

# **Response Signature Page**

## PROPOSAL SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
<b>Company:</b>	Counseling Clinic, Inc.				
<b>Address:</b>	110 Pearson				
<b>City:</b>	Benton	<b>State:</b>	AR	<b>Zip Code:</b>	72015
<b>Business Designation:</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		<input type="checkbox"/> Public Service Corp <input checked="" type="checkbox"/> Nonprofit		
<b>Minority and Women-Owned Designation*:</b>	<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					
<i>Provide contact information to be used for bid solicitation related matters.</i>					
<b>Contact Person:</b>	Robert Bennett	<b>Title:</b>	Youth Services Program Director		
<b>Phone:</b>	(501)315-4224	<b>Alternate Phone:</b>			
<b>Email:</b>	rbennett@cciar.org				
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 shall 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 proposal to be disqualified.

**Authorized Signature:** Jim Gregory                      **Title:** CEO  
Use Ink Only.

**Printed/Typed Name:** Jim Gregory                      **Date:** 04/08/2020

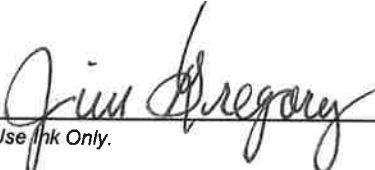
# **All Agreement & Compliance Pages**

## 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.

Authorized Signature:

  
Use Ink Only.

Printed/Typed Name: Jim Gregory

Date: 04/08/2020

**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.

Authorized Signature: Jim Gregory  
*Use Ink Only.*

Printed/Typed Name: Jim Gregory Date: 04/08/2020

**SECTIONS 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(s) of the bid solicitation.

Authorized Signature:

  
Use Ink Only.

Printed/Typed Name:

Jim Gregory

Date: 04/08/2020

# **Proposed Subcontractors Form**

**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.**



State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203  
501-682-6327

**ADDENDUM 1**

**DATE:** April 3, 2020

**SUBJECT:** 710-20-0003 Juvenile Justice Community Based Re-Entry & Vocational & Career Support Services

The following change(s) to the above referenced Invitation for Bid for DHS has been made as designated below:

- X   **Change of specification(s)**  
       Additional specification(s)  
       Change of bid opening date and time  
       Cancellation of bid  
       Other

**RFP: 710-20-0003**

Page 15: 2.3.A.6

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles sixteen (16) and older referred by DYS and admitted to the Contractor's program. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- a. money management;
- b. food preparation;
- c. nutrition;
- d. health; and
- e. housekeeping.

Page 16: 2.3.B.7

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles sixteen (16) and older referred by DYS and admitted to the Contractor's program a minimum of one (1) time for sixty (60) minutes every other week. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- a. money management;
- b. food preparation;
- c. nutrition;
- d. health; and
- e. housekeeping.

Page 17: C.1

Vocational Services and Career Support

1. Contractor **must** recruit and retain a qualified, ~~dedicated~~ vocational staff member to serve as Job and Career Coach who offers job readiness training (e.g., completing applications, preparing a resume, searching for jobs, effective interpersonal skills, interviewing skills, time management, problem solving, and conflict resolution).
2. The Contractor's ~~dedicated~~ vocational staff member may provide a career assessment, along with assisting the juvenile to explore career options.

3. The Contractor's ~~dedicated~~ vocational staff member **shall** coordinate with Job Corps and the Arkansas Department of Workforce Services (ADWS) in connecting juveniles transitioning to the labor market to appropriate vocational services and career supports, including employment opportunities.
4. The Contractor's ~~dedicated~~ vocational staff member **shall** coordinate with vocational and technical departments at technical, vocational, and two- or four-year colleges or universities to provide opportunities for juveniles who qualify.
5. The Contractor's ~~dedicated~~ vocational staff member **shall** assist juveniles in enrollment and actively support attainment of trade licenses or certifications, and subsequent job or apprenticeship placement.

Page 22: 2.7.A.2

~~The Contractor shall be subject to an audit of overall operations by the Arkansas Department of Health and the Arkansas Department of Corrections pursuant to Arkansas Code Annotated §§9-28-301 and 9-28-302. In addition to the above audits, Contractor shall be subject to audit by DHS and the Arkansas Legislative Audit Legislature as deemed necessary. Contractor shall cooperate fully with all auditing entities.~~

Page 22: 2.7.A.3

This section is stricken from the document.

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## Performance Indicators

Page 2 of PIs, Section 1.D

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles sixteen (16) and older referred by DYS and admitted to the Contractor's program. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- b. money management;
- c. food preparation;
- d. nutrition;
- e. health; and
- f. housekeeping.

Page 6 of PIs, Section 4.E.3

The Contractor **shall** provide an Independent Living Skills (ILS) program for all juveniles sixteen (16) and older referred by DYS and admitted to the Contractor's program a minimum of one (1) time for sixty (60) minutes every other week. A copy of the current ILS curriculum **shall** be provided to DYS for its review and approval prior to implementation. The ILS **must** include, at a minimum, the following components:

- b. money management;
- c. food preparation;
- d. nutrition;
- e. health; and
- f. housekeeping.

Page 7 Section 4.G

Vocational services and career support shall be provided.

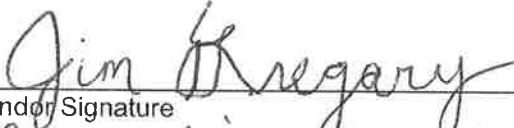

1. Contractor shall employ a ~~dedicated~~ Job and Career Coach to provide job readiness training.
2. The Job and Career Coach shall have no other duties outside of this position.
3. ~~Dedicated~~ vocational staff shall coordinate with Job Corps and the Arkansas Department of Workforce Services (ADWS) in connecting juveniles transitioning to the labor market to appropriate vocational services and career supports, including employment opportunities.
4. ~~Dedicated~~ vocational staff shall coordinate with vocational and technical departments to provide opportunities for juveniles who qualify.
5. ~~Dedicated~~ vocational staff shall assist juveniles in enrollment and actively support attainment of trade license or certifications, and subsequent job or apprenticeship placement.
6. All services shall be documented in the juvenile's individual case file outlining the services provided, dates, times, units, and signed by the ~~dedicated~~ vocational staff. This information shall be entered into JJIS in the form and manner specified by DYS.

Page 9 of Pl's, Section 5, C.1.

~~The Contractor shall be subject to an audit of overall operations by the Arkansas Department of Health and the Arkansas Department of Corrections pursuant to Arkansas Code Annotated §§9-28-301 and 9-28-302. In addition to the above audits, Contractor shall be subject to audit by DHS and the Arkansas Legislative Audit Legislature as deemed necessary. Contractor shall cooperate fully with all auditing entities.~~

~~The Contractor shall submit a budget to DYS and the Arkansas Legislative Council and go through the budget procedures process in the same manner as State Departments, agencies, institutions, boards, and commissions. Budgets shall be submitted based on operating revenues and expenses of each Contractor, and each Contractor shall provide information related to financial status required by the Legislative Council and/or Joint Budget Committee.~~

BIDS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED,  
 If you have questions, please contact the buyer at Chorsie.Burns@dhs.arkansas.gov. or 501-537-2283

  
 Vendor Signature \_\_\_\_\_ Date 04/08/2020  
  
 Company \_\_\_\_\_



State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203

ADDENDUM 3

**TO:** All Addressed Vendors  
**FROM:** Chorsie Burns, Buyer  
**DATE:** April 8, 2020  
**SUBJECT:** 710-20-0003 Juvenile Justice Community Based Reentry & Vocational & Career Support Services

The following change(s) to the above referenced bid have been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening date and time
- Cancellation of bid
- Other-(Additional Vendor Questions)



Bid Opening Date and Time: April 16, 2020 @ 2:00pm CST

Bid Submission Date and Time: April 16, 2020 @ 1:30pm CST



Additional Vendor Questions (see attachment on website)

The specifications by virtue of this addendum become a permanent addition to the above referenced bid. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact Chorsie Burns at [chorsie.burns@dhs.arkansas.gov](mailto:chorsie.burns@dhs.arkansas.gov) or (501) 682-6327.

  
 Vendor Signature \_\_\_\_\_ Date 04/08/2020  
Counseling Clinic, Inc. \_\_\_\_\_ Company

# **Contract Grant & Disclosure Form**

Contract number \_\_\_\_\_  
 Attachment number \_\_\_\_\_  
 Action Number \_\_\_\_\_  
 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

**CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**

IS THIS FOR:  
 Goods?  Services?  Both?

TAXPAYER ID NAME: Counseling Clinic, Inc.  
 YOUR LAST NAME: Gregory FIRST NAME: Jim M.I.:  
 ADDRESS: 110 Pearson Street CITY: Benton STATE: AR ZIP CODE: 72015 COUNTRY: United States

**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:**

**F O R I N D I V I D U A L S \***

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	✓		Legal Advisor Workers Comp	1986	Present	Johnny Gregory	Brother

None of the above applies

**F O R A N E N T I T Y ( B U S I N E S S ) \***

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:

- 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.
- 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.*
- 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 Jim Gregory Title CEO Date 04/08/2020  
Vendor Contact Person Jim Gregory Title CEO Phone No. (501)315-4224

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



# **Equal Opportunity Policy**

## **NONDISCRIMINATION / EQUAL OPPORTUNITY POLICY**

The Counseling Clinic, Inc., (CCI) will comply with all provisions of applicable laws prohibiting discrimination. No policy provision shall exist, or be adopted, or administrative action implemented for the purpose of discriminating against any individual on the basis of race, color ethnicity, religion, national origin, age, gender, sexual orientation, marital status, veteran status, political affiliation, qualified disabled status, or other legally protected classes.

CCI agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

CCI will in all solicitations or advertisements for employees placed by or on behalf of the CCI, state that all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, national origin, age, gender, sexual orientation, marital status, veteran status, political affiliation, qualified disabled status, or other legally protected classes.

Nondiscrimination should be demonstrated in areas such as employment, compensation, assignment of work and promotion.

## **2.3**

# **Scope of Work**

## 2.3 SCOPE OF WORK

### A. Diversion and FINS Service Delivery

- 1) CCI has been working with the local Juvenile Probation Officers in JD22 & JD7 as they have implemented the SAVRY assessment in their departments. The results of the SAVRY are used in conjunction with other validated risk/needs assessment tools to develop an individualized plan for each juvenile entering our programs. This information is documented in our Electronic Medical Record (Credible) as well as the Rite Track system.
- 2) CCI provides mandatory core community-based services and DYS approved services for court involved juveniles not in custody of DYS or FINS to divert these youth from further delinquent behavior.
- 3) CCI has licensed Paraprofessionals on staff to provide case management and independent living skills. We also employ Licensed Mental Health Professionals on staff to provide behavioral health services including: Cognitive Behavioral Therapy groups & Parenting Classes. All staff attend court as requested. Vocational and Career Supports shall be added to our array of services.
- 4) Case Management by way of Direct or Indirect interventions are conducted by a bachelor's level or higher to identify problems, needs, progress or status of a juvenile or family member or to assist those clients in accessing services. All case management documentation is kept in CCI's electronic medical record, Credible.
- 5) Qualified staff will provide Cognitive Behavioral Therapy (CBT) groups to incorporate the Risk, Needs, Responsivity principles and will provide a curriculum plan to DYS by June 1, 2020.
- 6) CCI DYS staff currently provide Independent Living Skills (ILS) for all juveniles referred by DYS to include: Money Management, Food Preparation, Nutrition, Health, Housekeeping. A review of the ILS curriculum will be provided to DYS for review and approval prior to implementation of the new contract deliverables.
- 7) Parenting Classes are provided by a Mental Health Professional for both juveniles who have children and custodial guardians of youth.
- 8) Both Paraprofessional and Professional will complete any court related or required paperwork and attend and participate in court appearances related to non-custodial youth referred for diversion or FINS at the request of the court with or without a subpoena.
- 9) CCI will develop and implement a mentoring relational program for qualified volunteers or paid adults as positive role models for Diversion/FINS recipients.
- 10) CCI will propose a list of optional services such as Drug Testing, Emergency Shelter Placement, Electronic Monitoring, Evening Reporting Center,

Transportation, or other services to local judges in JD22 and JD7. If no optional services are declined, CCI will submit a letter of development that states no optional services shall be provided for the term of the contract. Optional services may be reviewed annually with the local judges for review and approved by DYS. Letters shall be submitted in thirty calendar days of contract start date.

- 11) CCI will provide all necessary services in a community-based setting to juveniles and their families/legal guardians.
- 12) CCI staff will arrange for visits with the juvenile by PASSE Care Coordinators, Optum Independent assessors, child welfare caseworkers and other appropriate entities while the juvenile is being served by Counseling Clinic, Inc. Documentation of all such encounters will be kept in the client's chart in our EMR, Credible and can be reviewed by DYS staff.

