

RFP Bid #: 710-20-0018

Bid Opening Date: February 24, 2020

Bid Opening Time: 1:30 PM Central Time

For

SPECIALIZED PRIVATE LICENSE PLACEMENT AGENCY



COMPACT Family Services

2325 Malvern Avenue

Hot Springs, AR 71901

(501) 262-1660

Copy



STATE OF ARKANSAS
OFFICE OF PROCUREMENT
ARKANSAS DEPARTMENT OF HUMAN SERVICES
700 Main Street
Little Rock, Arkansas 72203

RESPONSE PACKET
710-20-0018

CAUTION TO VENDOR

Vendor's failure to submit required items and/or information as specified in the *Bid Solicitation Document* **shall** result in disqualification.

SIGNATURE PAGE

Type or Print the following information.


PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	COMPACT Family Services		
Address:			
City:	2325 Malvern Ave	State:	AR Zip Code: 71901
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input checked="" type="checkbox"/> Nonprofit
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> African American	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Women-Owned
AR Certification #: _____		* See <i>Minority and Women-Owned Business Policy</i>	

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Jay Mooney	Title:	Executive Director
Phone:	501-262-1660	Alternate Phone:	417-849-1987
Email:	jmooney@compact.family		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>
ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.
ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

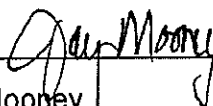
Authorized Signature:  Title: Executive Director
Use Ink Only.

Printed/Typed Name: Jay Mooney Date: 2/26/2020

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory must be declared below or as an attachment to this page. Vendor must clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements shall cause the vendor's proposal to be disqualified.

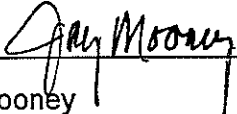
By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	COMPACT Family Services	Date:	2/26/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Jay Mooney		

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory must be declared below or as an attachment to this page. Vendor must clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements shall cause the vendor's proposal to be disqualified.


By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. *Use Ink Only*

Vendor Name:	COMPACT Family Services	Date:	2/20/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Jay Mooney		

SECTION 3,4,5 - VENDOR AGREEMENT AND COMPLIANCE

- *Exceptions to Requirements shall cause the vendor's proposal to be disqualified.*

By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. *Use Ink Only*

Vendor Name:	COMPACT Family Services	Date:	2/26/2020
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Jay Mooney		

Contract Number _____
 Attachment Number _____
 Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: SUBCONTRACTOR NAME:

Yes No

IS THIS FOR:

TAXPAYER ID NAME: Assemblies of God Family Services

Goods? Services? Both?

YOUR LAST NAME: Mooney

FIRST NAME: Jay

MI: _____

ADDRESS: 2325 Malvern Ave

CITY: Hot Springs

STATE: AR

ZIP CODE: 71901

COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and how are they related to you? <small>(i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies

Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Jay Mooney Title Executive Director Date 2/20/2020
Vendor Contact Person Jay Mooney Title Executive Director Phone No. (501) 262-1660

Agency use only
Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____



COMPACT Family Services

Equal Employment Opportunity (EEO) Policy

Assemblies of God Family Services Agency, d/b/a COMPACT Family Services is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on the basis of age, sex, color, race, national origin, disability or genetic information, as required by law.

This policy applies to all terms and conditions of employment. COMPACT prohibits any form of workplace harassment based on age, sex, color, race, national origin, disability, or genetic information.

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Vendor may expand the space under each item/question to provide a complete response.
- Do not include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 MINIMUM QUALIFICATIONS	
<p>A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status (full time employee or part-time employee), title, role, responsibility and credentials. 2.2B</p> <p>Lance Nelson- Foster Care Director, full-time, Bachelor of Science- Pastoral Ministries, Master of Arts-Leadership, PRIDE Certified, SAFE Home Study Certified</p> <p>Responsible for the overall management of placement (community) based social service programs, including foster care. Involves management of respective applications, licensing, placements, service delivery, assessments, church partnerships, trainings, and supervision of casework services.</p> <p>Raynetta Newton- Administrative Assistant, full-time, SAFE Home Study Certified</p> <p>Provides administrative support to foster care department. Coordinates the collection and processing of all documentation of required for licensing of foster homes. Processes all necessary background checks for foster, respite, and support families. Provides logistical support and coordination for foster care team. Conducts SAFE home studies as necessary.</p> <p>Mark Maybrey- Placement Coordinator, full-time, Bachelor of Science- Professional Studies/Business Communications</p> <p>Responsible to assist the Foster Care Director in managing placement requests, as well as overseeing ongoing foster care placements. Responsibilities include: overseeing support for foster families and overseeing case management for existing COMPACT foster care cases; providing case management (Family Consultant) services; processing referrals for new placements, emergency placements, and accommodating respite requests from foster families; and overseeing documentation for the team of Family Consultants.</p> <p>Patrick Luse- Training & Home Study Coordinator, part-time, Bachelor of Science- Ministry/Bible, SAFE Home Study Certified</p> <p>Develops and prepares potential foster families for foster care service by coordinating and conducting pre-service training, as well as coordinating and conducting home studies on foster care candidates. Additionally, position is responsible for managing continuing education process for existing foster families and training as necessary.</p> <p>Regena Way- Family Consultant, full-time, Bachelor of Arts-Human Resources</p> <p>Family Consultants provide direct support to Compact Foster Families through case management, crisis intervention, and assistance with implementation of pre-service and in-service training.</p> <p>Teresa Farver- Family Consultant, part-time, Master's Degree- Education Counseling, Bachelor's Degree- Education</p> <p>Family Consultants provide direct support to Compact Foster Families through case management, crisis intervention, and assistance with implementation of pre-service and in-service training.</p> <p>See attached resumes.</p>	<p>5 points</p>

<p>B. Provide an organizational chart displaying the overall business structure. 2.2C</p> <p>See attached.</p>	<p>5 points</p>
<p>C. Describe how the vendor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work. 2.2C</p> <p>Existing foster care positions and staffing levels are sufficient for the start-up of the scope of work. As placements and caseloads increase, additional caseworkers will be added. When foster families are recruited and trained within geographic areas where COMPACT does not currently have professional services, a local case worker will be recruited and trained to serve those families, supervised by COMPACT's home office in Hot Springs.</p> <p>COMPACT utilizes a fulltime Human Resource Manager to assist with hiring, training, and maintaining sufficient staff. For the duration of time that COMPACT has been a contracted PLPA, hiring and maintaining staff has not been an issue.</p>	<p>5 points</p>
<p>D. Submit a brief history, including the number of years, of experience in providing social work or work in a child welfare related field. 2.2D</p> <p>COMPACT was started in 1944 and has been serving children and families in several capacities for 75 years. We have had a residential facility in Hot Springs that has been operating since then and currently has a QRTP contract, transitional living center, and Highlands Maternity Home. COMPACT received a PLPA contract with DCFS in 2017 and has been successful in recruiting, training, and deploying foster families within our assigned areas. Case management services have been provided for every resident on campus and placement in a foster home for 75 years.</p>	<p>5 points</p>
<p>E. Submit a minimum of three (3) letters of recommendation, from three (3) different sources, describing the work performed relative to the Scope of Work. Letters must be dated within the last six (6) months and meet the following criteria:</p> <ul style="list-style-type: none"> • Must be on official letterhead of the party submitting the recommendation. • Must be from individuals who can directly attest to the respondent's qualifications relevant to the Scope of Work in this RFP. • Must include current phone numbers, mailing address, email address, printed name and title. • Must contain the signature of the individual party submitting the recommendation. • Must not be from current DHS employees. 2.2E <p>See attached.</p>	<p>5 points</p>
<p>E.2 APPROACH TO SCOPE OF WORK</p>	
<p>A. Describe your ability to provide the services described in this RFP statewide. 2.3A</p> <p>COMPACT currently serves as a PLPA in 2 DCFS areas. In those areas, we partner with local churches for recruiting foster families. Furthermore, COMPACT has a network of over 400 partner churches throughout the state that would serve as a primary platform for recruiting specialized families for this contract. COMPACT currently offers a deliverable product to each of our partner churches, CompaCare, which establishes a support system in the implementing church. This system mobilizes volunteers within these churches to provide support to local foster families such as: babysitting, transportation, goods and services, and various other community supports. COMPACT trains specific personnel within the CompaCare model within each church to facilitate these supports.</p>	<p>5 points</p>
<p>B. Describe how vendor plans to comply with DCFS policy and procedures. 2.3A3</p> <p>COMPACT's existing foster care PLPA has provided us with invaluable experience in meeting and exceeding DCFS policies and procedures. We have maintained open communication with DCFS central office personnel regarding policy updates and emphasized practices/procedures and have implemented such policies successfully.</p>	<p>5 points</p>

