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. We are up-to-date on program receivables to date; however, since LIHEAP funds are now administered by the AR. Energy Office we are having to resubmit for payment and have fronted a small amount of payments to vendors- we are working with AEO staff to receive an advance to cover future payments.

- We recently received notice that we are getting the One Time Funds we requested from Head Start(!!!); this money will be used for Technology, Facilities, Safety, and Classroom needs at our Head Start Pre-K and Early Head Start infant/toddler centers. We have already begun the process to spend the funds for necessary updates before school starts; however, there are several projects that will have to be staged throughout the coming school year to get all of the work done and funds spent before the end of the funding cycle.

II. Community Services

Rebecca Hanlin; Community Services Manager

1. Low-Income Home Energy Assistance Program:

- State oversight of LIHEAP (Low Income Home Energy Assistance Program) has been transferred to the Arkansas Department of Environmental Quality (ADEQ), Arkansas Energy Office (“AEO”) effective July 1, 2019.

- The Summer 2019 Energy Assistance Program (both Non-Emergency and Crisis) opened to the public on July 8, 2019. PE’s were mailed June 13, 2019. The first “PE’s” (Prior Eligible applications) were returned on Monday, June 17, 2019.


  - No findings were identified for the Summer 2018 Non-Emergency program, the 2018 A-16 program, the Winter 2019 Non-Emergency program or the Winter 2019 Crisis program.

  - Only one minor finding was identified for the Summer 2019 Crisis program.

  - The Corrective Action Plan was submitted to the State for approval on Friday, June 28, 2019 and approved the same day.
2. Community Services Block Grant (CSBG):
   - The 2020 CSBG grant application was due to the State by July 1, 2019; the deadline was met and application received by the OCS Office before the due date and time.
   - The third quarter has ended (June 30th) and the quarterly report will be due to the State by July 30, 2019.

3. REALL:
   - The first pilot session for REALL (Reality Enrichment And Life Lessons) was held Tuesday, July 2019. Teenagers participated in a reactive life and proactive life simulation.
     - **The Reactive Life.** Participants simulate the life of someone who has made negative decisions, such as legal trouble or inadequate education.
       - They may face a number of difficulties:
         - Difficulty finding and maintaining employment
         - Hardship affording bills and life expenses
         - Frustration
         - High stress
         - Strained relationship
     - **The Proactive Life.** Participants simulate the life of someone who has made positive decisions, such as avoidance of legal issues and pursuit of higher education.
       - They may experience many benefits:
         - Living wage employment
         - Making enough income to afford housing
         - Making enough income to afford childcare
         - Money to enjoy hobbies and interests

<table>
<thead>
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<th>Counties</th>
<th>Received</th>
<th>Approved</th>
<th>$</th>
<th>Pending</th>
<th>Denied</th>
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<tr>
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<td>51</td>
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<tr>
<td>Van Buren</td>
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<td>87</td>
<td>$10,011.00</td>
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<tr>
<td><strong>Total</strong></td>
<td>1,037</td>
<td>871</td>
<td><strong>$98,606.00</strong></td>
<td>160</td>
<td>6</td>
</tr>
</tbody>
</table>
4. **Vehicle Repair Loan Program:**

- Current balance is $4,229.23. Current outstanding funds are $2,119.35.
- $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 14 individuals receive a loan; No new loans since last reporting; Five are paid in full; Three are in the repayment process; Six 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.
5. **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. *NOTE: The program is still suspended until a minimum balance of $1,500 is reached.*

   - Activity from April 12 through May 12 includes:
     - No new clients were processed. No new payments received.
     - Revolving loan account current balance is **$1,074.81**.
     - During Calendar Year 2018, fifteen households comprised of 43 total individuals have been assisted with establishing a home through this micro-loan program.

6. **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.
   - Waiting on final monitoring report from DHS.

