

# **PPEP, Inc. & Affiliates**

## **Annual Report**

### **2005-2006**



Dr. John David Arnold with Farmworkers in Fairhope, Baldwin County, Alabama whose employment was jeopardized subject to flooding from Katrina, also widespread exploitation, discrimination, violation of civil rights are rampant in that agriculture region.

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John David Arnold, Ph.D.  
Chief Executive Officer & Founder

Hector Sanchez  
President

"Si Se Pudo!"  
Since 1967

"WE SHALL NOT FORGET THE FARMWORKER HURRICAIN VICTIMS OF KATRINA AND RITA AND THEIR RECOVERY "



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MOTTO:

"Si Se Puede" "Si Se Pudo"

2005 THEME: 2006

"WE SHALL NOT FORGET THE FARMWORKER HURRICAIN VICTIMS OF  
KATRINA AND RITA AND THEIR RECOVERY "

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PPEP=Portable Practical Educational Preparation  
PMHDC=PPEP Microbusiness & Housing Development Corp.  
PRBDC=PPEP Rural Business Development Corporation  
FARS=First American Resources  
PSHSC=PPEP Senior Housing Services Corporation



PPEP Board Members



## CEO Introduction Message

Dear PPEP family and friends:

What a year this has been with so many exciting things happening in the agency. Also, what a tragedy has fallen upon our farmworker brothers and sisters that are victims of Katrina and Rita.

I wish to propose that our year's theme at PPEP, Inc. be "We shall not forget the Farmworker Hurricane victims of Katrina and Rita and their recovery."

I am proud to say that PPEP, Inc. responded in a big way to the relief and on-going recover efforts in Mississippi and Alabama. The diary of my 6 day trip to the region, photo album, and CD PowerPoint are attached to my CEO report.

### KATRINA/RITA RELIEF EFFORTS

The highlights of our relief and recovery efforts which NBC News called "the largest non-governmental interstate relief effort of its kind" are as follows:

- ❖ Assembled a relief partnership between LULAC, World Care, PPEP TEC students, and PPEP, Inc. staff
- ❖ Participated in the first PPEP convoy of relief supplies by going to Clarksdale to set up a distribution center.
- ❖ Assisted in acquiring and selling of a 55,000 sq. foot warehouse as a regional relief and disaster preparedness training center.
- ❖ To date 3 PPEP supply trucks and 12 18-wheel semi-loads have reached the Clarksdale regional relief center
- ❖ Traveled extensively for 6 days with Mississippi Delta and Mexican Consulate staff to the coastal disaster areas of Mississippi and Alabama.
- ❖ Traveled to D.C. to meet with high ranking officials at HUD, Commerce, USDA, as well as, Senator McCain, Senator Enzi, Lieberman, and Raul Grijalva on Capital Hill to present my trip report.
- ❖ Assisted in securing \$850,000 to purchase the Clarksdale facility for Mississippi Delta Farmworker Council.



USDA and Deputy Assistant Secretary receive Katrina disaster report

- ❖ Assisted the Alabama farmworkers affected by Katrina by visiting the stricken areas. Assisted in securing a warehouse with supplies in Mobile, Alabama.
- ❖ Coordinated efforts and resources with the Mexican Consulate staff in the disaster region.

I will travel on October 25-26, 2005 to Clarksdale to hold a press conference and formalize our regional relief partnership. Obviously much work has to be done on the recovery side. I am committing our organization to provide technical assistance in Microbusiness development, job training, and affordable housing.

I am personally assisting with guidance for obtaining financing and grants for the on-going recovery efforts.

### BALANCE OF PPEP

As for the rest of PPEP, Inc. and Affiliates this was a most eventful year. In order to capture much of what only these photos and news articles can tell. I have attached an album of photos at the end of this report to share the following highlights:

Si Se Pudo,

John David Arnold, Ph.D.  
Chief Executive Officer and Founder



President Hector Flores, LULAC; Dr. John David Arnold, PPEP, Inc.; Secretary Gutierrez receiving Katrina Relief Report and Don Green, Mississippi Delta Farmworker Council

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Left to right: Dr. John David Arnold, Chaska and Tika Arnold, Senator McCain



Meeting at Congressman Grijalva's office  
in Washington, DC.





**Elise P. Arnold, MAM**

Chief Administrative Officer for:



### **PPEP TEC CHARTER HIGH SCHOOL**

*Becky Edmonds, Superintendent*

*Leticia Lujan, Business Manager/Grants Coordinator*

### **EMPLOYMENT AND YOUTH AND EDUCATION SERVICES AND YOUTHBUILD**

*Kari Hogan, DEPUTY Director*

*Sandy Adams, Compliance AND SYSTEMS Manager*

*Jessie Lopez, Youth build Coordinator*

#### **HIGH SCHOOL EQUIVALANCY PROGRAM -HEP**

*Jimmy Pruitt, HEP Director*

*Jose Luis Sotelo, Coordinator*

### **BEHAVIORIAL HEALTH COUNSELING**

*Carlyn Hacker, M.A., Director*

*Roxanna Gonzales, M.A., Clinical Director*

### **COMMUNITY ACTION PROGRAM**

*Dannie Dyas, Director*

*Dana Katbah, Job Developer Coordinator*

*Carmen Pinheiro, Case manager Coordinator*

*Bill Stern, Garden Coordinator*

This year has been very busy with some expansion and some consolidation, therefore, I am providing highlights of each department which will then be followed by a complete report from each department.

### **PPEP TEC CHARTER HIGH SCHOOL**

- . Completed 10 years of operation
- . Graduated 1,500 students
- . In compliance with the No Child Left Behind standards
- . PPEP TEC was labeled as a performing school under the AZLEARNS.
- . Opened a new campus at Robles Junction in Pima Co.

### **BEHAVIORAL HEALTH COUNSELING SERVICES**

- . The twenty-fifth anniversary of this Department
- . Through a contract with New York University, have expanded services to Nogales through the court system.
- . Have met and exceeded all licensure standards.
- . Have met local and state programmatic audit standards according to reviews and reports.

### **EMPLOYMENT AND TRAINING FOR MIGRANT AND SEASONAL FARMWORKERS.**

- . *Successfully competed for two years of funding, making 25 years of operating the program in Arizona.*
- . Reorganized various service areas as agricultural in Arizona shifted due to urban growth.
- . Lost a beloved key staff member, Raoul Salazar to death.

### **AJOBS – YOUTH SERVICES**

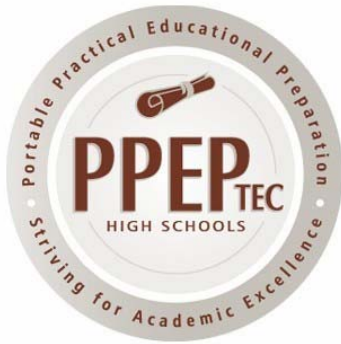
- . In the middle of last year the funding ended and the U.S. Congress did not authorize funding for this program.
- . We did our best to incorporate more youth into our our regular mainline DOL program and Youth build.

### **YOUTHBUILD**

- . This program was a 30 month program. It was funded from March 2003 to September 2005.
- . All program and financial goals were met.
- . Refunding from HUD was denied, however we secured funding for the youth from the City of San Luis and incorporated the rest of the program into our DOL since all participants qualified under the guidelines.

### **COMMUNITY ACTION PROGRAM/DEPARTMENT**

- . Secured on going funding from DES for as long as TANIF Case Management is funded by the Federal Government.
- . Competed and expanded our employment and training contract with Pima County, therefore, increasing staff in the rural communities and Pima County.
- . Out sourced the Yoem Pueblo senior meals to the Pasqua Yaqui Tribe.
- . Expanded the Arivaca organic garden production.



## **PPEP TEC High School Annual Report Rebecca Edmonds, Superintendent**



San Luis, Arizona PPEP-TEC  
Students Graduation 2005

### Introduction and History

It is with pleasure that we share with you the history of PPEP TEC High School and some of our successes from this past year.

PPEP TEC High School is a publicly financed, statewide high school whose purpose is to provide an alternative educational program for students' ages 15-21, in grades 9-12. Our primary focus is on high academic standards, AIMS preparation, and technology and school-to-career programs. We are designed to meet the needs of alternative students such as at-risk students, students who work, high school drop-outs, and sons and daughters of migrant and seasonal farm workers.

Our teachers are Arizona certified, the classes are small, and the students get lots of individual attention. Our curriculum is aligned with the Arizona Academic Standards, and all students must meet or exceed the standards on the AIMS test in order to receive a high school diploma.

Students at PPEP TEC High School are required to attend 20 hours per week, but our hours are flexible with some locations offering night school and some locations providing transportation. Students are able to move at their own pace through the curriculum material. For those with less time to devote to school this allows them the ability to complete work over an extended period, while other students might accelerate the pace and finish in a much shorter time than expected in a traditional high school format.

Since its inception in 1995, PPEP TEC High School has played a leading role in educating Arizona's youth. We have graduated over 1500 students throughout our 12 sites. Our enrollment each year is approximately 1000 students, and we maintain a student teacher ratio of 15:1.

Currently we have 3 learning centers in Tucson, and 1 center each in Avondale, Bisbee, Casa Grande, Chandler, Douglas, San Luis, Sierra Vista, Somerton, and Wilcox.

### 2004-2005 Major Successes

- PPEP TEC High School is very proud to announce that all of its schools were given "Performing" labels under the state's accountability system, AZLEARNs.

In addition, 11 of the 12 sites met the “Adequate Yearly Progress” accountability standard mandated by No Child Left Behind. Meeting the standard means that PTHS students improved their scores on the AIMS test; they met the graduation rate requirement; and at least 95% of the students were in attendance on the AIMS testing dates. Congratulations to all of the PTHS staff and students. This is a great accomplishment!

- The Eugene Lopez Learning Center in Wilcox got a new home last year. It moved from its old location behind the Safeway to a building close to the center of town that the school purchased and renovated. The new address is 158 W. Maley, and it’s a perfect location for our students who take advantage of the library facility right across the street!



**Eugene Lopez Learning Center  
Ribbon Cutting Ceremony**

- For the 2004-2005 school year, PPEP TEC High School won a \$110,000 technology grant from the Arizona Department of Education. The grant project was called TIPs (Technology Integration Projects). Through TIPs, PTHS added more technology-based learning into the core curriculum. Teachers worked together to find the most effective software and web-based programs to enhance student learning, especially in the areas of math, reading, writing, schools-to-career, and science.
- Planning began on a project that would create a partnership between PPEP TEC High School and the Altar Valley School District in Robles Junction to provide a school for grades 9-12. Currently the students from Robles Junction are being bused great distances to other districts in order to attend school, and this partnership would give the students the opportunity to attend school in their own community.
- The Arizona Virtual Academy applied for and was granted its own charter from The Arizona State Board for Charter Schools. AZVA is proud to be another successful program under the PPEP, Inc. umbrella.

- PTHS provided services to over 200 students with disabilities under IDEA and Section 504. PPEP TEC High Schools' eleven special education teachers may serve the largest number of students receiving such services at any charter school in the state.
- PPEP TEC High School partnered with PPEP Behavioral Health Services to provide counseling services to all of our schools on regular schedule of at least once a week.
- PPEP TEC High School buses provided transportation for the campuses in Chandler, Bisbee, and Avondale last year. In some cases, our drivers covered great distances, but we got our students to school! In the Tucson and Sierra Vista areas, bus passes were provided for students who needed transportation, and in San Luis and Somerton, bus service for our students was contracted to an outside agency. Since transportation is often a challenge for our students, we do all we can to accommodate their needs.
- PPEP TEC High Schools throughout the state have participated in and supported a variety of community services, including the Red Cross Blood Drive, the American Cancer Society, Adopt-a-Highway cleanup, Toys for Tots, Adopt-a-Family Christmas program, Cochise County Fair, donations to local food and clothing banks, and diaper drives.
- PPEP TEC High School partnered with the FAME Foundation to provide music lessons, leadership workshops, and intensive English language programs to our students at the Celestino Fernandez Learning Center in Tucson, the Raul Castro Learning Center in Douglas, and at the Cesar Chavez and Jose Yopez Learning Centers in San Luis and Somerton. We are looking forward to a continued partnership next year, and one that includes the PTHS locations in Douglas and Wilcox.

### Recognitions and Updates

- Two Hundred and Forty-five (245) outstanding students graduated from PPEP TEC High School in 2004-2005. Congratulations for a job well done!



PPEP TEC High School in 2004-2005 – Tucson, Arizona

- The PPEP TEC High School administrative staff is a team comprised of the following outstanding team players: Rebecca Edmonds, Superintendent; Leticia Lujan; Business Manager; Pat Riggs, Special Education Director; Sharon Davis, Region 2 Coordinator and Testing Coordinator; Debra Deininger, Special Education Coordinator, Doug Davidson and Brad Biggs, Curriculum Coordinators; Doreen Hunnicutt, Office Manager; Olivia Bernal, Receptionist and Transportation Coordinator; Annette Peralta, Student Records and Reporting Coordinator; Anna Alegria, Records Compliance Specialist, Norma Guest, Student Retention Specialist, and Karol Basel, School Psychologist. Thanks to all of you, PPEP TEC High School is one of the premier charter schools in Arizona.



**ADMINISTRATIVE STAFF**

Rebecca Edmonds, Superintendent; Leticia Lujan; Business Manager; Pat Riggs, Special Education Director; Sharon Davis, Region 2 Coordinator and Testing Coordinator; Debra Deininger, Special Education Coordinator, Doug Davidson and Brad Biggs, Curriculum Coordinators; Doreen Hunnicutt, Office Manager; Olivia Bernal, Receptionist and Transportation Coordinator; Annette Peralta, Student Records and Reporting Coordinator; Anna Alegria, Records Compliance Specialist, Norma Guest, Student Retention Specialist, and Karol Basel, School Psychologist.

- Leticia Lujan represents PPEP TEC High School as President of the Tucson-Kino Rotary Club of South Tucson. She also is the Youth Scholarship Coordinator, LULAC Council # 1088, and she participates as a parent representative on the NCLB Committee of Practitioners.
- Rebecca Edmonds serves on the State School Superintendent's charter school advisory committee. And, at the request of the Arizona State Board for Charter Schools, she and Leticia Lujan serve on a committee to advise potential charter school operators.

- Forty-five dedicated students earned 35 credits at the migrant summer school program in San Luis and Somerton. Good job!

### Accolades

- Many thanks to the students of PPEP TEC High School for making our jobs so rewarding!
- Special thanks to all of our teachers, staff, and parents for helping us become one of the most respected charter school programs in the Arizona!
- Many thanks to Gary Kleopfer and the Property Management Department for their constant support of the needs of PPEP TEC High School. No matter what time of the day or night, they help without complaint!
- Thank you, thank you to Rob Riggs from the IT Department for keeping our computers up and running! He'll always drop what he's doing to help in an emergency, and he is never too busy to help troubleshoot a problem.
- Thank you to our Chief Executive Officer and Founder, Dr. John David Arnold, for his continued vision of what can be done for our special youth.
- Thank you to our Chief Administrative Officer, Elise Arnold, for her constant support of our high school program and staff.
- Special thanks to our Governing Board for their support of our high school program, and for their willingness to come to all of our quickly-scheduled School Board Meetings!
- Thank you, too, to all of the many visitors we have had the privilege of meeting. We are proud of our schools and are honored that you would take the time to stop by and see what we are doing with these special students.
- Finally, we extend our gratitude to the entire PPEP, Inc. family for their efforts on our behalf.



