



STATE OF ARKANSAS

Department of Human Services
Office of Procurement
700 Main Street
Little Rock, Arkansas 72201

RESPONSE SIGNATURE PAGE

Type or Print the following information.

RESPONDENT'S INFORMATION			
Company:	Community Empowerment Council, Inc.		
Address:	2501 S. CHERRY STREET		
City:	Pine Bluff	State:	AR Zip Code: 71601
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input checked="" type="checkbox"/> Nonprofit
Minority Designation: <i>See Minority Business Policy</i>	<input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/> African American <input type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic American <input type="checkbox"/> Asian American	<input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Service Disabled Veteran
	AR Minority Certification #:		Service Disabled Veteran Certification #:

VENDOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Tanishia Lewis	Title:	Admin. Director
Phone:	810-534-2047	Alternate Phone:	901-786-2292
Email:	tanishialewis@cecemp.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.
<p><i>Note: If a redacted copy of the submission documents is not provided with vendor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), shall be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i></p>

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

The signature below signifies agreement that either of the following shall cause the vendor's response to be disqualified:

- Additional terms or conditions submitted in their response, whether submitted intentionally or inadvertently.
- Any exception that conflicts with a Requirement of this Bid Solicitation.

Authorized Signature: Tony J Anderson Title: Founder
Use Ink Only

Printed/Typed Name: Tony J Anderson Date: 3/31/2020

PROPOSED SUBCONTRACTORS FORM

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

VENDOR 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

VENDOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

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

Authorized Signature: Tony J. Anderson
Use Ink Only.

Printed/Typed Name: Tony J. Anderson Date: 3/31/2020

Contract Number _____
 Attachment Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

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

SUBCONTRACTOR: _____
 Yes No

TAXPAYER ID NAME: Community Empowerment Council, Inc. IS THIS FOR: Goods? Services? Both?

YOUR LAST NAME: _____ FIRST NAME: _____ M.I.: _____

ADDRESS: 2501 S. Cherry Street STATE: AR ZIP CODE: 71601 COUNTRY: US

CITY: Pine Bluff

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

FOR INDIVIDUALS *

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

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

None of the above applies

FOR AN ENTITY (BUSINESS) *

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

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

None of the above applies

Contract Number _____

Attachment Number _____

Action Number _____

Contract and Grant Disclosure and Certification Form

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

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

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

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

Signature Tanya Q. Anderson Title founder Date 3/31/2022

Vendor Contact Person Tanishia Lewis Title Administrative Director Phone No. (870) 534-2047

<i>Agency use only</i>			
Agency Number <u>0710</u>	Agency Name <u>Department of Human Services</u>	Agency Contact Person _____	Contract or Grant No. _____



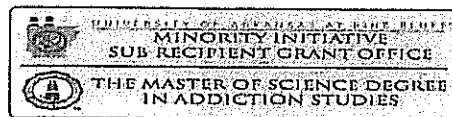
COMMUNITY EMPOWERMENT COUNCIL

5830 HWY 65 South
Pine Bluff, Arkansas 71601
Phone: (870) 536-1600
Fax: (870) 536-1601



Equal Employment Opportunity:

It is the policy of CEC to select, place, train, and promote the best qualified individuals based upon relevant factors such as work quality, attitude and experience so as to provide equal employment opportunity for all employees in compliance with applicable local, Jefferson-Fayette County Human Rights Commission. It is the policy of CEC to hire and treat its employees without regard to non-work related factors such as race, color, religion/creed, sex, national origin, age, disability, veteran status, citizenship, marital status, genetic information, political affiliation, political beliefs, gender identity or sexual orientation.



CONTRACT SELECTION

Please select the contract(s) for which bidder is proposing. A single bidder may only be awarded one of the three Therapeutic Group Home contracts. Bidders on a Therapeutic Group Home contract may also bid on the Residential Sex Offender contract.

Residential Group Homes - Males Only (one contract per bidder)

Sex Offender Group Home – Males Only

Provide a response to each item/question in this section. Vendor may expand the space under each item/question to provide a complete response.

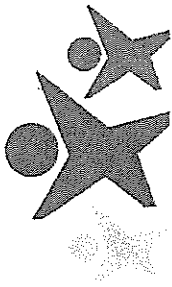
Do not include additional information if not pertinent to the itemized request.

E.1 MINIMUM QUALIFICATIONS (ALL Bidders) A-B

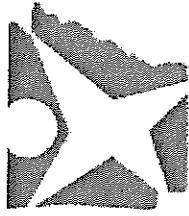
A. Provide a letter from DCCECE reflecting the contractor's company current standing and any findings over the last three (3) years.

- **Community Empowerment Council, Inc.** is a non-profit Child Welfare Agency licensed by the Department of Human Services to provide residential and emergency shelter for male youth ages 8 to 18. CEC, Inc. offers a vast array of services and activities youth placed there are exposed to. Additional programs and services are being developed to meet the needs of the targeted population. The facilities have been in operation since November 2011 and served at least 300 males/females statewide. The programs include mentoring, wellness/fitness, individual/group counseling (CBT and ART curriculums), tutoring, case management and life planning skills. The facilities are located at 2501 South Cherry Street and 5830 Hwy 65 South in Pine Bluff, Arkansas in Jefferson County. We partner with several community-based organizations to assist in meeting the needs of our clients.
 - **Please see attached copy of current license obtained from DHS/DCCECE.**
 - **Please see attached letter and findings.**
 - **Please see attached copies of 2017 and 2018 Audits (Financial Statements)**
 - **Please see attached copy of 501 C3 Documentation**

THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD



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



Certifies that
Community Empowerment Council, Inc.
OWNER

Henry Hank Wilkins IV's House
AGENCY

2501 S CHERRY STREET
PINE BLUFF, AR 71603

Is hereby issued Residential license #: 166

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

EMERGENCY RESIDENTIAL CHILD CARE FOR CHILDREN AGES 0 TO 18

RESIDENTIAL CHILD CARE FOR CHILDREN AGES 5 TO 18

Total License Capacity 19

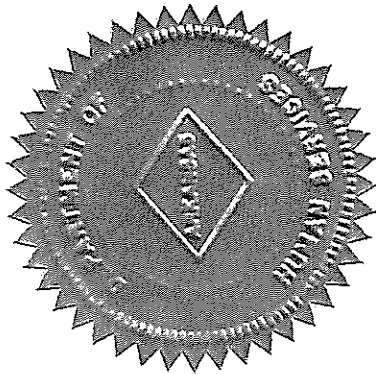
THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 10/22/2013 AND WILL REMAIN IN EFFECT UNLESS THERE IS A STATUS CHANGE.

In Witness whereof

DATE: 1/22/2019



Chairman, Child Welfare Agency Review Board





Division of Child Care & Early
Childhood Education
P.O. Box 1437, Slot S140
Little Rock, AR 72203-1437
P: 501.682.8590
F: 501.683.6060
TDD: 501.682.1550
HUMANSERVICES.ARKANSAS.GOV

March 26, 2020

Good afternoon,

This letter is notification that Community Empowerment Council, Inc. currently holds an Emergency and Residential license for the Henry Hank Wilkins IV House located at 2501 S. Cherry St. Pine Bluff, AR 71603. This facility has been licensed since October 22nd, 2013. There have not been any past, present or pending adverse actions regarding this facility.

Please advise if you require any additional information.

Thank you,

A handwritten signature in black ink, appearing to read "Ebony Russ". The signature is fluid and cursive.

Ebony Russ

Program Manager

Division of Child Care and Early Childhood Education

700 Main St.

Little Rock, AR 72203

501-320-3971 (office)

501-682-2317 (fax)

COMMUNITY EMPOWERMENT COUNCIL, INC.
ACCOUNTANT'S REPORT AND FINANCIAL STATEMENTS
DECEMBER 31, 2018

ALAN K. MINOR
CERTIFIED PUBLIC ACCOUNTANT
106 MAIN ST.
PINE BLUFF, ARKANSAS 71601

TABLE OF CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1-2
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	3
STATEMENT OF ACTIVITIES	4
STATEMENT OF NET ASSETS	5
STATEMENT OF CASH FLOWS	6
NOTES TO FINANCIAL STATEMENTS	7-8
SUPPLEMENTARY INFORMATION	
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	9
SCHEDULE OF STATE AWARDS	10
SCHEDULE OF UNITS OF SERVICE	11
REPORT ON INTERNAL CONTROL AND COMPLIANCE IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS	12-13
REPORT ON INTERNAL CONTROL, COMPLIANCE, AND MAJOR PROGRAMS IN ACCORDANCE WITH UNIFORM GUIDANCE	14-16
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	17
SUPPLEMENTAL DATA SHEET	18

ALAN K. MINOR
CERTIFIED PUBLIC ACCOUNTANT
106 MAIN ST.
PINE BLUFF, ARKANSAS 71601
(501) 519-4747

Independent Auditor's Report

Board of Directors
Community Empowerment Council, Inc.