7. **Family Development & Empowerment:**

   - May 31, 2019 we have 106 families enrolled in SUCCESS. Of that 106, 2 have yet to be approved for A-16 funding.
     - Baxter: 26 families
     - Boone: 43 Families
     - Marion: 27 families
     - Newton: 3 families
     - Searcy: 3 families
     - Van Buren: 4 families

   - July Seminars on “Renters Rights and Responsibilities” are tentatively scheduled for July 11th at the Community Services Training Center (Harrison), July 16th at the Marshall Outreach Office at 5:30 pm, and Yellville Office tentatively on the same day at 5:30 pm. On July 25, 2019 the seminar will be held at the Mt. Home Outreach office.

   - In addition, we will conduct *Getting Ahead* Classes beginning on July 9th in both Harrison and Mt. Home/Yellville.

   - The Seminar topic for the month of August will be *Credit Management* with Trudy McManus.

*NOTE: All seminars are **FREE** and open to the public and advertised on Facebook and our website.*
8. **Partner Highlight!!**: This month we would like to highlight one of our community partners, United Health Care. United Health Care has been a community partner for many years. They have recently had key leadership changes within their organization. Austin Summers now fills the managerial role for our area. We have had multiple visits from Austin and he has expressed a high interest in deepening our relationship. United Health Care has agreed to cater the SUCCESS Banquet this year as well as assist with costs associated with renting the space for our banquet this year as well as assist with costs associated with renting the space for our banquet as the college is not an option this year.

The **SUCCESS Banquet** is fast approaching. Please keep the evening of September 26th open on your calendars to honor our families and their growth(!)

9. **Healthy Families Arkansas - June Activity:**
   - Total enrollment of 26 families – 17 in Van Buren County and 9 in Searcy County. We are at 87% capacity.
   - Currently recruiting 5 new families.
   - Enrolled 1 new family in Searcy County.
   - Completed 44 home visits for a completion rate of 80%.
   - Had 2 group meetings - one in Searcy County and another in Van Buren County with a total of 9 families attending. Literacy and books was discussed in Searcy County and Hot Car/Summer Safety was discussed in Van Buren County.
   - Staff became certified in First Aid and CPR.
   - **Happy 1 Year with Ozark Opportunities, Inc.!!** June 30th marked the end of the first contract year for the Healthy Families America (Arkansas) program with Ozark Opportunities, Inc. Arkansas Children’s Hospital and the Arkansas Home Visiting Network renewed the contract and the new cycle will begin on July 1. We are thrilled to have HFA on board and look forward to another year of supporting at-risk families in Searcy and Van Buren Counties!

10. **Community Engagement & Staff Development:**
    - Ashley Tatum has started her internship with Ozark Opportunities, Inc. for her Masters in Social Services.
    - Ben Glover conducted a ROMA Refresher class in preparation for the CSBG 3rd quarter report.
    - Rebecca certified 9 OOI employees in First Aid and CPR (adult, youth, infant) and use of an AED.
    - Staff across the agency participated in the pilot REALL Simulation.
    - Several staff members will participate in *Bridges Out of Poverty* and *Getting Ahead in a Just Gettin’ By World* on July 17-18 at the JPH Center in Harrison.
    - Melissa will assist in a peer review July 27-30 in Independence, Kansas.
    - Crystal and Cathy will attend a Poverty Conference in Little Rock July 30-31.

11. **Staffing Updates:**
    - We are still accepting applications for a part-time family development worker for Searcy and Van Buren counties.
III. Child Development (ABC Pre-K, Head Start, & Early Head Start):

A. Child Development Director Notes:

School is Out! We have been busy ending out the year on a high note- by mid-June all OOI Child Development (“CD”) classes will be out for the summer. Over the next few months C.D. Program staff will be busy updating the Program Information Report (or “PIR”, which is a critical piece of our annual “Head Start Report to the Public”), as well as analyzing data and processes to make changes for the coming year.

In addition, we are planning several new trainings for staff on ways to deal with safety-sensitive areas of our program, and have scheduled a “YOU Make a Difference Day” on August 12, 2019 (details will be sent in mid-July to all staff and Board of Directors members.)

Finally, the much-needed “One Time Funds” from Head Start are allowing us to purchase technology items that we have been needing for several years- we are excited that we are able to upgrade our computers, copiers, etc. to insure we are able to continue providing high-quality services to the children and families we serve.