PPEP TEC Students arriving in Little Rock, Arkansas to National LULAC Convention 2005



## ***Employment, Youth and Education Services***

***National Farmworker Jobs Program (NFJP)  
Migrant & Seasonal Youth Program (AJOBs)  
PPEP Somerton/San Luis Youth Build Program  
High School Equivalency Program (HEP)***

### ***Kari Hogan, Deputy Director of Employment, Youth and Education Services***

***“When you do common things in life in an uncommon way, you will command the attention of the world, but remember that the door of opportunity may not always open unless you do some pushing.”***

Every year we have challenges to face and overcome. This past year has seen many challenges for the NFJP program, Youth build, DOL Youth and HEP. With the NFJP continuing to face extinction every year, the elimination of the MSFW DOL Youth program this past December, and the Youth build and HEP grants Ending, Dr. Arnold, Kari Hogan, Jimmy Pruitt and staff continued to step up to the plate to ensure the survival of these programs and what we believe in.

When the 2004 – 2005 program year began we were not sure if the NFJP program would be around another year because of the President’s budget once again zeroing out the NFJP programs under DOL. PPEP CEO John Arnold and Kari Hogan stepped up once again with many other 167 grantees along with our National Association AFOP, to begin a huge education agenda once again to our legislators (house & senate) on the importance of the 167 program and our Youth Programs. We needed to show again, that the 167 program continues to be the Department of Labors only program that is producing positive results and is meeting its National goals. That this program continues to be a vital link to the farmworkers across this nation and without these programs, the One Stop System could not absorb or handle this population and would be a huge disservice to many rural communities. With many hours, travel and writing letters, this was accomplished and funding was restored for 2005-2006 and 2006-2007 program years for the NFJP. This also needed the dedication of the NFJP staff currently working this past year to step up to the plate and insure all goals and objectives were met again for the 2004 program year. Although we lost a few staff this past year and struggled with our goals at times, they dug in their heels and worked very hard to meet the program goals set before us.

The DOL youth program met their goals across the state and across the country, but did not make the cut in order to continue into program year 2005. The DOL Migrant and Seasonal Youth program ended December 31, 2004. We will continue to educate our congressional leaders on this program and what it has provided too many youth in Arizona and across the country. There are many success stories related to this program. We worked hard to have the MSFW Youth Program stated in the WIA



reauthorization language at the national level and are hoping that it will be funded again by program year 2006. Last year Dr. Arnold was able to take youth that were enrolled in this program and LULAC back to Washington, D.C. to speak to our congressional leaders on program issues and continuation. This made a huge impact and was very successful.

Both DOL programs did well last year for the most part. The DOL Youth program in the six month period that it operated, served 78 youth for a total of 87% goal achieved and had 7 youth placements for a total of only 47% placement rate. This was due to the program ending and youth still in training and not ready for placement at the time of exit. This program targeted youth to continue their education or re-enter educational institutions at the High School and College levels. Another focus was on leadership, community involvement and personal growth of the young people that we served rather than being an employment based program like the NFJP.

The NFJP program did not meet its goals completely last year. With many struggles across the state with immigration issues, minute men, staff shortages in key areas and other related obstacles, the NFJP served a total of 378 farmworkers to reach an enrollment goal of 67%. Out of these 124 farmworkers were placed in unsubsidized employment for a total of 55% placement goal attained. This was the first time in over 10 years that the program did not completely meet their expected goal. Looking ahead we know what we have to accomplish this next year and we expect that all goals will be met throughout the state.



LULAC Youth and Gariela Lemus, Director of Public Policy LULAC National Office in Washington, D.C. during the 2005 LNES Youth Conference

## AJOB YOUTH PROGRAM

**“You can’t sit down and wait for opportunities to come; you have to get up and make them, for a wise man will make more opportunity than he will find.”**

### **Yuma County (San Luis & Somerton)**

The AJOB program in the Yuma County area had great accomplishments this past year. Students stayed involved in their communities and participated in clean-up and anti-graffiti campaigns in the area. Youth attended the LULAC Leadership Conference in Washington, D.C. where they had the opportunity to meet with congressional members. They had an opportunity to speak with other youth from around the county and to give their views on a variety of topics. This trip was exceptional in teaching our students about leadership, education and the political processes. Many of our Youth continue to stay involved with LULAC and have their own LULAC Youth councils which have given them opportunities in leadership and in decision-making. This past year one PPEP youth, Miguel Zazueta was nominated the National Vice President of the Far West Region and is very involved with youth across the country. This is a very honorable position and with it comes a lot of responsibility in which he has demonstrated.



LULAC Youth at LULAC National Convention Little Rock, Arkansas

With the help of staff, AJOB youth participated in a Christmas toy drive and dinner sponsorship food drive for needy families. They worked with Precious Treasures to sponsor 3 families again this year and with the help of Wal-Mart, Sam’s Club, Ark Book Stores, Hastings, Save-on, Al’s Tuxedo, Elvira’s Bakery and Goldbone’s Bakery it was a great success

Staff worked closely with students and offered training in job search assistance, college education and financial aid information. Arizona Western College did a presentation on the various programs and degrees that they offer as well as a trip to the AWC campus were scheduled. Students were also referred to AWC counselors for academic guidance.

Our staff continued to work with youth and transfer those that were eligible into the DOL NFJP program so they could continue with training and job or education placement. We continued to work closely with other agencies and non-profits in the area along with Arizona Western College to help our students achieve their educational and employment goals as well. Because of this program, this past year we were able to enroll 7 youth into college before the program ended so that they could continue their education goals.

### **Cochise County (Douglas & Wilcox)**

In the **Douglas** area this past year students were involved in their education and a few fundraisers. Because there was not a lot of time before the program ended students were not able to get as involved as they had done in the past. Many of the Douglas youth stayed involved in LULAC and continued to develop their youth council. One of our youth Diana Moreno was awarded the National LULAC Sweetheart for the year and decided to attend the University of Arizona in Tucson. Students from the Youth program also attended the National Youth Convention in Washington D.C. last year as

well. There they learned about leadership, the workings of our legislature, they met with key officials and were able to discuss topics from their agenda that they wanted to know more about. It was a very informative trip and has made a difference for many of our youth that have had the opportunity to attend this convention and take back information to their community.

Because of the cut backs and the program ending in December we were not able to continue the youth program in Wilcox this past year. Although there were 6 students that carried over, the staff from Tucson was able to continue to work with these individuals in education and placement. One of our students from the Wilcox area is attending the Academy of Beauty in Safford, Arizona and will hopefully graduate this next year from the academy.

Two students enrolled in the program received their CNA certificates. PPEP also works with the local area WIA youth programs to be able to provide a larger array of services to the youth. Students had counseling services available to them through the youth program. Two days a week a counselor was available to the students for individual counseling as well as teaching life skills.

Many students enrolled in this program are still enrolled in college programs. Two students are attending college classes and earning credits towards their Associates Degree. Another student registered at Phoenix College is continuing his degree in the Law Enforcement field. Another student is attending beauty school at the Safford Beauty College and has successfully completed Phase 1 of her training. And another youth is attending IT Technical College, and is earning his degree in Computer Programming. Overall the Cochise County Youth Programs have done well.

This program has enabled young people to have experiences that they would not have had without a program of this caliber. Youth that have entered the PPEP Youth Program have encountered and experienced the world of education (high school), education (college), work experience (how to write resumes, how to interview, getting the job, etc. and actual on the job work), travel in state and out of state, community involvement and service, how to work as a team, opportunities to meet world leaders and decision makers, involved in many leadership activities and events, learning how to be organized, how to do public speaking, becoming a productive citizen in their community, becoming a registered voter and the importance and responsibility it carries, and many other lessons.

The biggest lesson that we can learn from this program is that without the MSFW youth program these things would not have happened in our communities where these programs were located. MSFW youth would not have these opportunities and the cycle of poverty and illiteracy among this population would continue. MSFW youth have many barriers to overcome, such as reading, writing, language, drugs, domestic violence and many others that we have seen. Together with this program WE ARE MAKING CHANGE HAPPEN. We are seeing the results by the above. *If you are reading this and think this is a worthwhile program in your community or any other then you need to do something. Call your congressman or senator and let them know about this program and why it needs to be refunded. We appreciate your support because it counts.*

## **NATIONAL FARMWORKER JOBS PROGRAM (NFJP)**

### **Improving the quality of life among farmworkers in Arizona**

**“Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful”**

#### **Chandler: Eastern Maricopa County**

In the Chandler area we continued to struggle with all of the housing and construction that is happening in eastern Maricopa County. Over this past year many of the fields that used to be in the area are now new houses and roads. Many of the farmworkers have been displaced and are moving out further where agriculture is still happening so it was a definite challenge for the staff to locate farmworkers in this area. Most of the farming industry in this area is now in nurseries or dairy farming where we continue to work closely with farm contractors, nursery owners, etc. to work with their seasonal employees in order to upgrade their skills in agriculture so they can move to year round employment. This past year we began looking at merging the two Maricopa County offices in order to deliver a more comprehensive service to the farmworkers in the county. Negotiations are in the works with obtaining space in Queen Creek at no charge along with working with Faith Based organizations for space as well to continue services in the far east valley.

We work closely with the Family Resource Center in Queen Creek to stay involved with the Migrant Education stream and to serve those individuals that will qualify for the NFJP program. The Family Resource Center is looking at partnering with PPEP and giving us free space to serve the farmworkers in this area. We are working with the One Stop Center in Gilbert where we met with one stop staff and are working together to refer individuals and to co-enroll participants as well. Total enrollments for this area were 35 for 54% and 17 placements for 57%.

#### **Avondale and Gila Bend: Western Maricopa County**

In Western Maricopa County we had offices in the areas of Avondale and Gila Bend. Throughout the year though it became apparent that the agriculture in Gila Bend was not able to sustain having an office in this area. During the middle of the program year we closed the Gila Bend office, but kept the phone line in this area and were able to get donated space from one of the tax preparation firms. Currently farmworkers can still call the Gila Bend number and it is checked daily for messages and to return calls. The Avondale number is also given out so that potential participants can call and can make appointments in that area as well. Gray Faupel who was the staff in this area transferred to the Avondale area and continues to work with individuals in Gila Bend and across Maricopa County; and continues CDL training for the Maricopa and Pinal County areas as needed.

PPEP staff along with Kari Hogan and Dr. Arnold continues to work on relationship building in this area. Throughout this past year we have met with Estrella Mountain College where not only the One Stop is located, but also the Maricopa Skills Center and GED programs. We have met with a number of individuals in this community to foster new partnerships that are needed and to provide a wider range of



NFJP Staff and Ray Martinez –  
EuroFresh Willcox, AZ

services to the farmworkers in this community, as well we met with the Migrant Education program in this area and will be making presentations at their quarterly parent meetings and continue with informational meetings in the community.

Over this past year the Avondale staff served 88 farmworkers for a goal achievement of 90%. Their overall placement goal was at 70% with 28 placements for the year.

### **Tucson, Nogales, Wilcox, Douglas & Safford: Pima, Santa Cruz, Cochise & Graham**

The southern part of the state has had their ups and downs. We lost staff in Douglas, Safford and Wilcox this past year and had a very hard time replacing those positions. This in turn put the burden on Rosa Garcia to try and cover most of the county areas until new staff could be hired. Because of this southern Arizona counties combined met only 55% of their enrollment goal with 76 participants and 56% of their placement goal with 28 participants placed in fulltime jobs. Though it has been slow in this area it is now beginning to pick up. There are still obstacles, but staff continues to work hard and move forward.

The Commercial Drivers License Program in these counties continues to be very successful program and have helped many farmworkers get jobs in their communities or stay on with the farms that they have been working for. This past year has brought new business to the areas. In Cochise County a new Factory came to the area and they are breaking ground to expand the tomato nursery under glass that will bring many new jobs to the area. We have been in contact with the heads of these new industries and have already started placing participants in fulltime employment.

### **Eloy, Coolidge: Pinal County**

Pinal County offices have once again experienced many changes this past year. The year began slow and continued throughout the year. In the middle of the program year our Area Coordinator left the program and it was decided not to replace her position due to the lack of enrollments in this area. Although we continued community outreach and recruitment, it has been a struggle in the Pinal County area. We are still located in the Coolidge area and continue to work with the Pasqui Yaqui in that area, but will take a look at this next year since there has been little activity in this area. Pinal County did not meet their goals; they ended the year with 43% of their enrollments, and only 17% of their placement goals.

We continue to open our doors to other agencies and work together to partner for better services for the farmworkers in these communities. We continue to be a One-Stop satellite office to the main WIA One-Stop in Pinal County and hope to increase our program production and training this coming year.

### **San Luis, Somerton: Yuma County**

This past year under the direction of Maricela Alvarado the NFJP program in Yuma County has been very successful. Many thanks have to go out to the community and local employers who have made it possible for farmworkers to transition from farmwork to full time unsubsidized employment opportunities. Programs like Classroom training, OST, GED, OJT, WEP, CDL, Charter High School, MICRO and Related Assistance have helped our participants become self-sufficient. With our support they have also benefited from assistance with energy assistance, food, gas, and clothing allowance during training, job search and ultimately employment in order to be successful.

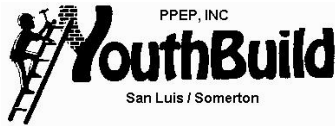
Our goals and objectives in assisting our farmworkers in these communities with information, education and training for full time employment have been noteworthy.

This past year has brought more community involvement and linkages with other non-profit agencies and in the private sector in the Yuma County than ever before. This has not only increased our resources to better serve our farmworkers and their families, but has put the NFJP program and PPEP out there as a valuable resource as well to others. We have been very involved in the One Stop meetings on a monthly basis and are looking forward to future co-enrollments of participants.

In the 2004-2005-program year, the Yuma County NFJP program continued to exceed all expectations as it has in past years with an overall enrollment of 200 for 101% and a placement rate of 86% with 62 placements into unsubsidized employment. We assisted and co-assisted participants with DOL youth, PPEP-TEC, PPEP-HEP, MICRO and PMHDC/Housing. We were able to increase cooperation within our One-Stops Centers and did multiple referrals with YPIC, Arizona Western College, WACOG and DES, along with other agencies that serve farmworkers. This past year we had 9 individuals go on to college at Arizona Western College and continue their education. Yuma County continues to grow and we are looking to add more training classes to our program in this area that will benefit many farmworkers to achieve basic education and to increase their marketable qualities in their communities for employment opportunities.



National Farmworkers Jobs Program Staff



## **PPEP Somerton/San Luis Youth Build Program**

**“If your actions inspire others to dream more, learn more, do more and become more, you are a leader, for the very essence of leadership is that you have a vision”**

**“We must not believe the many, who say that only free people ought to be educated, but we should rather believe the philosophers who say that only the educated are truly free. For education is for improving the lives of others and for leaving your community and world better than you found it.”**

### **(PPEP, making a difference in our programs)**

The PPEP Somerton/San Luis Youth Build program began in March of 2003 when PPEP was awarded the HUD youth build program. After notice of the award the process of hiring and training staff began and in May of 2003. In June of 2003 our first 10 month class began with 10 at risk youth who had now entered this new program. The HUD Youth build program is made up of a number of components. First it is a construction training program for youth between the ages of 16 to 24 years of age that works with housing partners to train youth in the field of construction and the different phases, second it is an education program for school dropouts to get them back into the educational system to obtain either their High School diploma or their GED. The program also works in partnership with the local community college AWC to offer certificate classes in Leadership and Construction that is a competency based program. Youth build students are involved in community service projects and work closely with staff on Youth build policy. A youth council is made up of 4 individuals who have leadership responsibilities and meet once a week with program staff to discuss the program and to help develop new policy or modify existing policy if needed in the program and to have overall input into their program. Every two weeks all of the partners and staff meet to discuss the program.

This past year ten more young people graduated from the Youth build program that met HUD and PPEP standards for graduation. Students are tested upon entering the program, then midway through the program be tested again to see where there learning levels are. This past year 4 more students received their GED while in the program, plus 4 more will be finishing up their GED testing within the next month. Other 2 students that completed shown an increased grade level by 3 grades or more upon completion of the program and will hopefully continue with their education. Upon completion all students were placed in employment with companies within their communities and neighboring towns as well. Five youth enrolled are now attending AWC. One student will be going into the law enforcement academy and the rest are starting with core classes. Our second round was not easy, but was a complete success. Our overall program grant for this 30 month grant cycle ended September 7, 2005. In the end the program had 19 young people complete and graduate from the program that met or exceeded the minimum requirements for graduation/completion.