<p>C. Describe in detail how the vendor plans to execute the Scope of Work independent of DCFS. 2.3A4</p> <p>COMPACT will recruit foster families using our own staff and the developed network of churches. We will be responsible for pre-service training, home studies, licensing compliance, processing of background checks, continuing education, and monitoring of home reevaluation. COMPACT staff will support COMPACT foster families by providing in person and telephone support to assist with retention of foster homes and placement stability.</p>	<p>5 points</p>
<p>D. Describe vendor's admission criteria. 2.3A7</p> <p>Children admitted under the Specialized PLPA will be 13 and older, transitioning from a QRTP facility, or part of an intact sibling group of 3 or more. COMPACT reserves the right to deny referrals of children who are PASSE tier 3 or above, who are sexual perpetrators or who are known fire starters. Priority will be given to referrals who are originating from counties in close geographic proximity to the available foster home.</p>	<p>5 points</p>
<p>E. Describe how you will work with DCFS to achieve reunification and permanence for children and youth. 2.3A</p> <p>Reunification is the primary goal of COMPACT, and this is communicated clearly throughout the recruiting and training process. Foster families are trained in pre-service on various skills needed to support this goal. Foster families are held accountable for their cooperation in the reunification process and encouraged to cooperate with all visitation plans for siblings and biological families. Staff will be available to provide transportation to family visits when DCFS is unavailable to do so.</p>	<p>5 points</p>
<p>F. State your plan for continued placement support and crisis intervention surrounding placement disruption. 2.3A10</p> <p>Placement stability is of utmost importance and is in line with COMPACT's values. COMPACT case workers maintain at a minimum weekly communication with foster families who have placements. This communication serves the purpose of assessing placement stability and monitoring for potential disruptive factors. Foster families are also provided with 24 hour on-call telephone number that they can access when in crisis.</p> <p>Additionally, COMPACT works with the foster families' local churches to implement the CompaCare support model. This model includes additional supports available to the family to aid in alleviating stress points and assist in minimizing disruptions.</p>	<p>5 points</p>
<p>G. Explain how you will work with DCFS to achieve visitation. 2.3B</p> <p>COMPACT will educate foster families on the importance of visitation. COMPACT case managers will be prepared to provide supports such as: training foster families in best practices for preparing children for visits and debriefing after visits, as well as providing occasional transportation for family visits when DCFS staff is unable to do so.</p>	<p>5 points</p>

<p>E.3 ADDITIONAL CONTRACT REQUIREMENTS</p>	
<p>A. State how the vendor proposes to ensure all employees have required background checks. 2.4C</p> <p>COMPACT Family Services submits background check requests directly to DHS before any employee is officially offered employment. Each potential employee is not hired until we receive a "hirable" statement from DHS. Complete state, federal and maltreatment background checks are maintained on all personnel as required by Arkansas state law.</p>	<p>5 points</p>

<p>B. Describe how you will comply with the reporting and billing requirements stated in this RFP, 2.4 F, G, H.</p> <p>Monthly reports, billing, and certification of compliance will be submitted monthly according to contract specifications. COMPACT has ample experience in successfully fulfilling this requirement in other contracts.</p>	<p>5 points</p>
<p>C. Describe your record retention and confidentiality policies. 2.4I</p> <p>COMPACT's record retention policy meets legal requirements and has been vetted by legal counsel and COMPACT's Board of Directors. Additionally, our confidentiality policy meets legal requirements and standards. Retention and confidentiality of client records and information is essential and maintained. See attached policies.</p>	<p>5 points</p>

THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD

In cooperation with



The Arkansas Department of Human Services
Division of Child Care and Early Childhood Education



Certifies that

Assemblies of God Family Services Agency
OWNER

Compact Family Services (Placement)
AGENCY

2325 MALVERN AVENUE

HOT SPRINGS, AR 71901

Is hereby issued Child Placement license #: 147

FOR THE PURPOSE OF PROVIDING, IN THE STATE OF ARKANSAS, THE FOLLOWING SERVICES:

ADOPTION

FOSTER CARE

THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 03/28/2006 AND WILL REMAIN IN EFFECT UNLESS THERE IS A STATUS CHANGE.



In Witness whereof

Chairman, Child Welfare Agency Review Board

DATE: 3/27/2018



LANCE NELSON

2325 Malvern Ave. Hot Springs, Arkansas 71901

(501) 538-0521

lnelson@agfsa.org

CERTIFICATIONS

Ordained Minister, Arkansas District Council of the Assemblies of God	2004
Handle with Care	2017
PRIDE	2016
PRIDE New Generation	2017
SAFE Home Study	2017
Trust-Based Relational Intervention – Practitioner	2019

EXPERIENCE

Foster Care Director 2018-present

Compact Family Services, Hot Springs, Arkansas

- Oversee the recruitment, training, and support for foster families.
- Execute Compact's Private Licensed Placement Agency (PLPA) Contract with the state of Arkansas.
- Facilitate placement of foster children in Compact foster homes.
- Manage a team of case managers and support personnel.

Lead Case Manager 2016-2017

Compact Family Services, Hot Springs, Arkansas

- Provided case management services for foster care residents of Hillcrest Children's Home.
- Supervised a team of case managers to ensure all files met state minimum standards.
- Responsible for training and onboarding new case managers, as well as coordinating communication among case managers.

Case Manager 2015-2016

Compact Family Services, Hot Springs, Arkansas

- Responsible for coordination of care for foster care residents of Hillcrest Children's Home including medical, educational, and therapeutic concerns.
- Support services for direct care staff.
- Worked as a member of a professional team.

Lead Pastor 2014-2015

Central Assembly of God, Enid, Oklahoma

- Redesigned discipleship ministries included growth tracks and small group ministries.
- Hired and supervised multiple staff.
- Led the church through a discovery process culminating in a comprehensive remodel plan.

Lead Pastor 2010-2014

First Assembly of God, Sallisaw, Oklahoma

- Oversaw an aggressive outreach campaign with an average of 60 new converts per year.
- Experienced significant growth as the church doubled in weekend attendance from 110 to 225+.
- Supervised multiple staff.
- Navigated difficult church situations including a very public staff pastor's moral failure while never losing the favor of God nor the morale of the people.
- Completed a \$260,000 renovation and expansion to prepare for the next phase of growth.
- Led the church from a bleak financial outlook in 2010 to its greatest financial year ever in 2013, with increases each year.
- Served as president of the Sallisaw Pastor's Fellowship.

