

**REQUEST FOR PROPOSAL**

**Bid #: 710-20-0016R**

**Bid Opening Date: May 7th, 2020**

**Bid Opening Time: 2:00 PM Central Time**

**For**

**Specialized Developmental  
Disability Emergency Program**



**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***  
***710-20-0016R***

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

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

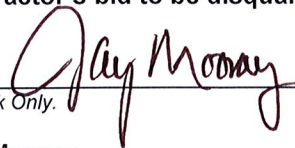
CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
<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:

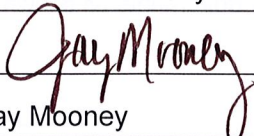
Authorized Signature:  Title: Executive Director  
Use Ink Only.

Printed/Typed Name: Jay Mooney Date: 5/5/20

## 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.

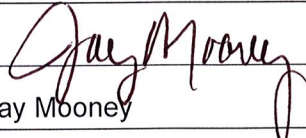
By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	COMPACT Family Services	Date:	5/5/20
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.

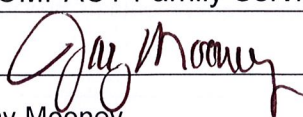
By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only.**

Vendor Name:	COMPACT Family Services	Date:	5/5/20
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:	5/5/20
Authorized Signature:		Title:	Executive Director
Print/Type Name:	Jay Mooney		

**PROPOSED SUBCONTRACTORS FORM**

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

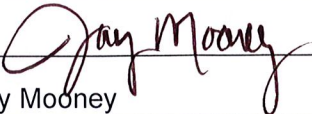
**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

**PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

By signature below, vendor agrees to and shall fully comply with all Requirements related to subcontractors as shown in the bid solicitation.

Vendor Name:	COMPACT Family Services	Date:	5/5/20
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:

Goods?  Services?  Both?

TAXPAYER ID NAME: Assembly Of God Family Services

YOUR LAST NAME: Mooney FIRST NAME: Jay M.I.: \_\_\_\_\_

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 [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Relation
	Current	Former		From MM/YY	To MM/YY		
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 [senator, representative, name of board/ commission, data entry, etc.]	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 (%)
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:**

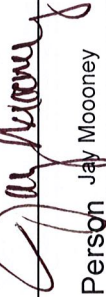
1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign 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  Title Executive Director Date 5/5/20  
Vendor Contact Person Jay Mooney Title Executive Director Phone No. (501) 262-1660

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

## 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.

	<b>Maximum RAW Score Available</b>
<b>E.1 MINIMUM QUALIFICATIONS</b>	
<p>A. Provide your Emergency Residential Childcare License obtained from the Child Care Facility Review Board.</p> <p>COMPACT has submitted a formal request to the AR Child Care Facility Review Board, for an Emergency Residential Child Care License, and is scheduled to appear for the board meeting on May 27, 2020. COMPACT is currently licensed as a Residential Child Care Facility (see attached license) and fully expects to be approved for an Emergency Residential Child Care License.</p>	5 points
<p>B. Describe your experience in providing the specialized services mentioned in the Scope of Work.</p> <p>COMPACT's ability to admit residents on an emergency basis, was successfully exercised during the period of time we held a Respite contract. 24-hour and on-call services are aspects of our residential program, therefore, resuming a 24-hour emergency response element to the existing structure will be straight forward.</p> <p>COMPACT already functions with around-the-clock staff and will be prepared to enhance this functionality with the award of this new contract. Through current and prior contracts, we have served residents that meet diagnoses of developmental disability and pervasive developmental disorder. All direct care staff receive 3 weeks of training to instruct on TBRI principles and address the potential need for restraints, through Handle with Care training, to protect a resident from harm to self or others. Additional specialized training will be developed and derived from local supports and resources such as Kid Source, Lakeside School District Special Ed and services, and Arkansas Counseling and Psychodiagnostics. Campus medical and case management services will receive additional training as well to improve our ability to deliver services to this special population.</p> <p>Regarding individually tailored services, our TBRI model of care provides our staff with behavioral shaping and management skills. Local access to First Step and Kid Source provides COMPACT with additional support to address reinforcement of therapeutic services, communication, mobility, behavioral shaping and management, socialization, and daily living skills. Socialization will also be enhanced through campus activities, community involvement, and educational services at Lakeside School District. Daily living skills have been provided both on campus and by Lakeside School District. COMPACT would be prepared to further develop and train staff to address the complex needs this population may present.</p> <p>Our current program provides 24/7 resident supervision, on-call case management services, and on-call crisis intervention through Arkansas Counseling and Psychodiagnostics. Our cottages are currently able to hold 4 or more residents.</p>	5 points
<p>C. Give address of and describe your physical location.</p> <p>Hillcrest Children's Home, 2325 Malvern Ave, Hot Springs, AR 71901. 39 miles from the Pulaski County line. The campus is located on 52 acres to include indoor pool, large gymnasium, outdoor play space, swings, and ball field.</p>	5 points