Youthbuild Students attend National LULAC Convention in Little Rock, Arkansas

The PPEP Youth build overall goal was to graduate 66% of students that enrolled into the program, we met 63%. This is a great accomplishment of the program when you consider that this was our first Youth build program and we started at ground zero. My thanks go out to the program staff and the HEP staff who made this possible and worked very hard to ensure success of this program. We have applied for another Youth build grant this year and we hope to get this award. In the meantime we applied through the City of San Luis CDBG and were awarded enough money to begin another class in October of 2005.

Currently we partner with many agencies in the community. Housing America Corp. has now been our Housing Partner for a little over a year and has done an outstanding job working with young people on the job site and adapting their schedules in order to do this program. Lowe's Home Improvement Store has been a huge partner and has donated and cut cost of tools that have been needed for the youth to work on site with our housing partner. The Somerton School District continues to donate breakfast, lunch and snacks for the students to make sure they have balanced meals each day, Housing America continues to donate space for the program to have its GED classes, AWC has partnered with the program for educational learning through the college and has modified the curriculum to fit the Youth build program and J.C. Penny gives us discounts on clothing for youth for work. The existing PPEP programs have qualified a number of youth for co-enrollment into other programs for a maximum of services that are not duplicated, and many others in the community are supporting this program.

This past year has been exciting in the fact that although we were a new program we met standards and were able to incorporate a new computer application to the program for data collection for the Youth build Affiliated Network and HUD reporting. We continue to be a member of the Youth build USA Affiliated Network and still have a Provisional Affiliate License with Youth build USA and should have our Full Affiliate License this next year. This was remarkable since most programs do not qualify for this or have their programs up to speed within the first year of operation.

Kevin Tansey continues to work with the Youth build program and has been instrumental in this program with his counseling expertise. He has worked with many of the Youth build students that have had problems while in the program and has made a difference. He is very involved with staff meetings and is on top of everything. Jesse Lopez has been instrumental in getting our partners involved in this program and the students enrolled with this program. Jimmy Pruitt has been instrumental in watching over the program and giving guidance to the staff. He has also been instrumental in getting the GED program up and running for this group, he is the Director of the HEP program as well. Rigo Conde is our newest staff, but has built a relationship with all of the students and is a great mentor and is on top of his job and a great communicator with the youth. Overall we have a great staff and an exceptional program that is offering a second chance to youth in our communities. My thanks also go out to all of the HEP staff, Brenda Arroyo, Jose Luis Sotelo and Maria Elias who have taken time out of their busy schedules to help with this program and teach computer classes. It has been a team effort and has paid off.





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***To succeed, we must first believe that we can. Always treat people as if they were what they ought to be and you help them to become what they are capable of being”***

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***Jimmy Pruitt, Director  
Jose Luis Sotelo, Coordinator  
PPEP-HEP Annual Report  
FY 2004 – 2005***



HEP Staff

PPEP-HEP is now in its sixth year. The original HEP grant was for five years, 2000 to 2005, and ended on June 30, 2005. During this five-year period, PPEP-HEP served 914 students, of whom 735 (80%) completed the program and took the GED examination. Of the 735 students who tested, 438 (60%) received their GED certificates. Considering that 60% of the PPEP-HEP students ranged in age from 30 to 45 years of age and had not been in a classroom for 15 to 25 years, the passing rate was very successful. All the students were diligent in their approach to pass the GED. Many students worked 8 to 12 hours daily in the fields or salad plants, yet they attended classes 4 days a week, 4 hours daily, for 14 weeks in order to prepare for the GED examination. Of the 438 graduates, 230 (53%) continued their education at Arizona Western College, 39 (9%) entered vocational training, 90 (21%) obtained career positions and 5 (1%) joined the military. A total of 364 (85%) of the graduates were positive placements. In the fifth year of the HEP program 155 students were served, and 119 (77%) completed the program and took the GED examination. Of those who tested, 65 (55%) passed the examination and received a GED certificate. 61 students (94%) entered in post-secondary education, vocational training, or a career position.

PPEP's HEP program has had a positive impact on many students' lives. One graduate, a young lady 18 years old, obtained a loan through PPEP's Microbusiness program, and opened a Boutique for young ladies' apparel. Her business was so successful that she repaid the loan and started a second business with her mother. They purchased a catering truck and began to sell food to the harvesting crews in the Yuma valley during the winter vegetable season.

Two HEP graduates, who continued their educations, are now teaching in our local school districts. Three other graduates completed nursing programs and are working with local health agencies.

Eight PPEP-HEP graduates, were co-enrolled in the PPEP Youth build program and successfully completed both programs. They received vocational training in construction and were placed with local construction companies. 5 (63%) of the eight are continuing their education at Arizona Western College, while continuing to work as well.

PPEP-HEP's partnerships with Arizona Western College, Yuma Private Industry Council, Chicanos por la Causa, Campesinos sin Fronteras, and Housing America Corporation offer many opportunities for HEP students. They are able to continue their

education, to enter the workforce outside of agriculture, and to obtain a home through one of the existing partnerships.

PPEP's HEP program has had a positive impact on our migrant and seasonal farmworker communities in San Luis, Somerton, Yuma, and Gadsden, Arizona, and has helped to improve the quality of their lives in rural Arizona.

PPEP-HEP students enter the program with the PPEP-HEP staff assuring them that, "Si Se Puede", and when the students graduate, they leave the program saying, "Si Se Pudo".

On August 8, 2005, PPEP received a Grant Award Notification from the Department of Education, Office of Migrant Education in Washington D.C., that their HEP program had been refunded for a five year period from August 8, 2005 to August 7, 2010. All PPEP employees were very excited with the news, as the competition for refunding had been very competitive. There were 80 grant applicants, but only 11 were funded. The refunding of the PPEP-HEP program meant that another 800 to 900 migrant/seasonal farmworkers and their children would have an opportunity to complete their High School Equivalency certificate and to be able to continue their education at an Institution of Higher Education.

During the time that a student is in the HEP program, not only do they receive GED preparation classes, but also are exposed to cultural events, are made aware of Arizona Western College resources, and are linked to existing financial and support services with HEP partners.

In our area, farmworkers are characterized by little education, few skills, low income, and low self esteem. Most are Hispanics, many of whom are recent immigrants and are monolingual. Agricultural labor is physically strenuous, and over a long period of time, begins to break down a worker's body. Many develop arthritis in their hands and legs, and others develop diabetes from poor nutritional diets. Most farmworkers desire to have an opportunity to study and to be able to obtain employment outside of agriculture. HEP programs offer such an opportunity.

HEP graduates are able to receive on the Job Training through PPEP's National Farmworkers Job Training program.

The target population of the PPEP-HEP program ranges in age from 16 to 55 years of age with the median group being from 30 to 45. These students realize that continuing their education is the only way that they can get out of the fields and into a different career. The events of September 11, 2001, along with a downturn of the economy in the U.S.A., resulted in the closing of many "maquiladoras" on the Mexican side of our border at San Luis, Mexico, and as a result, the two local factories on the U.S. side near San Luis, AZ were closed. The closure of these two factories resulted in a loss of approximately 1,200 jobs. This loss of jobs greatly reduced the potential to place some of our graduates, but at the same time, the graduates were motivated to continue with vocational training in other areas such as refrigeration systems, automotive electronic repair, welding, and sheet metal fabrication at the local community college, in order to make them more employable. Somerton and San Luis are experiencing tremendous growth, and many of our students are gaining employment in the construction areas.

The PPEP-HEP Recruiter/Outreach Specialist helps HEP students to develop a resume and to learn to make appointments for job interviews. HEP students learn how to use the Internet Job Bank, both to look for a job and to post their resumes. In addition, each PPEP-HEP class is given instruction by staff from the other PPEP agencies as to what other services they qualify for.

Many PPEP-HEP students are married and have families. They work during the day, and then they attend classes at night. This combination of responsibilities can put a great deal of stress on a family.

PPEP has an existing behavioral health-counseling program with certified behavioral health counselors for students having personal problems or behavioral attitudes, which may affect their self image or their ability to participate in the program. They receive counseling from the PPEP counselors, who assist the student in developing the necessary confidence in order to be able to deal with personal difficulties and to avoid interference with their schoolwork and their jobs. One hundred percent of all students enrolling in PPEP-HEP are advised of our counseling services, during their orientation period. Dr. Kevin Tansey, our on site counselor, also works with the EXCEL group in Yuma. If any of our students or their dependents have substance abuse or domestic violence problems, Dr. Tansey arranges for them to get help through the EXCEL group.

The rate at which the San Luis and Somerton areas are growing in population, and the inability of the seasonal farmworkers to travel to other areas to work, due to economic hardships, after the local produce season ends, has created a huge pool of candidates for the PPEP-HEP program for the spring and summer cohorts. PPEP-HEP offers them an opportunity to continue their education and to obtain more stable employment locally.

As the PPEP-HEP program continues to grow, its staff needs to maintain the same level of intensity, as it has in the past, in order to continue to improve in all areas and to meet all of its objectives. PPEP-HEP will continue to collaborate with other programs in the area to maximize resources of all the programs in order to better serve the severely underserved migrant and seasonal farmworkers with regard to educational services.

PPEP's HEP program is the only one of its kind in the area, and as such it offers an opportunity for the underserved farmworkers to continue their education with the hope of obtaining more stable employment outside of agriculture.

In conclusion, PPEP-HEP, with the aid of PPEP, Inc, provides a very necessary service for our underserved migrant and seasonal farm worker population, who reside in this area. PPEP-HEP, as well as PPEP, Inc., will continue to work diligently to improve the quality of life in rural Arizona for our farmworker community.





A proud PPEP HEP graduate. The last recipient of a GED from the original PPEP HEP grant.  
(Left) Jose Luis Sotelo / Coordinator, Maria Cortes / PPEP-HEP Graduate, Jimmy Pruitt / Director.



**PPEP-HEP Office Staff**  
(front-left) Maria Elias / Administrative Assistant and Brenda Arroyo / Recruiter  
(back-left) Jimmy Pruitt / Director, Enrique Salinas / G.E.D. Instructor and Jose Luis Sotelo / Coordinator



PPEP HEP Students / First Cohort of Students from the New HEP Grant



Jimmy Pruitt / Director, John David Arnold / CEO Founder and Jose Luis Sotelo / Coordinator

Carlyn Hacker, Director  
PPEP Behavioral Health Services  
Annual Report  
2004-2005

MISSION STATEMENT

PPEP Behavioral Health Services (PPEP BHS) is dedicated to the overall well-being of the children, adolescents, families, and adults receiving our counseling services.

VISION STATEMENT

It is our vision that “all Arizonans, including rural Pima County will have access to behavioral health services needed to maintain their overall well being. PPEP BHS will identify the expanding needs, cultural disparities and barriers in order to provide the best possible care.”

VALUES STATEMENT

- To assist those less fortunate by increasing their capacity to eliminate rural poverty.
- To help overcome the problems faced by underserved and disadvantaged communities by mobilizing behavioral services.
- To plan, coordinate, implement, and evaluate both short and long term strategies for providing the best possible client centered counseling services regardless of their geographical location.
- To serve, and advocate for, the needs of disadvantaged and underserved populations.

SERVICE PACKAGE

PPEP BHS provides a very comprehensive package of counseling services including:

- Substance abuse, DUI, and evaluation services for clients referred through Diversion, Parole, Probation, Supreme Court, Superior Court, and various other court systems;
- General Mental Health counseling including domestic violence, adult/civic responsibility, couples, family, parenting classes, and individual counseling where needed;
- Domestic Violence treatment licensed by the State of Arizona;
- “Construyendo Circulos de Paz” a circle process for offenders of domestic violence researched by New York University as an alternative to traditional Domestic Violence treatment programs;
- Psychiatric, medication monitoring, and case management for our seriously mental ill clients within Ajo, Arizona;
- CPS coordination and counseling for individuals and families that have their children removed due to chronic problems with substance abuse, or other causes;

- Joint effort between the DD system and behavioral health to wrap services around individuals dually diagnosed and participating in PPEP's Encompass program;
- School-based services in Marana, Catalina, Flowing Wells, Ajo, and 13 PPEP Tec High schools;
- Juvenile justice counseling services assisting those adolescents who are having a difficult time complying with today's legal system;
- Motor Vehicle evaluations delivered by licensed Clinician who reviews with the client not only their substance use and treatment history but interprets two Screening instruments, to ascertain if they should be granted the privilege of their driver's license.
- Psychiatric and medication monitoring within the town of Ajo, AZ

PPEP BHS employs highly skilled, educated, bi-lingual, and state licensed Clinicians that are not only efficient in the delivery of these services but capable of dealing with a wide range of client needs.

Currently our staff consists of:

- **Carlyn Hacker** (Director). Carlyn is a Master's level clinician out of the state of Pennsylvania, State Licensed Substance Abuse Counselor, and Certified Domestic Violence Clinician through the National Forensic Association. She has been with PPEP close to 13 years providing administrative and clinical services.
- **Margaret "Margo" Borowiec** (Program Manager). Margo is a Master's level clinician and a Licensed Marriage and Family Therapist. Unfortunately, Margo is moving to Sierra Vista and will be providing counseling services for one of our current contractors SEABHS. Good luck Margo.
- **Roxanna Gonzalez** (Clinical Director) is bi-lingual-bi-cultural, State Licensed Substance Abuse Counselor, and Certified Domestic Violence Clinician through the National Forensic Counselor Association. Roxanna has been a part of the PPEP team for approximately 10 years.
- **Brenda Hanna** (Program Manager) has worked with PPEP on and off for the past 5 years as a Clinician. Brenda is now assuming the duties of Program Manager. Brenda is a Master's level clinician and Licensed Social Worker through the State of Arizona. We are looking forward to having Brenda apart of our administrative team.
- **Harrell "Goody" Goodman** (Clinician) who initially began with PPEP BHS as an intern through the Master's program from the University of Phoenix. He was an excellent intern and even better employee. Goody is licensed through the State of Arizona as Substance Abuse Counselor and primarily works with adult clients presenting with substance abuse and domestic violent issues.
- **Ramon Guerrero, J.D.** (Bi-lingual/Bi-cultural Clinician) Ramon provides one of our most valuable services which is substance abuse and domestic violence counseling to our Spanish speaking adult clientele. Ramon has provided these services for PPEP for over 5 years now.
- **Laura Thompson** (Clinician) has worked on and off with PPEP for approximately 5 years. She specializes in children and adolescent services spending most of her work time within the Marana, Flowing Wells, and Celestino Fernandez Learning Center. Laura is a Master's level and Licensed Substance Abuse counselor.
- **Peggie Rodriguez** (Clinician) has been providing school based children's' counseling and in office services with adults, couples, and juvenile services for 7

years. She is both Nationally and State Licensed Counselor, as well as having a Master's degree in counseling.

