

Arbor Youth Services

540 W Third St
Lexington, KY 40508

Authorized Representative:

Joshua McKinley

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Phone: (859) 550-7501

Title of Proposed Project:

Arbor Youth's Rapid Rehousing Flex Program

Project Summary:

Arbor Youth Services' Outreach Center & Rapid Rehousing Program would utilize *The Lex End Homelessness Housing Flex Fund* to provide flexible financial assistance for move-in costs, prevention, relocation, and essential needs, improving access and support for housing stability.

ORGANIZATIONAL CAPACITY & EXPERIENCE

Agency Mission

Arbor Youth's mission is to end youth homelessness by providing a safe and supportive environment to youth who have suffered abuse, abandonment, or are at risk of victimization. We envision a community where every child and youth have a stable home. We strive to provide a safe, supportive, and welcoming environment for unaccompanied youth (from birth through 24 years of age). We provide an emergency shelter for children and youth under the age of 18, a Tay Overnight Shelter for youth 18 and 24 years, and we help youth who are between 18 and 24 years of age transition from homelessness to housing. We do this through various services, including our Emergency Shelter, Tay Emergency Shelter, Outreach Center, and Supportive Housing programs. All the children and youth we serve find themselves homeless often at no fault of their own, whether they've been removed from their homes, kicked out of their homes, or age out of foster care.

Experience

Since 1976, Arbor Youth Services has been a cornerstone of support for runaway and homeless youth in Central Kentucky, providing emergency shelter and essential services to help them achieve stability and security. We proudly operate the only emergency shelter for unaccompanied minors in the region and, in 2020, expanded our services to include a Transitional Age Youth (TAY) Overnight Shelter for young adults ages 18-24. With over four decades of experience, Arbor has consistently delivered compassionate, age-appropriate services tailored to the unique needs of each youth.

Our approach is rooted in trauma-informed care and guided by the principles of Positive Youth Development, which focuses on cultivating strengths, fostering resilience, and encouraging personal growth. This philosophy underscores our belief in empowering young people to build on their abilities and achieve their potential, even in the face of adversity.

Throughout our history, Arbor has successfully managed a variety of federal, state, and city-funded initiatives, continuously implementing innovative and life-saving programs. Since 1986, we have been

proud participants in Project Safe Place, a national initiative that provides a safety network for at-risk youth. Arbor has also offered a range of impactful programs, including an after-school program, transitional housing, and summer art initiatives. Between 2009 and 2015, we operated a robust street outreach program, which provided critical services to youth living on the streets. Although this program concluded due to a loss of federal funding, our commitment to meeting the needs of homeless youth remains unwavering. The Arbor Youth Outreach Center provides outreach, education, and facility services to youth ages 18-24 who are homeless or at-risk of becoming homeless. Our center is open by walk-in Monday through Friday 7am-3pm and extended hours or weekends by appointment. We provide homeless youth with a safe place to wash laundry, cook meals, take a shower, and receive case management, basic need/survival items, transportation, referrals, housing and employment support, and emotional support. All the support provided is aimed at helping youth transition from the streets to stable housing and gainful employment.

We are also proud to hold re-accreditation through the Council on Accreditation (COA), a distinction that confirms our adherence to nationally recognized best practices and standards. This accreditation reflects our commitment to quality in every aspect of our work, from administrative processes to service delivery, and highlights our dedication to continuous improvement.

By integrating trauma-informed care and the core values of Positive Youth Development, Arbor Youth Services continues to evolve and adapt, ensuring that our programs effectively address the challenges faced by vulnerable youth. We remain dedicated to empowering young people with the tools, resources, and support needed to build brighter futures and break the cycle of homelessness.

Arbor Youth Services is proud to have a highly skilled and compassionate team dedicated to supporting homeless and at-risk youth:

- Executive Director Joshua McKinley has 5 years of experience working with homeless populations. Joshua is responsible for the overall oversight of Arbor's programs and agency operations. His leadership ensures the continuous improvement and alignment of our services with the agency's mission and vision.
- Selena Liston, our Shelter Coordinator, has 10 years of experience working with youth, including 6 years focused on at-risk and homeless youth. She has provided mentorship, crisis intervention, and support to help young individuals overcome challenges and access essential resources. Holding a master's degree in social work, her work has centered on creating safe, empowering environments for vulnerable youth.
- Dominique August-Smith, our Shelter Advocate, has over 10 years of experience working directly with youth. Dominique is committed to providing a safe and nurturing space for youth, offering support that addresses their immediate needs while fostering long-term resilience. She provided support to individuals who have intellectual, developmental, or behavioral disabilities.
- Janell Walls has 4 1/2 years of experience providing support to individuals experiencing homelessness and navigating mental health services. Her expertise ensures a trauma-informed approach to assisting youth with complex needs.
- Darryl Watkins has 12 years of experience working with youth who have intellectual, developmental, or behavioral disabilities. His specialized knowledge allows him to provide tailored support for youth facing unique challenges

All personnel undergo a thorough orientation process and are required to complete at least 40 hours of ongoing professional training annually. This includes training in trauma-informed care, case management best practices, and the principles of Positive Youth Development. Staff also participate in specialized workshops to deepen their understanding of youth development, mental health, and diversity, equity, and inclusion. Additionally, all staff maintain current CPR and First Aid certifications. To ensure the safety and well-being of the youth we serve, all employees are subject to comprehensive criminal background checks and central registry checks. Arbor Youth Services' team is united by a shared commitment to empowering youth with the resources, skills, and support needed to achieve stability, independence, and brighter futures.

