



Interoffice Memorandum

February 6, 2020

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell*
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – February 25, 2020**
Filing of Head Start Policy Council Program Information and Updates
for the Official County Record

The Head Start Division requests filing of the program information and updates and meeting minutes for the official county record:

Head Start Policy Council Program Information and Updates	January 2020
Head Start Policy Council Meeting Minutes	December 19, 2019

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates January 2020 and Head Start Policy Council Meeting Minutes December 19, 2019 for the official county record.

SH/kp:jam

Attachment

- c: Randy Singh, Deputy County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda Brown, Manager, Fiscal Division, Community and Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management & Budget
- Auria Oliver, Management & Budget Advisor, Office of Management & Budget



Lonnie C. Bell Jr.
Director, Community & Family

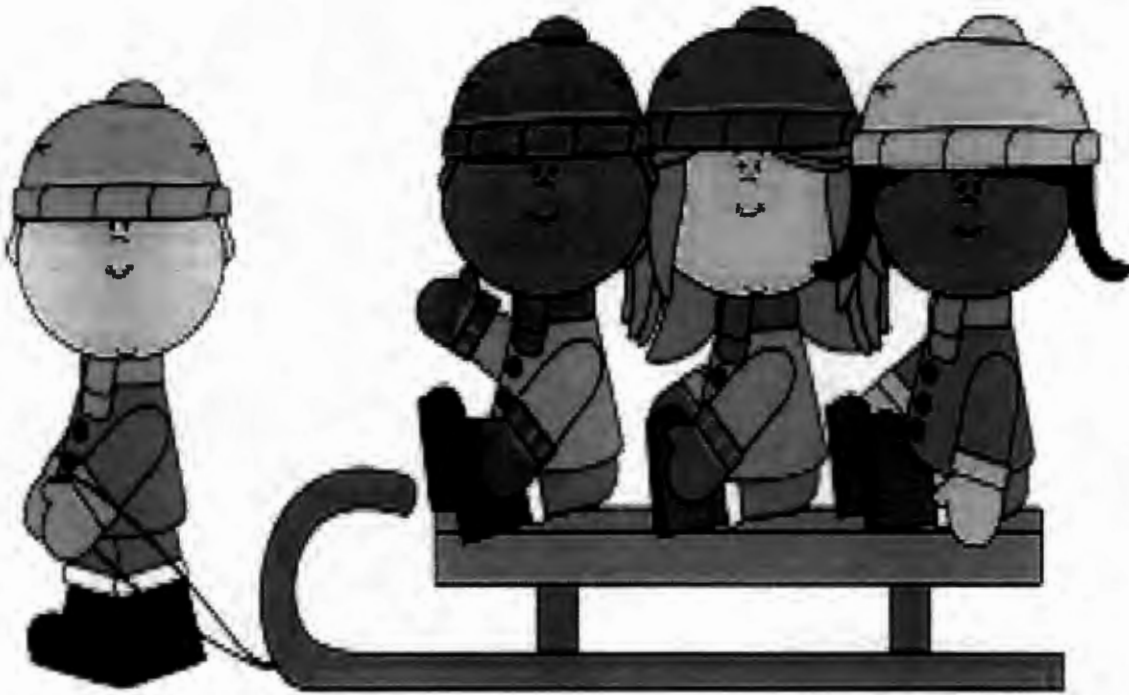
Orange County Government

HEAD START POLICY COUNCIL



Sonya L. Hill
Head Start Division Manager

PROGRAM INFORMATION & UPDATES



JANUARY 2020



**Orange County
Family Services Department
Head Start Division**



**POLICY COUNCIL
MEETING**

Who: Policy Council Members

Date: THURSDAY, JANUARY 16, 2020

Time: 6:30 p.m.

**Location: Great Oaks Village Dining Hall
1768 E. Michigan Street
Orlando, FL 32806**

Child Care Provided
Children's snacks provided

*Sandra Moore:
407-836-8913 (8am-5pm)
Email Sandra.moore2@ocfl.net*

See you there!



AGENDA

Orange County Government ● Head Start Policy Council ● GOV Dining Hall
1768 E. Michigan Street, Orlando, FL 32806
January 16, 2020 ● 6:30 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
3. *Adoption of Agenda*
4. *Secretary Report*
 - a. *Review of Minutes from November 21, 2019*
5. Human Resources Report
6. Budget Report
7. Status of Board of County Commissioners Agenda Items
8. Orlando Science Center Presentation
9. Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin
10. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager
11. Community Representative Elections
12. Service Area Reports:
PFCE, Nutrition, Education, Mental Health & Disabilities
13. Old Business
 - a. Selection Criteria
14. New Business
 - a. Sea World Pre-School Pass
 - b. Tax Preparation
15. Public Comment
16. Adjourn

Head Start Policy Council
Human Resources Committee
December 2019 Actions

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name
Technician On Call	End Temporary Employment	Entsar Elsayed

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name

IV. Current Head Start Openings – As of 01/06/2020

Job Title	Number of Positions	Potential Candidates in process for hire
Family Services Worker	4	
Licensed Practical Nurse	2	
Maintenance Technician	2	
Registered Nurse	1	
Program Manager	2	
Teacher Assistant	10	
Teacher	4	

Head Start Budget Summary December 2019

Head Start Budget Summary

Below is a statement of financial activity (or an expense sheet). This summarizes all the financial spending over a period of time. In the example below, we are looking at spending on a monthly basis. This report gives the council an understanding of Orange County Head Start's financial health. The accompanying reports are the details in which the summary is created.