- **Harvey Encinas** a Bachelors level bi-lingual/bi-cultural clinician highly skilled in working with the adolescent and juvenile population. Though Harvey is usually found in one of our charter high schools he also provides adult domestic violence counseling to approximately 25 adults a week.
  - **Tim Bridges** came to PPEP as a bachelor's level clinican and has recently received his Masters in Counseling. Tim also is a familiar face within the PPEP high schools as well as a skilled therapist addressing the needs of our adult population.
  - **Elizabeth Rios** is a Master's level clinician that is considered valuable asset to the Altar Valley School system. She not only provides 4 days of counseling to the students living in the Three Points area, Liz provides many other services such as the instruction of the DUI Spanish Education program, Substance Abuse Evaluations, driving to Ajo to deliver Spanish counseling services, etc.
  - **Kent Baker** is another one of PPEP BHS' Master's level, Licensed professional counselors who provides school based children services but also is our primary rural counselors servicing the Catalina and Marana area.
  - **Lori Mitts, Joleen Eggert Ciha** are two part time clinicians that have been valuable assets of our PPEP team. Lori and Joleen both work as Child Life Specialist at TMC during the day and deliver DUI Education services and other on call services on weekends and evenings.
  - **Thomas Richeson** is a Clinician out of our Ajo licensed behavioral health office. Tom has been with PPEP for over 3 years and is the consistent member of our therapeutic team. Tom job is the "jack of all trades and master of none". Since Tom is about the only game in town, he has developed skills in working with all populations as well as coordination with our adult psychiatrist for over 15 years
- Dr. Elliott Heiman.**
- **Lorraine "Punky" Showers** is new to our behavioral health system. She has become a welcomed member of our team in the capacity of Administrative Assistant/Case Manager.
  - **Christine Valle, Dora Moreno, Alyssa Ozenghar, Susan Seeburger, Araceli Garcia** are PPEP BHS' "front line staff". These individuals are highly focused, efficient, and skilled to the ever changing requirement of enrolling, billing, and tracking the clients served. The success of this department is highly related to the service provided by these people.

In efforts to accommodate more clients who may work a traditional work schedule of 8am to 5pm, PPEP BHS has expanded our service delivery hours. Beyond traditional evening counseling groups, PPEP offers evening Intake appointments, answers phones through the lunch hour, offers a Saturday adult responsibility 8 hour group, and provides two therapeutic groups for substance abuse and domestic violence.

In addition to our extended office hours, PPEP BHS continues to maintain its satellite office locations at:

**Tucson:** 1021 E. Palmdale #110/130  
Tucson, AZ

**Catalina:** Catalina Resource Center  
3414 E. Golder Ranch



**Marana:** 11851 W. Trico Marana Rd., #A

**Ajo:** 111 La Mina #5  
Ajo, AZ 8532

**Robles Junction:** Robles Ranch  
116150 W. Ajo Way  
Three Points, AZ

**Nogales:** 1859 N. Grand Ave, #5

PPEP BHS also incorporates the delivery of behavioral health within the school-based setting. These locations not only provide the child with a safe environment to express their problems and concerns.



*Behavioral Health Administrative Staff: (left to right) Roxanna Gonzalez, Clinical Director, Elise Arnold, CAO, Margo Borowiec, Program Manager, Carlyn Hacker, Director*



## **COMMUNITY ACTION DEPARTMENT PIMA COUNTY WIA PROGRAMS**

Dannie G. Dyas, Director  
Community Action Department

*PIMA COUNTY WIA  
SOUTHERN ARIZONA COMPASSION INITIATION PROGRAM  
ARIVACA COMMUNITY GARDEN  
SENIOR DENTAL  
CASE MANAGEMENT – CSA/DES  
COMMUNITY SERVICE BLOCK GRANT (CSBG)  
EMERGENCY SERVICES NETWORK (ESN)  
PIMA COUNTY ELDERLY PROGRAM (AGE 55, AND UP)*

### **PIMA COUNTY WORKFORCE INVESTMENT ACT (WIA) PROGRAMS**

In 2004-2005, PPEP, Inc. staff provided WIA employment and training services to three targeted populations: rural residents, older workers, and single parents.

Pima County rural residents included those living in Ajo, Arivaca, Avra Valley, Catalina, Continental, Green Valley, Marana, Oro Valley, Picture Rocks, Rillito, Robles Junction, Sahuarita, Vail, and other communities outside Tucson. These residents were identified as a targeted population because:

- Transportation to work or school is often a problem
- Access to available services is limited
- There are typically fewer numbers and types of jobs available than in urban areas

PPEP, Inc. staff assisted rural residents in obtaining training, employment, and supportive services, such as tools for work, gasoline cards, car repair, rental and utility assistance, textbooks, and referrals to other services.

Older workers were defined as people ages 50 and up who were unemployed or underemployed. This population was identified because:

- Employers sometimes discriminate against older workers with respect to hiring and promotions
- Many of those over 50 lack the computer skills requisite in today's workplace
- People are living and working longer than ever before
- Many people find themselves unable to retire in their 60's due to investment losses, illness, poor planning, death of a spouse, and loss of benefits, inflation, or an unwillingness to retire for health or social maintenance reasons.

PPEP, Inc. staff assisted older workers in obtaining computer training, vocational training, employment, and a variety of supportive services during their job searches and post-employment.

Single parents were defined as those job seekers with one or more dependents under age 18 who resided with them at least fifty percent of the time. This population was identified because:

- Typically, there is only one household income
- Many single parents lack the specific occupational, career, or specialty skills that would propel them toward earning a higher income
- Household expenses are often high due to costs such as day care and debt payments
- Many do not receive child support

PPEP, Inc. assisted these parents with vocational training, on-the-job training, employment, and supportive services, including rental and utility assistance, referrals to day care, textbooks, and other services.

### *Performance*

#### **Rural residents:**

Enrolled: 82  
Training funded: 27  
OJT: 8  
Employed: 36  
Average wage: \$11.85

#### **Older workers:**

Enrolled: 55  
Training funded: 9  
OJT: 2  
Employed: 28  
Average wage: \$12.67

#### **Single parents:**

Enrolled: 44  
Training funded: 14  
OJT: 3  
Employed: 23  
Average wage: \$10.74



Staff: Dana Katbah, Grace Askew,  
Polly Gutierrez

### **SOUTHERN ARIZONA COMPASSION INITIATIVE PROGRAM**

The purpose of this grant program is to serve local seniors. We designed a program that would assist people 50 and older in getting back to work, despite the obstacles.

In 2004, our southern Arizona compassion initiative program included a free employability class (designed by PPEP) that covered job search tips and strategies, résumé preparation, interviewing skills, self-esteem help, and other relevant topics. We also provided prepaid gasoline cards, free basic computer skills courses, structured networking and support group opportunities, and behavioral health counseling (by PPEP Behavioral Health Dept.) as needed.

This program was highly successful, and was the only one of its kind in the state of Arizona.

### **ARIVACA GARDEN**

As our series of workshops and classes are getting close to wrapping up we have been very pleased with the attendance and feedback from the participants. Classes were held in Arivaca and our neighboring community of Tubac. Our classes were attended by adults in Arivaca and students of the Tubac Montessori charter school in Tubac. The classes covered topics of local wild plant harvesting, culinary herbs, and mesquite bean pod harvesting. The parents and students of the Tubac school were especially grateful and interested.

The Arivaca community garden has reached its time of peak production and has allowed us to provide fresh vegetables for the food preservation workshops. We have had groups of people in Arivaca preserving herbs and vegetables and have already met our goal of twelve workshops. These workshops consisted of making pesto sauce, canning green bean pickles, dehydrating onions, making garlic oil, and juicing locally harvested prickly pear fruit. The equipment purchased by the Arivaca community garden through grant money from OCS facilitated all of these workshops.

The community garden plots at the Arivaca community center are completed. The area donated by the community center was prepared with the tractor and tiller from the Arivaca community garden. A fence was constructed with Arivaca community garden youth interns and volunteers. Staff installed an irrigation system. In addition compost was purchased for use in the garden plots. One plot was planted with medicinal and culinary herbs by one of our workshop instructors and has been used for two instructional workshops. Four other plots have been rented and are planted with vegetables. We continue to encourage more people to get involved and grow their own vegetables.

The Arivaca community garden youth interns have accomplished a great deal in this period. As a group the interns organized a community event that focused on the use of locally grown produce. The interns scheduled the use of the Arivaca community center for a community potluck, with all the dishes made from locally produced food. The

interns also arranged for a local band to play music for the evening. The potluck was very well attended and the interns got a great deal of positive feedback for providing the community with a very enjoyable and educational evening.

The Arivaca Community Garden (ACG) youth interns also developed a community survey that was first introduced at their potluck event. After the potluck the survey was placed in a number of different places in Arivaca. The surveys are being collected at this time.

The youth interns also completed a project in which they interviewed all the different non-profit organizations in Arivaca. The interview questions were designed by the interns to educate Arivaca about the many services that are available in Arivaca and what these different agencies need from the community to continue providing their services. These interviews will be published in the local paper.

The ACG began its distribution of vegetables to senior citizens in the community. Every week two-pound shares of vegetables are put together and given to the Arivaca Human Resources Office (AHR). AHR then distributes these shares to seniors. This program will continue until the end of the season.

The ACG has been attending two farmers markets. One market is in Tucson and is organized and managed by the Tucson Community Food Bank. They chose the location of the market to include low-income people in the Tucson area. The market has been a great success and has allowed the ACG to raise funds to continue our programs. The market is attended by a number of local growers and is growing every week. In addition to this market the ACG also participates in a weekly market in Arivaca. The market consists of six local producers and the number of customers in Arivaca and beyond has been growing every week.

These markets have been a great place to begin our project of distributing produce coupons, which allow people to purchase locally grown produce. The coupons range from five to ten dollars and have been distributed by our partner agencies. Arivaca human resources give coupons to its low-income clients who then use them at the Arivaca farmers market. Amado Community Food Bank gives coupons to its clients to be used at two local farms. The Tucson Community Food Bank also distributes our coupons for use at the Tucson market. We have had a lot of positive feedback from the growers who appreciate the additional business. We have seen that in Arivaca especially these coupons are encouraging people to come out and see the benefit of supporting their local farmers.

### PROBLEMS

We had hoped that more people would be renting plots at the Arivaca community center community garden. We have had a great deal of interest, but many have said they would like to begin gardening after the heat subsided. We continue to promote the project and hope they follow through on creating their own winter garden.

### SIGNIFICANT FINDINGS AND EVENTS

It has been very interesting to see the pride and sense of accomplishment in our youth-interns this year. In addition to the organization of the community potluck, the interns have had the opportunity to interact with the public at the farmer's markets. The interns have felt very good about their ability to talk to people and gain experience in selling the

products grown at the garden. It has been very rewarding to see their confidence in their abilities grow.

#### DISSEMINATION ACTIVITIES:

We continue to regularly publish articles and announcements in our local paper. Some of these articles are written by our youth-interns. They have produced articles on issues of local food production, sustainability issues, and informative articles on the local non-profit agencies.

#### OTHER ACTIVITIES:

In conjunction with the sponsored workshop on mesquite bean harvesting, we are planning a community wide event at the end of October. This event will make a hammer mill available to the public so that all the people who harvested mesquite beans can have their beans milled into usable flour. In addition there will be a breakfast and other examples of ways to put this mesquite flour to use. This is intended to become an annual event called the Arivaca Mesquite Bean Festival.



David Keller, Carlotta Wray, Christina Orrino, and Bill Stern, Garden Manager

#### **SENIOR DENTAL PROGRAM**

The Senior Dental Program that was funding by Community Foundation of Phoenix, with the aide coming from the Attorney General, Janet Napolitano at that time, PPEP assist seniors in Counties like Cochise, Santa Cruz, Cochise, and Pinal Maricopa, we only did not provide dental services, we did Nutrition, Transportations, we have provided services to more that 300 clients.

## **CASE MANAGEMENT ANNUAL REPORT**

### **MISSION STATEMENT:**

Our mission is “to improve the quality of rural life in Arizona with emphasis on aiding low income seasonal and migrant farmworker through a variety of advocacy initiative and supportive services, which promotes their increase independence and self-sufficiency.

### **SERVICES PROVIDED:**

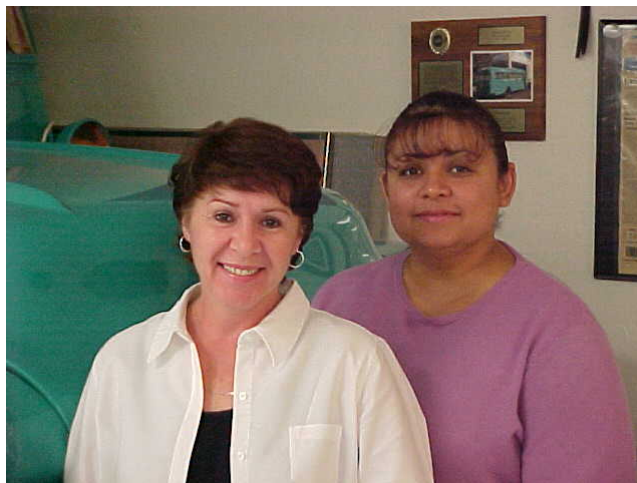
Project PPEP is a non-profit social service agency, which serves seasonal and migrant farmworker in 4 counties. Pima, Cochise, Maricopa, and Santa Cruz. We provide rental/mortgage and utility assistance which prevent eviction and/or utility disconnect. Then we develop a long-term solution through the 12 month period. Farmworkers and case managers go through this process up to 4 times a year to insure self-sufficiency.

**PPEP** advances families with respect for diversity and cultural awareness to provide a safe home and teach a way to sustain a sufficient standard of living and freedom of exploitation. With the current cost of living farmworkers are at a disadvantage and forces them to live in more expensive homes, pay increased food costs and decrease in employment income, which causes a higher demand on government funding.

**PPEP** has a diverse outreach structure within itself and out-reach agencies. Case managers help with referrals to counseling, education, job development to improve the rural community life. With an extensive connection to the network meetings, which meet every month, we can refer clients to other social services and rural agencies, which provide programs such as, emergency services, nutrition, employment, clothing and housing assistance to meet the necessity of the lower income households.

### **STATISTICS:**

The 2004-2005 year, 83 families participated in case management and 721 families were referred to other much needed assistance services. The staff at PPEP will continue to provide and aid farmworkers with honesty and professional integrity for as long as the need is there.



Carmen Pinhero and Nora Villalobos, Case Management Staff

**Community Service Block Grant:** Since 1980 the **(Community Development Block Grant)** funded by DES/CAS to provide services in seven Counties in Arizona, to assist Farm workers with rental and utilities assistance, Food, Car gas, Community Food Banks, work clothing, plus other emergency need.

**Emergency Services Network (ESN)** this is a group of Agencies in Pima that receive funds from Pima Community Action Department , to provide services to low-in-come residents in Pima County who are in a Crisis of having their services cut off such as, eviction/foreclosure prevention, utility assistance, special needs related to obtaining or maintaining employment.

**Pima County Elderly Program (age 55, and up)**

This is a unique program that provide services to our seniors with nutritious and healthy hot meals for the residents in Marana, Ariz. at the Yoem Pueblo daily, and Case Management for about 30-35 in the Community of Ajo, Arizona. Than we do Direct Services in the area of Continental, Sahuarita, Green Valley, Little Town, Robles Junction, just to name a few.

**I would like thank staff for doing a fine job, they are;**

**Rosa Garcia, Bill Stern, Carlotta Wray, Dana Katbah, David Keller, Carmen Pinheiro, Christina Orrino, Polly Gutierrez, Grace'yetta Askew, Melodee Baldrige, Margaret Slaughter, Nancy Richeson, David Rodriguez, Samuel Lopez, Mary Palma, and Nora Villalobos.**



Grace Askew, Carmen Pinhero, Nora Villalobos  
Dana Katbah and Polly Gutierrez





## PMHDC Loan Funds Report for the period ending June 2005

PPEP Microbusiness and Housing Development Loan Funds outstanding portfolio for June 30, 2005 ending was **\$4,512,793 against notes payable of 4,641.030**. There was **\$1,240,543** available for lending. The PMHDC Loan Funds are comprised of 21 different investment sources. These are then grouped into 12 sections. A brief description is provided for each section.