**B. Post-Residential Re-entry Service Delivery**

- 1) CCI aftercare staff interacts with the DYS Treatment Team to serve adjudicated youth who are preparing for and have completed residential or group home placements at DYS facilities across Arkansas, which requires the planning and delivery of mandatory community-based re-entry services.
- 2) CCI aftercare staff begins providing all identified services in the youth's re-entry plan with seven days of discharge from the residential or group home setting provided by DYS.
- 3) CCI aftercare staff will conduct a Field Evaluation and enter it into Rite Track within seven days of the juvenile's commitment to DYS custody.
- 4) CCI aftercare staff will provide direct and indirect case management by bachelor's level staff to identify problems, needs, progress, or status of the juvenile or family member to make re-entry beneficial to the youth. All documentation will be kept in the client's chart.
- 5) The CCI aftercare worker will report monthly to DTS on each juvenile's progress toward meeting goals identified and agreed upon in the re-entry plan.
- 6) Twice a week for a minimum of 60 minutes each time, CCI aftercare staff will provide CBT groups that incorporate Risk, Need, and Responsivity in a curriculum approved by DYS.
- 7) Independent Living Skills program will meet a minimum of 60 minutes one time a week to address: Money Management, Food Preparation, Nutrition, Health, Housekeeping.
- 8) Parenting class will be provided to juveniles who have a child as well as custodial parents/guardians of youth for a minimum of 60 minutes one time a week.

- 9) CCI aftercare staff will attend and fully participate in re-entry case staffing related to adjudicated youths who are preparing for and completed placements at the request of DYS.
- 10) CCI aftercare staff will complete all necessary paperwork, attend and fully participate in staffing for non-custodial youth referred for diversion or FINS at the request of DYS.
- 11) At a minimum of 4 hours a month, Counseling Clinic, Inc will provide mentoring by a volunteer or paid adult to serve as a role model. CCI will transport to and from scheduled appointments for services, whether at the CCI or another necessary location to ensure compliance with the re-entry plan for this mentor program.
- 12) CCI will provide ad hoc services such as drug testing, electronic monitoring as ordered the juvenile court judge and pre-approved by DYS.
- 13) CCI will provide all services in a community-based setting for youths and their families.
- 14) CCI staff will arrange for visits with the juvenile by PASSE Care Coordinators, Optum Independent assessors, child welfare caseworkers and other appropriate entities while the juvenile is being served by Counseling Clinic, Inc. Documentation of all such encounters will be kept in the client's chart in our EMR, Credible and can be reviewed by DYS staff.
- 15) All narrative and case notations will be signed and dated by the professional providing the service and completing the documentation.

C. Vocational Services and Career Support

- 1) CCI will recruit and retain a qualified, dedicated vocational staff member to serve as Job and Career Coach who offer job readiness training.
- 2) CCI's dedicated vocational staff member may provide a career assessment, along with assisting the juvenile to explore career options.
- 3) CCI Vocational staff member will coordinate with Job Corps and the Arkansas Dept of Workforce Development to connect juveniles transitioning to the labor market to appropriate vocational services and career supports, including employment opportunities.
- 4) CCI Vocational staff member will coordinate with vocational and technical depts at technical, vocational, and two and four year colleges or universities to provide opportunities to juveniles who qualify.
- 5) CCI's Vocational staff will assist juveniles in enrollment and actively support attainment of trade licenses or certifications, and subsequent job or apprenticeship placements.
- 6) Counseling Clinic, Inc will follow any regulations or guidelines under the Workforce Innovation and Opportunity Act (WIOA), Jobs for Arkansas Graduates (JAG) program, funded by the Temporary Assistance for Needy Families (TANF) grant for Arkansas.

## **2.4**

# **Community Collaborations & Partnerships**

## **2.4 Community Collaborations and Partnerships**

Counseling Clinic, Inc has a long-established history of collaborating with community agencies, organizations and other healthcare providers throughout JD22 and JD7. CCI works with local hospitals, Saline Memorial and Rivendell, to coordinate crisis services to assess the need for hospitalization, as well as diversion to lesser restrictive environments, such as CCI outpatient and community support services. CCI also works with law enforcement, Benton, Bryant, Bauxite and Haskell Police Departments and Saline County Sheriff's Department, to provide Mental Health assessments and ongoing treatment services. CCI has a collaborative arrangement with Civitan and Friendship Communities to provide behavioral health services to the developmentally disabled. Community who are referred by those agencies. CCI has a contractual agreement with Second Chance Youth Ranch, a residential program for foster care children and adolescents to provide clinical services. CCI works closely with the Saline County Court systems: Juvenile Court, Juvenile Drug Court, Adult Drug Court, DWI Court and Circuit Court. CCI has a collaborative arrangement with Recovery Centers of Arkansas, a substance abuse treatment agency, to provide collaborative treatment to the citizens of Saline County, services include individual, group and family treatment, along with residential treatment and a chemical free-living facility. CCI has a referral agreement with Mercy Health's Child Advocacy Center and to treat children in need of Trauma Focused Therapy. We also work closely with Court Appointed Special Advocates (CASA).

CCI has a contract with DCFS to work with parents of children who have been removed from the home with the goal of reunification of the family.

Since 1973 CCI has been the local Community Mental Health Center (CMHC) for Saline County.



HOSPITALS

Saline Memorial  
Rivendell

SCHOOLS

Benton School District  
Sheridan School District  
Malvern School District

LAW ENFORCEMENT

Benton Police Dept.  
Bryant Police Dept.  
Bauxite Police Dept.  
Haskell Police Dept.  
Saline County Sheriff's Dept.

**Counseling Clinic, Inc.  
Community Support  
Partnerships Matrix**

COLLABORATIVE AGREEMENTS

Civitan  
Friendship Communities  
Recovery Centers of Arkansas

COUNTY COURT SYSTEMS

Juvenile Court  
Juvenile Drug Court  
Adult Drug Court  
DWI Court  
Circuit Court  
Malvern Court  
Sheridan Court  
Benton Court



April 2, 2020

Division of Youth Services:

CASA of Saline County has had a good working relationship with The Counseling Clinic for many years and we expect this relationship to continue in the future. Many of the children we advocate for are receiving services through The Counseling Clinic. Many of the parents of these children are also receiving needed services as well.

CASA of Saline County supports The Counseling Clinic in their request to be awarded the youth services contract to this area.

Best Regards,

A handwritten signature in blue ink that reads "Lisa Breeding". The signature is written in a cursive style with a large, looping initial "L".

Lisa Breeding  
Interim Executive Director  
Advocate Supervisor



# SHERIDAN SCHOOL DISTRICT

SPECIAL SERVICES DEPARTMENT

510 WEST CHURCH STREET | SHERIDAN, AR 72150 | 501.942.2656 | WWW.SHERIDANSCHOOLS.ORG

April 2, 2020

To Whom it May Concern:

I am writing this letter in support of Counseling Clinic, Inc.'s pursuit of additional funding for enhanced service provision in our area.

As a member of the community and as a school professional that works with at risk youth, I support CCI's mission of enhancing services to the juveniles in our area, specifically working with re-entry services and vocational and career support services. To my knowledge, CCI would be the only agency with a focus on community-based re-entry for juveniles in our area and this is a much-needed service. Additionally, with new regulatory changes regarding the adjudication of juveniles, diversion cases are on the rise, and any services that support those juveniles and their families will be much needed and will provide a marked return on investment in the lives of our youth.

The district has enjoyed a very collaborative working relationship with the staff from CCI and expect that to continue in the future as we attempt to wrap students with services to help them become successful, productive citizens.

If you have any questions, or need any additional information, please contact me at 870-942-9861.

Sincerely,

Ryane Owens Sorey, LCSW  
Mental Health Coordinator



**STATE OF ARKANSAS**  
**Office of the Circuit Judge**  
**Juvenile Division**  
**Twenty-Second Judicial District**

**Robert Herzfeld**, Circuit Judge  
Saline County Courthouse  
321 N. Main  
Benton, AR 72015

**Juvenile Services**  
102 South Main  
Benton, AR 72015  
Phone 501-303-5730  
Fax 501-303-5665

April 2, 2020

Re: Counseling Clinic, Inc.  
Contract with the Department of Human Services

**Director**  
Carol Childs

**Deputy Director**  
Jay Gwatney

**Intake Officers**  
Lanie Standridge  
Kendra Turbyfill

**Probation Officers**  
Brandon Balding  
Chris Runnells

**Bryant Office**  
Roshunda Foreman  
Hunter Baldwin  
501-847-5605

**Benton Schools**  
Lisa Robertson  
501-776-5773

**Drug Court**  
Megan Johnson

**Case Coordinator**  
Karla Hughes

TO WHOM IT MAY CONCERN:

It is my understanding that the Counseling Clinic, Inc. is applying to continue providing counseling and other important services to youth and families of Saline County. I have worked with the staff of the Counseling Clinic for the past 15 years as both a juvenile probation and intake officer. The Counseling Clinic has, and will continue to provide quality counseling and other services to the youth and families involved in the juvenile justice system through FINS and delinquency courts. I would highly recommend that the Counseling Clinic continue to provide these services to our youth and families.

If you have any questions, please do not hesitate to contact me.

Sincerely,

*Jay Gwatney*

Jay Gwatney  
Deputy Director  
Saline County Juvenile Court  
[jay.gwatney@salinecounty.org](mailto:jay.gwatney@salinecounty.org)



**STATE OF ARKANSAS**

**Office of the Circuit Judge  
Juvenile Division  
Twenty-Second Judicial District**

**Robert Herzfeld, Circuit Judge**  
Saline County Courthouse  
321 N. Main  
Benton, AR 72015

**Juvenile Services**

102 South Main  
Benton, AR 72015  
Phone 501-303-5730  
Fax 501-303-5665

April 2, 2020

RE: Counseling Clinic

Application to continue providing ADHS services

**Director**

Carol Childs

TO WHOM IT MAY CONCERN:

**Deputy Director**

Jay Gwatney

The purpose of this letter is to recommend the Counseling Clinic for contract renewal with DHS.

**Take Officers**

Shirley Standridge  
Kendra Turbyfill

The Counseling Clinic provides services for the juveniles and families that are court ordered thru Family in Need of Services, Delinquency Cases and Diversion cases. The Counseling Clinic provides quality service for our children and families. I have worked with the Counseling Clinic for the past 24 years and would recommend their services to my own family.

**Probation Officers**

Chris Runnells  
Brandon Balding

If you have any questions please feel free to contact me at 501-303-5730 or email me at [carol.childs@salinecounty.org](mailto:carol.childs@salinecounty.org)

**Bryant Office**

Roshunda Foreman  
Hunter Baldwin  
501-847-5605

Sincerely

**Benton Schools**

Lisa Robertson  
501-776-5773

**Drug Court**

Megan Johnson

**Case Coordinator**

Karla Hughes

Carol Childs

Saline County Juvenile Court Director

March 31, 2020



Carole Baxter, *Executive Director*

To Whom It May Concern:

Recovery Centers of Arkansas, Inc. is in support of Counseling Clinic, Inc. as it responds to the Request for Qualifications from the State for the Juvenile Justice Community Based Re-Entry, Vocational and Career-based services contract.

Counseling Clinic, Inc. has long been an exemplary organization in Saline County providing quality behavioral health services to its residents. Counseling Clinic, Inc. has demonstrated a level of integrity in its management and dedication in its service provision recognized among peers throughout the state.

Recovery Centers of Arkansas is proud to have maintained a formal relationship with Counseling Clinic, Inc. as CCI provides residents in need of treatment for a substance use disorder those services. We are honored to offer this letter of support for their response.

Sincerely,

A handwritten signature in black ink that reads "Carole Baxter". The signature is written in a cursive, flowing style.

Carole Baxter, M.S.  
Executive Director

**Board of Directors**

J.D. Ashley, Jr.  
George Bryant  
Ralph Cloar  
Dr. Geoff Curran  
James Dietz  
Amy Enderlin  
Lakese Henry  
Pete Hornibrook  
Jim Julian  
Andrew Kumpuris  
Nancy Kumpuris  
Thomas McCain  
Dr. Larry Miller  
Virginia Redden  
J.D. Simpson, III  
Lee Stephens

**Riverbend**

1201 River Road  
North Little Rock, AR 72114

**Williamsburg**

6301 Father Tribou  
Little Rock, AR 72205

**Steeplechase Apartments**

6225 Father Tribou  
Little Rock, AR 72205

**Oasis Renewal Center**

14913 Cooper Orbit Road  
Little Rock, AR 72225



STATE OF ARKANSAS

*Office of The Circuit Judge*

SEVENTH JUDICIAL DISTRICT  
101 WEST CENTER STREET, ROOM 109  
SHERIDAN, ARKANSAS 72150

**EDDY R. EASLEY**  
CIRCUIT JUDGE - Div. 2

PHONE 870-942-7818  
FAX 870-942-1622

April 1, 2020

RE: Juvenile Justice Community-Based Re-Entry and Vocational and Career Support Services

To whom it may concern:

My Office strongly supports Community Counseling Clinic's proposed Juvenile Justice Community-Based Re-Entry and Vocational and Career Support Services.

Our at-risk juveniles benefit from programs that serve as alternatives to detention and assist them in progressing toward the goal of becoming productive adults.

My Office will support this program.

Feel free to contact me if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Eddy R. Easley".

Eddy R. Easley  
Circuit Judge

ERE/tdm

**TIFFANY MARTIN**  
TRIAL COURT ASSISTANT  
Phone: 870-942-7818

**TAMMY PROPST**  
CERTIFIED COURT REPORTER  
Phone: 501-317-8970

**COUNTIES OF GRANT AND HOT SPRING**

GRANT COUNTY JUVENILE COURT  
101 West Center, Room 110  
Sheridan AR 72150  
(870)942-8924

April 1, 2020

To Whom it may concern:

I am writing this letter in support of Counseling Clinic's proposed Juvenile Justice Community-Based Re-Entry and Vocational and Career Support Services.

