

SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:	Free Will Baptist Family Ministries				
Address:	90 Stanley Lane				
City:	Greeneville	State:	TN	Zip Code:	37743
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:	Debbie Stripling	Title:	AR Administrator
Phone:	501-663-3129	Alternate Phone:	501-912-5644
Email:	stripling@fwbfm.com		

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.
<p><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></p>

ILLEGAL IMMIGRANT CONFIRMATION
<p>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.</p>

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
<p>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.</p>
<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: _____

Use Ink Only.

Title: Chief Operating Officer

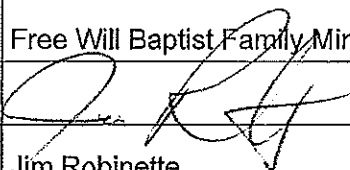
Printed/Typed Name: Jim Robinette

Date: 2-19-20

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.

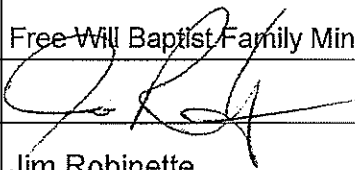
By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. **Use Ink Only**

Vendor Name:	Free Will Baptist Family Ministries	Date:	2-19-20
Authorized Signature:		Title:	Chief Operating Officer
Print/Type Name:	Jim Robinette		

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.

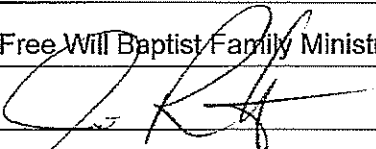
By signature below, vendor agrees to and shall fully comply with all Requirements as shown in this section of the bid solicitation. *Use Ink Only*

Vendor Name:	Free Will Baptist Family Ministries	Date:	2-19-20
Authorized Signature:		Title:	Chief Operating Officer
Print/Type Name:	Jim Robinette		

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:	Free Will Baptist Family Ministries	Date:	2-19-20
Authorized Signature:		Title:	Chief Operating Officer
Print/Type Name:	Jim Robinette		

Contract Number _____
 Attachment 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: Yes No

TAXPAYER ID NAME: Free Will Baptist Family Ministries

IS THIS FOR:

Goods? Services? Both?

YOUR LAST NAME: Robinette FIRST NAME: Jim

ADDRESS: 90 Stanley Lane

ML:

CITY: Greeneville

STATE: TN

ZIP CODE: 37743

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 position of control? what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY			
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 Chief Operating Officer

Date 2-19-23

Vendor Contact Person

Debbie Stripling

Title AR Administrator

Phone No. (501) 663-3129

Agency use only

Agency Number 0710

Agency Name Department of Human Services

Agency Contact Person

Contact Phone No.

Contract or Grant No.

FWBFM History of Service in Area 2

In 2016 a donation was made from the Curt, Cliff and Opal Young Family Trust to Free Will Baptist Family Ministries to construct a new facility for children in foster care. After receiving some guidance from the Arkansas Department of Children and Family Services regarding housing to serve sibling groups in Area 2, Family Ministries constructed the campus in the growing Chaffee Crossing area. The Young Homes campus, located at 8811 Young Home Drive in Fort Smith, AR includes four, 2,800+/- square foot homes with 5 bedrooms and 3 bathrooms, concrete sidewalks and a 25 car paved parking area. The Young Homes operates as a family-like home setting by utilizing house parent couples in each home.

On July 31, 2017 The Young Homes began accepting youth for placement from DCFS for residential treatment services. In 2018 DCFS requested that we license one home on our campus for an emergency shelter and on July 25 we took our first placement under that license. Over the last several months we have served a sibling group of seven children from Sebastian County. In addition to our Residential and Emergency Shelter Licenses, Free Will Baptist Family Ministries also has a Foster Care Placement License from AR Child Welfare Review Board.

Additionally, our campus now includes The Massey Activity Center. In September of 2018 we dedicated a new building to house offices and support staff as well as a multipurpose room. This room is often used for sibling and family visitation, under DCFS supervision as well as trainings and community meetings.

Since the opening of the Young Homes in 2017, we have served 94 children, ages 9 weeks to 17 years from 29 sibling groups. Of those served, 26 have been reunified with family, 29 have been adopted, 9 have gone to kinship placements, 5 moved to foster

homes out of the area and 5 moved to a therapeutic setting. We have served 86 children from Sebastian County and 8 from Logan County. Currently all of Young Homes children are from Sebastian County.

When the emergency shelter home opened, we began with 7 children ages 2 years to 15 years. The need arose for placement of 7 siblings. We placed those children in the emergency shelter setting with the goal of moving them to one of our long term homes. All children placed in the emergency shelter have been from Sebastian County.

Scope of Work

The Free Will Baptist Family Ministries' (FWBFM) Young Homes located in Fort Smith, AR, currently provides stable housing for up to 32 children in foster care in Arkansas. Because of the size of the homes on our campus we are uniquely suited to serve large sibling groups under one roof, regardless of age or gender.

Free Will Baptist Family Ministries is a Private Licensed Placement Agency (PLPA) will comply with the Minimum Licensing Standards for Child Welfare Agencies and follow all DCFS policies and procedures. As a Specialized Private Licensed Placement Agency, FWBFM will be responsible for the recruitment, training, licensing, compliance, support and retention of foster homes. FWBFM will conduct and maintain all necessary background checks, training, PRIDE training for PLPA foster parents and SAFE home studies. The PLPA homes will be monitored, re-evaluated and visited as required by the Minimum Licensing Standards. IN addition for the PRIDE training and SAFE home studies, FWBFM will required Relias Evidence Based training program. The Relias program includes Trauma Informed Care, Medication Management, Childhood Development, Defensive Driving, and much more.

The FWBFM PLPA homes will only accept children referred by DCFS from across the state of Arkansas under the Specialized Private Licensed Placement program. The children served in this program will primarily be large sibling groups of three or more children. If the need arises, some homes will accept children over the age of twelve and children transitioning from a Qualified Residential Treatment Program. FWBFM PLPA homes will serve children ages 0-18, on a 24-hour basis within a family-like setting. Admission criteria will also include that children must be able to attend school or daycare. Any youth that have already obtained a high school diploma or GED will not be approved for placement. All youth must have a IQ of 70 or above, cannot be a sex

offender or fire starter, cannot be physical aggressive (a danger to self or others) or actively psychotic.

FWBFM PLPA homes will work closely with DCFS in support of reunifications and achieving permanence for children and youth. FWBFM will follow all DCFS policies on placing siblings together and assisting in weekly visitation of siblings and provide transportation of siblings who may be separated.

In the event of a disruption of services by a foster parent(s), the PLPA Homes Administrator, Case Managers, respite house parents and or PRN employees are trained and able to provide direct care services to the youth. In the case of a placement disruption, a thirty day notice will be provided to DCFS unless there is an imminent danger to the child or others.

The FWBFM PLPA homes will provide a family-like setting for children in foster care to meet the need of larger sibling groups at the current Young Homes location. FWBFM will seek to recruit, train, ensure licensing compliance, support and retain foster families for additional PLPA homes. FWBFM PLPA will make sure all employees complete the necessary background checks, training, homes studies and will monitor all re-evaluations of homes, quarterly visits and meet all licensing requirements and DCFS policy and procedures.

The PLPA homes will be provided the following services in regards to completing needed assessment for the children served:

- **Case Management Services:** All clients of the PLPA foster homes are assigned to a FWBFM case manager based on the home where they reside. Case managers are

typically available Monday through Friday 8:00AM to 5:00PM but can be reached after hours in case of emergency. Case managers will meet weekly with each child and maintain monthly contact with DCFS to discuss the client's progress, continuing needs and problems when necessary. Case managers are paid employees of FWBFM and are responsible for coordinating the care of all residents of the PLPA homes.

- **Educational Services:** Children are enrolled in public school in Sebastian County where they have access to educational services as deemed appropriate for each individual child. These schools can accommodate pre-existing IEPs, 504 plans, placement in Alternative Learning Environments (ALEs), speech therapy, occupational therapy, and academic counseling. Children are typically enrolled in school the first school day following their admission to The Young Homes and the school counselors create children's schedules based on their educational history.
- **Mental Health Services:** All children placed in FWBFM PLPA homes receive community mental health services through Western Arkansas Counseling and Guidance Center (WACGC). Children attend an intake appointment with the school-based therapists and typically remain in school-based services. Referrals can be made for children to be seen by therapists in the outpatient clinic of WACGC if deemed appropriate by FWBFM staff, the school-based therapist, the legal guardian, or if the child requests it themselves. WACGC bills Medicaid for all counseling services provided.
 - All FWBFM employees are trained in Crisis Prevention Intervention and Trauma Informed Care through a certified onsite instructor and utilizing our online RELIAS Evidence Based program.
 - If crisis intervention is needed for a resident WACGC provides support in their office and had a mobile unit for response to our location.
- **Medical Services:** All residents of FWBFM PLPA homes are established with UAMS West Family Medicine Residency Program for primary care. AHEC doctors can see clients Monday through Thursday from 7:00AM to 6:00PM at the office in Fort Smith. The frequency of services provided is determined by the child's physician, but all children are seen at least yearly. All medical services are billed by the provider through Medicaid.
 - **Emergency Medical Care:** If a medical emergency arises and a child cannot be properly cared for at one of the local clinics, the FWBFM PLPA homes staff can transport children to the nearest emergency room. Options for emergency medical include but are not limited to:
 - **Mercy ER Fort Smith, AR**
 - **Baptist ER Fort Smith, AR**
- **Dental Services:** All residents of the PLPA homes are seen by Dr. Bishop for dental services at Bishop Family Dentistry. Dr. Bishop and staff may deem it appropriate to make outside referrals to specialists depending on each child's needs and the PLPA homes does accommodate these referrals. The frequency of services provided is determined by Dr. Bishop and his staff. Appointments can

be scheduled Monday through Thursday 8:00AM to 5:00PM and Friday 8:00AM to 2:00PM. All dental services are billed by the provider through Medicaid.