Collaboration

Arbor Youth Services is excited to collaborate with Fayette County Public Schools (FCPS) to implement the Arbor Youth Outreach Aftercare Program, leveraging the support and framework provided by the McKinney-Vento Homeless Assistance Act. This partnership is essential in addressing the specific needs of students experiencing homelessness, particularly those aged 18 and older, as they navigate the transition to adulthood. By combining our resources, expertise, and shared commitment to youth, this collaboration will create a comprehensive safety net for homeless students. Our work together will ensure that these young individuals not only succeed academically but also have the stability and support required to thrive as they transition into independent living.

PROJECT DESIGN

Arbor Youth's Rapid Rehousing Flex Program will provide flexible financial assistance to youth ages 18-24 facing housing instability. The fund will support move-in costs, rental/utility arrears, relocation expenses, and other essential needs. The project will streamline access to resources by working with community partners and ensuring timely, transparent assistance.

Leveraging Community Resources:

This project will integrate Arbor Youth Services' existing resources with local shelters, housing providers, and supportive services to create a comprehensive approach to rapid rehousing. By coordinating efforts with these partners, we will maximize funding and ensure households have the support they need to secure stable housing.

Application Process and Fund Disbursement:

1. Application Process:

- Applications will be received through an online form, in-person intake, or via phone/email. A strength-based assessment will evaluate each household's needs, resources, and eligibility for assistance.
- Applications will be reviewed within 3–5 business days, with emergency cases prioritized for rapid processing.

2. Fund Disbursement:

- Once approved, funds will be disbursed directly to landlords, utility companies, or service providers within 5 business days. Emergency payments for eviction prevention or move-in assistance will be expedited within 24–48 hours.

Collaboration with Stakeholders:

The project will collaborate with shelters, homeless outreach providers, housing agencies, and supportive service providers to ensure comprehensive support. These partners will help identify eligible households, provide case management, and assist with long-term housing stability.

Timely Access and Fund Management:

- Funds will be disbursed within 5 business days of approval, with expedited processing for urgent cases.
- The financial management team at Arbor Youth Services will oversee fund disbursement, ensuring transparency and compliance with funding regulations.

Data Collection and Evaluation:

- The project will track key outcomes such as the number of households served, time to secure housing, and long-term stability. Data will be collected through a case management system, and progress will be evaluated quarterly to adjust services as needed.

Timeline and Project Management:

- **Planning and Training:** 1 months
- **Launch and Full Operations:** Month 2-3
- **Ongoing Evaluation:** Quarterly

By integrating the *Lex End Homelessness Housing Flex Fund* with Arbor Youth Services' Rapid Rehousing Program, this project will provide flexible, timely assistance while ensuring long-term housing stability for vulnerable households.

SERVICES AND OUTCOMES

Arbor Youth's Rapid Rehousing Flex Program will provide flexible financial assistance to youth ages 18-24 experiencing housing instability. Assistance includes move-in costs, rental/utility arrears, relocation expenses, and other essential needs. Through partnerships, the program will connect youth to additional resources and ensure long-term housing stability.

Services & Partnerships:

- **Direct Services:** Move-in assistance, prevention (rental/utility arrears), relocation costs, and support for obtaining documents, transportation, and job-related items.
- **Partnerships:** Arbor Youth Services will provide case management, while local housing providers and supportive services will offer housing, employment, healthcare, and education resources.

Participant Access & Engagement:

Youth will access services via word-of-mouth, community service providers, emergency services, and school counselors. Eligibility will be based on a needs assessment, documenting residency, age, income, and living situation. Many youth will need assistance obtaining identification and other documents.

Avoiding Duplication of Benefits & Connecting to Resources:

The program will screen for prior assistance to prevent duplication of benefits and coordinate

with service providers to ensure participants access appropriate resources, including healthcare, employment services, and mainstream benefits like SNAP and Medicaid.

Assessing Needs & Ensuring Housing Stability:

A comprehensive needs assessment will guide case management and a personalized housing plan. Follow-up contacts at 30, 60, and 90 days will ensure stability and continued access to resources.

Data Collection & HMIS Compliance:

All participants will be entered into the Kentucky Homeless Management Information System (KYHMIS), ensuring accurate data tracking and compliance. Data will be reviewed regularly to evaluate outcomes like housing retention, resource referrals, and Coordinated Entry assessments.

Target Numbers & Outcomes:

- **Target Households:** 100 youth households in Year 1, expanding to 150 in future years.
- **Outcomes:** 80% of youth will receive referrals to additional resources, 70% will be connected to mainstream benefits, and 25% will be assessed for Coordinated Entry.

Timeline:

1. **Phase 1 (1–2 months):** Planning, partnerships, and staff training.
2. **Phase 2 (Month 2):** Begin service delivery.
3. **Phase 3 (Month 3 onward):** Ongoing services and evaluations.

This program will provide flexible support for youth to quickly secure housing and achieve long-term stability by addressing immediate and ongoing needs.

SUSTAINABILITY

To ensure the continued operation of the *Lex End Homelessness Housing Flex Fund* beyond the OHPI grant, we will pursue a multi-faceted sustainability strategy:

1. **Public Funding:** We will apply for state and federal housing assistance programs, including HUD's Continuum of Care (CoC) funding and Emergency Solutions Grants (ESG). We will also explore local government resources for homelessness prevention and rapid rehousing.
2. **Private Funding:** We will seek funding from local foundations, corporate partnerships, and individual donors committed to ending youth homelessness. Specific partners include businesses and foundations that have a history of supporting homelessness solutions.
3. **Fundraising and Partnerships:** We will organize fundraising campaigns and events to raise community awareness and generate ongoing support. Additionally, we will strengthen partnerships with community agencies to leverage their resources and ensure continued service delivery.

By targeting diverse funding streams, we will ensure the long-term success and sustainability of the program.