As a juvenile officer and member of the community, I have a vested interest in the well-being of our youth. I believe the proposed project will help to address the need of such services and an effective alternative to juvenile delinquency and detention to ensure the success of our at-risk youth.

The Grant County Juvenile Office pledges to offer our support through referrals and any other way we can assist.

Please feel free to contact me if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Scarlet Lancaster". The signature is written in a cursive style with a large initial "S".

Scarlet Lancaster  
Chief Juvenile Intake Officer



# BENTON PUBLIC SCHOOLS

*Angela McWhorter*  
*Director of Special Education*

P.O. BOX 939  
207 W. Conway  
BENTON, ARKANSAS 72018  
(501) 776-5701  
FAX (501) 860-7325  
[amcwhorter@bentonschools.org](mailto:amcwhorter@bentonschools.org)



03/30/20

Re: CCI

From: Benton School District Special Education Department

I hope this letter find you all well during this unprecedented pandemic (COVID-19). I am writing this letter in support of Counseling Clinic Inc's continuation of their current and future DYS contract. CCI has partnered with the Benton School District for many years. They provide many services and supports for our children and families in this community. Our district is proud to partner with CCI as they continue to provide diversion/FINS and aftercare services to DYS clients which are student in our district. We are excited to hear that a new component has been added to support vocational services and career support.

Thank you for your consideration and support in this matter. I cannot express enough how vital CCI is to our community. Please feel free to call me with further question if the need arises.

Warm Regards,

Angela McWhorter  
Director of Special Education  
Benton School District  
501-249-3265

## Robert Bennett

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**From:** Robert Herzfeld <robertherzfeld@gmail.com>  
**Sent:** Tuesday, March 31, 2020 11:13 AM  
**To:** Robert Bennett  
**Cc:** Carol Childs; Jay Gwatney  
**Subject:** Re: Letter of Recommendation for the DYS contract

Mr. Bennett,

As the Judge handling Juvenile Delinquency and FINS cases for the 22nd Judicial District (Saline County) and also in my capacity as Administrative Circuit Judge, a position I have held for ten years, I am writing to offer my highest recommendations of and for the Counseling Clinic, Inc. (CCI) to continue and if possible to increase the services they provide to our juvenile court participants community for "Aftercare programming," therapy, ERC, and the juvenile drug court.

As I have pointed out in previous recommendations for CCI, it has been my pleasure to have had professional dealings with your organization since 1995 when I worked as a juvenile probation/intake officer myself. It has always been my experience that CCI staff operate with the highest standards and provide excellent service and results. Given CCI's excellent track record, and extremely long relationship with our court system and me personally, I frankly cannot imagine and would vigorously resist any other organization begin awarded this or similar grants over CCI.

Please let me know if you, or anyone from DYS needs additional information from me or my juvenile court staff.

Robert Herzfeld  
Circuit Judge  
Administrative Judge  
22nd Judicial District

## **2.5**

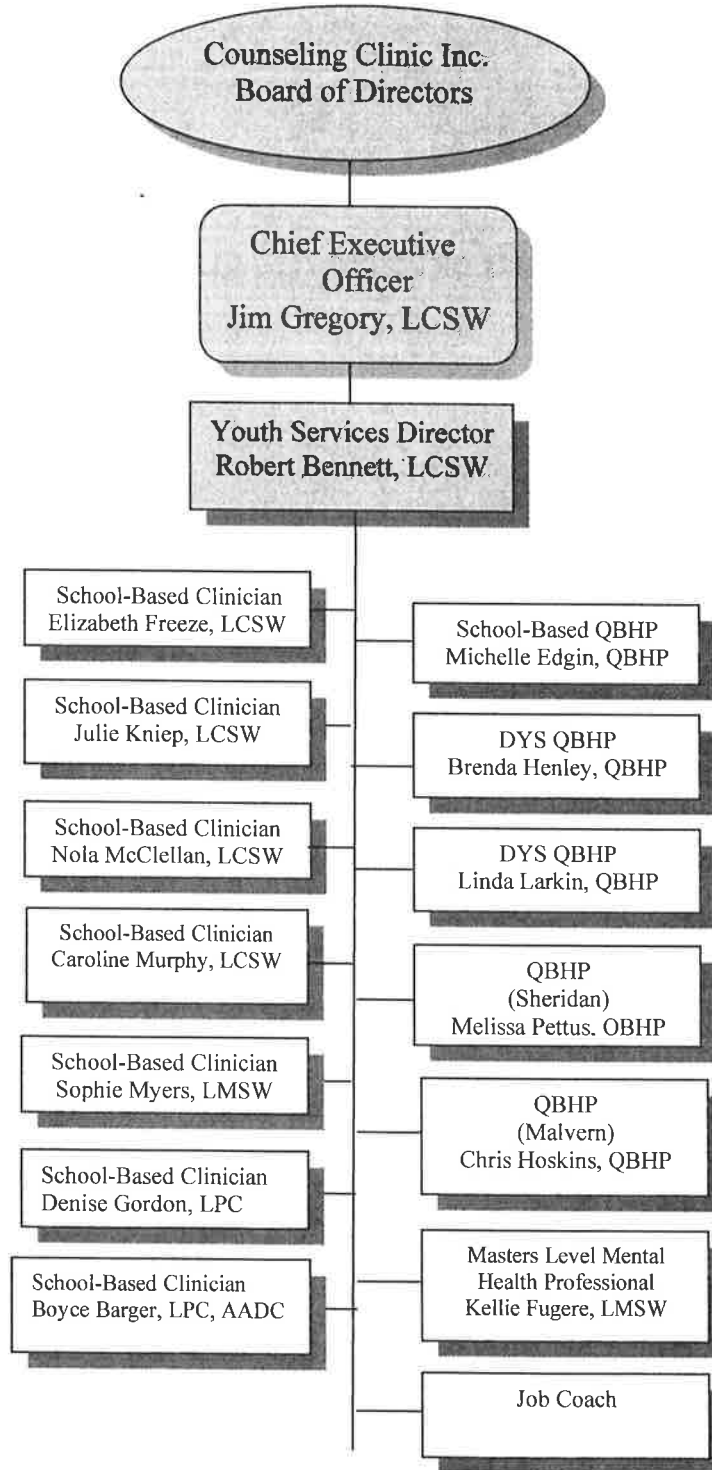
# **Staffing**

## STAFF ROSTER

- ❖ Jim Gregory, CEO
- ❖ Robert Bennett, LCSW
- ❖ Elizabeth Freeze, LCSW
- ❖ Julie Kniep, LCSW
- ❖ Nola McClellan, LCSW
- ❖ Caroline Murphy, LCSW
- ❖ Sophie Myers, LMSW
- ❖ Denise Gordon, LPC
- ❖ Boyce Barger, LPC, AADC
- ❖ Kellie Fugere, LMSW
- ❖ Michelle Edgin, QBHP
- ❖ Brenda Henley, QBHP
- ❖ Linda Larkin, QBHP
- ❖ Melissa Pettus, QBHP
- ❖ Chris Hoskins, QBHP

Detailed staff information in the following pages.

**ORGANIZATIONAL CHART  
Youth Services Program**



Name: Jim Gregory  
Title: Chief Executive Officer  
Years of Service: 29  
Qualifications: LCSW

**James (Jim) Dale Gregory**  
#8 Rivercrest Drive  
Benton, AR 72019

Home: 501-778-7148

Work: 501-315-4224

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**-PROFESSIONAL EXPERIENCE-**

**Counseling Clinic Inc.**  
**Benton, Arkansas**

**April, 1998 - Present**

**Position: Chief Executive Officer**

Primary areas of responsibility:

Responsible for the overall management of Counseling Clinic Inc. and all its programs.

**Counseling Clinic Inc.**  
**Benton, Arkansas**

**October, 1997 – March, 1998**

**Position: Program Director, Generations Unit**  
**Saline Memorial Hospital**

Primary areas of responsibility:

Responsible for the overall management of the Geriatric Mental Health Program at Saline Memorial Hospital, which includes, but is not limited to implementing Generations' goals/objectives and policies and procedures.

Provide daily supervision of the clinical interdisciplinary treatment team.

Manage the annual budgeting process.

Develop referral management and act as a liaison with other local treatment providers including local primary care physicians and nursing homes.

Act as liaison between the Counseling Clinic Inc. and Saline Memorial Hospital.

**Counseling Clinic Inc.**  
**Benton, Arkansas**

**1990 - 1997**

**Position: Director, Community Support Services**

Primary areas of responsibility:

Responsible for the overall management of the Counseling Clinic's Community Support Services, including the Stride House Program.

Implement the development and management of direct services to individuals with a chronic mental illness.

Manage community support services personnel.

**James (Jim) Dale Gregory**

Resume – Page 2

**Primary areas of responsibility - continued**

Assist the Executive Director and Business Manager in developing and managing the program budget.

Ensure that the program complies with state standards of the Division of Mental Health.

**Professional Counseling Associates**

**1986 - 1990**

**Main House**

**N. Little Rock, AR**

**Position: Community Support Specialist/Case Manager**

**Primary areas of responsibility:**

Supervise and assist chronically mentally ill clients in a therapeutic psychosocial setting.

Responsible for the evaluation of social and prevocational adjustment, assessment of client progress and provide case management services where appropriate; linkage with community resources and appropriate referrals.

**Saline Memorial Hospital**

**1983 - 1985**

**Benton, Arkansas**

**Position: Social Worker/Discharge Planner**

**Primary areas of responsibility:**

Procurement of social assessment for Discharge Planning and evaluation of patient programs, development of files on community resources and ongoing liaison with these resources.

**-EDUCATION-**

**University of Arkansas (UALR)**

**1987 - 1990**

**Little Rock, AR**

**Master of Social Work**

**Henderson State University**

**1975 – 1978**

**Arkadelphia, AR**

**Bachelor of Art in Sociology**

**Minor in Psychology**



**James (Jim) Dale Gregory**

Resume – Page 3

**Education - continued**

Ouachita Baptist University 1974 – 1975  
Arkadelphia, AR  
Transferred to Henderson State University in Fall of 1975

Benton High School 1974 – Graduate  
Benton, AR

**-PROFESSIONAL CERTIFICATES/AFFILIATIONS-**

Licensed by the Arkansas Social Work Licensing Board as a Licensed Clinical Social Worker,  
LCSW.

Member of Sigma Tau Gamma Fraternity

**-INTERESTS/HOBBIES-**

Sports, particularly golf  
Music

# **TITLE: CHIEF EXECUTIVE OFFICER**

**(Executive Exempt)**

**JOB SUMMARY:** The CEO shall carry out the policies and supervisory responsibilities for total program operations as delegated by the Board of Directors. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

## **SPECIFIC RESPONSIBILITIES:**

1. Employ staff, set forth their duties, designate lines of authority and communication.
2. Require the development and implementation of appropriate written policies and procedures (personnel and patient care) for the Clinic's program.
3. Serve as an ex officio member of the Board of Directors, responsible for preparation and presentation of Clinic progress reports to the Board.
4. Require that the Clinic observe sound business practices in the operation of all fiscal matters.
5. Prepare an annual budget which anticipates needs and resources for submission to the Board of Directors for approval, amendment, or rejection.
6. Assure sound intra-agency and community relationships.
7. Promote involvement of the community in the planning, development and operation of mental health related programs.
8. Encourage the professional development of staff.
9. Preside over financial/administrative department meetings and agency-wide staff meetings.
10. Oversee the development of programmatic services which directly address client needs.
11. Stay abreast of changes in the mental health/substance abuse fields, including clinical practice, financial reimbursement, and program developments.
12. Coordinate preparations for annual audit reviews and accreditation visits.
13. Manage physical plant operations.
14. Responsible for the day to day operations of the agency.

**JOB RELATIONSHIP:** Responsible to: The collective Board of Directors.  
Supervises: Outpatient Services Director, CSS Director, Youth Services Director, Finance Director, Generations Director, Director of SGT, Human Resources Manager/Admin. Asst., 2nd Chance Ranch Director, Director of Quality Assurance/Comp.

**JOB QUALIFICATIONS:** A qualified mental health professional; a minimum of five years work experience beyond the attainment of professional qualifications of which at least three must have been in a mental health setting or in mental health related activities; a minimum of two years of demonstrated abilities in an administrative-supervisory position in a mental health setting.

---

Employee Signature

---

Date

**Name:** Robert Bennett  
**Title:** Program Director – Youth Services & Outpatient Services  
**Years of Service:** 9  
**Qualifications:** LCSW

## ROBERT BENNETT

3809 Roxbury Dr.  
Bryant, Arkansas 72022  
(501) 860-5387  
rkbennett01@hotmail.com

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### WORK EXPERIENCE

**Counseling Clinic Inc.** *April 2010 – present*

Program Director-Outpatient Clinic Jan 2013-present

Program Director-Generations Sept 2011-Jan 2013

Therapist-Outpatient Clinic April 2010-Sept 2011

**Oceans Behavioral Health** *Aug 2009 – March 2010*

Director of Social Services responsible for family & group therapy, discharge planning, treatment team updates, psychosocial assessments, discharge planning, and marketing.

