td>
<td>15.60</td>
<td>88.61% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Grove Head Start</td>
<td>276</td>
<td>76</td>
<td>22.00 (avg)</td>
<td>12.55</td>
<td>15</td>
<td>83.64%</td>
<td>16.00</td>
<td>73.41% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yellville-Summit</td>
<td>246</td>
<td>24</td>
<td>18.00 (avg)</td>
<td>13.67</td>
<td>15</td>
<td>91.11%</td>
<td>15.00</td>
<td>79.00% health &amp; excused</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report Totals:**

- **Enrolled:** 4,157
- **Dropped:** 887
- **Drop/Wait:** 47
- **Drop/Accept:** 19.59 (avg)
- **Income Range:** 212,39
- **Income Range:** 261
- **Income Range:** 81.56%
- **Income Range:** 257.25
- **Income Range:** 82.41%

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### Additional Information

- **Program Term:** Early Head Start 2018-2019, Agency: Ozark Opportunities Inc. HS/EHS, Enrollment Status: Enrolled, Dropped, Drop/Wait, Drop/Accept, Completed

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**Report Management Report - Eligibility Income**

- **Income Range:** $0 to $9,999
- **Income Range:** $10,000 to $19,999
- **Income Range:** $20,000 to $29,999
- **Income Range:** $30,000 to $39,999
- **Income Range:** $40,000 to $49,999
- **Income Range:** $50,000 and Over

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**Report Management Report - Eligibility Income**

- **Income Range:** $0 to $9,999
- **Income Range:** $10,000 to $19,999
- **Income Range:** $20,000 to $29,999
- **Income Range:** $30,000 to $39,999
- **Income Range:** $40,000 to $49,999
- **Income Range:** $50,000 and Over

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**Report Management Report - Eligibility Income**

- **Income Range:** $0 to $9,999
- **Income Range:** $10,000 to $19,999
- **Income Range:** $20,000 to $29,999
- **Income Range:** $30,000 to $39,999
- **Income Range:** $40,000 to $49,999
- **Income Range:** $50,000 and Over
e. Ryan Clayborn- Program Manager/ Education Coordinator:

- A new *Professional Development Plan* process has been created in which staff will create their P.D. Plans online (will begin in February 2019.)
- We are in the process of finalizing a new Service Plan/Matrix for the Head Start and Early Head Start Program. This plan details how we are meeting all of the HS Performance Standards.
- Created the January Teachers’ Newsletter that included information about classroom ICEE, communication, interactions, and nutrition.
- I met with all HS/EHS Teaching Staff for a final mini-training to prepare them for the FA2 federal monitoring visit in early January.
- A Google Classroom™ assignment was assigned to teaching staff for the month of January and February. The title of the professional development exercise is “What makes a good teacher great!”
- In the process of creating five Google Classroom™ modules for EHS professional development: Safety, Nutrition, Classroom Interactions, Health, and Developmental Testing are the topic areas for the modules.
- Reviewed all Lesson Plans for the month of January and reviewed and documented all required educational records for all programs (Records Check).
- The *Boone County Imagination Library* met on January 8th and is currently providing books to 1,186 children in Boone County. It costs approximately $2,800 a month to fund the program, and the group is exploring new funding opportunities.
- Teaching staff are completing *Teaching Strategies Gold™* round two and anecdotal records in February.
- I am in the process of creating a new method for child individualizations to ensure that we are tracking each individual child’s progress and meeting goals all year long. I also updated several key pieces of the child portfolios at the request of teaching staff.
- Attended the monthly REACH training for teaching staff in the month of January.
- I am working along with teaching staff and the Parent Engagement Coordinator to streamline the Home Task process for parent involvement. This initiative will cause a huge decrease in the amount of paper and copies made on a monthly basis(!)
- A *Teacher Engagement Taskforce Meeting* was held in February for teaching staff to call in with questions and concerns.
- Assisted the Licensing/Safety & Facilities Coordinator on final preparation at centers in advance of the FA2 visit.
f. **Patricia Murray- Disabilities & Center Supervisor:**

- Early Head Start currently has **6** Individualized Family Service Plans (“IFSP’s”) on file, which makes our total % of children with a recognized disability **12.5%** (this means we are exceeding our requirement of 10%.)

Data from our ChildPlus data system is below:

<table>
<thead>
<tr>
<th>Agency Summary - Ozark Opportunities Inc.</th>
<th>Children</th>
<th>Received Services</th>
<th>Primary Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children with an IEP or IFSP (%) of funded enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Open IEP 1</td>
<td>1</td>
<td>Non-categorical/developmental 4</td>
</tr>
<tr>
<td></td>
<td>Closed IEP 0</td>
<td>0</td>
<td>Speech or language impair 2</td>
</tr>
<tr>
<td>5</td>
<td>Open IFSP 5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Closed IFSP 0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Total Open 6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Total Closed 0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

- Head Start Pre-K currently has **38** Individualized Education Plans (“IEP’s”); making our total percentage of children with a recognized disability **14.6%** (this means we are exceeding our requirement of 10%.)