Report on the Financial Statements

I have audited the accompanying statement of financial position of Community Empowerment Council, as of December 31, 2018, and the related statements of activities, net assets, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise Community Empowerment Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a

basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Community Empowerment Council as of December 31, 2018, and the results of its operations and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Community Empowerment Council's basic financial statements. The accompanying schedules of expenditures of federal awards, state awards, and schedule of units of service are presented for purposes of additional analysis, are the responsibility of management, and are not a required part of the basic financial statements. The accompanying schedule of governmental assistance was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the accompanying schedule of governmental assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole. The schedule of units of service has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued my report dated October 22, 2019 on my consideration of the Community Empowerment Council's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Community Empowerment Council's internal control over financial reporting and compliance.



Alan K. Minor
Certified Public Accountant

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2018

ASSETS

CURRENT ASSETS

CASH IN BANK

ACCOUNTS RECEIVABLE

TOTAL CURRENT ASSETS

PROPERTY AND EQUIPMENT

BUILDINGS

VEHICLES

FURNITURE, FIXTURES & EQUIPMENT

LESS ACCUMULATED DEPRECIATION

TOTAL PROPERTY AND EQUIPMENT

TOTAL ASSETS

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

ACCOUNTS PAYABLE - AMERICAN EXPRESS

CURRENT PORTION OF LONG TERM DEBT

TOTAL CURRENT LIABILITIES

LONG TERM DEBT

NOTES PAYABLE - VEHICLES

NOTE PAYABLE - BUILDING

TOTAL LONG TERM DEBT

NET ASSETS

WITHOUT DONOR RESTRICTIONS

TOTAL NET ASSETS

TOTAL LIABILITIES AND NET ASSETS

SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2018

REVENUES
GRANTS - FEDERAL & STATE
TOTAL REVENUES

EXPENSES
PERSONNEL COSTS
FOOD COSTS
SUPPLIES
RENT
UTILITIES
REPAIR & MAINTENANCE
DEPRECIATION
INSURANCE
TRANSPORTATION
SECURITY
PROFESSIONAL FEES
ADVERTISING
BANK FEES
TELEPHONE
INTEREST
WASTE DISPOSAL
TRAVEL
DONATIONS
DUES & FEES
TRAINING
TOTAL EXPENSES

EXCESS REVENUES OVER EXPENSES

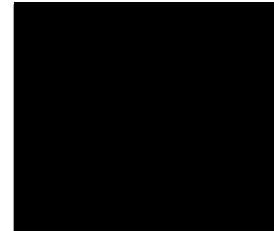
SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF NET ASSETS
YEAR ENDED DECEMBER 31, 2018

NET ASSETS - BEGINNING OF YEAR

CURRENT YEAR EXCESS REVENUES OVER EXPENSES

NET ASSETS - END OF YEAR



SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES
EXCESS REVENUES OVER EXPENSES

ADJUSTMENTS TO RECONCILE EXCESS REVENUES
OVER EXPENSES TO NET CASH PROVIDED BY
OPERATING ACTIVITIES:

DEPRECIATION
DECREASE IN ACCOUNTS RECEIVABLE
DECREASE IN ACCOUNTS PAYABLE

NET CASH PROVIDED BY OPERATING ACTIVITIES

CASH FLOWS FROM INVESTING ACTIVITIES
INCREASE IN VEHICLES
NET CASH USED BY INVESTING ACTIVITIES

CASH FLOWS FROM FINANCING ACTIVITIES
INCREASE IN NOTES PAYABLE
NET CASH USED BY FINANCING ACTIVITIES

NET DECREASE IN CASH

CASH, BEGINNING OF YEAR

CASH, END OF YEAR

SUPPLEMENTARY INTEREST PAID INFORMATION

INTEREST PAID DURING THE YEAR WAS \$

SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
ACCOUNTANT'S REPORT AND FINANCIAL STATEMENTS
DECEMBER 31, 2017

ALAN K. MINOR
CERTIFIED PUBLIC ACCOUNTANT
106 MAIN ST.
PINE BLUFF, ARKANSAS 71601

TABLE OF CONTENTS

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT	1-2
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	3
STATEMENT OF ACTIVITIES	4
STATEMENT OF NET ASSETS	5
STATEMENT OF CASH FLOWS	6
NOTES TO FINANCIAL STATEMENTS	7-8
SUPPLEMENTARY INFORMATION	
SCHEDULE OF GOVERNMENTAL ASSISTANCE	9
SCHEDULE OF UNITS OF SERVICE	10
REPORT ON INTERNAL CONTROL AND COMPLIANCE IN ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS	11-12
SUPPLEMENTAL DATA SHEET	13

ALAN K. MINOR
 CERTIFIED PUBLIC ACCOUNTANT
 106 MAIN ST.
 PINE BLUFF, ARKANSAS 71601
 (501) 535-8000

Independent Auditor's Report

Board of Directors
 Community Empowerment Council, Inc.

Report on the Financial Statements

I have audited the accompanying statement of financial position of Community Empowerment Council, as of December 31, 2017, and the related statements of activities, net assets, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise Community Empowerment Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a

basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Community Empowerment Council as of December 31, 2017, and the results of its operations and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Community Empowerment Council's basic financial statements. The accompanying schedule of governmental assistance and schedule of units of service are presented for purposes of additional analysis, are the responsibility of management, and are not a required part of the basic financial statements. The accompanying schedule of governmental assistance was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the accompanying schedule of governmental assistance is fairly stated, in all material respects, in relation to the basic financial statements as a whole. The schedule of units of service has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued my report dated August 6, 2018 on my consideration of the Community Empowerment Council's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Community Empowerment Council's internal control over financial reporting and compliance.



Alan K. Minor
Certified Public Accountant

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2017

ASSETS

CURRENT ASSETS

CASH IN BANK
ACCOUNTS RECEIVABLE
TOTAL CURRENT ASSETS

PROPERTY AND EQUIPMENT

BUILDINGS
VEHICLES
FURNITURE, FIXTURES & EQUIPMENT

LESS ACCUMULATED DEPRECIATION
TOTAL PROPERTY AND EQUIPMENT

TOTAL ASSETS

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

ACCOUNTS PAYABLE - AMERICAN EXPRESS
CURRENT PORTION OF LONG TERM DEBT
TOTAL CURRENT LIABILITIES

LONG TERM DEBT

NOTES PAYABLE - VEHICLES
NOTE PAYABLE - BUILDING
TOTAL LONG TERM DEBT

NET ASSETS

UNRESTRICTED
TOTAL NET ASSETS

TOTAL LIABILITIES AND NET ASSETS



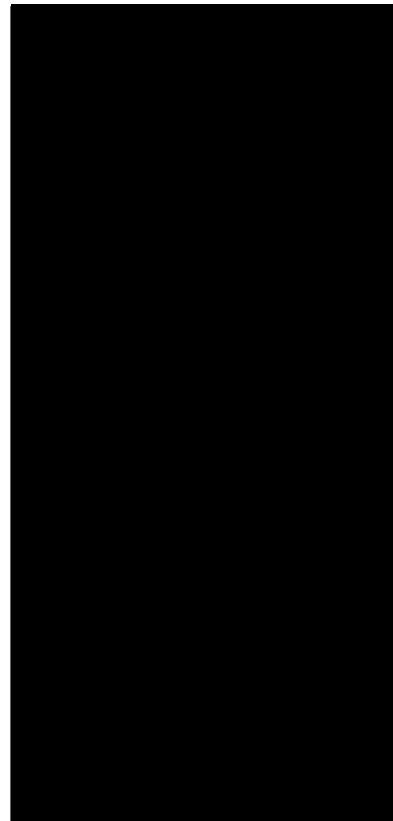
SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2017

REVENUES
GRANTS - FEDERAL & STATE
TOTAL REVENUES

EXPENSES
PERSONNEL COSTS
CONTRACT SERVICES
FOOD COSTS
SUPPLIES
RENT
UTILITIES
REPAIR & MAINTENANCE
DEPRECIATION
INSURANCE
TRANSPORTATION
SECURITY
PROFESSIONAL FEES
ADVERTISING
BANK FEES
TELEPHONE
INTEREST
TOTAL EXPENSES

EXCESS EXPENSES OVER REVENUES



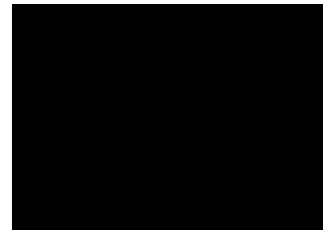
SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF NET ASSETS
YEAR ENDED DECEMBER 31, 2017

NET ASSETS - BEGINNING OF YEAR

CURRENT YEAR EXCESS EXPENSES OVER REVENUES

NET ASSETS - END OF YEAR



SEE NOTES TO FINANCIAL STATEMENTS

COMMUNITY EMPOWERMENT COUNCIL, INC.
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2017