**Stay at home dad** *Jan 2006 – Aug 2009*

**Johnson & Johnson** *Dec 1998 – Jan 2006*

Responsibilities included selling pharmaceutical medication to physicians, educating doctors and their nursing staff. Managing a sales budget and tracking sales results.

**Highland Hospital** *Jan 1998 – Dec 1998*

Responsibilities included discharge planning, DME procurement, family counseling, care of plan meetings.

**Stonewall Behavioral Hospital** *Feb 1997 – Jan 1998*

Responsibilities included counseling, group and individual therapy, patient education, family meetings, discharge planning, care of plan meetings.

**Phases Behavioral Health** *Mar 1996 – Feb 1997*

Responsibilities included counseling, group and individual therapy, patient education, family meetings, discharge planning, care of plan meetings.

**Lagniappe Hospital** *May 1995 – Mar 1996*

Responsibilities included discharge planning, DME procurement, family counseling, and plan of care meetings.

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### EDUCATION

Grambling State University

8/93-5/95

Master of Social Work

University of Louisiana-Monroe

8/89-5/92

Bachelor of Arts

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### LICENSURE

Arkansas LCSW #2593-C

## **TITLE: PROGRAM DIRECTOR – YOUTH SERVICES**

**(Administrative Exempt)**

**JOB SUMMARY:** Responsible for the overall management of the Clinic's specialized youth services programs. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

### **SPECIFIC RESPONSIBILITIES:**

1. Secure, supervise, and evaluate specialized youth services staff (case managers home-based services therapist).
2. Develop & monitor high quality youth service programs as specified under the Clinic's contract with the Division of Youth Services (DYS).
3. Secure & monitor any youth services provided under subcontracts.
4. Conduct periodic youth services staff meetings to disseminate information and assure coordination of services.
5. Assist in the development of additional youth services options as dictated by client and community needs.
6. Serve as customer services representative regarding specialized youth programs.
7. Assist in the conduction of periodic meetings of the Youth Services Collaborative Board.
8. Assist in the development of off-site services, facilities and monitor service delivery in those locations.
9. Ensure that special youth programs comply with State standards of practice, including goals of operation and performance indicators.
10. Periodically present youth service program updates to the Clinic's Board of Directors.
11. Serve as a member of the working committee which oversees aftercare plans and services.
12. Assist in the annual development and submission of the Clinic's contract with the DYS.
13. Participate in the Clinic's administrative staff meetings.
14. Ensure the coordination of the special youth service programs with the Clinic's mental health outpatient services for youth and their families.
15. Participate in community education activities pertaining to services to youth and families.
16. Assist the CEO and the Clinic's financial department in the management of the youth services budget.
17. Represent the clinic in meetings inducted by the Arkansas Youth Services Providers Association.
18. Perform other duties as assigned by the CEO.

**JOB RELATIONSHIP:** Responsible To: CEO

Supervises: YS QBHPs, YS Masters Level Mental Health Professionals

**JOB QUALIFICATIONS:** Licensed Mental Health Professional with Masters degree in a preferred mental health field with at least three years experience in youth services.

---

Employee Signature

---

Date

Name: Liz Freeze  
Title: Masters Level Mental Health Professional  
Years of Service: 7  
Qualifications: LCSW, TF-CBT, CPP, PCIT, RPT, Sand Tray

# Liz Freeze

1085 Kaitlyn Cove  
Benton, Arkansas, 72019  
501-837-3500  
leswfreeze@gmail.com

---

## PROFESSIONAL WORK HISTORY

### **Counseling Clinic, Inc. Benton, AR**

#### **School Based Therapist, January 2013-present**

- Provide individual, group and family counseling with elementary students and families in Benton public schools.
- Perform psychosocial assessments of new referrals and crisis interventions/assessments as needed at school.
- Attend collateral meetings with school staff and families to coordinate care and advocate for clients.
- Assist in planning, coordinating and running CCI Super Summer intervention programs for clients.
- Develop and present parent night lectures and activities for CCI Youth Services Department to educate parents and link them to resources.

### **ST. VINCENT INFIRMARY, Little Rock, AR**

#### **Behavioral Health Therapist, May 2012 – December 2012**

- Perform biopsychosocial assessments of new admissions and follow clients with daily individual therapy, create treatment plans and update weekly, record client progress in chart.
- Intervene as advocate for clients or patients to resolve emergency problems in crisis situations.
- Coordinate counseling efforts with mental health professionals and other health professionals such as doctors, nurses, and social workers.
- Plan and implement follow-up and aftercare for clients to be discharged from the hospital.
- Coordinate activities with courts, probation officers, community services and other post-treatment agencies. Prepare treatment plan for court.
- Confer with family members or others close to clients to keep them informed of treatment planning and progress.

## INTERNSHIPS

### **ARKANSAS STATE HOSPITAL, Little Rock, Arkansas**

#### **Social Work Intern, Aug 2011 – May 2012**

- Counseled individuals, groups and families in adolescent units.
- Provided case management for clients and families.
- Interviewed clients and completed psychosocial assessments for new admissions.
- Served as a Treatment Team member, conducted monthly reviews of client progress and revised treatment plans.

### **SALINE MEMORIAL HOSPITAL, Benton, Arkansas**

#### **Social Work Intern, Aug 2010 – May 2011**

- Case management and discharge planning from hospital to home or other care facility.
- Assessed and counseled clients in the emergency room for suicide, addiction, and domestic violence.
- Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan.
- Advocate for clients or patients to resolve crises.

## GENERAL WORK HISTORY

### **KELLY SERVICES, Little Rock, Arkansas**

Substitute Teacher, Aug 2008 – May 2010

- Taught in Benton Public School classrooms K-12 on a weekly basis.
- Primary placement was Alternative Learning Center.

### **BAPTIST HEALTH, Little Rock, Arkansas**

Nutrition Assistant, Aug 1997 – Oct 1999

- Provided nutrition counseling and diet modifications.
- Screened new admissions and reviewed patient charts for dietary needs.

### **ARKANSAS CANCER RESEARCH CENTER, Little Rock, Arkansas**

Tumor Registrar, May 1991 – Aug 1994

- Created abstracts of medical records, reviewed charts for recurrence and additional treatments.
- Conducted patient follow up by phone and mail to update records and create a database.

## EDUCATION

### **University of Arkansas, Little Rock, Arkansas**

*School of Social Work, Graduate Program, August 2010 - May 2012*

- Member of Phi Alpha Social Work Honor Society

### **University of Arkansas, Little Rock, Arkansas**

*Psychology, August 1987 - May 1994*

- General Business Minor.
- Honors-cum Laude, Chancellors List

## LICENSURE

- Arkansas Social Work Licensing Board LCSW #6542-C, beginning August 18, 2015

## PROFESSIONAL ORGANIZATION

- Current member of Association for Play Therapy, state and national membership

## PROFESSIONAL DEVELOPMENT

- Currently under supervision to become a Registered Play Therapist, RPT.
- Currently under supervision and pursuing registration on the Child Parent Psychotherapy National Roster as a CPP provider.



**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL  
( Professional Exempt)**

**JOB SUMMARY:** Responsible for services to At-risk students to include prevention, assessment, intervention and consultation services to assist the child, parents and school personnel with problem areas that interfere with the child's performance or adjustment in school. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

**SPECIFIC RESPONSIBILITIES:**

1. Provide individual and group treatment
2. Provide prevention related activities (e.g. Participate and/or develop conflict resolution, anger management social skills programs).
3. Crisis intervention.
4. Referral to resources within the community to address needs outside the realm of the school.
5. Participate in multi-disciplinary team assessments.
6. Act as advocate and liaison in a variety of settings including school/home/community.
7. Consultation with school personnel regarding individual students, behavior intervention and classroom management.
8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
9. Will participate in the development, collection and use of objective measures to evaluate the program.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Name: Julie Kniep  
Title: Masters Level Mental Health Professional  
Years of Service: 4  
Qualifications: LCSW, TF-CBT, ASIST

# Juliana Kniep

1305 Jackmon Street, Benton AR 72015

701-519-0636

[jkniep@cciar.org](mailto:jkniep@cciar.org)

---

Areas of Specialty    \*Early Adolescent & Teenagers    \*Crisis Intervention    \*TF-CBT trained  
\*Suicide Prevention & Assessment    \*Depression & Anxiety    \*Grief & Bereavement

---

Licensure    \*October 2018- obtained LCSW, License Certified Social Worker  
\*September 2016- obtained LMSW, License Master Social Worker

---

Education    \* August 2013- May 2016  
Master of Social Work  
UALR School of Social Work  
Little Rock, Arkansas

\* August 2009- December 2012  
Bachelor of Science in Psychology/ Minor- Sociology  
UALR  
Little Rock, Arkansas  
GPA: 3.7

\* June 2006- May 2009  
Associate of Arts in Teaching  
Associate of Art in General Education  
Certificate of General Studies  
Ouachita Technical College  
Malvern, Arkansas  
GPA: 3.4

\* August 1990- May 1993  
High School Diploma  
Sylvan Hills High School  
Sherwood, Arkansas

---

## Experience

- \* June 2016-Current  
Mental Health Professional/LMSW/LCSW - Counseling Clinic Inc
- Provide therapeutic intervention services to early adolescent and teenagers in school based setting, as well as in foster home facility.
  - Work with many agencies (i.e., school facility, family service workers, local ER) to assist clients in a variety of ways, from suicide prevention and assessment, to emergency room psych screens, to assisting agencies with any services needed.
  - Completed training in Trauma- Focused Cognitive Behavior Therapy program through ARBEST/UAMS
  - Completed ASSIT suicide prevention and assessment training.

\* January 2016- June 2016

Mental Health Paraprofessional/ Social Work Intern- Counseling Clinic Inc., Benton

- Primary role was as intern/MHPP was providing intervention services to elementary and early adolescents clients, while learning skills needed to complete required internship for Master's in Social Work program.

\* March 2013- December 2015

Mental Health Paraprofessional- The Pointe Outpatient Mental Health Services

- Worked with therapist in order to help clients, K-12, in collaboration with parents and school officials, achieve treatment goals and objectives according to their treatment plan
- Helped organize and run a successful summer day-camp program

\* August 2004 - March 2013

Secretary - Ringgold Elementary-Benton Public Schools

- Main Secretary for School
- Responsible for APSCN Database
- Purchase Orders and Accounting
- Student Registration & Records
- Daily Attendance Entry
- Document Retention
- Trained in Microsoft Office & Various other programs
- Daily Office Duties

**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL**  
**( Professional Exempt)**

**JOB SUMMARY:** Responsible for services to At-risk students to include prevention, assessment, intervention and consultation services to assist the child, parents and school personnel with problem areas that interfere with the child's performance or adjustment in school. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

**SPECIFIC RESPONSIBILITIES:**

1. Provide individual and group treatment
2. Provide prevention related activities (e.g. Participate and/or develop conflict resolution, anger management social skills programs).
3. Crisis intervention.
4. Referral to resources within the community to address needs outside the realm of the school.
5. Participate in multi-disciplinary team assessments.
6. Act as advocate and liaison in a variety of settings including school/home/community.
7. Consultation with school personnel regarding individual students, behavior intervention and classroom management.
8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
9. Will participate in the development, collection and use of objective measures to evaluate the program.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

---

Employee Signature

---

Date

Name: Nola McClellan  
Title: Masters Level Mental Health Professional  
Years of Service: 10  
Qualifications: LCSW, TF-CBT, PCIT

Nola McClellan

3416 Andrew Drive  
Bryant, AR 72022  
501-944-8578

EDUCATION AND  
LICENSURE

Licensed Certified Social Worker, LCSW  
July 1991

Master of Social Work, May 1987- May 20, 1988  
University of Arkansas at Little Rock, Little Rock, AR

Bachelor of Social Work, August 1982-December 1986  
Northeast Louisiana University, Monroe, LA

EXPERIENCE

COUNSELING CLINIC, INC., Benton, AR  
**School-Based Therapist.** Individual, family and group.  
Intake and Diagnostic Assessments; Treatment Planning; Plan and  
Implement Summer Program; Advocacy; Referral.  
(October 26, 2009 to current)

CENTERS FOR YOUTH AND FAMILIES, Little Rock, AR  
**Clinical Coordinator/Clinician: Therapeutic Family Homes  
Program.** Individual, group, and family therapy. Screened  
clients for the program; Intake and Diagnostic Assessments;  
Treatment Planning; Advocacy; Referrals and Discharge  
Planning; Supervised LCSW's.  
(October 2001 to October 2009)

ARKANSAS BEHAVIORAL HEALTH CARE, Little Rock, AR  
**Therapist- Outpatient.** Individual, family and group. Intake and  
Diagnostic Assessments; Treatment Planning; Advocacy; Referrals and  
Discharge Planning.  
(March 1997 to October 2001)

THE CHILD, ADOLESCENT, AND FAMILY GUIDANCE CENTER,  
Little Rock, AR  
**Therapist- Outpatient.** Individual, family, and group. Assessments;  
Intake and Diagnostic Assessments; Treatment Planning; Advocacy;  
Referrals, and Discharge Planning.  
(February 1992 to March 1997)

Nola McClellan, page 2

EXPERIENCE, cont.