B. ABC Pre-K Program:

<table>
<thead>
<tr>
<th>ABC Pre-K; CACFP Meals Served in May 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast = 659</td>
</tr>
<tr>
<td><strong>Total $3,482.92</strong></td>
</tr>
</tbody>
</table>

C. Head Start/Early Head Start

1. RETIREMENT(!)

A BITTERSWEET GOODBYE! Our own Ginger Lackey, Head Start Family Support Worker) recently retired from our Head Start Program after **42 YEARS(!)** We are grateful to her passion and care for the work she has done to support families over the years, and wish her the best as she enjoys the next phase of her life-

THANKS GINGER!!!

To the Left: Terri Beard (ERSEA Coordinator and FSW Supervisor) presents Ginger Lackey a Recognition Award for her 42 years of dedicated service to OOI and the Head Start Program.
2. **Program Manager/ Education Coordinator- Ryan Clayborn:**

- I have been preparing the Education component materials for the Pre-Service training days.
- Coordinating staff have had two meetings in the month of June that included pre-service planning and presenting information gathered from professional development that was attended.
- The Boone County Imagination Library met on June 4; it is currently providing books to 1,136 children in Boone County. It costs approximately $2,935 a month to fund the program in Boone County. We are scheduled to read books for “Reading in the Park” during the months of June & July.
- I am working with Child Development Administrative Team to create a day of professional development during Pre-Service. This will allow teaching staff to complete a day of training at their location without travel. The modules will be short, professional development activities covering multiple component areas.
- I helped to create the OOI Child Development Calendar for the 2019-20 school year.
- A new Lesson Planning Template has been created for Pre-K. This is a Universal Lesson Plan with all components we expect staff to be covering with students.
- The 2019-20 Education Schedule for all programs has been updated for teaching staff. There will be several new changes for teachers in the upcoming school year that should save them time!
- I have worked alongside several Coordinators to stain our outside walkways and to paint classrooms for the new school year.

3. **Health and Nutrition- Sharon Burnett:**

**CACFP CLAIM SUMMARY- MAY 2019- $14,077.67**

<table>
<thead>
<tr>
<th></th>
<th>Head Start</th>
<th>Early Head Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>1,408</td>
<td>809</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>1,444</td>
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<td><strong>Snacks</strong></td>
<td>1,355</td>
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<td><strong>Total</strong></td>
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<td>Head Start:</td>
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<tr>
<td>95%</td>
<td>92%</td>
<td>Completed Dental Exams</td>
</tr>
<tr>
<td>95%</td>
<td>96%</td>
<td>Completed Lead Testing</td>
</tr>
<tr>
<td>97%</td>
<td>96%</td>
<td>Completed Physical Exams (Well Child for EHS)</td>
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<tr>
<td>98%</td>
<td>96%</td>
<td>Completed Immunizations</td>
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<tr>
<td>3</td>
<td>2</td>
<td>Parents applied for immunization waiver from AR. Dept. of Health.</td>
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**JUNE 2019 HEALTH & NUTRITION UPDATE:**
- Reconciled bills for payment- Hiland, Sysco, Pippin, Mtn. Valley Water, Cost Saver, Harp’s, Premium Refreshments
- Submitted CACFP Reimbursement for May 2019.
- Completed CACFP Food Monitoring Reviews for Clinton EHS, Harrison EHS and MH EHS.
- Completed Evaluations for Food Service Staff.
- Training for 2 new FSW staff on June 18th.
- Enrollment Pack review meeting June 25th.
- Management Team meeting on June 26th.
- Preparing for Pre-Service Trainings/topics.
- Held the initial Safety/Health (“STEALTH”) Meeting on June 20th.
- PIR for Head Start
- Webinar – Strategies to Promote Fruit & Veggie Consumption
- Submitted Production Records for Feb 2018 & Feb 2019 for review to CACFP

**ERSEA & Family and Community Partnerships- Terri Beard:**

- **ENROLLMENT UPDATE:** Head Start Pre-K is out of session for the summer months of June and July. We had 48 Early Head Start Children enrolled for the month of June (as the program currently goes through the middle of the month.)
• Enrollment for the 2019-20 School Year for Head Start to-date (below). Family Support Workers are actively looking to fill remaining slots at each of our centers.