<b>E.2 APPROACH TO SCOPE OF WORK</b>	
<p>A. Describe your intake process for admitting clients on an emergency basis.</p> <p>A designated phone number will be available and answered day and night. Trained staff will be prepared to answer questions and initiate admission procedures, based on bed availability. Protocols will be in place to contact administrative staff for final admission approval.</p>	5 points
<p>B. Describe your plan to train staff to provide specialized services.</p> <p>Beyond the basic training designed for our general population and QRTP residents, DDS staff will be provided additional trainings to include TBRI for Autism Spectrum Disorder, behavioral management for special needs, sanitation training, hygiene care, CPR and First Aid, food handling, nutrition, and safety.</p>	5 points
<p>C. Give detailed description of your staff level of training in working with children and youth with disabilities. Submit resumes, certificates, and licenses (if applicable).</p> <p>Our Residential Director, LaDana, has a master's degree in Special Ed and master's in Psychology. She has had 20 plus year of experience working with children and youth with developmental disabilities. Our trainer, Joyce, is an experienced TBRI trainer and has an education degree and background. Our proposed House Manager would include Devon who has an Occupational Therapy degree. Our proposed case manager, Brian S., has a background of 20 plus years working in education. Our administrator, Brian P., is a Licensed Clinical Social Worker.</p> <p>See attachment. LaDana, Joyce, Devon, Brian S., and Brian P.</p>	5 points
<p>D. Describe how you will ensure the availability of staff and services twenty-four (24) hours a day seven (7) days a week.</p> <p>House Managers will live in the adjoining apartment and be able to provide immediate 24/7 support. Their adjoining residence will provide a more family like setting for the residents. Shift workers will be present and awake around-the-clock daily. Additional case management support will be on-call 24/7.</p>	5 points
<p>E. Describe Bidder's approach to providing services to the Developmental Disability population in a separate building from any other placement programs Bidder may operate.</p> <p>COMPACT has identified a cottage (building) that will be solely dedicated to this program. The building will offer individual bedrooms, a sensory room, a kitchen, a dining room, a living room, laundry facilities, and office space for staff and professional personnel. Outdoor space for games, activities, and socialization with other youth, as appropriate, is available and at a safe distance from public roads.</p>	5 points
<p>E. Describe how vendor's facility has the ability to accept either gender.</p> <p>Each resident will be provided their own bedroom with door chimes to alert when residents enter and exit. Cameras are present throughout the common areas of the cottage and within hallways. Each gender will have their own restroom. Staff will be awake and monitoring the residents 24/7. Campus evening shift staff will also be available for additional support and security as needed.</p>	5 points
<p>F. Explain how you will work with DCFS in regard to accepting referrals and completing DDS waiver applications.</p> <p>COMPACT will be available to receive resident referrals, on a 24/7 basis, of any resident recommended by DHS who fits within our agency capabilities (limitations may apply to residents with physical disabilities beyond COMPACT's ability to accommodate, sexual offenders, and actively psychotic). COMPACT will work with the DCFS Waiver Coordinator to file application for waiver, work with school on IEP, contact First Step or Kid Source for therapy such as PT, speech, OT, and developmental therapy.</p>	5 points



# **COMPACT Family Services**

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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.

# 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 dba  
OWNER

COMPACT Family Services  
AGENCY

2325 MALVERN AVENUE  
HOT SPRINGS, AR 71901

Is hereby issued Residential license #: 148

FOR THE PURPOSE OF OPERATING, IN THE STATE OF ARKANSAS, THE FOLLOWING:

TRANSITIONAL LIVING FOR 12 CHILDREN AGES 18 TO 21  
RESIDENTIAL CHILD CARE FACILITY FOR 78 CHILDREN AGES 5 TO 18

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: 9/27/2016



# Evangel College

To all to whom these presents shall come, Greeting

Be it known that

Brian Jesse Page

having honorably fulfilled all the requirements imposed by the authorities of this Institution, the President and Board of Directors of Evangel College, upon the recommendation of the Faculty, do therefore confer the degree of

Bachelor of Social Work

Social Work

with all the Honors, Rights, and Privileges to that degree appertaining.