- **Vision Services:** All residents of the PLPA homes are seen for regular vision exams with Ennen Eye Group of Fort Smith. Glasses are prescribed as needed. The frequency of services provided is determined by the doctor and his staff but all children are seen at least yearly. Appointments can be scheduled Monday through Friday from 8:00AM to 5:30PM.
- **Recreational Services:** All residents of the PLPA homes have the opportunity to participate in school-sanctioned or community-based activities such as athletics, band, cheerleading, and any student clubs or organizations.
- **Religious Services:** All residents of the PLPA homes are given the opportunity to participate in church services, bible studies, and devotionals both within The Young Homes and at local churches. Participation is not required nor is it withheld as a punishment.
- **Employment Services:** All residents of the PLPA homes who are 16 years of age or older are encouraged, but not required, to seek employment within the community to increase independence and access to important life skills. The Young Homes staff assist with transportation as needed.
 - All the PLPA homes residents age 14 and older attend monthly life skills workshops conducted by DCFS to prepare children for independence.

FWBFM PLPA will meet the minimum Performance Standards and will comply with all Child Welfare Licensing Standards.

FWBFM will provide a monthly report to the local DCFS county office and the BTU by the 10th working day of each month for the preceding month. *The monthly progress report shall contain the following:* Progress toward goals stated in the treatment plan, Medical visits, Educational issues, Summary of incident reports, Contact with family, Court involvement and Independent living skills provided to the youth (frequency and topics covered). FWBFM will maintain contact with each DCFS Family Service Worker for each child served.

FWBFM will invoice DCFS for payment of services by using the on-line Provider Invoice Entry (PIE) system. Monthly billing will be submitted to the Foster Care Manager by the

10th day of the following month. A monthly report will be attached to the billing invoice that lists all admissions, discharges, unplanned discharges and current youth status. FWBFM employees are mandated reporters and will perform duties as such when there is reasonable cause to suspect that a child has been subjected to child maltreatment, died as a result of child maltreatment, died suddenly and unexpectedly, observes a child being subjected to conditions or circumstances that would reasonable result in child maltreatment or any other type of suspected maltreatment.

All FWBFM employees are trained in report Child Maltreatment and are not required to have a supervisor permission any notification before reporting maltreatment to the Hotline.

FWBFM will comply with the terms of DHS Organizational or Personal Conflict of Interest. FWBFM will disclose all actual, apparent, or potential conflicts of interest to DHS within five (5) days of having knowledge of them.

FWBFM will provide a ninety (90) day transition planning prior to ending a contract with DHS. The transition plan will include provisions for the delivery of all proprietary data collected and or created during the life of the contract to DHS thirty (30) days prior to the contract end. Any data not collected shall be delivered to DHS no more than fifteen (15) days following the contract end date.

FWBFM policies 07:006.1, 07:007 and 07:008 states record preservation and maintaining confidentiality is secured by a technology and system plan and intellectual property copyrights. Client records are maintained in locked file cabinets for 7 years past discharge date from FWBFM.

FWBFM PLPA Program Description

Free Will Baptist Family Ministries is a Specialized Private Licensed Placement Agency and will utilize the current Young Homes by providing stable foster homes for children and youth statewide that are in the custody of Department of Human Services, Division of Children and Family Services in Arkansas. Because of the size of the homes on our campus we are uniquely suited to serve large sibling groups under one roof, regardless of age or gender. The PLPA Homes will serve males and females ages 0-18 in order to accommodate larger sibling groups on a 24 hour basis in a family-like setting home. The FWBFM PLPA homes will only accept children referred by DCFS from across the state of Arkansas under the Specialized Private Licensed Placement program. The children served in this program will primarily be large sibling groups of three or more children. If the need arises, some homes will accept children over the age of twelve and children transitioning from a Qualified Residential Treatment Program. FWBFM PLPA homes will serve children ages 0-18, on a 24-hour basis within a family-like setting.

Admission criteria will also include that children must be able to attend school or daycare. Any youth that have already obtained a high school diploma or GED will not be approved for placement. All youth must have a IQ of 70 or above, cannot be a sex offender or fire starter, cannot be physical aggressive (a danger to self or others) or actively psychotic.

The FWBFM PLPA homes are ADA compliant and have an open floor plan with living space, a family style kitchen and dining area, as well as a playroom. The homes are equipped with a hard wired smoke detection system and automatic sprinklers and 24/7 monitoring. The homes have a security system with contacts on all doors and windows for the resident's safety.

Each client at will have a bedroom that meets Arkansas Licensing Standards. Children are at times placed in a room with a roommate which is determined by appropriateness of fit. There are bathrooms and shower rooms in each home that provide adequate privacy for our residents. Each room has ample closet and dresser space for each resident. Children are placed with their sibling group, then by gender and age as well when deciding on appropriate placement.

Meals are provided on site in the individual home dining. Each home is responsible for the shopping, preparation and serving of the meals for their home. Family meals allow the siblings in our care to interact in the way they might outside of care. Our children all receive lunch through the Public Schools they attend.

Each of the homes on our campus operate individually. They each have a 15 passenger van, a budget and a family schedule. The campus as a whole operates like a small neighborhood complete with security gate in the parking lot and fenced in back yards. The rural setting allows for free play and anonymity of our homes adding to the unique environment.

Case management resources:

The case managers maintain the resident charts and ensures all needs of the child are met appropriately. The case manager is provided an office that allows for privacy when meeting with a resident as well as all supplies needed to carry out their job functions. During the monthly FSW visits our Case Managers have a chance to see DCFS staff and discuss a child's progress. Our staff develops a relationship with the Family Support Workers and Program Assistants from DCFS in an effort to limit disruption and allow stability for our children. In addition the FSW has a central location to visit with the children they serve by using our conference room, playground or meeting in the home.

Our Case Manager have a unique opportunity to support families in reunification. We can offer connections to resources and support as they move toward their goal. When visits take place on our campus we have the chance to develop a relationship that continues when the visits are unsupervised. Families learn they can reach out to us for additional support and information.

FWBFM has company vehicles that are used by the case manager as well as other staff to ensue appropriate and timely transportation to scheduled appointments, court, staffing, visits, or other necessary events.

Best Practice Assurance:

The training our staff receives through Relias Evidence Based program includes multiple trauma-informed trainings that are relevant to the children we serve and regularly updated through their system to reflect current knowledge/research. Our children are referred for counseling services at a frequency that is determined to be appropriate by the licensed therapists employed by Western Arkansas Counseling and Guidance Center. Administrative staff attend periodic trainings which encourages interaction with other professionals in the field as well as increased training in relevant topics.

All FWBFM staff and volunteers must pass necessary background checks, drug screens, initial training and participate in continued training for employment. In addition our staff has experience with larger sibling groups and continues to train on issues pertaining to helping them be successful together.

Our campus strives to be trauma informed in all of its interactions with our children as well as providing training in the community, churches and civic groups on trauma informed practices.

We received a three year CARF Accreditation in 2019 to assure the families and agencies with whom we serve that we intend to provide the highest quality care.

Collaboration:

The monthly updates to DCFS and the quarterly IPP represent our collaboration with our residents in setting goals and monitoring progress while at FWBFM. Residents participate in the development of their initial treatment plan as well as all quarterly updates. All residents also work with the case manager to complete the Social History within one week of their admission. This allows them the opportunity to give information about their family/support system from their perspective. The staff also include input from all providers in the development of these documents to ensure accuracy and promote best practice. All of these documents are kept in the residents' file in the case manager office and children can review these documents if requested.

Collaboration continues as the children in our care progress. Meeting with schools, therapists, coaches, church group leaders, DCFS staff and community members to assure that children have support in many different aspects of their lives.

Increasing Support:

All residents are allowed and encouraged to participate in community activities to foster a sense of belonging and support while placed here – some have participated in: football, basketball, volleyball, baseball, band, youth leadership, gymnastics, dance, piano lessons, life skills classes, jobs at local businesses, church, youth camps/outings, etc. There are also members of our community who volunteer as mentors and homework helpers to provide community support in a more individualized way.

As our Chaffee Crossing neighbors, Arkansas School of Osteopathic Medicine groups have provided mentors and tutors for the children served at The Young Homes.

Additionally, we have partnered with The University of Arkansas at Fort Smith Social Work program as a site for their students to work their internships.

The Arkansas Child Welfare Agency Review Board

in cooperation with

Arkansas Department of Human Services

Division of Children and Family Services

Certifies that

Free Will Baptist Family Ministries dba Florence Crittendon
3600 West 11th Street
Little Rock, AR 72204

is hereby issued LICENSE # 10013 effective date

March 22, 2005

FOR THE PURPOSE OF PROVIDING RESIDENTIAL CARE/PLACEMENT SERVICES IN THE STATE OF ARKANSAS
THE SPECIFIC SERVICES AUTHORIZED BY THIS LICENSE ARE:

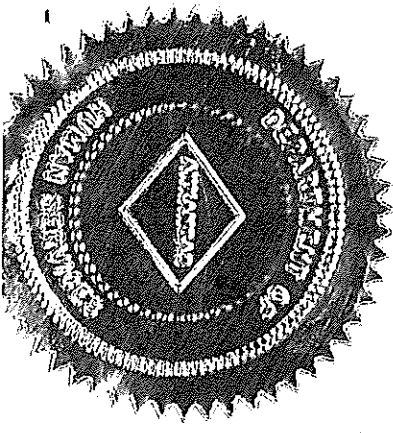
Residential Services: Capacity: 27 Ages: 0 to 18
 Residential Facility
 Emergency Shelter
 Psychiatric Residential Treatment Facility
 Sexual Offender Program

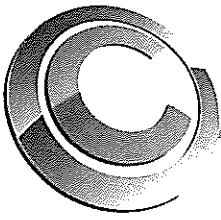
Placement Services:
 Adoptive Placement
 Foster Care Placement
 Residential Placement
 Therapeutic Foster Care Placement

THIS IS A REGULAR LICENSE AND WILL REMAIN IN EFFECT UNTIL SUCH TIME AS IT IS CHANGED TO ANOTHER TYPE OF LICENSE OR CLOSED.

In Witness whereof, we have set our hand on this
22nd day of March 2005

By [Signature]
Chairman
Child Welfare Agency Review Board





February 18, 2020

To Whom It May Concern,

My name is Johnny Miller, and I am the Children's Pastor at Cavanaugh Free Will Baptist Church. I have been the Children's Pastor here for 20 years, and in that time I have spent countless hours with children, parents, and host families of foster children. I have considered it an honor to work with Marla Nelson and the Young Home parents for the last two years.

My wife Gail and I have gotten to know these parents as well as these precious children and feel so very blessed to be such a big part of their lives. The care provided to these children is superb, and it truly is a blessing to these little miracles. It is a relief to see that there are still amazing people of God who not only care for the mental and physical well-being of these children but also take extra measures to consider how important the spiritual well-being is for these gifts from God.

