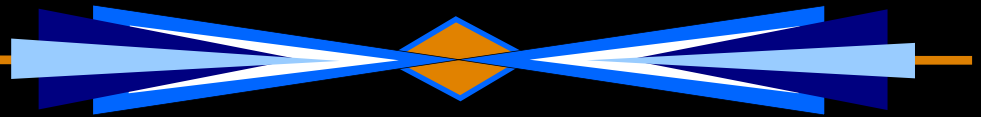


# Owens Valley Career Development Center



## Annual Report 2010-2011





# Mission Statement

The Owens Valley Career Development Center is a dedicated American Indian organization operating under a consortium of sovereign nations.

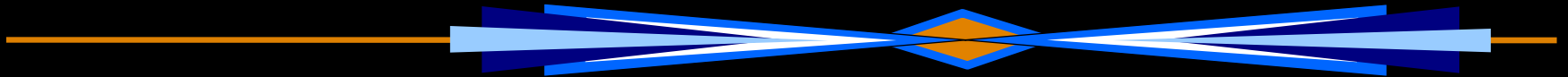
Whereby, providing the opportunity for improvement in the quality of life by focusing on education and self-sufficiency while protection, preserving, and promoting our cultures in the spirit of positive nation building for native people of today and generation of tomorrow.

## OVCDC Core Values

- ❖ Compassion – We will deal with each individual and the communities that we serve with compassion.
- ❖ Self-Sufficiency – We will promote and encourage self-sufficiency through education and increased opportunities for Native Americans and above all, do no harm.

## (OVCDC Core Values Continued)

- ❖ Respect – We will deal with every client, community member, tribe, Board member and employee with respect at all times.
- ❖ Native Culture – We will strive to preserve, enhance and promote Native American culture and traditions.
- ❖ Integrity – We will operate in an ethical manner with integrity and honesty at all times.
- ❖ Sovereignty – We will preserve tribal sovereignty.
- ❖ Generosity – We will give back and share, practicing the principle of reciprocity.





# Big Pine Child Care Center

Our mission here at the OVCDC Child Care Center is to provide a safe, developmentally and culturally appropriate environment for all the children we serve. Our focus is to provide a stimulating early care and educational experience which promotes each child's cognitive, physical and social/emotional development. Our goal is to develop lifelong learners. The development of a strong self-esteem is very important to our staff and that is why we incorporate Paiute language and culture into our curriculum.

Having our two teacher's aides complete their certification in their current positions is a great accomplishment for our program. They continue to take classes towards their Associate Teacher Certification. We are very proud of them. We have operated our Food Program since April 2010, and we had our first review, with only one finding. Our goal is to have zero findings next time.

We provide reliable, nurturing child care for the communities of Big Pine, Bishop & Lone Pine, so that parents can go to work school or training and have peace of mind. Since we opened in May of 2003 we have served approximately 82 families.

Staff continues to enroll in ECE classes. We work closely with Career Education in reaching our goals.

We work closely with Nuumu Yadoha program on language acquisition and promoting cultural activities and crafts. Instructor, Jamie Meredith, continues to offer her teaching 2-3 days a week. Qwina West offers traditional dance lessons to the children and they perform the dances during our family gatherings. We are extremely grateful to the Nuumu Yadoha program for all their assistance.

Tuniwa Nobi has been a valuable asset to our program as well, they offer books to our children, teachers, and to the program. Our Infant/Toddler Teacher gains valuable information from the classes they offer. And, we provide temporary drop-in child care assistance to those parents attending classes in Big Pine.

We have maintained the safety standards by the use of our daily, weekly and monthly checklists.

Our internal audit findings have prompted us to take a look at our financial policies. We made several changes to the policies and have implemented them. We purchased a safe for the holding of checks, money and other sensitive items at the child care. Finance is working on a collection policy for outstanding balances.

We are continuing to monitor the corrected findings for the Child Care Center, while working on correcting the findings that still need to be corrected, by their due dates.

We had our first CACFP review on July 20, 2011. We had one finding in the enrollment/eligibility category. That finding will be corrected on the July 2011 food claim.

Every year August – September we have parents recertify by updating our files and resubmitting the application for the CACFP (food program), filling out new emergency cards, updating parent pay fees, etc.

We are continuously looking at our policies and procedures a section at a time. We are currently working on the emergency preparedness plan for the center, in case of a natural disaster or state emergency.

Our staffing has been the same for the past two years and with the staff step increases, it has minimized the amounts in certain line items. I know we have a lot less to spend in the operating expenses, due to recent merit increases, but I feel it will benefit the program in the long run with meeting our long term goals.

Staff is taking classes in Early Child Development, so we are right on schedule to have everyone certified by 2014. The Teacher's Aides have completed their certification process and are waiting their certificates. I have noticed we have a lot less to spend in operating expenses, due to recent merit increases, however, I feel it will benefit the program in the long run with meeting our long term goals.

1. By advertising our program to the communities we serve and being published in our local phone book. We will maintain maximum enrollment of 30 children through 2011-2012 program year.
2. Have staff take classes leading to their state certification in their current positions, teachers & aides will take a minimum of one class per semester until they have reached certification in position.

3. Have more traditional songs, games, dances, and language incorporated into curriculum, through 2011-2012 program year. With Measured progress from language instructor.
4. Re-evaluate and update program policies & procedures and Parent Handbook through 2011-12 program year. Completing by June 2012.
5. Maintain adequate networking with TANF, Career Education, Nuumu Yadoha Language, Tuniwa Nobi, Big Pine Education and Inyo County's Child Care Connection throughout the 2011-2012 program year
6. To maintain safety standards at the center by use of daily, weekly and monthly checklists through 2011-2012 program year.
7. Each employee at the center will be re-certified in CPR/First Aide by 11/2011, before cards expire.
8. By working with Facilities we will have shelves installed in the toy shed, located in the playground by 8/11.
9. By working with Facilities, we are getting estimates for the flooring.



# Career Education Department

The NACTEP-Career Education program provides career and technical education to adult students; leading towards certificates and or AA/AS degrees in 6 career strands. These include:

1) Health Careers: C.N.A./Home Health/L.V.N.; 2) Industrial Technology/Wind & Solar Energy Technology; 3) Business Administration/Management; 4) Business Office Technologies; 5) Early Childhood Education; and 6) Human Services certification.

The mission of the Owens Valley Career Development Center's Career Education Program-NACTEP is to promote and encourage self-sufficiency through education and increased career opportunities for Native Americans. We are dedicated to assisting adults in achieving their educational and career goals, including career training, upgrading current job and life skills, and/or transferring to a four-year university. While striving to preserve, enhance, and promote indigenous culture, we encourage an attitude of lifelong learning and community service.

(There have been no changes in our program this year)

The efforts of our NACTEP program are reflective in the percentage of Native American students enrolled in the Cerro Coso Eastern Sierra College Center which totals 17.9% as of 2009-2010. The 2000 census of Inyo County population is 12.3% Native American. The local Bishop Joint Union High School is 11.6% Native American as of 2008-2009. The high percentage of Native American students at Cerro Coso Community College has been acknowledged by the Director of CCCC-Bishop, further, as a direct result of the work of OVCDC-NACTEP supporting 6 Career & Technical Education tracks through our NACTEP grant. 48 students graduated from Cerro Coso Community College in May 2011, of which 8 were OVCDC-CEP-NACTEP participants.

The educational opportunities offered through NACTEP are an important educational component of the tribes we serve. Furthermore, these opportunities are vital to assisting eligible OVCDC-Tribal-TANF families to successfully complete their family self-sufficiency plans. Moreover, the goals of self-sufficiency and self-determination of the participating tribes become more achievable when approached by a consortium of programs working together. The OVCDC-Career Education Program-NACTEP continues to serve as a model in our efforts to involve other OVCDC programs. Our collaboration with the local college is highly regarded. Partnerships with non-Native groups, such as community colleges, employment services, and county offices of education have further enhanced our ability to meet the needs of our adult clientele.

Partnerships with non-Native groups, such as community colleges, employment services, and county offices of education have further enhanced our ability to meet the needs of our adult clientele.

In the Summer 2010 semester, the CEP-NACTEP started a new requirement for all new, and returning students, and continuing students with a GPA falling below 2.0. We call this requirement, “New Student Orientation.” Attendance is mandatory for the above mentioned students and optional for continuing students with GPA’s above 2.0.

The student orientation consists of topics & curriculum which include:

- 1) test & note taking strategies;
- 2) finding & maintaining balance (time management);
- 3) scholarships & financial aid;
- 4) communication techniques;
- 5) critical thinking;
- 6) how to navigate successfully on CCCC website, including on-line class log-in & CCCC email access. Students are given an evaluation form to fill out after each “New Student Orientation” workshop and students are reporting that they appreciate the content and they would recommend it to other new students.

The CEP-NACTEP program has been authorized to administer the Cerro Coso Community College placement tests. This test has allowed our program to place students into the proper classes according to their test scores. This process benefits our program by seeing the reduction of “dropped” classes by students, thus giving us added savings in staff workload & program costs to the CEP-NACTEP.

CEP-NACTEP has taken the lead on the Native American College & Career Day event to be held on 9/9 & 9/10/2011. We are working in partnership with Cerro Coso Community College, Tribal TANF, Tribal Education Centers, Tribal Offices, local High Schools, Inyo County Superintendent of schools, Tribal TERO and others. This event is being held at the Bishop Barlow Lane Gym on the evening of 9/9 and will be held at the Cerro Coso-Bishop College Center on 9/10. The planning for this event began in January 2011.

**Budget objective:** to work within a balanced budget. Career Education’s 2011/2012 budget will continue to remain the same while the enrollment of students must increase. Fall 2011 tuition has increased by 38%, increasing from \$26/unit to \$36/unit. Budget constraints will impact our program. CEP staff is continually looking for outside resources, & grant opportunities to assist the program.

**Staffing objectives** are to continue to assist staff with any professional development opportunities that are low-cost and viable to the enhancement of the Career Education Program. We are at full capacity with our staffing however; if additional funding is acquired we will employ another Career Counselor to assist in the increasing needs of the program.

1. The first objective is to enroll 231 students into one of 6 certificate programs. Staffing consists of: 2 Career Counselors, working directly with students; 1 Job Placement Coordinator providing CCCC placement tests and assisting with soft skills, resume writing & job search.
2. To retain 185 (80%) of our students with continuing their or completing their education. We will continue to give ongoing career/education guidance and supportive services to students.
3. To provide placement of 130 students (70%) into jobs or job advancement, 4-yr university or military. Many students do not want to leave Inyo county, which turns into a barrier for them, due to the low economy and high unemployment rate. Very few students enter into a 4 year university and no students have enrolled in the military service.
4. Twenty-two (22) computers need to be replaced to keep up with the demands of new computer applications offered by Cerro Coso Community College and to meet the needs of our students. Current computers are 5+ years old and are showing signs of wear & tear. This objective will be completed later this calendar year 2011.



# Family Literacy Program

In addition to the Owens Valley Career Development Center's mission statement, it is our program goal to use TANF Purposes 3 and 4 to reinforce family formation and promote our client's levels of literacy, job readiness, and the attainment of educational goals that will aid them in becoming self-sufficient.

To increase client success, the Family Literacy program thoroughly evaluated its services and tracking of client literacy increases to institute necessary improvements to services, curriculum and staff productivity.

**Adult Education:** In 2010-11 we had 22 GED Graduates, 1 on-line high school diploma, 7 DMV , 5 Computer Literacy successes. We assisted clients into college and vocational programs and will continue to provide them educational support in their quest to obtain certificates, A.A's, A.S's, and Bachelor's Degrees. Our college students have goals of working in the fields of early childhood education, the medical field, social services, probation officers, substance abuse counselors, accountants, and even owning their own businesses.

**Early Childhood Education:** The 4 ECE teams in collaboration developed universal lesson plans, adopted the Brigance assessment, utilized Handwriting without Tears curriculum, and introduced the Hatch computer system to reach the goal of assisting children to build solid educational foundations that would reinforce future school success.