Unit Name	Current Budget 2019 - 2020	OCT	NOV	DEC	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
7521 - ADMINISTRATION	\$1,362,481	\$58,534	\$114,767	\$134,515	\$12,907	\$307,816	\$1,041,758	24%
7522 - OPERATIONS	\$11,173,008	\$617,469	\$1,079,428	\$1,616,168	\$180,597	\$3,313,065	\$7,679,345	31%
7523 - USDA ADMINISTRATION	\$191,621	\$9,305	\$15,162	\$19,755	\$0.00	\$44,221	\$149,479	23%
7524 - USDA OPERATIONS	\$1,808,765	\$12,646	\$31,679	\$164,247	\$981,487	\$208,572	\$616,626	66%
7525 - TRAINING	\$156,870	\$190	\$2,260	\$33,986	\$0	\$36,406	\$120,464	23%
7526 - DISABILITIES	\$401,455	\$58,041	\$34,154	\$41,468	\$56,954	\$96,629	\$247,872	38%
7527 - HEALTH AND DENTAL	\$284,050	\$7,731	\$16,584	\$17,297	\$0.00	\$41,615	\$242,435	15%
7528 - PCFE	\$1,779,061	\$82,345	\$135,259	\$194,148	\$0.00	\$411,752	\$1,367,309	23%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE THROUGH DECEMBER 31, 2019: FUND: 7000 DEPT: 062 UNIT: 7521 [ADMIN] - 25% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FA	REGULAR SALARIES and WAGES	795,653.00	42,129.11	61,374.35	92,064.54	.00	.00	195,568.00	600,085.00	25%
1130	2FA	OTHER SALARIES and WAGES	20,000.00	52.16	2,188.61	2,830.91	.00	.00	5,071.68	14,928.32	25%
1140	2FA	OVERTIME	5,000.00	606.28	1,409.80	698.09	.00	.00	2,714.17	2,285.83	54%
2110	2FA	FICA TAXES	60,867.00	3,062.68	4,680.95	6,897.18	.00	.00	14,640.81	46,226.19	24%
2120	2FA	RETIREMENT CONTRIBUTION	67,392.00	3,619.70	5,317.53	7,856.43	.00	.00	16,793.66	50,598.34	25%
2130	2FA	LIFE and HEALTH INSURANCE	217,600.00	9,064.37	12,557.68	19,311.55	.00	.00	40,933.60	176,666.40	19%
2131	2FA	HSA/FSA CONTRIBUTION	.00	.00	.00	4,250.00	.00	.00	4,250.00	-4,250.00	0%
2200	2FA	PAYMENTS TO OPEB TRUST	6,499.00	.00	.00	.00	.00	.00	.00	6,499.00	0%
		SALARIES	1,173,011.00	58,534.30	87,528.92	133,908.70	.00	.00	279,971.92	893,039.08	24%
3125	2FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	.00	106,329.00	0%
3179	2FC	CONTRACT SVC EMPLOY AGENT	15,000.00	.00	.00	.00	.00	7,192.00	.00	7,808.00	48%
3410	2FC	LOCAL TRAVEL	5,800.00	.00	.00	86.53	.00	.00	86.53	5,713.47	1%
3510	2FC	POSTAGE and MESSENGER SVCS	200.00	.00	.00	.00	.00	.00	.00	200.00	0%
3530	2FC	TOLL CHARGES	300.00	.00	.00	.00	.00	.00	.00	300.00	0%
3610	2FC	RENTAL OF EQUIPMENT	8,000.00	.00	345.51	.00	.00	2,481.33	345.51	5,173.16	35%
3720	2FC	COMMUNICATIONS	5,000.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3820	2FC	MAINTENANCE OF EQUIPMENT	3,500.00	.00	557.16	.00	.00	3,234.09	557.16	-291.25	108%
3910	2FC	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4010	2FC	DUES and MEMBERSHIPS	8,000.00	.00	6,144.00	.00	.00	.00	6,144.00	1,856.00	77%
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS									
4020	2FC	SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)									
4110	2FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	8,000.00	.00	.00	494.80	.00	.00	494.80	7,505.20	6%
4115	2FC	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	24.98	.00	.00	24.98	1,975.02	1%
		COMPUTER EQUIPMENT LESS THAN \$500									
4121	2FC	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	2FC	EQUIPMENT LESS THAN \$1000	4,000.00	.00	.00	.00	.00	.00	.00	4,000.00	0%
4412	2FC	PROMOTIONAL EXPENSES	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4418	2FC	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4422	2FC	SCHOLARSHIPS, AWARDS, BENEF	2,000.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4482	2FG	SELF INS-PROP CASUALTY	20,191.00	.00	20,191.00	.00	.00	.00	20,191.00	.00	100%
		OPERATIONS	189,470.00	.00	27,237.67	606.31	.00	12,907.42	27,843.98	148,718.60	22%
		TOTAL UNIT 7521	1,362,481.00	58,534.30	114,766.59	134,515.01	.00	12,907.42	307,815.90	1,041,757.68	24%

**COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7000 DEPT: 062 UNIT: 7522 [SERVICES] - 25% OF
FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FE	REGULAR SALARIES and WAGES	6,374,512.00	412,027.79	591,225.49	891,329.56	.00	.00	1,894,582.84	4,479,929.16	30%
1130	2FE	OTHER SALARIES and WAGES	16,575.00	9,056.94	11,266.95	9,391.23	.00	.00	29,715.12	-13,140.12	179%
1140	2FE	OVERTIME	10,000.00	2,662.62	5,600.93	6,562.78	.00	.00	14,826.33	-4,826.33	148%
2110	2FE	FICA TAXES	487,650.00	31,057.91	44,619.57	66,451.78	.00	.00	142,129.26	345,520.74	29%
2120	2FE	RETIREMENT CONTRIBUTION	540,234.00	35,341.32	50,947.51	76,670.99	.00	.00	162,959.82	377,274.18	30%
2130	2FE	LIFE and HEALTH INSURANCE	2,484,504.00	102,364.32	148,568.33	228,847.04	.00	.00	479,779.69	2,004,724.31	19%
2131	2FE	HSA/FSA CONTRIBUTION	.00	.00	.00	95,500.00	.00	.00	95,500.00	-95,500.00	0%
2200	2FE	PAYMENTS TO OPEB TRUST	90,168.00	.00	.00	.00	.00	.00	.00	90,168.00	0%
		SALARIES	10,003,643.00	592,510.90	852,228.78	1,374,753.38	.00	.00	2,819,493.06	7,184,149.94	28%
		PAYMENTS TO OTHER GOVERNMENTAL									
3167	2FF	AGENCIES	12,000.00	.00	145.25	54.72	.00	8,099.75	199.97	3,700.28	69%
3170	2FF	JANITORIAL SVC and SUPPLY	12,300.00	1,295.46	647.73	647.73	.00	.00	2,590.92	9,709.08	21%
3192	2FF	SOFTWARE LICENSING SUPPORT FEE	45,300.00	.00	.00	19,239.11	.00	.00	19,239.11	26,060.89	42%
3197	2FF	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	5,500.00	.00	1,743.50	.00	.00	29,213.51	1,743.50	-25,457.01	563%
3350	2FF	OTHER INSURANCE and BONDS	13,000.00	.00	9,523.00	54.00	.00	.00	9,577.00	3,423.00	74%
3410	2FF	LOCAL TRAVEL	12,000.00	.00	.00	1,419.08	.00	.00	1,419.08	10,580.92	12%
3520	2FF	MOVING EXPENSE-CO ASSETS	10,000.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
3530	2FF	TOLL CHARGES	1,500.00	.00	97.64	186.57	.00	.00	284.21	1,215.79	19%
3610	2FF	RENTAL OF EQUIPMENT	40,000.00	.00	7,492.90	4,170.39	.00	25,610.39	11,663.29	2,726.32	93%
3620	2FF	LEASES-BUILDINGS/STRUCTURES	330,000.00	20,553.40	10,276.70	184,383.88	.00	.00	215,213.98	114,786.02	65%
3710	2FF	UTILITIES	45,000.00	1,678.74	839.37	1,979.33	.00	.00	4,497.44	40,502.56	10%
3720	2FF	COMMUNICATIONS	18,000.00	753.00	1,064.09	1,064.09	.00	.00	2,881.18	15,118.82	16%
3810	2FF	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND-GROUNDS	34,500.00	677.50	338.75	572.43	.00	.00	1,588.68	32,911.32	5%
3820	2FF	MAINTENANCE OF EQUIPMENT	40,000.00	.00	1,171.10	3,115.68	.00	18,828.84	4,286.78	16,884.38	58%
3823	2FF	MAINTENANCE OF COMPUTER EQUIPMENT	750.00	.00	.00	.00	.00	.00	.00	750.00	0%
3825	2FD	INTERNAL FLEET MANAGEMENT CHARGES	17,595.00	.00	3,958.61	433.18	.00	.00	4,391.79	13,203.21	25%
3910	2FF	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4020	2FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000.00	.00	.00	.00	.00	.00	.00	3,000.00	0%
4040	2FF	LICENSE AND CERTIFICATION FEES	100.00	.00	.00	250.00	.00	.00	250.00	-150.00	250%
4110	2FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	22,000.00	.00	.00	1,226.59	.00	.00	1,226.59	20,773.41	6%
4115	2FF	MISCELLANEOUS OPERATING SUPPLIES	60,000.00	.00	.00	3,426.56	.00	.00	3,426.56	56,573.44	6%
4116	2FF	EVENT/MEAL REIMBURSEMENTS	5,500.00	.00	.00	150.34	.00	.00	150.34	5,349.66	3%