### **Small Business Administration MICRO Loan Funds**

The Small Business Administration/MICRO Loan Fund is made up of three separate loans made to PMHDC. The outstanding balance to SBA on these three loans is **\$1,170,104**. The outstanding portfolio on these three loans is **\$912,602 and** is made up of 128 accounts with an average loan of \$7,130. Of the principal outstanding, \$354,557 (33%) is in arrears. PMHDC is continues to aggressively look into all of the accounts that are past due more than 30 days and corrective action was taken by staff as well as management.

### **Social Program Related Investment Fund (SPRIF)**

This fund is made up of five social investments, which include the Tides Foundation, Sisters of Charity, Sisters of Our Sorrowful Mother, Sisters of Saint Francis of Philadelphia, and Sisters of Mercy, Burlingame. This fund is capitalized at **\$320,000** the portfolio balance for this fund is **\$221,393**, which is comprised of ten active loans. PMHDC is utilizing these funds at an average cost of funds of 3.5% per annum or \$6,271.

### **Rural Development**

This Loan fund was established for the three border areas of Douglas, Nogales and San Luis. The **\$165,000** RD grant was made to PMHDC in May of 1996. Under the grant guidelines, these funds can only be used in these three border communities. As of June 30, 2005, the outstanding portfolio was **\$60,023** with 13 active accounts with an average loan of \$4,617. There is **\$30,943** available to lend from this fund.

### **United States Department of Agriculture Intermediary Relending Program**

The Intermediary Relending Program (IRP) is a program of Rural Development. PMHDC was awarded two \$750,000 (**\$1,500,000**) 30 -year loans and loan # 3 for \$346,250 and IRP # 4 for \$750,000 and it's uses include pre and site development housing opportunities for low-to-moderate income families as well as create sustainable small businesses with loans of up to \$185,000. Under these four separate funds, there are 14 loans utilizing IRP funds with a principal outstanding of **\$1,637,930** as of June 30, 2005. Total notes payable to Rural Development are **\$2,249,743**. **There are \$486,500 available loan funds at the end of June 2005.**

### **Economic Development Administration (EDA) Bridge Fund**

This federal funded bridge fund pro-actively develops new jobs for low-income persons and minorities by nurturing the start -up and sustains ability of microenterprises as they expand and enter their new stage of development and full-time job creation by providing

bridge loans. EDA approved a \$300,000 investment for PMHDC as well as a \$500,000 bridge loan for the CDFI. As of June 30, 2005 there were 12 loans outstanding under this funding source for **\$377,588**. At the end of June 30, 2004, five loans with two loans paying off had been sold to the secondary market, Community Reinvestment Fund (CRF). This principal balance is **\$149,177 and is not part of the overall outstanding portfolio for PMHDC**. PMHDC is only servicing these loans.

#### **Calvert Foundation Fund (CFF)**

The Calvert Foundation Fund is a social responsible fund created from the Calvert Community Investments. This loan is structured at 4.0% interest only and is payable in a one balloon payment on January 15, 2006 this loan is capitalized at **\$50,000**. At the end of June 30, 2005, there were 2 active accounts with a portfolio balance of **\$21,490**.

#### **National Bank of Arizona formally Pacific Century Bank Fund (PCB)**

This is capitalized with one individual investment for \$250,000 investment at 3%, for a total capitalization of **\$183,145**. As of June 30, 2005 there were four accounts for a total principal outstanding of **\$162,647** at an average interest rate of 8%. These funds are being utilized for both small businesses and one housing project.

#### **PMHDC EQUITY Fund (CDFI)**

For the fiscal year end of June 30, 2005, equity investments made by the U.S. Treasury \$250,000 and a \$250,000 equity investment made by Wells Fargo Bank totaled **\$500,000**. There is one investment in this portfolio with a balance of **\$219,270**, which was used for the down payment of the PPEP Charter School. This portfolio generated **\$19,732** in revenue during the past 12 months. Currently this fund is capitalized at **\$506,509**

#### **Rural Housing and Economic Development (RHED I) (HUD)**

The grant funds of \$450,000 are made available to PMHDC to infuse into construction loan funds to help self-help borrowers and non-profit builders proposing to develop affordable housing in rural Arizona. The objective of this funding source is to finance 40 homes over the next five years under the self-help program of USDA in rural Arizona. Currently there four loans outstanding totaling **\$198,747**. There is \$242,466 available for lending under this funding source.

#### **Rural Housing and Economic Development (RHED II) (HUD)**

RHED funds are being used to provide economic development assistance to retain and expand existing small businesses and micro enterprises in need of developing or enhancing their technological and communication capabilities, helping them to bridge the digital divide. Businesses served through this initiative are located in the "Colonias" areas of Arizona along the US-Mexico border, also known as the Arizona Border Region Enterprise Community, which includes Douglas, Nogales and San Luis. Grant dollars for this initiative is \$282,700. At the end of June 30, 2005, PMHDC has principal outstanding of **\$186,682 in 42 separate loans** Available funds from HUD are **\$62,965**.

#### **Rural Housing and Economic Development (RHED III) (HUD)**

These federal funds were received in late 2002 for the acquisition, development, construction or renovation of housing serving elderly, developmentally disabled adults, farm workers and other special populations residing along the US-Mexico border known as the Arizona Border Region Enterprise Community which includes Douglas, Nogales

and San Luis, Arizona. This fund is capitalized at **\$330,417** with outstanding principal of **\$241,063**

### **Rural Housing and Economic Development (RHED IV) (HUD)**

The January 2004 RHED \$400,000 grants will support the Colonias within the Arizona Border Region Enterprise Community and small distressed communities (populations below 2500) to provide technical assistance and training of grassroots and community based groups in the Arizona Border Region Enterprise Community to develop their capacity to carry out housing and economic development projects. Six groups located in rural Cochise County, Miami, Superior, Patagonia and Wenden are receiving technical assistance and a seventh TA plan is being developed for a grassroots group in Pirtleville, Arizona. An owner-occupied home repair project was funded in Elfrida, Arizona. PMHDC invested **\$32,800** in two loans to date leveraging an additional \$317,200 of IRP loan funds used to renovate two elderly assisted care locations in Wilcox and for business equipment that will increase job opportunities in Miami, Arizona. Marketing strategies have been developed for Elfrida, and are underway in Miami, Superior and Patagonia.

### **WELLS FARGO Blend Fund**

This product provides low-income families with financing for their new home in cooperation with Rural Development's 502 Program. The financing is secured with a \$600,000 loan with Wells Fargo Bank. The portfolio outstanding was **\$273,765** with nine families receiving this blend financing. Previously PMHDC had financed 18 single family loans under this project.

### **PORTFOLIO PERFORMANCE AND NARRATIVE for June 2005 ending**

Number of first-time business loans made to micro businesses during the year (July 2004 through June 30, 2005): 30

Total number of business loans, which includes cash advances, made this 12-month period: 80

Total amount loans in business loans: \$725,560

Community facility loans funded: 4 for \$165,778

Construction Loans funded: 9 totaling \$1,099,605

**Total amount loaned out in this year: \$1,990,943 in 93 loans**

Number of active accounts as of June 30, 2005: 253

### **WOMEN-OWNED ENTERPRISES**

At the end of June 30, 2005, there were 80 women-owned enterprises that had an investment with PMHDC. This represents 45 percent of all loan holders.

### **PRINCIPAL PAYMENTS**

In the fiscal year that ended in June 30, 2005, PMHDC collected \$1,508,112 in principal payments from its loan recipients. This is an increase of 5 percent of what was collected during the same period ending June 2004.

### **PAID IN FULL ACCOUNTS**

During the reporting period of July 2004 through June 2005, **zero** accounts were paid to a zero balance.

## LOAN FUND REVENUES

The following are the un-audited revenues PMHDC collected during the fiscal year end 2005 with a comparison of the revenues from the previous fiscal year ending June 2004.

PERIOD ENDING	Fiscal Year End 2004	Fiscal Year End 2005
PORTFOLIO	\$4,758,226	\$4,512,794
INTEREST	\$268,489	\$286,425
FEES PAID/IMPOUNDS	\$37,396	\$41,705
LATE FEES	\$19,582	\$15,800
INVESTMENTS	\$5,783	\$10,219
<b>TOTAL REVENUE</b>	<b>\$331,250</b>	<b>\$354,149</b>

## TECHNICAL ASSISTANCE

The Community Development Officers (CDO) and CDFI Loan Officers provided extensive technical assistance to our current and delinquent borrowers. During the 12 months ending with June 30, 2005 the CDOs provided 5,834 hours of technical assistance.

The following report breaks down the assistance hours by specific tasks. Staff continued to provide 154 presentations, which attracted 618 persons to these presentations. Most of these presentations were provided to civic, business and social groups like Chambers of Commerce, Lions and Rotarians and some financial institutions.

Customers of PMHDC were provided 65 small business seminars/workshops during the 12-month period. These workshops attracted 282 micro businesses to the seminars/workshops.

During the 12-month period that ended with June 30, 2005, 192 customers received 5,834 hours of technical assistance from the Community Development Officers and other staff. These customers received an average of 30 hours of technical assistance.

In this 12-month period, 30 first-time loan recipients were provided with technical assistance and \$184,000 in loan funds. During this period of time there were seven micro businesses linked with other financial institutions.

The technical assistance provided to the CDFI customers in the 12-month period ending June 30, 2005 is broken down by the following categories:

- ❖ Peer Group Training Hours: 74
- ❖ Classroom Training Hours: 284
- ❖ Business Plan Development: 558
- ❖ Site Visit Hours: 1418
- ❖ One-On-One Counseling: 1,039
- ❖ Loan Documentation Prep Hours: 941
- ❖ Collection Hours: 1,115
- ❖ Technology Assistance Hours: 405

Total technical assistance hours provided in the twelve-month period ending with June 30, 2005: 5,834 or an average of 30 hours per customer.



Governor Janet Napolitano and Frank Ballesteros, PMHDC CAO



Honorable Raul H. Castro and PMHDC Staff

## HISTORICAL INFORMATION PMHDC LOAN FUNDS

A CERTIFIED COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION AND A  
COMMUNITY DEVELOPMENT ENTITY

PROGRAM-TO-DATE STATISTICS (un-audited)

January 1987 through June 2005

AMOUNT INVESTED: \$17,784,630

AVERAGE INVESTMENT: \$5,491

AVERAGE TERM OF INVESTMENT: 18 MONTHS

TOTAL NUMBER OF FIRST-TIME LOANS: 1,397

TOTAL NUMBER OF ALL INVESTMENTS: 3,239

PERCENTAGE OF WOMEN-OWNED ENTERPRISES IN CURRENT PORTFOLIO: 45%

HISTORICAL LOSSES: \$1,318,400 PERCENT OF LOSSES: 7.4%

RECOVERY PROGRAM-TO-DATE: \$124,739 (9.5%)

PMHDC CAPITALIZATION: \$5,881,573

PMHDC LOAN PORTFOLIO: \$4,512,794

### **Portfolio Analysis and Social Impact of the SBA Microloan Portfolio**

In accordance with our PPEP Microbusiness and Housing Development Corporation's ***Guidelines and Procedures Operating Manual 2000***, the following summary is provided on the portfolio status of 162 micro and small business loans with a balance as of December 30, 2004. This report is a compilation of semi-annual reviews of 162 accounts in the small business portfolio. At the beginning of every January and again in July of each year, PMHDC's Community Development Officers and Loan Officers are required to perform a rigid business analysis on each loan in their portfolio. The purpose of the analysis is to ascertain the condition of the business, the identification and condition of the collateral that is pledged for the loan, report on the previous six month sales, the amount of taxes paid and the number of jobs the business is supporting and finally, to evaluate how the business is performing by reviewing its payment history in the last six months. After the analysis has been completed, the business is given a grade from one to five. This grade is both objective and subjective. The entire portfolio is then graded and compared with the grade of the last 12-month period. This information is then used to rate the portfolio for risk. This loan rating is explained in detail under section(s) 12.5 of the ***Guidelines and Procedures Operational Manual 2000***. As a result of this vigorous evaluation and utilizing this loan risk rating system, the following analysis is provided.

**(A) Total Small Business Accounts: 162    Total Accounts Reviewed: 162**

The annual reviews were started in the first week of April and were completed by June 30, 2005 and were completed in 90 days. PMHDC staff received Loan Ledgers for each customer, which included payment information through December 31, 2004. Using this information, our staff proceeded to conduct a site visit and review each account. Our Management Information System (MIS) compiled this information into our database. The following summary is derived from this database.

**(B) Combined Business Sales Down by 15% from previous 12-month period**

The sales of the 162 businesses reviewed generated \$4,623,311 in gross sales during the 12-month period that ended on December 31, 2004, When compared to the previous 12- month period sales \$5,343,958 (January through December 31, 2003), these 162 businesses had 13 percent drop in business sales from the previous 12-month period.

### **13% of Businesses no longer in original business at the end of 2004**

Of the 162 businesses surveyed, 25 businesses (15%) reported increase in sales, only 31 businesses (20 percent) reported increased sales of 25 percent or more from the previous 12-month period, 36 businesses (22%) reported a deep decrease in business sales, 13 businesses (8%) were too new to rate, 21 (13%) businesses were no longer in business at the end of December 31, 2004.

### **(C) Risk Analysis**

**Risk is defined as “the potential for loss, either directly through loss of earnings or capital or indirectly through the imposition of constraints on an organization’s ability to meet its business objective”.**

In performing rigorous risk assessments of the 162 accounts in the portfolio, staff rated each business in accordance to how well the business performed (in gross sales), how the business repaid its loan debt, the condition and location of the collateral and the quality of its business practices and marketing plan. Staff also reviewed the next six-month work plan with the owner.

Using our risk factor of 1 to 5, the loan rating system utilized by PMHDC is based on a process of risk analysis. Each loan was given a rating based on risk at the time of the visit.

PMHDC’s Loan Risk Analysis is a combination of both objective and subjective evaluations. It covers the following questions:

- (1) What is your opinion of the borrower’s ability to successfully complete and manage the business.
- (2) In general is the business operating successfully? Are there any significant problems that need to be addressed?
- (3) What has the repayment history on the loan been?
- (4) What are the basic financials indicators like?
- (5) Is the business owner open to discussions regarding business practices and growth potential?
- (6) Where is the collateral located? In what condition is our collateral? Does it still exist?

The numerical rating system for loan risk assessment is the following:

- (1) Low Risk Loan
- (2) Moderate Risk
- (3) Average risk
- (4) Substantial Risk
- (5) High Risk

The annual reviews revealed the following risk ratings:

2003 - 2004

80 (55%) businesses received a risk rating of 1	100 businesses rated 1
17 (12%) businesses received a risk rating of 2	16 businesses rated 2
8 (5%) businesses received a risk rating of 3	14 businesses rated 3
16 (11%) businesses received a risk rating of 4	10 businesses rated 4
22 (15%) businesses received a risk rating of 5	22 businesses rated 5

Twenty-two (13%) were no longer operating under the activity that they were provided the loan by the end of December 2004.

The risk factor given to each business indicates an overall risk factor 1.94 for the 162 businesses that were rated as of December 31, 2004. This compares to 2.42 risk factor for the period ending December 31, 2003.

The 1.94 rating indicates low to moderate risk where 100 (62%) businesses are current and paying their loan as agreed. Seventeen (10%) of these businesses have been assessed two to four late charges in the last six months. One hundred seventeen (72%) of the businesses surveyed have implemented and maintained good to excellent bookkeeping practices, loan collateral is still in good to excellent condition.

The majority of the businesses are following their business plan. Very few businesses don't know what a marketing plan is and fewer yet did not have a working marketing plan during the annual review process. This represents a milestone for PMHDC in that this could be one reason why delinquencies have dropped this year from the previous reporting period. The fact that some risks do occur should not lead to negative conclusions regarding program performance. It is the measure of the level of risk being taken versus the organizational capacity to bear that risk that is the critical relationship.