These children have been welcomed into our church family and able to participate in the Christmas programs as well as Easter Egg Hunts and any other special activities that we have. We have also been able to bless these homes with extra activities for these kids. The children are able to come to church here and not feel like they are different because they are in foster care they feel accepted by other children and most importantly the adults.

We have all fallen in love with these children. Our KidsCheck security check in for children allows for a safe place for these families to come and worship freely.

If you would like to contact me at any time please feel free to call the church at 479-646-2806 or e-mail me at johnny@cavanaughchurch.com.

You may also send any correspondence to:
Cavanaugh Free Will Baptist Church
2825 Grinnell Ave.
Fort Smith, AR 72908

Bro. Johnny Miller
Children's Pastor



FORT CHAFFEE
REDEVELOPMENT
AUTHORITY

February 14, 2020

To Whom It May Concern:

It is my privilege to write a letter of recommendation for Young Children's Home at Chaffee Crossing. Over the past five years, I have worked with the Free Will Baptist Church Ministries leadership team to realize the dream of building the YCH campus, but I would like to particularly recognize Kenneth Winningham, Bob Moody, and Marla Nelson. Without question, I can say they are dedicated to the mission of serving and protecting the children and families of western Arkansas. Their faithful determination has been reflected in our every interaction. They have met FCRA development requirements and fulfilled all of their obligations to build not one, but four quality homes that now provide stable, family based environments for up to 32 children, many of them sibling groups. Once the four group homes were completed, the FWBM/YCH team raised money for an administrative and activity building. Again, they completed the project professionally and without issues for the sole purpose of caring for at-risk children.

YCH house parents are also upstanding people in the community who believe keeping our children in a safe loving environment is the top priority for those who cannot be in their family homes. I have observed this leadership team and the house parents making great sacrifices in order to contribute to this solution. This is a personal mission that causes them pain and joy alongside the children. That type of dedication cannot be measured by any standard other than one of unselfish love and servitude.

We are proud to have Young Children's Home as a Chaffee Crossing neighbor. The commitment by this team to make a real difference in the lives of at-risk children is reflected in the significant number of children they have cared for and served, and in the dramatically reduced number of children in DHS custody in the Fort Smith area today versus when the project first started. It takes a community-wide effort to realize such drastic results and YCH has played a critical role alongside the Fort Smith regional community to realize this level of success. We hear excellent reports from area schools and support agencies about the difference Young Children's Home is making in the lives of these children. I strongly recommend that they are permitted to continue their mission.

Respectfully,

A handwritten signature in cursive script that reads 'Lorie Robertson'.

Lorie Robertson, Director of Marketing
Fort Chaffee Redevelopment Authority



Dr. Bryan Bishop, D.D.S.
General Dentist

1742 West Center
P.O. Box 3500
Greenwood, AR 72936

479-996-1717
Fax 479-996-1335
www.bishopfamilydentistry.com

February 11, 2020

To Whom It May Concern,

I, Bryan Bishop, dentist and owner of Bishop Family Dentistry am writing this letter in support of the Young Children's Home.

Bishop Family Dentistry will continue to support the Young Children's Home by continuing to provide preventative care and treatment.

If I or my staff can be of any further assistance please let us know.

Thanks,



Bryan Bishop DDS



FIRST NATIONAL BANK OF FORT SMITH

Locally Owned Since 1872

Sam T. Sicard
President / C.E.O.

February 11, 2020

TO WHOM IT MAY CONCERN

RE: Young Children's Home

Dear Sir or Madam:

Please allow this letter to serve as my support of the Young Children's Home. I believe the homes are instrumental in providing siblings the opportunity to stay together while placed in foster care to prevent further trauma of being separated. The homes are very nice and includes an activity center. The staff is very caring and make sure each child has what they need. I have personally been a mentor to some of the children in their care and I believe the Young Children's Home is an excellent place for children to go during foster care.

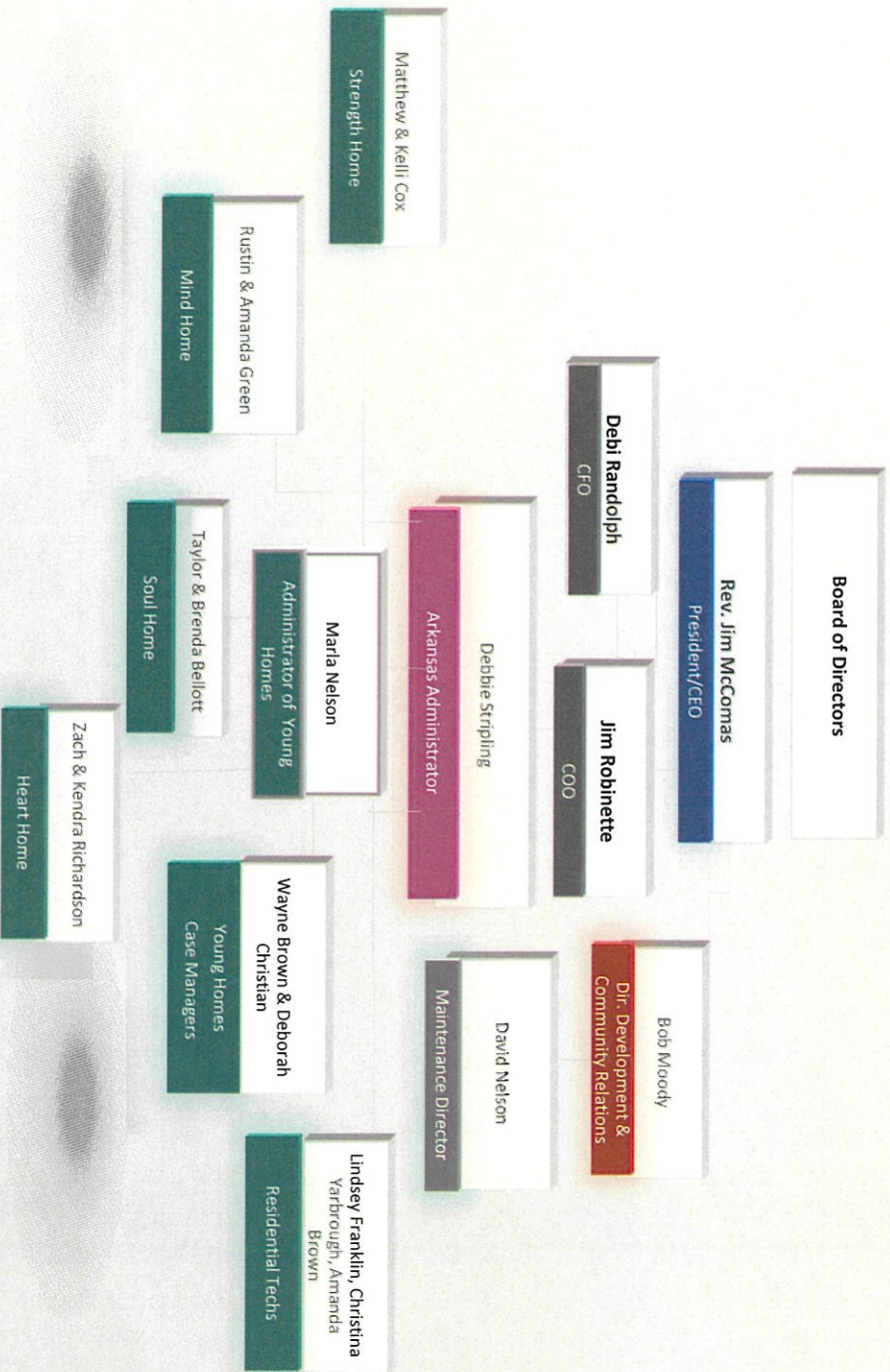
Thank you for your consideration and should you have any questions, please do not hesitate to contact me; my direct line is 479.788.4228 and my email address is samueltsicard@fnbfs.com.

Your truly,

Sam T. Sicard

STS:jks

FREE WILL BAPTIST FAMILY MINISTRIES



Marla Austin Nelson

1119A Spring Hill Street
Barling, AR 73923
479-522-2020
MNelson05@bethelu.edu

Education:

Bethel University
BA in Human Services
Graduated December 2012

Employment History:

The Young Homes
Administrator
8811 Young Homes Drive
Fort Smith, AR 72916
479-755-6513
2018-Present

Arkansas True Vision Children's Home
Lead House Parent
8808 Young Home Drive
Fort Smith, AR 72916
479-561-7393
2017-2018

Healthier Beginnings Grant Program
Family Support Worker
681 Skyline Drive
Jackson, TN 38358
731-542-5000
2013-2015
2015-2017

Burrow Real Estate Appraisal Services
Office Manager
1082-B South Main Street
Milan, TN 38358
732-694-6516
2007-201

Most recent work experience:

Providing support to at risk mothers and their babies by teaching basic parenting curriculum and providing referrals for community resources. Networking with local agencies and ministries to promote Healthy Families America.

Certifications Held

Certified Trainer for Build a Better Brain ACEs Initiative

TN Dads Program Trainer

Authorized Facilitator for Stewards of Children

Happiest Baby on the Block-Facilitator

Growing Great Families- Tier one and Tier Two

Certified Lactation Counselor

NTSB Certified Car Seat Technician

Other work experience:

Managed a real estate appraisal service including accounts receivable, payable and customer service.

Retail management, working to meet sales goals and merchandising. Using customer files and referrals for pre sales and to increase customer traffic for special events.

Experience with non profits, fundraising, public speaking and human resources in other positions including volunteer work.

