I. Chief Executive Officer Update:

- Agency Finances are 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 (still) behind on CSBG reimbursements by several months; however, we spoke to the person in charge of payments at OCS and have been assured we will have funds the last week of February/first week of March for the Nov. and Dec. 2019 reimbursements. January 2020 has been submitted and will be paid at a later date.
- We are finishing projects and purchasing items listed in our “Early Head Start One-Time Funds” budget. We are (still) on track to spend all of the funds by the end of February 2020.

II. Child Development (ABC Pre-K, Head Start, & Early Head Start):

A. Arkansas Better Chance Pre-K Program:
- Attendance: January 2020 = 80.76%
B. Head Start/Early Head Start

a. Program Manager/ Education Coordinator- Ryan Clayborn:

- I met with the Child Development Admin. Team to begin development of the new five-year goals that begin in 2021. We plan to have several more meetings before completing the goals and aligning them with the OOI School Readiness Agenda.
- I attended an online training on the Desired Results Developmental Profile (or DRDP). This assessment instrument is designed for teachers to observe, document, and reflect on the learning, development, and progress of children, birth through 12 years of age, who are enrolled in early care and education programs and before-and after-school programs. We are considering changing from Teaching Strategies Gold™ to the DRDP in 2021.
- I traveled to multiple classrooms to check teacher’s Development Goals for each child in their classroom, as I wanted to ensure that these were being completed on every child in our program.
- I finalized modules 5 & 6 in the Google Classroom to send out for staff to complete for AMI/PD days.
- I completed five staff evaluations for new staff to complete their probationary period as well as a first evaluation on several staff members.
- I attended the Arkansas Head Start Association meeting in Little Rock. Several of our coordinators serve on committees for the AHSA Institute.
- I have accompanied the Mental Health Coordinator to several meetings with parents concerning behaviors and traveled to several classrooms to aide teachers with behavioral issues.
- The Boone County Imagination Library met on January 7th and is currently providing books to 1,990 children in Boone County(!)
- I am currently working on completing the Arkansas Better Chance renewal grant for 2020-2021 and will turn it in by the deadline.
- I created the January Teacher’s Newsletter that focuses on the importance of solid Behavior Management skills and mental health.
- I have made multiple trips to pick up flooring materials along with the Licensing Coordinator as well as moving office furniture.
- I have continued visiting sites to ensure that all operations are running smooth!

b. Mental Health- Tawnya Akins:

- A new “Conscious Discipline Challenge” was sent out to teaching staff. The first challenge was to remember and reflect on “How did your parents discipline?” The staff were then asked to see what things as a parent/teacher that they do the same and see what things they do differently. I plan to take small steps to getting our teaching staff to recognize and use Conscious Discipline on a consistent basis.
c. Health/Mental Health- Sharon Burnett:

**CACFP CLAIM SUMMARY- DECEMBER 2019- $22,317.51**

<table>
<thead>
<tr>
<th></th>
<th>Head Start</th>
<th>Early Head Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>2,840</td>
<td>570</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>2,946</td>
<td>587</td>
</tr>
<tr>
<td><strong>Snacks</strong></td>
<td>2,759</td>
<td>607</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$18,555.38</strong></td>
<td><strong>$3,762.13</strong></td>
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</table>

**HEALTH OUTCOMES: JANUARY 2020**

<table>
<thead>
<tr>
<th></th>
<th>Head Start</th>
<th>Early Head Start</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>97%</td>
<td>72%</td>
<td>89%</td>
<td>Completed Dental Exams</td>
</tr>
<tr>
<td>98%</td>
<td>83%</td>
<td></td>
<td>Completed Lead Testing</td>
</tr>
<tr>
<td>96%</td>
<td>93%</td>
<td>91%</td>
<td>Completed Physical Exams (Well Child for EHS)</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td></td>
<td>Parents applied for immunization waiver from ADH</td>
</tr>
</tbody>
</table>