PROPOSED LINE-ITEM BUDGET AND BUDGET NARRATIVE

Arbor Youth's Rapid Rehousing Flex Program is designed to prioritize direct client benefits, ensuring that the majority of program funds are allocated to housing stability-related expenses. Personnel and administrative costs will be minimized by leveraging other resources. Below is the proposed line-item budget and narrative for the program.

1. Move-in Assistance

- **Funding Requested:** \$35,000
- **Description:** This fund will be used to provide move-in assistance for eligible youth, covering:
 - **Security deposits and application fees:** \$15,000
 - **First month's rent:** \$10,000
 - **Utility arrears** (rental/utility arrears preventing access to new housing): \$10,000

These amounts are based on an estimated number of 100 households needing move-in assistance. The average cost per household is calculated based on local rent averages and typical utility and application fees.

2. Prevention Assistance

- **Funding Requested:** \$10,000
- **Description:** This will cover rent or utility arrears to prevent eviction or housing instability. The fund will also support damage costs to ensure clients can return to stable housing.
 - **Rent/Utility arrears:** \$5,000
 - **Damages:** \$5,000

Prevention costs are projected based on the average arrears and damage costs for clients experiencing housing instability, as assessed through the program's outreach and intake process.

3. Relocation Assistance

- **Funding Requested:** \$5,000
- **Description:** This will cover the travel expenses necessary to facilitate relocation to permanent housing, including:
 - **Travel expenses:** \$5,000

The costs are determined by the estimated number of youth who may need assistance relocating to new housing, including bus or train fares, moving services, and other transportation costs.

4. Other Needs Assistance

- **Funding Requested:** \$8,000
- **Description:** This fund will address a range of other essential needs to support the youth in maintaining housing and achieving self-sufficiency, including:
 - **Obtaining critical documents** (birth certificates, social security cards, IDs): \$2,500
 - **Local transportation** (bus passes, Uber, Lyft, etc.): \$2,500
 - **Employment/job training items** (uniforms, tools, job search supplies): \$2,000
 - **Essential home furnishings** (basic furniture, kitchenware): \$1,000

These amounts are based on an estimated number of 100 youth needing help with documentation, transportation, employment items, and basic home furnishings to make their new housing viable.

Total Requested Budget: \$58,000

The funding requested will be used directly for client benefit expenses, with each line item carefully designed to address the housing and supportive needs of youth experiencing homelessness. This will provide move-in assistance, prevent eviction, facilitate relocation, and ensure the youth are equipped with the tools they need to thrive in stable housing.

By prioritizing client-focused expenses, the program will maximize the impact of the grant, ensuring that funds are directed primarily toward helping the youth secure and maintain stable housing while leveraging additional resources for personnel and administrative costs.

Joshua P McKinley

2420 E 4th St Lima, OH 45804 (859) 550-7501
mjpreston019@gmail.com

Objectives

Organized and motivated employee with 20+ years of experience combining management, finance and customer service expertise in Operations and Customer Loyalty to the company's Brand.

Experience

Arbor Youth Services, Inc Lexington, KY

September 2019-Present

Administrative Coordinator

Financial Management of organizations accounting using Quickbooks and Payroll Software. Maintains accurate employee records used for Payroll and Benefits. Handles all HR Compliance. Monthly reporting to City/State/Federal agencies to ensure proper funding is received/accounted for. Works closely with auditors yearly to ensure financial accountability. Yearly budgeting/forecasting of Organizations annual income/expenses.

Lexington Pride Center Lexington, KY

Sept 2022 - Present

Bookkeeper / Contractor

Assists with maintaining accurate accounts in QuickBooks. Financial reporting of bank reconciliations and P/L to Board Members monthly. Ensure all internal controls are followed. Prepare Yearly 990 as required by the IRS to maintain 501(c3) status, as well as all local/state reports as required.

The Imperial Court of Kentucky, INC

July 2017-March 2022

Treasurer, Board of Directors (501©3 Non-Profit)

Financial Management and Oversight of our organization, Maintaining membership records yearly, Managing cash flow through the use of preparing bank deposits and entering data into QuickBooks, Bi-Weekly reporting of financial balance sheet/profit and loss to active board members, Annual reporting as required by law to State of Kentucky and IRS.

Fantastic Sam's Georgetown, KY

Sept 2014-September 2019

Regional/Salon Manager

Oversee daily running operations of salon, maintain salon database for clients and marketing, assess employee performance and suggest ways to improve work, monitor customer preferences to determine focus of sales efforts, maintaining good customer relationships while providing beauty services to guests.

Joshua P McKinley

2420 E 4th St Lima, OH 45804 (859) 550-7501
mjpreston019@gmail.com

Education

James A Rhodes State College January 2023 - Current The
Ohio State University 1997-2001
Ohio State Beauty Academy, Lima, OH,
Managing Cosmetologist
Allen East High School, Lafayette, OH, High School Diploma

Certifications

Stack Skills, CPA Certification/Financial Accounting
Accounting Clerk Certificate, James A Rhodes State College

Selena Liston
1220 Berdine Way
Lawrenceburg, Ky 40342
(606) 359-2824
Selena@arborky.org

Education

Morehead State University

Morehead, Kentucky

Bachelor of Social Work (BSW) May 2018

Campbellsville University

Campbellsville, Kentucky

Master of Social Work (MSW) May 2020

Experience

Arbor Youth Services

Shelter Coordinator

Lexington, Kentucky

February 2024-Present

- Provide training to all shelter personnel on agency missions, goals, policies and procedures and services.
- Provide training on federal, state, grant-related and other relevant regulations and work with the management team to ensure compliance with all regulations.
- Lead the direct service staff in developing, implementing and reporting goals/ progress for the PQI process.