<table>
<thead>
<tr>
<th>Center</th>
<th>Returning children</th>
<th>New children accepted</th>
<th>Total for Classroom (sum of Return and New Accepted)</th>
<th>Planned</th>
<th># Needed</th>
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</thead>
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<tr>
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<td>16</td>
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<td>16</td>
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<td>Harrison 1</td>
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<td>11</td>
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<td>16</td>
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<td>Harrison 3</td>
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<td>16</td>
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<td>Harrison 4</td>
<td>7</td>
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<td>11</td>
<td>16</td>
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<tr>
<td>Harrison 5</td>
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<td>13</td>
<td>16</td>
<td>3</td>
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<tr>
<td>Mountain Home 1</td>
<td>7</td>
<td>9</td>
<td>16</td>
<td>16</td>
<td>0</td>
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<tr>
<td>Mountain Home 2</td>
<td>7</td>
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<td>16</td>
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<td>15</td>
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<tr>
<td><strong>Total all centers</strong></td>
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<td><strong>216</strong></td>
<td><strong>261</strong></td>
<td><strong>45</strong></td>
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</table>

• **HS/EHS ATTENDANCE UPDATE:** We were at 74.02% Average Daily Attendance in Early Head Start for June; there were some illness-related absences and we are within the regulations (85% minimum); however, we have also noticed a marked decrease in attendance after the public schools are released for the summer.
TRAINING, Training, Training…:

Over the last few months of the school year and at the beginning of the year OOI Family Support Workers have been getting together to discuss systems, learn from each other, and discuss processes and new ways of approaching their work.

Meetings have been held in the Central Office Community Room (seen below), and at the new OOI Training Center at 1856 Church Park Drive (2nd & 3rd pics on next page…)

![Meeting in the Central Office Community Room](image-url)
These rooms have become a tremendous asset to our agency, and we are proud that they are not only so nice; but that they are available to our staff and community partners to use to further our mission of combating poverty.

5. Patricia Murray- Disabilities & Center Supervisor:
- Head Start has 40 children that received services (speech, developmental) this past year.
- I have been preparing for Pre-Service training for staff that starts in August.
- Working on Interagency Agreements and MOU’s for Early Head Start and Head Start.
- Scheduling interviews for new teaching staff.
- Attended a webinar on “Math and Language Arts through Movement”.
- Ordered new materials & supplies for children with disabilities.
IV. Corporate Services/Human Resources

Jane Bueg, Chief Operating Officer

June 2019

<table>
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<th>Community Services</th>
<th>Administration</th>
<th>Total</th>
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<td></td>
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<table>
<thead>
<tr>
<th>All Departures</th>
<th>Education</th>
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<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Other/Training:

- Google Apps In-Kind Report: $320.00 (Head Start) $160.00 (Early Head Start) $45.00 (ABC)
- Hires: 2
- EHS last payroll calculations: 14
- Medicare Coordination of Insurance: 1
- Letter of lay-off to EHS Teachers and Nutrition Workers - 13
- Income/Employment Verification – 7
- FIRE Unit audit of unemployment claims: 4
- Workforce Services Days Worked/Earnings report: 1
- Dept. of Labor Survey for June (Van Buren County Statistics)
- Inventory: EHS classrooms
- Employee Jury Duty: 1
- Reference Check response: 1
- COBRA Notice: 2
- Employee Bankruptcy or Garnishment withholding- 3
- Wage Compensation data for Head Start Study
- Contractor List Update
- Board Executive Committee Meeting Minutes
- Child Maltreatment Central Registry Check – 7
- Criminal Records Check – 3
- Fingerprint Check – 28
- Termination: 2; Termination of Benefits: 2
- Driver List update
- Benefits enrollment: 1
- Child Care Licensing tracking updates
- OSHA Survey for 2019- Boone County Community Services
- Unemployment Claims: 17
- Classroom Staff Attendance Incentives processed: 13
- HS & EHS PIR (Program Information Report)
- Job Posting & Advertisement: Family Development Worker, Teacher (ABC) Mountain Home, Teacher Assistant (Harrison, Bruno-Pyatt, Mountain Home), Early Head Start Teacher Clinton (2)