1. Provide family literacy based educational activities to all eligible TANF families.
  - ❖ Designed a reporting system to measure instructor productivity and measure client literacy increases.
2. Provide quality/age appropriate (0-5) ECE literacy programs to TANF families.
  - ❖ Selected the Houghton-Mifflin pre-school curriculum and the Hatch computer system as a standard at all four sites.
3. Provide age appropriate cultural activities with curriculum.
  - ❖ In addition to the continuance of the native language ECE programs we have increased the use of Native American books into our curriculum.
4. Provide post-secondary information and tours to eligible TANF adults.
  - ❖ Compiled a list of educational resources and provided college tours.

## **Ensure Quality Educational Service to TANF Eligible Clients**

To ensure adult education client success we will collaborate with TANF to develop a TAS report to record client participation, progress on their educational goals, record whether client assessment scores reach at least the minimum annual increase of 10%, determine levels of instructor productivity, and increase communication between Family Literacy and TANF Case Counselors/ Site Managers.

## **Increase and Monitor Each ECE Child's Literacy Improvements**

By utilizing the Brigance assessment and the Hatch Smart Start computer assessments, each Early Childhood Education (ECE) child will be tested quarterly to measure their educational gains. The quarterly and end-of-the-year assessment scores will determine the effectiveness of our ECE programs and will provide parents with an understanding of their child's literacy growth and the direct correlation between daily attendance and educational improvement.

## **Strengthen Cultural Activities and Curriculum**

**Adult Education:** Pair an interactive cultural experience with each of our Basic Skill Tracks including GED, Computer Literacy, DMV.

**Early Childhood Education:** Continue to strengthen native language in our ECE Enrichment sessions and incorporate more native books and interactive cultural experiences into our ECE Enrichment sessions and home activities.

## Development of Educational Opportunity Packets for Clients

Create and provide TANF adults comprehensive packets listing educational opportunities available in their area including contact information for GED services, GED test payment resources, college programs, vocational certification programs, and other agencies that can be of educational assistance.

- ❖ There have been no major changes to the budget or staffing.

## Priorities:

1. Assist the Internal Auditor to complete the audit of the Family Literacy Program and effective corrective actions to any possible audit findings.
2. Our budget will be allocated to our adult education and early childhood education components through the completion of Proposals, thereby, bring the Family Literacy program into
3. Monitor quarterly whether the need for adult education and/or early childhood education programs at the Bakersfield, Fresno, Porterville, and Visalia sites are required.

## Current Year Objectives:

1. Family Literacy management staff will complete a monthly evaluation of client needs and numbers to determine the need for an adult education or early childhood education program services at the four sites.
2. Ensure that all the annual objectives and outcomes listed on our 2011-12 Performance Work Sheets are met.
3. All adult education/ECE services will be addressed via approved Proposals, thereby bringing the program into fiscal compliance.
4. Establish better communication and collaboration with OVCDC TANF, Prevention, KIEC, and Language departments.





# Kern Indian Education Center

KIEC reinforces the Owens Valley Career Development Center's mission statement by providing educational services to students in K thru 12<sup>th</sup> grades.

Our TANF purposes 3 and 4 program services have been strengthened through increased intensity in pregnancy prevention, academics and cultural experiences.

The Center has succeeded in positively impacting OVCDC's local participation rates by providing excellently staffed, educationally sound and culturally enriching program services and activities to the service area. By providing quality service we maintain the OVCDC mission of promoting positive nation building and continually and actively recruit Native families to increase the population we strive to serve

1. Strengthen tutorial services via collaboration with the Cal State University at Bakersfield's CECE Program to recruit volunteer college students for tutoring sessions.

- ❖ Continue to collaborate with the California State Bakersfield CECE to recruit and place volunteer tutors.

2. Become an affiliate of the American Indian Engineering and Science program (A.I.E.S) to expose our student participants to science activities, competitions and summer camps.

- ❖ Students completed Individual AIES enrollments.

- ❖ Intensified KIEC sponsored science competitions and alternative energy activities for our student participants.

3. Provide tours of local universities, junior colleges, vocational and trade schools to student participants.

- ❖ Students attended California State Sacramento's College Youth Day with other California Native youth ages 15 to 21. They toured UCLA and were provided FAFSA/college enrollment assistance.

4. Increase teen pregnancy prevention information, curriculum and activities with our youth and families.

- ❖ 2010 – 2011 activities and events were Pregnancy Prevention focused with curriculum for all ages

The 2010-2011 Performance Worksheet guided the staff's program activity planning, calendar and educational curriculum development. Also, the Performance Worksheet aided in the clear, focused delivery of health education and culturally enriching activities.

**Live Your Heritage, Native Family Formation & Maintenance** (internal proposal collaboration between KIEC / TANF11-19- 2011)

200 attendees participated in a community TANF Prevention Proposal that included OVCD T&NF, Family Literacy, and Kern County Language programs. The successful event offered educational cultural demonstrations, native arts sessions, interactive family activities, and a OVCD community informational meeting provided to educate families on the OVCD services.

**Men-In-Training, Pregnancy Prevention and Native Family Formation & Maintenance** (internal proposal collaboration between KIEC / TANF). KIEC facilitated an on-going Native boy's youth group created of a committed group of young men that collectively participated in health related education and received cultural instruction through learning drumming etiquette. They have represented OVCD, KIEC, and themselves in a positive way in drumming in local native activities.

Updated lesson plan development and program materials acquisition led to the successful integration of science and renewable energy curriculum presented to our students. This combined with health and pregnancy prevention based educational information and activities provided our participating youth with an awareness of their physical being.

KIEC's cultural curriculum and activities for our youth were facilitated through our Men-in-Training and Girl's Youth groups. The primary focus of the cultural component was to increase their knowledge of their specific tribal history, culture, and traditions for self-concept, cultural sharing, family formation, and to pregnancy prevention.

Yes, KIEC had a significant decrease to the Center's (8040) Education & Training and (8020) Family Formation & Maintenance line items that will affect the delivery of services of annual family educational activities and events. Staffing is not an issue -outside of needing tutorial staff in order to be able expand on current services offered. Staff is effectively cross-trained in one another's positions for necessary coverage resolution.



### **Budgeting Objectives include:**

1. Maintain target quarterly percentage goals for the 2011 2012 KIEC Budget
2. Completing Program Proposals for KIEC services.
3. Partnering with on-site OVCDC programs and outside community programs for best utilization of company resources to provide quality educational, cultural and family oriented opportunities for community members
4. Secure outside funding via grants/programs to supplement current budget

### **Staffing Objectives include:**

1. Quarterly use of OVCDC Staff Development Library resources in staff meetings
2. Quarterly review with staff of Employee Evaluation form for direction and clarity in responsibilities and assignments
3. Partnering with community volunteer programs / community members to acquire volunteer tutorial assistance

## **FY 2011-2012 Priority Objectives:**

1. By 6/2012, Access database development to support a Student Progress Tracking system
2. By 12/2011, research, obtain and use Linda MoodBell assessment or other assessment tools to adequately gauge participants capabilities in Math and English Language Arts
3. Quarterly Pre/Post tests will be facilitated with start and end of each WAIT Pregnancy Prevention section: It's All About ME, Healthy Family Formation, Wise Choices, and Reality Works in NGG, MIT, Tutorial program
4. Quarterly educational visits to Buena Vista area, Carrizo Plains, Wind Wolves preserve, and renewable energy fields to enforce cultural curriculum, land use/management, use of NatGeo on-line system daily
5. By 12/2011 and 6/2012 applications for two grants (TBD) will be processed for additional funding from local and regional agencies



# Language Program

We provide language classes to 5 County TANF Communities: Inyo County: Paiute & Shoshone; Kern County: Pakanapul, Kawaiisu, Kitanemuk & Yaqui; Tulare County: Yowlumni, Wukchumni, Choinumni; Fresno County: Western Mono, Waksachi, Choinumni & Yaqui; Kings County: Tachi & Wukchumni. We are in the second of a 2 year Language ANA grant, and we have provided several teacher training development workshops. Our program also documents Language Speakers & Cultural knowledge. Many of our teams are producing Language CD's & DVD's for use with TANF Communities. We also provide assistance to Native Communities with Language Program development so that they can eventually run their own language programs.

This year, the Tule River Yokuts Language Project is a sub-recipient program of OVCD. It is partially funded by the Tribe and overseen by the Nüümü Yadoha Language Program.

We are also adding on an Archivist position to be stationed in Visalia for the West Side programs.

### *Our staffing is as follows:*

- ❖ *10 FTE: 1 Director, 4 Coordinators, 2 Administrative Assistants, 2 Instructors and 1 Artist/Archivist*
- ❖ *Vacant 1 FTE: Archivist –West Side*
- ❖ *Thirty (30) Language contractors*

**\*\* Increased collaboration with the Language Program staff and OVCD programs.**

Working with the Prevention staff, the language program developed and presented the cultural curriculum for both Youth Camps sponsored by OVCD this summer.

Utilizing Gathering Of Native Americans (GONA) curriculum and tying in storytelling, basketry, archery, nature and hand games, we were able to make a strong and lasting impact on the youth in our service areas.

In addition to our language classes, our staff presents cultural curriculum on a regular basis at TANF prevention activities in all areas.

Language program staff sits on Cultural, Cultural Competency, Employee training & Documentary Workgroup committees and local round table discussions with TANF, in order to offer our expertise in planning cultural relevant materials to our staff and communities.

Through our language classes and Language Teacher Training programs, we have developed new language teachers that we now are able to contract with to continue teaching and expanding our services. Some of these new contractors were former TANF cash aid recipients.

- ❖ Based on last year's surveys to TANF Site managers and Site Project Coordinators, we were able to meet 95% of requests made for services from the Language program. In addition, we continually work with TANF sites on new and current projects.
- ❖ Through the ANA grant, we were able to provide Teacher Training & Media Training in Fresno, Visalia, Bakersfield, Lone Pine & Bishop. Our goal was to provide 6 workshops. We exceeded that goal by having 11 workshops for an average of 32 participants.
- ❖ Our goal was to complete language **surveys** of communities in 5 the county area. We are still working on this, as we have only completed 2 of 5 counties.

## ANA Language Teacher Training Project

Staff member Gordon Bussell has been the ANA project coordinator. Thru the Master Apprentice program 10 teams started with 6 strong speakers emerging in Western Mono, Waksachi, Choinumni, Pakanapul and Wukchumni.

In addition, we held 11 workshops over this past year on Master Apprentice Language Learning methods, Immersion, Total Physical Response, Curriculum Development, Developing Dictionaries, Media equipment usage and Media development and editing. We serviced both staff and clients within our 5 county service area and also guests from Reno Sparks Indian Colony and Chukchansi Rancheria.

New teachers were developed from students attending language classes, that we now contract with: 1 Owens Valley Paiute, 1 Wukchumni, 2 Yowlumni, 3 Western Mono and 2 Yaqui.

Kitanemuk classes have been taught by Linguist Carly Tex in Bakersfield for the past year. There were no living speakers, but through linguistic materials, Carly and the Fort Tejon Tribal Members have been revitalizing an indigenous sleeping language in Kern County. Also, this class has been utilizing our Video conference call system to teach a distance learning class from Bakersfield to Hanford. Not always successful, we are working out the kinks.

Yaqui classes have been taught on a volunteer basis in Fresno for this past year. We provided classroom space and food for these classes. This year we have contracted with 2 speakers to teach in Fresno & Bakersfield.

Western Mono Classes are now offered at Big Sandy Rancheria. These classes have been going strong this past year.

Staff member Kellie Carrillo has refined work that was started 3 years ago by the OVCDL Cultural Competency Committee. With this presentation, she has presented at TANF community workshops, TANF based prevention projects, for OVCDL staffing meetings and at the Youth Gathering. Kellie has been in high demand by OVCDL staff and was finally asked to present this to all OVCDL staff over the next few months with the HR Staff Development Specialist.