Arbor Youth Services

Youth Advocate

Lexington, Kentucky

October 2022-February 2024

- Provide supervision of shelter residents, facilitates youth development activities, and help youth and families to establish and reach individualized goals.
- Act as a contact between AYS and other agencies, social workers, parents, guardians, volunteers, and other partners.
- Accurately maintain client files and records, including medical files.
- Provide case management for transition housing clients.

Arbor Youth Services

Youth Worker

Lexington, Kentucky

May 2018- October 2022

- Provide the supervision and care of residents while performing duties required for the daily operation of the emergency shelter.
- Instruct residents on appropriate independent living skills, including meal preparation, proper hygiene, budgeting, etc.

Training and Continuing Education

The Ridge- *The Great Resignation*

University of Kentucky- *Introduction to Trauma Informed Care*

RHY Training and Technical Assistance Center- *Empowering and Engaging youth in Crisis, Centering Racial Equity in Ending Youth Homelessness, Power of 3; Services, Safety and Sanctuary for LGBTQ Youth and Youth of Color, Crisis Intervention*

Janell Walls

3099 Kirklevington Drive Apt 41. Lexington, KY 40517

859-421-1030

Walls.janellr@gmail.com

Arbor Youth Services

Certified Case Manager / Youth & Housing

Advocate

April 2023 to current

- Act as a mentor and role model, demonstrating the ability to understand and communicate with children and youth experiencing problems
- Practice motivational interview and exercise active listening
- Practice assertive engagement and teach, model, and reflect on actions and attitudes in a range of settings
- Teach residents appropriate independent living skills, including meal preparation, household cleaning, budgeting and laundering clothes
- Assess risks and develop appropriate plans to help insurance continuation of service
- Help service participants establish goals and an individualized service plan
- Help clients make informed decisions by acting as their advocate
- Assist in accessing medical care, government assistance, identification documents, housing, education, employment opportunity, and other pertinent services through community referrals.
- Appropriately prepare documents and complete incident reports as necessary
- De-escalate and learn from conflict through effective de-briefing
- Help clients achieve wellness and autonomy
- Coordinate and provide care that is safe, timely, effective, and client centered

Highgrove at Tates Creek

Third Shift Resident Assistant / Caregiver

October 2022 to April 2023

- Maintaining a positive and helpful attitude while assisting less independent residents with activities of daily living such as bathing, toileting, eating, ambulation, dressing, and laundry.
- Provide light housekeeping services such as cleaning and trash removal during down time when residents are asleep
- Ensure resident safety by providing one and two hour wellness checks
- Adhere to medication and appointment reminders
- Companionship and conversation
- Document and report care provided in the computer system
- Respond to personal help button calls in timely manner

Janell Walls

3099 Kirklevington Drive Apt 41. Lexington, KY 40517

859-421-1030

Walls.janellr@gmail.com

JRWalls Photography

Lexington, KY Based Traveling Photographer

April 2022 to October 2022

- Lexington based traveling photographer since December 2020. Specializing in outdoor natural lighting settings. Will travel to client's location of request or offer outdoor suggestions. Work published in multiple small shops magazines including MTM Kids Magazine, Rep Nation Magazine, New To Two Magazine, and more.

Bluewater Diagnostic Laboratories

COVID-19 Sample Collector and Processor

January 2022 to April 2022

- Assesses patient's condition and obtains required specimens while keeping the patient's best interest as a primary concern
- Properly identifies patients and labels specimens with appropriate information
- Maintains prompt and regular attendance
- Provides patient and/or care provider with accurate instructions and necessary materials (if required) for specimen collection
- Ensures all requirements for specimen integrity have been met
- Prepares, labels, and stores reagents, specimen collection material, and patient specimen for analysis
- Performs data entry in EMR and/or laboratory information systems following department and compliance requirements
- Tracks patient results throughout all phases of testing
- Monitors inventory and maintains adequate supply for location
- Cleans, organizes, and restocks collection stations and equipment
- Maintains patient confidentiality and protected health information (PHI) in a manner consistent with HIPAA
- Communicates with laboratory about specimen problems and test results
- Disposes of bio-hazardous and other potentially hazardous materials according to standard safety and infection control procedures
- Attends required department meetings and participates in continuing education programs as assigned • Perform all other responsibilities as may be assigned by management.

Baptist Health

Patient Hub Access Coordinator (Remote)

December 2020 to January 2022

Janell Walls

3099 Kirklevington Drive Apt 41. Lexington, KY 40517

859-421-1030

Walls.janellr@gmail.com

- Works in a fast paced, call center environment accepting incoming calls promptly and makes outbound calls in a professional and courteous manner.
- Schedules appointments electronically for new and established patients, collects and inputs information into our electronic EHR while maintaining a high degree of accuracy.
- Verify insurance eligibility
- Independently works to resolve patient and provider questions related to patient care referrals, preauthorizations/pre-certifications and insurance verifications.
- Indexes medical records according to defined processes.
- Demonstrates the highest level of commitment, compassion and customer service for all of our patients, providers and other team members.
- Possesses and displays excellent verbal and written communication skills with ability to convey information in a clear, focused and concise manner while following proper grammar rules.
- Demonstrates strong telephone communication and etiquette skills.
- Maintains composure during moments of stress, and maintains a helpful disposition at all times.
- Performs other duties as assigned by management

Copart

Title Procurement Customer Service Representative

August 2019 to April 2020

- Opening and scanning received mail
- Incoming call Queue (Call Center)
- Making initial calls and contact to lien holders to retrieve payoff information for total loss claims for partnered insurance companies
- Following up with owners and assisting with completing documents to procure title
- Organizing and sending outgoing mail
- Making contact with partnered insurance companies to review aged inventory claims to determine alternative disposal methods

Kentucky Cabinet for Health and Family Services

Family Support Specialist II April

2017 to August 2019

- Interviews Clients by phone and/or face to determine eligibility for Basic Public Assistance Programs. Gathers, completes and Reviews Required Documentation to Make Eligibility Determinations.
- Provides Supportive Services In the Form of Financial Assistance for Child Care Transportation, and Employment Related Expense
- Tracks Processing Deadlines for Timely Case Activity and Case Hearings.