PMHDC's risk assessment model is predicated on three major categories: risk identification, risk analysis and risk mitigation. These areas are often interrelated and generally interdependent. That is, upon identifying inordinate risk, PMHDC seeks to provide detailed analysis as a basis for intervention or mitigation strategy.

Not having an essential tool like a business or a marketing plan will not make a business successful, but it can help to develop the business to where at least the business owner knows what is working and what is not working. Knowing this, the owner can make better decisions and make those adjustments to take the business to a higher level of profitability.

**(D) Delinquency**

PMHDC's Loan fund was in the following condition at the end of June 30, 2005:

Total Active Accounts: 128

DAYS DELINQUENT	31-60	61-90	91-120	120+
PORTFOLIO @ RISK	\$62,443	\$17,261	\$19,899	\$298,741
% OF PORTFOLIO	1.3%	.38%	.44%	6.6%
# OF ACCOUNTS	9	2	3	18
% OF ALL ACCOUNTS	7%	1.6%	2.3%	14.0%



### **(E) Portfolio at Risk**

The total delinquent amount for June 30, 2005 ending was \$398,344 which represents 8.8 percent of the total outstanding portfolio.

Staff dedicated 17% of their time in 2004/ 2005 to do site visits and collection efforts to decrease their delinquent accounts. Although there are 18 accounts in the 120 plus category with major principal balances, these accounts are being pursued aggressively with our attorneys as some have filed for bankruptcy protection and PMHDC believes that these funds are recoverable.

### **(F) Default**

PMHDC processed \$68,805 as losses by the end of June 30, 2005. These 10 accounts referred to Bad Debt by the Internal Loan Review Committee were reviewed and were approved as non performing assets. All collateral associated with these accounts as well as the promissory notes and all other legal documents have been collected and readied for appropriate legal action. All of these accounts have been referred to our attorney for legal processing and all of the 10 accounts have been reported to three major credit bureaus.

### **(G) Recovery**

During the fiscal year, which ended on June 30, 2005, PMHDC recovered **\$12,554** from previous Bad Debt accounts.

### **(H) Legal Status Report**

The legal status of the 10 defaulted (charge-off) accounts is the following: (1) 7 accounts have been referred to our law firm that is representing PMHDC in legal matters, (2) of the 10 accounts, two have filed for bankruptcy protection, three are in Justice Court litigation, and all 10 of these accounts were referred to a Tucson collection agency, (3) all of these 10 accounts were reported to all three credit-reporting bureaus. (4) Of the 10 accounts, there are two accounts that are paying monthly payments through our law firms. Through these efforts, PMHDC recovered **\$12,554** in the last twelve months from these and other charged-off and other accounts.

### **(I) Social Impact**

These 128 surveyed business owners were responsible for supporting an additional **237 FTE jobs**. In comparison to figures from the last reporting period, (2003) this is a net increase of 42 full-time jobs. In the next report, (December 31, 2005) PMHDC will report on the hourly wages that these jobs are paying. This will be an indicator on the impact that PMHDC is having in our rural areas.

### **(J) Taxes**

For the third time ever, PMHDC is reporting on the amount of taxes that our SBA/MICRO businesses are paying to local, state and federal Internal Revenue Service. This indicator provides impact data on how important our micro businesses are to the local and national economy.

During the 12-month period ending December 30, 2004, 34 micro-enterprises reported paying \$18,935 in city taxes, 42 businesses paid \$73,641 in state taxes and 52 businesses paid \$124,296 in 2004 federal taxes. One hundred twenty-eight businesses verses seventy-five businesses in 2003 reporting paying some kind of tax in the 12-month period. By 2004, these 128 businesses paid a total of \$216,872 in some form of tax. This is the third attempt of PMHDC to collect this sensitive information from our customers. Our customers know that this information is critical and must be collected to insure the sustain-ability of PMHDC in order to continue to receive federal funds to provide technical assistance at no cost to our customer the Small Business Administration.

**Respectfully submitted by Frank Ballesteros, Chief Administrative Officer**

# **ENCOMPASS**

## **Enhanced Community Participation And Support Services**

### **Letter from Gina K. Judy, Chief Administrative Officer**

This year has been filled with many achievements. Since our last annual report, we have opened a new residential group home in the Casa Grande area and we have added two additional licensed residential settings in the Tucson area. We have struggled with the fall out that can sometimes occur with rapid expansion, and we have used this experience to improve program wide policies and systems. We have redesigned policies and systems that will more effectively support our staff and provide quality services to our consumers. This year marks the 26th year of providing support services for individuals with developmental disabilities throughout the state of Arizona. Over the years we have been instrumental in improving the lives of thousands of individuals in dozens of communities. As I write this annual report, I recognize that we have learned so much during this time.

We celebrate this achievement.....but only for a moment. Only a brief moment.... because we know that our journey has only begun..... What we have learned and achieved have now become tools. How we choose to use these tools will define who we are.... How we choose to use these tools will be a testament to our character.

My desire is that we each take our skills and our new found knowledge – and use them wisely. Use them responsibly. Remembering that responsibility is not a burden. Being responsible is a great source of personal power ...a way to take charge of our lives and shape the future.

This annual report marks the 26<sup>th</sup> year that ENCOMPASS has been providing services for individuals with developmental disabilities throughout Arizona, and this annual report marks the year that we choose how we will use what we have learned.

We have an opportunity to make a positive impact for future generations. For too long our children have looked to false heroes who prove only to be celebrities. Celebrities are not the true heroes of tomorrow .....the true heroes of tomorrow will be found among us.

....Those who choose to be strong in character.

....Those who choose to be true to their word.

....Those who choose to exhibit integrity in day to day actions.

....Those who choose to be dedicated to the common good.

.....Those who recognize that they have a key role in the future.

....Those who recognize that if they don't take the lead, no one will.

As I write this report I remember why I have spent such long hours working to improve the PPEP, Inc. ENCOMPASS programs and services. I remember what our goals were at the beginning..... and, most important, I remember what our opportunities are now that we have achieved those goals. We have a choice. We will continue to strive to be leaders in the field of developmental disabilities. Leaders with a strong character. Leaders that do what is right even when no one is watching.

Gina K. Judy  
Chief Administrative Officer

## **Enhanced Community and Participation Support Services**

PPEP, Inc. ENCOMPASS has been a leader in the provision of culturally sensitive services in rural settings across the State of Arizona for more than 35 years. This experience has resulted in the development of systems and policies that insure the provision of highly individualized services in both metropolitan as well as rural areas. The ENCOMPASS division of PPEP, Inc. encourages respect for an individual's choice and preferences in all areas of life. ENCOMPASS measures its success through the outcomes for each person receiving services. This standard demands that individuals can live as ordinary citizens with success and without any stigma. It also believes that success cannot be achieved when an individual is not allowed to have life experiences, is sedated with medication, or is continually restrained. The ENCOMPASS program strives to uphold all of its practices, strategies and tactics of treatment to this standard of social validity. The outcome for each individual served continues to lead us to refine our practices.

ENCOMPASS has been recognized as a leader and expert in the development of services in very remote areas that may lack other resources. The success of ENCOMPASS in these rural areas has been due to person-centered and individualized design of service delivery. Such person centered approach to service delivery naturally includes the consumer, the family, and consumer representative involvement in the ongoing improvement of services.

While ENCOMPASS provides an extensive list of support services for individuals with developmental disabilities, the larger support services offered include habilitation (residential), day treatment, work-related, and transportation.

Habilitation services in community based residential facilities (or group homes) that are provided by ENCOMPASS are licensed by the Arizona Department of Economic Security Licensing and Certification Regulatory Administration to provide this Home and Community Based Service. In addition, all residential services providing supports for persons with a developmental disability are also monitored by the Division of Developmental Disabilities on an ongoing basis. ENCOMPASS currently operates eighteen group homes and more than a dozen individuals are supported in their own homes. Each of these homes would look very much like the home that you live in. The homes are integrated in the community. They look like any other home on the outside and the inside. Just like your home, each home is a reflection of the individual's living in the home. ENCOMPASS follows the principles of self-determination and continues to provide services in a manner that promotes and enhances an individual's independent. ENCOMPASS recognizes that individuals have many needs which cannot be met through state funded services, therefore, ENCOMPASS integrates schools, churches, neighbors, community organizations, and other natural supports when possible.

Some of the supports that ENCOMPASS might provide to an individual in a residential setting may include: implementation of therapeutic recommendations; ensuring health needs are met; positive behavioral supports and interventions; assistance with personal and physical needs; follow-up on team and medical recommendations; daily activities; and supervision. Special emphasis is placed on individualization of these services and the setting to the degree possible.

All ENCOMPASS services are provided in smoke free environments. In order to achieve this, individuals are not permitted to smoke on any property or vehicle where PPEP, Inc. ENCOMPASS services are provided.

ENCOMPASS has provided scheduled and non-scheduled transportation services throughout the State of Arizona for over 35 years. During this time, ENCOMPASS has created and continues to implement the highest standards in relation to vehicle maintenance and safety. In addition to proper maintenance, PPEP, Inc, ENCOMPASS insures that each vehicle is kept clean on the inside and out and free of clutter. All PPEP, Inc. ENCOMPASS transportation is provided in smoke free vehicles.

ENCOMPASS may provide a variety of transportation support services for an individual as identified in the individual's ISP or Person Centered Plan. The transportation services available are provided by qualified and trained drivers with expertise in positive behavioral supports and interventions. Transportation services are only provided in an agency owned, leased or contracted vehicle. Transportation services are not provided in an individual or staff owned vehicle.

ENCOMPASS also provides Day Treatment and Work Related services to individuals when appropriate. These services provide either daily activities or work related experiences to an individual within his or her own community.

#### **ENCOMPASS in Avondale and Surrounding Area**

The ENCOMPASS Avondale programs provide Day Treatment and Training services as well as Transportation services for individuals in the Avondale, Western Phoenix, Litchfield and Goodyear areas. Extensive community activities are provided for program participants Monday through Friday. Whether it is going to a movie, bowling, having a dance, or creating some very special art project, the program participants are very involved in designing the activity options for the program. Family and community members are also highly involved in this community centered program. A very dedicated team of staff have operated this successful program for more than a decade. Plans to expand these programs by including residential supports to the list of ENCOMPASS services for this area are currently underway. If the Department of Developmental Disabilities supports our plan to expanding our services just west of Phoenix, we should begin to witness new services as early as 2006.

#### **ENCOMPASS in Casa Grande and Surrounding Area**

The PPEP, Inc. ENCOMPASS division opened a new community residential home in the Casa Grande area this year, the Sunset Group Home. This beautiful home was designed to provide residential supports for four residents with high needs. At the present time, there are three residents in the home and availability for one additional resident who would benefit from such a unique setting. The home has a nice large therapy room where physical therapy sessions can be held. This home is also fortunate to have very active family members involved in this program. One of the resident's living at Sunset enjoys attending the Diamondback games and is anxious to attend some of the Cardinal games this football season. His family travels at least monthly to come and visit for most of the day. When this family comes to visit, they always provide a treat for all to enjoy. Another resident in this home also has an extremely active and supportive family that visits often each week and provides lots of interaction with everyone in the home. All of the residents in this home benefit from a very caring direct care support team.

We continue to operate the Kadota Group Home for four adult men who require a variety of service supports. The Kadota Group Home was the first group home that PPEP, Inc. ENCOMPASS opening in the Casa Grande area. The residents in this home have been roommates for more than three years and seem to enjoy living together. One of the individuals in the Kadota home is even in the process of looking into owning their own home. Another resident of the Kadota home is currently retired and enjoys going to Tucson and to the Casinos. Somehow he goes in with two dollars and comes out with a little more. He also enjoys helping others so he likes to run as many errands as he can. He is always asking what needs to be done and then he gets a big laugh. He also enjoys bringing in his receipts from the times that he spends his personal money. He is very responsible with his own money and is quick to send in receipts so that his guardian can send more. He also enjoys visiting his Aunt often, especially during the holidays! A third resident of Kadota loves all types of activities. He actively communicates and visits his dad, grandpa, brother, sister-in-law and his new nephew. He was thrilled to attend his brother's wedding last December in Las Vegas and he loves holding the new baby in the family. The fourth resident at Kadota is also interested in someday exploring the possibility of living on his own, but he is currently working very hard at keeping his health in good condition. He is extremely cordial and friendly to everyone. He never hesitates to wish you a good day or tell you that you look nice today. He also enjoys visits with his brother and eating at his favorite Mexican food restaurant. We are also frequently reminded to buy his uncle's BBQ sauce that has recently been put on the market.

Our Cordova Group Home is our fairly new home that was obtained in the Casa Grande area last year so that the residents could move into Casa Grande from Arizona City. The four adult men that live at Cordova have been together for over 13 years and are a close knit family of their own. The guys residing at Cordova actively take care of grapefruit and orange trees at the Cordova home that produce ample fruit for the home and more to give to the other homes too. The residents of Cordova enjoy all types of activities and especially enjoy Sunday brunches at a local Scottsdale resort.

The Casa Grande DTA has grown this past year and has a waiting list of nine. Director, Maria Davis, is currently seeking a building that would be suitable for expansion. The program participants in the Casa Grande DTA have enjoyed trips to the mountains, the area parks, watching sky divers, bowling, trips to the zoo, making a variety of craft projects, and especially pot luck events. Many of the participants in this group offer to help out and enjoy activities that offer support to others.

The transportation program, operated under Maria Davis's direction, continues to serve the Pinal County area from the Chandler outskirts to Casa Blanca, Maricopa, Coolidge, and Casa Grande. We have been very fortunate to have been awarded Arizona Department of Transportation support in the acquisition of mini-buses to help us provide much needed transportation services. We currently travel 3,000 miles per month in this area, but those numbers continue to grow.

### **ENCOMPASS in Ajo, Sells, and Surrounding Area**

The Sells Day Program re-opened its doors on May 4, 2004. It currently has 3 consumers from various villages on the Tohono O'odham reservation. Transportation for all 3 of these individuals is provided by PPEP, Inc. The Day Program promotes healthy foods and takes the consumers to "HOPP" (Healthy O'odham Promotion Program) where all staff has been trained to use all exercise equipment. The staff and clients get

a good work out twice a week. They set a goal on June 1st, 2005 to earn enough HOPP Bucks to turn in for a George Foreman grill. The staff and consumers earn 1 buck for every 1/2 mile they walk for ride on the bicycles. On October 1, 2005 everyone's goals were already accomplished and they received their grill! Hats off to the direct care support team and the program participants for such a terrific achievement!

Ajo had the pleasure of having Dr. John Arnold dedicate our Day Program to Dr. Alice Paul on August 29, 2005. Dr. Alice Paul was a prominent educator and one of the first Tohono O'odham members to receive a doctorate degree. A beautiful plaque was presented which will be displayed in the PPEP, Inc. ENCOMPASS Ajo facility. In attendance to receive this honor were Alice Paul's daughters Kathy and Lisa. It was also our honor to have the Tohono O'odham Chairwoman, Vivian Sanders, present for the ribbon cutting ceremony. Chairwoman Saunders spoke at the event and shared encouraging and supportive words for the future of services for individuals with Developmental Disabilities in the area. ENCOMPASS Chief Administrative Officer, Gina K. Judy, was also in attendance as well as Ron Barber and Nan Carle of the Arizona Department of Developmental Disabilities.



The PPEP ENCOMPASS program site in honor of Tohono O'odham educator, Dr. Alice Paul. Cutting the ribbon is Tohono O'odham Nation Chairwoman Vivian Juan-Saunders and Lisa Paul

Clients, staff, and dignitaries attended the rededication of the PPEP ENCOMPASS program site in honor of Tohono O'odham educator, Dr. Alice Paul. Cutting the ribbon is Tohono O'odham Nation chairwoman Vivian Juan-Saunders and Lisa Paul; in front are Alvadene Ortiz, Christopher Johnson, Terry Hockman, and Crystal Moreno; behind them are Gina Judy, John Arnold, Punky Showers, Molly Dufort, Pat Schnell, Deanna Richards, Phil Canez, Kathy Paul, James Simpson, Ron Barber, Ana Toro, and Nan Carle.