CASH FLOWS FROM OPERATING ACTIVITIES
EXCESS EXPENSES OVER REVENUES

ADJUSTMENTS TO RECONCILE EXCESS EXPENSES
OVER REVENUES TO NET CASH USED BY
OPERATING ACTIVITIES:

DEPRECIATION
DECREASE IN ACCOUNTS RECEIVABLE
INCREASE IN ACCOUNTS PAYABLE

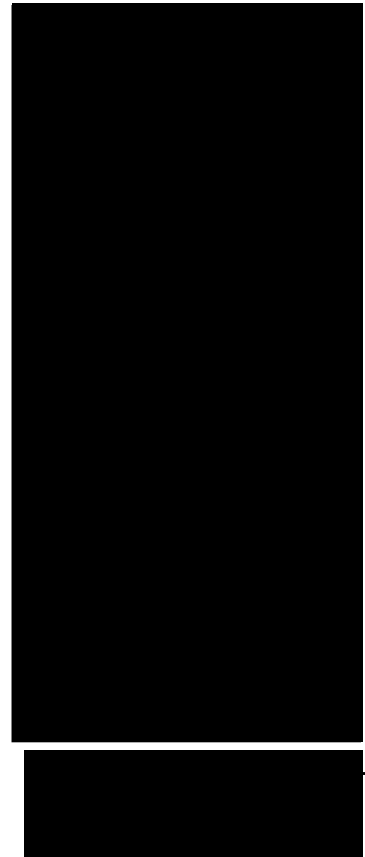
NET CASH PROVIDED BY OPERATING ACTIVITIES

CASH FLOWS FROM FINANCING ACTIVITIES
DECREASE IN NOTES PAYABLE
NET CASH USED BY FINANCING ACTIVITIES

NET DECREASE IN CASH

CASH, BEGINNING OF YEAR

CASH, END OF YEAR



SUPPLEMENTARY INTEREST PAID INFORMATION

INTEREST PAID DURING THE YEAR WAS [REDACTED]

SEE NOTES TO FINANCIAL STATEMENTS

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG - 8 2009**

Employer Identification Number:



COMMUNITY EMPOWERMENT COUNCIL INC
2203 W 26TH ST
PINE BLUFF, AR 71601

Contact Person:
ROGER W VANCE ID# 31173
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 19, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

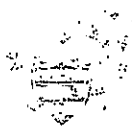
We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

STATE OF ARKANSAS

SECRETARY OF STATE



Charlie Daniels
SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

I, Charlie Daniels, Secretary of State of Arkansas, do hereby certify that the following and hereto attached instrument of writing is a true and perfect copy of

Articles of Incorporation

of

COMMUNITY EMPOWERMENT COUNCIL, INC

filed in this office June 19, 2009 in compliance with the provisions of the law and are hereby declared a body politic and corporate, by the name and style aforesaid, with all the powers, privileges and immunities granted in the law thereunto appertaining.

In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 19th day of June 2009.



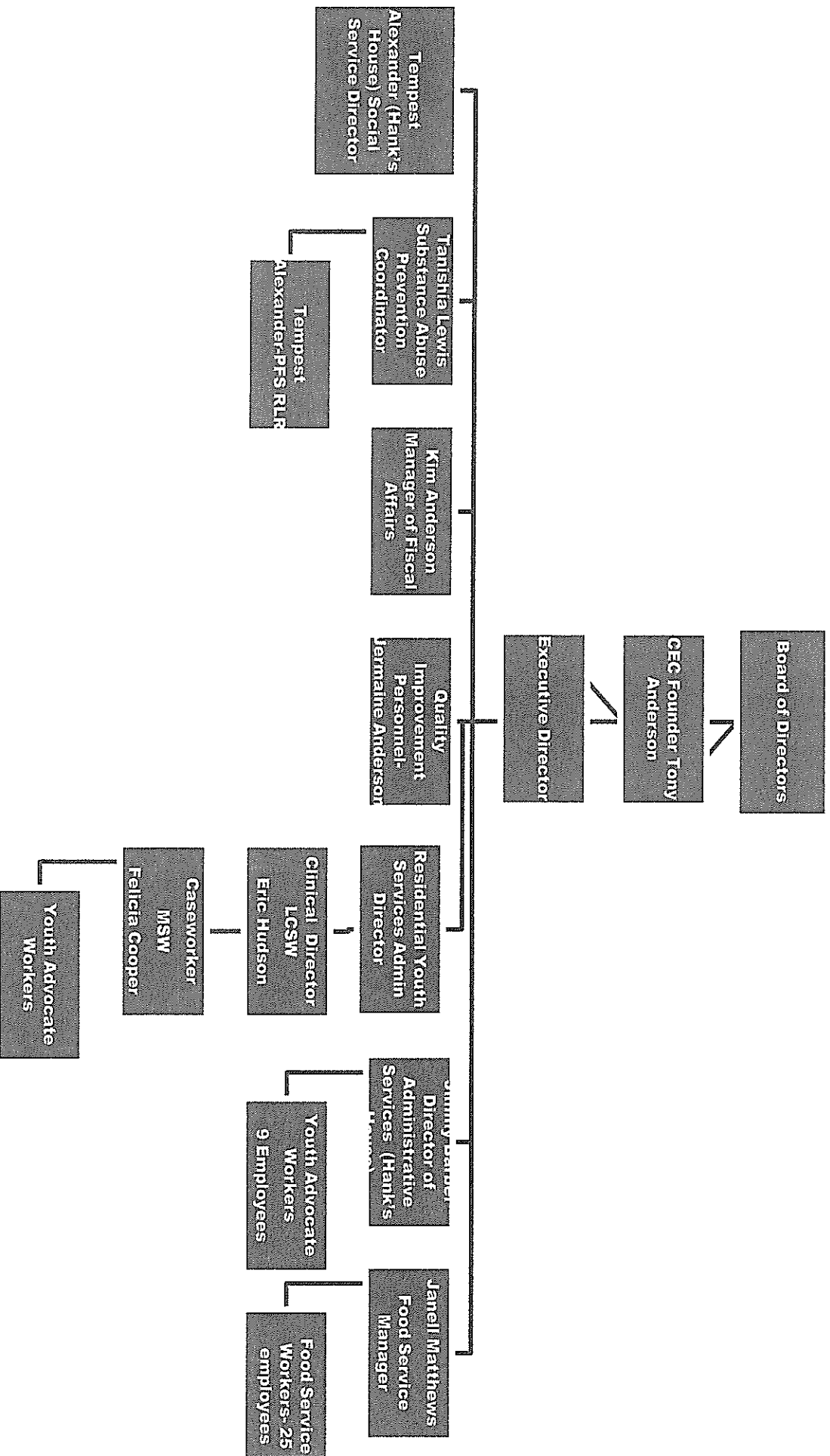
Charlie Daniels

Secretary of State

B. Provide a copy of Bidder’s current table of organization. 2.2E

- **Please see attached table of organizational chart.**

Community Empowerment Council Inc.



E.2 Approach to Scope of Work (All Bidders)

A. Provide a copy of Bidder's proposed evidence-based ILS Curriculum. The ILS must include, at a minimum, the following components:

- a. Money management
- b. Food Preparation
- c. Nutrition
- d. Health
- e. Housekeeping
- f. Parenting classes and
- g. Job skills, including at least:
 1. Application completion
 2. Interview techniques; and
 3. Work etiquette. 2.3B.4

- **Independent Living/Life Skills Services** -The staff of CEC, Inc. will implement and teach the clients money management, food preparation, nutrition, housekeeping, parenting, job skills, computer literacy, health and safety and provide the youth with skills to be successful after leaving the house using the ARISE curriculum.
- **Please see attached ARISE evidence-based ILS Curriculum Outline**

The ARISE Independent Living Curriculum for Residential

Community Empowerment Council, Inc. will use the ARISE Independent Living Curriculum for young adults aging out of foster care, living in group homes or out-of-home placement, and homeless shelters who are in need of everyday life-skills in order to live on their own. The ARISE life-skills curriculum provides materials for residential treatment, addressing problems such as poor social skills, few positive relationships, and low self-esteem. The lessons deal with many issues relevant to independent living, such as finding and keeping a job, money and time management, making healthy choices, and more.