Given at Springfield, in the State of Missouri, on this  
first day of May, 1998.

*Carl W. Miller*

Chairman of the Board of Directors

*Bernard A. Cona*

Secretary of the Board of Directors



*R. H. Spencer*  
President of the College  
*Alamy H. Bonds*  
Dean of the College

**Southwest Missouri State University**  
*upon the nomination of the faculty and by the  
authority of the Board of Governors has conferred upon*

**Brian Jesse Page**

*the degree of*

**Master of Social Work**

Given under the Seal of the University at Springfield, in the  
State of Missouri, on the fourteenth day of May, in  
the year Nineteen Hundred and ninety-nine.

*Alvion S. Smith*  
President, Board of Governors



*John H. Keiser*  
President of the University

# State of Missouri

Missouri Department of Commerce and Insurance  
Division of Professional Registration  
State Committee for Social Workers  
Clinical Social Worker (LCSW)



VALID THROUGH SEPTEMBER 30, 2021  
ORIGINAL CERTIFICATE/LICENSE NO. 2008002315

BRIAN JESSE PAGE  
210 LITTLE HOLLOW TRAIL  
HOT SPRINGS NATIONAL PARK AR 71913  
USA

EXECUTIVE DIRECTOR

DIVISION DIRECTOR



# 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

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

## PROFESSIONAL LICENSURE

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- |                        |  |                    |
|------------------------|--|--------------------|
| <b>2007 to PRESENT</b> | <b>LICENSED CLINICAL SOCIAL WORKER</b> | <b>STATE OF MO</b> |
|------------------------|--|--------------------|

## PROFESSIONAL EXPERIENCE

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- |                            |   |                        |
|----------------------------|---|------------------------|
| <b>JUL 2017 to PRESENT</b> | <b>COMPACT FAMILY SERVICES</b><br>ARKANSAS DIRECTOR & ADMINISTRATOR (40+ HRS per week)  | <b>HOT SPRINGS, AR</b> |
|                            | <ul style="list-style-type: none"><li>• Provide general oversight to all Arkansas COMPACT programs</li><li>• Determine and execute techniques for recruiting, interviewing, hiring and assessment of staff</li><li>• Facilitate weekly Leadership Team meeting and supervise program directors</li><li>• Act as liaison between COMPACT Family Services (Arkansas) and state, church, business representatives/officials</li><li>• Oversee state contracts, residential programs, and campus/community activities</li><li>• Serve on agencies Executive Team and work directly with the Executive Director in fulfilling his initiatives</li></ul>  |                        |
| <b>MAY 2011 to PRESENT</b> | <b>MISSOURI ARMY NATIONAL GUARD</b><br>BEHAVIORAL SCIENCES OFFICER – Current Position (Reserve Guard Member)  | <b>SPRINGFIELD, MO</b> |
|                            | <ul style="list-style-type: none"><li>• Serve the medical detachment in providing behavioral health services<ul style="list-style-type: none"><li>○ Assess behavioral health concerns of National Guard Soldiers</li><li>○ Assess drug and alcohol concerns and make recommendations for treatment and retention</li><li>○ Assist with annual Soldier medical reviews</li></ul></li><li>• Served as the 206<sup>th</sup> Area Support Medical Company Commander – April 2017 to April 2019<ul style="list-style-type: none"><li>○ Plan future operations and ensure unit can perform their wartime mission</li><li>○ Accountable for over 3.5 million in military/medical equipment and weapons</li></ul></li></ul> |                        |

- 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**

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### **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)

# BRIAN SKINKLE

P.O. Box 113, Amity, AR 71921

870-223-3063

b\_skinkle@yahoo.com

## Experience

Band Director, Centerpoint High School, Amity, Arkansas, August 2007 to the present. I teach all levels of band: 6<sup>th</sup> and 7<sup>th</sup> grade beginning band including woodwinds, brass, and percussion, 8<sup>th</sup> grade intermediate band, and 9-12 high school marching and concert band. I also teach AP Music Theory.

Band Director, Dierks Schools, Dierks, Arkansas, August 2003 to June 2007. I taught all levels of band from 5<sup>th</sup> grade beginners through 8-12 high school marching and concert band. In addition, I taught a high school choir class.