Lead Pastor

First Assembly of God, Okemah, Oklahoma

- Saw an increase in attendance of 150% within one year of arriving, with souls being saved regularly.
- Led the church to its strongest annual budget in its 70-year history, while growing its missions giving to an all-time high.
- Developed and implemented a revolutionary outreach and leadership development program called REACH Okemah.
- Led the church into a fund-raising and building program to construct a new family life center that could house a rapidly growing youth ministry. Project was completed in the Fall of 2009.
- Served the Okemah Ministerial Alliance in various capacities including Vice-President.
- Spoke perennally at area high school Baccalaureate services and community Ministerial Alliance services.

Associate Pastor / Youth Pastor

2001-2005

First Assembly of God, Pauls Valley, Oklahoma

- Assisted the pastor in all pastoral duties, including board meetings, preaching, visitation, and outreach.
- Travelled with the Presbyter as he conducted business and handled challenges in churches throughout Southern Oklahoma.
- Wrote weekly articles for the local newspaper's religion section.
- Led a very successful youth ministry, winning youth and families to the Lord.
- Founded Revolution Student Center, a program dedicated to helping at-risk youth turn their lives around and become solid Christians and good students.
- Served as Area Youth Representative for the Oklahoma District Youth Dept.

EDUCATION

Diploma <i>Woodward High School, Woodward, Oklahoma</i>	1996
Certificate of Completion – Certified Minister Level <i>Berean School of the Bible, Springfield, Missouri</i>	1994
Bachelor of Science, Pastoral Ministries <i>Southwestern Assemblies of God University, Waxahachie, Texas</i> Graduated Magna Cum Laude, GPA 3.55	2001
Master of Arts, Leadership <i>Assemblies of God Theological Seminary</i> Anticipated Graduation Date: 06/2020	

REFERENCES

Available upon request

Certificate of Attendance

This certificate is presented to

Lance Nelson

For attendance at

Structured Analysis Family Evaluation (SAFE) Training

for a total of 12.00 credit hours on
September 13, 2017

MidSOUTH Little Rock

UA
LR | MIDSOUTH
TRAINING ACADEMY
SCHOOL OF SOCIAL WORK



Gigi Peters, LMSW
Executive Director

Certificate of Attendance

This certificate is presented to

Lance Nelson

For attendance at

SAFE Supervisor Training

for a total of 4.00 credit hours on
September 14, 2017

MidSOUTH Little Rock

UA
LR | MidSOUTH
TRAINING ACADEMY
SCHOOL OF SOCIAL WORK



Gigi Peters, LMSW
Executive Director

RAYNETTA NEWTON

108 Ridgewood St., Hot Springs, AR. 71901

Cell: 501-620-9397

Email: delightnew@hotmail.com

Summary

Dedicated and focused administrative assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Experience

Foster Care Administrative Coordinator **11/2018 to Current**
Compact Family Services **Hot Springs, Ar**

- Provide assistance to staff, managers, and senior-level officers as needed
- Create, prepare, and deliver reports to various departments
- Receive and forward communications to different staff and departments
- Perform clerical duties, such as filing, faxing, answering phone calls, and responding to emails
- Completes administrative projects by identifying and implementing new technology and resources; redesigning systems.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization
- Coordinate with human resources to handle payroll and personnel databases
- Work with accounting departments to process invoices, make payments, and track receipts
- Ensure conference rooms and other meeting spaces are prepared prior to use

Residential Life Secretary **09/2015 to 11/18**
Arkansas School for Mathematics, Sciences and the Arts **Hot Springs, AR**

- Maintains a log of all calls received in the residential life office and distributes phone messages.
- Maintains the files for all forms required for the efficient operation of the residential hall.
- Maintain student files.
- Organizes the residence life office.
- Maintains the vehicles key system.
- Reproduces and updates the floor and weekend rosters.
- Maintains all records including visitor's permission sign in/out sheets.
- Maintain student transportation schedule for appointments, doctors, sports, etc.
- Maintain Residential Mentor floor budget, set up account and maintain register for each floor.
- Requisition supplies for the office.
- Quarterly mail out to Parents/Guardians of Student Sign Out Sheets.
- Performs other duties as assigned.

Reason for leaving: Was offered a job with a non-profit organization that held a lot of my personal interests.

Library Assistant **08/2013 to 05/2015**
Fountain Lake School District **Hot Springs, AR**

- Developed a strong understanding of cataloging books and other materials through various methods.
- Returned books to circulation by placing them on their proper shelves.
- Answered patrons' questions and assisted them in finding the materials that they requested.

- Oversaw the check-in and check-out process of library books and materials at the circulation desk.
- Provided assistance to patrons in regards to the library's computer system and gave instructions for logging onto the internet.
- Troubleshoot technical problems with library computers and other technology.
- Assisted in teaching class when head librarian was absent.

Reason for leaving: I was offered an opportunity to run the office at ASMSA.

**Administrative Assistant and Home Based Educator
H.I.P.P.Y. Program**

**08/2009 to 05/2013
Hot Springs, AR**

- Organized and set up children's files with COPA program.
- Planned and implemented educational programs for monthly family meetings.
- Set up weekly schedules for meeting with 15 different families.
- Organized student files and streamlined operations to improve efficiency.
- Managed office inventory and placed new supply orders.
- Responsible for documenting In-Kind funding agency received.
- Located local resources for family needs.
- Handled incoming and outgoing correspondence via email, fax and phone.

Reason for leaving: Program was shut down.

Stay-At-Home Mom

04/2000 to 08/2009

- I choose to stay at home and care for my children before they became school age (though I did have some part-time jobs during this time as listed below).

Babysitting

00/2004 to 00/2009

Brandon and Beverly Parker

Lonoke, AR

- All daily needs, love and attention that a child needs.
- Structure and guidance of behavior.
- Daily meals and snacks.

Reason for leaving: our family relocated to Hot Springs.

**Front Desk Clerk (part-time)
Lonoke Community Center**

**10/2002 to 04/2009
Lonoke, AR**

- Maintained the front desk and reception area in a neat and organized fashion.
- Maintained electronic and paper files.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

Reason for leaving: our family relocated to Hot Springs.

**Preschool Mental Paraprofessional
Community Counseling**

**09/1998 to 04/2000
Malvern and Hot Springs, AR**

- Charting daily behavior of assigned children.
- Supervising morning breakfast and daily hygiene needs.
- Individual activity time in fine motor skills.
- Supervise outings in community.
- Assisted in classroom learning time.
- Assisted in playground time.
- Helped with the pickup of children each morning on the bus route.

Reason for leaving: I wanted to be a stay-at-home mom when our first child was born.

**Residential Treatment Counselor
Youth Home Little Rock, AR**

02/1997 to 09/1998

- Night shift for first 6 months included charting of patient behavior.
- Moderating patients' morning routine.
- The next year was spent on weekend shift and a **promotion** to shift manager.
- Moderating patient behavior.

- Following through with therapist mental plan.
- Attending weekly meetings to assist in planning of patient treatment.
- Planning out activities for patients.
- Planning out weekly group teaching times of basic life skills.
- Assigning duties for co-workers.

Reason for leaving: Our family relocated to Arkadelphia.