Staff developed and implemented Media Tech and Instructor Policies. Utilized the Media Tech Policy to collect over 200 items from the Language Teams for past years' invoicing in order to bring team up to date. Instructors are now more accountable for their lesson planning development and classroom attendance in order to meet the requirements of their contracts.

- ❖ We will add a Full time Archivist position for the Kern, Tulare, Fresno & Kings counties.
- ❖ Linguist Carly Tex has increased her contract with us in order to expand her services outside of Kern County.

- ❖ To exceed expectations of our objectives and developing new and improved cultural programs for OVCDC. We expect to do this with the planned staff and stay within the budget allocated.
- ❖ We will be applying for additional funding in order to continue offering services outside of our current funding sources.

## Current Year Goals:

1. Meet the needs and requests of TANF sites for Language classes.
2. Will hire an archivist for West Side materials to maintain archives and inventory.
3.
  - a. Provide workshops for Formal Curriculum Development.
  - b. Finalize process for evaluations of students and teachers.
  - c. Provide assistance to Tribes in development of State Credentialed Native Language Teachers (AB544).
4. Formalize the Resource Centers and Archiving system at OVCDC.
5. Complete surveys of communities in 5 the county area. Our language team will develop, implement and utilize results.



# Tuniwa Nobi Family Literacy

Provide Family Literacy Services intertwined with TANF purposes 3 and 4 activities to TANF families and eligible community families in Bishop, Big Pine, Lone Pine and Ridgecrest. Included in the curriculum will be the Paiute language and cultural life ways. Services will include literacy skills, employment and life skills, parenting education and family formation activities. Changes from last year: The same books and curriculum are used at each site for each workshop-adding consistency in the delivery of services and all families hearing and learning the same literacy type message and skills. An increase in site visits to Ridgecrest.

First, an increase of employment and life skills workshops offered at each site and the number of adults receiving a certificate of completion.

Bishop: 20 workshops were offered over a period of 11 months – one per month at a minimum; 16 of the 20 workshops had over 50% of TANF adults and 10 of the workshops had solely TANF adults participating; all participants received a certificate of completion.

Big Pine: 7 workshops were offered over a 7 month period- 1 per month; 3 of the workshops had a majority of TANF adults participating; the majority of participants received certificates of completion.

Lone Pine: 10 workshops were offered over a 10 month period – 1 per month; 5 workshops had over 50% TANF adults; all TANF adults who participated received a certificate of completion.

Secondly, an increase in the overall family attendance at monthly workshops and activities with a definite increase of TANF families. This is indicated in our monthly Family Activities attendance.

The Tuniwa Nobi Program consistently implemented curriculum at each activity and workshop that provided TANF and community parents and children with the necessary skills to enhance or create a strong family unit leading to self sufficiency. The main skills included: family bonding techniques, language & communication skills; self-esteem & self-identity, strengthening reading skills through the 5 areas of reading; role-modeling positive & appropriate behavior; positive parenting skills, creating family goals for chores & family responsibilities, skills that promote values & ethics, Paiute language learning, skills to promote learning cultural life ways, and skills to help increase parents involvement in their child's education.

With more families regularly attending activities and learning and hearing the same message, positive change in their home and life style will ultimately take place. The more families that attend Tuniwa Nobi activities, the stronger they will become, thus leading to a stronger, self-sufficient and self-reliant community.

1. Offer quality literacy services through the four components, in the communities of Bishop, Big Pine, Lone Pine, and Ridgecrest; then assess participant's progress and evaluate the activity in meeting the needs of the family.

❖ *This goal was attained as documented by assessment records, checklists, and the TANF reports.*

2. Increase services in South Inyo County to address the needs of TANF families and other community families-included will be monthly family formation workshops; weekly GED classes and life/job skills workshops.

❖ *The number of workshops and GED classes were increased to meet the needs of adults as per our monthly calendar, workshop attendance documentation and TANF reports.*

3. Network more closely with TANF case counselors and TANF prevention staff to implement family activities that address the self sufficiency plans.

❖ *Monthly networking with TANF Case counselors/staff led to more workshops offered to meet their needs and allowed more TANF families to attend monthly events to fulfill their weekly hours.*

4. Assess and monitor staff skills and provide training so we are better prepared to implement services in family formation; prevent/reduce out of wedlock pregnancies, and literacy based services.

❖ *Through annual evaluations it is determined that staff have a clearer understanding of our program goals and the services we are offering. Staff have researched and gathered information and talked to other TANF staff in order to continue offering services to address goals on family self-sufficiency plans. This all contributes to the family attaining their goals on their self-sufficiency plan.*

5. Complete the SWOT process; set a time line and start the process for implementing change.

❖ *The SWOT process was completed by staff and a plan and checklist has been implemented to make change in services.*

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A monthly workshop focusing on school related topics which had an average attendance of 15 parents with an average attendance of 8 TANF parents. It was held the first Tuesday of each month and if parents attended, this allowed their child to be enrolled in the afterschool Reading Club which was held twice a week in the Liaisons classroom at the school. The topics included: getting to know the school, volunteering, parent conferences, being better organized, routine & responsibility, peace building & self-esteem, math madness, STAR testing, healthy brain food, and summer tasks/chores. Parents appreciated the topics because they relate to their child's education.

A monthly parent workshop held in Bishop and Big Pine with some Lone Pine parents attending periodically. Average attendance: Bishop-12 with 8 TANF, Big Pine - 6 with 3 TANF and Lone Pine- 3 with 2 TANF. The core curriculum is 'Celebrating Language & Literacy for Infants, Toddlers, and Twos' with supplementary material from Positive Indian Parenting and the Alaskan Parenting Series. The message of the 'window of opportunity from birth to 3 years old' is very important to the development of their baby/toddler is very important. The belief in the parent being the child's first and most influential teacher is a vital message that parents need to hear and through our program offering the skills and knowledge parents need to be positive and influential teachers is beneficial to raising healthy children.

Family Activity night was held monthly in each of the communities. Approximate number of families who were consistent in attendance over the year: Bishop(11 FAN's offered) –10 families; Big Pine (10 FAN's offered)-5 families; Lone Pine (9 FAN's offered)-4 families and Ridgecrest (6 FAN's offered)-5 families. The main focus included activities that support 'the 5 areas of reading' and family bonding. The meal provided and the family time around a table allowed parents to utilize positive parenting skills and increase family language and communication skills. The book and curriculum focused on a specific topic to engage family members and help them become more knowledgeable on skills to develop a strong family bond and increase their literacy skills. The activities allowed families to work together on a common goal and model and role-model positive and appropriate behavior. All activities reinforced positive family formation.

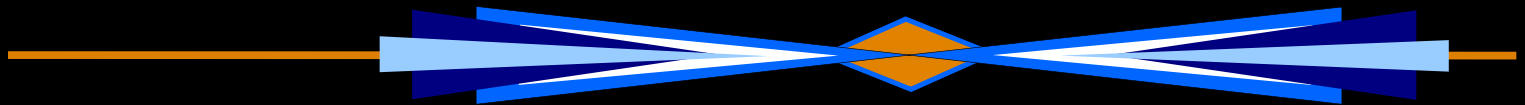
The GED program was offered in each site: Bishop, Big Pine and Lone Pine, and adults from other communities, such as Death Valley and Independence could also attend these classes. There were 24 adults enrolled; 5 tested on various sections during the year and 16 adults continue to prepare to take their first section test. 3 passed the entire GED test.

With the increase in salaries and benefits our operation budget decreased. This decreased the types of service offered in each site and staff worked hard to clearly define our activities offered to our families. We continue to receive the IMLS – Institute of Museums & Library Services grant, and we've basically outgrown our library and asked for carry-over to secure a modular to house our library.

### Current Year Objectives:

1. Upon enrollment, staff will determine the family needs, then plan and implement activities that will address items on the family's self-sufficiency plan-focus on adult education and/or parenting. Individual milestones will be set.
2. Upon enrollment and throughout a family's participation in workshops and activities, staff will assess the parent's pre and post skill level in specific areas using the PEP (Parent Ed Profile) and CASAS.

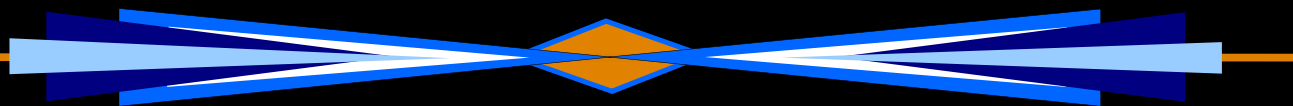
3. Increase services at South County sites-addressing the needs and referrals from TANF Counselors. Assist five parents at each site to further their education/training to move forward to secure a job, job advancement and offer monthly family formation activities to ten families each month with defined goals.
4. Staff Development will include how to better intertwine family literacy services, TANF purposes and cultural life-ways to strengthen the family unit.
5. Monthly collaboration and networking with internal and external programs to assist staff in planning and implementing quality services to 25 families that meet their needs.





# TANF

Temporary Assistance for Needy Families



The Tribal TANF program provides Cash Aid services to the those populations that live under the 200% federal poverty level and prevention project activities to communities who qualify under the 300% federal poverty level and/or at risk category. It is the program mission is to assist moving cash aid clients from welfare to self sufficiency and provide quality prevention programs that promote healthy families and reduce teen pregnancy.

To strengthen and improve the Tribal TANF program by providing a comprehensive service delivery system with standardized policy and procedures to assure a strong outcome based model.

1. To address a steadily increasing social need of Tribal TANF families through increased education and communication of program initiatives.
2. Coordination and training efforts to be expanded upon to improve employee performance, and program responsibility.
3. To decrease dependency on public assistance by monitoring progress of the clients, and assist in guiding them to a path of independence while providing needed financial assistance as an investment in their long term success.
4. Coordination of internal programs to mutually benefit the TANF clients and communities served.
5. Continuing developing network of local and regional agencies and partnerships.

To work towards the continuing development of providing the opportunity for improvement in the quality of life by focusing on education and self-sufficiency.

The Tribal TANF's most important accomplishment for FY 10-11 was to provide services to the program cash aid clients and maintain caseload increases as they occurred.

Caseload	642	676	674	661	643	591	594	617	614	610	616	636
Month	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June

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- ❖ **Employment Job Training:** Initiation of Work Experience Program (WEX) and On Job Placement (OJT) for placement of clients in both limited term positions and regular job employment.
- ❖ **Pregnancy prevention and Family Formation** services to an average of 646 cash aid client and 4,000+ non-cash aid community members.
- ❖ **External Audits** resulting in no findings with continued emphasis and focus on quality service delivery.

The Tribal TANF program has successfully maintained cooperative Tribal partnerships and maintained positive intergovernmental relationships and implemented an internal audit/quality management program to identify compliance areas and continuously improve processes and programs which improves services.

**1. Academic progress improvement monitoring:** Continue to work with client families in grade and school attendance improvement and enhancement. This initiative supports justification of back to school and mid-school grade incentive program.

- ❖ All sites receive grade submission for verification and referral if needed.
- ❖ Establish progress measurement data such as graduation rates based on the number of graduating seniors compared to the number that were enrolled when they were freshmen.
- ❖ Continued support in Tribal Education centers and Tutoring programming.

**2. Measurement:** To capture program numbers for a more effective and strategic alliance to ongoing plans and goals in the implementation of appropriate activities to achieve our strategic goals.

- ❖ Completed in site reporting with continuing development.

**3. Staff Development:** Continue to support staff training and skill development to assure services provided are of high quality and are comprehensively addressed.

- ❖ Staff training.
- ❖ Comprehensive and timely evaluations completed.

#### **4. Government to Government consultation with all governmental entities.**

- ❖ In progress with consultation into FY 2011-2012.
- ❖ To activity monitor and update legislation that negatively impacts the program or positively impacts through development of talking points on areas of interest and concern.
- ❖ To seek support in regards to the TANF Reauthorization bills coming forward in FY 2011-2012.