Janell Walls

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859-421-1030

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- Learns to Identify Resources and Make Appropriate Referrals.
- Prepares and Maintains Case Records. Other Duties as Assigned
- Learns to Operate Computer Terminals and Personal Computers
- Participates in Formal and on-the-Job Training and Observing Other Tenure Staff

Eastern State Hospital

Mental Health Associate

May 2016 to May 2017

- Assist with medication disbursement, collect vital signs, and assist with phlebotomy services
- Assists in providing age appropriate and specific needs, treatment services, and performs related tasks as required
- Provides direct patient care by planning, organizing and implementing psychiatric rehabilitation activities
- Assists in escort of patients to and from activities
- Assists in screening and basic assessment of patients
- Provides documentation and keeps records of patient behavior
- Assists in patient supervision of patients during treatment/support activities • Leads/co-leads activities groups in Recovery Mall

Education

University of Kentucky

2012 to 2016

Certifications and Trainings

CPR & First Aid – April 2024

Trauma Informed Care – April 2024

Crisis Intervention & De-Escalation May 2024

Mental Health First Aid – April 2024

Targeted Case Manager Certification – November 2023

Avoiding Crisis - Managing Landlord and Tenant Relations – September 2023

References

References available upon request.

Darryl Watkins

Lexington, KY 40517

darryl.watkins@icloud.com

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Professional Summary

Dynamic, results professional with 15 plus years in commission sales, relationship building, and customer service. Along with 10 plus years as a coach, educator, mentorship. Persistent goal achiever with the ability to work among cross-functional teams allowing me to identify new opportunities. A strategic thinker with outstanding communication and interpersonal skills with the ability to interact with people at all levels.

Authorized to work in the US for any employer

Work Experience

Registered Behavior Technician (RBT)

Hopebridge-Lexington, KY

September 2023 to May 2024

- Create an environment that fosters skill acquisition, functional communication, and school readiness for children.
- Learn directly from Board Certified Behavior Analysts (BCBA) to provide therapy that transforms lives.
- Review behavior plans and instructional materials to ensure consistent implementation and monitor outcomes.
- Complete daily progress notes related to the implementation of the intervention plan.
- Work with children by creating an environment that champions continued skill acquisition and development of functional communication, peer interactions, and school readiness, just to name a few.
- Participate in clinical mentorship with BCBAs to promote treatment outcomes.
- Collect and analyze data using a variety of effective methods, completing daily progress notes to monitor outcomes.
- Engage in ongoing professional development opportunities provided by clinical leadership to continuously improve your skills and knowledge.

Student Advocate

Bourbon County High School-Paris, KY

July 2022 to July 2023

- Ensure students get the help and resources they need to engage in a positive learning experience.
- Collaborate with teachers and guidance counselors on behalf of students and answer to school administration.
- Help students through any personal or academic issues and address them as deemed appropriate.
- Build relationships with students with the primary focus of engaging them in the school.
- Participate actively in school-wide community-building rituals such as morning check-in, community meetings, community lunches, and staff circles.
- Address barriers to student academic achievement by providing ongoing attendance interventions and support for engagement such as tutoring, attendance incentives, motivational interviewing and the use of restorative practices.

- Work with the Dean of Students to identify and actively case manage students who struggle significantly with attendance and academics who demonstrate the greatest need for support and resources.

Girls Head Basketball Coach

Bourbon County High School-Paris, KY

July 2022 to July 2023

- Oversee and monitor day-to-day operations of the program.
- Monitor grades of the student athletes, and work with administration on helping problem athletes.
- Supervise 3 assistants and work with them on various assigned duties.
- Work with school administration to make sure athletes are taking proper classes for athletic college scholarships.
- Upkeep of all basketball team social media platforms.
- Work with the school admin and booster club on financial matters regarding the team. (Fundraising, equipment purchasing, and forecasting for the next year)
- Keep all records and information updated with the KHSAA (Kentucky High School Athletic Association) website.

Major and Severe Disabilities Special Education Paraeducator

Woodford County High School-Versailles, KY

October 2020 to May 2022

- Implement teacher-developed plans or strategies that enhance the fluency, maintenance, and generalization of academic skills.
- Assist in overseeing students while in regular class, labs or other activities, providing them with the necessary materials needed to participate.
- Keep student data current and report concerns to teachers when they arise.
- Perform routine clerical duties such as preparation of instructional classroom materials; setting up student work areas; and operating office equipment, video, computer, adaptive devices, and other materials. Maintain classroom records, maintain attendance records, answer the phone.
- Assist teachers and other professionals in maintaining student records required by federal and state law and regulations and Fayette County Public Schools' Policies and Procedures.

Assistant Basketball Coach

Woodford County Public Schools-Versailles, KY

July 2016 to May 2022

- Assist head basketball coach with day-to-day operations of the program.
- Monitor grades of the
- student athletes, and work with administration on helping problem athletes.
- Work with school administration to make sure athletes are taking proper classes for possible scholarships.
- Aid and support for assigned groups of student athletes on all matters within sports and some personal life.
- Upkeep of all basketball team social media platforms.
- Work with the head coach on all financial matters regarding the team. (Fundraising, equipment purchasing, and forecasting for the next year)
- Keep all records and information updated with the KHSAA (Kentucky High School Athletic Association) website.