PINEWOOD HOSPITAL, Texarkana, AR

**Therapist- Children's Unit.** Individual, group, and family. Facilitated Parenting Groups; Social Assessments; Service on Committee to develop therapeutic milieu and programming; Staff training; Provided therapy on the Adolescent Unit as needed.

(May 1990 to February 1992)

ARKANSAS CHILDREN'S HOSPITAL, Little Rock, AR

**Medical Social Worker.** Counseling to Individuals and families In such areas as adjustment to long-term illness; Developed, Organized and led Burn Unit Support Group; Social Histories and Assessments; Family Assessments; Treatment Plans; Crisis Intervention; Physical and Sexual Abuse Work-ups; Advocacy; Liaison; Referrals; and Discharge Planning.

(June 1998 to May 1990) May 1990

JOHN L. MCCLELLAN MEMORIAL VETERANS ADMINISTRATION HOSPITAL. **Internship: Combat Stress Rehabilitation Program.**

Co-therapist in outpatient open-ended therapy group and two In-patient goal-oriented groups. Helped organize significant others Support group and served as co-therapist. Individual therapy; Social Assessments; Treatment Planning; Discharge Planning, Referral, and Advocacy. Worked closely with Multi-disciplinary team and helped screen applicants for the program.

(September 1987 to May 1988)

RIVENDELL CHILDREN AND YOUTH CENTER, Little Rock, AR

**Internship.** Intake; Assessment; and Social Histories. Individual Therapy; Co-therapist in group and family therapy; Worked with Multi-disciplinary Team.

(May 1987 to August 1987)

REFERENCES

Furnished upon request.



**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL  
( Professional Exempt)**

**JOB SUMMARY:** Responsible for services to At-risk students to include prevention, assessment, intervention and consultation services to assist the child, parents and school personnel with problem areas that interfere with the child's performance or adjustment in school. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

**SPECIFIC RESPONSIBILITIES:**

1. Provide individual and group treatment
2. Provide prevention related activities (e.g. Participate and/or develop conflict resolution, anger management social skills programs).
3. Crisis intervention.
4. Referral to resources within the community to address needs outside the realm of the school.
5. Participate in multi-disciplinary team assessments.
6. Act as advocate and liaison in a variety of settings including school/home/community.
7. Consultation with school personnel regarding individual students, behavior intervention and classroom management.
8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
9. Will participate in the development, collection and use of objective measures to evaluate the program.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

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Employee Signature

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Date

Name: Sheila "Caroline" Murphy  
Title: Masters Level Mental Health Professional  
Years of Service: 4  
Qualifications: LCSW, TF-CBT, CPP, PCIT, Sand Tray

# Sheila Caroline Murphy

1374 Kirkpatrick Road, Malvern, AR 72104

## Education

Harding University | Searcy, AR

Bachelor of Arts, Early Childhood Education - August 2005 - May 2009

- GPA 3.95

University of Arkansas at Little Rock

Masters of Social Work - September 2012 - October 2015

Graduate Certificate of Gerontology - October 2015

- GPA 4.0

## Experience

Counseling Clinic Inc. | Benton, AR

Mental Health Therapist - *November 2015 - present*

- Providing mental health therapy to children age 0-18 and their families
- Coordinating with case managers, teachers, support staff, treatment team, and other agencies to ensure quality of care
- Trained in Trauma-Focused Cognitive Behavior Therapy
- Trained in Child-Parent Psychotherapy
- Certified as an Infant Mental Health Provider
- Providing individual, family, and group therapies tailored to the needs, symptoms, and interests of the client

Counseling Clinic Inc. | Benton, AR

Masters of Social Work Intern, Mental Health Paraprofessional - *May 2015 - October 2015*

- Provided structured activities to clients to enhance social skills and functioning
- Provided case management to children ages 5-11
- Provided support at three elementary schools to enhance the functioning of clients attending

Timber Ridge Ranch NeuroRestorative | Benton, AR

Masters of Social Work Intern - *May 2014 - August 2014*

- Provided individual and group therapy for children with brain injuries and mental health diagnoses
- Planned and implemented activities to develop and enhance team work, social skills, and coping skills with children in group setting

# Sheila Caroline Murphy

1374 Kirkpatrick Road, Malvern, AR 72104

- Assisted clients and their families with finding and obtaining resources in their community

Disability Determination for Social Security Disability | Little Rock, AR

Claims Adjudicator III - *September 2009 - September 2015*

- Developed and processed initial and reconsideration cases for various states
- Analyzed medical records and vocational considerations to determine applicants' eligibility for disability benefits
- Communicated with medical consultants, support staff, disability applicants, and attorneys regarding the cases

**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL  
( Professional Exempt)**

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5. Participate in multi-disciplinary team assessments.
6. Act as advocate and liaison in a variety of settings including school/home/community.
7. Consultation with school personnel regarding individual students, behavior intervention and classroom management.
8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
9. Will participate in the development, collection and use of objective measures to evaluate the program.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

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Employee Signature

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Date

Name: Sophie Myers  
Title: Masters Level Mental Health Professional  
Years of Service: 2  
Qualifications: LMSW, TF-CBT

# SOPHIE THOMPSON MYERS

501.607.4744 • sthompson@cciar.org

## Work Experience

**School-Based Therapist, Counseling Clinic, Inc** June 2017 – Present  
112 Pearson Street, Benton, AR 72015

Provide school-based mental health therapy to children ages 8 through 17. Teach therapeutic concepts and demonstrate coping skills. Provide psycho-education, support and family therapy to parents. Communicate effectively and professionally with school staff. Offer support and guidance for teachers of clients. Demonstrate professional roles and boundaries.

**Intern- Arkansas State Hospital, Adolescent Units D & E** August 2016 – Present  
305 S Palm Street, Little Rock, AR 72205

Provide case-management and discharge planning for adolescent patients. Write professional and concise progress notes. Give updates on assigned clients to the treatment team. Facilitate family therapy sessions. Implement treatment goals during one-on-one sessions with patients. Facilitate process groups with 5-6 adolescent male patients. Demonstrate professional roles and boundaries.

**Intern- Counseling Clinic, Inc** September 2015 – May 2016  
205 E. South Street, Suite 3, Benton, Arkansas 72015

Provide school-based case management services for clients receiving therapy. Assist therapist in implementing treatment plan objectives. Provide feedback to teachers and parents regarding child's progress. Write concise progress notes. Participate in intensive family staffings. Monitor and resolve client's Medicaid eligibility problems. Attend Department of Youth Services Providers and Mental Health Council of Arkansas meetings with supervisor. Proficient in use of agency's electronic medical record's software. Lead therapy groups at the geriatric acute psychiatric unit in Saline Memorial Hospital, a unit under the direction of the Counseling Clinic.

**Altar'd State Keyholder** January 2015 – May 2016  
17821 Chenal Parkway, Suite D101, Little Rock, Arkansas 72223

Manage employees by giving tasks, overseeing customer service and enforcing company standards as a team leader. Assist customers' with tact and enthusiasm. Relay appropriate financial information daily to corporate office. Facilitate conflict resolution with employees and customers in a quick and effective manner.

**Au Pair** September 2014 – December 2014  
Florence, Italy

Performed extensive daily household tasks. Facilitated English learning with the children, ages 11, 8 and 4, using games, songs, books and other methods. Reviewed and corrected English documents for employer's job. Exhibited professional conduct and cultural respect. Reason for leaving: returning to U.S.

**English as a Foreign Language Teacher** September 2013-June 2014  
Wuhan Polytechnic Institute, Wuhan, Hubei Province, China

Taught oral English classes to freshman students. Facilitated proper English pronunciation and conversation skills. Administered exams, graded speaking assignments and submitted results to supervisor. Demonstrated professional conduct, cultural respect and understanding. Reason for leaving: one-year contract ended

**English Tutor** October 2013 – June 2014  
Wuhan, Hubei Province, China

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Provided English conversation practice time to 7-year-old boy one boy once a week. Assisted with pronunciation and correct errors. Assisted with English literacy skills. Exhibited cultural sensitivity and professionalism. Reason for leaving: returning to the U.S.

**Undergraduate Clinical Practicum** September 2012 – May 2013  
Harding University Speech Clinic, Harding University, Searcy, AR

Conducted speech and language therapy for one client during two thirty-minute sessions per week under the supervision of a certified Speech-Language Pathologist. Provided accent modification services for a Chinese young adult. Demonstrated cultural understanding and effective communication skills. Communicated effectively with supervisor. Reason for leaving: completion of the course

**Speech Pathology School- Based Internship** January 2013 – May 2013  
Westside Elementary, 512 Country Club Road Searcy, AR 72143

Conducted speech and language therapy under the supervision a certified Speech –Language Pathologist two days a week. Reason for leaving: completion of the course

## Volunteer Experience

**Youth Mentor** August 2015 – Present  
Little Rock Church ▪ 10701 Baseline Road, Little Rock, Arkansas 72209

Mentor and facilitate discussion and bible study with 8th grade girls. Assist youth leaders with gatherings. Chaperone youth retreats. Promote healthy self-esteem and values with members of the youth group.

**Youth Mentor** August 2012 – May 2013  
Fellowship Bible Church ▪ 1921 West Beebe Capps Expressway Searcy, AR 72143

Assisted youth leader during youth gatherings. Mentored and facilitated bible study a small group of 8th grade girls once a week. Attended weekend retreats with youth. Attended out of state conferences with youth.

**ASHA (American Speech-Language-Hearing Association) Volunteer** November 2012  
Georgia World Congress Center, Atlanta Georgia

Assisted conference attendees with directions to and from sessions. Reported to supervising staff. Ensured conference activities happened without complications.

## Education

Harding University  
May 2013 **Communication Sciences and Disorders, BS.**

- Deans List: Fall 2011, Fall 2012
- KoJo Kai sorority president
- Harding University Latin America (HULA) study abroad program – Spring 2012
  - Vina del Mar, Chile - March 2012 through June 2012
- Harding NSSLA Chapter- Member

## References

- Jessica Anderson, President of Care Coordination, Summit Community Care
  - (479)-426-1810
- Dr. Alan Stanford, Central Arkansas Pediatric Clinic



o 501-847-2400

3

• John Kimberlin– Youth and Family Minister, Little Rock Church

o [john@littlerockchurch.org](mailto:john@littlerockchurch.org)

**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL  
( Professional Exempt)**

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8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
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10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

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Employee Signature

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Date

Name: Denise Gordon  
Title: Masters Level Mental Health Professional  
Years of Service: 1 month  
Qualifications: LPC

# Denise A. Gordon

**University Address:**

1100 Henderson Street  
Arkadelphia, AR 71999-0001  
(870) 230-5000  
denisedevasier@gmail.com

**Home Address:**

701 Bryant Meadows,  
Bryant, AR 72022  
(501) 258-8231  
denisegordon1030@gmail.com

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**EDUCATION HENDERSON STATE UNIVERSITY**

M.S. Clinical Mental Health, August 2009  
CACREP accredited  
GPA: 4.0

Arkadelphia, AR

**University of Arkansas at Little Rock**

B.A. Psychology, December 2006  
Secondary concentration: Sociology  
Member of Psi Chi  
Independent Study in Bio-feedback  
GPA: 3.23

Little Rock, AR

**Computer/Professional Skills:**

Microsoft Office (Word, PowerPoint, Excel, Outlook), Internet Research, Network Applications, Extensive Data Entry. TheraScribe 4.0, Carelogic, and Value Options

**WORK  
EXPERIENCE**

March 2020- to  
current

**Counseling Clinic Inc.:**

Benton, AR

*Licensed Mental Health Counselor LPC-* School based counselor working within the Benton School District. I provide therapeutic services to clients as well as their families through individual therapy, family therapy, crisis intervention, collateral services, assessments, treatment planning, initial as well as 6-month PDA's for Value Options, as well as coordination of any additional court, probation, and/or health services. These duties are performed together as a team on school campus and in the clinic with assistance from a QBHP, as well as Psychiatrist for any medical necessities.

**Living Hope Southeast:**

Malvern, AR

November 2012-  
March 2020

*Licensed Mental Health Counselor LPC-* School based counselor working on the campus of Glen Rose campus in Malvern, Ar. I provide therapeutic services to clients as well as their families through individual therapy, family therapy, crisis intervention, collateral services, assessments, treatment planning, initial as well as 6-month PDA's for Value Options, as well as coordination of any additional court, probation, and/or health services. These duties are performed together as a team on a school campus with assistance from a mhpp, as well as psychiatrist for any medical necessities. I am also a Certified CPI instructor for Living Hope Southeast, teaching monthly classes in our Little Rock Clinic monthly.

**The Pointe**

Haskell, AR

May 2012-  
November 2012

*Licensed Mental Health Counselor LAC*- School based counselor working on the campus of Harmony Grove in Haskell, AR. I provided therapeutic services to clients as well as their families through individual therapy, family therapy, crisis intervention, collateral services, assessments, treatment planning, initial as well as 6-month PDA's for Value Options, and coordination of health services. These duties are performed together as a team on a school campus with assistance from a mhpp, as well as psychiatrist for any medical necessities

**Living Hope Southeast**

Haskell, AR

December 2011-  
May 2012

*Licensed Mental Health Counselor LAC*- School based counselor working on the campus of Harmony Grove in Haskell, AR. I provided therapeutic services to clients as well as their families through individual therapy, family therapy, crisis intervention, collateral services, assessments, treatment planning, initial as well as 6-month PDA's for Value Options, YOQ's, and coordination of health services. These duties are performed together as a team on a school campus with assistance from a mhpp, as well as psychiatrist for any medical necessities.