#### **Client Services – Data Services**

To work cooperatively with our customers, to maximize the use of our funding source, use financial data, processes and reports to assist in the decision making and minimization of operating expenses. To continue to meet the increasing demand for basic needs of the client through improved client assessments resource management and collaborations with other human service providers.

#### **Program Efficiencies/Fiscal Responsibility**

Assess program site efficiencies with more prudent use of resource funding and program management to maximize services delivery by the use of benchmarks and measurements including identifying critical success factors and report development.



# TANF PREVENTION

The Program Specialists conduct review on all proposals submitted by sites, conduct prevention training, and coordinate Youth Gatherings details. Our focus was on training Sub-recipient contractors and staff on how to manage Sub-recipient contracts. Ongoing trainings that occurred throughout the year provided consistency of training and information. Our goals were to assure consistency of services for all Sub-recipient communities occur and meet all audit standards.

To meet the OVBT board directive to hold two agency wide youth gatherings, our focus was to develop the agency wide cultural youth gathering for youth the ages between ages 12-17, under TANF purpose #3 prevent out of wedlock pregnancies with a strong cultural base.”

## **Most Important Accomplishment this past year:**

The OVCDC Cultural Youth Gathering held at Bernasconi Camp in Big Pine, CA made a huge impact on the youth, the prevention staff and the planning team that worked together. All participants were affected by this camp due to the short amount of time to accomplish such an event that normally would take 6 months – 1 year to plan. Our passion and dedication to the youth and the directive encouraged us to work towards our ultimate goal which we did accomplish. Within a period of 3 ½ months , the Cultural Youth Gathering workgroup and all the 14 sites were able to offer an excellent Cultural Youth Gathering with high quality education, cultural experiences, and social life skill training that our youth have not experienced before.

The purpose of the Cultural Youth Gathering was achieved because OVCDC cash aid and prevention youth from all 14 OVCDC sites were able to come together as they never have before, meet each other , and make new friends from across the mountains or down in the valleys. This impact was huge and demonstrated by the friendships that were developed and changes of behavior that was witnessed among our youth.

Initially 83 youth attended the first day with the need to take 7 youth home due to medical reasons. Final count at the end of the camp week was 76 youth.

During the last year, there are ongoing sub recipient trainings that were held at the Tribal Sites and the TANF East/West Advisory meeting. Upon application for their sub recipient funding for this year at least 90% of the sub recipient applicants turned in their application in a timely manner so their services for their communities would not be stopped in the interim while waiting for their new fiscal year approval.

Both Prevention Program Specialists provided and participated in the Sub-recipient Trainings through Power point presentations for:

- ❖ The Owens Valley Board of Trustees (June 2010)
- ❖ Westside Tribal Advisory Presentation (September 17, 2010)
- ❖ OVBT Tribal Governments Meeting (November 8<sup>th</sup>, 2010)

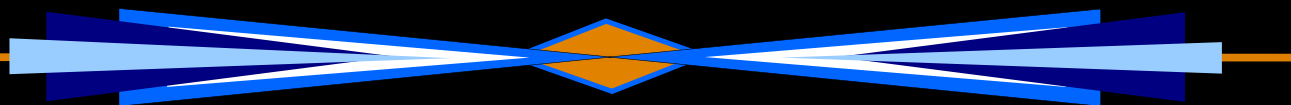
### **OVCDC Prevention Policy Drafting, Revising and Finalizing**

1) In addition last year, the Prevention policy workgroup (Allen Summers, Lynn Gannon, Wendi Correa, Phil Ashworth, and Eve Marsh) wrote, revised and developed approximately 40 policies that were approved through the OVBT and implemented last year.

2) The next step is to finalize the balance of the policies within the 6 months.



# INYO COUNTY TANF



## Bishop TANF Office

Bishop houses the Administration of OVCDC and is one of the longest operating TANF sites within OVCDC. The Tribal TANF Program is a vital element of the Bishop tribal community and strong emphasis was placed on outreach and fostering stronger collaborating relationships. This has increased use of program services as well as relations with local community members, organizations and the tribal government.

### Objectives 2010-2011

1. Increase collaboration w/ external resource by 75%, by designating staff to attend established local meetings, i.e., TANF Advisory Board, Tribal work groups, employment collaborative meetings, Community, SARB, DHS, and other Tribal meetings. Create client retreat and 0-to-3 prevention and early intervention family formation/differential response and early preparedness program.

2. Establish monthly routine internal site meetings with other internal programs, Yearly SWOT analysis and create Volunteer Program guidelines and training for interested community members.
3. Host quarterly, community collaborative meetings once a year, add new and updated resource info to existing tribal resource guide.
4. Increase lead time for internal newsletter submission by 5 days, extend to community collaborators for calendaring, and article submission. Use community calendar for planning events.
5. Increase routine review and assessment of Sub Programs to include quarterly and random site visits, and the use of specific program measurement tools for better data collection.
6. Increase Case Counselor training to include Case Management 101 and Prevention MS Project, GANTT.

Staff from our site regularly attended TANF Advisory Board meetings, tribal workgroups, employment collaborators meetings, and Department of Health & Human Services meetings. Expanding our presence at local meetings and workgroups led to greater networking opportunities and increased collaborative opportunities with agencies such as the Bishop TERO office, Bishop Paiute Tribe, and the Paternity Opportunity Program.

# BIG PINE TANF OFFICE



The BP TANF program worked cooperatively with the BP Tribe and OVCDC Facilities Department to redesign the BP TANF office so it is a more inviting and safe atmosphere. By doing so, client's confidentiality is respected and clients are free to discuss personal issues and goals with the Case Counselor.

We provide a sub-recipient opportunity to Big Pine Indian Education Center to enhance and make a difference in our Big Pine client and community lives. We provided a daily presence in Big Pine Community for cash aid, education, prevention, job readiness, and employment services.

## **Projects/activities:**

**“Family Formation Parenting Class with Equestrian Lessons”** Parents were required to participate in curriculum titled “Positive Indian Parenting” and “Active Parenting Now” throughout the year in order for their child to participate in Equestrian Lessons. “Positive Indian Parenting” is provided by the National Indian Child Welfare Association. Subjects covered were: traditional parenting, lessons of the storyteller, lessons of the cradleboard, harmony in child rearing, traditional behavior management, lesson of mother nature, praise in traditional parenting, choices in parenting, mutual respect, handling problems, effective discipline techniques, “I” messages, logical consequences, why children misbehave, character, courage, self-esteem, power of encouragement, teaching responsibility, building cooperation, stimulating independence, and active communication.

**“Family Formation”**: Big Pine Community Fall Gathering with Presenter Billy Mills, 1964 Olympian” - 254 participants attended this event. Participants listened to an inspirational speech by former Native American Olympian Billy Mills. He focused on the topic of healthy living,

**“20<sup>th</sup> Annual Fall Fandango”** - 214 participants gathered throughout this event. Collaborators included the Big Pine Tribe, BIEC, and Tribal TANF. The event included an Art Show, traditional dance and song, traditional meal, hand games, family games and many other activities. This is a continued event that is important to encourage participation in cultural and positive family activities.

## LONE PINE TANF OFFICE



Worked cooperatively with the LP Tribe to develop and implement a tutoring and afterschool activities program.

Lone Pine Community has a fully implemented tutoring and afterschool activities program that provides students K-12 tutoring and afterschool initiatives which will have an impact on the success of LP students.

OVCDC cooperatively met with LP Tribe and BG Associates. All parties planned, coordinated and implemented afterschool activities and education/tutoring program.

- ❖ By ongoing collaboration efforts, will broaden support base for families and will lead to greater opportunities for families.
- ❖ Completed a community TANF 101 presentation in DV, Fort Independence and Lone Pine.
- ❖ SPC, Administrative Assistant and Site Manager collaborated 43 times with outside agencies including the Lone Pine and Death Valley Tribes. There is no past base line data. This year we established the base line data.

**“Lone Pine Family Formation Tutoring and Afterschool Program”** - This program was implemented to aid families in establishing a program to enhance academic success for eligible children in the Lone Pine service community. The program is designed to engage children’s capacity for development of good learning habits and physical activity that will aid them during their school years.

## **TANF Purpose Service Goals:**

- ❖ Increase educational competencies, skills for children and families.
- ❖ Increase cultural awareness and perpetuate traditional skills and values.
- ❖ Create an atmosphere where children will excel socially and become mentors and role models for their communities.

## Desired Outcomes:

- ❖ Client children and families will develop better study habits to aid in academic success.
- ❖ Client children and their families will learn about traditional skills and values and the importance in preservation of these learned values.
- ❖ Client children and their families will learn the value of mentoring others and giving back to their families and community.

**“Family Formation Fall Gathering 2010”** - Following a traditional presentation of the food and gathering by a local elder, activities ensued over a brief two hour period. Various informational booths by local collaborators for client/prevention dissemination of information of various family opportunities, including remembrance of October as Domestic Violence Month throughout the entire event. Wild Iris and Healthy Communities set up a booth regarding their services.

- ❖ The activities which were present required physical exercise and families to interact in a healthy, supportive and friendly environment.
- ❖ Approximately 100 individuals attended this event and we received positive feedback from community members.

# RIDGECREST TANF OFFICE



Working together as a unified team providing quality services to our Native families with such a small staff.

It has brought our Native families closer together as a group. The Native families have stated that they enjoy the close association that has developed over this past year with each other as they have participated in various prevention activities together.

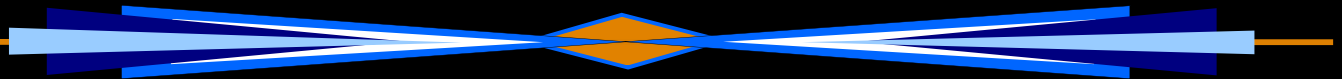
The outreach plan was a success. We were able to reach out to the local community and our outlying communities within our service area by attending collaborative meetings, providing brochures about our program and doing presentations. Our caseload increased in the outlying areas with three more families that we didn't have in the past. Staff was updated regularly on changes to company policies and procedures at monthly staff meetings.

## **Projects/activities:**

**Family Formation Community Gathering** - August 31, 2010 we held a community gathering in the gallery of the Maturango Museum. The museum's art gallery featured a rare collection of photogravures by world renowned documenter of Native Americans , Edward S. Curtis.

❖ This event offered families the opportunity to come together and participate in this culturally enriching environment. This gathering also gave us a chance to educate the community about the TANF program and the opportunities available to Native families. A healthy meal was shared, certificates were presented to some of our supportive contractors and the museum supplied each one in attendance with a Native American keepsake. The event was thoroughly enjoyed by all.

**Family Formation Native American Heritage Gathering** - November 20, 2010 we held a community gathering to celebrate Native American Heritage Month at the Desert Empire Fairgrounds. Sage Romero's AKA MYA dance group from Big Pine performed with a program that had families interacting with each other and an educational speech on family, culture and Native dance was provided. Curriculum on the importance of family time together was presented by staff in a power point presentation along with information about the history of Native American Heritage Month. This gathering was well received and the surveys that were provided indicated that all had an enjoyable learning experience. The surveys also rated this gathering as excellent and asked for similar cultural events in the future.





# KERN/TULARE COUNTY TANF

## BAKERSFIELD TANF Office

The Bakersfield Tribal TANF department's most important accomplishment for FY 2010-11 was becoming more visible in the community and building great collaboration in the community that has enabled our clients to be introduced to multiple resources in their quest towards self-sufficiency.

The Bakersfield Tribal TANF department has made an impact on OVCDC by assisting 10 clients to reach educational goals that ranged from completing GED to earning a Master's degree. These clients were able to overcome one great hurdle towards them becoming self-sufficient and getting off TANF.

## **Projects/activities:**

**Expanding services through community Collaboration** - By putting the tools and processes in place to bring about a network of services and services for the clients in our community, we are able to work to lift clients out of dependency and into productive lives.