Customer Service Specialist

Ball Homes, LLC-Lexington, KY

July 2019 to September 2020

- Work with new home buyers on any issues they are having with newly built homes.
- Issue and follow up on work orders with 3rd party companies of any issues.

- Provide updates to homeowners on all work orders, and any communication between Ball Homes and homeowners.
- Work with Ball Homes departments on any issues new homeowners may have.
- Track and update customer accounts regarding any issues they may have when closing of the house and within the 1st year of owning the home.

Sales Representative

Cricket Wireless Authorized Dealer-Lexington, KY

September 2019 to July 2020

- Help customers with selection of cell phone and phone plans to best address their needs.
- Up selling customers on Cricket Wireless products and service extras.
- Commission based sales.
- Daily upkeep of the store.
- Work with management to keep inventory up to date and order as needed products.
- Keep up to date on all cell phone technology and Cricket Wireless business practices.

Managed Accounts Representative

Galls-Lexington, KY

July 2017 to June 2019

- Work collaboratively with the regional sales team to develop and execute sales strategy for assigned territory.
- Contact active, existing customers to develop a relationship, to achieve account retention and to achieve account penetration.
- Maintain customer contact database inclusive of all account decision makers and account information to support marketing campaigns
- Provide assistance and support for placing orders, tracking shipments, authorizing returns, and promoting web-based systems for future transactions.
- Develop strong customer relationships by developing credibility and trust as well as being appropriately responsive and knowledgeable.
- Provide account management through coordination of all internal and vendor resources to serve assigned accounts.
- Learn product lines and become a knowledgeable and trusted resource for account base

Account Receivable Specialist

Aramark Uniform Services-Lexington, KY

November 2015 to May 2017

- Performs day-to-day activities that ensure effective account management of assigned collection accounts.
- Reviews open A/R for all assigned accounts and prioritize collection activities to maximize cash collections.
- Liaison with cash operations regarding cash application specialist to research and reconciles misapplied or payment issues.
- Resolves all overdue account balances, unassigned cash and payment discrepancies through research, communication and follow up with clients or field operations.
- Monitors changes in customer financial status and payment patterns
- Audits and maintains customer accounts to make sure terms are accurate and customer profiles have current information.
- Working knowledge of Oracle, Microsoft office (Excel, Outlook, PowerPoint)
- Performs other duties as assigned or requested.

Online Sales and Services

ADESA Lexington-Lexington, KY

February 2010 to August 2015

- Educate and train customers and employees on company website (ADESA.com)
- Work with auto dealers on problems with internet accounts.
- Work with Fleet and Captive Finance accounts to insure guidelines are followed
- Conduct follow up calls when vehicles are sold.
- Advise and assist all departments on the sale of vehicles on ADESA.com.
- Present weekly online sale reports to management during staff meetings.
- Maintain an accurate database of units uploaded for three departments.
- Use Salesforce.com to prospect and track dealer sales.
- Increase buyer base through cold calling and relationship building.

Education

B.A in Social Work

Eastern Kentucky University - Richmond, KY

August 2022 to Present

Bachelor's degree in Business Management

Kentucky Christian University - Grayson, KY

August 1998 to May 2000

Skills

- Customer Service (10+ years)
- CRM Software (5 years)
- Microsoft Word (4 years)
- Management
- Microsoft Outlook
- Sports Coaching (10+ years)
- Cold Calling (5 years)
- Case management
- Cash handling
- Negotiation
- Business Development (5 years)
- Cash register
- Upselling
- Time management
- Accounts Receivable (1 year)
- Leadership
- Marketing
- Account Management
- Microsoft Office
- English

- Salesforce (5 years)
- Sales

Certifications and Licenses

CPR Certification

Dominique August - Smith

Skills Summary

- Childcare Expertise: Extensive experience in providing nurturing and educational care for children of various ages, including infants, toddlers, and preschoolers.
- Curriculum Development: Skilled in creating and implementing age-appropriate activities and lesson plans that promote cognitive, social, and emotional development.
- Communication: Excellent communication skills, with the ability to effectively interact with children, parents, and colleagues.
- Safety and Well-being: Strong focus on ensuring the safety and well-being of children, with experience in managing daily routines and emergency situations.
- Organization: Highly organized, with the ability to manage multiple tasks and responsibilities efficiently.
- Adaptability: Flexible and adaptable, able to adjust to the varying needs and schedules of children and families.
- Problem-Solving: Strong problem-solving skills, with the ability to handle challenging situations calmly and effectively.
- Team Collaboration: Proven ability to work collaboratively with other staff members and volunteers to provide comprehensive care and support.