Band Director, Maud High School, Maud, Texas, August 1988 to June 1990. I directed the music and band programs from 1<sup>st</sup> grade through 12<sup>th</sup> grade. This included general music, beginning band, intermediate band, and high school marching and concert band.

Band Director, Atlanta Junior High, Atlanta, Texas, August 1982 to June 1988. I directed the junior high 7<sup>th</sup> and 8<sup>th</sup> grade band, 6<sup>th</sup> grade beginning band, and assisted with the high school marching, concert, and jazz bands.

From the summer of 1990 to the fall of 2002 I was employed at churches in Texas and Arkansas in full-time music ministry.

## Education

### ***Bachelor of Music Education Degree***

Michigan State University, East Lansing, Michigan. Graduated June 1981.

Moody Bible Institute, Chicago, Illinois, August 1976 – May 1977, August 1978 – May 1979.

Majored in Music.

Jackson Community College, Jackson, Michigan, August 1977 to May 1978.

Received my high school diploma from Northwest High School, Jackson, Michigan, May 1976

I currently working on my Master's Degree in Clinical Mental Health Counseling at Henderson State University. I started in January of 2019 and have completed 15 hours of course work. I am taking nine hours this fall. My projected graduation date is spring/summer of 2021.

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## References

Pat Newton, Senior Vice President, First State Bank, Warren, AR. 870-866-0216.

[newton\\_pat@yahoo.com](mailto:newton_pat@yahoo.com)

Gary Meggs, Director of Bands, University of Arkansas Monticello. 870-723-0380.

[meggs@uamont.edu](mailto:meggs@uamont.edu)

Sammie Benjamin, Centerpoint High School Librarian, retired.

[sammiebenjamin@hotmail.com](mailto:sammiebenjamin@hotmail.com)

# State of Arkansas

## EDUCATOR LICENSE

By virtue of the authority vested in the Arkansas State Board of Education, we hereby issue this Educator License to

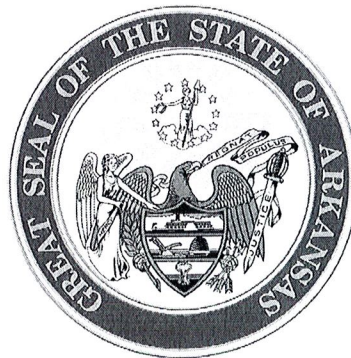
**BRIAN SCOTT SKINKLE**

This is to certify that person named hereon is licensed under the laws of Arkansas to teach or serve in the public schools in the capacity indicated.

**CID: 8897123**

**Bachelors**

Code	Area	Type	Grade Level	Valid From	Valid To
203	Vocal Music	Standard	PK - 8	1/1/2018	12/31/2022
204	Vocal Music	Standard	7 - 12	1/1/2018	12/31/2022
205	Instrumental Music	Standard	PK - 8	1/1/2018	12/31/2022
206	Instrumental Music	Standard	7 - 12	1/1/2018	12/31/2022



*Johnny Key*  
\_\_\_\_\_  
COMMISSIONER OF EDUCATION

*Melissa Jacks*  
\_\_\_\_\_  
MANAGER - EDUCATOR LICENSURE

# DEVON LANNING

Email: [Devolan25@gmail.com](mailto:Devolan25@gmail.com) · Phone: 309 657 4103  
2325 Malvern Ave. Hot Springs, AR 71901

## PROFESSIONAL SUMMARY

Personable and professional Occupational Therapist with 15 years of experience across a wide variety of settings. Well versed in elements of patient care, evaluation, supervision, time management, and healthcare billing with success in being able to perform in stressful environments. Also 24+ years experience working within the church in children's ministry, youth ministry, worship ministry, sound technician, and church office. Demonstrating a willingness to learn and fill-in wherever needed.

## EXPERIENCE

JAN 2004 – SEPT 2018

### STAFF OCCUPATIONAL THERAPIST, PROFESSIONAL THERAPY SERVICES, PEORIA IL

Reviewed physician's referral and patient's condition and medical records to determine the degree of occupational therapy required to obtain the desired outcome. Planned and administered medically prescribed occupational therapy treatments for patients suffering from a wide variety of diagnoses including physical disability, psychological disorders, orthopedic surgeries, gross muscle atrophy, and limited functional ability, among many others. Conducted diagnostic tests such as coordination testing, manual muscle testing, KELS (Kohlman Evaluation of Living Skills) assessment, Activity of Daily Living assessments, hand strength testing, balance testing, functional performance, sensory perception, as well as respiratory and circulatory efficiency. Instructed, motivated and assisted patients while consistently evaluating treatment plans and progress at various stages and adjusted treatment plans to achieve maximum benefits. Oversee COTAs (Certified Occupational Therapy Assistants) providing treatment to patients within the facility. Provided in-services to staff regarding current research.