**Increase Work Participation Rates** - Work participation rates have Increased by the development of strong Family Self-Sufficiency Plans that are realistic and agree able by each client. Building rapport with ones caseload has also aided in the increase of participation.

**Utilizing Internal Language resources to provide enriching prevention programs** - Continue to encourage and plan collaboration meetings with the Language Program so that our clients can have a greater understanding of the services that the Language Program provides .

**Increasing Communication opportunities with internal departments** - Continue to have regular department meetings with TANF, Prevention, Family Literacy and KEIC. Also, all departments attend regular Prevention roundtable meetings and assist with input on upcoming activities.

# LAKE ISABELLA TANF OFFICE



The most significant administrative accomplishment for FY 10-11 has been the placement of two employees at Lake Isabella TANF Office. These placements ensure continuity of services to clients and the continued presence of Tribal TANF in the Kern River Valley. Moreover, these placements along with current staff, makes certain OVCD is meeting the socio-economic needs of Native people of the Valley.

The Lake Isabella TANF Office has successfully maintained cooperative tribal partnerships throughout Kern River Valley while delivering quality social services/programs to Native peoples of the Valley. Of noteworthy interest is our continued support of Toddler Time, Cultural Night, and Native American Student Association (NASA). These projects are ongoing OVCD activities and have been well received by persons of all ages and the community. It is important to note that these programs were accomplished in an area of limited activities and resources; OVCD has provided exceptional family-based activities for our Native people – young and old alike.

In addition, Tribal TANF has been actively collaborating with the Kern Valley Indian Council, the Tubatulabal Indian tribe, Kern County social service offices to provide outstanding services to our clients. This networking activity continues throughout the year as evidenced by our involvement at the Community Fair on March 27, 2011 and the Community Building project February 19-20, 2011.

### **Projects/activities:**

**Toddler Time** - The intent of this project is to provide participants with a rich cultural and academic environment teaching toddlers how to function in an educational environment while fostering family unity and growth. A total of 14 families and 18 children consistently participated in the program with two students graduating prepared to enter kindergarten.

**Cultural Night** - The intent of this project is to provide students and parents with age appropriate cultural education that will prevent out of wedlock pregnancies while encouraging families to develop their cultural knowledge through the creation of various cultural projects. Families are able to create and present a traditional story along with various traditional Native craft projects.

**Native American Student Association (NASA)** - The intent of this program is to provide Native American high school students with culturally specific resources to encourage them towards academic success, high school graduation, and career plans. 100% of NASA seniors graduated from high school (total of 5 members).

# PORTERVILLE TANF OFFICE



The Porterville Tribal TANF site's most important accomplishment for FY 10-11 was the continuance of the provision of Cash-aid, supportive Services, and appropriate referrals to available resources to meet the immediate and ongoing need of the family's goal towards self sufficiency.

The Porterville Tribal TANF Site has successfully maintained cooperative Tribal and community partnerships.

**Future Class offering: Language classes OVDC Language Program** - By providing language classes regularly we will help to ensure that an active position is taken in preservation of our native Languages.

**Referrals to Internal Programs** - Cash aid caseload numbers continue to increase however by increasing work participation rates and GED/High school diploma completion we will be able to better prepare clients/families to enter or re-enter the work force by becoming more job marketable.

**Maintaining working relationships with Tribe, community, and County programs** - Regular contact with county workers as well as tribal programs will assist us in taking on an active role in strengthening Tribal and community relations. In return this will allow OVDC Tribal TANF program to continue providing for a positive outcome.

# TULE RIVER TANF OFFICE



OVCDC Tule River Site has strengthened the relationship between the Tule River tribe and Tribal TANF, which has allowed us to improve the level of client service delivery. Clients are frequenting the office often and utilizing computers for resume development and to apply on line.

The Tule River site has contributed to the process/protocol that OVCDC uses to create and implement sub-recipient programs specific to data collection, attendance reporting and fiscal reporting, as a result OVCDC has gained pertinent and accurate data in the area of comprehension, retention and can monitor sub-recipient program adherence to fiscal responsibilities.

## Projects/activities:

**TANF Quarterly Client Meeting** - During these meetings Tule River Site TANF clients are informed of program requirements and policy changes that may have an impact on the services they receive. Education shared at these meetings also consists of healthier living curriculum and methods/means to self sufficiency (budgeting, goal setting, higher education).

**Towanits Indian Education Center** - This sub-recipient program maintains a high graduation rate of 61% and continues prove vital to the academic success of the Tule River youth and to adults seeking to complete their high school diploma or obtain their G.E.D.

**TANF Client Specific Proposals** - With the increased sub-recipient funding addressing the community needs in the area of drug and alcohol prevention and out of wed-lock pregnancy, Proposals are specific to FSSP identified TANF client needs such as goal setting, financial responsibility, effective household budgeting, healthier living methods and supportive parenting.

**Tule River Childcare Program** - This program has allowed our clients to have reliable and safe childcare so that they may be more successful in their pursuit of self sufficiency. The child also benefits by increasing their preparedness for school and learning their native language. This sub-recipient has the ability to provide childcare for up to 15 TANF client children slots.

Our current plan for this year consists of insuring that all proposals are effective and consistent with client FSSP's. This will insure that client identified needs are being met and are the priority when developing and implementing proposals.

The Tule River Site will be insuring that FSSPs are updated when a significant change to the clients life has been reported or when they have chosen to pursue another course towards self sufficiency. These changes to client FSSP's will happen within 24 hours of the reception of new information.

The Tule River Site will utilize "webinars" in an effort to reduce the cost associated with trainings and travel.

# VISALIA TANF OFFICE



The Visalia Office in Tulare County continues to provide TANF services to clients in the Visalia service area – there are currently 41 families being served. The site is cognizant that there are also other potential eligible tribal TANF families who may not yet be served and is planning in expanding efforts to make known the program services availability to the surrounding areas of Exeter, Alpaugh, Dinuba, Woodlake, Ivanhoe, Tipton, Orosi, Goshen, Earlimart and Farmersville .

It is anticipated that there may potentially be an additional 10 families living in these areas that are not yet aware of the service availability from our program.

Through our one-on-one community meetings with TANF families which began in our last fiscal year, case counselors have been able to implement the “intense case management” style needed to assist our clients and community in overcoming barriers that present themselves in our families’ lives. With the barriers removed TANF families will be able to move towards the self sufficiency goals set in their FSSP. Our families have been able to meet the mandatory work participation rate hour’s thorough employment, education and community events.

With the intense case counseling and identifying barriers the participation rate at the Visalia site has remained on average in the 90th percentile for our Federal Work participation rate.

## **Projects/activities:**

**Native American Family Conference for TANF Clients** - The purpose of this proposal will be to have an interactive educational experience for our TANF and Community participants. This one day conference will have a native wellness theme and will focus on personal and professional development. Four Trainers will be utilized through Native Wellness.

**Family Formation Living History Days Community Prevention** - In conjunction with Three Rivers Historical society, OVCD is helping to set up the Native American Living History section in the tourist information center through a prevention activity. With the assistance of our Language Department and Language Contractors we are insuring the information distributed is accurate. Through this joint effort OVCD information will be distributed in Three Rivers to increase the prevention community in our service area.

**Family Formation Diabetes Injury Prevention** - Working with the Tule Indian Health Center we are assisting in the Diabetes Injury Prevention classes. It is here that we will be able to distribute our information to the surrounding cities of Tulare County. As the Tule Indian Health Center travels all over Tulare county to assist those in need, they will be handing out OVCD newsletters and Prevention activity flyers to assist in Prevention needs for those clients who live in the city areas of Visalia and who do not have transportation available to Tule River services.

**Family Formation Backpacks TANF and Prevention Community** - Through this proposal Visalia is able to make sure all TANF client children from grades K-12 are able to start the school year off with all the tools needed to succeed in the upcoming school year. Visalia is able to assist 60 TANF children and 80 Prevention children with this annual proposal.



# FRESNO/KINGS COUNTY TANF

## FRESNO TANF Office

To provide Tribal TANF Cash Aid and Supportive Services, Education, Employment, and Prevention services to the Fresno county eligible Tribal TANF clients within the Fresno service areas: Fresno, Clovis, Sanger, Dunlap and other surrounding cities that will help them become self-sufficient.

The Fresno site has an improved level of collaboration between TANF, Language, Employment Services and Family Literacy, with quality services delivered to TANF clients, prevention and community.

The Fresno TANF site has increased and maintained a caseload of 130 through collaborative efforts with internal programs listed above, and with the following external programs: Fresno American Indian Health Project, Inter-Tribal Council of California, Disability Rights California, Central Valley Indian Health, Santa Rosa Rancheria Cultural and Historic Preservation Department, Red Cross. From this we have been able to deliver our services to more needy families.

## Projects/activities:

**Four Season Lodge Spring Gathering** - Family Formation activity that allows our families to refresh their relationships, connect with others and participate in a Traditional Native gathering. The intent is to maintain and introduce the practice of Native American Tradition and Culture. Coming together and support wellness within our youth, families, and communities through our Native American leaders, elders, and organizations. There were 87 participants that signed in to this event.

**OVCDC Squaw Valley, Orange Cove, Dunlap Spring Gathering** - Family Formation Activity that allows our families to come together in Tradition where they can share old and new information and resources that will help Native communities strengthen Indian families. The intent is to honor heritage and tradition with our families. It is a way for Native Americans to connect with each other while keeping their culture alive through talking circles, storytelling and song. OVCDC will give a presentation on the services we provide to Native communities. There were 39 participants that signed in to this event.

**Life Skills Through Personal and Professional Development** - Through OVCDC Employment Coordinator, participants will build personal and professional skills for the betterment of their lives. There were 21 TANF participants in this activity.

- ❖ Provide skills and personal development to improve communication, attitude and responsibility.
- ❖ Provide skills in professional development to prepare for employment and/or education.
- ❖ Participants will obtain skills that will help them become confident, plan their professional future, and secure employment.

# BIG SANDY TANF OFFICE



The Big Sandy Rancheria Tribal TANF Site is located on the Big Sandy Rancheria in Auberry CA. This Site is very isolated and rural which requires an hour or more one way trip to obtain services. Because of its rural isolated location, it is necessary to provide the tools through Tribal TANF workshops, Advocacy with outside service providers to bring services into the BSR site, and to Utilize Sub-Recipient Contracts to ensure clients receive quality and needed services in areas of need as determined through Statistical Reports, Community Assessments, and Surveys.

Successes of the clients. Considering the Big Sandy Rancheria has an exempt status for being in excess of 50% of the Employable Adult Population unemployed, It is with pride that an average of 33% of BSR TANF Clients are employed for 2010-2011 fiscal year. 17% of BSR TANF Caseload has become self-sufficient in the 2010-2011 fiscal year by going off TANF completely, due to over-income and/or into Extended Case Management Services. 5% of the BSR caseload had graduated their Alcohol and Drug Treatment Program. The steps towards self-sufficiency in this community is our greatest accomplishment.

The TANF Program at Big Sandy Rancheria Site has been very successful at providing excellent intensive case management services through professional training and positive feedback and leadership to include weekly case staffing on clients to address immediate and long term needs of each and every client being serviced.

The rapport with the Big Sandy Tribal TANF and Big Sandy Rancheria Council and Staff is established in a positive light collaborating and working together well.

## **Projects/activities:**

**Staff Development, Accountability, Responsibility** - Mandated Reporter Training and Certification for all BSR Staff. Historical Trauma and Native American Facilitator Training and Cultural Competency Training as well as the Fatherhood/Motherhood is Sacred Certification was provided to incorporate the information into TANF Workshops/Prevention Projects as well as a tool to improve Cultural Competency at Site. Workshops were also provided to the BSR CC from the National Tribal TANF Institute which were used in curriculum into the TANF and Prevention Proposals at Site. Weekly meetings with Site Manager for all staff has opened communication, set expectations clear, and helped to address problems with clients, and adjust any problem behaviors of staff.