Work In Progress Series

[Work In Progress Book 1 Anger Management \(Manual\)](#)

[Work In Progress Book 1 Anger Management \(Workbook\)](#)

[Work In Progress Book 2 Substance Abuse and Guns \(Manual\)](#)

[Work in Progress Book 2 Substance Abuse and Guns \(Workbook\)](#)

[Work In Progress Book 3 Domestic and Sexual Abuse \(Manual\)](#)

[Work In Progress Book 3 Domestic and Sexual Abuse \(Workbook\)](#)

[Work In Progress Book 4 Violence and Conflict \(Manual\)](#)

[Work In Progress Book 4 Violence and Conflict \(Workbook\)](#)

Drop Out Prevention Series

[So You're Thinking of Dropping Out of School? \(Manual\)](#)

[So You're Thinking of Dropping Out of School? \(Workbook\)](#)

[So You're Thinking of Staying in School? \(Manual\)](#)

[So You're Thinking of Staying in School? \(Workbook\)](#)

Four Wheel Drive Series

[Four Wheel Drive for the Mind Book 1 Self-Esteem \(Manual\)](#)

[Four Wheel Drive for the Mind Book 1 Self-Esteem \(Workbook\)](#)

[Four Wheel Drive for the Mind Book 2 Learning Strategies and Time Management \(Manual\)](#)

[Four Wheel Drive for the Mind Book 2 Learning Strategies and Time Management \(Workbook\)](#)

[Four Wheel Drive for the Mind Book 3 Networking, Jobs and Money \(Manual\)](#)

[Four Wheel Drive for the Mind Book 3 Networking, Jobs and Money \(Workbook\)](#)

Basic Health 101 Series

[Basic Health 101 Book 1 Health and Hygiene \(Manual\)](#)

[Basic Health 101 Book 1 Health and Hygiene \(Workbook\)](#)

[Basic Health 101 Book 2 Nutrition and Exercise \(Manual\)](#)

[Basic Health 101 Book 2 Nutrition and Exercise \(Workbook\)](#)

Brain Food Series

[Brain Food Book 1 Peaceful Living](#)

[Brain Food Book 2 Creating a Positive Outlook](#)

Brain Food Book 3 Supercharging Your System
Brain Food Book 4 Being Safe
Brain Food Book 5 More Secrets of Success
Brain Food Book 6 The Right Stuff and Money Matters
Brain Food Official Teaching Activity Guide

Taneka's Tales 31 Stories of Urban Life
Sprouts Book 2 Physical and Emotional Development (Manual)
Sprouts Book 2 Physical and Emotional Development (Workbook)
Sprouts Book 3 Building a Family and Teen Pregnancy (Manual)
Sprouts Book 3 Building a Family and Teen Pregnancy (Workbook)
Sprouts Book 4 Child Safety (Manual)
Sprouts Book 4 Child Safety (Workbook)
Fatherhood Dad's Basic Training (Manual)
Fatherhood Dad's Basic Training (Workbook)
Rules of the Road (Manual)
Rules of the Road (Workbook)

B. Provide a copy of Bidder’s proposed substance abuse curriculum. It should be a recognized effective or promising practice model from the OJJDP Model Programs Guide. 2.3B.5

Residential Student Assistance

Program Goals

The Residential Student Assistance Program (RSAP) is a substance abuse intervention program developed for high-risk adolescents living in residential facilities. The program is based on Employee Assistance Programs that are used by businesses to identify and aid employees whose work performance and lives had been adversely affected by substance abuse. It places trained professionals in residential facilities to provide youth with a full range of culturally sensitive substance abuse prevention and intervention services.

Target Population

The program targets adolescents (ages 12–18) who have been placed in residential facilities (such as foster care facilities, treatment centers for youth with psychiatric problems, and juvenile correctional facilities) and are at high risk for alcohol and other drug (AOD) use. The program targets users and youth at risk of becoming users.

Key Personnel

Trained (master of social work) RSAP counselors work with adolescents individually and in small groups to help residents decrease their risk factors for substance abuse and increase their overall resiliency. RSAP counselors also conduct training for facility staff, coordinate programs and services for youth, and provide follow-up treatment and referrals.

Program Components

The RSAP model focuses on wellness and addresses factors that may hinder youth from being AOD-free. The specific program components include:

- *The Prevention/Education Discussion Series.* RSAP counselors conduct this eight-session substance use education program in groups of 8–10 youth. Youth discuss and role-play issues related to the consequences of substance use, family problems, and stress.
 - *Assessment.* Residents are seen individually to determine their level of substance use, family substance abuse, and need for additional services.
 - *Individual and group counseling.* RSAP counselors conduct a series of 8 to 12 group counseling sessions. Groups are differentiated by developmental differences, substance use patterns, and family history of substance abuse. Individual sessions are scheduled as needed for those who have chemically dependent parents and/or are using AOD.
 - *Referral and consultation.* RSAP counselors refer residents who require assistance to treatment, more intensive counseling, or wish to participate in 12-step groups (such as Alcoholic Anonymous) outside of the facility.
- **Please see the attached proposed substance abuse curriculum.**

RESIDENTIAL STUDENT ASSISTANCE PROGRAM
Implementation Chart

Outreach and Mailings
Student Assistance Counselor becomes part of the residential facility.

Screening

- 20 minute introduction to SAC within one week of entering facility.
- Orientation to Prevention Education Series, confidentiality, screening for withdrawal, or other substance related health issues.

Prevention Education Series

<p>Topics</p> <ul style="list-style-type: none"> • Being an Adolescent • Alcohol, Tobacco and Other Drugs • Family Pressures and Problems • Skills for coping 	<p>Logistics</p> <ul style="list-style-type: none"> • 3-6 Adolescents • 8 Class Periods • Coordinated with Health Teacher to avoid Repetition
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Assessment for Services

- Minimum 40-45 minutes: to assess for individual, family, AOD issues, and need for treatment
- Orientation to groups,
- May take up to three sessions

Routes to Entry: Individual Sessions

- SAC
- Self-referral
- Prevention Education Series
- Treatment Team
- Staff
- Peer
- Mandatory

Individual Sessions

- One-to-one (counseling COSAPs Substance Abusers)

Counseling Groups

<p><u>Prevention</u></p> <ul style="list-style-type: none"> ▪ COSAPs ▪ Assessment & Education ▪ Siblings 	<p><u>Intervention</u></p> <ul style="list-style-type: none"> ▪ Assessment & Education ▪ Parents, Peers & Partying ▪ Substance Abusers ▪ COSAPs/Substance Abusers
<p><u>Logistics</u></p> <ul style="list-style-type: none"> •4-8 Adolescents •During School Day •Highly Interactive •Professionally Led •Closed Membership •6-12, 40 Minute Sessions •Once a Week 	

Facility Wide Awareness Activities

C. Provide a copy of Bidder's proposed cognitive behavioral curriculum. 2.3B.7b

- Community Empowerment Council, Inc. will provide services, without limitations, to each juvenile as outlined in the juvenile's ITP:
 - Community Empowerment Council, Inc. will provide individual sessions with a mental health clinician, CEC's LCSW and will be held at a minimum of one time per week for a minimum of 55 minutes or as deemed clinically necessary. Staff will perform initial assessment of client upon arrival and create treatment plan to address the needs of the clients.
 - Community Empowerment Council, Inc. will provide Positive Life Changes curriculum sessions that includes principles of risk, need and responsivity will be used for these individual sessions. Risk informs the intensity of services as well as the level of structure and supervision. Need will ensure that treatment groups focus on factors related to recidivism. Responsivity supports the use of cognitive-behavioral techniques and skills building and problem-solving skills. Positive Life Changes sessions will be provided a minimum of three (3) times per week for fifty-five (55) minutes each session. **Please see the attached Positive Life Changes Curriculum for review and approval.**
 - Community Empowerment Council, Inc.'s Case Worker will provide aggression replacement training (ART) for reduction of aggressive and violent behavior groups 2 times per week for fifty-five (55) minutes. This ART program is rated effective and recognized on OJJDP.
 - Community Empowerment Council, Inc. Case Worker will provide family sessions with juvenile's legal caregiver/guardian provided a minimum of 1 time per month for fifty-five (55) minutes or as deemed clinically necessary. Attempts to involve appropriate family members/legal guardians will be documented in the juveniles case file.

Positive Life Changes

A Cognitive-Behavioral Intervention for Adolescents and Young Adults

Nancy G. Guerra

LEADER'S GUIDE

Contents

Acknowledgments v

Introduction 1

Lesson Guides

Workbook 1: Who Am I and Where Am I Going?

Part 1: Who Am I? 17

Lesson 1	Me, Myself and I	19
Lesson 2	Personality Plus	23
Lesson 3	Me and My Brain	25
Lesson 4	I Believe—Right and Wrong	27

Part 2: Managing Myself 29

Lesson 5	The Power of Willpower	31
Lesson 6	Impulse Control	33
Lesson 7	Anger Management	35
Lesson 8	Coping with Stress	37

Part 3: Where Am I Going? 41

Lesson 9	My Personal Goals	43
Lesson 10	Looking Forward—Overcoming Obstacles	47

Workbook 2: How Do I Get Along with Others?