OCT 2015 – SEPT 2018

### OCCUPATIONAL THERAPIST, PEORIA PUBLIC SCHOOLS, PEORIA IL

Conducted evaluations for students currently on caseload as part of their 3 year review for established IEP (Individual Education Plan) to ensure occupational therapy services are required. Also conducted evaluations for new referrals received based on information received from school staff and observations in the classroom. Completed required supervision for COTAs (Certified Occupational Therapy Assistants) providing direct treatment to students. Modified and collaborated with COTAs to progress treatment plans during the annual IEP meetings. Provided in-services to department regarding new research to progress treatment. Initiated pilot program using occupational therapy staff to assist with providing social emotional learning throughout the school district.

SEPT 2018 - MARCH 2019

**CONTRACT OCCUPATIONAL THERAPIST**, ATLAS HEALTHCARE,  
IRONDALE, AL

CONTRACT OCCUPATIONAL THERAPY WORKING AT LHC HOME HEALTH IN MT. VERNON, IL. RESPONSIBLE FOR COMPLETING REQUESTED EVALUATIONS FROM PHYSICIANS FOR PATIENTS IN THEIR HOMES. REVIEWED AVAILABLE MEDICAL DOCUMENTATION FOR PATIENT STATUS AND DIAGNOSIS. COMPLETED EVALUATION WITH PATIENT INCLUDING NECESSARY DIAGNOSTIC TESTS SUCH AS, COORDINATION TESTING, MANUAL MUSCLE TESTING, TIMED UP AND GO (TUG), 30 SEC CHAIR RISE, ACTIVITY OF DAILY LIVING ASSESSMENTS, HAND STRENGTH TESTING, BALANCE TESTING, FUNCTIONAL PERFORMANCE, SENSORY PERCEPTION, AS WELL AS RESPIRATORY AND CIRCULATORY EFFICIENCY ASSESSMENT TO IDENTIFY DEFICIT AREAS. DEVELOPED APPROPRIATE PLAN OF CARE TO ADDRESS IDENTIFIED DEFICIT AREAS. PROVIDED NEEDED TREATMENT SESSIONS FOR PATIENTS WHEN COTAS NOT AVAILABLE. PROGRESS PATIENT TO MAXIMUM POTENTIAL TO ENSURE SAFETY IN THE HOME. PARTICIPATED IN WEEKLY TEAM MEETINGS WITH NURSING, PHYSICAL THERAPY, SPEECH THERAPY, AND SOCIAL WORKER PRESENT. COMMUNICATED TO OTHER DISCIPLINES REGARDING PATIENT NEEDS AND STATUS WHILE PROTECTING THE PRIVACY OF PATIENT INFORMATION DURING TEAM MEETINGS AND ON A DAILY BASIS. COMPLETED ALL REQUIRED DOCUMENTATION IN A TIMELY MANNER.

MARCH 2019- JUNE 2019

**CONTRACT OCCUPATIONAL THERAPIST**, ARDOR HEALTH SOLUTIONS,  
CORAL SPRINGS, FL

CONTRACT OCCUPATIONAL THERAPY WORKING AT ST. VINCENT'S HOME IN QUINCY, IL. RESPONSIBLE FOR COMPLETING REQUESTED EVALUATIONS FROM PHYSICIANS FOR PATIENTS WITHIN THE FACILITY OR PATIENTS ARRIVING AT THE FACILITY FOR REHAB NEEDS. REVIEWED AVAILABLE MEDICAL DOCUMENTATION FOR PATIENT STATUS AND DIAGNOSIS. COMPLETED EVALUATION WITH PATIENT INCLUDING NECESSARY DIAGNOSTIC TESTS SUCH AS, COORDINATION TESTING, MANUAL MUSCLE TESTING, TIMED UP AND GO (TUG), 30 SEC CHAIR RISE, ACTIVITY OF DAILY LIVING ASSESSMENTS, HAND STRENGTH TESTING, BALANCE TESTING, FUNCTIONAL PERFORMANCE, SENSORY PERCEPTION, AS WELL AS RESPIRATORY AND CIRCULATORY EFFICIENCY ASSESSMENT TO IDENTIFY DEFICIT AREAS. DEVELOPED APPROPRIATE PLAN OF CARE TO ADDRESS IDENTIFIED DEFICIT AREAS. PROVIDED NEEDED TREATMENT SESSIONS FOR PATIENTS AS NEEDED. PROGRESS PATIENT TO MAXIMUM POTENTIAL TO ENSURE SAFETY IN THE FACILITY OR READINESS TO RETURN HOME. PARTICIPATED IN TEAM MEETINGS AS NEEDED WITH PATIENT, FAMILY, NURSING, AND SOCIAL SERVICES PRESENT. COMMUNICATED TO OTHER DISCIPLINES REGARDING PATIENT NEEDS AND STATUS WHILE PROTECTING THE PRIVACY OF PATIENT INFORMATION DURING TEAM MEETINGS AND ON A DAILY BASIS. COMPLETED ALL REQUIRED DOCUMENTATION IN A TIMELY MANNER .