**Inter-Agency Referral Systems and Collaboration with Outside Agencies to Meet the Needs of the Community** - Continual referral systems in place with Family Literacy and Employment services will improve TANF clients efforts in becoming self sufficient. Monthly reports to/from Child Support Office greatly improves reporting and assurance of meeting MOU objectives. Collaboration with BSR ICWA worker improves service delivery and services to clients. Collaboration with agencies such as Marjorie Mason Center, Food Banks, Inter Tribal Council of California Turtle Lodge Central Valley Indian Health assures we are advocating in the best interest of the client as well as OVCD.

**For All My Relations Conference - 39 Participants** - Provided an opportunity for clients/community to attend a Wellness conference that they would not be able to experience on their own without the assistance of OVCD. This conference provided many workshops to choose from that gave clients/community needed tools and self improvement workshops

# COLD SPRINGS TANF OFFICE



Provide eligible Native Americans residing in the Cold Springs Rancheria and surrounding Tollhouse areas with customized and comprehensive career planning to develop approaches to re-instate a sense of self worth and dignity through cultural awareness, social, educational and employment workshops and activities to eliminate barriers and lead individuals towards achieving their self sufficiency and promoting healthy lifestyles and traditions.

The Cold Springs TANF in collaboration with Big Sandy TANF hosted a “Career Fair Day” which turnout to be a successful venue for a future annual event for both the Cold Springs and the Big Sandy communities. We had great participation turnout in community members, as well as service providers and vendors. This year we are proposing to repeat this event on a larger scale based upon the request of last year’s attendees and the organizations that were a part of this event. Many of the service providers which included employers, social service organizations and educational institutes committed to returning this year.

With the emphasis on capacity building the Cold Springs working team has ventured into building a network of resources and partnerships through collaboration with internal and external entities throughout Fresno County for the community of Cold Springs to meet the needs of the Cold Springs Rancheria community. Additional site accomplishments that had a direct and positive impact at OVCD and the community of Cold Springs included:

❖ Establishing a solid working plan with the Sierra Unified School District to access tutors from the school district to commute to the Cold Springs Rancheria Community for the OVCDK Afterschool Homework Assistance program funded by OVCDK which resulted in opportunity to measure the children academic progress base on school district standards.

❖ In collaboration with Big Sandy Rancheria TANF and Cold Springs TANF and the Family Literacy department classes for GED, DMV and computer classes were made available for clients which include collaboration with the Auberry transit for the transporting of clients to and from classes. As a result of this collaboration we had an increase of 10 individuals who engaged in general education, GED, DMV and computer classes.

This past year the Cold Springs TANF worked diligently to build a network of services in securing and accessing resources to identify and overcome social and economical client barriers to promote and educate the clients in preparation for lifelong learning and self sufficiency.

As a result of Networking with collaborative partners and exposing clients to the additional resources and availability of services there is a total of 16 clients that are enrolled in schools and pursuing higher education through basic education, GED classes, vocational training programs and community colleges.

## Projects/activities:

### **Increase communication and collaborative partnerships to optimize client resources**

Cold Springs Tribal TANF and the CS Rancheria Tribal Council worked diligently this past FY2010-2011 to increase partnerships by networking and inviting numerous organizations to the CS monthly workgroup meetings to introduce the services and benefits available through these various entities. Presenter / attendees this year included representatives from Turtle Lodge, Inter-tribal Council of California, Planned Parenthood, Willow International Communities Colleges Financial Aid, Cesar Chavez Adult School, and Sierra Unified School District.

❖ Cold Springs TANF is currently working in conjunction with the Family Literacy Department to explore the possibility of assisting in providing Early Childhood Education services to the Cold Springs Rancheria community since the Head Start services are no longer available in an effort to relinquish services to children ages 3-5 years of age.

❖ With the assistance of the Facilities Department we are proposing to extend TANF program services which include moving into a modular building to allow the current facility to be utilized to increase Language and Family Literacy services for TANF and Prevention clients and community members at the Cold Springs Rancheria.

### **Maintain Work Participation Rate to exceed the 30% mandated requirement**

Cold Spring TANF maintained an average 96-98% WPR for FY2010-2011. Clients engaged in higher learning components has contributed significantly in exceeding the 30% mandated WPR requirement: Breakdown of clients enrolled in educational classes:

Degree Programs = 6 GED/DMV /Computer classes = 10 There were a total of 5 additional clients that received work experience training through our Employment Readiness services.

# SANTA ROSA TANF OFFICE



The Santa Rosa Rancheria Site has had the opportunity to utilize the OVCD Employment Coordinator. Clients have been able to meet one on one with the Employment Coordinator to express employment barriers. Professional Development Workshops are being implemented to meet such needs. Some topics include; Personal and Financial Challenges, Emotional Challenges, Career Decision Making, Resume Building, Job Search Knowledge, and Goal Setting. Client staffing with Case Counselor and Employment Coordinator have been established to update each clients progress.

Since newly hired Site Manager has come aboard May 23, 2011, the site has been able to continue to focus on meeting the needs of the community by collaborating with OVCD Hanford Site for TANF and Prevention activities and events.

Increase caseload will be met by a full staff, with new and reconfigured office equipment and furniture that adequately meets staff and client work and confidentiality needs, and will begin and maintain regular and consistent, once a month, outreach, case management and prevention activities in the surrounding communities of Lemoore, Corcoran, Coalinga, Huron, and the existing Santa Rosa Rancheria. *–SM has been in contact with Facilities Director to review potential site floor plans. Facilities Director is in negotiation stages with the landlord on a possible lease.*

## Projects/activities:

**Sisters of the Circle** - This activity provided Native youth girls leadership skills and self respect while engaging them in activities that supported goals of achieving healthy lifestyles while connecting them to their Native culture.

**Community Youth Garden** - This activity encourages the formation and maintenance of two parent families through the building of teams who have worked together learning to create, sustain, problem solve, and understand the vital importance of healthy lifestyles equaling healthy balanced families. Youth have learned life skills of teamwork while developing leadership skills and have become empowered to make sensible life decisions while involving their parents and extended families in this experience.

**Bridge Program for Youth** - TANF teen youth are taking part in an accredited summer computer class at West Hills College giving them college credits while exposing them to the environment of higher learning. By attending the Bridge Program, youth will gain awareness that they are capable of higher learning and put focus on their goals. This program will impact the youth's leadership abilities to become positive role models in their native communities by encouraging other youth to follow in their paths to higher education.

**Back to School Back Pack Family Formation Event** - Assistance is provided to TANF and Prevention clients with backpacks and school supplies for the upcoming 2011-2012 school year. This event is held in a community setting where staff provides educational materials that consists of the "Importance of Family Communication to Improve Study Skills". At the close of the meeting youth will receive back packs and school supplies to help ensure they continue the school quarter with the necessary supplies needed that they may not otherwise be provided by parents experiencing a financial budget strain.

# HANFORD TANF OFFICE



The OVDC Hanford TANF site is working towards increased TANF caseloads; increased client knowledge through intensive case management and increased Prevention Activity Participation. The Hanford TANF site provides support for Native families in Hanford, Corcoran, and Armona to achieve self sufficiency through cash assistance, culturally sensitive case management and prevention programs; volunteer opportunities and, supportive services.

The Hanford site has relocated to a larger office space , allowing us to provide services from an easily accessible location that will meet all staff and client needs for confidentiality and allow for caseload growth. This new space will also allow the site to meet the Prevention community needs as well.

With the new space at the Hanford office we have been able to hire the much needed employment coordinator. The coordinator brings the tools needed by both our TANF and prevention community to meet their goals of self sufficiency. Also, the addition of a second Site Project Coordinator in March 2011 has allowed us to plan and implement additional prevention programs and activities.

## **Projects/activities:**

**Family Formation Literacy Program TANF Clients** - Planning for this Prevention activity took place in 2010-2011. This Family Formation Literacy program teaches Native American parents valuable literacy strategies and techniques to use while reading with their children that will strengthen their future generations.

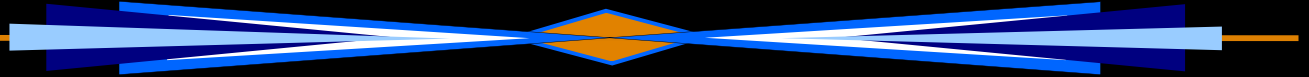
**Marriage and Family Wellness Community Prevention** - Planning for this Prevention activity program took place in 2010-2011. Two talking circles will be formed, in these talking circles participants will learn how to listen to the information given about one another. Through these talking circles participants will learn how to communicate and strengthen the family as a whole.

**Family Formation Cancer Awareness Community Prevention** - This activity will provide Cancer awareness and education to the community. Guest speakers will talk about the importance of a healthy diet and cancer prevention, Native American healing, and Native American cancers that affect Indian county.

**Family Formation Backpacks Prevention TANF and Community** - Through this proposal Hanford is able to make sure all TANF and Prevention children from grades K-12 are able to start the school year off with all the tools needed to succeed in the upcoming school year. Hanford is able to assist 49 TANF children and 85 Prevention children with this annual proposal.



# OVCDC Administration



The Administration Department's most important accomplishment for FY 10-11 was filling two critical leadership vacancies of Chief Executive Officer and Human Resources Director and the implementation of a comprehensive internal audit/quality management program to facilitate regulatory and policy compliance in addition to identifying quality improvement activities that have a positive impact on the provision of services.

The Administration Department has successfully maintained cooperative Tribal partnerships and maintained positive intergovernmental relationships and implemented an internal audit/quality management program to identify compliance areas and continuously improve processes and programs which improves services.

1. **Strategic Plan goals** to be developed with the identification and implementation of appropriate activities will be initiated to achieve strategic goals via the use performance budget model - June 2010

❖ Completed via the fiscal year performance budget system implemented

2. **Quality Records & Retention** - organization of all OVBT and Administration Dept documents in binder hard copy, folder and electronic – July 2010

❖ Completed with ongoing conversion to electronic filing

3. **Continue Government to Government** consultation with all governmental entities for issue resolution and resolve the Less than Arms Length issue with DHHS - January 2011

❖ In progress with consultation and decision expected in FY 11-12

4. **Completion of first year OVCDC Internal Audit Plan** covering all Dept's of OVCDC for Compliance and improvement.-June 2011.

❖ Completed with ongoing development of annual internal audit plan

5. **Development of a comprehensive multi-media communication strategy** to promote OVCDC and thoroughly reflect our program services-June 2011

❖ In progress with success documentary as initial project

## **Strategic Planning**

The continued the use of performance budgeting model for strategic planning positions OVDC for proactive responses to volatile economic conditions while continuing to provide and better services.

## **Internal Audit /Quality Management Program/Activities**

The implementation of the program has provided a system in which identifies compliance areas for appropriate corrective action along with identifying quality management systems for continued improvement with the ultimate goal of providing better services.

## **Intergovernmental Affairs and Partnerships**

The continued implementation of a positive intergovernmental and community relationship program has positively positioned OVDC to provide better services.

## **Infrastructure Development**

The continued use of process improvement teams to review policies, procedures, forms and the ongoing assessment of each department's infrastructure and capacity has assisted in continuing to provide and better services.

The Administration Department is forecasting to outsource a grant/business development consultant (obtain additional revenues), a program advocate consultant (achieve a positive outcome on TTANF reauthorization) and a multi-media consultant (achieve organizational success story for TANF reauthorization and dissemination of program information) in order to progress in achieving strategic goals (in parenthesis).