**Arkansas Counseling Associates**

Benton, AR

January 2010-  
December 2011

*Licensed Mental Health Counselor LAC*- Clinic and School based counselor working in clinic with ages 3+ (including adults) as well as in the Benton School district. Performed Individual, Family, Group, crisis intervention counseling services, intakes and assessments, determined clients needs, diagnosis, developed plan of care, coordinated services through APS, and developed 90 day reviews. Also met with court ordered clients and assisted in court proceedings. Coordinate community as well as health care services to ensure that all clients' needs are being met. Co-led alcohol and drug abuse class in correlation with Saline County Juvenile Probation Office.

**Living Hope Southeast Counseling Agency**

Bismarck and Donaldson, AR

June 2008 to  
December 2009

*Case Manager* -Assisted in the treatment team of clients in the counseling Organization; worked with developed plan of care; and coordinated services between the client, family members, school, and medical facilities.

**REFERENCES FURNISHED UPON REQUEST**

**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL  
( Professional Exempt)**

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8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
9. Will participate in the development, collection and use of objective measures to evaluate the program.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

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Employee Signature

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Date

**Name:** Boyce Barger  
**Title:** Masters Level Mental Health Professional  
**Years of Service:** 11  
**Qualifications:** LPC, TF-CBT, Juvenile Drug Court, Substance Abuse,  
Anxiety Disorders

**Boyce F. Barger, MS, LPC**

1118 Woodland, Benton, AR. 72019

Phone: (501) 249-1027

E-Mail: [bbarger@cc-inc.org](mailto:bbarger@cc-inc.org)

**Education**

**Aug, 1994-Dec. 1997 University of Central Arkansas Conway, AR.**

Master of Science/Community Counseling

- Presented original research, The Relationship between Substance Abuse and Participation in Organized Sports Among Adolescents in an In-Patient Psychiatric Population, at Research Colloquium, 4/30/1997 at UCA
- Practicums at Rivendell Behavioral Health Services and Conway Regional Medical Center Gero-Psych Unit
- Internships: Rebsamen Regional Medical Center Gero-Psych and Rivendell Behavioral Health Services as Therapist Intern on Childrens Unit.
- Member of Psi-Chi (Honor Society in Psychology)

**Jan. 1989-Dec. 1993 University of Arkansas at Little Rock Little Rock, AR.**

Bachelor of Arts/Psychology

- Chancellor's List

**Professional Experience**

**June, 2008 to Present The Counseling Clinic, Benton, AR.**

- February 2012 to the present – The Counseling Clinic Outpatient services. Here I work with children and their families. All of my clients are either in foster care, or were referred by DHS because of a hotline report. Most have suffered physical, emotional, or sexual trauma. *I have been trained in Trauma Focused Cognitive Behavioral Therapy by the University of Arkansas Medical Sciences TF CBT training program, and I utilize these skills to help my clients manage the issues arising from the trauma they've experienced. Besides daily individual and family counseling, I go into the public schools to see my clients and to staff cases with school personnel who can assist with prescribed interventions for the client; I conduct therapy groups for foster children, and summertime Adventure Therapy Groups at city and state parks. I also testify in court, and attend monthly or bi-monthly DHS staffings on my clients.*
- Also, for the last 4 years at CCI I have been on call for emergency services one week of each month. In this work, I go at any hour that I'm called, to the local County Hospital and County



Detention Center to screen persons who may be suicidal, homicidal, or psychiatrically gravely disabled. I may conduct on-site interventions to de-escalate suicidal/homicidal patients; place the client in-patient in one of many psychiatric hospitals with whom we contract, or advise them and their families of other possible courses of action, such as how to obtain orders for involuntary commitment for psychiatric or drug and alcohol treatment, how to obtain admission into drug treatment programs, etc. I also do phone interventions and consult with other screeners who wish to evaluate citizens from Saline county at ER's out of this county.

- June 11, 2008 to February, 2012 – STRIDE House Adult Rehabilitative Day Service. Working with clients in day program setting who are diagnosed with Serious Mental Illnesses. Typically, clients are diagnosed with Schizophrenia, Bipolar d/o with Psychoses, Major Depressive d/o, Panic d/o with & without Agoraphobia, etc. I carried a case load of 55 clients. I did individual and family therapy; conducted 3-4 therapy groups per week; did crisis interventions on-site and in client homes.
- While still working at STRIDE House, I took on special assignment from our Outpatient Clinic of working with *DHS Intensive Family Preservation Services Program in 2010*. A MHPP and I were the Saline County IFPS team. We went into the homes of children who had been identified as being at risk of out-of-home placement. I worked with those families to help them develop family relational skills so as to prevent out of home placement. This program was quite successful and none of the children with whom we worked either went in-patient or was placed in foster care while in IFPS.

#### **May, 2007- June, 2008 Private Practice**

- Private Practice – Contracted with Bryant School District, Bryant, AR. Provided services to 44 students, elementary through high school, at 7 schools. Client disorders include diagnoses on PDD continuum; Anxiety/Depression; PTSD; ADHD; ODD; Family Issues. Formed teams with school personnel to provide full-range of services. Provided individual, family counseling on-site and in my office, and crises intervention on site.
- Facilitated daily “Adventure Therapy” program though the summer utilizing public school facilities, city and state parks, and Bryant Middle School ropes course.

#### **Sept. 2001-May, 2007 The Pointe Day Treatment, RSPMI program for Adolescents – Pinnacle Pointe Hospital, Little Rock, AR.**

- Lead Therapist – 2005-2007
- Maintained caseload of 20 or more adolescent clients; conducted 3-4 therapy groups per week; diagnosis and assessment; crisis interventions; individual and family therapy
- Supervised program wide summer treatment program 2005-2007

**1998-2001 Private Practice Therapist, Benton, AR.**

- Under contract to Rivendell Behavioral Health, conducted group therapy in Benton/Bryant Rivendell Day Schools 8 times weekly in 1998 school year
- Under contract to Bryant School District to provide therapy to children and families in crisis at seven schools throughout the district.
- Under contract to Living Hope Institute (LHI), an in-patient psychiatric program attached to St. Vincent/Doctor's Hospital. Conducted 12 Process and Focus groups weekly.
- Served clients in my office in Benton, AR. Treated depression and anxiety disorders, marital problems, children's behavior problems, and chemical dependency issues.

**1993-1997 Rivendell Behavioral Health Services, Benton, AR.**

Mental Health Associate

- Conducted daily MHA groups, oversight of teams of adolescent patients, charting on behaviors, taking vital signs, de-escalating patients and maintain order on the unit
- Certification in Crisis Prevention Intervention (CPI)
- Certification in Cardio Pulmonary Resuscitation (CPR)
- Employee of the month, October, 1996
- Employee of the quarter, last quarter, 1996

**1985-2007 Highway 5 Church of Christ, Benton, AR.**

- Preaching and presenting Bible lessons to adolescent and adult classes
- Writing, editing, and publishing a bulletin; Hosting television and radio Bible study programs; Writing articles which appeared in various religious publications.
- Counseling church members and their families: Pre-marital and marital counseling; Grief counseling; Parenting issues
- Obtained my Bachelor's degree and Master's degree. Preaching work overlapped work in mental health field.

**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL**  
**( Professional Exempt)**

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5. Participate in multi-disciplinary team assessments.
6. Act as advocate and liaison in a variety of settings including school/home/community.
7. Consultation with school personnel regarding individual students, behavior intervention and classroom management.
8. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
9. Will participate in the development, collection and use of objective measures to evaluate the program.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Licensed Mental Health Professional (LCSW, LPC, LFMT) with experience in youth services and/or school setting preferred.

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Employee Signature

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Date

Name: Michelle Edgin  
Title: Qualified Behavioral Health Provider  
Years of Service: 1  
Qualifications: Bachelor's Degree, QBHP



# MICHELLE EDGIN

QBHP, DYS Aftercare worker / ERC coo

## PROFILE

Since graduating college, I have found my passion for at risk youth. I had the opportunity to see at-risk in many different aspects. I enjoy this population and look forward to helping them grow from their troubled past and advocate for their futures. I currently work with a therapist running an after-school program devoted to youth on the line of being sent to DYS, we help rehabilitate their behaviors, so they don't have to reach that point. So far none of our kids have been sent off and a few are on track to graduate high school.

## CONTACT

PHONE:  
501-626-4771

EMAIL:  
[pingelm@jbu.edu](mailto:pingelm@jbu.edu)  
[mepingel2@att.net](mailto:mepingel2@att.net)  
[medgin@ccjar.org](mailto:medgin@ccjar.org)

## HOBBIES

Hiking  
Cycling  
Netflix

## EDUCATION

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### John Brown University

January 2018-Present  
Masters of School Counseling and Clinical Mental Health  
Current GPA 4.0

### University of Central Arkansas

August 2011-May 2015  
Bachelor of Science in Psychology and Counseling

## WORK EXPERIENCE

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### Counselling Clinic QBHP, Aftercare worker/ERC coordinator

July 2018-Current

I work with youth that are committed to Division of Youth Services as well as other at-risk kids that are DYS bound in ERC program that I help run with a therapist at the clinic.

### Ouachita Behavioral Health and Wellness QBHP, Alternative Learning School

March 2017- July 2018

I worked with at children 5-19 years old at the ALE in Jessieville/  
Fountain Lake School District as a case manager.

### Ozark Guidance MHPP/QBHP

November 2015- October 2016

I worked as a MHPP at Ozark's Day Treatment Facility. I worked specific in the high school classroom.

## SKILLS

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-Familiar with Credible and Rite track programs  
-Microsoft Programs  
-Trained in Conscious Discipline , CPR/ First-Aid, TACT/ CPT

Gap Period of Career Timeline:

I was working at Child Care Network in Bryant, AR from Oct. 2016 to March 2017. I was the classroom teacher for school aged children.

-Michelle Edgin, QBHP

**TITLE: QUALIFIED BEHAVIORAL HEALTH PROVIDER  
(Non Exempt)**

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3. Referral to resources within the community to address needs outside the realm of the school.
4. Participate in multidisciplinary team assessments.
5. Act as advocate and liaison in a variety of settings including school/home/community.
6. Consultation with school personnel regarding individual students, behavior intervention and classroom management.
7. In service and workshops to school personnel and parents on a variety of topics (ADD, discipline, drug information).
8. Will participate in the development, collection and use of objective measures to evaluate the program.
9. May serve as CASSP Coordinator.
10. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible to: Youth Services Director

**JOB QUALIFICATIONS:** Bachelors Degree with experience in youth services and/or school setting preferred.

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Employee Signature

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Date

Orig: 09/2005

Updated: May, 2011/Dec. 2013; Updated 12/01/2016

Name: Brenda Henley  
Title: Qualified Behavioral Health Provider  
Years of Service: 9  
Qualifications: Bachelor's Degree, QBHP



# BRENDA HENLEY

114 Creek Road 3C, Benton, AR 72015  
(501) 554-9045 - Brendahenley87@yahoo.com

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## PROFESSIONAL SUMMARY

Client-focused case manager with background in all areas of case management. Focused on truly helping the clients I work with. Searching all areas and resources known to assist individuals and families to be successful and overcome hardships and problems when necessary and possible.

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## SKILLS

- Case management
- Needs assessment
- Client advocacy
- Community resource knowledge
- Case records management
- Treatment plan guidance

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## WORK HISTORY

### Supported Life Skills Instructor

*Pathfinders, Inc. – Jacksonville, AR*

Worked with mentally challenged and/or physically handicapped adults in their homes. Providing training in all areas of life skills, such as, cooking skills, cleaning, preparing grocery lists, grooming and cleanliness, and social skills. Also planned activities for them.

### QBHP

*Counseling Clinic Inc. – Benton, AR*

Provided case management to new and long standing clients. Used good listening skills to understand problems, hopes, dreams, and difficulties clients were facing or have faced in the past. Worked with families and other community resources to provide additional services to families if needed.