PROFESSIONAL REFERENCES

Compact Family Services 2325 Malvern Ave Hot Springs, Ar 71901 501-262-1660 Brian Page- Arkansas director & Administrator and Lance Nelson-Foster Care Director	11/18-Current Start- End- https://compact.family/
ASMSA Residential Sectary 153 Alumni Ln Hot Springs, AR 71901 501-622-5213 Rheo Morris-Dean of Students	09/15 to 11/18 Start- End- http://www.asmsa.org
Fountain Lake School District Library assistant 4207 Park Ave Hot Springs, AR 71901 501-701-1730 Darin Beckwith-superintendent, Frank Janaskie-Principle, and Laura Keese-supervisor	8/13 to 9/15 Start-15,442 End 15,617 http://www.flcobras.com
Hot Springs HIPPY Administrative Assistant & Homebased Educator 1125 Malvern Ave Hot Springs, AR 71901 Cathy McCrary-Director	8/09 to 8/13 Start 10,329 End 17,500 https://www.hippyusa.org
Brandon and Beverly Parker-babysitting	3/04 to 4/09
Lonoke Community Center 1355 Front Street SW Lonoke, AR 72086 501-676-4390 Mike Brown	11/02 to 04/09 Start 5.15 End 6.50 http://cityoflonoke.com/community-center
Community Counseling Center (OBH) 125 Wellness Way Hot Springs, AR 71913 501-624-7111	10/98 to 5/00 End 17,300 http://www.obhaw.org
Youth Home 20400 Colonel Glenn Rd Little Rock, Ar 72210 501-821-5580	02/97 to 10/98 End 16,400 http://youthhome.org
Blockbuster Video 11121 Rodney Parham #19 Little Rock, AR No longer exists	9/96 to 02/97
Tim Schultz Photography 4614 JFK Blvd North Little Rock, Ar 72116 No longer exists	05/96 to 9/96

Reason for Applying to Compact Family Service

My husband and I first began looking into adoption as we felt that God was leading us in the direction of having another child (our first was born in June of 2000) but were having some biological troubles with that happening. We came to the conclusion that fostering to adopt was the direction that we needed to take. I became pregnant with our second child shortly after we made this decision but we still felt that God was leading us to foster, so we completed our training and began the journey. We were able to be a foster family for almost two years in Lonoke County before God called us to Hot Springs. The move to Hot Springs put us in the position of buying our first home. Unfortunately, we could not find a four bedroom home that fit our budget. We settled for a three bedroom house but during those days we both continued to feel that fostering was something God wanted us to do. Through His provisions, we were able to purchase a four bedroom house two-and-a-half years ago. Upon purchase of the house, we immediately began the re-certification process and our home was opened up for to foster in January 2017.

Because of our belief and commitment to the need for foster care, my husband and I have been working with Lance over the past five or six months to bring the wrap around model for fostering to our church and I have the honor of being the Family Ministry Leader as we develop and grow this model within our church.

In applying for the Foster Care Administrative Coordinator position I am sure this is one more way that I can contribute to serving the needs of children in foster care and the development of the wrap around system within other churches.

My previous experience in working with children and youth extends from my job and church experience.

I have worked as a volunteer with the churches that I have been a part of in the capacity of:

- 6th grade Sunday school for several years
- VBS-Always some position during VBS ranging from 1-6 grades teaching. I was in charge of the whole department of 5-6th grade VBS for 2yrs which included recurring, assigning positions, schedule, and teaching.
- Teaching different classes on Wednesday nights for 11yrs in some position ranging from 1-4 grades. This included preparing lessons, organizing material, corresponding with teachers, and filling in different classes when needed.
- I have been on multiple mission trips overseas with youth groups which entailed being in charge of a group each day as we hiked in different areas.
- Fostering for a total of 5 years and involving children ranging from 18 months to 13yrs.
- Babysitting children in my home for 9yrs with ages ranging from birth to 5yrs
- Library assistant for 2yrs included working with students between 10-15yrs and also being an advisor to a group of 9 students. I met daily with the 9 student working through the 7 Habits of Highly Effective Teens, and planning out lessons about life skills and goal setting.

Certificate of Attendance

This certificate is presented to

Raynetta Newton

For attendance at

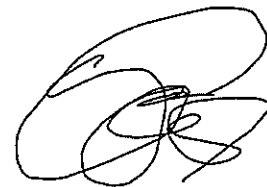
**Structured Analysis Family Evaluation (SAFE)
Training**

For a total of 12.00 credit hours on

08/20/19 - 08/21/19

LITTLE ROCK

**UA LITTLE
ROCK**
Midsouth Training Academy
SCHOOL OF SOCIAL WORK



Gigi Peters, LMSW
Executive Director

Certificate of Attendance

This certificate is presented to

Raynetta Newton

For attendance at

SAFE Supervisor Training

For a total of 6.00 credit hours on

10/24/19 - 10/24/19

LITTLE ROCK

**UA LITTLE
ROCK**
MID-SOUTH TRAINING ACADEMY
SCHOOL OF SOCIAL WORK



Gigi Peters, LMSW
Executive Director

Mark Maybrey
471 Green Bay Drive
Hot Springs, AR 71901
Phone: (256) 762-9061
Email: mark.maybrey@yahoo.com

Objective: To be partnered with an organization that fully empowers all of my education, professional work experiences, unique skills, abilities, creativity, leadership and character that will allow me to serve as a positive asset in helping to maximize the organization's growth and future and make a positive impact in the community.

Highlights of Qualifications

Twenty-seven years of experience in management, customer service and personnel areas. Excellent skills in mediation, negotiation, purchasing, teaching, and project management. Strong writing skills, training abilities, team organization, and client relations. Proven track record of success with awards and recognition in customer service, management, marketing, public relations and sales. Great interpersonal, motivational, & communication skills. Highly efficient in all Microsoft & Mac computer programs, hardware, & applications.

Corporate Work Experience

Compact Family Services

January 7 -present

Hired on to the Foster Care Department in the part-time position of Family Consultant/Caseworker. Managed caseload of up to 12 foster children and their foster families. Attended certified training in foster care management & TBRI.

On 6/24/2019, I accepted the full-time position of Family Consultant and continued to manage the foster child caseload and work with the Compact foster families.

On 1/10/2020, I was promoted to the position of Placement Coordinator. I continued to managed some foster child cases, work with the foster parents, and assist/coordinate with DHS on child placement into Compact foster homes. I also have the responsibility to be further developing, refining, & expanding the existing foster parent respite care program to be at maximum efficiency and profitability.

M-TEK Inc., Manchester, TN

Oct 2004-Aug 2007

Marketing & Sales Coordinator

Directly responsible for sales and account management of interior mold injected automotive trim produced for four Nissan vehicles by a Tier 1 Supplier. Plant Liaison responsible for customer service to three Nissan purchasing buyers.

Daily negotiate design changes, engineering issues, and create quotations.
Provide sales forecasts, history reports and maintain external and internal data.
Track and process materials, tooling, assembly times, labor costs, packaging and freight and provide data to various departments and customers.
Coordinate activities for various trade shows and demonstrations.
Maintain accurate data and determine competitiveness and profitability in order to establish pricing develop quotations, and track performance in QS/EMS setting.

Wriker Chevrolet-Pontiac-GMC, Winchester, TN

Dec 2002-Oct 2004

Assistant Service Manager/Service Consultant

Responsible for daily scheduling, repairing, and delivery of customer vehicles.
Supervised ten technicians processed time sheets and managed workload.
Created new service sales strategies, maintain customer satisfaction levels, designed competitive sales programs and recruited new business.
Maximized service and parts team to sell over \$870,000 in the first year and personally set the dealership sales high of over \$100,000 by individual consultant.

Roberts Automotive Group, Manchester, TN

Mar 2001-Dec 2002

Service Manger/Roberts Nissan

Appointed Manager to improve customer relations/satisfactory and service department efficiency and profitability at request of dealer/owner.
Responsible for supervision over Assistant Manager, ten technicians, performing daily duties, monthly reports, sales pricing, warranty, shop safety, and customer service.
Certified in Nissan's Fixed Operations/Parts Inventory methods.