**Health/Nutrition Update for January 2020:**

- Reconciled bills for payments.
- Completed CACFP Reimbursement for December for all centers.
- Food Reviews completed for HEHS/ABC, HHS, Valley Springs, Yellville-Summit HS, Norfork HS/ABC, MHEHS, MHHS/ABC, Clinton EHS, Shirley HS, Western Grove, and St. Joe.
- Submitted info for the agency-wide outcomes (ROMA) report.
- Attended AHSA Institute and Board Meetings in Little Rock
- Attended an OOI C.D. Management Team Meeting on 1/13/2020
- Prepared for CACFP Food Monitoring Review in February. Preliminary information requested for review was emailed to reviewer.
- Completed CACFP Monitoring with NO FINDINGS(!)
d. ERSEA & Family and Community Partnerships - Terri Beard:

- **ENROLLMENT UPDATE:** At the end of December we had 254 Head Start children enrolled and 48 Early Head Start children for a total of 302. We are not fully enrolled in Head Start- one classroom in Harrison was closed and enrolled children were placed in one of the remaining four classrooms – they are still being served. The Program has applied for a reduction in slots from 261 to 232 – effective March 1, 2020.

- **HS/EHS ATTENDANCE UPDATE:** We are at 85.39% Average Daily Attendance (“ADA”) in Head Start Pre-K & 79.94% ADA in Early Head Start.

---

### End-of-Month Enrollment Report

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Month</th>
<th>Head Start</th>
<th>Early Head Start</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reported</td>
<td>Funded</td>
<td>Reported</td>
</tr>
<tr>
<td>0CH010428</td>
<td>Aug 2019</td>
<td>254</td>
<td>254</td>
<td>48</td>
</tr>
<tr>
<td>0CH010428</td>
<td>Sep 2019</td>
<td>254</td>
<td>254</td>
<td>48</td>
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<tr>
<td>0CH010428</td>
<td>Oct 2019</td>
<td>254</td>
<td>254</td>
<td>48</td>
</tr>
<tr>
<td>0CH010428</td>
<td>Nov 2019</td>
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<td>0CH010428</td>
<td>Jan 2020</td>
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<td>254</td>
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<tr>
<td>0CH010428</td>
<td>Feb 2020</td>
<td>254</td>
<td>254</td>
<td>48</td>
</tr>
<tr>
<td>0CH010428</td>
<td>Mar 2020</td>
<td>254</td>
<td>254</td>
<td>48</td>
</tr>
<tr>
<td>0CH010428</td>
<td>Apr 2020</td>
<td>254</td>
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<td>0CH010428</td>
<td>May 2020</td>
<td>254</td>
<td>254</td>
<td>48</td>
</tr>
<tr>
<td>0CH010428</td>
<td>Jun 2020</td>
<td>254</td>
<td>254</td>
<td>48</td>
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<tr>
<td>0CH010428</td>
<td>Jul 2020</td>
<td>254</td>
<td>254</td>
<td>48</td>
</tr>
</tbody>
</table>

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### Ozark Opportunities Inc. HS/EHS

**2301 - Average Daily Attendance**

Program Term: Early Head Start 2019-2020, Agency: Ozark Opportunities Inc. HS/EHS, Attendance Date: 1/2/2020 - 1/31/2020

<table>
<thead>
<tr>
<th>Ozark Opportunities Inc. HS/EHS</th>
<th>Present</th>
<th>Absent</th>
<th>Neither</th>
<th>ADA</th>
<th>ADA</th>
<th>Funded Enrollment</th>
<th>% Attendance</th>
<th>Count</th>
<th>% Attendance</th>
<th>Count</th>
<th>% Attendance</th>
<th>Count</th>
<th>% Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinton Early Head Start</td>
<td>248</td>
<td>62</td>
<td>8</td>
<td>21.00 (avg)</td>
<td>11.72</td>
<td>16</td>
<td>73.21%</td>
<td>14.66</td>
<td>79.87%</td>
<td>14.66</td>
<td>79.87%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harrison Early Head Start</td>
<td>264</td>
<td>63</td>
<td>9</td>
<td>21.00 (avg)</td>
<td>12.57</td>
<td>16</td>
<td>78.57%</td>
<td>15.57</td>
<td>80.73%</td>
<td>15.57</td>
<td>80.73%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mt. Home Early Head Start</td>
<td>243</td>
<td>64</td>
<td>0</td>
<td>20.00 (avg)</td>
<td>12.15</td>
<td>16</td>
<td>75.94%</td>
<td>15.35</td>
<td>79.15%</td>
<td>15.35</td>
<td>79.15%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ozark Opportunities Inc. HS/EHS</td>
<td>753</td>
<td>189</td>
<td>17</td>
<td>20.67 (avg)</td>
<td>36.44</td>
<td>48</td>
<td>75.91%</td>
<td>45.58</td>
<td>79.94%</td>
<td>45.58</td>
<td>79.94%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Totals</td>
<td>753</td>
<td>189</td>
<td>17</td>
<td>20.67 (avg)</td>
<td>36.44</td>
<td>48</td>
<td>75.91%</td>
<td>45.58</td>
<td>79.94%</td>
<td>45.58</td>
<td>79.94%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