05/2002 to 05/2005 **Caseworker**

*State Of Arkansas – Jacksonville, AR*

- Ensured protection and stabilization of children and families
- Maintained high level of confidentiality in all client cases, following strict guidelines and recommendations
- Provided crisis intervention and case management services to child, family and legal guardians
- Coordinated with courts and community agencies for supportive services
- Assessed needs of each client and recommended appropriate services and

resources

- Participated in court proceedings by making recommendations for permanency planning and providing expert testimony
- Managed caseload of 25 families, including screening and investigation, child removal processes, permanency planning, and family resource support

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## **EDUCATION**

### **General Studies For Transfer**

*Pulaski Tech - North Little Rock AR*

**BSW: Social Work**

*UALR - Little Rock AR*

**TITLE: QUALIFIED BEHAVIORAL HEALTH PROVIDER  
(Exempt)**

**JOB SUMMARY:** Provide goal-oriented, individualized support for youth and their families referred by Juvenile Court, schools, Division of Youth Services and other Clinic staff members. These services are provided through assessment, planning, advocacy, coordination and monitoring. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

**SPECIFIC RESPONSIBILITIES:**

1. Provide on and off-site assessment/evaluation and recommendation for services on youth referred.
2. Provide the following Aftercare services to the 7th and/or 22<sup>nd</sup> Judicial District youth committed to a Division of Youth Services (DYS) facility: Conduct community evaluations upon commitment; Maintain contact with youth and his/her family during their stay at a DYS facility; Participate in discharge planning; Provide case management, support, and advocacy services following their return to the community; and Complete Interstate Compact Evaluation and duties as requested.
3. Maintain treatment and administrative records which meet community mental health and funding source standards.
4. Prepare clinical DYS reports on client status and progress for submission to appropriate source.
5. Perform intake interviews and refer to other staff when appropriate.
6. Acquire familiarity with other human services/youth services agencies so that referrals to and from such agencies can be expedited.
7. Upon request attend scheduled hearings/conferences on youth under his/her care.
8. Conduct follow-up services to insure continuity of care.
9. Provide the following IS/T services to the 7<sup>th</sup> and/or 22<sup>nd</sup> Judicial Districts: Conduct community evaluations and complete IS/T case plan; Maintain contact with youth and his/her family and school during there IS/T; Participate in discharge planning when appropriate; Provide casework management, intense monitoring and advocacy services during IS/T.
10. Write discharge letter-summary to judge.
11. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible To: Youth Services Director.

**JOB QUALIFICATIONS:** Bachelors Degree or Paraprofessional certification with youth, human services experience preferred.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Name: Linda Larkin  
Title: Qualified Behavioral Health Provider  
Years of Service: 36  
Qualifications: Bachelor's Degree, QBHP

Linda Larkin  
1496 Liberty St.  
Benton, AR 72015  
(501) 778-2029

### Career Summary

I have over 36 years of employment at the Counseling Clinic, Inc. in Benton, AR and have worked in various departments at this agency.

### Employment History

October 1979—March 1981	Counseling Clinic, Inc Benton, AR
February 1983---April 1983	Arkansas Health Department, Little Rock, AR
April 1983---to the present	Counseling Clinic, Inc. Benton, AR

### Education

University of Arkansas, Fayetteville, AR

Bachelor of Science in Business Administration

**TITLE: QUALIFIED BEHAVIORAL HEALTH PROVIDER**  
**(Exempt)**

**JOB SUMMARY:** Provide goal-oriented, individualized support for youth and their families referred by Juvenile Court, schools, Division of Youth Services and other Clinic staff members. These services are provided through assessment, planning, advocacy, coordination and monitoring. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

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10. Write discharge letter-summary to judge.
11. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible To: Youth Services Director.

**JOB QUALIFICATIONS:** Bachelors Degree or Paraprofessional certification with youth, human services experience preferred.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Name: Melissa Pettus  
Title: Qualified Behavioral Health Provider  
Years of Service: 3  
Qualifications: Bachelor's Degree, QBHP

# MELISSA PETTUS, B.A.

5722 Childress Road  
Auxite, AR 72011

Phone: (501) 249-6609  
Email: [melissap425@yahoo.com](mailto:melissap425@yahoo.com)

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## PROGRAM MANAGER

Forward thinking leader with more than 10 years of experience conceiving and transmitting vision into reality, mission into action and philosophy into practice. Attested ability to apply strategic planning expertise, dynamic leadership, and efficient operation of organizational programs. Focused problem solver who identifies organizational needs and delivers effective solutions on time and under budget in government, youth services, financial services, and human services environments. Experienced in designing and managing innovative programs and securing grants that achieve organizational goals. Effective in developing community partnerships and building awareness for organizational activities and events through public relations, fundraising, and outreach efforts. Analytical decision-maker with excellent multi-tasking and superior organizational skills. Polished professional, able to interact effectively with individuals at all levels of the organization. Creative team player, efficiently implementing programs, training and directing staff. Excellent communicator.

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## AREAS OF EXPERTISE

- Service Quality Improvement
- Staff Training & Mentoring
- Creative Problem-Solving
- Business Communications
- Needs-Based Assessment
- Proposal and Grant Writing
- Multi Task Management
- Negotiations & Contracting
- Community Relations
- Project Management
- Program Management
- Marketing & Public Relations
- Budget Monitoring
- Community Outreach
- Public Speaking & Presentation
- Assessment & Evaluation
- Strategic Planning
- Policy & Procedures

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## PROFESSIONAL EXPERIENCE

### **PULASKI COUNTY YOUTH SERVICES**, Little Rock, AR

2011-Present

#### *Grants Administrator (2016-Present)*

- Researches and procures grant funding and assists in program development for the After School and Special Events Unit.
- Manage secured funds to ensure compliance of all grant funds.
- Supervise contractors, volunteers, and services.
- Conducts community and individual needs assessments for programming and services and recruits and organizes community groups.
- Communicates with school and detention officials within Pulaski County communities to identify the needs of participating youth and develop effective educational programming and facilitate an experiential training course.
- Conducts community needs assessments for programming and services and recruits and organizes community groups.
- Trains and develops staff and implements recruiting initiatives for staff and volunteers.
- Develop and maintain collaborations and partnerships to expand services throughout the county.

#### *Program Development Specialist/Program Manager/Grant Writer (2013-2015)*

- Conducts community needs assessments for programming and services and recruits and organizes community groups.
- Researches and procures grant funding and assists in program development for the After School Unit.
- Trains and develops staff and implements recruiting initiatives for volunteers.
- Provides technical assistance to program staff and monitors programs and submits recommendations for improvements.
- Promotes broker service activities for youth awareness and exposure.
- Researches resources within the community to respond to identified problems and issues found with needs assessment.
- Communicates with school officials within Our Club communities to identify the needs of participating youth and develop effective educational programming and facilitate an experiential training course.
- Provides transportation and supervision to youth on trips and activities and reviews all spending to ensure compliance with grant stipulations, contracts, and budgets.

#### *Support Technician (2011-2013)*

- Maintained database for departmental programs and employee records and utilized software to generate reports.
- Entered enrollments and terminations into database and developed and maintained spreadsheets to track program accounts.
- Collected, organized, and analyzed data for evaluation and grantor reporting.
- Ensured the security of personal information concerning participating youth, volunteers, and employees.
- Spearheaded file and record maintenance of database information and documented office and grant expenditures.
- Prepared purchase orders and purchased office supplies and equipment for programs and sites.
- Maintained inventory for all programs and trained coordinators in paperwork completion and program reporting.



**SALINE COUNTY DEPARTMENT OF HUMAN SERVICES**, Benton, AR

2009-2010

*Program Specialist*

- Updated and maintained client case files.
- Assisted clients with Medicaid and SNAP applications to determine eligibility.
- Ensured that clients returned all information and understood the guidelines that affect eligibility.
- Interviewed participants to obtain information to assess and determine the need for program services and benefits and refers clients to other resources where possible.
- Reinforced the agency's mission and emphasized the agency's services are a temporary solution to stabilize families and achieve expeditious self-sufficiency.
- Conducted needs assessment interview to determine family strengths, potential issues, other benefits, community resources or agency programs that might assist the family.
- Documented pertinent information regarding the participant's situation with focus on the evaluation of the family, employability, and issues affecting independent living.

**KIEFER RETIREMENT SERVICES/APPLETREE INVESTMENTS**, Little Rock, AR

2009

*Administrative Assistant/Client Accounts Specialist*

- Assisted clients with account decisions and prepared proper paperwork for trades and sales of securities accounts.
- Championed new client implementation processes and built and maintained client relationships aimed at client retention.
- Coordinated and directed client activities and maintained industry trends that affect the investment market.
- Maintained an understanding of the client's overall needs and identified value-added services available to the client.
- Provided service to clients by interfacing with management, servicing accounts, and coordinating administrative duties.
- Delivered information to clients via phone calls, electronic mail, and face-to-face meetings using excellent communication skills.
- Monitored clients' financial situations with detail and accuracy with the ability to look at the big strategic financial picture.
- Organized financial seminars for prospective and existing clients.

**GATEWAY MORTGAGE**, Little Rock, AR

2006-2009

*Mortgage Loan Assistant and Office Manager*

- Performed loan origination and processing for prospective and existing clients.
- Scheduled all appointments, ordered appraisals, and collected financial information from clients.
- Assisted in resolving financial issues and organized and prioritized open files.
- Established and maintained a positive rapport with each client and performed general office duties.
- Managed accounts payable and accounts receivable functions to balance financials.

**JK INVESTMENTS**, Benton, AR

2004-2006

*Administrative Assistant*

- Performed general office duties comprised of filing, directing correspondence, and office supply and inventory ordering.
- Followed up on submitted documents, provided details on accounts, and conducted necessary negotiations.
- Oversaw accounts receivable, accounts payable, and collections activities to ensure positive streams of revenue.
- Reviewed, evaluated, and analyzed investment opportunities.

**Other Professional Experience**

**Retail Office Assistant**, Natural Gear, Little Rock, AR

2001-2003

**Receptionist**, Saline County Physical Therapy, Benton, AR

2001

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**PROFESSIONAL CREDENTIALS**

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**Education**

**B.S., INTERDISCIPLINARY STUDIES: CRIMINAL JUSTICE, PSYCHOLOGY, SOCIOLOGY**, 2015  
University of Arkansas at Little Rock, Little Rock, AR

**ASSOCIATE OF ARTS**, 2013  
PULASKI TECHNICAL COLLEGE, Little Rock, AR

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**Technology**

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Microsoft Access, Microsoft Outlook, Microsoft Publisher, QuickBooks, accounting software

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**Affiliations:**

Arkansas Department of Education Surrogate Parent for 504/IEP Student's Education Plan (2014-Present), Little Rock Job Corps Center Community Relations Council Member (2013-Present), Little Rock Police Athletic League Board Member (2014-Present), Big Brothers and Big Sisters of America, Union Rescue Mission, Pulaski County CASA, Arkansas Rice Depot

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**Professional Development and Training:**

**Central Arkansas Development Council – Low Income Advocates Leadership and Community Development Conference. Little Rock, Arkansas**

2011 - Solutions: The State of Poverty in Arkansas and What We Can Do About It  
2012 – Time for Change - Sharing Our Strength: Empowering & Educating for Tomorrow  
2013 – Bridging the Health Divide: Healthy Families, Sustainable Communities  
2014 – Leading: A Call to Action  
2015 - Nonprofit Leadership Institute

**Arkansas Out of School Network**

2011 – Youth Program Quality Assessment  
2011 – STEM Academy  
2014 - Youth Development Institute  
2015 – Truancy and Dropout: Mending Cracks in the Graduation Pipeline

**ACJJ-DYS**

2014 – Statewide Juvenile Justice Conference: Strong Families, Strong Communities, Bright Futures: Prevention, Pass It On  
2016 – Presenter for ACJJ-DYS Informational Pre-Application Grant Seminar

**Youth to Youth**

2013 – The Pharming Effects  
2015 – Effectively Engaging Youth in Prevention (Chicago, IL)

**Community Anti-Drug Coalitions of America (CADCA)**

2013 – CADCA MidYear Institute: Prevention Science and Evidence-Based Strategies (Austin, TX)  
2014 – CADCA MidYear Institute: Rx Abuse/Misuse and Underage Drinking (Orlando, FL)  
2015 – CADCA MidYear Institute: Mission Possible (Indianapolis, IN)

**Criminal Justice Institute University of Arkansas System**

2013 - Arkansas Rx Drug Abuse Summit  
2014 – Arkansas Rx Drug Abuse Summit  
2015 – Arkansas Rx Drug Abuse Summit

**Arkansas Prevention Certification Board**

2015 – Certified Prevention Specialist

**Leadership Arkansas**

2015 – Women Can! Empowering the Professional Woman

**Arkansas Department of Career Education/Arkansas Rehabilitation Services Division**

2015 – The Governor’s Commission on People with Disabilities Youth Leadership Forum

**Grant Writing USA**

2015 – Grant Writing (Tampa, FL)

**Grant Central USA**

2016 – Grant Writing that Gets Funded (Memphis, TN)

**Coalition for Juvenile Justice/Office of Juvenile Justice and Delinquency Prevention**

2016 – Annual Conference, Council of State Advisory Groups Meeting & Hill Day – Redefining Leadership: Engaging Youth, Communities, and Policymakers to Achieve Better Juvenile Justice Outcomes (Washington, D.C.)

## **TITLE: QUALIFIED BEHAVIORAL HEALTH PROVIDER (Exempt)**

**JOB SUMMARY:** Provide goal-oriented, individualized support for youth and their families referred by Juvenile Court, schools, Division of Youth Services and other Clinic staff members. These services are provided through assessment, planning, advocacy, coordination and monitoring. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

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11. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible To: Youth Services Director.

**JOB QUALIFICATIONS:** Bachelors Degree or Paraprofessional certification with youth, human services experience preferred.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Name: Chris Hoskins  
Title: Qualified Behavioral Health Provider  
Years of Service: 5  
Qualifications: QBHP

**CHRIS HOSKINS  
113 ROSEMARY DRIVE  
HOT SPRINGS, AR. 71901  
501-545-5092**

## **OBJECTIVE**

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To obtain and secure a program management and development position with a well-established organization, while affording me the opportunity to maximize my management skills, quality assurance, program implementation, and training experience.