Assistant Service Manager/John Roberts Toyota

Managed over \$70,000 in parts inventory and expanded customer base.
Performed daily stock orders, processed returns and warranty,
Reduced an inherited 60% obsolescence parts problem by 20% in 18 months.
Maximized monthly sales to over \$51,000 from past company average of \$39,000.
Certified as Toyota Parts Manager and in Parts/Inventory efficiency methods and in numerous other fixed operation/sales management areas through University of Toyota.

Parts Manager/John Roberts Toyota

Managed over \$70,000 in parts inventory and expanded customer base.
Performed daily stock orders, processed returns and warranty,
Reduced an inherited 60% obsolescence parts problem by 20% in 18 months.
Maximized monthly sales to over \$51,000 from past average of \$39,000.
Certified as Toyota Parts Manager and in Parts/Inventory efficiency methods and in numerous other Fixed Operation/Sales Management areas through University of Toyota.

R.N. Wilson Contractor, Inc., Shelbyville, TN

Aug 1998-Mar 2001

Mechanical Estimator/Project & Warehouse Manager

Responsible for estimating and managing commercial construction projects valued from \$50,000 to \$750,000 for local government, schools, and industry.

Managed work crews of five to fifteen employees and coordinated materials.

Estimated and bid contracts, worked blueprints, and developed customer base.

Negotiated with vendors, purchased materials, and managed company's warehouse inventory of plumbing, electrical, and HVAC materials.

Worked productively with architects, engineers, vendors, city and state government officials on design build and value engineered projects.

Education

Middle Tennessee State University, Murfreesboro, TN

Bachelor of Science, Professional Studies/Business Communications

Minors in Communication, English, and History

Motlow State Community College, Tullahoma, TN

Associates Degree in Communication/Minor in English (Honors)

In July 2007, an opportunity in full time church ministry became available and I moved out of the corporate world and into church ministry by taking the position of the Senior/Executive Pastor for a three hundred member church in Florence, Alabama with a personal staff of nine people. I oversaw the daily operations, church staff, vision, multiple ministries, teaching curriculum and overall management of the church and its responsibilities.

Since March 2016, I have held the position of Lead Pastor/Church Planter with Creekside Community Church in Hot Springs, Arkansas as a part of the Arkansas Church Planting Network with the task of revitalizing & restoring a declining church into a new & vital church for the existing community. I built a leadership team, established the organization within the appropriate state guidelines and gained a 501c3 status for the church.

Professional references available upon request.

PATRICK LUSE

501-724-0224
patrickluse@gmail.com
120 Cocanuer Dr.
Hot Springs, AR 71913

Minister

- Minister with 15 - years combined background in ministry and leadership of diverse organizations. Proven record of fostering spiritual growth and boosting involvement, while demonstrating an ability to lead students and families into discipleship and relational ministry.

- | | |
|----------------------------------|-------------------------|
| • Comprehensive Bible Teaching | • Community Outreach |
| • Team Building | • Pastoral Counseling |
| • Camp Director | • Small Groups Training |
| • Multi-faceted Communication | • Inner City Missions |
| • Leadership Training for Christ | • Technology/Web Based |

Professional Experience

- (Intern) **Arkansas Counseling and Psychodiagnostics, January 2020 - present,** Professional Counseling
- (Part Time) **Family Consultant & Training Coordinator, Compact Family Services, Hot Springs, AR, 2019 to present** Work with perspective Individuals and Families to train and license for foster care placements. Have worked as a Family Consultant (case manager) for foster families. Additionally, develop training curriculum for foster family education.
- **Family Life Minister, National Park Church, Hot Springs, AR, 2012–Present**
175-member congregation, provide stability in transition and rebuild youth program. Directed and produced programs with a collaborative process of ministry to address the current and future needs of the students and families. Integrating students and families into the life of the church through relationships, study, missions, and helping them cultivate and track faith milestones.
- **Youth Minister, League Street Church of Christ, Sulphur Springs, AR, 2006-2012**
400-member congregation, provide stability in transition and rebuild youth program. Directed and produced programs to address the current and future needs of the students and families.
- **Assistant Aquatics Director, YMCA, Montgomery, AL 2002-2004**
Training lifeguards and employees in first aid and lifeguard certification. Scheduling employees, maintaining facilities. Facilitating after school activities and community outreach events, i.e. First Step and adults with disabilities.

Education

- **Amridge University** - Masters of Licensed Practical Counseling, 2020 (December)
- **Amridge University** - Bachelor's of Science in Ministry/Bible, 2006
- **Mobile Christian School** - Kinder-12th Grade, 2001

References

- Shawn Hardin - (662) 582-7146
 - David Todd - (501) 207-3387
 - Taylor Payne - (864) 616-8638
 - Chad Huddleston - (404) 312-2880
-

Certificate of Attendance

This certificate is presented to

Patrick Luse

For attendance at

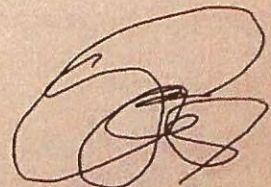
**Structured Analysis Family Evaluation (SAFE)
Training**

For a total of 12.00 credit hours on

10/22/19 - 10/23/19

LITTLE ROCK

**UA LITTLE
ROCK**
MID-SOUTH TRAINING ACADEMY
SCHOOL OF SOCIAL WORK



Gigi Peters, LMSW
Executive Director

Certificate of Attendance

This certificate is presented to

Patrick Luse

For attendance at

SAFE Supervisor Training

For a total of 6.00 credit hours on

10/24/19 - 10/24/19

LITTLE ROCK

UA LITTLE ROCK
MidsOUTH TRAINING ACADEMY
SCHOOL OF SOCIAL WORK



Gigi Peters, LMSW
Executive Director

Regena Way

312 Echo Valley Rd, Hot Springs, Arkansas
regena4way@gmail.com
(501)276-9829

Education

Henderson State Univerisity 1997/05
Human Services · Hot Springs, Arkansas

Skills

-
- Customer care
 - Teamwork
 - Interacts well with children
 - Patience
 - Verbal Communication
 - Conflict Resolution
 - Caring personality
 - Stay calm under pressure

Experience

Compact Family Services 2019/11 - Present
Family Consultant · Hot Springs, Arkansas

I provide direct support to Compact Foster Families through case management, crisis intervention, and assistance with implementation of pre-service and in-service training.

Compact Family Services 2017/09 - 2019/10
House Manager of Transitional Living Center · Hot Springs, Arkansas

I was responsible for the overall management of of the residents and building, included but not limited to assessments, implementation of service planning, service delivery, and community partnerships. I met regularly with the residents, administered medication as needed, taught life skills, provided transportation to and from school and work, and maintained appropriate documentation.

Compact Family Services 2013/07 - 2017/09
House Parent · Hot Springs Township, Arkansas

Provided direct supervision and care of children to meet their physical, spiritual, emotional, educational, and social needs. Worked closely with a treatment team to establish and help fulfill treatment goals.

Hot Springs Health & Fitness 2003/12 - 2013/07
Childcare Provider · Hot Springs, Arkansas

Led developmentally and physically appropriate activities for toddlers and school-age children, while their parents worked out. Kept the children safe and secure at all times. As well as, changing diapers and giving bottles, as needed.

Teresa Morgan Farver

3007 Taylor Dr.
Pine Bluff, AR. 71603
Phone: 870-413-9842
Email: tmorgan@ualr.edu

Career Objective: To become a member of the leadership team of an innovative, progressive school district where emphasis is placed on student success, faculty support, and community involvement.