*Reprinted from the Ajo Copper News August 31, 2005:*

*PPEP site renamed for TO educator*

*The Alice Paul Day Treatment Center at Plaza One, also known as the Old Train Depot, was the site of a rededication ceremony on Monday, August 29. The PPEP program site was renamed for the first Tohono O'odham to receive a doctorate degree and a founding member of Tohono O'odham Community College. Mrs. Paul died on May 3, 2005.*

*Born Alice Narcho, she lived on Tucson's south side, attending The University of Arizona for two years before joining the Navy. She met Richard Lee Paul in California and they were married in New Mexico because Arizona law prohibited interracial marriages at the time. She continued her studies at the UofA. After graduation, she spent ten years teaching in Tucson public schools and 30 at the university in teaching and administrative positions.*

*Paul received recognition awards from the Tucson Association for the Education of Young Children in 1990 and from the Tohono O'odham Nation in 1987.*

*She is survived by her daughters Kathy Paul and Lisa Paul of Tucson; by her son Bert Paul of Tucson; by her sister Lenora Jones; by her brother Herman Narcho, and by nine grandchildren and one great-grandchild.*

*Besides the renaming of the PPEP program site, a scholarship fund has been set up at Tohono O-odham Community College in her name for the training of future teachers.*



PPEP and PMHDC Board members with Dr. Alice Paul's daughter and son-in-law



Crystal especially enjoyed an outing to visit a variety of animals.

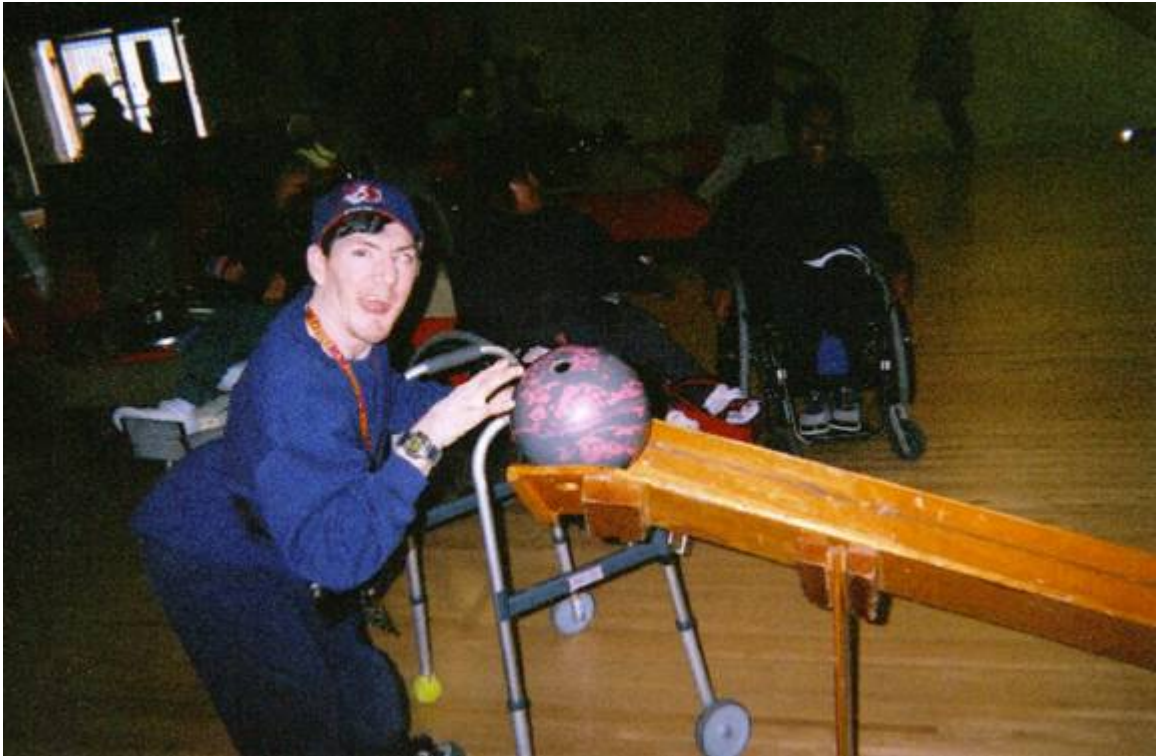
All of the Ajo and Sells program participants and consumers were present for this very special event and attend other special events throughout the year. In addition to these types of events, program participants are provided an opportunity to attend a number of activities. Some of the activities that have been arranged for the program participants are the El Zaribah Shrine Circus, Kartchner Caverns, World Wildlife Zoo, Diamondback games, Arizona Indian Cultural Center, and the Arizona Science Center.

In addition to special activities like these, the program also implemented a literacy program for both the Ajo and Sells Day Program participants. Program participants have truly enjoyed either reading books by themselves or having assistance reading books on Leap Frog computer pads. Everyone has enjoyed learning how to select a book, setting up the programs, and turning on the programs as they desire. This new edition has empowered all of the consumers and provided them with an opportunity to independently read books with little to no assistance.





The ENCOMPASS division of PPEP, Inc. celebrated its 10<sup>th</sup> year in the Ajo community. Alvadene, Deanna, Chris, James, and Crystal are some of the original program participants.



Ajo DTA Program Participant, Terry, loves bowling!



Ajo DTA Program Participants, Crystal, Alvadene, and Chris, also have chosen to reside in the Ajo community with PPEP, Inc. ENCOMPASS staff supports.



Chris and Deanna show their Jack-O-Lantern while it is under construction.



Alvadene giggles and lets the photographer know that Santa looks awfully familiar!

### **ENCOMPASS in Globe and Surrounding Area**

*The Globe ENCOMPASS programs include four community residential programs, individualized living supports, and day treatment supports. The Paxton, Cottonwood, Surrmount, and Mountain View group homes are each licensed residential settings operated by a team of well trained and highly skilled direct care support team.*

*Area Director, Bonnie Hayes, encourages a team approach in the provision of all services. Staff members and program participants work together to create program plans as well as implement the plans. This method of providing services ensures that the entire Globe ENCOMPASS services are more than just client centered, they are client driven.*

### **ENCOMPASS in Tucson and Surrounding Area**

Under the direction of Regional Director, Joy Weiermann, services in the Tucson area continue to expand to meet the needs of the growing waiting list. In addition to several individualized living arrangements that are supported, ENCOMPASS operates 11 community residential facilities. Beehive, Las Casitas, Our Place, Lloyd Rich, Robin, Eli, Rosewood, Sierra, Poza, Serenity, and Castille all offer a home environment in a supportive neighborhood for individuals requiring 24 hour assistance. Due to the complex personal and medical care needs of each of the residents, the ENCOMPASS developmental trainers within these programs receive additional instruction to develop

skills in areas such as hearing impairments, visual impairments, Parkinson's Disease, G-tube care, Diabetes, Alzheimer's Dementia, seizure disorders, Epilepsy, Cerebral Palsy, Autism, total personal care, behavior building, and much more.

In addition to residential services, Day Treatment and Training Services and Employment Related services are provided throughout the Tucson area. ENCOMPASS also offers a joint work program and day program atmosphere to those individuals who may have some unique challenges to overcome but would benefit from learning appropriate work ethics and reaping the rewards of working.



Tohono O'odham Nation Chairwoman Vivian Juan-Saunders and Dr. Alice Paul's daughters and son-in-law



# Human Resources Department

**Mission:** “To service all employees within PPEP & Affiliates with the utmost customer service in all aspects of Human Resources.”

**Department Staffing:**

The Human Resources Department is staffed by a Human Resources Manager and a Senior Compensation and Benefits Analyst.

**Human Resources Manager**

Susan Marsett

February 2001 - Current

**Senior Compensation and Benefits Analyst**

Susan Condos-Mills

March 2001 – Current

**Responsibilities:**

Human Resources deliver a wide range of employee services. These services are, but not limited to:

➤ **Benefits**

Responsible for the enrollment process for all benefits as employees become eligible under the guidelines established by PPEP Policies and Procedures. Human Resources educates eligible employees as to the benefits available to them, processes the enrollment forms and resolves any benefit related issues.

➤ **Recruitment and Retention**

Responsible for providing recruitment support to all departments/programs within PPEP & Affiliates. This includes preparing and posting internal job announcements and outside advertising media, reviewing/screening all applications, conducting pre-employment screening (i.e. MVR, reference checks). We also develop and implement strategies designed to enhance employee retention.

➤ **Employee Relations**

Responsible for resolving any labor related issues among the staff of PPEP & Affiliates. Investigates employee complaints and facilitates objectively fair and impartial resolutions. Ensures compliance with all federal, state and local employment-related laws.

➤ **Policies and Procedures**

Responsible for ensuring that all employees follow appropriate guidelines established within the PPEP Policies and Procedures. Monitors the disciplinary process to ensure fair and equitable treatment among all employees. Develops new policy or modifies existing policy to reflect current law and best protect the interests of PPEP.

- **Employee Evaluation and Professional Development**  
Responsible for facilitation of the performance evaluation process for all employees at PPEP & Affiliates. Prepares evaluation forms. Notifies departments when evaluations are due and forwards evaluation materials to appropriate supervisory staff. Maintains completed evaluations in employee personnel files.
- **Employee File Management**  
Responsible for maintaining accurate employee files. These files contain information regarding employment history, benefits and performance evaluations. Responsible for processing all employment-related paperwork for newly hired employees, employee status changes, performance evaluations, training, certifications/clearances, disciplinary issues and benefits. Enters this information, as required, into the Human Resources information system.
- **Safety**  
Responsible for reporting and processing all work-related injuries. Submits this information to the Worker's Compensation Insurance carrier. Maintains OSHA logs.

**Company Staffing:**

At the end of the fiscal year, PPEP & Affiliates had employed a total of 506 employees. This figure represents a slight increase in staff from the previous fiscal year's figures.

<u>Employee Type</u>	<u># of Employees</u>
Regular, Full-Time	332
Regular, Part-Time	33
On Call	97
Work Experience (WEP)	10
Special Certificate (DD)	28
Temporary	6

**Employee Benefits:**

During this fiscal year, the following benefits were offered to our employees:

- ◆ **Health Insurance** – PPEP offered health insurance coverage to all benefits-eligible employees throughout the fiscal year. PPEP selected Aetna to provide coverage to all employees. PPEP contributes approximately 87.5% of the cost of employee only coverage. Three options are available to eligible staff: The Base Plan, The Buy-Up Plan and the Health Savings Account with the High Deductible Health Plan.
- ◆ **Dental Insurance** - PPEP offered dental coverage to all benefits-eligible employees on a voluntary participation basis only. Premiums were paid 100% by the employee. PPEP selected MetLife Dental Services to provide a wide array of dental coverage to our employees. Two plans are available to eligible employees.
- ◆ **Vision Insurance**- PPEP offered vision insurance to all benefits-eligible employees on a voluntary participation basis only. Premiums were paid 100% by the employee. PPEP selected Avesis to provide this service to our employees.
- ◆ **Flexible Spending Account**- PPEP offers this account, which allows employees to pay for any un-reimbursed medical expenses or dependent day care using pre-tax dollars.

- ◆ Life Insurance - PPEP provided life insurance coverage to all benefits-eligible employees. PPEP contributed 100% of the cost of this benefit. The Hartford was contracted with to provide employee, spouse and dependent coverage. The Hartford also offers voluntary life insurance coverage.
- ◆ Short and Long Term Disability – PPEP provided short and long term disability insurance coverage to all our benefits-eligible employees. The Hartford was contracted with to perform this service and the cost was paid for 100% by PPEP.
- ◆ 401(k) Plan - PPEP created a 401(k) to assist our employees with retirement planning. The plan is administered by Savage Investments, which offers our employees a wide range of plans from which to choose and advice to assist them in their choices.
- ◆ 457(b) Plan - PPEP created a 457(b) plan for our employees as an alternative to the 401(k) plan. The 457(b) plan allows employees already investing the maximum in the 401(k) plan to continue their investments at an unlimited rate.
- ◆ Long Term Care – PPEP offered this plan for the first time in 2005. This plan provides care in private homes, assisted living environments or residential care facilities should the employee become incapacitated to the extent that they can no longer perform two or more activities of daily life. Premiums for this plan are paid 100% by the employee unless the employee has been with PPEP for over seven years.
- ◆ Colonial- PPEP offered this plan to provide supplemental short term disability, cancer insurance, and supplemental accident insurance to PPEP employees. Premiums for this plan are paid for 100% by the employee.
- ◆ Pre-Paid Legal – PPEP offered this plan for the first time in 2005. Legal services and Identity Theft protection are available to eligible employees. Premiums for this plan are paid for 100% by the employee.
- ◆ EAP – PPEP contracted with Unum and EAP Consultants, Inc. to provide behavioral health services and resource information to our employees in need.
- ◆ Group Banking Program – PPEP offers all employees a group banking discount through Bank One.

#### **Goals For The 2004/2005 Fiscal Year:**

1. **Job Description Upkeep:** Ensure all employees sign a current job description for upkeep and accuracy of employee files. Ensure all job descriptions are correct and placed into the new format.
2. **Classification and Compensations Surveys:** Update PPEP's comprehensive compensation plan for all job titles. Evaluate past salary surveys to determine cost effectiveness of the compensation plan. This should increase the effectiveness of recruiting efforts and promote fiscal responsibility.
3. **Benefit Packet Summary:** Update the current benefit packet summary to be used as an educational resource for new benefits eligible employees.
4. **Cross Train:** Attend and deliver trainings within the Human Resources department to bilaterally train on each other's functions and daily tasks.
5. **Re-Vamp the New Hire Orientation Packet:** Develop a new packet for the orientation trainings to keep our new hires up-to-date.



## Property and Insurance

Gary Kleopfer, CAO, Property Management

The Property and Insurance Department staff has continued to do an outstanding job in supporting all the programs within PPEP. The department maintains and supports 42 rental properties, 32 owned properties and a vehicle fleet of 100 vehicles.

A few of our accomplishments include:

- A major remodel to the Eugene Lopez Learning Center in Wilcox, Arizona. The school has relocated from rental property to PPEP owned property. The new location is across the street from the Wilcox Public Library and Police Station. With this move enrolment at the school has increased.



Before and After  
Eugene Lopez Learning Center, Willcox, Arizona

- A major renovation to a facility owned by the Alter Valley School District. This facility is the new home of the Robles Junction Learning Center. Renovation work included painting inside and out. New tile floors in the restrooms. New carpet in several offices and small classrooms. New cabinets in the student and staff lounge. Repairs to the building lighting and the installation of a computer network system. Response from the local community has been positive with student enrollment meeting our expectations.
- Renovations and general repairs to an Encompass group home in Globe. This project included new flooring, new kitchen cabinets and painting the interior.



Before and After Kitchen Renovations  
Paxton Group Home, Globe Arizona



- Renovations of general repairs and new carpet in the John David Arnold Learning Center in Marana.
- Purchased and completed renovations to two Encompass Group Homes one in Tucson and one in Casa Grande. Both homes required major renovation to make the home wheel chair accessible.
- Completed minor renovation and general repairs to group homes in Casa Grande, Tucson and Globe.
- Relocating several departments into new facilities.
- The maintenance staff has responded to over 2,000 service request from our PPEP costumers.

I would like to recognize the hard work and dedication of the Property and Insurance staff. **Cher Gislason**, Property and Insurance Manager, **Greg Saxman** Lead Maintenance Technician, **Art Benge**, Maintenance Technician and Locksmith, **James Sams**, Maintenance Technician, **Robert Sweat**, Sanitation Engineer at 802 E. 46<sup>th</sup> Street, and the two newest members of our team; **Duwane Firestone**, Maintenance Technician and **David Green**, Landscape Technician. Each has my deepest thanks for a job well done.