77% excused/illness/health related absences
48% excused/illness/health related absences
56% excused/illness/health related absences
e. Disabilities & Center Supervisor- Patricia Murray:

- ChildPlus screenshots (below & next page) show that Head Start has 49, or **18.77%** children with IEP’s, and Early Head Start has 9, or **18.75%** children with IFSP's. The program is required to have 10% of children with IEP or IFSP’s, so we are in compliance.
f. Childcare Licensing/Safety & Facilities- Harley Thompson:
   • Participated in OOI Strategic Planning Committee, working on Theory of Change on Jan. 8th & 22nd.
   • Conducted a new-hire training on January 23rd, at the OOI Admin. Office.
   • We are winding down the HS/EHS One-Time Funds improvement projects with the end of the fiscal year approaching.
   • Completed training on “Clear and Confident Communications” on January 14th, and “Communicating Unpopular Decisions” on January 28th.

g. Parent Engagement- Krystal Mayes:

Just look at these Valley Springs Head Start kids learning about money! Thank you to the staff at Bank OZK for the piggy banks and the education both to parents and children!
Piggy Banks for EVERYONE!!! 😊

Parents are hands-on at Mountain Home Early Head Start (below…)!
III. Community Services

Rebecca Hanlin; Community Services Manager

1. Low-Income Home Energy Assistance Program (LIHEAP):
   • Non-Emergency Energy Assistance opened to the public on January 21, 2020.
   • Potentially Eligible (PE) applications were mailed January 13, 2020.
   • Through February 5th we’ve paid on 479 applications in the amount of $60,020.
   • Emergency Energy Assistance will open to the public on Monday, February 24, 2020.

<table>
<thead>
<tr>
<th>Counties</th>
<th>Received</th>
<th>Approved</th>
<th>Amount</th>
<th>Pending</th>
<th>Denied</th>
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<tbody>
<tr>
<td>Baxter</td>
<td>392</td>
<td>149</td>
<td>$18,250</td>
<td>243</td>
<td>0</td>
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<tr>
<td>Boone</td>
<td>389</td>
<td>332</td>
<td>$41,521</td>
<td>56</td>
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<tr>
<td>Marion</td>
<td>195</td>
<td>82</td>
<td>$10,328</td>
<td>113</td>
<td>0</td>
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<tr>
<td>Newton</td>
<td>124</td>
<td>95</td>
<td>$12,243</td>
<td>29</td>
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<tr>
<td>Searcy</td>
<td>19</td>
<td>9</td>
<td>$1,004</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Van Buren</td>
<td>151</td>
<td>106</td>
<td>$13,110</td>
<td>45</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,270</strong></td>
<td><strong>773</strong></td>
<td><strong>$96,456</strong></td>
<td><strong>496</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

2. Community Services Block Grant (CSBG):
   • 2019 Carryover funds are available but we are awaiting further instructions from the State regarding specific budget amounts.
   • **2020 CSBG Discretionary Grant application has been approved for $38,942.67.** The original request was for $50,000 to be used in three areas: asset building, media & communications, and training. Grant is from February 1, 2020 – September 30, 2021. A revised budget has been sent to the State for final approval.
   • The 2020 Agency-wide Results; First Quarter Report was due January 31, 2020. The report was reviewed and approved by the OOI Board of Directors Executive Committee on January 27th and then sent to the State before the deadline.

