

MANAGEMENT REPORT January and February 2010

Agency-Wide Activities

A new application for services was implemented with the tax program to begin processing referrals to all the agencies' programs for clients applying for any service. The system also includes referrals to DHS for food stamps and Sooner Care. The information has been collected, and the tax clients have been told about services they are eligible for. A system for follow-up with the clients concerning these referrals is now being finalized for full implementation.

Jean Cooper headed a committee of executive directors who met with the Oklahoma Housing Finance Agency (OHFA) staff to discuss possible solutions to ongoing issues identified by providers that impede the agencies' ability to properly serve their housing clients. A response from OHFA is expected soon.

The format for reporting performance on the agency's objectives has been completed. The first outcomes report is attached to this management report to provide the Board of Directors with a concise presentation of the planned outcomes and the agency's performance concerning those outcomes for the current month and year-to-date. The managers are revising their reports for the Management Report to describe major activities that have occurred in the previous month and a description of activities that are planned for future months.

Program Activities

Home Buyer Education Classes and Locations

Looking forward we continue to provide monthly Homebuyer Education Classes in all three counties. At the present time, the only Down Payment Assistance we have available is for Miami, Oklahoma only.

The schedule of HBE classes is as follows:

January 16, 2010	Miami, Ottawa County	First National Bank
February 20, 2010	Jay, Delaware County	Community Action Agency
March 20, 2010	Miami, Ottawa County	Community Building
April 17, 2010	Jay, Delaware County	Community Action Agency
May 15, 2010	Grove, Delaware County	Bank of Oklahoma
June 19, 2010	Jay, Delaware County	Community Action Agency
July 17, 2010	Vinita, Craig County	TBA
August 21, 2010	Jay, Delaware County	Community Action Agency
September 18	Grove, Delaware County	Bank of Oklahoma
October 16, 2010	Miami, Ottawa County	First National Bank
November 20, 2010	Jay, Delaware County	Community Action Agency

Emergency Services Schedule

Emergency Service is up and running in all three counties. In Craig county the agency serves clients on every other Wednesday at the Craig County DHS. On Mondays and Fridays Emergency Services are provided at the Ottawa County DHS office. Emergency Services are provided at the Jay Community Action Agency on Tuesday and Thursday and every other Wednesday. For an appointment call 918-253-4683 Ext. 10.

Vita Tax Preparation Schedule

The Vita Tax Preparation Schedule is as follows:

Until April 15, 2010

Monday and Thursday Jay Community Action Agency
Tuesday and Friday Miami Ottawa County DHS
Wednesday Vinita DHS and Miami Head Start.

RX Assist Program

Special events for RX include monitoring visits by the Regional Area Director to Tulsa and Pryor to Assist Staff with training. Also, The Regional Director will be training in Nowata and Washington Counties on March 12th.

RX will be traveling to Miami on March 17th to train DHS Staff on the prescription assistance program. This will enable the agency RX program to serve more clients in this area.

Rx staff in Nowata County will be Attending the Senior Fair on April 8th. Staff will be handing out information on the prescription assistance program and helping to complete applications.

Linda Ely is now serving RX clients on Wednesday at the City of Miami Office in room 4. RX services are available Monday through Friday in the Jay Community Action Agency Office.

Housing

Rehab projects continue in Vinita, Delaware County, Grove and Jay. The agency entered the lottery for more Rehabilitation grants but did not get selected this year. The next opportunity to apply for OHFA rehab is next January.

Health Clinic Development

Health clinic development efforts were initiated in November 2009 with the first meeting being held at Craig General Hospital in Vinita. Since this date, there has been an additional 3 meetings at the Town Hall in Afton. The latest meeting was March 3, 2010 with the formation of 3 sub-committee work groups to work on the needs assessment/survey development, service area determination, and initial board development. Sub-committees will report their findings at the next meeting scheduled for March 25, 2010 in Afton.

Economic Development

Economic Development activities for the months February and March 2010 primarily consist of ongoing research of three main projects, business incubator, farmers markets, and a business center.

I have visited business incubator sites at RSU in Claremore and at the Mid America Industrial Park near Pryor. I toured both facilities and discussed operations of the incubators with staff. I am also gathering more information online.

Our consultant Wanda DeBruler has informed me of several new funding opportunities for the farmers market project. We will be investigating the details of applying for funding through these programs.

I recently made contact with a representative of Rural Enterprises Incorporated in regard to helping us start a business center. He will be visiting our agency in the near future to discuss programs that we might partner with them on.

Job Assistance Services

In January 2010 five clients were seen in the Job Specialist program and in February 15 were served. Services provided ranged from setting up an account with Oklahoma Job Links through assistance with writing resumes and preparing for interviews. Presentations about the program were made to the Jay Chamber of Commerce, the Lion's Club of Jay, and Delaware County DHS family support workers. Articles describing the program were submitted to the Grove Sun and the Delaware County Democrat. PSA's were placed at K-GVE and are being heard at noon each day on that station. One "Job Skills Workshop" has been conducted at NEOCAA in conjunction with Oklahoma Employment Security Commission. A joint partnership is being developed among Work First, which serves TANF clients, Child Support Court Liaison, DHS and NEOCAA to help prepare clients for job placement.

Head Start

We have completed the renovation specifications and created the bid packets for the HS Expansion and EHS program. Bids are to be submitted by noon on March 1, 2010. Services should begin sometime in May or June.

Our continuation grant application has been sent to the Regional office. We did include a request for waiver of non-federal match in the amount of \$250,000. We are anxious to hear their response.

LeeAnn Cochran, education manager, will facilitate CDA instruction twice in February and twice in March. This is great training for our staff. We currently have ten staff members taking this training.

Patti, LeeAnn, Christy and I attended the Early Head Start Orientation in Washington D.C. the week of January 10-14, 2010. This was excellent training and gave us many great ideas as to proceed in developing our new program.

We collaborated with Miami Public Schools and Jay Public Schools for Leslie Porter (State T/TA director) to present the state mandated autism training to licensed teachers.

The training in Miami was on 1/12/10 and the training in Jay was on 1/13/10. There were approximately 80 teachers that attended this valuable training.

Our February Policy Council meeting is Tuesday the 23rd commencing at 10:30 am. We will not have a Policy Council meeting in March.

Lynn Hobbs, T/TA specialist, will make her monthly visit to our program on Wednesday, February 24, 2010 at 10:30 am. Lynn has provided our program with information regarding the Professional Develop Plan for each employee as required by the Head Start Act of 2007.

We had the bid opening for the parking lot project at Miami Head Start on 2/12/10. We had 4 sealed bids and all bids were significantly higher than our project budget. We are in the progress of seeking additional remedies for completion of the project. We will complete this project as it is a true necessity for the Miami Center.

Many of our centers have missed several days as a result of inclement weather. As soon as each school district decides as to how they are going to address these days, we will pass it on to staff and parents. --Doug Spillman