Educational History

Ed Specialist in Principalship

Arkansas State University; Jonesboro, AR.
December 2017

Master's Degree in Education Counseling w/ K-12 ESL Endorsement

University of Arkansas at Little Rock, AR.
May 2012

Bachelor's Degree in Education

University of Arkansas at Little Rock; Little Rock, AR.
May 2009

Associate Degree in General Studies

Southeast Arkansas College; Pine Bluff, AR.
December 2006

Clinical Nursing Assistant License

Training Partners, Inc.; Pine Bluff, AR.
July 2000

High School Diploma

High Point High School; Beltsville, MD.
May 1995

Employment History

WATSON CHAPEL SCHOOL DISTRICT; Pine Bluff, Arkansas

4-6 Instructional Specialist & ESL Coordinator, October 2015 – Present

Responsibilities are to lead building efforts to increase academic achievement for all student populations; chair campus RTI committee; provide professional development for teachers; model instructional strategies and best teaching practices for classroom teachers; collaborate with teachers to establish cross curricular lessons, provide differentiated small group instruction for students performing below grade level, analyze student data, assist teachers with creating

rigorous lesson plans and facilitating innovative teaching strategies, providing teachers with quality feedback through weekly classroom walkthroughs; as well as assess English Language learners language proficiency and support teachers in providing effective instruction to English language learners.

SOUTHEAST ARKANSAS COLLEGE; Pine Bluff, Arkansas

ESL Adjunct Instructor, June 2019 – January 2020

Duties included creating English lessons and assessments for English language learners, facilitating weekly rigorous, differentiated instruction and translating documents as needed.

COMPACT FAMILY SERVICES (Part-Time); Hot Springs, Arkansas

Foster Care Family Consultant, August 2019- Present

WATSON CHAPEL SCHOOL DISTRICT; Pine Bluff, Arkansas

Classroom Teacher, August 2015 – October 2015

Duties included creating and facilitating lesson plans aligned with Common Core State Standards; maintaining a positive rapport with students and parents; collaborating with colleagues; analyzing student data; and other duties as assigned.

PINE BLUFFSCHOOL DISTRICT; Pine Bluff, Arkansas

Classroom Teacher, May 2009-June 2015

Duties were to create weekly lesson plans based off of statewide frameworks and execute them daily, manage classroom in an orderly fashion, maintain a positive rapport with students, and communicate with parents on a daily basis.

CHILDREN'S INTERNATIONAL-Kid's Club; Little Rock, Arkansas

Voyager Teacher, September 2008 – May 2009

Responsibilities included teaching literacy skills, assisting students with homework, and managing classroom in an orderly fashion.

Community Involvement

2012-present

Pine Bluff First Assembly of God

Pine Bluff, AR

Positions Held: Children's Church Teacher, Intercessory Team Member, Youth Ministry worker, and COMPACARE Foster Care Ministry Director

2009-present

Kappa Delta Pi (Nu Chi Chapter)

Little Rock, AR

Positions Held: International Honor Society in Education Active Member

2009-2012

Oasis Ministries, Int.

Pine Bluff, AR

Positions Held: Ministerial Staff Member, Finance Team Member, Altar Worker, Praise & Worship Team Member, Prayer Team Member, Bible Study Teacher, Sunday School Teacher, and Administrative Assistant

2004-2009

Greater Fellowship Ministries

Pine Bluff, AR

Positions Held: Ministerial Staff Member, Children's Church Coordinator, Dance Ministry Overseer, Sunday School Teacher, Vacation Bible School Teacher, Youth Worker, and Single's Ministry Coordinator

1999-2004

St. James U.M.C.

Pine Bluff, AR

Positions Held: Sunday School Teacher, Vacation Bible School Teacher, College Campus Ministry Bible Study Teacher, Youth Worker, Read-a-Loud Coordinator, Sister-to-Sister Co-Coordinator, Single's Ministry Coordinator

1996-1998

Harvest Time C.O.G.I.C.

Mitchellville, AR

Positions Held: Youth Worker, Y.P.W.W. Teacher, Sunday School Teacher

Software Proficiency

Microsoft WORD, Microsoft EXCEL, Print Artist, Print Master, eSchool, Renaissance Learning and ACCESS

Personal References

Presented Upon Request

BRIAN J. PAGE, LCSW

COMPACT Family Services
Arkansas Director & Administrator
2325 Malvern Ave
Hot Springs, AR 71901

Cell: (417) 299-2951
Office: (501) 262-1660
bpage@agfsa.org

EDUCATION

- | | | |
|-------------|--|------------------------|
| 1999 | MISSOURI STATE UNIVERSITY
Master of Social Work with specialization in Family Health | SPRINGFIELD, MO |
| 1998 | EVANGEL UNIVERSITY
Bachelor of Social Work | SPRINGFIELD, MO |

PROFESSIONAL LICENSURE

- | | | |
|------------------------|--|--------------------|
| 2007 to PRESENT | LICENSED CLINICAL SOCIAL WORKER | STATE OF MO |
|------------------------|--|--------------------|

PROFESSIONAL EXPERIENCE

JUL 2017 to PRESENT **COMPACT FAMILY SERVICES** **HOT SPRINGS, AR**
ARKANSAS DIRECTOR & ADMINISTRATOR (40+ HRS per week)

- Provide general oversight to all Arkansas COMPACT programs
- Determine and execute techniques for recruiting, interviewing, hiring and assessment of staff
- Facilitate weekly Leadership Team meeting and supervise program directors
- Act as liaison between COMPACT Family Services (Arkansas) and state, church, business representatives/officials
- Oversee state contracts, residential programs, and campus/community activities
- Serve on agencies Executive Team and work directly with the Executive Director in fulfilling his initiatives

MAY 2011 to PRESENT **MISSOURI ARMY NATIONAL GUARD** **SPRINGFIELD, MO**
BEHAVIORAL SCIENCES OFFICER – Current Position (Reserve Guard Member)

- Serve the medical detachment in providing behavioral health services
 - Assess behavioral health concerns of National Guard Soldiers
 - Assess drug and alcohol concerns and make recommendations for treatment and retention
 - Assist with annual Soldier medical reviews
- Served as the 206th Area Support Medical Company Commander – April 2017 to April 2019
 - Plan future operations and ensure unit can perform their wartime mission
 - Accountable for over 3.5 million in military/medical equipment and weapons

- Responsible for the health, welfare, training, and morale of 120+ soldiers
- Evaluate soldier performance and counsel soldiers on disciplinary issues

NOV 2013 to July 2017 MISSOURI ARMY NATIONAL GUARD SPRINGFIELD, MO
PSYCHOLOGICAL HEALTH COORDINATOR (40+ HRS per week)

- Conduct clinical assessments, crisis intervention, and critical incident management of soldiers, family members, and units throughout the entire state
- Network and develop community resources to ensure enhanced access of services to soldiers
- Provide behavioral health consultations to commanders and unit personnel
- Facilitate relationship, resiliency, and suicide prevention training events throughout the state
- Independently plan, organize and coordinate all travel and training events

JAN 2016 to DEC 2016 UNITED STATES ARMY - DEPLOYED KUWAIT
BEHAVIORAL SCIENCES OFFICER (Active Duty Soldier – HRS = 24/7)

- Provided clinical counseling and conducted crisis interventions
- Facilitated 78 training events addressing resiliency, relationship, and assertiveness skills
- Supervised, counseled, and evaluated the unit's Mental Health Technicians
- Designed and implemented a training program to enhance long-distance relationships
- Conducted command consultations with senior leaders regarding their 2000+ soldiers
- Ensured 30+ Companies complied with Community Health Promotion Council programs

APR 2012 to DEC 2013 CENTRAL ASSEMBLY OF GOD SPRINGFIELD, MO
CELEBRATE RECOVERY DIRECTOR (12 Step Recovery Program – 8 HRS per week)

- Provided oversight to all aspects of the recovery program
- Coordinated weekly large group meetings
- Conducted quarterly leadership meetings and leader training events
- Managed annual budget