## **EMPLOYMENT**

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4/10/10 – Present, **Arkansas Counseling Associates / Trinity Behavioral Health, Inc.**  
(870) 680-7455, Supervisor – Marty Czerwonka

Position: Marketing Specialist / Mobile Assessor

Duties:

- Statewide marketing representation for outpatient counseling offices for adults, youth, and families
- Conduct psychosocial intake assessments for long term placement.
- Public relations correspondence with surrounding schools, doctor's offices as well as many juvenile court systems throughout Central Arkansas.
- Instructor / Facilitator of the 6 week evidence based Substance Abuse Group for the Saline County Juvenile Court

7/1/09 – 4/3/10, **Garland County Juvenile Court, Hot Springs, AR.**

Position: Juvenile Drug Court Director / Probation Officer

Duties:

- Coordinating / planning of monthly Drug Court Program for juveniles (ages 14 to 18)
- weekly monitoring of adolescent and juvenile probation
- Conduct random drug screens of clients and families under court supervision.

8/20/08 – 7/1/09 **Therapeutic Family Services, Inc. Hot Springs, AR.**

8/05 – 10/06

Position: Vista Alternative Learning Environment Program Director / Paraprofessional Instructor

Duties:

- Develop and implement program administrative functions
- Manage ALE Program
- Supervise program staff

8/06 – 8/07, **Quapaw House, Inc., Hot Springs, AR.**

Position: Drug and Alcohol Safety Education Program Director / SAE Instructor

Duties:

- Supervise program staff
- Provide local DWI / DUI prevention and education
- Weekly court correspondence to assess and determine level of education and /or treatment for individuals to retain driving privileges.

10/06 – 8/07, **Dayspring Behavioral Health, Hot Springs, AR.**

11/02 – 8/05

Position: Marketing Representative / Paraprofessional Instructor / Health and Safety Officer

Duties:

- Provide wrap-around services to individuals with severe and persistent mental health issues
- Connect clients with resources
- Supervise and train staff members
- Evaluate and implement safety procedures

11/97 – 11/02, **Birch Tree Communities, Inc., Benton, AR.**

Position: Program Supervisor / Program Specialist / MHPP

Duties:

- Monitored behavioral interaction of all program participants and clients in long term acute treatment facility
- Assisted with safety and operational instructions of programming related to clients' individualized needs.

## **EDUCATION**

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- 1996 – 1997, National Park Community College, Hot Springs, AR.  
General Education Courses
- 1995 – 1996 Henderson State University, Arkadelphia, AR  
General Education Courses / Psychology Courses

## **REFERENCES**

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- Carol Childs, Chief Probation Officer in Benton Juvenile Court, (501) 317– 6047
- Melissa Pettus, Program Development at Pulaski County Youth Services, (501) 249 – 6609
- Cecilia Ashcraft, Attorney at Law in Malvern , (501) 590 – 8116
- Sheila Nehus, Arkansas Counseling Associates, (501) 776 – 1191
- The Honorable Bobby McCallister, First Division, (501) 303– 5635

*Added  
Faye Williams*

**TITLE: QUALIFIED BEHAVIORAL HEALTH PROVIDER**  
**(Exempt)**

**JOB SUMMARY:** Provide goal-oriented, individualized support for youth and their families referred by Juvenile Court, schools, Division of Youth Services and other Clinic staff members. These services are provided through assessment, planning, advocacy, coordination and monitoring. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

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11. Other duties as assigned by the Youth Services Director.

**JOB RELATIONSHIP:** Responsible To: Youth Services Director.

**JOB QUALIFICATIONS:** Bachelors Degree or Paraprofessional certification with youth, human services experience preferred.

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Employee Signature

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Date

Name: Kellie Fugere  
Title: Masters Level Mental Health Professional  
Years of Service: 11  
Qualifications: LMSW, CBT, TF-CBT



2001 MICHAEL DRIVE  
BENTON, AR 72015  
(501) 794-9496  
klugere@ualr.edu

# KELLIE L. FUGERE

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## OBJECTIVE

Obtain a position where I will utilize higher education and specialized skills, as well as multiple years of experience to serve others to the best of my abilities

## EXPERIENCE

### COUNSELING CLINIC, INC., BENTON, AR MENTAL HEALTH PROFESSIONAL

MAY 2016 - PRESENT

- Meet with clients for assessment/referral/intake/diagnosis/treatment planning/individual therapy/family therapy
- Facilitator of groups for adults and teens
- Crisis intervention/emergency management
- Maintain updated case notes, using computerized medical records system

### GENERATIONS, SALINE MEMORIAL HOSPITAL, BENTON, AR GRADUATE INTERN

AUGUST 2015 - MAY 2016

- Facilitated group therapy sessions with geriatric psych patients
- Met with patients and their families to gather information for psychosocial assessments
- Developed treatment plans and discharge plans with patients
- Assisted in screening patients from emergency department for suicidality

### SAFE HAVEN EMERGENCY SHELTER, SALINE COUNTY, AR MANAGER/ADVOCATE

NOVEMBER 2014 - MAY 2016

- Offered guidance to individuals with domestic violence-related issues in situations of crisis
- Aided shelter residents in daily living situations/re-establishing themselves
- Established the SPOKES program, which included grant monies awarded to purchase bicycles for shelter residents' use
- Crisis intervention; problem solving; goal setting

### HABITAT FOR HUMANITY, SALINE COUNTY, AR GRADUATE INTERN

AUGUST 2014 - MAY 2015

- Assisted public when inquiring about the program
- Participated in team efforts with fundraising activities

- Coordinated and distributed information about the program to educate the community, including initiation of outreach effort to create material translated to Spanish for Spanish-speaking community

**22ND JUDICIAL DISTRICT CIRCUIT COURT, JUVENILE DIVISION, SALINE COUNTY,  
AR CHIEF INTAKE OFFICER**

JULY 1998 - JANUARY 2014

- Met with juveniles and their families to plan a course of action to encourage their productivity in the community by way of implementing and enforcing legal consequences, initiating contact with various community resources
- Random home visits, school visits and drug testing
- Supervision of employees, college interns, and other summer workers
- Formed the first juvenile drug court and the first truancy court in Saline County
- Trained new juvenile officers statewide for the Administrative Office of the Courts for twelve years

**STATE OF ARKANSAS, BENTON SERVICES CENTER, BENTON, AR PUBLIC SAFETY  
OFFICER**

SEPTEMBER 1995 - SEPTEMBER 1996

- Ensured the safety and security of residents
- Patrolled facility grounds, addressing issues as necessary
- Assisted public when inquiring about the program
- Cared for equipment and supplies (fire truck, pistol)

**EDUCATION**

**UNIVERSITY OF ARKANSAS AT LITTLE ROCK MASTER OF SOCIAL WORK**

GRADUATED MAY 2016

**LICENSES/CERTIFICATIONS**

**LICENSED MASTER SOCIAL WORKER #7926-M**

**CERTIFIED MEDIATOR FOR THE STATE OF ARKANSAS CRT#2008-18**

**TITLE: MASTERS LEVEL MENTAL HEALTH PROFESSIONAL  
(Professional Exempt)**

**JOB SUMMARY:** Primary responsibilities are for client assessment, treatment, and referral source for other staff members and other agencies. Characteristics and competencies consistent with this agency's code of ethics and commitment to the vision and mission statement are required for this position.

**SPECIFIC RESPONSIBILITIES:**

1. Serve as primary therapist with major focus on serving foster children and their families and carrying an active caseload utilizing psychotherapy, individual and group, when appropriate and maintaining a congenial working relationship with the appropriate agencies involved.
2. Maintain treatment and administrative records, if appropriate, for each client assigned.
3. Prepare clinical reports on patient status and progress for submission to appropriate source.
4. Make mental assessments of clients assigned.
5. Conduct intake interviews and refers to other staff when appropriate.
6. Acquire familiarity with other human service agencies in order to expedite referrals to and from those agencies.
7. Follow-up clients to insure continuity of care and proper management of treatment.
8. Provide consultation and education services.
9. Provision of prevention activities through groups, community presentations, and other activities as assigned by the Clinical Director.

**JOB RELATIONSHIP:** Responsible To: Outpatient Services Director.

**JOB QUALIFICATIONS:** Licensed Mental Health Professional with experience in clinical setting if possible.

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Employee Signature

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Date

## **INITIAL TRAINING AND ONGOING TRAINING**

CCI strives toward the improvement of quality of care by providing training and supervision to all of its staff and board members. Each staff member will participate in staff development activities that at least minimally will meet licensing and legal requirements of his/her professional affiliation. CCI will make every effort to assist full time professional staff with continuing educational requirements as well as providing as many onsite opportunities as time and/or finances permit. Other employees are also encouraged to attend appropriate workshops to enhance their skills and education as time and/or finances permit. Individual staff development files are kept on employees reflecting yearly trainings attended. Personnel educational needs and desires are made known through supervisory meetings, yearly employee evaluations, and client and employee satisfaction surveys.

CCI provides initial and ongoing trainings to all staff as required by the accreditation agency that includes but is not limited to the following:

- Rights of the persons served,
- Person- and family-centered services,
- Prevention of workplace violence,
- Confidentiality requirements,
- Cultural competency,
- Expectations regarding professional conduct
- Reporting of incidents and adverse events
- Performance management and management system, (added 5/30/2019)
- Risk Management Plan, and (added 5/30/2019)
- Strategic Action Plan. (added 5/30/2019)

## **COMPETENCY**

1. The Counseling Clinic, Inc., determines competency or provides or arranges for competency-based training to personnel providing direct services in:
  - Areas that reflect the specific needs of the client,
  - Clinical skills related to job requirements,
  - Individual treatment plan development,
  - Interviewing skills, and
  - Program-related research-based treatment approaches.
  - Identification of clinical risk factors, including:
    - Suicide.
    - Violence.
    - Other risky behaviors.
2. Demonstration of competency is assessed through an ongoing process of clinical supervision. Documentation of clinical supervision includes assessment of professional competencies and clinical skills and recommendations for improvement.
3. Completion of competency-based training may include training that is provided or recognized by a professional association, part of a formal training curriculum, or approved for continuing education units (CEU's) by a credentialing or licensing body. Competency in the areas in which training has occurred can be assessed by observation, through supervision or clinical review, and/or by post-tests.

## **2.6**

# **Records & Reporting**

## **2.6 Records and Reporting**

A. CCI develops and maintains records on juveniles and families utilizing the CREDIBLE Electronic Health Record (EHR) for record keeping of all clients including clients in the DYS program.

B. CCI will provide all required reports to DYS as requested and within DYS specified time frame.

C. CCI will utilize the DYS JJIS online system to enter specified, required reports, forms, and documentation for committed juveniles. CCI will enter all required information into the DYS JJIS online system for specified data pertaining to juveniles committed to DYS.

D. CCI will cooperate fully with on-site monitoring by DTS to evaluate Contractor compliance with this contract, DYS policies, procedures, and administrative directives. Monitoring may include a review of random samples of juvenile records for appropriate documentations of services and to correct any deficiencies identified.

E. CCI will develop and implement DYS approved corrective action plans when notified by DYS of deficiencies in program compliance.

F. CCI will provide the following reports, without limitation, on juveniles and families designated by DYS and admitted into CCI's program, to DYS and DHS as follows:

### **1. Ongoing reporting:**

a. Accreditation: CCI is accredited. CCI will provide DYS with copies of accreditation reviews, reports, deficiencies noted and corrective action plans within 5 business days of the notification by CARF. A copy of our current CARF accreditation is included in this RFQ.

b. Child Abuse and Neglect Reporting: CCI will adhere to reporting requirements and time frames specified by DYS to include the Child Abuse Hotline when applicable.

### **2. Annual Reports:**

a. CCI will submit a report detailing an Independent fiscal audit by a CPA to DHS within 120 days following each contract period.

b. CCI will submit a written summary of services provided to each DYS juvenile to include measurable results of the contract performance indicators within 30 days following the end of each contract period.

### 3. Quarterly Reports:

a. CCI will meet with sub-contractors on a quarterly basis to review contract performance and compliance. A report will be submitted within 10 days of the end of each quarter.

b. CC will submit a report to the DYS Director within 10 days of the end of each quarter to certify the proper use of TANF funds.

### 4. Monthly Reports:

a. Diversion and FINS Service Delivery - CCI will enter all required data into the DYS provided JJIS no later than the 10 day of the following month the service was delivered.

b. Post Residential Re-entry Service Delivery – CCI will enter standard encounter data into the JJIS in the format, method, manner and timeframe prescribed by DYS, no later than the 10 day of the following month that services were delivered to include the following services: Field Evaluation, Collaboration of the development of the juvenile's Re-entry Service Plan 30 days prior to anticipated release from the DYS facility, Case Management, CBT groups, Independent Living Skills, Parenting Classes for both parents or legal caregivers and juveniles who have children, Mentoring, Vocational services and career support, Transport to and from scheduled appointments, Attendance and participation at any scheduled court hearings, Ad hoc services ordered by the juvenile court and pre-approved by DYS, Participation in DYS treatment team staffing, Juvenile progress reporting, Aftercare, re-entry services.