Official Academic Transcript from Bethel University - McKenzie

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Sending School Information

Bethel University - McKenzie

Rebecca Hames

325 Cherry Avenue

McKenzie, TN 38201

Telephone: 731-352-6960

School Web Page: www.bethelu.edu

Accreditation: Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)

Student Information

Student Name: Nelson, Marla Austin

Numeric Identifier: B0000026171

Birth Date: Not Provided By the Sending School

Student Email: mnelson05@bethelu.edu

Receiver Information

mnelson05@bethelu.edu



Document Information

Transmitted On: Thu, 19 March 2015

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Student Name : Nelson, Marla Austin
 Provided Solely for:
 MARLA AUSTIN NELSON
 4944952A

Student ID : B0000026171
 Date of Birth : 11/19/1972

Major: HUMAN SERVICES

Degree: Bachelor of Arts 12/08/2012 UnGrad
 Transfer: No
 Conferred: 12/08/2012
 Majors: HUMAN SERVICES

*** UnGrad ***

Term: FA-91
 Transfer: Southwestern Assemblies of God University - Waxahachie, TX

Course	Section	LEC	CRS	PTS	GPA
BIBL	113	LEC	BIBLE STUDY	3.00	C
ENGL	113	LEC	COMPOSITION RHETORIC I	3.00	D
ENGL	353	LEC	CREATIVE WRITING	3.00	B
JOUR	131	LEC	YEARBOOK	1.00	D
PHED	233	LEC	WELLNESS & LIFESTYLE	3.00	C
PSYC	111	LEC	COLLEGE LIFE PERS DEV	1.00	A
SAT	110	LEC	FUND OF SPEECH	3.00	A

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	17.00	17.00	17.00	41.00	2.41
CUM:	17.00	17.00	17.00	41.00	2.41

Term: SP-92
 Transfer: Southwestern Assemblies of God University - Waxahachie, TX

Course	Section	LEC	CRS	PTS	GPA
BUSI	263	LEC	ELEMENTARY STATISTIC	3.00	C
GOV	213	LEC	NAT/STATE GOVERNMENT	3.00	D
PHED	313	LEC	RECREATIONAL LEADERSHIP	3.00	A
PSYC	153	LEC	GENERAL PSYCHOLOGY	3.00	C
PSYC	223	LEC	ADOLESCENT PSYCHOLOGY	3.00	B

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	15.00	15.00	15.00	36.00	2.40
CUM:	32.00	32.00	32.00	77.00	2.41

Term: FA-92
 Transfer: Southwestern Assemblies of God University - Waxahachie, TX

Course	Section	LEC	CRS	PTS	GPA
BUS	173	LEC	INTRO COMPUTER SCIENCE	3.00	D
MUSI	331	LEC	MUSIC MINISTRIES SEM	1.00	P
PSY	273	LEC	INTRO TO COUNSELING	3.00	C
RELG	143	LEC	SURVEY OF OLD TESTAMENT	3.00	C
SOC	253	LEC	MARRIAGE FAMILY REL	3.00	C
THEO	213	LEC	INTRO TO THEOLOGY	3.00	D

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	16.00	16.00	15.00	24.00	1.60
CUM:	48.00	48.00	47.00	101.00	2.15

Term: SP-93
 Transfer: Southwestern Assemblies of God University - Waxahachie, TX

Course	Section	LEC	CRS	PTS	GPA
CMIN	343	LEC	TEACHING SCRIPTURES	3.00	C
HIST	113	LEC	AMERICAN HISTORY I	3.00	F
PSYC	383	LEC	THEO/TECH COUNSELING	3.00	B
REL	353	LEC	HISTORY OF CHRISTIAN	3.00	D
RELG	133	LEC	SURVEY OF NEW TESTAMENT	3.00	C

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	15.00	12.00	15.00	24.00	1.60
CUM:	63.00	60.00	62.00	125.00	2.02

Term: FA-10

Course	Section	LEC	CRS	PTS	GPA
HIS	205	LEC	AFRICA AND THE AMERICAS	3.00	A
MTH	021	LEC	ELEMENTARY ALGEBRA	3.00	C
SCI	115	LEC	ENVIRONMENTAL SCIENCE	3.00	B
SCI	115L	LAB	ENVIRONMENTAL SCI LAB	1.00	A
SOC	111	LEC	PRINCIPLES OF SOCIOLOGY	3.00	B
SPA	111	LEC	SPANISH I	3.00	B

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	16.00	16.00	16.00	49.00	3.06
CUM:	79.00	76.00	78.00	174.00	2.23

Term: SP-11

Course	Section	LEC	CRS	PTS	GPA
ENG	111	LEC	WRITING ABOUT LITERATURE	3.00	A
HIS	210	LEC	THE UNITED STATES EXPERIENCE	3.00	A
HUS	331	LEC	PRACTICE INTERVENTION	3.00	B
MTH	105	LEC	BASIC COLLEGE ALGEBRA	3.00	C
SOC	320	LEC	RACE/ETHNIC RELATIONS	3.00	B
SPA	112	LEC	SPANISH II	3.00	C

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	18.00	18.00	18.00	54.00	3.00
CUM:	97.00	94.00	96.00	228.00	2.38

Term: FA-11

Course	Section	LEC	CRS	PTS	GPA
ENG	201	LEC	WESTERN LIT & THE ARTS I	3.00	A
HUS	323	LEC	LEGAL AND ETHICAL ISSUES	3.00	A
HUS	426	LEC	DELIV TO TARGETED POPULATIONS	3.00	A
MTH	111	LEC	COLLEGE ALGEBRA	3.00	B
PSY	211	LEC	HUMAN GROWTH & DEVELOP	3.00	A
SPA	211	LEC	INTERMEDIATE SPANISH I	3.00	B

TERM:	ATT	ERN	HRS	PTS	GPA
TERM:	18.00	18.00	18.00	66.00	3.67
CUM:	115.00	112.00	114.00	294.00	2.58

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Bethel University
 325 Cherry Avenue
 McKenzie TN 38201
 731-352-4000

3/19/2015

OFFICIAL TRANSCRIPT

Page 2 of 2

Student Name : Nelson, Marla Austin
 Provided Solely for:
 MARLA AUSTIN NELSON
 4944952A

Student ID : B0000026171
 Date of Birth : 11/19/1972

*** UnGrad ***					
Term: SP-12					
ENG	202	LEC	WESTER LIT & THE ARTS II	3.00	A
HUS	216	LEC	INTROD TO HUMAN SERVICES	3.00	A
HUS	460C	LEC	INTERNSHIP	3.00	P
PED	108	LEC	FITNESS FOR HEALTH	1.00	A
PSY	316	LEC	POSITIVE PSYCHOLOGY	3.00	A
PSY	330	LEC	RESEARCH METHODS	3.00	B
SOC	324	LEC	GENDER ISSUES	3.00	B
SPA	212	LEC	INTERMEDIATE SPANISH II	3.00	B
			<u>ATT</u>	<u>ERN</u>	<u>HRS</u>
			<u>PTS</u>	<u>GPA</u>	
			TERM:	22.00	22.00
				19.00	67.00
			CUM:	137.00	134.00
				133.00	351.00
				2.71	
Term: FA-12					
ENG	330	LEC	BUSINESS & TECH WRITING	3.00	A
HUS	418	LEC	ADMIN, POLICY, AND ADVOCACY	3.00	A
HUS	420	LEC	HUMAN BEHAV IN SOCIAL ENVIRON	3.00	B
HUS	424	LEC	INTERVENTIONS W/ CHILD AND FAM	3.00	A
PSY	313	LEC	PSYCHOLOGICAL STATISTICS	3.00	A
SOC	213	LEC	SOCIAL ISSUES IN COMWORLD	3.00	A
			<u>ATT</u>	<u>ERN</u>	<u>HRS</u>
			<u>PTS</u>	<u>GPA</u>	
			TERM:	18.00	18.00
				18.00	69.00
			CUM:	155.00	152.00
				151.00	430.00
				2.85	
			*** End of UnGrad ***		

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BETHEL UNIVERSITY

Main Campus ~ 325 Cherry Avenue ~ McKenzie, TN 38201 ~ 731-352-4000

College of Liberal Arts ~ Registrar ~ 325 Cherry Avenue ~ McKenzie, TN 38201 ~ 731-352-4008

College of Professional Studies ~ Registrar ~ 130 Corporate Drive ~ Clarksville, TN 37042 ~ 931-551-4150

College of Graduate Studies ~ Registrar ~ 325 Cherry Avenue ~ McKenzie, TN 38201 ~ 731-352-6960

College of Criminal Justice ~ Registrar ~ 325 Cherry Avenue ~ McKenzie, TN 38201 ~ 731-352-6363

College of Education ~ Registrar ~ 325 Cherry Avenue ~ McKenzie, TN 38201 ~ 731-352-6960

School of Conflict Resolution ~ Registrar ~ 209 10th Ave, S ~ Suite 338 ~ Nashville, TN 37203 ~ 615-214-4770

NAME CHANGE

Effective August 1, 2009, Bethel College changed its name to Bethel University.

ACCREDITATION

Bethel University is chartered by the State of Tennessee and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone 404/679-4501) to award the baccalaureate and master's degrees. The undergraduate and graduate teacher education programs are approved by the Department of Education of the State of Tennessee (Office of Teacher Licensure). The Nursing (B.S.N.) program has been awarded full approval by the Tennessee Board of Nursing and the Commission of Collegiate Nursing Education (CCNE). The Physician Assistant (M.S.P.A.S.) program is accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA).

CREDIT

Credit was expressed in quarter hours until the Fall Semester, 1989. Beginning with the Fall Semester, 1989, credits are expressed in semester hours.

GRADING SYSTEM

- A - Excellent
- B - Very Good
- C - Good
- D - Passing
- F - Failure
- W - Withdrawal (does not affect grade point average)
- WP - Withdrawal Passing (does not affect grade point average)
- WF - Withdrawal Failing (affects the grade point average in the same manner as an "F")
- I - Incomplete
- P - Pass
- NC - No Credit
- AU - Audit (No credit)
- TR - Transfer hours

COURSE NUMBERS

- 000-099 - Developmental
- 100-299 - Lower Level
- 300-499 - Upper Level
- 500-599 - Graduate Level
- 0000-5999 - On-Line Courses

GRADE POINT AVERAGE

Bethel University uses a 4.0 scale for determining grade point averages as follows:

- | | |
|---------|---------|
| A = 4.0 | D = 1.0 |
| B = 3.0 | F = 0 |
| C = 2.0 | WF = 0 |

CLASS STANDING

- | | | |
|-----------|------------|--------------------------|
| Freshman | 00 to 27 | semester hours completed |
| Sophomore | 28 to 59 | semester hours completed |
| Junior | 60 to 95 | semester hours completed |
| Senior | 96 or more | semester hours completed |

GRADE POINT AVERAGE REQUIREMENTS

- | | |
|-------------------------------------|----------|
| 00-27 semester hours completed | 1.50 GPA |
| 28-59 semester hours completed | 1.80 GPA |
| 60 or more semester hours completed | 2.00 GPA |

GRADUATION WITH HONORS

- Cum Laude 3.50 - 3.69 GPA
- Magna Cum Laude 3.70 - 3.84 GPA
- Summa Cum Laude 3.85 - 4.00 GPA