Part 1: Connecting with Others 51

Lesson 1	Me and You	53
Lesson 2	Empathy—Our Social Glue	55
Lesson 3	Caring Connections	57
Lesson 4	Heroes Among Us	59

Part 2: My Friends and Me 61

Lesson 5	Friends and Frenemies	63
----------	-----------------------	----

Lesson 6	Two Hearts—Romantic Relationships	65
Lesson 7	Groupthink—The Power of Many	69
Lesson 8	Befriend Me Not—Resisting Negative Peer Pressure	71

Part 3: Social Support 73

Lesson 9	Where Do I Belong?	75
Lesson 10	My Circle of Support	77

Workbook 3: How Do I Solve Problems and Make Good Decisions?

Lesson 1	Thinking About Problems	81
Lesson 2	The Dire Consequences of Some Decisions	83
Lesson 3	Is There a Problem? (Step 1)	85
Lesson 4	Stop and Think (Step 2)	87
Lesson 5	Get the Facts (Step 3)	89
Lesson 6	Identify Problem-Solving Goals (Step 4)	91
Lesson 7	Think of Solutions (Step 5)	93
Lesson 8	Look at the Consequences (Step 6)	95
Lesson 9	Choose What to Do and ACT (Step 7)	97
Lesson 10	Evaluate Results (Step 8)	99

Appendixes

A. Assessment Materials 101

Core Competency Assessment

Part 1: Positive Sense of Self and Self-Control	103
Part 2: Moral System of Belief and Prosocial Connectedness	105
Part 3: Decision-Making Skills	107

It Could Happen to You Assessment 109

What Would Make You Fight Scale 111

Self-Report of Behavior Scale 114

B. Certificate of Completion 115

About the Author 117

Aggression Replacement Training®

**A Comprehensive Intervention
for Aggressive Youth**

Barry Glick
John C. Gibbs

Third Edition—Revised and Expanded

D. Describe how Bidder shall provide for all the juvenile's health needs, both mental health and physical health needs. 2.3C

Community Empowerment Council will be responsible for providing all of the following medical and mental health needs, for all DYS- referred juveniles, with the following partnered agencies/ contracting out for services:

- Mental Health- Contracting out for services
- Dental Care-Leap Kids Dental
- Primary Care Physician- UAMS Family Practice
- On site Counseling- CEC's Clinical Director
- On site Case Management- CEC's MSW

Community Empowerment Council, Inc. will schedule all appointments, with all medical services needed, for the DYS- referred juveniles. Community Empowerment Council will provide all transportation services that's needed for the DYS- referred juveniles. Community Empowerment Council will provide group and individual counseling for the DYS- referred juveniles.

E. Describe the Bidder's daily on-site sick call protocol to address any minor medical complaints or concerns by juveniles. 2.3C.3

Community Empowerment Council has the following daily on-site sick call protocol that addresses any minor medical complaints or concerns by DYS-referred juveniles:

- Community Empowerment Council, Inc. will address any minor medical attention needs daily. Clients will have a daily routine: Clients will be instructed to wake up daily at 6:00am, complete hygiene, get dressed, eat breakfast, take meds, report any sick requests and go to school. Clients who report any illnesses will be assessed by overnight staff. Staff will record client's temperature, symptoms, and give over the counter medications fit for symptoms presented. Morning staff, will call UAMS Family Practice Medical Center to schedule appointments for further assessment and treatment of illnesses of any ill clients.

F. Provide a copy of the Bidder's proposed suicide prevention protocol. 2.3C9

- CEC, Inc. will provide a suicide prevention protocol

RESPONDING TO A THREAT OF SUICIDE:

A threat of suicide is when a person says they plan to hurt themselves in a way that will cause death. The person may have a tool that can cause death, such as a gun or drug – a “lethal means” – but sometimes it may be hard to tell if lethal means are close by or easy to get. It is still a threat of suicide if the person says they plan to die, even if you don't immediately see a means of causing death.

The following list is the protocol that will be followed by Community Empowerment Council, Inc.

STEP ONE: Take the Threat Seriously

1. Always take a threat of suicide seriously.
2. Remain calm. Speak calmly, slowly, and in a normal tone of voice.
3. Speak to the person directly. Say “I believe you and would like to help you to get help.”

STEP TWO: Check Your Immediate Safety

1. If guns or weapons are not present, proceed to Step Three.
2. If guns or weapons are present, call 911 immediately.
 - a. Tell the 911 operator if there is a weapon.
 - b. If you can't call 911, speak to another person by name and tell them to call 911. “Jane, please go out into the hall and call 911.” Tell them there is a weapon.
 - c. Clear the scene.
 - d. Try to withdraw and get to safety.
 - e. If you can withdraw, WAIT FOR EMERGENCY HELP TO ARRIVE.
 - f. If you cannot safely withdraw, try to keep the person as calm as possible.
 - g. DO NOT ATTEMPT TO DISARM AN ARMED PERSON YOURSELF.
 - i. If you must act before emergency help arrives, speak calmly at a normal volume and firmly tell the person to hand the weapon to you, or to put it down
 - ii. Don't shout or speak angrily or aggressively.

iii. Be gently directive. Don't ask them, tell them to give it to you. "John, hand me the weapon."

iv. If you can get the weapon from them, secure it – unload it, lock it away and hold onto the key.

v. Ask if there are any other weapons. Secure them as well.

h. Stay alert for chances to withdraw to safety.

i. WAIT FOR EMERGENCY HELP TO ARRIVE.

STEP THREE: Do Not Leave Them Alone

1. Do not leave a suicidal person alone, even for a short time. Make sure one person is with them at all times until emergency help arrives.

2. Speak calmly and conversationally to the person, at a normal volume, and don't yell or get angry.

3. Decrease outside interruption and noise as much as possible.

4. Do not let the person leave.

STEP FOUR: Call for Professional Mental Health Help

Helping a suicidal person to connect with a mental health professional is the best first step.

1. Find out if the person has a mental health counselor.

a. If yes, call that counselor and try to get the person in crisis in to see them as soon as possible.

b. If no, or if you can't get that person on the phone, continue here.

2. Call your local Emergency Mental Health Crisis Team.

a. Tell the Crisis Team that you are with a suicidal patient. Follow their instructions.

b. LAW ENFORCEMENT STRONGLY RECOMMENDS THAT EMERGENCY TRANSPORT BE CALLED FOR ANY TRANSPORTATION OF SUICIDAL INDIVIDUALS.

c. Do not let the person drive themselves.

d. Try to arrange to have mental health personnel come to the patient.

e. If you can't reach any mental health help at all, and you think it is dangerous to wait for a call back, you can have the person brought to the Emergency Room.

3. Make sure someone stays with the person until their transportation or counselor arrives.

STEP FIVE: Waiting for Emergency Help or Transportation

1. Do not leave the person alone.
2. Continue to talk to the person in a calm voice.
 - a. LISTEN.
 - i. Tell them you believe them and invite them to tell you what is going on, how they are feeling.
 - ii. Listen to their answers, without interrupting.
 - iii. Show you have heard their answers.
 - “It sounds like you are really sad and angry because of the divorce. Is that right?”
 - b. DON'T...
 - i. DON'T joke, or try to make light of the situation.
 - ii. DON'T judge them – “This is a terrible thing to do!” -or- “Suicide is a sin.”
 - iii. DON'T guilt them – “Think of how your family will feel.” -or- “You can't do this to us!”
 - iv. DON'T minimize their feelings – “Everything will look better tomorrow, you're just having a bad day.”
 - v. DON'T downplay the seriousness of the crisis – “You're overreacting, it's really not that big of a deal” -or- “By next week, you'll have forgotten all about this.”
 - vi. DON'T make empty promises – “I know you'll find a new job fast.” -or- “I know your wife will come back to you.”
 - vii. DON'T tell them you “know exactly how they feel” or talk about your own experiences.

STEP SIX: Report the incident to DYS personnel.

STEP SEVEN: Follow up with client.

G. Describe the Bidder's procedure for monitoring of dispensed medications (over the counter and controlled substances) to juveniles. 2.3C.10

Community Empowerment Council will follow the following procedure for medication management for each individual DYS-referred juvenile:

All medication will be counted, logged in, and locked up upon DYS-referred juvenile arrival at the facility. Keys to medication storage areas will be kept on the premises and readily accessible by staff at all times.