3. Strategic Planning Committee Update:
   • The second meeting for creation of OOI Theory of Change was held via phone conference on January 22, 2020 and a tremendous amount of quality information was obtained in that session.
   • The latest draft was presented to our Executive Committee on January 27, 2020 and was met with very positive feedback.
   • A Strategic Planning Core Group Meeting was held February 6, 2020 and a draft of the Theory of Change will be presented to the full Board of Directors at the February Board Meeting.
4. **Mobile Micro-Shelters:**

- Round 3 of the *Ozark Opportunities, Inc.* Mobile Micro Shelter Initiative received two qualified applications so we have decided to construct two shelters! The winning groups are North Arkansas College (Vocational Technologies Department- picture #1; below) and Boy Scout Troop 60 (Eagle Project for Alec Roberson- picture #2; below) both out of Harrison, AR.

- To help fund the additional shelter being constructed *Ozark Opportunities, Inc.* was able to facilitate a donation of $4,000 from a generous donor to help cover the extra costs. **Thank you very much to the Carter Grace Foundation** located here in Harrison, AR for their outstanding support!

- Funders for these two micro-shelters include Cox Communications ($5,000), Carter Grace Foundation ($4,000) and Home Depot ($1,000). **THANKS!!!**
5. Vehicle Repair Loan Program:
   - Current balance is **$4,481.31**. Current outstanding funds are **$1,867.27**.
   - $500 maximum loan amount. Loan must be repaid within one year.
   - Income eligibility = 200% federal poverty level.
   - From start of program we’ve had 16 individuals receive a loan; One new loan since last reporting.
     - Seven are paid in full. Two are in the repayment process.
     - Two are delinquent, and collection efforts being made.
     - Five are defaulted 😞
   - 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.

6. Family Development & Empowerment:
   - As of January 31, 2020 we have 29 families enrolled in SUCCESS Goal Coaching. We also have 2 pending applications at this time. (Breakdown by county: Baxter 9, Boone 13, Marion 3, Newton 1, Searcy 1, Van Buren 2.)
   - We are actively recruiting new families for the SUCCESS Program.
   - **February Seminars** = “The Path to Financial SUCCESS Begins Here”.
     Tentative Schedule (All depend on enrollment):
     - February 13th at 5:30 pm. At the OOI Boone County Training Center at 1856 Church Park Drive in Harrison.
     - February 18th at 5:30 pm. at the OOI Yellville Outreach Office; 300 West 11th Street.
     - February 24th at 5:30 pm. at the Marshall Outreach Office; 110 Ruff Street.
   - **March Seminars** = Part 2: “The Path to Financial SUCCESS Continues”…
     Tentative Schedule (All depend on enrollment):
     - March 12th at 5:30 pm. at the OOI Boone County Training Center; 1856 Church Park Drive in Harrison.
     - March 16th at 5:30 pm. Marshall Outreach Office; 110 Ruff Street
     - March 17th at 5:30 pm. at the Mt. Home Outreach Office 1318 Bradley Drive, Suite 16.

   - All seminars are **free and open to the public**.

SUCCESS Highlight!!! This month’s highlight is the Gatlin Family. **Backstory:** They are a two-parent household with two children, one of which they hope to be adopting in the near future(!) Mr. Gatlin is unable to work due to an extensive injury. Mrs. Gatlin is a full-time student and employed full time as an executive assistant at the college she is enrolled.
**Progress:** Mrs. Gatlin just received her second Associate’s Degree and will be receiving a third at the end of the Spring 2020 semester. Once she has completed her AA degrees, she has plans to obtain a Bachelor’s in Business and then a Master’s in Human Resource Management.

Mrs. Gatlin is an extremely goal-oriented individual, and prides herself on being competitive in all the right ways 😊. Not only is she a full-time employee and student at the college she attends, but she is also the President (of the local chapter) and the Executive Vice President (at the State level) of Future Business Leaders of America (FBLA). She has many goals to move her family forward, and we are excited to help support her to achieve them(!)