RELEASE OF INFORMATION

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Wayne Lee Brown, Jr

WayneBrownJr@gmail.com

1908 Ingalls Ln

Alma, AR 72921

Phone: (479) 883-9648

EDUCATION

University of Arkansas, Fayetteville: B.S. Industrial Engineering – 2002

Van Buren High School: 1997

WORK EXPERIENCE

Qualified Behavioral Health Professional – *WACGC*, Fort Smith, Arkansas

February 2019 to Current

- Assist families referred by DHS or court ordered for Intensive Family Services
- Work under MHP to assist with families who are at-risk of children coming into care or working on reunification
- Teach parenting, communication, and social skills to families to be successful
- Teach hygiene, money management, organization and meal preparation

Houseparent – *Young Children's Home*, Fort Smith, Arkansas

July 2017 to February 2019

- Foster a positive and safe environment for up to 8 children in DHS custody from ages 0 to 18
- Model Christian morals and provide emotional support
- Manage household budget
- Teach hygiene, money management, appropriate behavior and meal preparation

Houseparent – *Second Chance Youth Ranch*, Paron, Arkansas

June 2014 to July 2017

- Foster a positive and safe environment for up to 8 children in DHS custody from ages 8 to 18
- Model Christian morals and provide emotional support
- Manage household budget
- Teach hygiene, money management, appropriate behavior and meal preparation

Mental Health Paraprofessional – *Perspectives Behavioral Health Management*, Fort Smith, Arkansas

April 2006 to June 2014

- Provide case management for clients
- Assist in developing social and communication skills
- Assist in developing life skills and coping skills

TECHNICAL KNOWLEDGE

Credible

Microsoft Word, Excel, PowerPoint, Outlook

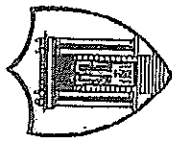
Microsoft Windows

Computer hardware knowledge from building/repairing computers.

HONORS AND AWARDS

Community Volunteer Service Award
Graduated with Honors from Van Buren High School
University of Arkansas Dean's List

UNIVERSITY OF ARKANSAS



To all to whom these presents may come

Know All

That it knowm that

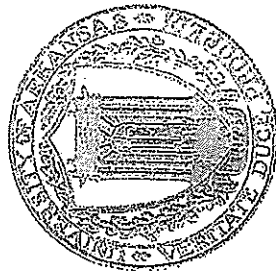
Wayne Lee Brown, Jr.

having completed the prescribed course of study is by authority of the Board of Trustees of the University of Arkansas admitted to the Degree of

Bachelor of Science in Industrial Engineering

and is declared entitled to all rights and privileges which pertain to that degree here or elsewhere. In testimony whereof and as evidence that all requirements for the degree have been fulfilled, this diploma is granted.

Dated at the University in the City of Fayetteville, this Eighteenth day of December in the year of our Lord two thousand and two and of the University the one hundred and thirty-second year.



W. W. Adams
CHAIRMAN BOARD OF TRUSTEES

B. O. Brown
PRESIDENT OF THE UNIVERSITY

John A. White
CHANCELLOR

College Organizational Leadership 4 2014
Post Graduate

List additional experience, skills, or qualifications, which have prepared you to work with this organization:

Trained in first aid and CPR.

Employment History

(Start with most recent/current employer)

Name: CV's Family Foods
From: April 2017
To: Currently employed
Address: 406 Huntington Ave, Mansfield, AR 72944
Phone: 479-262-6910
Position: Store Manager
Duties: Daily operations of a grocery store.
Starting salary/wages: 11.50hr
Final salary/wages: 18.75 hr
Reason for leaving: Still employed.
Supervisor: Millard Stephenson

May we contact this employer and/or supervisor? No

Name: Preferred Office Products
From: August 2015
To: April 2017
Address: 319 S 9th Street, Fort Smith, AR 72901
Phone: 479-782-7991
Position: Administrative Assistant
Duties: Learned all positions in order to allow my co-workers to take time off.
Starting salary/wages: \$10 hr
Final salary/wages: 12 hr
Reason for leaving: Decided to return to CV's.
Supervisor: Stephanie Whitehead

May we contact this employer and/or supervisor? Yes

Name: CV's Family Foods
From: February 2013
To: July 2015
Address: 406 Huntington Ave., Mansfield, AR 72944
Phone: 479-262-6910
Position: Scanning Coordinator
Duties: Handled all pricing and signage in store, billed and collected on charge accounts, completed weekly store report.
Starting salary/wages: 8.50
Final salary/wages: 10 hr
Reason for leaving: Decided to look for a position where I could utilize my degree and needed more financial compensation.
Supervisor: Tony Williams

May we contact this employer and/or supervisor? No

Military Service

Branch of Service:
From:
To:
Rank:
Duties:

References

Pastor:

Name & Full Address: Will Harmon, 905 Karry Lane, Fort Smith, AR 72936	Telephone: 479-646-2806	Years Known: 20
--	-------------------------	-----------------

3 Personal (Do not list relatives):

Name & Full Address:	Telephone:	Years Known:
Johnny Miller, Palestine Rd., Huntington, AR	479-462-6930	17
Angela Harrison, 2502 Broken Hill Dr., Van Buren, AR 72936	479-222-8268	15
Dr. Lee Johnson, 3101 Ashebury Point, Greenwood, AR 72936	479-883-6393	12

Provide your residential addresses for the past six months:

Address: 990 South Oak	City: Greenwood	State: Arkansas	Zip Code: 72936
Address:	City:	State:	Zip Code:
Address:	City:	State:	Zip Code:
Address:	City:	State:	Zip Code:

List other name(s) you may have used in the past:

Yates, Kimberling, Sebastian

DEBORAH E. CHRISTIAN

990 South Oak Street, Greenwood, Arkansas 72936 | 479-461-8202 | dchris01@g.uafs.edu

OBJECTIVE

To secure a position where my skills and experience will be an asset to the organization.

EDUCATION

University of Arkansas Fort Smith, Arkansas

Bachelor of Science in Organizational Leadership 2014

**Graduated May 2014-Degree contingent upon completion of 3 additional credit hours*

Courses of Interest: Sociology of the family, Global Challenges, Foundation Early Childhood, Childhood Development, Transformational Leadership

University of Arkansas Fort Smith, Arkansas

Associate of General Studies 2013

Honors: Dean's List Recipient multiple semesters, Awarded Non-Traditional Student Scholarship

EXPERIENCE

CV's Family Foods, Mansfield, AR

Scanning Coordinator

February 2013 – Present

Responsible for all merchandise price changes and signage. Collaborate with vendors regarding product displays and pricing. Coordinate information between home office and store personnel. Process new hire paperwork and weekly payroll. Prepare weekly store report. Handle customer relations

Spectrum Services Inc. Fort Smith, AR

Administrative Assistant

February 2011- October 2012

Handled collections, coordinated front office, answered all incoming calls, and wrote correspondence for upper management, accounts payable, accounts receivable, purchasing/inventory, and filing. Maintained employee records including vacation and sick time. Supervised shop personnel.

University of Arkansas @ Fort Smith

Full-time Student

August 2010-February 2011

Sonshine Academy, Charleston, AR

Director

August 2006-August 2010

Supervised program staff, promoted program within the community, organized community events such as Trike-A-Thon for St. Jude's and Community Christmas Tea. Addressed the Board of Directors monthly with program updates and concerns. Purchased all supplies

Greenwood Christian School, Greenwood, AR

Pre-school Teacher/Three Year Old Classroom

August 2006-August 2009

Prepared and implemented lesson plans. Completed student assessments. Held parent teacher conferences. Developed and organized summer program for school aged children.

REFERENCES AVAILABLE UPON REQUEST

SSN:*****9981

Student No:000117023

Date of Birth: 31-DEC-1970

Date Issued:16-JUL-2019 OFFICIAL

Record of: Deborah Elise Christian

Current Name:Deborah Elise Christian

Course Level: UA For Smith

High School : Other Texas High School

Student Type: Continuing Student
 First Admit: Fall 1992
 Last Admit: Fall 2008

Major:
 Organizational Leadership

Degree Information:
 Associate of General Studies 10-DEC-2013

Major:
 Associate of General Studies

Degree Information:
 Bachelor of Science 10-DEC-2014

Major:
 Organizational Leadership

Subj No.	Title	Cred	Grade	Pts	R
----------	-------	------	-------	-----	---

INSTITUTION CREDIT:

Fall 1992

Major: Education - Elementary

WD 0163	Intro To Writing	3.00	A	12.00	
HIST 2763	US History II	3.00	B	9.00	

Earned Hrs	GPA-Hrs	QPts	GPA
6.00	6.00	21.00	3.50

Good Standing

Spring 1993

Major: Education - Elementary

DEVD 0093	Developmental Math	3.00	B	9.00	
PHYE 2853	Health And Safety	3.00	A	12.00	

Earned Hrs	GPA-Hrs	QPts	GPA
6.00	6.00	21.00	3.50

Good Standing

Summer II 1993

Major: Education - Elementary

DEVD 0233	Beginning Algebra	3.00	B	9.00	
SPCH 1203	Intro To Speech	3.00	B	9.00	

Earned Hrs	GPA-Hrs	QPts	GPA
6.00	6.00	18.00	3.00

Good Standing

Summer III 1993

Major: Education - Elementary

POLS 2753	Amer Natl Govt	3.00	C	6.00	
-----------	----------------	------	---	------	--

Earned Hrs	GPA-Hrs	QPts	GPA
3.00	3.00	6.00	2.00

Good Standing

Fall 1993

Major: Education - Elementary

Subj No.	Title	Cred	Grade	Pts	R
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INSTITUTION CREDIT:

ANTH 2803	Anthropology	3.00	F	0.00	E
BIOL 1154	Biological Science	4.00	W	0.00	E
ENGL 1203	Freshm English I	3.00	B	9.00	
MATH 1203	Inter Algebra	3.00	W	0.00	E

Earned Hrs	GPA-Hrs	QPts	GPA
3.00	3.00	9.00	3.00

Good Standing

Spring 1994

Major: Education - Elementary

ANTH 2803	Anthropology	3.00	B	9.00	I
DEVD 0052	Spelling Improvemnt	2.00	C	4.00	
MATH 1203	Inter Algebra	3.00	C	0.00	E
MUSE 2913	Pub School Music	3.00	B	9.00	
PHYE 1251	Archery/Bowling	1.00	B	3.00	