MAY 2013 to OCT 2013 MISSOURI NATIONAL GUARD JEFFERSON CITY, MO
INVESTIGATING OFFICER (Temporary ADOS position – 40+ HRS per week)

- Served as an Investigating Officer of formal Line of Duty (LOD) investigations
- Reviewed LOD substantiating documents and assessed the validity of the service member's claim
- Created LOD investigation reports for perusal by the approving authorities

AUG 2004 to MAY 2013 CENTRAL BIBLE COLLEGE SPRINGFIELD, MO
COUNSELOR (40+ HRS per week)

- Assessed for clinical needs and provided individual, marriage and pre-marital counseling
- Conducted relationship seminars for singles, engaged and married couples
- Facilitated support group for students with prior drug & alcohol issues
- Served as the Commuter Sponsor – managed commuter council activities and budget
- Chair of Wellness Committee during CBC/Evangel Consolidation planning

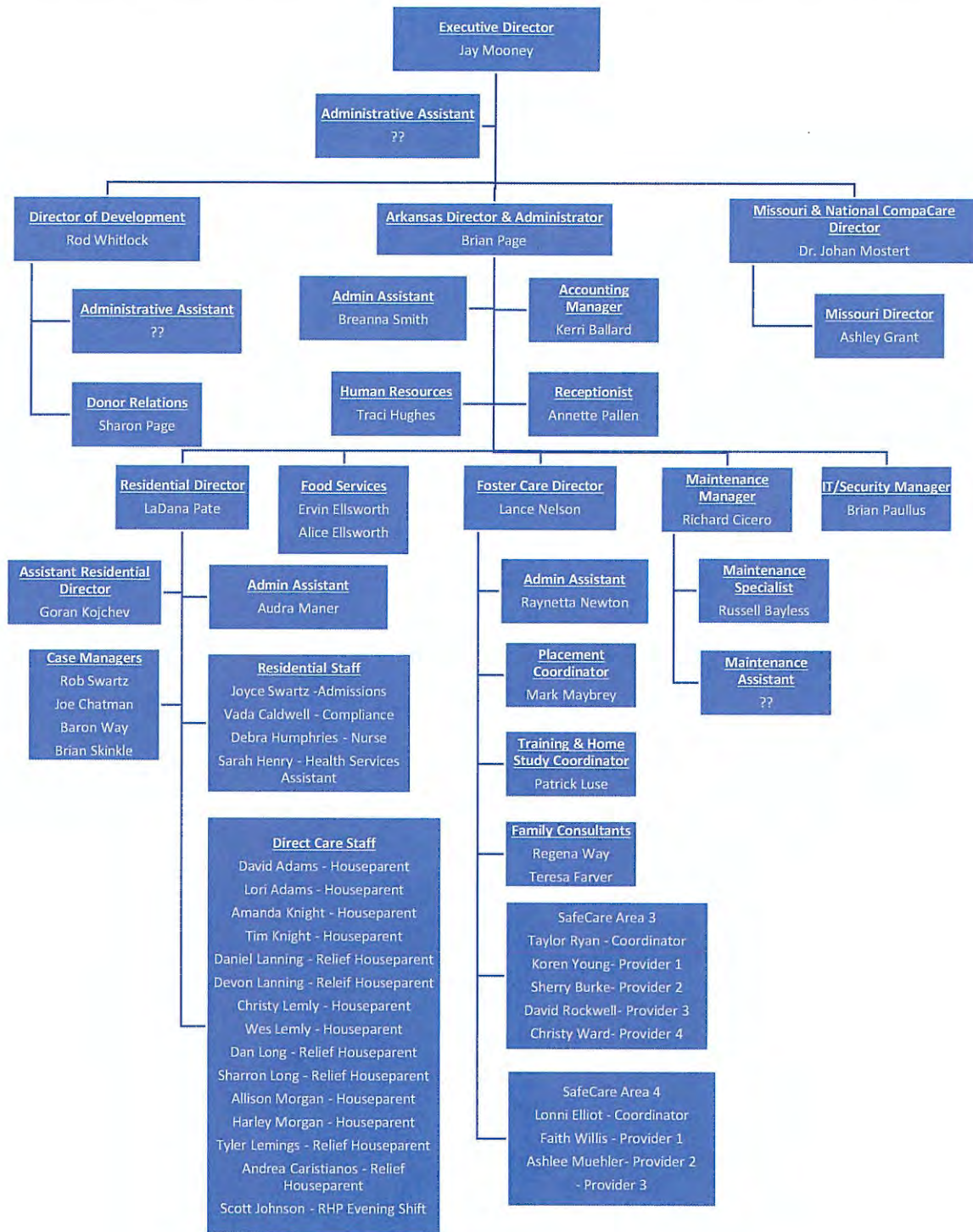
- 2007 to 2010 Operation Us Trainer (Community trainer of relationship education workshops)

ADDITIONAL EXPERIENCE

SPECIALIZED TRAINING

- ASIST Master Trainer (Applied Suicide Intervention Skills Training) & safeTALK Instructor
- Master Resiliency Trainer (Resiliency Skills Program)
- Training in TEM (Traumatic Event Management)
- PICK Instructor (Premarital Interpersonal Choices & Knowledge for Singles)
- PREP Instructor (Prevention & Relationship Enhancement Program for Couples)
- Within Our Reach Instructor (Relationship Enhancement Program for Couples)
- Training in Prolonged Exposure and Progressive Counting (Trauma-Informed Treatment)

COMPACT Family Services – Organizational Chart





Board of Directors

Lisa Wood, President	Jeanie Fisher
Will Rainwater, Vice President	Vicki Cook
Keri Crenshaw, Secretary	Rafael Martinez
Christina Terrazas, Treasurer	Thomas Rizzo
Stephanie Kleinman	

Lindsay Mulkey- Executive Director

2/14/2020

To whom it may concern:

As the foster care supervisor in Garland County I have had the pleasure of working with the staff and programs at Compact for 12 years. Over the years the programs have changed, grown and warped into an exceedingly high standard for foster children. The children that I was granted responsibility for have been in the IL program, the maternity program, the group home, later the Q RTP program and specifically the foster homes.

When it was announced that Compact would be opening their own foster homes, it gave hope that there would be more much needed homes available locally for our children. They did not let us down. Compact began opening homes and providing all around services to the local foster children. Over time it became apparent that the Compact foster homes never asked DCFS to move the children placed in their home. This showed that they had a lot of support in the program and they were opening dedicated foster parents. These foster parents have a point of contact so that if issues arise with the children in their homes, whether minor or serious, they had someone to call to help resolve that issue.

These two points: Compact homes do not ask children to be moved and Compact homes have a point of contact, are valuable assets for the FSW in the field.

It would be my recommendation for Compact to be able to expand their program outside of Garland County to assist more foster children in the State of Arkansas.

Thank you,

Jamie Moran
Program Director
Tri-Lakes CASA
501-732-5302



Arkansas Counseling and Psychodiagnostics
(ACaP)

2607 Caddo St., Ste. K, Arkadelphia, AR 71923
(870) 230-8217

February 19, 2020

From Larry G Hopkins, Ed.D, LPC

Subject : Compact/ Foster Care

To Whom It may Concern:

I am the lead therapist for Arkansas Counseling and Psychodiagnostics at Compact/Hillcrest Children's Home in Hot Springs , Arkansas. I have the pleasure of watching the foster care program grow under the leadership of Lance Nelson, Foster Care Director . Our team provides mental health services for foster care kiddos in the Compact/Hillcrest program if needed and requested.

I have assisted the program by leading and participating in training workshops with Foster Care Parents , DHS supervisors and Compact staff.