JULY 2019- CURRENT

**RESIDENTIAL HOUSE PARENT**, COMPACT FAMILY SERVICES, HOT  
SPRINGS, AR



House parent along with spouse for children ages 1 year old to 19 years old who are in the foster care system in the state of Arkansas. Responsible for providing direct supervision and direct care of children on campus to meet their physical, spiritual, emotional, educational, and social needs for children facing a variety of challenges including teen pregnancy, treatment needs, transition into adulthood, and special needs. Collaboration of care occurs with house parents, supervisors, case management, nurse, counselors, and other members of the treatment team to establish and help fulfill treatment goals. Daily documentation is also required and completed regarding child progress and daily struggles. All documentation completed in a timely manner.

## EDUCATION

DEC 2003

**MASTERS OF OCCUPATIONAL THERAPY, UNIVERSITY OF INDIANAPOLIS**

MAY 2001

**BACHLORS OF SCIENCE, EUREKA COLLEGE**

## AFFILIATIONS/LICENSURES

- NBCOT – National Board Certification of Occupational Therapy
- AOTA – American Occupational Therapy Association
- Missouri State OT License expiring June 2021
- Illinois State OT License inactive as of December 2019 -- awaiting renewal
- Kentucky State OT License currently inactive

## CERTIFICATIONS

- Level 1 Certification for Learning Without Tears Print Tool with recognition on their website.
- CPR Certification through the American Heart Association.
- First Aid Certification through the American Heart Association.

## SKILLS

- Healthcare billing
- Clinical judgment
- Patient-focused care
- Patient evaluation
- Stroke Care
- Traumatic Brain Injury Care
- Child Development
- TBRI Training

- Fine motor skills
- Tracheostomy management
- Orthopedic Aftercare
- High level of autonomy
- Quick Learner
- Adaptable/Flexible
- Sensory Processing
- Restraint Training

## **VOLUNTEER**

**MAY 2015 – MAY 2019**

### **ACTIVITIES DIRECTOR, GARRISON'S RIVER RESORT, STEELVILLE MO**

Organize and conduct kid/family friendly activities to registered campers to the resort during the camping season (Memorial Day to Labor Day). Adapted activities to meet needs of campers (age and abilities). Drafted budgets for programs and ordered materials that were needed for certain activities. Organized and supervised volunteers to assist with running the activities. Trained and supervised volunteers and staff to complete various work tasks on the campground. Set up and organized a float trip including music and float trip on the river. Assisted weekly with Sunday morning service from playing drums with the worship team to teaching children's church.

**OFF AND ON SINCE 1984**

### **CHILDREN'S/YOUTH LEADER, CENTRAL, ILLINOIS**

Organized and conducted children and youth services from leader position to assistant leader position. Put together lessons that engaged children and youth in learning about God, His word, and growing closer to Him. Organized events for youth and children. Worked with church staff to secure budget for materials to complete weekly and planned gatherings. Addressed needs for children and youth of various abilities physically and emotionally. Organized and trained other volunteers to perform needed duties.

# Bethel College



Mishawaka

Indiana

Be it known that the Faculty and Board of Directors of Bethel College, in recognition of the successful completion of the requisite course of study in the College of Liberal Arts and by virtue of authority granted by the State of Indiana have this day conferred upon

**Joyce Elizabeth Bridges**

*the degree of*

**Bachelor of Arts**

with all the rights, privileges and immunities thereunto appertaining. In witness whereof this diploma has been signed by the duly authorized officers of the College and sealed with its corporate seal in the city of Mishawaka, Indiana, this twenty-sixth day of May, nineteen hundred and seventy-four.