- Pill Counts
 - Each DYS-referred juvenile meds are counted and logged in in the med log book and accountability log book at the time of arrival
 - All Community Empowerment Council staff, that works with the DYS-referred juvenile conducts a pill count on each DYS-referred juvenile medications and logs count in accountability log book to account for all meds during every shift.
 - All DYS-referred juvenile medications will be administered by Community Empowerment Council staff as instructed on the client's medication bottle
 - Staff will prepare medications by placing them in medications cups (locked in medication closet)
 - Staff will call each juvenile in the office, while DYS-referred juvenile has a cup of water,
 - Staff and DYS-referred juvenile will assure meds are correct
 - Staff will assure meds were swallowed by the DYS-referred juvenile
 - Staff will log time, date, medication given, dosage, staff will sign, and DYS-referred juveniles will sign.
 - Medications will be called in for refills when there are 10 pills left in the bottle
 - Staff will pick-up meds from pharmacy when they are ready and log in any new meds and number of pills in accountability log book
 - Staff will make a note (CLIENT FINISHED MEDS) on the accountability log sheet and in the medication administration log book, including the date finished for any discontinued/completed meds that will not be refilled

H. Describe how Bidder shall ensure the educational needs of juveniles are met. 2.3E

Community Empowerment Council will enroll juveniles in the following type of education services that appropriate for each DYS-referred juvenile:

1. Public elementary/secondary educational services
2. GED (General Educational Development) educational services
3. Virtual Arkansas educational services

- I. Describe Bidder's approach to providing aftercare planning 2.3F
- Community Empowerment Council, Inc. will actively engage in the development of the aftercare plan and the exchange of information relative to the juvenile with the designated aftercare provider. CEC, Inc. will maintain documentation of all contacts with the aftercare worker in each juvenile's record to include records forwarded to the aftercare worker.
 - CEC will provide a copy of all records and a copy of the discharge plan to the designated aftercare provider at least 45 calendar days prior to discharge.
 - CEC will notify the aftercare worker of the established transfer date at least 45 days prior to discharge or immediately if there is any change in the transfer date.
 - CEC will cooperate with the aftercare provider in scheduling any aftercare conferences with the client, the client's legal caregiver/guardian, and the aftercare provider. CEC, Inc. will sign 100% of aftercare plans to document the contractor's participation in aftercare conferences and knowledge of the plan(s).
 - CEC will upload the discharge summary into JJIS 45 days prior to the youth's discharge. A signed copy of the discharge summary will be provided to the DYS case Coordinators.
 - CEC will submit a status change for juveniles in DYS Custody (RS-9 form) in the manner required by DYS with an accompanying transfer or discharge summary to support the recommendation whenever the assigned counselor and/or therapist indicates the transfer or discharge of the juvenile from the group home appropriate.
 - CEC will ensure that the appropriate staff attends any scheduled court hearings in their client's delinquency cases without being subpoenaed and provides testimony and documentation as requested. If a juvenile is required to attend a hearing in a case other than their delinquency case, program staff will be required to attend as directed by DYS.
 - The LCSW will and MSW will actively participate in developing the aftercare plan in cooperation with the client, the client's legal caregiver/guardian, and the aftercare worker.
 - CEC will participate with the juvenile in the independent assessment for Medicaid PASSE program.
 - CEC will upload the final agreed-upon aftercare plan and signed discharge summary in JJIS within ten (10) calendar days from scheduled discharge from the group home.

CEC, Inc. will transport the juvenile to the recommended post discharge placement if and once approved by DYS. CEC, Inc. will ensure appropriate transport arrangements are made for the juvenile if discharged to the community. CEC will not transfer or discharge a juvenile referred by DYS from the Contractor's program, nor return a juvenile to DYS or place in juvenile detention center time out without prior authorization from DYS. CEC will provide written notification to

the designated community-based provider of anticipated discharge of a juvenile referred by DYS at least forty-five (45) calendar days prior to the discharge. A copy of the notification will be maintained by the CEC, Inc. in the juvenile's individual case file for review by DYS.

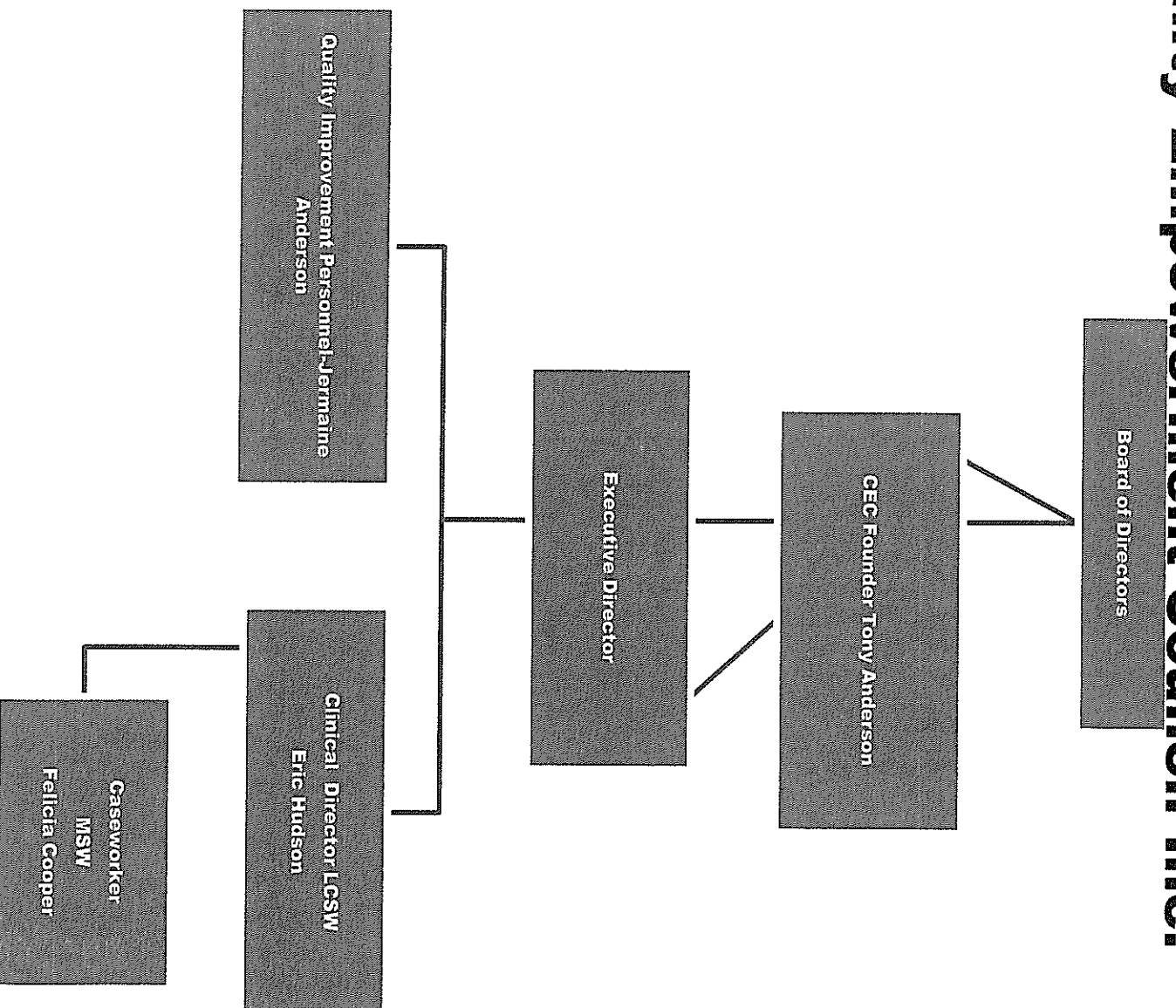
J. Describe Bidder's proposed quality improvement process, including proposed personnel responsible for implementation. 2.4

- Community Empowerment Council, Inc. has a designated Quality Improvement Personnel, Jermaine Anderson, that will oversee the Quality Improvement process for the Agency, and ensures that all programs and/or units participate in the QI process. The Q.I. Personnel will ensure meetings occur on a regular basis and participates in all QI meetings as a support. The Q.I. personnel will gather data, help provide overall analysis of data and disseminates information regarding QI activities to all staff and the Governing Board. The Q.I. personnel will also assist with the development of Program Quality Improvement Plans, as needed, and will monitor, with the Supervisor, the progress of these plans. The responsibilities of the Quality Improvement Personnel include:
 - Developing and submitting the Quality Improvement Plan for approval.
 - Developing indicators of quality on a priority basis.
 - Periodically assessing information based on the indicators, taking action as evidenced through quality improvement initiatives to solve problems and pursue opportunities to improve quality.
 - Establishing and/or supporting specific quality improvement initiatives.
 - Reporting to the Board of Directors on quality improvement activities of the agency on a regular basis.
 - Formally adopting and implementing a specific approach to Continuous Quality Improvement

The program, will have a QI Team consisting of frontline staff and the supervisor that convene on a quarterly basis. There are 5 pre-determined areas that are covered and reviewed during the QI meetings, which consist of: Unusual Incidents, Accidents and Grievances, Program Defined Outcomes, Client Surveys, Peer Reviews and an opened ended Improvement Project. It is the QI Leader's responsibility to ensure the necessary data is gathered prior to the meeting, and to facilitate the meeting. Data is obtained through the Client Database and reports. There is also a designated Scribe, responsible for taking notes and producing a QI Summary Report to include the trends and strategies for each area discussed.