The foster care team at Compact is dedicated to developing the best programs possible by understanding the value of their work and being clearly focused on helping the children and parents involved in foster care . I strongly recommend and support the growth of Compacts Foster Care System.

Sincerely,

Larry G Hopkins, Ed.D, LPC
LHopkins@acapcounseling.Com
501-545-9005

2607 Caddo St., Ste. K, Arkadelphia, AR 71923
(870) 230-8217

Change Point



201 Nickels St
Hot Springs, Ar 71901

changepointcenter@gmail.com
501 624-2273

February 14, 2020

Regarding Compact

ChangePoint is a ministry that has been involved with COMPACT for many years. I have viewed and been a part of watching them grow and participate in families and children for a long time. I have also worked with foster families that have been trained by COMPACT. I personally have witnessed the utmost care for the children involved in these services. I have observed the way they continually care for the children. I have been so impressed professionally in the completeness of their training and the way it is applied.

I am so very thankful for what they are doing for our children.

JoAnn Carter
Executive Director
Board Certified Counselor for Children and Families
Change Point Pregnancy Care and Parenting Resource Center
201 Nickels St
Hot Springs, Ar 71901
5016242273
Cell phone 501844-0342

A handwritten signature in black ink that reads "JoAnn Carter". The signature is written in a cursive style.



February 18, 2020

To Whom It May Concern:

Since fourth quarter 2017, I have served as a volunteer liaison to COMPACT Family Services and assisted the agency with implementing their strategy of recruiting, training, and supporting foster families in our community. My role has been to leverage my connections in the community, both professional and personal, in order to forge new relationships with COMPACT's foster care program. I have worked closely with the foster care director, Lance Nelson, and have assisted him in numerous ways including training, recruiting, and supporting foster families.

During my time volunteering for the agency, I have witnessed first-hand the quality of work that COMPACT undertakes. I have been so impressed by this work that I have had no hesitation in exposing all of my contacts with their agency. COMPACT operates with a high degree of professionalism, and can be counted on to follow-through on their commitments. Families who serve as foster parents through COMPACT are all well-supported and seem to have all positive reports about their experience in foster care. As the COMPACT Foster Care team has grown over the past 2.5 years, the team members that have been added have all been of the highest caliber and qualifications and have expanded the agency's capacity to serve.

I am proud to serve in a volunteer capacity for COMPACT Foster Care, and would recommend that they be given every opportunity to expand their services whenever possible.

A handwritten signature in blue ink that reads "Douglas Gulley". The signature is fluid and cursive.

Douglas Gulley

Senior Vice President/CDO

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Legacy CHURCH

February 14, 2020

RE: Reference letter for Compact Family Services providing resources, direction, and facilitation for Foster Care in Hot Springs, Arkansas.

To Whom It May Concern,

Legacy Church has maintained a long-term working relationship with Compact since its inception as an orphanage in 1944. Compact's involvement and ministry to children has a consistent track record of loving concern and consistent, patient care for disenfranchised children.

The leadership of Compact Family Services has established a wonderful relationship with all the Churches and Pastors in Hot Springs, Arkansas. And, Lance Nelson has effectively communicated to the local Churches a proven strategy to involve healthy families in opening their homes for hurting children in need of a faster and safer Foster Care System.

What I love about the Foster Care System Compact is leading, is the fact there is a wrap-around system, where local churches come alongside the Foster Parents to encourage and enable them to effectively foster, with a higher retention rate of Foster Homes.

The families from Legacy Church who have opened their homes to Foster a child, are excited about the process. In addition to the families who have opened their home to children, there are individuals from our Church who work with Foster Care families.

We are excited about both the present and future impact Compact will make in the lives of hurting children.

Sincerely,



Larry C. Burton, Lead Pastor of Legacy Church

Larryburton57@gmail.com

501- 580 - 5108



Excerpt from page 15 of Employee Policy Manual

Due to the sensitive nature of much of the work of COMPACT's ministries, employees are cautioned to exercise considerable restraint in their conversations concerning the children's backgrounds, physical or medical problems, psychiatric needs or counseling. This would include conversations with other staff members as well as visitors and guests. Any employee found to be negligent in their conversations by releasing confidential information about a child may be subject to immediate dismissal.

Staff must also exercise restraint in their conversations concerning other staff or family members at COMPACT. Gossip adversely affects any working environment and may significantly reduce the quality of care we are able to provide our children. Please refer to the COMPACT Cultural Covenant.



Record Retention and Disposal Policy

COMPACT Family Services

1) Policy:

This Policy represents COMPACT's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Suspension of Record Disposal in The Event of Litigation or Claim:

In the event COMPACT is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning COMPACT, or the commencement of any litigation against or concerning COMPACT, or the notification of an intent to file a legal action, the employee shall inform the administrator and any further disposal of documents shall be suspended until such time as administrator, with the advice of counsel, determines otherwise. The administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of all documents.

3) Applicability:

This Policy applies to all physical records generated in the course of COMPACT's operations, including both original documents and reproductions. It also applies to electronic documents.

RECORD RETENTION SCHEDULE:

Index of Clients

Regardless of retention period requirements, COMPACT shall create and permanently retain an index of all residential clients, which shall include the client's name, date of birth, entry and exit date, and social security number.

Adoption Record Maintenance

The agency shall maintain a permanent file on any adoption finalized, which shall be accessed according to Arkansas law and/or Missouri law if Missouri was the state of adoption. If COMPACT establishes or contracts with a Mutual Consent Voluntary Adoption Registry, it shall be maintained according to Arkansas law.

Non-Adoptive Family Records

Retain a confidential case record for each family that applied to adopt a child and for whatever reason did not adopt. The record shall include the same documents kept for adoptive family records. The records shall be retained for a period of five years after the case file is closed.

Residential Care Clients

Records of a residential care client shall be retained for a period of six years after the earlier of the death of the client, or the date the client is discharged.

Contracts with State Agencies

Retain all records relating to a contract with the State of Arkansas and any of its subdivisions for five years after the contract ends or is terminated. If the contract terms require a longer retention period, the contract terms shall govern.

Historical File

Newspaper clippings, photographs, etc.

Permanent

Other Business Records of the Corporation

Determination letter for income tax exemption:	Permanent
Accounts payable ledgers and schedules:	10 years
Accounts receivable ledgers and schedules:	10 years
Audit reports of accountants:	Permanent
Bank Statements:	10 years
Cash books:	10 years
Checks (canceled, with exception below):	10 years
Checks (canceled, for important payments; i.e. taxes, purchase of property, special contracts, etc.):	Permanent
Contracts and leases (expired):	10 years
Correspondence (legal and important matters):	Permanent
Depreciation schedules:	Permanent
Donation records of endowment funds	Permanent
Donation records, other:	10 years
Duplicate deposit slips:	10 years
Employment applications:	3 years
Employee personnel records (after termination):	7 years
Expense analyses and expense distribution schedules (including allowance and reimbursement of employees, etc. for travel and other expenses:	10 years
Financial statements (end of year):	Permanent
General ledgers and end-of-year statements:	Permanent
Insurance policies (expired):	Permanent
Insurance records, accident reports, claims, payments, policies, etc:	Permanent
Internal reports, misc. not related to clients	3 years
Invoices from vendors:	10 years
Minutes books of Board of Directors, including By-Laws and Articles of Incorporation:	Permanent
Deeds, mortgages, bills of sale, and real estate sale documents:	Permanent
Payroll records:	10 years
Purchase orders:	3 years
Tax returns and worksheets, and other documents relating to determination of tax liability:	Permanent
Time sheets and cards:	years
Voucher register and schedules:	10 years
Volunteer records:	3 years
Withholding tax statements:	10 years