Earned Hrs	GPA-Hrs	QPts	GPA
9.00	9.00	25.00	2.77

Good Standing

Summer I 1994

Major: Education - Elementary

GEOG 2753	World Regnl Geogr	3.00	W	0.00	
HUMN 2563	Humanities/Arts	3.00	W	0.00	E

Earned Hrs	GPA-Hrs	QPts	GPA
0.00	0.00	0.00	0.00

Good Standing

Fall 1995

Major: Education - Elementary

BIOL 1154	Biological Science	4.00	W	0.00	I
ENGL 1213	Freshman English-II	3.00	W	0.00	
HUMN 2563	Humanities Through the Arts	3.00	W	0.00	I
MATH 1403	College Algebra	3.00	W	0.00	

Earned Hrs	GPA-Hrs	QPts	GPA
0.00	0.00	0.00	0.00

Good Standing

Spring 2009

Major: Early Childhood Education

HIST 4153	History of Arkansas	3.00	A	12.00	
HUMN 2563	Humanities Through Arts WEB	3.00	B	9.00	I

Earned Hrs	GPA-Hrs	QPts	GPA
6.00	6.00	21.00	3.50

Good Standing

Fall 2009

Major: Early Childhood Education

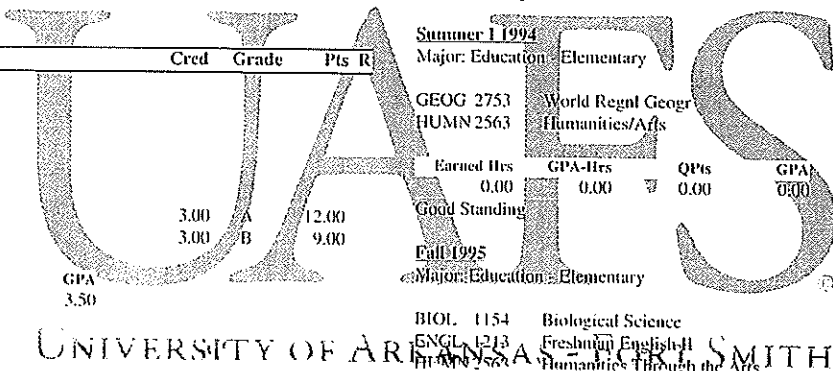
EDUC 2753	Introduction to Education	3.00	A	12.00	
ENGL 2803	World Lit to 1750	3.00	A	12.00	
MATH 1203	Intermediate Algebra CMPTR	3.00	D	0.00	E
PHYE 2953	First Aid	3.00	B	9.00	

Earned Hrs	GPA-Hrs	QPts	GPA
9.00	9.00	33.00	3.66

Good Standing

Spring 2010

Major: Early Childhood Education



SSN:*****9981

Student No:@00117023

Date of Birth: 31-DEC-1970

Date Issued:16-JUL-2019 OFFICIAL

Subj	No.	Title	Cred	Grade	Pts R
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INSTITUTION CREDIT:

CISM	0101	Intro to Personal Computers	1.00	A	4.00
ENGL	1213	Freshman English II	3.00	A	12.00
MATH	1203	Intermediate Algebra	3.00	A	12.00
PHYE	1261	Walking Beginning Jogging	1.00	A	4.00
SPAN	1304	Beginning Spanish I	4.00	B	12.00

Earned Hrs	GPA-Hrs	QPts	GPA
12.00	12.00	44.00	3.66

Good Standing

Fall 2010

Major: Early Childhood Education

BIOL	1151	Biological Science Laboratory	1.00	A	4.00
BIOL	1153	Biological Science	3.00	A	12.00
EDUC	3003	Intro to Educational Tech	3.00	A	12.00
MATH	1403	College Algebra	3.00	B	9.00
PHYE	2353	Sports Officiating	3.00	A	12.00

Earned Hrs	GPA-Hrs	QPts	GPA
13.00	13.00	49.00	3.76

Good Standing

Spring 2011

Major: Early Childhood Education

ECED	3023	Foundations Early Childhood	3.00	B	9.00
ECED	3033	Child Development	3.00	A	12.00
GEOG	2753	World Regional Geography	3.00	B	9.00
PHSC	2651	Earth Science Laboratory	1.00	A	4.00
PHSC	2653	Earth Science	3.00	B	9.00

Earned Hrs	GPA-Hrs	QPts	GPA
13.00	13.00	43.00	3.30

Good Standing

Summer I 2011

Major: Early Childhood Education

MATH	2333	Structures of Arithmetic	3.00	B	9.00
SOCI	2753	Introduction to Sociology	3.00	A	12.00

Earned Hrs	GPA-Hrs	QPts	GPA
6.00	6.00	21.00	3.50

Good Standing

Summer II 2011

Major: Early Childhood Education

MATH	2343	Informal Geometry	0.00	W	0.00
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Earned Hrs	GPA-Hrs	QPts	GPA
0.00	0.00	0.00	0.00

Good Standing

Fall 2011

Major: Early Childhood Education

IHST	3473	United States 1945 to Present	3.00	A	12.00
IHST	4213	Perspectives Women World Hist	3.00	A	12.00
MATH	2343	Informal Geometry	0.00	W	0.00
PHSC	2711	Physical Science Laboratory	1.00	B	3.00
PHSC	2713	Physical Science WEB ENHD	3.00	B	9.00

Earned Hrs	GPA-Hrs	QPts	GPA
10.00	10.00	36.00	3.60

Good Standing

Subj	No.	Title	Cred	Grade	Pts R
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INSTITUTION CREDIT:

Spring 2012

Major: Early Childhood Education

ECED	3003	Science in the Classroom	0.00	W	0.00
ENGL	3003	Hist Devlmt English Lang	0.00	W	0.00
MATH	2343	Informal Geometry	3.00	C	6.00
SOCI	3263	Sociology of the Family	3.00	C	6.00

Earned Hrs	GPA-Hrs	QPts	GPA
6.00	6.00	12.00	2.00

Good Standing

Fall 2012

Major: Early Childhood Education

ECED	3003	Science in the Classroom	0.00	W	0.00
ECED	3063	Methods Teaching Math EC WEB ENHD	0.00	W	0.00

Earned Hrs	GPA-Hrs	QPts	GPA
0.00	0.00	0.00	0.00

Good Standing

Fall 2013

Major: Organizational Leadership

IHST	3063	Hist Tech Society FULL ONLINE	3.00	B	9.00
LEAD	3603	Foundations HYBRID	3.00	A	12.00
LEAD	4603	Lead With Integrity HYBRID	3.00	B	9.00
LEAD	4623	Trans Leadership HYBRID	3.00	A	12.00

Earned Hrs	GPA-Hrs	QPts	GPA
12.00	12.00	42.00	3.50

Good Standing

Spring 2014

Major: Organizational Leadership

LEAD	3623	Professional Compn HYBRID	3.00	B	9.00
LEAD	4693	Dim Org Leadership HYBRID	3.00	A	12.00
LEAD	490V	Sp Tp Global Challenges HYBRID	3.00	B	9.00
RHET	3603	Writing Wrkpl HS FULL ONLINE	3.00	B	9.00

Earned Hrs	GPA-Hrs	QPts	GPA
12.00	12.00	39.00	3.25

Good Standing

Fall 2014

Major: Organizational Leadership

ITA	1003	Computer Apps Knowledge Worker	3.00	A	12.00
PRPA	3833	Diversity in Workplace HYBRID	0.00	W	0.00

Earned Hrs	GPA-Hrs	QPts	GPA
3.00	3.00	12.00	4.00

Good Standing

Transcript Totals	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	135.00	135.00	452.00	3.34
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	135.00	135.00	452.00	3.34

-----CONTINUED ON NEXT PAGE-----

SSN: 99-999981

Student No: @00117023

Date of Birth: 31-DEC-1970

Date Issued: 16-JUL-2019 OFFICIAL

Record of : Deborah Elise Christian

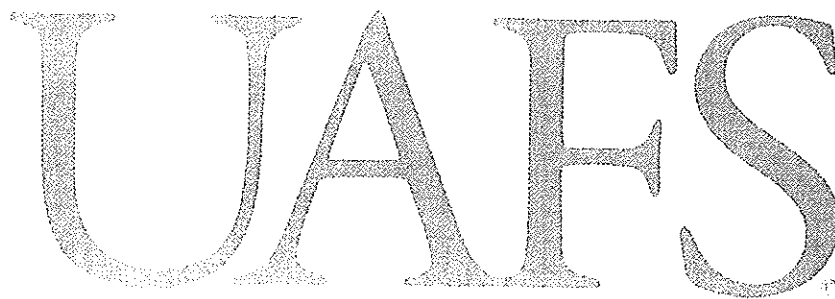
Current Name: Deborah Elise Christian

Course Level : Continuing Ed: Non-Credit

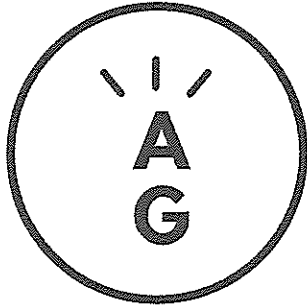
High School : Other Texas High School

Transcript Totals	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	0.00	0.00	0.00	0.00
TOTAL TRANSFER	0.00	0.00	0.00	0.00
OVERALL	0.00	0.00	0.00	0.00

-----END OF TRANSCRIPT-----



UNIVERSITY OF ARKANSAS - FORT SMITH



AMANDA GREEN

CONTACT

- ✉ raidenryderames@gmail.com
- ☎ 479-652-4257
- 🏠 300 E Knoxville St. Apt 8
Greenwood, AR 72936

EDUCATION

BACHELOR OF SCIENCE: CHRISTIAN COUNSELING

2005

Central Baptist College
Conway, AR

EXPERIENCE

WRAP AROUND SPECIALIST

Community Health Core Child & Adolescents 2017-2018

Provided behavioral intervention services and supports.

Assisted clients in identifying and articulating their request and needs for services and supports.

Negotiated and facilitated the array of services needed to address the clients goals and desired outcomes.

CASE MANAGER

Comprehensive Health Systems 2016-2017

Provide direct one on one care to clients in evaluating and helping make progress of therapeutic goals. Oversee Rehabilitation Team in providing group activities for clients. Work directly with therapists, teachers and parents to assist in meeting behavioral and mental health needs both at home and school.

HOUSEPARENT

Second Chance Youth Ranch/ Family Church Bryant 2010-2015

Served as the full-time houseparent for the boys' bunkhouse. Provided a safe, loving, and structured environment.

Worked directly with youth to develop independent living skills. Worked with clinical staff to help clients reach their individual treatment goals.

Facilitated family visitations and mentor opportunities. De-escalated youth and helped them process past trauma.