*William E. White*  
President of the Board of Directors  
*Robert Bacon*  
Secretary of the Board of Directors

*Ray P. Pennabaker*  
President of the College  
*Paul J. Masterson*  
Registrar of the College



# TCU INSTITUTE OF CHILD DEVELOPMENT

Be it known that

*Joyce Swartz*

Having satisfactorily met all requirements for completion of the

**Trust-Based Relational Intervention®  
Post-Workshop Training**

Is now designated a

**TBRI® Educator**

**March 2015**

A handwritten signature in black ink, appearing to read "Karyn Purvis".

Dr. Karyn Purvis  
Director, TCU Institute of Child Development  
Rees-Jones Hall, #314, 817-257-7415

A handwritten signature in black ink, appearing to read "David Cross".

Dr. David Cross  
Co-Director, TCU Institute of Child Development  
Rees-Jones Hall, #314, 817-257-7415

Joyce E. Swartz  
2325 Malvern Avenue  
Hot Springs, AR 71901  
(501) 520-9489

**Experience and Skills:**

*Intake Coordinator, Compliance Specialist, TBRI Educator.*

CompACT Family Services, Hot Springs, Arkansas.

I have served in various positions at CompACT within the past 13 years. From 2012 through 2019 I served as Intake Coordinator, processing agency residential applications to prepare them for administrative intake decisions. I currently work to ensure compliance with state licensing requirements, and train staff in Trust-Based Relational Intervention.

*Teacher.*

West Side Baptist Church and School, El Dorado, Arkansas.

Taught elementary music and served as part-time personal secretary to the pastor.

*Secretary.*

Assemblies of God Theological Seminary, Springfield, Missouri.

Secretary in the Admissions Office. Answered telephone. Maintained database of prospective students.

Handled correspondence. Scheduled student visits to the seminary and gave tours of the facility. Assisted the Director of Admissions and Records with international student visas.

*Administrative Assistant.*

Bethel College, Mishawaka, Indiana.

Assisted the Senior Vice-President for Student Development in various capacities. Facilitated the smooth operation of the Student Development Office which included supervision of one full-time and one part-time secretary and student workers. Served as international student advisor.

*Coordinator of Public Information.*

Bethel College, Mishawaka, Indiana.

Initiated, wrote, and edited the college alumni magazine. Handled all news releases and public information.

*Part-time College Instructor.*

Bethel College, Mishawaka, Indiana.

Taught Written Communication II, a freshman writing course. Emphasis placed upon grammar and the step-by-step process of writing a formal research paper. Substitute taught American Literature course.

*School Teacher.*

Twin City Christian School, Mishawaka, Indiana.

Taught grades 5-7.

*Writer.*

Imprint, Inc., Mishawaka, Indiana.

Wrote brochures, viewbooks, and advertisements for colleges.

**Education:**

Bethel College, Mishawaka, Indiana

B.A. Degree, English Secondary Education, Magna cum laude

**Additional Training:** TBRI Educator

Mental Health Paraprofessional (not current)

Student Transformation Specialist Certification Program

# LaDana Pate

Glenwood, AR • 501-617-1412 • [donniedana@outlook.com](mailto:donniedana@outlook.com)

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## Residential Director

2.5 year experience Residential Director, 2 years' experience Program Manager, with a 6 year tenure as a preschool teacher and 4 years as U of A Trainer. 12 years of experience working within government and state regulations. Passion for advocating for abused or neglected children and researching new ways to work with various special needs of children.

## EXPERIENCE

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### Residential Director

Brian Page, Compact Family Services 501-262-1660 5/2015-present

- Creating programs sufficient for Residential group home
- Supervising Case Managers, and Houseparents
- Supervise foster child placement
- Manage House Parents, Case managers, Family Consultants
- Train potential House Parents and staff

### Director

7/2013-8/2014

DC Adams First Presbyterian Children's Community: 870-741-0765

- Supervised 23 staff with approximately 135 children ages from 6 weeks to 12 years
- Filed government vouchers and USDA food program monthly
- Planed and prepared upcoming events for the daycare; Christmas programs, graduations, etc.
- Managed budgets for the whole of the daycare center, for food, resources, salaries, trainings

### Teacher

8/2011-5/2012

Terri Grisham - Hot Springs Childcare: 501-625-7320

- Managed a classroom with 20 children, with several special needs children
- Prepared lesson plans on subjects such as: personal/social, math, science, language, social studies, physical, arts
- Observed, assessed, and documented individual behaviors of children
- Prepared and implemented parent/teacher conferences