Work Experience

<p>The Centenary School Lead Teacher 2018-2021</p> <p>Job Summary:As a Preschool Teacher, I developed and implemented age-appropriate curriculum and activities to promote social, emotional, cognitive, and physical development. I created a safe and engaging classroom environment that encouraged exploration and learning. I observed and assessed each child's development, maintained accurate records, and communicated regularly with parents and guardians. Additionally, I fostered positive relationships with children, families, and colleagues, and utilized a variety of teaching methods to accommodate different learning styles and individual needs. I also planned and supervised daily routines, including meals, naps, and outdoor activities, ensuring the health, safety, and well-being of all children in my care.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">- Develop and implement age-appropriate curriculum and activities that promote social, emotional, cognitive, and physical development.- Create a safe, inclusive, and engaging classroom environment that encourages exploration and learning.- Observe and assess each child's development and progress, maintaining accurate records and communicating with parents and guardians.- Foster positive relationships with children, families, and colleagues to support a collaborative and supportive educational community.- Utilize a variety of teaching methods and materials to accommodate different learning styles and individual needs.- Encourage and model positive behavior, promoting social skills and conflict resolution.- Plan and supervise daily routines, including meals, naps, and outdoor activities.- Ensure the health, safety, and well-being of all children in your care.	<p>Key Assest Youth Worker 2019-2020</p> <p>Job Summary:</p> <p>At Key Assest we provided a safe environment living for youth between the ages of 12 to 21 with mental disabilities.</p> <p>To provide high quality support to the youth in the CCC Program in relation to improving social, educational, and independent skills of the youth.</p> <p>To promote the well-being and safety of the youth in care.</p> <p>To maintain a clean and safe living environment.</p> <p>Responsibilities:</p> <p>Our job included teaching and daily hygiene. Being Dedicated and compassionate Youth Workers with extensive experience in supporting and mentoring young people. Proven ability to create safe and engaging environments that supported personal growth, academic success, and social development.</p> <p>Skilled in developing and implementing programs that address the unique needs of youth, including educational support, life skills training, and recreational activities. Strong communicator with a talent for building trusting relationships with both youth and their families. Committed to promoting positive outcomes and empowering young people to achieve their full potential.</p>	<p>Nanny 2020- Currnent</p> <p>Job Summary</p> <p>As a Nanny, I provided personalized and direct childcare for up to 5 to 6 children, ensuring their safety, well-being, and development. I planned and supervised age-appropriate activities, including educational games, outdoor play, and creative projects. I prepared healthy meals and snacks, managed daily routines, and assisted with homework and school projects. I also maintained open communication with parents, providing regular updates on their child's progress and any concerns. Additionally, I performed light housekeeping duties related to childcare, such as laundry and tidying up play areas.Ive maintained this role for the past 4 years expanding my clientele and fostering relationships with a multitude of families.</p>	<p>Arbor Youth Services Youth Worker 2023-Current</p> <p>Job Summary:</p> <p>At Arbor Youth Services I provide support to the at risk homeless youth and adults our community. Giving direct support and facilitating the development of their living skills while maintaining safe environment</p> <p>. Responsibilities:</p> <p>As a Youth Worker, I provided essential support and services to individuals experiencing homelessness. I assisted with intake procedures, ensuring that all clients received the necessary resources and information. I coordinated and distributed meals, clothing, and hygiene supplies. I also facilitated access to social services, including housing assistance, employment programs, and healthcare. Additionally, I maintained a safe and respectful environment, offering emotional support and crisis intervention when needed. I collaborated with other staff and volunteers to create a compassionate and effective support system for all clients.</p>
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Educational History

Brayn Station High School 2010-2014

Eastern a Kentucky university 2023- current. obtaining a degree in child and family studies.

certifications: CPR certified

Contact me at:


Address: 4057 Mooncoin Way 4102 Lexington, Kentucky 40515
Email: Dominiqueaugust13@gmail.com
Phone:(859)-247-0215

AFFIDAVIT

Comes the Affiant, Joshua McKinley, and after being first duly sworn, states under penalty of perjury as follows:

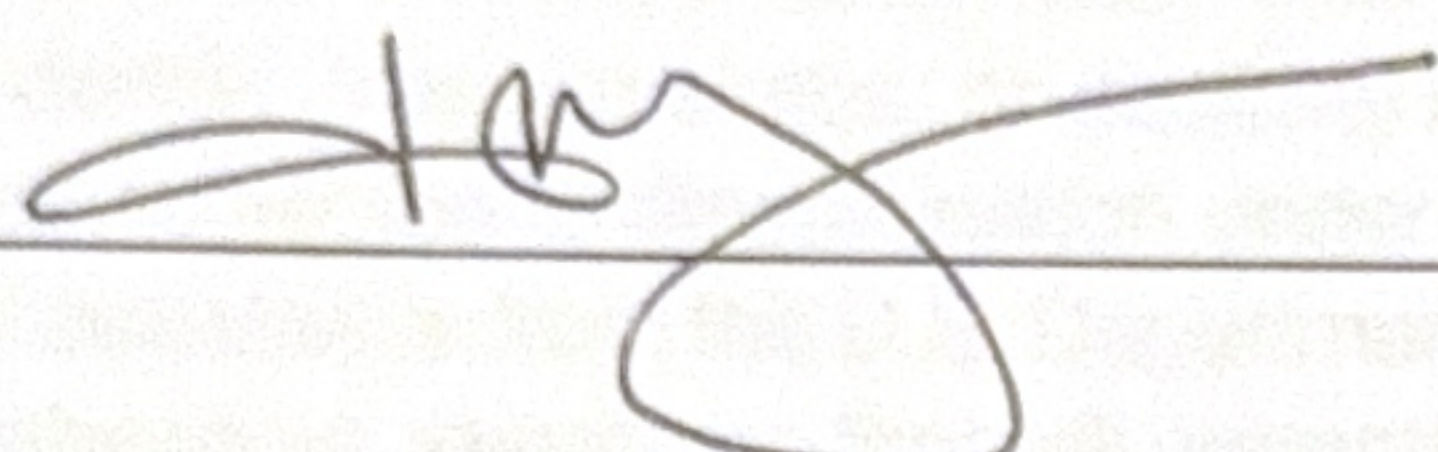
1. His/her name is Joshua McKinley and he/she is the individual submitting the proposal or is the authorized representative of Arbor Youth Services, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page