The QI Program Summary reports are shared with the program staff and a copy is kept by the Q.I. Department. It is the expectation of the Agency leadership that the plans and/or strategies developed in the QI meetings are reviewed at regular program team meetings, at least monthly. In addition to the individual QI Team Meetings, an Agency Wide Leadership CQI meeting occurs, quarterly, after the QI Team meetings, to allow all programs to share their findings and plans for improvement. QI Leader and the Q.I. Department participate in this meeting.

Community Empowerment Council Inc.



Curriculum Vitae

Felicia Cooper (870)267-3071 (c)

2300 W. 47th Ave (870)575-8890 (w)

Pine Bluff, AR 71603 Email cooperf@uapb.edu

Experience

1/2007-present University of Arkansas at Pine Bluff Pine Bluff, AR

Instructor

- Instruct social work classes
- Student advisement
- Curriculum development
- Grade papers

8/2013-present University of Arkansas Pine Bluff Pine Bluff, AR

Field Coordinator

- Collaborate with local agencies and organizations to place students for field experience
- Instruct Field Experience & Lab I and II courses
- Meetings with Field Instructors

6/2013-8/2016 Juveniles In Motion (Summer Camp Employment) Pine Bluff, AR

Instructor/Counselor

- Supervised youth throughout the day
- Instructed daily sports activities
- Instructed daily classroom academics curriculum

1/2017-2018 Community Empowerment Council, Inc Pine Bluff, AR

Continued Education Trainings Trainer

- Bullying
- Restorative Parenting
- How To Be A Good Advocate For Youth
- Understanding Teenage Substance Abuse & Current Drug Trends
- Crisis Prevention/Intervention
- Communicating With Troubled Youth
- Building A Relationship/Rapport With Clients
- Basic Advocacy Skills

5/2017-8/2018 Community Empowerment Council (Summer Camp Employment) Pine Bluff, AR

Camp Leader

- Supervised youth throughout the day
- Instructed various daily sports activities
- Instructed daily classroom discussions and academic curriculum
- Chaperoned and supervised weekly field trips
- Assisted with preparing lunch
- Planned and organized several weekly field trips/weekly speakers

2/2019-5/2019 Belair Alternative Learning Environment Pine Bluff, AR

Conflict Resolution Trainer

- Resolve Conflict Without Violence
- Improve Communication Skills
- Clarify Acts of Assertiveness
- Exemplify the Importance of Controlling Emotions
- Reiterate the Importance of Negotiation and Compromising

7/2009-12/2009 Jefferson Regional Medical Center Pine Bluff, AR

Social Worker

- Primary responsibilities include coordinating social work duties for the Psychiatric and Transitional Care units.
- Duties include individual counseling, family counseling, group therapy, discharge planning, and consultation with medical staff.
- Other tasks include crisis intervention, abuse and neglect issues, prescription, housing, and transportation assistance.
- Work as part of the interdisciplinary treatment team.

12/2004-7/2006 Children's Service Society of Wisconsin Milwaukee, WI

Treatment Foster Care Worker

- Facilitated and worked as a member of a treatment team.
- Face to face contact minimally every other week with children with mental disorders, illnesses, and behavioral issues.
- Developed treatment plans with goal setting.
- Attended court hearings.
- Provided necessary support and services to foster families.
- Completed required paperwork/documentation

5/2003-2/2004 New Concept Self Development Center Milwaukee, WI

Program Supervisor

- Provided supervision to First Time Juvenile Offender Program, Safe & Sound Program, and Provider Service Network Provider.
- Directed work of staff, assigned referred cases, evaluated service plans, and met weekly with staff.
- Responsible for the recruitment of training Provider Service Network staff.
- Responsible for coordinating referral services.
- Grant and proposal writing.

8/1999-3/2005 St. Rose Girls Residence Milwaukee, WI

Treatment Counselor

- Supervised girls with mental disorders and behavioral issues according to treatment plans outlined by team therapist.
- Provided therapeutic group living experience for residents and developed and maintained a meaningful therapeutic relationship with residents.
- Kept accurate progress notes and reports
- Provided supervision and direction for support staff and residents
- Planned and facilitated recreational therapeutic activities for residents.

8/1999-5/2003 New Concept Self Development Center Milwaukee, WI

Prevention/Intervention Specialist for First Time Juvenile Offender Program

- Face to face contact with juvenile
- Home visits and school visits
- Linked juvenile with community resources
- Completed required weekly/monthly documentation and reports

Education

10/2008-3/2011 Capella University (online) Minneapolis, MN

- Doctorate in Social Work (No Degree Awarded)

8/2002-5/2004 University of Wisconsin-Milwaukee Milwaukee, WI

- Masters in Social Work

8/1996-5/1999 University of Arkansas at Pine Bluff Pine Bluff, AR

- Bachelors in Social Work

8/1993-5/1996 Philander Smith College Little Rock, AR

- Sociology Courses (No Degree Awarded)

Eric Hudson

Objective To wholly employ my attributes to an advancement in quality of services.

Work experience February 2011 to present U.S. Renal Care Pine Bluff, AR

Licensed Clinical Social Worker

Responsible for conducting psychosocial evaluations, participating in team review of patient's progress with interdisciplinary team, providing casework and group work services to patients and their families in dealing with special problems associated with ESRD, and identifying community social agencies and other resources and assisting patients and families to utilize them.

February 2010-2011 Hospice Home Care Pine Bluff, AR

Medical Social Worker

Responsible for individualized comprehensive psychosocial, spiritual, and bereavement assessments on patients admitted to the hospice program. Participate in interdisciplinary team meetings; and address psychosocial needs. Provide ongoing casework, bereavement, community education, and referrals.

June 2007-January 2020 The P.A.T Center Pine Bluff, AR

Therapist

Conduct psychosocial assessment and formulate appropriate treatment plans to address mental health and behavioral issues. Provide individual, family, and group therapy to children and adults. Crisis and collateral intervention as needed. Discharge and aftercare planning.

August 2009-2019 Univ. of Ark. At Pine Bluff Pine Bluff, AR

Adjunct Instructor

Primary responsibilities include teaching and developing the curriculum within the School of Social Work. Preparing and providing students with course outlines that support learning objective set forth in the course syllabus. Measure learning outcomes. Assess student performance and maintain grade records. Create an effective learning environment by the using of a variety of instructional methods.

July 2005-present Jefferson Regional Medical Center Pine Bluff, AR

Social Worker

Primary responsibilities include coordinating social work duties for the Psychiatric and Transitional Care units. Duties include individual counseling, family counseling, group therapy, and discharge planning. Other tasks include crisis intervention, abuse and neglect issues, prescription, housing, and transportation assistance. Field instructor for student interns. Work as part of the interdisciplinary treatment team.

June 2005-2010 Jefferson Comprehensive Care Systems Pine Bluff, AR

Licensed Master Social Worker/Group Facilitator

Serve as the social worker/facilitator for the Healthy Relationships Program; a small-group intervention for men/women living with HIV/AIDS. Teach clients decision-making and problem-solving skills regarding sexual behaviors and HIV status disclosure. Primary responsibilities include; individual counseling, debriefing sessions with group facilitators, and co-facilitating groups.

September 2004-August 2008 Univ. of Ark. at Pine Bluff Pine Bluff, AR

Student Development Specialist

Served students in the counseling center. Primary responsibilities were to assist students in their personal, social, and professional development. Duties included: individual, family, and group counseling, administration of local/national tests, development and facilitation of personal enhancement seminars, coordinate student activities, and consultation with student groups.

January 2004-August 2004 Residential Options Inc. Lansing, MI

Residential Technician

Administer medications, therapy programs, and treatments to developmentally disabled children. Provide respite care for parents of children with developmental disabilities in the home as well as in a residential center. Transport clients to organized recreational and educational outings. Collaborate with interdisciplinary team to develop treatment plans.

May 2003-August 2004 Family Independence Agency Lansing, MI

Foster Care Specialist

Responsible for the placement and care of children placed into foster care by the Family Court, Juvenile/Family Division. Case management of children ages one day to 19 years of age. Used appropriate interview and closing techniques to gather information, prepare reports and/or referrals for service. Provide testimony in litigation, formal, and informal hearings. Meet psychological/counseling needs of the parents and children. Assist parents with return to work programs. Meet with parents, teachers, mentors, social workers, and psychologists with the goal of reunification.

August 2002-April 2003 Lakeside Treatment Center Kalamazoo, MI

Master Social Work Intern

Worked as a social worker/therapist in a residential setting with adolescents who have been abused and /or neglected. Worked as part of an interdisciplinary treatment team. Provided individual, group, and family therapy to assigned clients. Developed level advancement plans, treatment goals and objectives, wrote progress notes and initial evaluation plans.

May 2000-August 2000 USDA, Angell Job Corps Center Yachats, OR

June 2001-August 2001

Social Services Aide (interns)

Worked with young adults ages 16-24 in the Job Corps program. Monitored, counseled, tutored, and mentored students. Teach social skills. Conducted room and locker inspections. Transported students to work, home, and recreational trips. Provide individual and group guidance in informal or structured settings. Maintain student personal/social development plans.