4121	2FF	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	995.00	.00	.00	995.00	-945.00	1990%
4123	2FF	EQUIPMENT LESS THAN \$1000	16,150.00	.00	.00	1,550.18	.00	.00	1,550.18	14,599.82	10%
4126	2FF	TOOLS and SMALL IMPLEMENTS	500.00	.00	.00	33.91	.00	.00	33.91	466.09	7%
4135	2FF	FOOD and DIETARY	200,959.00	.00	.00	15,092.18	.00	98,844.48	15,092.18	87,022.34	57%
4175	2FF	CLOTHING AND WEARING APPAREL	200.00	.00	.00	120.00	.00	.00	120.00	80.00	60%
4195	2FF	MISC SUPPLIES OR EXPENSES	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4412	2FF	PROMOTIONAL EXPENSES	1,500.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4418	2FF	EDUCATIONAL ASSISTANCE PROGRAM	7,000.00	.00	.00	1,250.00	.00	.00	1,250.00	5,750.00	18%
4440	2FF	IMPROVEMTS TO NON-COUNTY ASSETS	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4450	2FF	PARENT ACTIVITY FUND	800.00	.00	.00	.00	.00	.00	.00	800.00	0%
4452	2FN	FIELD TRIPS-HEAD START	15,360.00	.00	.00	.00	.00	.00	.00	15,360.00	0%
4482	2FG	SELF INS-PROP CASUALTY	189,901.00	.00	189,901.00	.00	.00	.00	189,901.00	.00	100%
6410	2FJ	EQUIPMENT	3,250.00	.00	.00	.00	.00	.00	.00	3,250.00	0%
8120	2FF	AID TO OTHER GOVT AGENCIES	5,500.00	.00	.00	.00	.00	.00	.00	5,500.00	0%
		OPERATIONS	1,169,365.00	24,958.10	227,199.64	241,414.95	.00	180,596.97	493,572.69	495,195.34	58%
		TOTAL UNIT 7522	11,173,008.00	617,469.00	1,079,428.42	1,616,168.33	.00	180,596.97	3,313,065.75	7,679,345.28	31%

**COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7400 DEPT: 062 UNIT: 7523 [USDA
ADMIN] - 25% OF FY ELAPSED**

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FQ	REGULAR SALARIES and WAGES	122,669.00	6,714.08	9,697.60	14,546.44	.00	.00	30,958.12	91,710.88	25%
1140	2FQ	OVERTIME	2,000.00	282.74	116.04	26.76	.00	.00	425.54	1,574.46	21%
2110	2FQ	FICA TAXES	9,384.00	513.68	719.93	1,068.41	.00	.00	2,302.02	7,081.98	25%
2120	2FQ	RETIREMENT CONTRIBUTION	10,390.00	592.63	831.22	1,234.34	.00	.00	2,658.19	7,731.81	26%
2130	2FQ	LIFE and HEALTH INSURANCE	38,400.00	1,201.64	1,716.88	2,643.08	.00	.00	5,561.60	32,838.40	14%
2200	2FQ	PAYMENTS TO OPEB TRUST	1,535.00	.00	.00	.00	.00	.00	.00	1,535.00	0%
		SALARIES	184,378.00	9,304.77	13,081.67	19,519.03	.00	.00	41,905.47	142,472.53	23%
3125	2FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	.00	6,543.00	0%
3410	2FR	LOCAL TRAVEL	500.00	.00	.00	235.63	.00	.00	235.63	264.37	47%
3530	2FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
3820	2FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4110	2FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4418	2FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4482	2FS	SELF INS-PROP CASUALTY	2,080.00	.00	2,080.00	.00	.00	.00	2,080.00	.00	100%
		OPERATIONS	9,323.00	.00	2,080.00	235.63	.00	.00	2,315.63	7,007.37	25%
		TOTAL UNIT 7523	193,701.00	9,304.77	15,161.67	19,754.66	.00	.00	44,221.10	149,479.90	23%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7400 DEPT: 062 UNIT: 7524 [USDA SERVICES] - 25% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FT	REGULAR SALARIES and WAGES	125,773.00	8,267.42	11,985.22	18,010.97	.00	.00	38,263.61	87,509.39	30%
1140	2FT	OVERTIME	.00	2.13	10.63	14.88	.00	.00	27.64	-27.64	0%
2110	2FT	FICA TAXES	9,622.00	586.13	851.29	1,279.35	.00	.00	2,716.77	6,905.23	28%
2120	2FT	RETIREMENT CONTRIBUTION	10,653.00	700.44	1,016.06	1,526.81	.00	.00	3,243.31	7,409.69	30%
2130	2FT	LIFE and HEALTH INSURANCE	76,800.00	3,090.27	4,415.32	6,817.02	.00	.00	14,322.61	62,477.39	19%
2131	2FT	HSA/FSA CONTRIBUTION	.00	.00	.00	2,750.00	.00	.00	2,750.00	-2,750.00	0%
2200	2FT	PAYMENTS TO OPEB TRUST	3,071.00	.00	.00	.00	.00	.00	.00	3,071.00	0%
		SALARIES	225,919.00	12,646.39	18,278.52	30,399.03	.00	.00	61,323.94	164,595.06	27%
3170	2FU	JANITORIAL SVC and SUPPLY	1,500.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4110	2FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,100.00	.00	.00	.00	.00	.00	.00	1,100.00	0%
4115	2FU	MISCELLANEOUS OPERATING SUPPLIES	1,100.00	.00	.00	.00	.00	.00	.00	1,100.00	0%
4123	2FU	EQUIPMENT LESS THAN \$1000	100.00	.00	.00	.00	.00	.00	.00	100.00	0%
4130	2FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,300.00	.00	.00	65.32	.00	.00	65.32	3,234.68	2%
4135	2FU	FOODandDIETARY	1,560,266.00	.00	.00	133,783.05	.00	981,486.96	133,783.05	444,995.99	71%
4482	2FS	SELF INS-PROP CASUALTY	13,400.00	.00	13,400.00	.00	.00	.00	13,400.00	.00	100%
		OPERATIONS	1,580,766.00	.00	13,400.00	133,848.37	.00	981,486.96	147,248.37	452,030.67	71%
		TOTAL UNIT 7524	1,806,685.00	12,646.39	31,678.52	164,247.40	.00	981,486.96	208,572.31	616,625.73	66%

**COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7000 DEPT: 062 UNIT: 7525 [TRAINING] -
25% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	2FH	CONTRACT SVC-TRAINING CONTRACTUAL SERVICES NOT	50,000.00	.00	.00	19,494.00	.00	.00	19,494.00	30,506.00	39%
3197	2FH	OTHERWISE SPECIFIED	2,000.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
3420	2FH	OUT OF COUNTY TRAVEL	38,000.00	190.00	2,230.16	4,872.90	.00	.00	7,293.06	30,706.94	19%
3610	2FH	RENTAL OF EQUIPMENT	2,000.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
3620	2FH	LEASES-BUILDINGS/STRUCTURES	3,370.00	.00	.00	.00	.00	.00	.00	3,370.00	0%
3910	2FH	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4020	2FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	1,050.00	.00	.00	1,050.00	-50.00	105%
4030	2FH	TRAINING AND EDUCATIONAL COST	38,000.00	.00	.00	8,568.64	.00	.00	8,568.64	29,431.36	23%
4040	2FH	LICENSE AND CERTIFICATION FEES	3,500.00	.00	.00	.00	.00	.00	.00	3,500.00	0%
4110	2FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4115	2FH	MISCELLANEOUS OPERATING SUPPLIES	4,000.00	.00	.00	.00	.00	.00	.00	4,000.00	0%
4116	2FH	EVENT/MEAL REIMBURSEMENTS	3,500.00	.00	.00	.00	.00	.00	.00	3,500.00	0%
4418	2FH	EDUCATIONAL ASSISTANCE PROGRAM	10,000.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
		OPERATIONS	156,870.00	190.00	2,230.16	33,985.54	.00	.00	36,405.70	120,464.30	23%
		TOTAL UNIT 7525	156,870.00	190.00	2,230.16	33,985.54	.00	.00	36,405.70	120,464.30	23%

**COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7000 DEPT: 062 UNIT: 7526 [DISABILITY] - 25%
OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FI	REGULAR SALARIES and WAGES	223,978.00	15,319.52	18,164.80	27,247.20	.00	.00	60,731.52	163,246.48	27%
1140	2FI	OVERTIME	1,500.00	345.53	43.84	.00	.00	.00	389.37	1,110.63	26%
2110	2FI	FICA TAXES	17,134.00	1,096.74	1,247.82	1,869.24	.00	.00	4,213.80	12,920.20	25%
2120	2FI	RETIREMENT CONTRIBUTION	18,971.00	1,326.83	1,542.27	2,307.84	.00	.00	5,176.94	13,794.06	27%
2130	2FI	LIFE and HEALTH INSURANCE	51,200.00	2,919.13	4,170.50	6,420.85	.00	.00	13,510.48	37,689.52	26%
2131	2FI	HSA/FSA CONTRIBUTION	.00	.00	.00	3,250.00	.00	.00	3,250.00	-3,250.00	0%
2200	2FI	PAYMENTS TO OPEB TRUST	1,625.00	.00	.00	.00	.00	.00	.00	1,625.00	0%
		SALARIES	314,408.00	21,007.75	25,169.23	41,095.13	.00	.00	87,272.11	227,135.89	28%
3195	2FK	CONTRACT SERVICES MEDICAL	49,000.00	.00	1,087.50	.00	.00	56,953.54	1,087.50	-9,041.04	118%
3410	2FK	LOCAL TRAVEL	3,200.00	.00	.00	353.06	.00	.00	353.06	2,846.94	11%
3530	2FK	TOLL CHARGES	300.00	.00	.00	19.65	.00	.00	19.65	280.35	7%
3720	2FK	COMMUNICATIONS	2,500.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,500.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
4020	2FK	LICENSE AND CERTIFICATION FEES	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4040	2FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,200.00	.00	.00	.00	.00	.00	.00	3,200.00	0%
4115	2FK	MISCELLANEOUS OPERATING SUPPLIES	16,400.00	.00	.00	.00	.00	.00	.00	16,400.00	0%
4121	2FK	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4418	2FK	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4482	2FK	SELF INS-PROP CASUALTY	7,897.00	.00	7,897.00	.00	.00	.00	7,897.00	.00	100%
8610	2FK	AID TO PRIVATE ORGANIZATIONS	1,000.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
		OPERATIONS	87,047.00	.00	8,984.50	372.71	.00	56,953.54	9,357.21	20,736.25	76%
		TOTAL UNIT 7526	401,455.00	21,007.75	34,153.73	41,467.84	.00	56,953.54	96,629.32	247,872.14	38%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7000 DEPT: 062 UNIT: 7527 [CHILDHOOD HEALTH & DEVELOPMENT] - 25% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FV	REGULAR SALARIES and WAGES	168,930.00	4,885.92	7,057.60	10,586.40	.00	.00	22,529.92	146,400.08	13%
1140	2FV	OVERTIME	1,000.00	557.12	95.19	13.24	.00	.00	665.55	334.45	67%
2110	2FV	FICA TAXES	12,923.00	381.55	497.40	735.64	.00	.00	1,614.59	11,308.41	12%
2120	2FV	RETIREMENT CONTRIBUTION	14,308.00	461.02	605.85	897.79	.00	.00	1,964.66	12,343.34	14%
2130	2FV	LIFE and HEALTH INSURANCE	51,200.00	1,446.20	2,066.00	3,181.00	.00	.00	6,693.20	44,506.80	13%
2200	2FV	PAYMENTS TO OPEB TRUST	1,218.00	.00	.00	.00	.00	.00	.00	1,218.00	0%
		SALARIES	249,579.00	7,731.81	10,322.04	15,414.07	.00	.00	33,467.92	216,111.08	13%
3179	2FW	CONTRACT SVC EMPLOY AGENT	100.00	.00	.00	.00	.00	.00	.00	100.00	0%
3195	2FW	CONTRACT SERVICES MEDICAL	5,000.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3410	2FW	LOCAL TRAVEL	1,000.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
3530	2FW	TOLL CHARGES	200.00	.00	.00	.00	.00	.00	.00	200.00	0%
3720	2FW	COMMUNICATIONS	2,880.00	.00	.00	.00	.00	.00	.00	2,880.00	0%
		BOOKS, COMPACT DISKS, VIDEOS, AND									
4020	2FW	SUBSCRIPTIONS	84.00	.00	.00	.00	.00	.00	.00	84.00	0%
		OFFICE SUPPLIES (NOT INCLUDING									
4110	2FW	PRINTING)	2,000.00	.00	.00	108.06	.00	.00	108.06	1,891.94	5%
4115	2FW	MISCELLANEOUS OPERATING SUPPLIES	3,900.00	.00	.00	1,148.38	.00	.00	1,148.38	2,751.62	29%
4121	2FW	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	2FW	EQUIPMENT LESS THAN \$1000	3,243.00	.00	.00	40.80	.00	.00	40.80	3,202.20	1%
4143	2FW	MEDandSURG SUPPLIES	6,750.00	.00	.00	586.04	.00	.00	586.04	6,163.96	9%
4418	2FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4482	2FK	SELF INS-PROP CASUALTY	6,264.00	.00	6,264.00	.00	.00	.00	6,264.00	.00	100%
8610	2FW	AID TO PRIVATE ORGANIZATIONS	2,500.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
		OPERATIONS	34,471.00	.00	6,264.00	1,883.28	.00	.00	8,147.28	26,323.72	24%
		TOTAL UNIT 7527	284,050.00	7,731.81	16,586.04	17,297.35	.00	.00	41,615.20	242,434.80	15%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 7000 DEPT: 062 UNIT: 7528 [PARENT, FAMILY & COMMUNITY] - 25% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	2FX	REGULAR SALARIES and WAGES	1,139,894.00	55,541.76	80,414.12	125,122.34	.00	.00	261,078.22	878,815.78	23%
1130	2FX	OTHER SALARIES and WAGES	14,900.00	2,766.19	3,076.01	6,657.28	.00	.00	12,499.48	2,400.52	84%
1140	2FX	OVERTIME	5,000.00	776.98	1,853.87	1,119.53	.00	.00	3,750.38	1,249.62	75%
2110	2FX	FICA TAXES	87,202.00	4,279.29	6,239.30	9,660.43	.00	.00	20,179.02	67,022.98	23%
2120	2FX	RETIREMENT CONTRIBUTION	96,549.00	4,896.72	7,159.24	10,562.79	.00	.00	22,618.75	73,930.25	23%
2130	2FX	LIFE and HEALTH INSURANCE	371,200.00	14,084.15	20,495.56	30,997.93	.00	.00	65,577.64	305,622.36	18%
2131	2FX	HSA/FSA CONTRIBUTION	.00	.00	.00	9,500.00	.00	.00	9,500.00	-9,500.00	0%
2200	2FX	PAYMENTS TO OPEB TRUST	11,779.00	.00	.00	.00	.00	.00	.00	11,779.00	0%
		SALARIES	1,726,524.00	82,345.09	119,238.10	193,620.30	.00	.00	395,203.49	1,331,320.51	23%
3410	2FY	LOCAL TRAVEL	3,000.00	.00	.00	212.93	.00	.00	212.93	2,787.07	7%
3530	2FY	TOLL CHARGES	200.00	.00	.00	.00	.00	.00	.00	200.00	0%
3720	2FY	COMMUNICATIONS	5,000.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4020	2FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	.00	.00	.00	.00	.00	7,000.00	0%
4110	2FY	MISCELLANEOUS OPERATING SUPPLIES	500.00	.00	.00	314.95	.00	.00	314.95	185.05	63%
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	50.00	0%
4121	2FY	EQUIPMENT LESS THAN \$1000	500.00	.00	.00	.00	.00	.00	.00	500.00	0%
4123	2FY	PROMOTIONAL EXPENSES	7,000.00	.00	.00	.00	.00	.00	.00	7,000.00	0%
4412	2FY	EDUCATIONAL ASSISTANCE PROGRAM	4,000.00	.00	.00	.00	.00	.00	.00	4,000.00	0%
4418	2FY	PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	.00	.00	.00	9,216.00	0%
4450	2FY	SELF INS-PROP CASUALTY	16,021.00	.00	16,021.00	.00	.00	.00	16,021.00	.00	100%
4482	2FK	OPERATIONS	52,537.00	.00	16,021.00	527.88	.00	.00	16,548.88	35,988.12	31%
		TOTAL UNIT 7528	1,779,061.00	82,345.09	135,259.10	194,148.18	.00	.00	411,752.37	1,367,308.63	23%

**COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT: FY20: OCTOBER - DECEMBER 2019: GRANT BEGAN JULY 2019: FUND:
8290 DEPT: 062 UNIT: 7538 [VPK]**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1EA	REGULAR SALARIES and WAGES	758,527.00	1,640.48	2,369.60	3,554.40	.00	.00	7,564.48	750,962.52	1.00
2110	1EA	FICA TAXES	58,243.00	105.87	153.24	229.66	.00	.00	488.77	57,754.23	.84
2120	1EA	RETIREMENT CONTRIBUTION	62,497.00	138.95	200.70	301.05	.00	.00	640.70	61,856.30	1.03
2130	1EA	LIFE and HEALTH INSURANCE	230,034.00	752.38	1,074.88	1,655.09	.00	.00	3,482.35	226,551.65	1.51
2200	1EA	PAYMENTS TO OPEB TRUST	587.00	.00	.00	.00	.00	.00	.00	587.00	.00
		SALARIES	1,109,888.00	2,637.68	3,798.42	5,740.20	.00	.00	12,176.30	1,097,711.70	1.10
3125	1EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
3185	1EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
3410	1EC	LOCAL TRAVEL	500.00	.00	.00	.00	.00	.00	.00	500.00	.00
4020	1EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4110	1EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,128.00	.00	.00	.00	.00	.00	.00	9,128.00	.00
4115	1EC	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
4123	1EC	EQUIPMENT LESS THAN \$1000	2,000.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4482	1EC	SELF INS-PROP CASUALTY	155.00	.00	198.00	.00	.00	.00	198.00	-43.00	127.74
6410	1ED	EQUIPMENT	3,250.00	.00	.00	.00	.00	.00	.00	3,250.00	.00
		OPERATIONS	61,031.00	.00	198.00	.00	.00	.00	198.00	60,833.00	.32
		TOTAL UNIT 7538	1,170,919.00	2,637.68	3,996.42	5,740.20	.00	.00	12,374.30	1,158,544.70	1.06

**COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH DECEMBER 31, 2019: FUND: 0001 DEPT: 062 UNIT: 7529 [GENERAL FUND]
- 25% OF FY ELAPSED**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	HZE	REGULAR SALARIES and WAGES	101,302.00	5,394.57	7,792.00	11,688.00	.00	.00	24,874.57	76,427.43	25%
2110	HZE	FICA TAXES	7,750.00	396.92	573.59	860.15	.00	.00	1,830.66	5,919.34	24%
2120	HZE	RETIREMENT CONTRIBUTION	8,580.00	456.92	659.98	989.97	.00	.00	2,106.87	6,473.13	25%
2130	HZE	LIFE and HEALTH INSURANCE	25,600.00	1,162.76	1,661.28	2,557.64	.00	.00	5,381.68	20,218.32	21%
2131	HZE	HSA/FSA CONTRIBUTION	.00	.00	.00	1,250.00	.00	.00	1,250.00	-1,250.00	0%
		SALARIES	143,232.00	7,411.17	10,686.85	17,345.76	.00	.00	35,443.78	107,788.22	25%
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	22,800.00	11,140.00	-11,140.00	.00	.00	22,280.00	.00	520.00	98%
3620	HZE	LEASES-BUILDINGS/STRUCTURES	60,000.00	.00	.00	.00	.00	.00	.00	60,000.00	0%
3810	HZE	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	71,833.00	.00	.00	.00	.00	71,833.00	.00	.00	100%
4115	HZE	MISCELLANEOUS OPERATING SUPPLIES	100.00	.00	.00	.00	.00	.00	.00	100.00	0%
4135	HZE	FOOD and DIETARY	974.00	.00	.00	.00	.00	499.00	.00	475.00	51%
6310	HZE	STRUCT and FAC OTH TH BLDGS	1,170.00	.00	.00	.00	.00	1,170.00	.00	.00	100%
		OPERATIONS	156,877.00	11,140.00	-11,140.00	.00	.00	95,782.00	.00	61,095.00	61%
		TOTAL UNIT 7529	300,109.00	18,551.17	-453.15	17,345.76	.00	95,782.00	35,443.78	168,883.22	44%

Policy Council Meeting

Thursday, January 16, 2020

Board Agenda Items Report

By: Khadija Pirzadeh, Contract Administrator

The agenda items below was submitted for approval to the Orange County Board of County Commission's meetings scheduled on **December 3, 2019:**

1. FL Department of Children and Families (FL DCF) Application for a License to Operate a Child Care Facility (Pine Hills HS)
2. FL DCF Application for a License to Operate a Child Care Facility (Bithlo HS)
3. FL DCF Application for a License to Operate a Child Care Facility (Hal Marston HS)



Interoffice Memorandum

November 18, 2019

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell*
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: Consent Agenda Item – December 3, 2019
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval for a renewal license application between Florida Department of Children and Families and Orange County. The license will allow the Head Start Program to provide comprehensive early childhood development for preschool children and support to their families at Bithlo Head Start. The effective date of this license is from March 25, 2020 through March 25, 2021. The license fee of \$60 will be paid with Head Start funds.

This is a standard application for a license that is required by the Florida Department of Children and Families for all licensed child care facilities. The County Attorney's Office and Risk Management Division have reviewed this application in the past for Head Start Centers currently in operation.

ACTION REQUESTED: Approval and execution of Florida Department of Children and Families Application for a License to Operate a Child Care Facility at Bithlo Head Start. This application is only executed by Orange County.

SH/kp:jam

Attachment

- c: Randy Singh, Deputy County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda Brown, Fiscal Manager, Community and Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Management & Budget Admr., Office of Management & Budget
- Auria Oliver, Management & Budget Admr., Office of Management & Budget



Interoffice Memorandum

November 18, 2019

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C. Bell*
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: Consent Agenda Item – December 3, 2019
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval for a renewal license application between Florida Department of Children and Families and Orange County. The license will allow the Head Start Program to provide comprehensive early childhood development for preschool children and support to their families at Hal P. Marston Head Start. The effective date of this license is from March 25, 2020 through March 25, 2021. The license fee of \$60 will be paid with Head Start funds.

This is a standard application for a license that is required by the Florida Department of Children and Families for all licensed child care facilities. The County Attorney's Office and Risk Management Division have reviewed this application in the past for Head Start Centers currently in operation.

ACTION REQUESTED: Approval and execution of Florida Department of Children and Families Application for a License to Operate a Child Care Facility at Hal P. Marston Head Start. This application is only executed by Orange County.

SH/kp:jam

Attachment

- c: Randy Singh, Deputy County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda Brown, Fiscal Manager, Community and Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Management & Budget Admr., Office of Management & Budget
- Auria Oliver, Management & Budget Admr., Office of Management & Budget



Interoffice Memorandum

**I. CONSENT AGENDA
COMMUNITY AND FAMILY SERVICES
DEPARTMENT**

November 18, 2019

3

AGENDA ITEM

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell*
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: Consent Agenda Item – December 3, 2019
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of the application for a renewal license between the Florida Department of Children and Families and Orange County. This license will allow the Head Start Program to provide comprehensive early childhood development for preschool children and support to their families at Pine Hills Head Start. The effective date of this license is from March 12, 2020 through March 12, 2021. The license fee of \$100 will be paid with Head Start funds.

This is a standard application for a license that is required by Florida Department of Children and Families for all licensed child care facilities. The County Attorney's Office and Risk Management Division have reviewed this application in the past for Head Start Centers currently in operation.

ACTION REQUESTED: Approval and execution of Florida Department of Children and Families Application for a License to Operate a Child Care Facility at Pine Hills Head Start. This application is only executed by Orange County.

SH/kp:jam

Attachment

- c: Randy Singh, Deputy County Administrator
- Cristina Berrios, Assistant County Attorney, County Attorney's Office
- John Petrelli, Director, Risk Management and Professional Standards
- Yolanda Brown, Fiscal Manager, Community and Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Management & Budget Admr., Office of Management & Budget
- Auria Oliver, Management & Budget Admr., Office of Management & Budget

**Orange County Head Start
Policy Council
Meeting: January 16, 2020
Director's Program Information Update**

Orange County Head Start Division Administration Updates

- The Office of Head Start issued an Information Memorandum on December 14, 2019 titled Accounting and Reporting Capital Leases. The information memorandum addressed Head Start procedures with lease. In summary the IM stated leases must be classified as a capital lease if it meets any one of the four specified criteria that follow. If it does not meet these criteria, it is an operating lease. The categories are as follow: (A copy of the IM is attached to this report)

The lease transfers ownership of the property to the lessee (grantee) by the end of the lease term.

The lease contains a bargain purchase option to allow the lessee to purchase the property at a price below its expected fair market value at the time the option is exercised.

The lease term is equal to 75% or more of the estimated economic life of the leased property.

The minimum lease payments over the term of the lease equal or exceed 90% of the fair market value of the leased property at the beginning of the lease.

Orange County Head Start will provide the IM to the Contract Administrator to evaluate all leased properties under the regulations to ensure compliance. A report will be provided for the month of February 2020 regarding all leases.