### Early Head Start Director

1/2011-7/2011

Sandra Holiman - Malvern Early Head Start: 501-332-5426

- Supervised teachers in licensing/EHS/Better Beginning/ITERS rules for Infant toddler rooms
- Handled all paperwork for the center (shot records, assessments, screenings, etc.)
- Worked with parents in parent meetings, enrollments, guidance, community services, and monthly conferences

### Teacher

6/2007-5/2010

Mary Thomas - St. Michaels Preschool: 501-545- 9218

- Managed a classroom with 20 children, with several special needs children
- Prepare lesson plans on subjects such as: personal/social, math, science, language, social studies, physical, arts
- Observed, assessed, and documented individual behaviors of children

## EDUCATION

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### Master of Arts; Bible and Theology

05/2020 Southwestern Assembly of God, Waxahachie TX

### Master of Arts in Psychology, 1/2016

University of the Rockies, Denver, CO

### Master of Arts in Education; Special Education, 6/2011

Ashford University, Clinton, IA

### Bachelor of Arts in Education, 7/2009

Ashford University, Clinton, IA

### Associates Degree in Early Childhood Education, 12/2006

National Park Community College, Hot Springs, AR

### Technical Certificate in Early Childhood Education, 5/2006

National Park Community College, Hot Springs, AR

## Community Volunteer

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### Sunday School & children Church Teacher

(adults, children and Teens) - Glenwood First Assembly of God 15 years

Children Church leader - Amity Assembly of God and Glenwood First Assembly of God 16 years

Volunteer, Food pantry Glenwood First Assembly of God 2 years

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## Professional References:

Melody Davis

Harrison, AR 72601

870-688-9853

[mdavis@hps.k12.ar.us](mailto:mdavis@hps.k12.ar.us)

<mailto:dcadamsfpc@hotmail.com>

Sister Mary Thomas O'Keefe

1125 Malvern Ave.

Hot Springs, AR 71901

501-545-9218

[smarythomas@hotmail.com](mailto:smarythomas@hotmail.com)

Cindy Kirk

101 college drive

Hot Springs, AR 71913

501-760-4353

501-538-6095

[ckirk@npcc.edu](mailto:ckirk@npcc.edu)

Mary Jane Cody

Hot Springs, AR 71901

501-791-8551

[mcdody@uaex.edu](mailto:mcdody@uaex.edu)

# Ashford Ashford University

Upon the recommendation of the faculty and by virtue of the authority vested in the Board of Trustees, Ashford University hereby confers upon

Laura Parbrough

the degree

Master of Arts

Education

with all the Rights and Privileges thereto appertaining.

In testimony whereof, this degree is granted at Clinton in the State of Iowa, on the Twenty-Seventh day of June, in the year Two Thousand and Eleven.

Elizabeth T. Tice  
President and Chief Executive Officer



John A. Davis  
Chairman of the Board of Trustees



# Ashford University

Upon the recommendation of the faculty and by virtue  
of the authority vested in the Board of Trustees,  
Ashford University hereby confers upon

Ladana Adlissie Warbrough

the degree

Bachelor of Arts

Social Science

with all the Rights and Privileges therunto appertaining.  
In testimony whereof, this degree is granted at Clinton in the State of Iowa,  
on the Twentieth day of July, in the year Two Thousand and Nine.

*Gene McAuliffe*  
President and Chief Executive Officer



*Debra*  
Chairman of the Board of Trustees

# National Park Community College

Hot Springs, Arkansas



By the authority of the State of Arkansas, vested in the Board of Trustees,  
and upon recommendation of the Faculty, National Park Community College  
has conferred upon

*Lana Adlissie Yarbrough*

the degree of

*Associate of Applied Science in Early Childhood Education*

in recognition of the fulfillment of all requirements for this degree.

December 15, 2006

*J. Hale*  
Chairperson, Board of Trustees

*Sally Cardin*  
President

# National Park Community College

Hot Springs, Arkansas



By the authority of the State of Arkansas, vested in the Board of Trustees,  
and upon recommendation of the Faculty, National Park Community College  
has conferred upon

*LaDana Adlissie Yarbrough*

the degree of

*Technical Certificate in Early Childhood Education*

in recognition of the fulfillment of all requirements for this degree.

May 20, 2006

*J. Hale*  
Chairperson, Board of Trustees

*Sally Card*  
President