Data from our ChildPlus data system is below:

<table>
<thead>
<tr>
<th>Agency Summary - Ozark Opportunities Inc.</th>
<th>Children</th>
<th>Received Services</th>
<th>Primary Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children with an IEP or IFSP (%) of funded enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Open IEP 38</td>
<td>38</td>
<td>Non-categorical/developmental 22</td>
</tr>
<tr>
<td></td>
<td>Closed IEP 0</td>
<td>0</td>
<td>Speech or language impair 16</td>
</tr>
<tr>
<td>38</td>
<td>Open IFSP 38</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Closed IFSP 0</td>
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<tr>
<td>38</td>
<td>Total Open 38</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>Total Closed 0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IEP / IFSPs Due</th>
<th>Past Due 2</th>
<th>Next 30 days 0</th>
<th>More than 30 days 36</th>
</tr>
</thead>
</table>

| <blank>                                  | 0          | 0              | 0                   |

- **December and January In-Kind has been reviewed and submitted to Finance.**
- **We are SO proud that our communities are so involved with our classrooms!**
“MR. BANKER” STOPPED BY MT. HOME HEAD START AND ABC!

THE SHIRLEY SCHOOL LIBRARIAN READING TO THE CHILDREN OUTSIDE!
III. Community Services

Rebecca Hanlin; Community Services Manager

1. Low-Income Home Energy Assistance Program:

- The Crisis Program will begin Monday, February 11, 2019.
- As of February 6, 2019 we have written utility checks in the amount of $210,427.00 on 1,640 applications (on behalf of 1,640 households).

<table>
<thead>
<tr>
<th>Counties</th>
<th>Received</th>
<th>Approved</th>
<th>$</th>
<th>Pending</th>
<th>Denied</th>
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</thead>
<tbody>
<tr>
<td>Baxter</td>
<td>573</td>
<td>481</td>
<td>$61,612.00</td>
<td>41</td>
<td>51</td>
</tr>
<tr>
<td>Boone</td>
<td>506</td>
<td>462</td>
<td>$57,580.00</td>
<td>18</td>
<td>26</td>
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<tr>
<td>Marion</td>
<td>251</td>
<td>212</td>
<td>$26,738.00</td>
<td>17</td>
<td>22</td>
</tr>
<tr>
<td>Newton</td>
<td>194</td>
<td>162</td>
<td>$21,050.00</td>
<td>17</td>
<td>15</td>
</tr>
<tr>
<td>Searcy</td>
<td>184</td>
<td>164</td>
<td>$21,735.00</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Van Buren</td>
<td>252</td>
<td>226</td>
<td>$29,769.00</td>
<td>11</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,960</strong></td>
<td><strong>1,707</strong></td>
<td><strong>$218,484.00</strong></td>
<td><strong>114</strong></td>
<td><strong>139</strong></td>
</tr>
</tbody>
</table>
2. **Community Services Block Grant (CSBG):**

- Monitors from Little Rock reviewed our programs October 4, 2018; we are awaiting their report.
- Discretionary Grant Updates:
  - Seven laptops have been purchased and replaced older models that were showing signs of wear.
  - Reality Enrichment And Life Lessons (REALL). Kits are being created; we receive the curriculum on a thumb drive so we have to print, laminate, and cut out all the materials for the curriculum and purchase supplies for the kits, storage container, lanyards, etc. We’ve had to delay our pilot session to early Spring due to equipment failure. The printing and laminating process is about 95% complete. The next phase will entail putting student, vendor and facilitator packets together in preparation for our first simulation.
- FY 2018 CSBG Annual Report is due mid-February.
- FY 2019 CSBG first quarter ended December 31st, the quarterly report was due to the State by January 31st and was submitted by the deadline.

3. **Vehicle Repair Loan Program:**

- Current balance is now $4,675.59. Current outstanding funds are $1,240.49.
- $500 maximum loan amount. Loan must be repaid within one year.
- Income eligibility is 200% federal poverty level.
- From start of program we’ve had 12 individuals receive a loan; no new loans; four are paid in full; three are in the repayment process; five are delinquent.
- We are working with Community Partners to spread the word about this program. Partners must be willing to sign a referral letter and help with contacting approved clients if they default on the loan.

4. **HOPE Revolving Loan Fund:**

*Ozark Opportunities, Inc.* administers an interest-free micro loan program through the Housing Opportunities Partnership Exchange (HOPE 501(c)3) that is intended to assist homeless individuals/families with the upfront costs such as rent deposits, rent payments and/or utility deposits when establishing a home.

**Activity from December 12 through January 12 includes:**

- No new clients were processed. 1 payment was received.
- Revolving loan account current balance is $902.99.
- Until more repayments are received, funds are not available to assist additional clients. (Target balance before re-opening for processing additional loans is $1500.00.)
- To date, during Calendar Year 2018, fifteen households comprised of 43 total individuals have been assisted with establishing a home through this micro-loan program.
5. **ESG (Emergency Solutions Grant):**
   - Final monitoring for the ESG (Emergency Solutions Grant) was conducted on December 5-6, 2018.
   - During the exit interview, the DHS representative feedback indicated no issues were found.
   - Currently waiting on the final monitoring report from DHS.