1997-1999 U.S. Army Reserves North Little Rock, AR

PFC, Civil Affairs Specialist

Military Occupation (38A); to implement a government policy and teach civilians how to resolve civil affairs in a peaceful manner. Worked as a part of a battalion in an airborne unit.

E. Hudson, resume pg. 2

Education May 2002-April 2003 Western Michigan University Kalamazoo, MI
Master of Social Work
 Graduated with a cumulative G.P.A. of 3.82 and nominated to the National Dean's List. Advanced placement track with a concentration in Interpersonal Practice.

August 1998-May 2002 Univ. of Arkansas at Pine Bluff Pine Bluff, AR
B.A., Social Work
 Graduated with a cumulative G.P.A of 3.49 and nominated to Who's Who Among Students in American Colleges and Universities.

Certification/Training Licensed Clinical Social Worker (2013)
 Arkansas College Personnel Association, New Professionals Institute (2006)
 Group Facilitation (2006)
 Motivational Interviewing (2006)
 Licensed Master Level Social Worker (2005)
 Certified in First Aid and Adult CPR (2004-2019)
 State of Michigan, Child Welfare Institute (2002)

Professional memberships Treasurer, Alzheimer Community Development Commission (2017-2019)
 City of Pine Bluff Parks and Recreation Advisory Board (2017-present)
 Senator-at-large, UAPB Faculty/staff Senate (2006-2008)
 Advisor, UAPB Student Government Association (2006-2007)
 Member, Southern Poverty Law Center (2005-present)
 Board Member, Arkansas College Personnel Association (2004-2008)
 Alpha Phi Social Work Honor Society (2002-present)
 Alpha Kappa Mu National Honor Society (2001-present)
 National Association of Social Workers (2001-present)
 Advisor, Phi Beta Sigma Fraternity, Inc. (1999-2008)
 Treasurer, Social Work Club (2000-2002)
 Member, Ronald McNair Scholar's Program (2000-2002)

References Sherida Oneal-Wright, Administrator 2800 W. 28th Pine Bluff, AR 71603 (870) 489-7220

Joyce Vaughan, Director, 1200 N. University Dr., Pine Bluff, AR 71601 (870) 575-8969

Pam Blake, Manager, 1600 W. 40th St. , Pine Bluff, AR 71603 (870) 541-7100

E. Hudson, resume pg. 3



Arkansas
Social Work License Card

License No.

4404-C

Expiration Date:

2/28/2021

Eric Antwon Hudson, LCSW

1 Jefferson Place

Pine Bluff AR 71603

Card bearer is licensed and in good standing with the Arkansas
Social Work Licensing Board

A handwritten signature in cursive script, appearing to read 'Sigh Hudson', is written over a horizontal line.

Chairman

ANTONIO J. ANDERSON

8694 Old Warren Road, Pine Bluff, Arkansas 71603 | H: (901) 331-9036 | Jermaineanderson@cecemp.org

SUMMARY

Business-conscious individual offering over 7+ years working as Executive Director for Community Empowerment Council. Focused and enthusiastic professional offering highly effective skills in strategizing and employee coaching and mentoring.

SKILLS

- Outreach programs
- Coaching and counseling
- Supervision and Training
- Financial document control
- Policy Program development
- Leadership and team building
- Budgeting and Cost Control Strategies
- Employee scheduling
- Grant writing/ Fundraising
- Talent management and staffing
- Vendor relationships
- Human Resource Management
- Maintain inventory
- Leadership
- Mentoring/ Development
- Program Monitoring
- Strategies and Goals
- Contracts
- Project Management
- Customer Service
- Organizational
- Implement Program
- Customer Service
- Project Management
- Quality Management

EXPERIENCE

09/2017 to Current

Assistant Prevention Director

Arkansas Region 12 Prevention Provider - Pine Bluff, AR

- Responsible for the Prevention efforts of 5 Arkansas counties.
- Develop program plans to directly or indirectly address alcohol, tobacco, and other drug (ATOD) abuse prevention efforts, including related risk factors.
- Assist in the implementation of technical assistance plans to strengthen community resources, capacity, and strategic planning for prevention efforts.
- Provide technical assistance for local assessment of community needs and available community ATOD and related risks prevention resources.
- Inform community coalitions of programs, resources, and funds available to them in the state, county, and neighboring communities.
- Provide or facilitate model program training to build community capacity to implement evidence-based prevention programming.
- Complete reports and maintain files relating to community/resource development.

09/2012 to Current

Sport Performance Enhancement Trainer

NBA Elite - Pine Bluff, AR

- Focus on athlete ages 5 to 18 years for sports specific goals through various speed, flexibility, agility and strength training methods
- Provides instruction to training groups according to Sports Performance guidelines
- Assures that the student athletes will be working in a fun and safe environment
- Trains Student Athletes and Adult Amateur Athletes
- Trains Elite Amateurs and Professional Athletes
- Maintains control and discipline of training classes
- Assisted in designing individualized nutritional goals and plans
- Coach Youth Athletes in various Sports leagues
- Promote healthy nutrition to fight childhood obesity
- Imparted discipline to all team members and modeled good citizenship skills
- Helped to design fitness and conditioning programs for student-athletes
- Proactively participated and contributed to community service efforts
- Assessed student behavior and academic achievements to determine continued eligibility for program

09/2012 to Current

Executive/ Director

Community Empowerment Council (CEC) - Pine Bluff, AR

- Directs, coordinates and implements all aspects of the local CEC Program, including both its administrative support and programmatic direction
- Reports and is responsible to the CEC Board of Directors for the CEC's operation; discusses program, personnel and budget plans and priorities; recommends new policies and procedures or changes needed in existing policy and procedural objectives and priorities
- Managed official records and documents, and ensure compliance with federal, state and local regulations
- Design / Implement programs, policies and procedures using best practices
- Maintains close working relationships with all supervisory staff in matters relating to evaluation, planning, and training
- Implement Projects from start to finish using forecasting and project management
- Implement fundraising activities and grant writing
- Review and evaluate results of program operations

07/2009 to 09/2012

Human Resource Manager

Community Empowerment Council Inc., CEC - Pine Bluff, AR

- Ensures the coordination of the hiring process, including recruitment, selection, references, and background checks
- Provide leadership in developing programs, organizational, and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board
- Maintain official records and documents, and ensure compliance with federal, state and local regulations
- Manage day-to-day operations in administration
- Responsible for researching new HR trends and incorporating them into the workplace
- Implement Project Organization and Staffing
- Implement Projects from start to finish using forecasting and project management
- Interview, hire, train and manage staff
- Teach life planning skills, management and financial literacy to clients
- Mentor clients ages 6 to 18

02/2009 to 07/2010

Loan & Loss Mitigation Collector I

Little Rock, AR

- Responsible for collecting delinquent accounts by contacting customers on the telephone.
- Responsible for maintaining individual delinquency goals set by management.
- Customer Service.
- Update customer records on a continuous basis to ensure our system reflects the most current customer information.

05/2005 to 02/2009

Site Organizer / Supply Manager

Anderson Construction - Pine Bluff, AR

- Supervise employees to ensure a clean work environment.
- Manage contracts and contractors.
- Project Management and best practices implementation.
- Maintained proper inventory by stocking supplies.
- Finished goods from point-of-origin to point-of-consumption.

11/2007 to 07/2008

Package Handler

UPS - Pine Bluff, AR

- Transferred packages from the conveyor belt to the disbursement vehicles.
- Transferred packages from the feeder onto the conveyor system.

05/2003 to 05/2005

Youth Teacher

Community Action Council - Lexington, KY

- Confers with parents regarding facility activities, policies, and enrollment procedures.
- Reviews and evaluates facility activities to ensure conformance to state and local regulations.
- Conferred with teaching staff regarding children behavioral or learning problems, recommended methods of modifying inappropriate behavior and encouraging learning experiences.
- Taught/Mentored youth 6 to 12 years of age.

EDUCATION AND TRAINING

2008

B.S: Industrial Technology, Business Management
University of Arkansas at Pine Bluff

REFERENCES

REFERENCES Available upon request

CERTIFICATIONS

- Crisis Intervention and Bullying
- Cardiopulmonary resuscitation

THE UNIVERSITY OF ARIZONA



THE UNIVERSITY OF ARIZONA

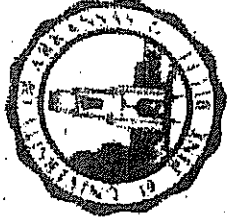
OFFICE OF THE

REGENT GENERAL

TO THE HONORABLE SENATE OF THE UNITED STATES
WASHINGTON, D. C.

DEPARTMENT OF THE INTERIOR

UNITED STATES GEOLOGICAL SURVEY
WASHINGTON, D. C.



Approved: _____
Special Agent in Charge