1. Annual strategic plan activities will improve short term and long term ability for organizational, budget and program development-Due- January 2012
2. Procurement and implementation of integrated enterprise resource planning management information systems including finance, human resources, payroll and asset management. Due-January 2012
3. Engagement with funding agencies and tribes via government to government consultation will lead to positive decision on outstanding less than arms length issue- Due-July 2011
4. Compliance activities via internal audit program and process improvement teams leads to improved grant compliance and no findings in 10-11 A-133 audit. Due- June 2012
5. Creation of program success documentary and enhances to web site and educational materials-Due-September 2011

## Current Year Objectives:

1. Appropriate strategic planning and quality management activities/changes to improve program, procedures, and processes obtained and documented for improved services.
2. Selection of system and implementation of integrated enterprise resource planning system improves efficiencies, information management and automates manual processes
3. Improved government-to-government relationship leads to positive decision related to less than arms length and TANF reauthorization to benefit OVCDC, tribes and families served.
4. Internal audit activities and quality management activities lead to no audit findings/deficiencies.
5. Documentary and improved informational systems elevates OVCDC reputation and credibility during Congressional review of TANF Reauthorization.



# Facilities Department

The Facilities Department provides support for all the departments and programs within OVDC.

Our department maintains all owned and leased facilities in all 14 OVDC locations, monitor usage of all OVDC company owned vehicles. (Maintenance, mileage. And all vehicle transfers within OVDC). Tracking of all OVDC inventory and Fixed Assets. And process all OVDC special events to insure all events are covered through OVDC insurance.

The biggest accomplishment this past year has been the facilities department's dedication to provide all departments / programs with adequate space.

## Impacts at OVCDC:

1. Implementing of individual site emergency action plans will ensure the safety of staff and clients. The plan will consist of evacuation plan for all buildings, scheduled fire drills, fire extinguisher training, and Call lists.
2. Log in all asset transfers and additions to the common use inventory list.
3. Adequate space for staff, with the ongoing communication with program staff and management we will have a clear picture of OVCDC anticipated growth. Monitoring of OVCDC vehicles maintenance will insure the safety and the longevity of our vehicles and replace vehicles that have served their purpose for programs / departments.

- ❖ Completion of individual site emergency action plans  
Monitor all inventory and fixed assets.
- ❖ Continue to provide all departments / programs with adequate space.  
Insure all OVCDC vehicles are being maintained and used to their full potential and replace vehicles that have been used to their full potential.  
(Initiating vehicle pool, monitoring systems, etc.)
- ❖ Fill needed positions within the Facilities Department.

## **Significant Activities/Projects:**

Looking at possible new sites in nearby Lemoore, Ca.

## **Video Surveillance:**

Installation of video surveillance cameras at all location to insure employee and client safety.

## **Monitoring of OVCDC Fixed assets:**

Insuring all OVCDC assets are being used to their full potential.

## **Data Storage**

Providing a secure area to store OVCDC hard files.

## **Current Year Objectives:**

- ❖ Monitor all inventory and fixed assets.
- ❖ Continue to provide all departments / programs with adequate space.
- ❖ Insure all OVCDC vehicles are being maintained and used to their full potential and replace vehicles that have been used to their full potential.
- ❖ Fill needed positions within the Facilities Department. (Project coordinator)



# Finance Department

## **Finance Department Mission:**

The OVCDC Finance Department strives to provide accurate, timely, effective and efficient administration of all fiscal resources.

## **Accomplishment:**

OVCDC received a clean A-133 Audit (except for Less than Arms Length).  
Corporate implementation of Performance Budgeting.

The Finance Department is successfully providing TANF clients with the flexibility of using their own bank account. This was provided after feedback from clients.

## Progress on objectives last year:

1. Managers will have access to budget & expenditure information to help them better manage their programs by September 2010 and a purchasing tracking system will be developed to track contracts by September 2010.

❖ Ongoing and carried over to the next fiscal year.

2. The Finance Department will update 5 policies for the next fiscal year.

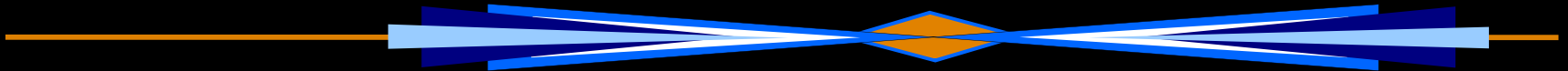
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3. There will be no financial audit findings.

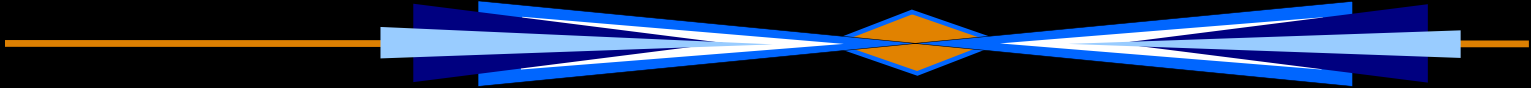
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4. Each Finance Staff member will receive at least two trainings in staff development in the next fiscal year.

❖ Completed



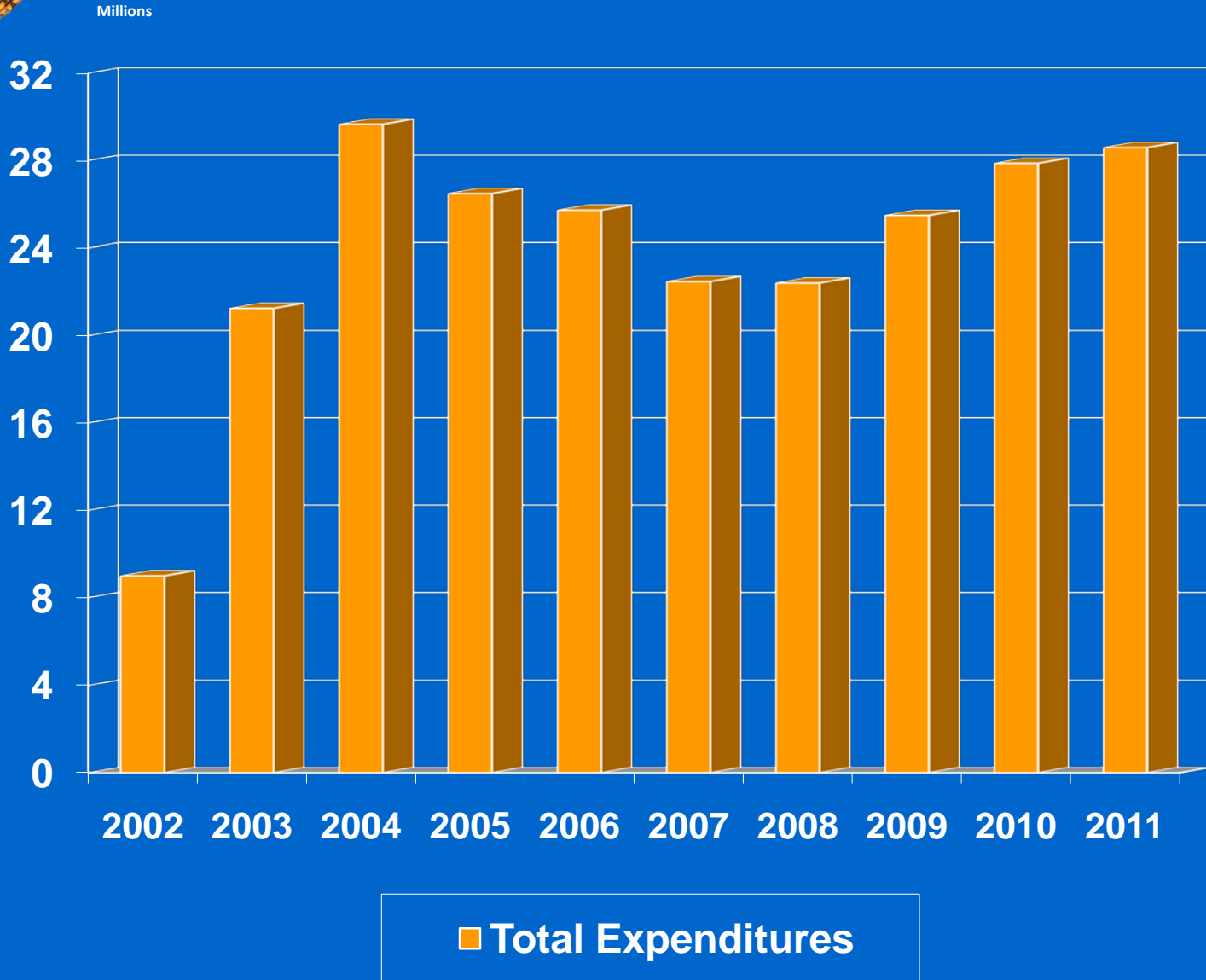
# OVCDC 2010-2011 Budget



<b>Total Overall Expenditures</b>	<b>\$ 28,597,165</b>
<b>TANF Program</b>	<b>\$ 23,841,225</b>
<b>Language Program</b>	<b>\$ 1,335,782</b>
<b>Tuniwa Nobi/Family Literacy Program</b>	<b>\$ 2,328,689</b>
<b>Career Education</b>	<b>\$ 531,984</b>
<b>Child Care (Big Pine)</b>	<b>\$ 328,824</b>
<b>Indirect Costs</b> (included in expenditures above )	<b>\$ 3,966,192</b>