6. **Family Development & Empowerment:**
   - As of January 31, 2019 we have 26 families enrolled in SUCCESS; with 1 pending.
   - In the month of January, Ferrin and Cathy have had 3 speaking engagements and assisted with the HUD Point in Time Homeless Count.
   - February tentatively has seminars scheduled on Feb. 13, 2019 at 5:30 at the Hwy 43 location and Feb. 21, 2019 at 5:30 at the Yellville Outreach Office. The topic will be the *Basics of Budgeting*.
   - March seminars are tentatively scheduled for March 14 at the Hwy 43 training center at 5:30 and March 21 at the Mt. Home Outreach Office. We will continue to explore the budgeting process and ways to save on your bills.

   All seminars are free and open to the public and advertised on Facebook and website.

   Our **SUCCESS Story Highlight** for February is J.R. who is the single father of 5 daughters that range in age from 5 to 14. He is a new participant to the SUCCESS Program and was enrolled in December 2018. He has been working periodically and is enrolled full time as a college student at ASU in the “Mechatronics” program, where he is learning how to work on heavy equipment. He’s our highlight story because while he continues to meet his family obligations AND has a 4.0 grade point average in college!

7. **Healthy Families Arkansas: January Activity:**
   - Total of 27 families – 9 in Searcy County and 18 in Van Buren County
   - Received 2 new referrals for Van Buren County
   - Enrolled 1 new family in Van Buren County
   - Completed 55 home visits and conducted 1 group meeting
- As a UAMS Satellite Site, workers checked 1 car seat for proper use and installation and educated 1 family on safe sleep practices.
- Scheduled the Healthy Families America (HFA) site visit for the reaccreditation process – it will be on August 2-4, 2020. Pre-site materials are due and will be sent on June 22, 2020.
- Families can secure emotional support through home visits; however, there are often material needs that families struggle to meet. Many low-income families lack the diapers they need for their babies, which can cause a parent to stretch the time in between diaper changes. This practice can cause health problems for babies and stress for parents. This Healthy Families program strives to help our participating families meet these basic needs so that they can worry less about how they’ll pay for diapers and focus more on bonding and playing with their children.

Currently, in addition to diapers, HFA staff can provide wipes, clothes, books, diaper bags, safe sleep products, developmental toys, childproofing kits, and baby healthcare kits. The program relies on grants and community donations to be able to provide these items.
8. **Mobile Micro-Shelter Youth Initiative:**

The MMS Selection Committee met and contacted two youth groups that had applied to request a more detailed materials list and blueprints. The committee will meet again February 12th to review the new information and make a final decision on who will be funded.

9. **Community Engagement & Staff Development:**

- Benjamin Glover has completed his NCRI portfolio. He will soon take the test & Crystal Rogers has completed the first section of her NCRI portfolio.
- Comprehensive Community Assessment – The Core Group continues to meet regularly and is currently compiling information to share at the public hearing February 21st.
- Cathy, Crystal and Rebecca presented information at the Head Start Policy Council meeting held January 22, 2019.
- Several staff participated in the HUD Point-in-Time Homeless Count. Ms. Hanlin was part of the team (along with Chonda from Harrison Housing and Rhonda with House of Hope) to organize a homeless event that was held at House of Hope. The event provided individuals with a hot meal, warm clothing, blankets, wellness exams, flu shots, haircuts and other resources.
- Marie Knoble attended Parent Meetings in St. Joe and Clinton on January 24, 2019, at the Head Start center.

10. **Staffing Updates:**

- We are currently accepting applications and interviewing for an Outreach Worker for Baxter/Marion counties.
- We are also accepting applications for a part-time family development worker for Searcy and Van Buren counties.
IV. Corporate Services/Human Resources

Jane Bueg, Chief Operating Officer

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Other/Training:

GoogleApps In-Kind report: $330.00 (Head Start) $150.00 (Early Head Start) $45.00 (ABC)

Training: How to Enhance Your Strategic Leadership Skills with Social Intelligence; Poster 2019 Update

Leave Without Pay– Payroll adjustments= 6; Jury Duty: 1

Unemployment Claims – 1; Income/Employment Verification– 2; FMLA- 5

Job Posting, Advertisement & Job Description - 2

Dept. of Labor Survey for January (Van Buren County statistics)

Technology: Tech Talk

Benefits Enrollment/change/termination: 2; COBRA Health / Dental enrollment/inquiry: 2

Employee Bankruptcy or Garnishment withholding– 3; Workforce Services Wage Audit: 1

Employee Traffic Violation Reports- 1; New Hire Orientation- 1

Contractor List Update

1st Qtr. CSBG Report FY 2019

Board Executive Committee Meeting- minutes

Annual Health Insurance Marketplace mail-out to all employees

2018 IRS 1095C– 103 employees; OSHA 300A for 2018– 22 work sites

Child Maltreatment Central Registry Check– 14; Criminal Records Check– 4

Interview Schedule – 3 days (HS, EHS, CS)

Reference Check, Sex Offender Check – 1

Child Care Licensing tracking updates & Personnel Policy Update