- The Office of Head Start issued a Program Instruction (PI) on December 19, 2019 titled Administrative Simplification for Consolidating Head Start Grants ACF-PI-HS-19-02. The purpose of the Program Instruction informs grantees of the opportunity to request to consolidate multiple Head Start grants awarded to a grantee. The PI also describes benefits and risks to consider, and outlines the process grantees must follow to submit a request. This is an opportunity to streamline and remove some of the administrative burdens of managing multiple grants.
- The Office of Head Start (OHS) has further delayed the compliance date by two years for the comprehensive background check procedures and for programs to participate in their state or local Quality Rating and Improvement Systems (QRIS). Programs have until Sept. 30, 2021 to comply with the comprehensive background check procedures as required in 45 CFR §1302.90(b). Until then, programs are required to meet the background check requirements in Section 648A of the Head Start Act that requires them to obtain a state, tribal, or federal criminal record check for all staff members prior to employment. Programs also have until Sept. 30, 2021 to participate in their state or local QRIS as required in 45 CFR §1302.53(b)(2) of the Head Start Program Performance Standards final rule.
- Orange County Head Start met with David Gorham the Director of Elementary Education Curriculum and Instruction. Mr. Gorham is also the fund manager for Orange County Head Start. Orange County Head Start and Orange County Public Schools work very well together. Mr. Gorham has promised the same level of professionalism, care and concern as always. Orange County Head Start will continue working with Pamela Clark, the

Early Childhood Education Specialist, as a point of contact. Orange County Head Start plans to request to remain at all school sites and a portable at Hungerford Elementary.

- Orange County Head Start's leadership team attended the ChildPlus Scramble training in Atlanta. The ChildPlus training is the premiere educational event that focuses on ensuring all users have a deep level of understanding in all aspects of ChildPlus. The tracks and sessions are designed with the adult learner in mind. The training will help management move the program to the next level with utilizing the system to make data driven decisions.

Early Childhood Development & Education

- Early Childhood Education unit held interviews for the Program Manager position. The position was added to the 2019-2020 budget to balance the workload of the Sr. Program Manager. The Program Manager will have the direct responsibility for supervising the Field Operation Supervisors, and centers. This will allow the Sr. Program Manager to focus on curriculum and instruction as well as the mental health and disability functions of the program. The candidate, Teresa Williams, was selected. Ms. Williams is an internal selection and comes with over 20 years of experience. The packet will be presented to the policy council on 1/16/2020 and forwarded to the Governing Board.
- The Education unit hosted teacher recruitment fair. Orange County Head Start parents that volunteer on a consistent basis in the classroom and have a desire to pursue a career in Early Childhood Education was provided a VII entry ticket that guaranteed an onsite interview. The Curriculum Specialist, and Field Operation Supervisors all made presentations. A total of 14 potential candidates were selected for hire. The initial steps of the onboarding process have taken place and possible candidates will be presented to the Policy Council on January 16, 2019. The required information has been gathered and forwarded to Human Resources.

Childhood Health and Parental Services

- Orange County Head Start sent representatives to the HIPAA quarterly meeting for Orange County. Orange County Head Start was advised the HIPAA walkthrough checklist was due by end of February 2020. This task has been assigned to the LPN to complete. The documents will be reviewed by Quality Assurance and used for program planning.
- Orange County Head Start held interviews for the two vacant LPN positions. One candidate was selected. The initial steps of the onboarding process have started for the candidate. The packet will be presented to the policy council on January 16, 2020. Head Start will consider using a temporary employment service for the last position.
- The Health unit is working to plan the upcoming dental mobile bus cycle. The mobile bus will start providing dental exams at the Head Start sites. This service will be provided to the students that did not meet the 90 day requirement.

Parent, Family & Community Engagement (PFCE)

- Interviews were held to fill the vacant Family Service Workers positions. A total of four candidates were selected. The four potential candidates are going through the initial phase of the onboarding process. All information will be presented to the policy council.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)

- The updated Eligibility priority selection criteria were presented to the policy council during November however, there was not a quorum. The information must be reviewed again and council must vote on the documents.

Fiscal

- The fiscal unit continues to work with ISS on the use of the Maximo Inventory system to support the warehouse.
- The budget planning meetings started taking place and will continue throughout the month of February 2020.

Facilities

- Orange County Head Start met with Orange County Capital Projects for a kick off meeting regarding the John H. Bridges Center. The meeting was to discuss the renovations that are being proposed at the Community Center for building E. This is the building that houses the center supervisor and family service workers.
- Orange County Head Start has worked collectively with Orange County Community Action Division on the development of an MOU on ensuring all facilities issues are addressed in a timely manner, and according to the federal regulations.

Meetings and Events for December

- Board of Directors Meeting with Early Learning Coalition of Orange County
- Division Manager & Community & Family Services Director One on One Meeting
- Florida Head Start Association Advocacy call, Children's Week call and FHSA conference planning committee call
- Head Start State Collaboration Program Directors Monthly call

Hill, Sonya

From: Office of Head Start <no-reply@hsicc.org>
Sent: Thursday, December 19, 2019 4:30 PM
To: Hill, Sonya
Subject: ACF-PI-HS-19-02 Administrative Simplification for Consolidating Head Start Grants

[View the web version](#)

[Go to ECLKC](#)

 U.S. Department of Health & Human Services & Administration for Children & Families

OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-19-02	2. Issuance Date: 12/19/2019
	3. Originating Office: Office of Head Start	
	4. Key Words: Administrative Simplification; Consolidating Grants; Combining Grants	

PROGRAM INSTRUCTION

SUBJECT: Administrative Simplification for Consolidating Head Start Grants

INSTRUCTION:

This Program Instruction (PI) informs grantees of the opportunity to request to consolidate multiple Head Start grants awarded to a grantee. The PI also describes benefits and risks to consider, and outlines the process grantees must follow to submit a request. This opportunity to streamline and remove some of the administrative burdens of managing multiple grants builds on ACF-IM-HS-19-04 Accounting Simplification for Head Start and Early Head Start Operations and Service Funds.

The Office of Head Start (OHS) recognizes a number of grantees with multiple grants are interested in administering one consolidated Head Start or Early Head Start program under one grant or, at a minimum, fewer grants.

Background

Prior to the implementation of the Designation Renewal System (DRS), only a handful of grantees had more than one grant. Since DRS went into effect, nearly 25 percent of all grantees are managing multiple grants

Currently, when an existing grantee is awarded new funding through competition or a new noncompetitive award, the grantee receives a new grant with a unique grant award number and project period for up to five years. Each award has a distinct budget cycle, annual funding amount, funded enrollment level, and designated service area.

Multiple Grant Considerations

Grantees managing multiple grants must submit annual applications for each. Because many grants are not on the same refunding schedule, grantees are required to submit applications multiple times per year. All applications submitted by a grantee during the same fiscal year are discrete and must include information for each grant application. This may include the community assessment, program plans and goals, and budget narrative and justification that supports the program design and options of each grant. Planning and allocating costs across

multiple grants with different budget and project periods, and often not aligned with the agency's fiscal year can be challenging.

In addition to annual applications for each grant, grantees are required to submit multiple reports periodically, such as financial reports, monthly enrollment reports, and annual Program Information Reports (PIRs). Grantees are also required to maintain data, including centers and contact information, in discrete places for each grant. Each grant is subject to individual requests for particular types of grant actions when needed, such as changes in scope, budget revisions, key staff changes, and waiver requests for a variety of requirements.