HOUSEPARENT

Watersprings Ranch 2008 2009

Taught children daily living skills and general family behavior. Maintained daily level and log sheets on each child's behaviors. Administered redirections and disciplines in accordance with Watersprings level system. Supervised all client visits.

BEHAVIORAL HEALTH TECH

Centers for Youth and Family 2005-2008

Coordinated services in youth emergency shelter. Supervised daily activities of clients. Coordinated referrals to assure appropriate and adequate services for clients.

Oversaw intake procedure for each client. Maintained and monitored an active caseload of assigned clients. Monitored and oversaw client Medication documentations.

RUSTIN GREEN

940 Owl Ridge
Texarkana, AR 71854

(501) 358-8734

rustin.green@gmail.com

PERSONAL INFO

Date of Birth: September 29, 1985
Married to Amanda.
Children: Raiden, Ryder, Mara
Licensed to the ministry: 2004
Central Baptist Church in Texarkana, AR

EDUCATION

Bachelor of Science in Bible,
Minor in Missions
Central Baptist College (2008)

GIFTINGS

Leadership
Equipping
Teaching

PREACHING EXP.

Road Baptist Church in Redfield, AR
Calvary Baptist Church in White Hall, AR
Central Baptist Church in Texarkana, AR
Eastside Baptist Church in Conway, AR
Central Baptist Church in Prescott, AR
Greenwood Baptist Church in Fulton, MS

MISSION TRIPS

July 2015/2016 Indianapolis, IN in
partnership with New Circle Church
June 2008 Plano, IL in Partnership with
Jacob's Well
June 2005 Varna, Bulgaria in Partnership
with Central Baptist College

EXPERIENCE

MARCH 2017-CURRENT MENTAL AND BEHAVIORAL HEALTH CASE MANAGER DAYSRING PFH IN TEXARKANA, AR

Provide direct one on one care to clients in evaluating and helping make progress of therapeutic goals. Oversee Rehabilitation Team in providing group activities for clients. Work directly with therapists, teachers and parents to assist in meeting behavioral and mental health needs both at home and school.

MAY 2015-MARCH 2017 STUDENT PASTOR CALVARY BAPTIST CHURCH IN HANNIBAL, MO

Provided executive vision, leadership, and direction to all ministries involving students (6th-College) Coached volunteers to lead. Oversaw a team of Multiple Volunteers that worked directly with Middle/High School and College groups. Planned disciple now weekends, summer camps and back to school events.

AUG. 2010- MAY 2015 - HOUSEPARENT 2ND CHANCE YOUTH RANCH/FAMILY CHURCH BRYANT, AR

Worked with students during weekly services at Family Church, which was the home church of 2CR where I served as the full-time houseparent for the boys' bunkhouse at the ranch. Provided a safe, loving, and structured environment. Worked directly with youth to develop independent living skills. Worked directly with clinical staff to help clients reach their individual treatment goals. Facilitated family visitations and mentor opportunities. De-escalated youth and helped them process past trauma.

JULY. 2009-AUG. 2010 P/T YOUTH PASTOR RIVER ROAD BAPTIST CHURCH IN REDFIELD, AR

Led Youth Program. Primary duties included recruiting, training and equipping volunteers for student and hospitality ministries; facilitating the teaching times for students and planning youth events.

STATEMENT OF FAITH

I came to know the Lord as Savior in the summer between second and third grade at VBS in Texarkana, Arkansas. I was baptized and joined Central Baptist Church. The Lord called me to serve in full-time ministry at the age of eighteen while attending a youth retreat. Since then I have sought the Lord's will for my life in all I do. My desire in ministry is to serve the Lord in a local church and within the community. I desire to use my gifts and talents to further the gospel of Christ, to help churches become quality places where people see the growing concern to spread the word of God globally, and to serve alongside men of God who are servants of grace for the Lord.

HARVEY MATTHEW COX

8807 Young Home Dr | Fort Smith | AR | 72916

Hmcox3@live.com | 870-834-0239 (Cell Phone)

INTRODUCTION

Greetings,

My name is Matt Cox. I am a 28 year houseparent in a youth home for foster children. I am seeking employment with your company so as to support my soon growing family. I am prepared to begin working as soon as possible given that the position suits both the needs of your company as well as the needs of my family. My specific background is rooted in IT sales. I have good communication skills both verbally and written. I'm a skilled listener and I problem solve well under pressure. I can adapt and learn in almost any environment and I am prepared to give excellent customer service at all times.

I am grateful for your consideration. If you find any information to be lacking, please feel free to ask for clarification.

Matt Cox

8807 Young Home Dr

Fort Smith, AR, 72916

Hmcox3@live.com

Cell: 870-834-0239

TECHNICAL EMPLOYMENT HISTORY

White River Services and Solutions

Account Executive | Tracy McMahan | 870-251-9100 | March, 2014 – January, 2016

- In my years spent with White River Services, I wore a few different hats. I began by entering their team with a production focus. I became very familiar with the functionality of computer hardware and began working extensively to repair malfunctioning hardware. I worked closely with software as well, but my focus was to repair hardware related issues. I then moved into a sales role and managed over 75 accounts in the Northeast corner of the state.
- Formerly Held DELL hardware repair certifications as well as Dell Server and Business Hardware Sales certifications.

EMPLOYMENT HISTORY

Young Childrens' Home

Lead Houseparent | Marla Nelson | 479-522-2020 | September, 2017 – Current

As a Lead Houseparent, I work with children from traumatic backgrounds. My responsibilities involve the management of all therapy treatments and appointments for every child that comes through my home. With the help of my wife, we are responsible for caring for 9 children at any given time. We are direct caregivers and spend our time helping the DCFS caseworker manage the cases of the children with the state.

Hillcrest Childrens' Home

Direct Care Staff | Ladana Pate | 501-262-1660 | March, 2017 – September, 2017

I was employed (along with my wife) as direct care staff with this organization before moving to Fort Smith, AR to assume the leadership of a home at Young Childrens' Home. During our time here, I was specially trained in the area of highly-therapeutic children's care. I was responsible for filling in for lead Houseparents when they were taking time off from work. I was responsible for the management of the home while it was in my care. Facilitating day-to-day life of the children and facilities was my primary goal.

Power Transport

Freight Broker | Bobby Power | 870-569-4107 | May, 2016 – March, 2017

I was employed by Power Transport as a freight broker. My responsibilities included sales oriented tasks such as selling loads of freight and dispatching truck drivers when a load of freight has been purchased. This included cold-calling prospective customers and also managing follow-up tasks to ensure that my work was completed to its entirety. I was responsible for maintaining paperwork and answering phones to maintain customer service and relationships with our clients.

Sonic Drive – In 3721

Assistant Manager | Casey Hubbard | 870-307-0338 | March, 2008 - August, 2016

Operated as an assistant manager, I was responsible for operating the entirety of the restaurant when the General Manager was not present. I was responsible for great customer service, facilitating the services of the restaurant and also maintaining order and discipline within the employees.

I was an assistant manager for a total of 3 years under this franchise.

White River Services and Solutions

Account Executive | Tracy McMahan | 870-251-9100 | March, 2014 – January, 2016

In my years spent with White River Services, I wore a few different hats. I began by entering their team with an engineering focus. I became very familiar with the functionality of computer hardware and began working extensively to repair malfunctioning hardware. I worked closely with software as well, but my focus was to repair hardware related issues at first. Then I moved to a sales role.

White River Health System

SPD Clerk | Greg Moser | 870-262-1475 | April, 2012 – March, 2014

As an SPD Clerk, I was responsible for the stocking procedures for the hospital. I moved supplies to and from the different floor levels and maintained the cleanliness of the stock rooms. I had to complete paperwork and keep records of my stocking procedures.

EDUCATION

High School

- High School Diploma Received upon graduation in May 2009 from Batesville High School
- One semester completed at University of Arkansas Community College at Batesville Completed. (No diploma received).

SUMMARY

As a former worker in the Technology Industry (White River Services), I am specifically qualified to perform basic hardware and software troubleshooting tasks. I am directly capable of handling any and all customer service tasks necessary. I am a good team member and I work well with others.

I have learned specific strategies to make me good at learning and processing information. I pride myself on being the kind of person that can adapt quickly and problem solve under tough circumstances. I tend to only require demonstration of skills once in order to retain information and I have the ability to relay information very thoroughly.

I will make a great addition to any team or position I am assigned and I will function at a high level of sophistication even when I am engaging customers in areas with which I am not completely familiar.

REFERENCES

Work-Related References

- Jason Keeler | Engineer | White River Services and Solutions
Vilonia, AR | 501-450-8758 | Known for 3 years
- Adam Reynolds | Electrician | Trentco Electric
Batesville, AR | 870-283-2636 | Known for 7 years
- Jordan Kazzee | Patient Care Tech | White River Health System
Cave City, AR | 870-251-6000 | Known for 7 years

Personal References

- Athan Dockery | United States Marine Corps | 870-805-9441
Jonesboro, AR | Known for 12 Years
- Tyler Kazzee | USPS Carrier | 870-612-0490
Cave City, AR | Known for 10 Years
- Eric Bates | Lead Pastor | 479-739-5319
Gainesville, AL | Known for 7 Years

Kelli Cox

8807 Young Homes Dr, Fort Smith, AR, 72916

870-251-7886

kelli.carter2012@gmail.com

Overview

Young, hardworking woman with the personality to reach customers on a personal level. I have a past working in the floral industry as a manager and designer. I currently work as a Houseparent for foster children. I have the ability to create routines and structure implementation in a group home setting. I have been heavily trained in Trust-Based Relational Intervention to help regulate the emotions of children and teens from foster care.

Areas of expertise include:

- Customer Service
 - Money Management
 - Floral Design
 - Stock Inventory & Planning
 - Problem Solving
 - Organization Skills
 - Training in Trust Based Relational Intervention
 - General Use of Computers
-
-

Employment

Cashier – Wildcat Station

6909 Harrison St, Sulphur Rock, AR, 72579, Independence County

Start: 03/2007 End: 11/2010

Supervisor: April Conger
Phone: (870) 799-2300
Can Contact: Yes

General Overview: At the Wildcat Station I held a role as a gas station attendant during high school. I was responsible for cooking, cleaning and maintaining the cleanliness of the work environment.