Cher Gislason and Gary Kleopfer



James Sams and Greg Saxman



Art Benge



Duwane Firestone



David Green



Robert Sweat

All of us would also like to thank everyone in PPEP for their support and cooperation to our department. We look forward to meeting your facility needs and will strive to meet your expectations.



## Portable Practical Educational Preparation, Inc.

Multi Service Center

802 E. 46<sup>th</sup> Street

Tucson, Arizona 85713

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John David Arnold, Ph.D.

“Si Se Puede”

Hector Sanchez

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### CEO REPORT JANUARY TO APRIL 2005

Dear PPEP Family Members:

I want to give you an update on my activities and as well as what is going on at PPEP and Affiliates.

I. ADVERSE TIMES: As previously reported, the times of extreme adversity are now upon the farm workers and poor. The war in Iraq, the huge federal deficit, and poor economy all are contributors to the funding shortages which affects the resources we use to provide services to the poor. Our rural and farm worker clients are the most vulnerable as we have seen with the recent Arizona Department of Economic Services (ADES) TANF cuts. An issue which I have taken to the Governors office, where we have challenged the ADES formula as discriminating against farm workers. Over the past four years farm workers have seen their TANF allocation reduced from over \$500,000 to the proposed \$118,000 on July 1, 2005. We have formed a task force on the state level to even the playing field and do a survey of the migrant population. Maria Chavez is chair of this task force. We hope to raise the 30,000 dollars to pay for the survey which will begin in the fall.

II. ON THE NATIONAL SCENE, we have witnessed somewhat the same pattern for cutting off resources to those most vulnerable. For example, this past December the farm worker youth and micro business programs were eliminated by United States Department of Labor (USDOL). At the same time, USDOL tried to eliminate the remainder of the farm worker adult job training, and housing programs under WIA167. Fortunately, the United States Congress restored that portion of the adult Workforce 167 or commonly known as the National Farm worker Job Training Program.

III. FUNDING LOST this fiscal year we lost continued funding for youth programs such as HUD Youth Builds in Somerton and the Farm worker Youth AJOBS program also located in Yuma County. In order to help preserve our funding resources and find new ones, I have been making a number of trips to contact State and Federal Government agencies. These contacts included the Arizona Department of Commerce, Education Department, Governor's office, ADES, Charter School Division, Municipal and County Governments, other non profits, colleges, business to name a few (see attached schedule of out of town meetings attended from March 1, 2005 through April

22, 2005. State Legislators and Congressman have also been contacted on a variety of rural issues. Some of the contacts are outlined later in the report.

IV. FUNDS GAINED, GOOD NEWS! As for PPEP and Affiliates, we have also had some very encouraging news in some major grants including the HHS JOBS 400,000. and 2.8 million from the HUD Self Help Housing Program. Almost 400,000 from Pima County, the HUD youth build will be funded by the city of San Luis as well as the micro loan program 140,000. The JOLI and Hewlett Packard awards to PMHDC micro amount to almost 500,000. This year the Star 200 Series of the 200 largest corporations in Southern Arizona ranked PPEP, Inc. at #101. It should be noted that many of these grants were conceived 1-2 years ago and don't necessarily reflect the austere times we now face.

V. OTHER NEGATIVES FACED BY OUR CLIENTS is Proposition 200 which places a lot of pressure on new and emerging immigrants in Arizona. Many are forsaking vital services even though they may be eligible, for fear of other family members being reported to the immigration services. See attached articles (Arizona Daily Star 3/2/05 and 4/4/05). Our own programs have been affected in that where we once had pools of clients there are non at present.

VI. ARMED MILITIA VIGILANTES IN COCHISE COUNTY: Our rural communities face the Armed Militia patrolling their neighborhoods. This has caused a lot of problems for the Hispanic residents of the area. Furthermore, the Armed Militia has detained and humiliated some of the migrants crossing the border thereby showing their true intentions which are publicity (see attached article). Presently, I am working with LULAC to conduct a border summit or forum to take the basic issues of immigration and abuse of migrants to national attention. We recently submitted a resolution to the National LULAC Board with our concerns (see attached resolution).

VII. FARMWORKER SCHOLARSHIP FUND: Considerable efforts were taken to create a long term project to financially assist farm worker youth and adults assisting them to advance their education and training through scholarships. We have given the project my name for local identification purposes. Thus the name "John David Arnold Farm Worker Scholarship Fund". The project is designed to help farm workers with financial resources to complete High School and go on to College or vocational training. Initially, it would operate under the PPEP and Affiliates umbrella. Later, if warranted it could be spun off as a separate foundation. The initial Advisory Committee would be appointed by the PPEP Board of Directors and the financial accounting and audits would be done by PPEP. The committee would report to the PPEP Board of Directors. I would be appointed as a permanent member of the committee to provide coordination and continuity. Ultimately, we envision the scholarship fund receiving money from Trusts, Wills, and other endowments (see attached outline).

VIII. PPEP/PMHDC NEW INITIATIVES: we now have the Douglas Incubator open for micro entrepreneurs to develop their business. Also, we have entered into a contract with the Robles Junction School District to open a new PPEP TEC High School to serve their high school students, many of which must be transported long distances outside their community each school day. They have provided us the old middle school facility on approximately 7 acres. We will open the school this fall. It should be noted that PPEP TEC will graduate over 200 students in May raising the total graduate to

approximate 1,800, since we opened our doors. I have attached the graduation schedules so you can feel free to attend any of these great moments of achievement with our students

Finally, I look forward to seeing you at the upcoming Board meeting on May 2, 2005, 7:00 p.m. where our staff will be available for more detailed reports and questions you may have. Just a note; Gilberto Mungaray and Jacinto Cruz have been recently hospitalized. Both are on their way to recovery.

### **CEO REPORT APRIL 2005 TO AUGUST 2005**

Dear PPEP and Affiliate Board Members:

I took a working vacation to the New England and Montreal areas during July 22, 2005 through August 8, 2005. During the working part of my vacation, I participated in the following visits, presentations, tours, and observations.



Visit to ACEM Microloan Fund in Montreal, Canada

In Colebrook, N.H., I visited two programs of the Northern New Hemisphere Behavioral Health and DDD Program. I had an office visit with DDD Coordinator Ms. Gorkman. Also, observed on two occasions DDD clients in the community integrator staff personal residents, I interacted with the clients as well. I had numerous discussions with the Director of the NNHBH Director on programmatic issues relating to rural populations in that region. Also, got briefing on a charter school in the area as well.

I visited in Montréal, Canada three micro business programs. The first program I visited in Montreal, was Les Cercles d' emprunt de Montreal with its director Hany Khoury. Also, visited SEDI representatives in Montreal George Ohana, which was very helpful in

making contacts for me. Also, visited the ACEM micro fund as well and made a presentation to a delegation of 14 Ukrainians visiting ACEM. These contacts were very important for the mini NAFTA project we are doing with Mexico (FONAES, Secretaria de Economía, and FAI). I will be meeting with these groups on August 22, 2005 in Mexico City to discuss the import and export process for the three countries.

I have also been invited back to Quebec in October to make a presentation on mini NAFTA at their Annual Convention.

#### **I. REORGANIZATION PMHDC**

Just before I left on my trip I set in motion with consultation with John Bordenave the reorganization of PMHDC. This reorganization was needed because of severe cuts recently sustained in our USDOL Farm worker Housing grant which sustained a 60% cut. In order to accomplish both the funding reduction and better coordinator between the microbusiness and housing division within PMHDC we eliminated the housing directors positions (Jeanne Shaw). Joni Soriano which has been our deputy in housing is more than capable to carry on the housing operations under Frank Ballesteros, CAO of PMHDC. I am very confident we will see increased cooperation and thereby more productivity between the two entities (housing and microbusiness). I will give you more details at our next board meeting.

#### **II. REORGANIZATION NFJP**

On the refunding of existing grants affecting our farm workers populations I am happy to report that both the USDOL Adult Job Training and the High School Equivalency Programs (HEP) were both funded at a higher level than last grant cycle. This allowed us to reorganize and up grade our Adult Job Training Program (NFJP). We have not heard regarding our grant application for the CAMPS program to assist Farm worker to go to college.

We closed offices and had to lay off staff where they were not effective. New staff was hired with additional capabilities to meet the increased demands of the program.

#### **III. QUALIFIED DESIGNATED AGENCY**

We are also gearing up for a possible Qualified Designated Agency (QDE) to participate in the USDA Agriculture Bill program to legalize undocumented workers in the United States. Some of you may remember that we performed these same services as a QDE in the early 1990's during the amnesty program.

At our up coming board meeting, we will further discuss this program for your consideration.

#### **IV. MIGRANT SURVEY**

As for the migrant survey, we had a set back when Rudy Salazar passed away. However, we are now on track again as ADES Director David Berns is assisting us in seeing the survey completed including raising the necessary \$30,000 consultant's fee. Unfortunately, it was not in time to save the farm workers from another devastating cut in TANF Funds that went from \$219,000 to \$118,000 on July 1, 2005.



Meeting with David Berns, Director of AZDES  
MSFW Enumeration

### **ELOY CENTER**

Congressman Rick Renzi has asked us to take over a turn key project to build a community center in Eloy, Arizona. It could be as much as a 3 million dollar project. We will make a presentation to the Eloy City Council in September to get their approval to proceed.

### **V. VALLE VERDE WATER CORPORATION**

The Valle Verde Water Corp. and its sister Water Company Val Verde asked for my assistance to bring those companies into compliance with the new Pima County water standards. Several meetings have been held including Green Valley Water Company that has offered to take over these companies and provide a permanent solution to their water needs.

### **VI. NEW BOARD MEMBERS NOMINATIONS**

I will be recommending two new board members to fill vacancies at our next meeting.

Edgar Granillo, President of the Valle Verde Water Corp, who was a PMHDC Board member in the 1980's will be nominated to PMHDC.

Jesusita Garcia, who recently retired from our Maricopa County NFJP Program, will be nominated to sit on one of our other affiliate boards billing the second Maricopa County Representative. Both are very knowledgeable and have participated in rural and farm worker programs.

## **VII. RILLITO RE-VISITED**

We are working with Gertha Brown regarding our Behavioral Health and TANF services being offered at the P.C. Recreation Center.

## **VIII. ROBLES JUNCTION PPEP-TEC**

We anticipated opening our newest PPEP TEC High School in Robles Junction at the old middle school facility. Thanks to both our Property Management and PPEP TEC staff for loads of hard work.

## **IX. OTHER TIDBITS**

When you come to PPEP offices on 46<sup>th</sup> Street you will notice our new signage both on the freeway and on the roadways. The signage will definitely allow people to find us much easier.

Miguel Zazueta was elected the National LULAC Youth President at the National Convention in Little Rock, AR.

Some 15 farm worker youth and chaperons also attended the National LULAC Convention.



15 farm worker youth and chaperons also attended the National LULAC Convention



August 24, 2005 will be my 38<sup>th</sup> year as your CEO. Guess what, I am just as excited about PPEP today, as I was on August 24, 1967. I feel our future is as bright as ever.

Both the Don Frew and Ramona Morales Apartments are on the market for sale. Several non-profits such as SEAHBS, CODAC, and La Frontera have visited the properties. A local company is handling the sale for us.

A new micro business office was opened in Agua Prieta, Sonora by our partner (FAI). We attended the ceremonies and are excited about the mini NAFTA import/export possibilities along the border.

Hewlett Packard/AEO – site evaluation visit to our PMHDC Micro business computer labs was conducted recently. The Nogales site was visited and commended for their efforts.

Office computer equipment; our various offices have been upgraded to keep us in compliance with ever increasing demands for accountability by our benefactors.

Visit to Euro Fresh Farms and the Southeastern Arizona Warehouse in Wilcox was very productive for our proposed expanded job training efforts for farm workers.

PPEP LULAC Council #1088 was awarded to host the 2006 State LULAC Convention in Douglas, Arizona. Actor Lorenzo Lamas has already confirmed his attendance.

Mini NAFTA micro business summit will be held in Mexico City on August 22, 2005 to finalize plans for import/export of micro business products.

#### **XI. SIGNING THE IRP LOAN FOR \$750,000**

A special signing ceremony was held at the Farmworkers Hall of Fame on August 18, 2005 to sign our latest Intermediary Relending Program Loan (IRP).

Hannah Schwartz of USDA presented the loan documents in the presence of staff and PHMDC Board Chair John Bordenave. This loan fund is one in a series of loans from United States Department of Agriculture (USDA) to assist rural committees, business, to improve their quality of rural life. These loans are for 30 years at 1% interest.



Hannah Schwartz, USDA, Dr. John David Arnold, CEO, and John Bordenave, PMHDC President



Dr. John David Arnold, Hannah Schwartz, USDA and PPEP/PMHDC Staff

**XII. GOVERNOR'S AWARD OF EXCELLENCE TO PMHDC**

This prestigious award was presented to the PMHDC staff by Governor Napolitano and the State Director of the Department of Commerce at the Rural Development Conference held in Tucson on August 18-19, 2005. This award recognized PMHDC efforts to improve the social economic development of Arizona's border communities.

**XIII. CONFERENCE WITH MEXICAN MICROBUSINESS LEADERS**

The two top officials in the Mexican Government Dra. Maria Diaz and Dr. Aranda (FONAES) met with me for two hours in Mexico City to put forth a strategy to put in place our mini-NAFTA import/export program.

The meeting was very productive and future meetings are planned to ensure and coordination between Mexico leading micro business finance agencies. We are requested funding to put a person in place on the border to develop the import/export mechanism to ensure products from micro business from Mexico and the United States have access to each other markets.



John David Arnold, Dra. Maria del Carmen Diaz, and Lic. Jorge Valenzuela, FAI



Lic. Jorge Valenzuela, FAI; John David Arnold, and Mexican Officials from Secretaria de Economía Programa Nacional de Financiamiento

Finally, attached is a preliminary financial summary for the twelve months ending June 30, 2005. As you can see, we had an outstanding year!

Si Se Pudo,

John David Arnold, Ph.D.  
Chief Executive Officer and Founder

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# Photo Album

## 2005 - 2006





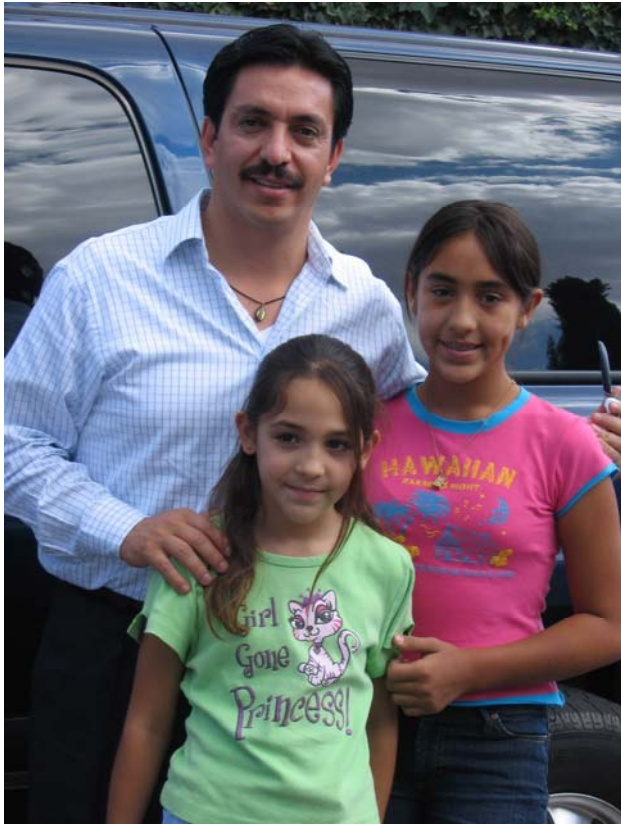
















# KATRINA RELIEF



