7. **Healthy Families Arkansas (HFA)- January Activity:**
   - Total enrollment= 26 families (87% capacity) – 17 in Van Buren County and 9 in Searcy County
   - Received 2 new referrals, but did not enroll any new families yet. Those referrals are still in process.
   - Completed 40 home visits (97% completion rate) and 1 Group Meeting.
   - The Searcy County Group Meeting was with Kylie Harris at the U of A Extension Office. She taught attendees how to eat cheap and healthy and we cooked a Mexican-style casserole.
   - Staff were able to check 1 car seat and educated 1 family on “safe sleep practices” as part of the UAMS Satellite Site program. In addition, we received a new inventory of car seats, pack-n-plays, and other safe-sleep materials as part of the reapproval for the satellite site.
   - Two staff were able to attend the Arkansas Home Visiting Network Winter Institute.
   - The HFA Supervisor attended the second Local Inter-Agency Coordinating Council meeting, whose vision is that “All families with children birth to age 5 in our region know what services and resources are available to their families”. The goal for this meeting was to focus on identifying and contacting other possible members to have a wide variety of people at the table. Mrs. Smyth will be inviting Early Head Start, WIC representatives, and other home visiting programs to the group.

8. **Community Engagement & Staff Development:**
   - Rebecca Hanlin (Community Services Manager), Ben Glover (Program Specialist / ROMA Coordinator) and Cathy Brownell (Family Development Specialist) met with Jasmin Griffin from Arvest Bank on January 23, 2020. This meeting was to see if Arvest would be willing to partner with Ozark Opportunities, Inc. in our upcoming IDA Savings Account program. While Arvest does not have a savings account program ideal for these IDA accounts (mainly offering no minimum balance or withdrawal fees) Jasmin offered to assist with the process to apply for grant funding through the Arvest Foundation and is willing to help with the 16 hours of financial literacy training that is required for clients.
   - On January 28, 2020, Rebecca Hanlin and Ferrin Carlton attended the Head Start Policy Council meeting to share community services programs with those in attendance.
   - On January 31, 2020, Community Services staff attended the Boone County Resource Council meeting at the DHS office and shared the opening of LIHEAP energy assistance with community partners.
   - February 11, 2020 staff attended a “Designing Brochures, Newsletters, Reports & More” training.
   - February 25, 2020 “Emergency Response & Disaster Planning” training is scheduled.

9. **Staffing Updates:**
   - We are currently looking for another Family Development Worker for Baxter & Marion counties.
   - Shae Sutterfield is no longer working for OOI. We wish her the best in all her future endeavors.
## IV. Corporate Services (& Human Resources)

*Jane Bueg, Chief Operating Officer*

### January 2020

<table>
<thead>
<tr>
<th>Hires</th>
<th>Education</th>
<th>Community Services</th>
<th>Administration</th>
<th>Total</th>
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<td>2</td>
<td>0</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>All Departures</th>
<th>Education</th>
<th>Community Services</th>
<th>Administration</th>
<th>Total</th>
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</thead>
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<tr>
<td></td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**Other/Training:**

- Google Apps In-Kind Report: $432 (Head Start) $192 (Early Head Start) $54 (ABC)
- New e-mail accounts: 1
- Unemployment Insurance Claims: 9; COBRA Notification: 2
- Income/Employment Verification – 2
- Child Maltreatment Registry Check: 8
- COBRA terminated: 1; Benefits termination: 2
- Contractor List Update
- Verify Primary Health Insurance for Employee: 1
- Driver List update
- Child Care Licensing tracking updates
- OSHA Survey for 2019, Boone County
- Workers Comp Injury: 1
- Garnishment: 3
- Leave Without Pay: 0
- Track & Confirm Workers Comp payment to provider
- December Report & 1st Quarter CSBG Report
- Criminal Records Check: 6
- Final Pay Calculation: 1
- Technology Upgrades in process
- Workers Comp Loss Control Review
- Job Posting/Advertising: 1
- OSHA 300 for 2019 – all worksites
- IRS 1095 – 105 employees
- Employee Address Change: 1
- Job Description Updates: Nutrition Worker (HS & EHS)
- Arkansas State Police FBI fingerprint check – 1
- Strategic Planning Core Group Meetings – 2
- Executive Committee Meeting