ASSISTANT MANAGER - Sonic Drive In Store 3721

2950 Harrison St, Batesville, AR, 72501, Independence County, AR

Start: 11/2010 End: 03/2016

Supervisor: Casey Hubbard
Phone: (870)307-0338
Can Contact: Yes

General Overview: As an Assistant manager, I am responsible for maintaining the operating status of the store while the General Manager is not present. I have the ability to solve the problems that arise when helping the customer achieve 100% Satisfaction. Cleaning, scheduling, operations, stocking, loss prevention and daily paperwork all fall on my shoulders throughout the day.

Assistant Manager & Floral Designer – Petals & Plants Florist

520 Harrison st, Batesville, AR, 72501, Independence County

Start: 06/2015 End: 02/2017

Supervisor: Patti Cox
Phone: (870)262-7552
Can Contact? - Yes

General Overview: As an Assistant Manager, I am responsible for leading and training other team members in floral design. I handle the ordering, processing and inventory of all flowers for arrangements. I organize and design the floral arrangements for weddings, large events and company parties, as well as daily orders.

Relief Houseparent – Hillcrest Children’s Home

2325 Malvern Ave, Hot Springs, AR 71901, Garland County

Start: 02/2017 End: 09/2017

Supervisor: Paula Hall
Supervisor Phone: (501) 262-1660

Can Contact? – Yes

General Overview: As a Relief Houseparent, I, alongside my Husband, provide supervision, structure and assistance in meeting the physical, emotional, social and spiritual needs of children in foster care, while also teaching them life skills and assisting their transition into adulthood. I work closely with each child's individual treatment team to establish and help fulfill their treatment goals. I assist the Lead Houseparent's in maintaining the structures and routines they have established with the children residing in their cottage.

Lead Houseparent – Young Children's Home

8807 Young Home Dr, Fort Smith, AR 72916, Sebastian County

Start: 11/2017

End: Current

Supervisor: Marla Nelson

Supervisor Phone: (479) 956-0581

Can Contact? – Yes

General Overview: As a Lead Houseparent, I, alongside my Husband, provide supervision, structure and assistance in meeting the physical, emotional, social and spiritual needs of children in foster care, while also teaching them life skills and assisting their transition into adulthood. I work closely with each child's individual treatment team to establish and help fulfill their treatment goals.

Education

Batesville High School,

1 Pioneer Drive, Batesville, Arkansas, 72501

Equivalency: High School Diploma

- General Studies

Arkansas State University

2105 E Aggie Rd, Jonesboro, AR 72401

Equivalency: High School Diploma

- General Studies
-

Personal

Enjoy and active in:

- Floral Design
- Hiking
- Music

References and Supporting Documentation Furnished Upon Request

Brenda Bellott

Little Rock, AR, 72916

(479) 459-6617

brendabellott@yahoo.com

PROFESSIONAL SUMMARY

Lead houseparent with talent for organization and parenting. Strong knowledge of trauma based care and nurturing. Communicative and team-oriented. Proven history of fostering cooperation to meet team, individual and management objectives. Strong Christian values and convictions.

SKILLS

- Healthcare
-
- Housekeeping
-
- Management
-
- Medication Administration
-
- Patient Care using trauma based care

EXPERIENCE

Lead Houseparent

06/2019 to 02/2020

Free Will Baptist Family Ministries

Fort Smith, AR

Planned optimal meals based on established nutritional plans, including shopping for ingredients and cooking dishes.

Provided mental and emotional support to keep clients happy and healthy.

Organized and administered medications on clear schedules to help alleviate symptoms and optimize quality of life.

Maintained clean and well-organized environment to promote client happiness and safety.

Worked to improve patient outlook and daily living through compassionate care.

Monitored clients' progress to report necessary changes.

Administered all necessary medications as directed by care plan.

Supervised and supported activities of daily living such as medication administration and personal hygiene.

Monitored client behaviors and emotional states, reporting concerns to case worker and documenting information in files.

Administered personal care to clients within private home settings and championed patient independence and well-being.

Lead Houseparent

02/2018 to 06/2019

Second Chance Youth Ranch

Paron, AR

Reported concerns to supervisory [Job title] to maintain optimal care for all client needs.

Oversaw and planned resident schedules by coordinating doctor appointments, exercise routines, recreational activities and family visits.

Helped clients handle all personal needs, from simple cleaning and daily exercise to bathing and personal grooming.

Administered personal care to clients within private home settings and championed patient independence and w

ell-being.

Kept detailed records of patient care, [Type] progress, medication administration and changes in health or other conditions.

Organized personal and professional calendars.

Authored and maintained household office and operations manuals to define staff expectations, confidentiality requirements and household and office procedures.

Cared for wounds by changing bandages, dressings and binders to promote healing.

Prepared food and helped patients eat to support healthy nutrition.

Owner

02/2012 to 06/2018

Taylor Bellott Nature Gallery

Hot Springs, AR

Oversaw entire stock management process, including receiving incoming merchandise, shelf replenishment and shrinkage control.

Cultivated store brand and accomplished strategic business initiatives through close collaboration with district manager.

Continuously audited store operations, slashing inventory shrinkage and reducing cash discrepancies.

Delivered empathy and persuasive negotiation talents to promote memorable customer experience.

Reviewed sales reports to enhance sales performance and improve inventory management accuracy.

Maintained detailed and accurate accounting records by overseeing documentation of sales, purchases and requisitions.

Saved costs, effectively negotiating vendor pricing contracts to increase savings.

Conducted department walkthroughs to assess and remedy factors such as cleanliness, inadequate stock levels and poor merchandising.

Supervised successful, well-supplied and highly organized establishment thanks to consistent oversight and regular cleanliness inspections.

Enhanced sales by implementing merchandising and promotional improvements.

Conducted job interviews, led employee performance evaluations with constructive feedback and rewarded top sales performers to attract and retain top-quality personnel.

EDUCATION

high school or equivalent

05/1976

Wilbur D. Mills High School Little Rock

Little Rock, AR

May 1976 Wilbur D. Mills High School Little Rock, AR
High School Diploma

Taylor Bellott

Little Rock, AR, 72916

(501) 940-0994

taylorbellott@sbcglobal.com

PROFESSIONAL SUMMARY

Lead houseparent with talent for organization and parenting. Strong knowledge of trauma based care and nurturing. Communicative and team-oriented. Proven history of fostering cooperation to meet team, individual and management objectives. Strong Christian values and convictions.

SKILLS

- Healthcare
-
- Housekeeping
-
- Management
-
- Medication Administration
-
- Patient Care using trauma based care

EXPERIENCE

Lead Houseparent

06/2019 to 02/2020

Free Will Baptist Family Ministries

Fort Smith, AR

Planned optimal meals based on established nutritional plans, including shopping for ingredients and cooking dishes.

Provided mental and emotional support to keep clients happy and healthy.

Organized and administered medications on clear schedules to help alleviate symptoms and optimize quality of life.

Maintained clean and well-organized environment to promote client happiness and safety.

Worked to improve patient outlook and daily living through compassionate care.

Monitored clients' progress to report necessary changes.

Administered all necessary medications as directed by care plan.

Supervised and supported activities of daily living such as medication administration and personal hygiene.

Monitored client behaviors and emotional states, reporting concerns to case worker and documenting information in files.

Administered personal care to clients within private home settings and championed patient independence and well-being.

Lead Houseparent

02/2018 to 06/2019

Second Chance Youth Ranch

Paron, AR

Reported concerns to supervisory [Job title] to maintain optimal care for all client needs.

Oversaw and planned resident schedules by coordinating doctor appointments, exercise routines, recreational activities and family visits.

Helped clients handle all personal needs, from simple cleaning and daily exercise to bathing and personal grooming.

Administered personal care to clients within private home settings and championed patient independence and w

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Kept detailed records of patient care, [Type] progress, medication administration and changes in health or other conditions.

Organized personal and professional calendars.

Authored and maintained household office and operations manuals to define staff expectations, confidentiality requirements and household and office procedures.

Cared for wounds by changing bandages, dressings and binders to promote healing.

Prepared food and helped patients eat to support healthy nutrition.

Owner

02/2012 to 06/2018

Taylor Bellott Nature Gallery

Hot Springs, AR

Oversaw entire stock management process, including receiving incoming merchandise, shelf replenishment and shrinkage control.

Cultivated store brand and accomplished strategic business initiatives through close collaboration with district manager.

Continuously audited store operations, slashing inventory shrinkage and reducing cash discrepancies.

Delivered empathy and persuasive negotiation talents to promote memorable customer experience.

Reviewed sales reports to enhance sales performance and improve inventory management accuracy.

Maintained detailed and accurate accounting records by overseeing documentation of sales, purchases and requisitions.

Saved costs, effectively negotiating vendor pricing contracts to increase savings.

Conducted department walkthroughs to assess and remedy factors such as cleanliness, inadequate stock levels and poor merchandising.

Supervised successful, well-supplied and highly organized establishment thanks to consistent oversight and regular cleanliness inspections.

Enhanced sales by implementing merchandising and promotional improvements.

Conducted job interviews, led employee performance evaluations with constructive feedback and rewarded top sales performers to attract and retain top-quality personnel.

EDUCATION

high school or equivalent

05/1976

Wilbur D. Mills High School Little Rock

Little Rock, AR

May 1976 Wilbur D. Mills High School Little Rock, AR
High School Diploma

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, color, sex, religion, age, national origin, citizenship status, and physical or mental disability, or past, present or future service in the Uniformed Services of the United States. It is the intent of FWBFM to treat all qualified persons without discrimination in all employment practices such as: employment, rates of pay or other forms of compensation, benefits, training, upgrade, transfer or promotion, layoff or termination, and all other terms, conditions and privileges of employment.

FWBFM agrees that the program will be conducted in compliance with, and will comply with and will require any other person (any legal entity) who through contractual or other arrangements with FWBFM is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, veteran status, sex or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which FWBFM received federal assistance from the Human Services Department; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

If at any time you feel you have been treated in a manner which does not reflect our policy on equal employment opportunity please talk with your immediate supervisor, any member of the management team with whom you feel comfortable, or the Chief Operating officer.

Debbie ds. Stripling

From: Illegal Immigrant Form <AASIS-OSP@dfa.arkansas.gov>
Sent: Thursday, January 23, 2020 2:14 PM
To: Debbie ds. Stripling
Subject: Illegal Immigrant Form

DFA Illegal Immigrant Contractor Disclosure Certification Illegal Immigrant Form

Vendor: Free Will Baptist Family Ministries
Tax ID: 5535
Disclosure Statement: I certify that I **DO NOT** employ or contract with an illegal immigrant.
Contact E-mail: stripling@fwbfm.com
Submitted on: 01-23-20
Valid through: 01-22-21