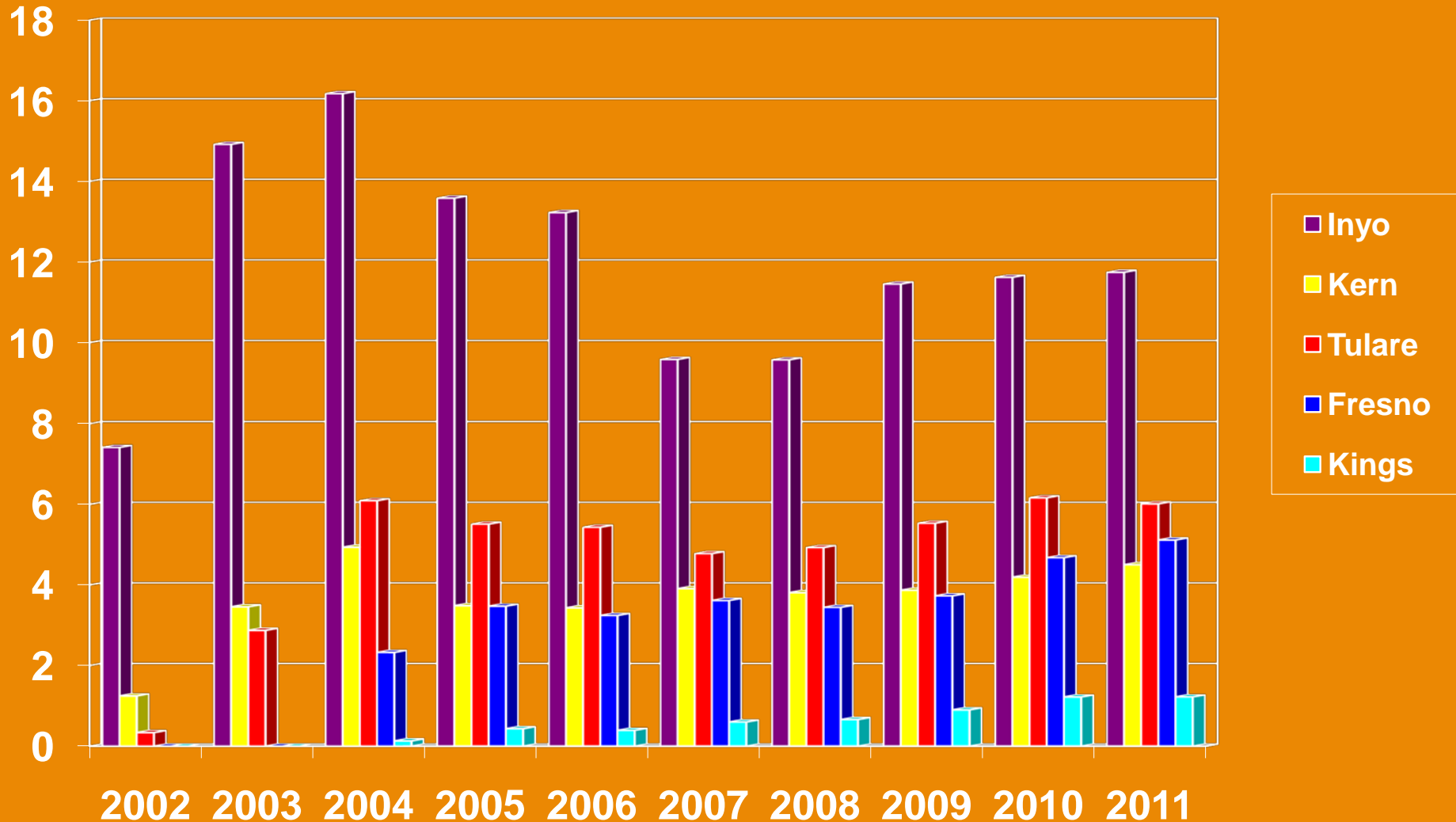
# Annual Expenditure Comparison





# Annual Expenditures by County

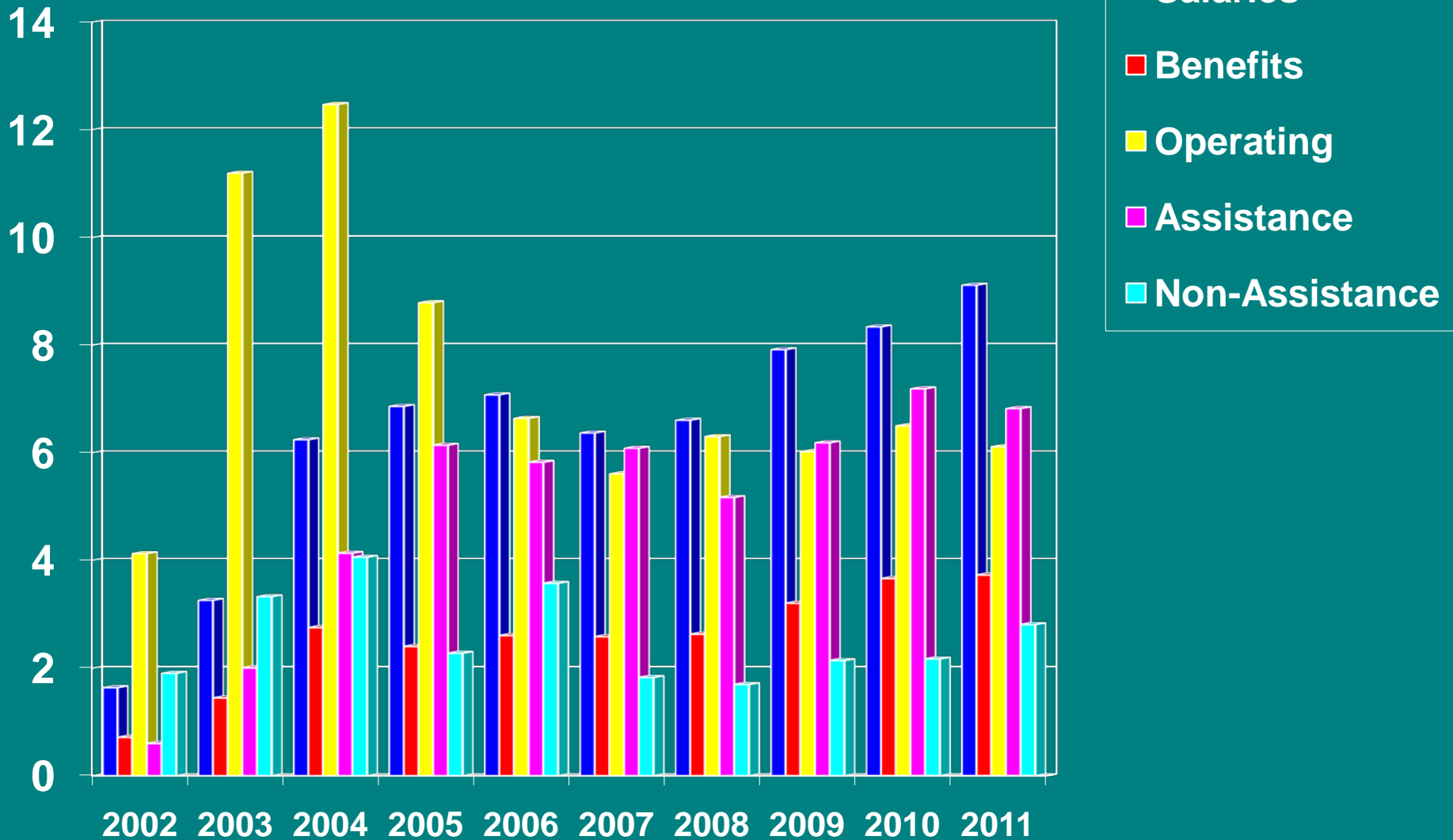
Millions





# Annual Expenditures by Category

Millions



## **OVCDC Employees:**

There is a total of 205 Full Time Equivalents budgeted for the 2011-2012 Fiscal Year

\*\* There is currently a total 194 active employees

## **Current Objectives:**

1. By incorporating a new system; managers will have access to process monthly financial reports and department systems will be integrated to avoid double entries or duties to be procured by 3<sup>rd</sup> quarter.
2. Seven policies will be updated/ developed by next fiscal year to help OVCDC stay current on systems and changes that affect our organization.
3. By standardizing our financial forms and procedures will help the organization be more effective and efficient. By December 31<sup>st</sup> 2011; Accounts Payable forms will be standardized.
4. Attending and conducting meetings once a quarter with programs will help us both to understand the technicalities of each department.
5. By December 2011, OVCDC will have at least 2 corporate wide vendors with expected savings of at least 5%.



# Human Resources

The Human Resources Department is a full-service Department providing direct support to over 200 employees, including managers and line staff), in 15 locations in a six county geographic region. The Department provides resources to employees and applicants. Support includes personnel records, recruitment, staff development/training, benefits, retention, employee relations, policy/procedures, performance management, records and compensation. Permanent HR Director hired March 2011.

The revision and creation of a number of Human Resource Department policies have been formulated, brought forth to the Policy Committee, and presented to and passed by the OVBT. These policies were the most important to be updated as they could have exposed OVCDC to litigation and other negative employee relation issues.

One of the significant and successful ventures for the HR department has been the design and delivery of a number of training programs to further employee success. This training leads to improved employee work output and employee engagement/satisfaction.

Maintain an annual retention rate of 85% or higher – accomplished. Reduce time to hire by 15% - not accomplished. Time reduction strategies have been implemented in this year's objectives. Implement an automated on/off-boarding system to better facilitate and automate our employee processing – accomplished, and enhancement of this goal will continue. Create a structured training program – accomplished.

## Projects/activities:

1. A comprehensive multi-day gathering of OV CDC staff has been planned for October 10-13, 2011. The theme is "unity", and will feature a number of Native American speakers and activities to unite employees in a common vision and goal.

- 2. Strategic Planning** - Initiate, develop and recommend HR and managerial policies and procedures to the CEO and Executive Leadership Team; advise Executive, Managers and Supervisors as to the proper interpretation and procedural outcomes of various HR laws and best practices. Suggest ways to better comply with laws, guidelines and policies. Continue to pursue improvements in efficiency and reliability by way of new/revised policies, training, and availability for advice in all aspects of the Human Resources field.
- 3. Recruitment & Retention** - Implement improvements to the recruitment and staffing function on consolidation, relocation and centralization of HR functions to Bishop OV CDC headquarters to maintain consistency, improve processes, assure reliability, and avoid possible challenges to sovereign immunity. Continue to develop unique and imaginative improvements to not only recruitment and staffing, but also to retention, higher employment rates of Native Americans, and other HR functions.
- 4. Enhance Employee Engagement** - Make Human Resource-related decisions and act consistently to reflect the highest ethical standards and support an organizational culture based upon honesty and trust. Continue to encourage an environment that fosters the development of practical solutions in order to respond to changing regulations and evolving customer needs.

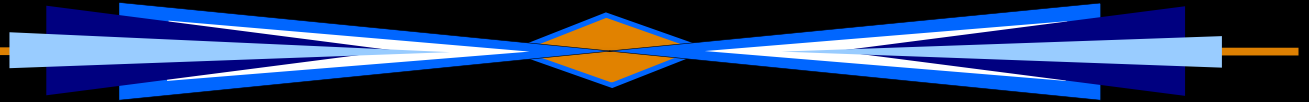
\*\* Permanent HR Director was hired in March 2011. Increase in HR Budget to accommodate multi-day Gathering.

## Upcoming Objectives:

- ❖ Multi-Day Gathering for all OV CDC staff in Southern California – Oct. 2011;
- ❖ Maximum utilization of Native American training and development vendors – July 2011 and ongoing.
- ❖ Provide for continuous professional development in the Human Resources field via certification, Training, seminars, and symposiums – July 2011 and ongoing.
- ❖ Review and revise all job descriptions – Jan 2012.
- ❖ Develop Employee Handbook – Dec. 2011
- ❖ Digitize all Employee Personnel and Background/Medical files – March 2012
- ❖ Develop new Employee Performance Evaluation Forms and procedures – December 2011
- ❖ Complete Center-wide Compensation Survey – Jan 2012.
- ❖ Review and revision of HR Policies and procedures – July 2011 and ongoing.



# Information Technology



The IT Department has improved OVCDC's WAN (Wide Area Network) design by more than doubling the amount of circuits and included a second Internet circuit in Bishop. The design called for Bishop to be the Hub of the hub and spoke design, and by qualifying for the California Teleconnect Fund we are able to receive these circuits at 50% discount on Telecommunications services. The new WAN design is a major improvement compared to the previous WAN design, with significant savings.

The department of Information Technology plays an important role and makes a big impact here at OVCDC by successfully supporting and managing all technology related matters and providing outstanding customer service. This includes purchasing, setup and configuration and the general support of related issues at all 14 of OVCDC's sites.

The IT department has made significant progress on last year's objectives, by selecting a vendor and implementing off-site data storage for backups, minimized average open work orders by 10%, have upgraded email server by installing and migrating to Microsoft Exchange Server 2010. We have selected a vendor to upgrade OVCDC's Video Conference system and are in the process of receiving ACF approval.

## **Projects/activities:**

**1. WAN Connectivity Solution** - WAN (Wide Area Network) design project, improved Bandwidth at majority of OVCDC's sites. Increased the amount of data circuits to improve data transfer rates and upgraded the Hardware to accommodate the growth. This project was important as OVCDC had recently upgraded the phone system to a Unified Communications solution. Integrating Messaging, Presence Information, Voicemail, Email, Voice/Telephony, Video Conferencing, and Data Sharing.

**2. Upgrade TAS to version 4** - Upgraded TAS to version 4, which is the application that TANF uses for managing clients. The upgrade included a new more robust Server and an OS upgrade to Microsoft Server 2008, which includes new modules and security features. This upgrade also included a Crystal reports server for Management reporting purposes. Improving performance, user friendliness and security.

3. **Server Environment Upgrade** - Upgraded OV CDC's Server environment to Microsoft Server 2008. The upgrade included the Domain Controllers and Email Server to Microsoft Exchange 2010. Providing Administrators with new Modules, improved Security features and enhanced management and control.
4. **Email Archiving – ArcMail** - Email has become one of, if not the most important communication and business tool in use by OV CDC and organizations Worldwide. The growth of email use has not only created security and storage issues but more and more organizations are finding themselves obliged to maintain records of all emails for a number of years. The main reasons to archive emails are compliance, litigation support, storage management and information management. This project was a success giving staff and IT the tools to better manage their emails, allowing them to quickly search for and retrieve deleted or old emails.

## **Current objectives:**

- ❖ Evaluate all sites Computer labs/Resource Centers to see which sites could benefit from an upgrade following the work station refresh.
- ❖ Refresh and Upgrade OV CDC's Data center, which includes servers and storage.
- ❖ Begin implementing Virtualization here at OV CDC by starting with Virtualizing the Servers.

# OWENS VALLEY CAREER DEVELOPMENT CENTER



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