7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

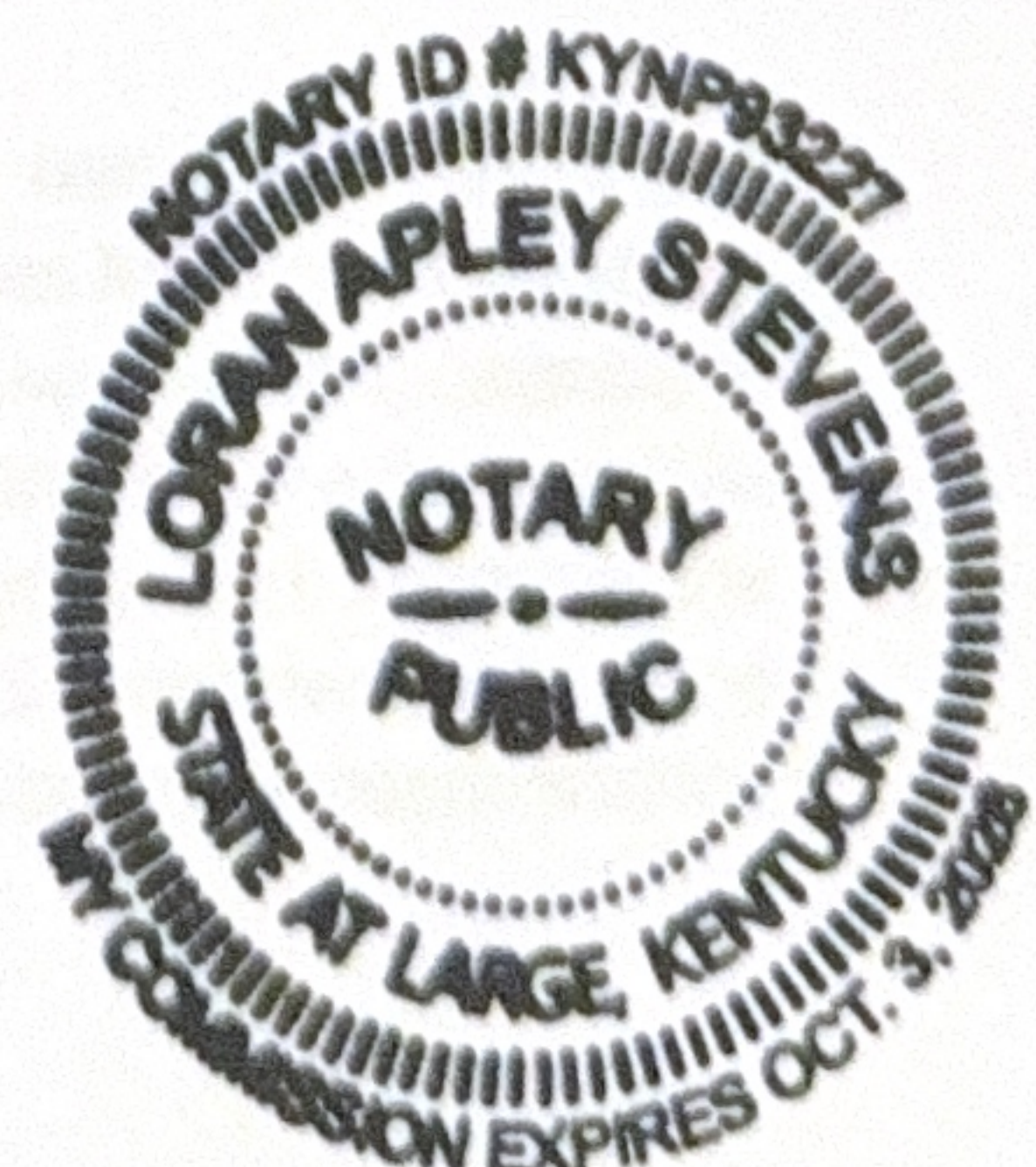

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Joshua McKinley on this the 28 day
of February, 2025.

My Commission expires: 10/03/2028


NOTARY PUBLIC, STATE AT LARGE



EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

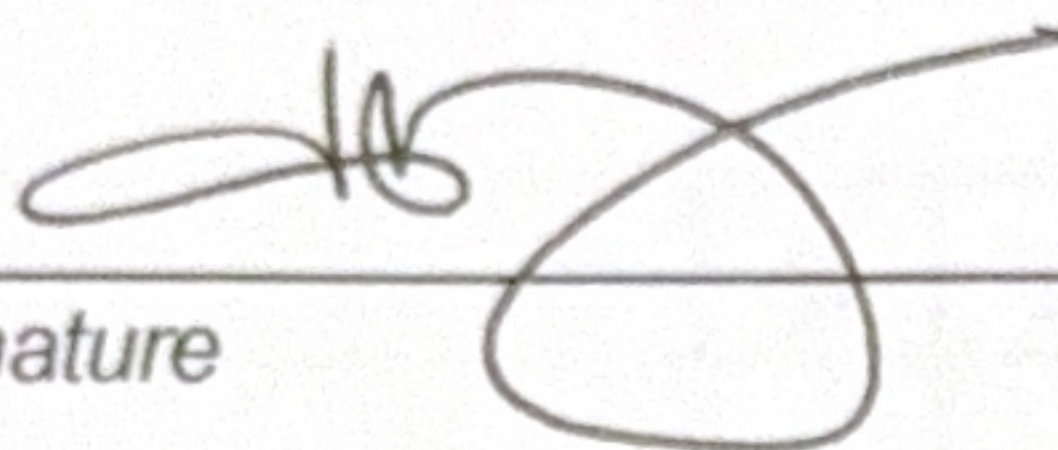
The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination

in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature

Arbor Youth Services

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Arbor Youth Services

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	2	1	1													1	1
Professionals	4		2			1	1									1	3
Superintendents																	
Supervisors	1						1										1
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals	19	1	4		1	3	10									4	15
Office/Clerical																	
Skilled Craft																	
Service/Maintenance																	
Total:	26																

Prepared by: Joshua McKinley, Executive Director Date: 02 / 28 / 2025

(Name and Title)

Revised 2015-Dec-15