Benefits

Consolidating two or more grants would benefit the grantee by streamlining administrative requirements and removing duplicative efforts. Consolidation eliminates tracking cost allocation over multiple Head Start grants with different funding cycles. It also reduces reporting and budget revisions and amendments by grant, and auditing of multiple grants with different cycles. It also affords grantees the opportunity to plan and operate multiple Head Start and Early Head programs more efficiently and cohesively. Funding would support the programs more holistically, and governing bodies and Policy Councils would benefit from a more singular view of budgets, needs, and options.

For program staff, preparing one grant application reflecting all needs, goals, services, and options rather than two or more applications would provide more cohesion to program planning and implementation. It would also free up time for programmatic oversight.

One annual PIR would be required rather than two or more, and federal reporting such as changes to centers, key staff, and correspondence would be less burdensome.

There would be less time spent on internally tracking staff time by grant. Consolidation would allow more flexibility for staff to work as needed or benefit from technical assistance funding without the concern of cost allocating.

Risks

Grantees must also consider the risks. Consolidating existing grants or consolidating an existing grant with funding from a new competitive or noncompetitive award means all funds are subject to the project period of the oldest grant.

For example, if you have an existing grant in its third year of a five-year project period and your agency has another grant in its second year, consolidation would mean funds from the newer grant would assume the project period consistent with the months remaining in the older grant. Similarly, if your agency is awarded new funds and requests to consolidate the new funds into an existing grant, those new funds will have a project period consistent with the months remaining in the existing grant. If your agency requests to consolidate new or existing grant funds with a grant that meets one of the conditions of DRS and is required to compete for renewed funding, the competitive funding made available through a Funding Opportunity Announcement will include the new funding that was consolidated with the existing grant.

Grantees considering the opportunity to request to consolidate grants must ensure that governing bodies are fully engaged in the discussions and are aware of both the risks and benefits of consolidation. Once a consolidation request is approved and implemented, it cannot be reversed. Grantees considering consolidation should also evaluate their fiscal capacity to update fiscal systems and policies and procedures to accommodate a potential change in the number of grant awards.

Early Head Start-Child Care Partnership and Early Head Start Expansion Grants

Grantees with more than one grant funded under accounting codes HP, HI, and HM may submit a consolidation request for these grants. However, due to the nature of the current appropriation, these grants cannot be combined with Head Start and Early Head Start grants under accounting codes CH, CI, and CM.

Competitive Funding Opportunity Announcements

New funding opportunities include the consideration of applicant requests to supplement an existing Head Start grant. The grant award made as a result of the competition (competitive supplement) would assume the length of time remaining in the project period of the existing grant award, which may be less than 60 months. Competitive

supplemental awards may result in a reduced amount of funding due to the reduced term of the award. Further guidance will be provided to interested applicants with whom OHS enters into pre-award discussions or negotiations.

Intent to Consolidate Existing Grants

Grantees interested in the opportunity to request to consolidate multiple grants are asked to notify OHS of their intent using the Head Start Enterprise System (HSES).

Please use HSES Correspondence and indicate as the subject line "Intent to Consolidate Grants." Choose the "Select All Regional Office Key Staff" box. The content of the correspondence must include the grant numbers you are requesting to consolidate.

OHS will discuss next steps, timelines, and fiscal implications as well as any concerns that may need to be addressed prior to submitting a formal request.

Formal Application Submission and Approval

Grantees must formally request to combine grants via submission of a grant application (e.g., Change of Scope, Noncompetitive New, Noncompetitive Continuation, Supplement, etc.). Indicate the application includes a Change in Scope "Request to Consolidate Grants" by checking the appropriate box.

Grantees negotiating a competitive grant are asked to submit an application in HSES in the grant to be supplemented. The application should include any additional information required to process the submission, such as an updated budget, waivers, cost allocation, and program structure changes resulting from the consolidation.

The Administration for Children and Families reserves the right to deny or delay approval of requests to consolidate Head Start grants.

Please contact your Regional Office should you have questions about requesting to consolidate grants.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

You are receiving this email because you are signed up for Office of Head Start communications. If you prefer not to receive emails of this sort in the future, you can [unsubscribe here](#). You also may [modify your ECLKC email subscriptions](#). Recipients subscribed through the Head Start Enterprise System (HSES) must be removed from HSES by their program or office. Please do not reply to this email. [Contact](#) customer service for additional support.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-05	2. Issuance Date: 12/04/2019
	3. Originating Office: Office of Head Start	
	4. Key Words: Capital Lease; Lease Accounting; Lease Transaction; Capital Assets; Operating Lease; Allowable Lease Costs	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies

SUBJECT: Accounting and Reporting Capital Leases

INFORMATION:

The Financial Accounting Standards Board (FASB) issued updated guidance on lease accounting (Accounting Standards Update 2016-2). Its purpose is to improve financial reporting about leasing transactions. The guidance affects all Head Start grantees that lease capital assets, such as real estate and equipment.

The recognition, measurement, and presentation of expenses and cash flows arising from a lease will primarily depend on its classification as a capital (finance) or operating lease. It is critical that grantees account for and charge costs for leases based on their proper classification. Failure to comply with Head Start facilities requirements and fiscal regulations defining and limiting allowable lease costs may result in substantial disallowances.

Capital Lease Defined

A lease must be classified as a capital lease if it meets any one of the four specified criteria that follow. If it does not meet these criteria, it is an operating lease.

1. The lease transfers ownership of the property to the lessee (grantee) by the end of the lease term.
2. The lease contains a bargain purchase option to allow the lessee to purchase the property at a price below its expected fair market value at the time the option is exercised.

3. The lease term is equal to 75% or more of the estimated economic life of the leased property.
4. The minimum lease payments over the term of the lease equal or exceed 90% of the fair market value of the leased property at the beginning of the lease.

A detailed explanation of these criteria is included at Page 8 of Financial Accounting Standard 13, Accounting for Leases.

Capital Leases

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for U.S. Department of Health and Human Services Awards (the Uniform Guidance) at 45 CFR §75.465(c)(5) limits the amount of rental costs for leases which are required to be treated as capital leases under generally accepted accounting principles (GAAP), and less-than-arms-length leases. Rental costs are limited to the amount that would be allowed had the non-federal entity (grantee) purchased the property on the date the lease agreement was signed. This amount includes expenses such as depreciation, maintenance, taxes, and insurance.

The Head Start Program Performance Standards (HSPPS) include the use of grant funds to make a payment under a capital lease agreement in the definition of *Purchase* (45 CFR §1305.2). Consequently, capital leases must be submitted for approval prior to execution in accordance with 45 CFR Part 1303 Subpart E in the same manner as other facilities purchase arrangements and encumbrances. Use of Head Start funds to make payments under a capital lease triggers the requirement to file a notice of federal interest as described in 45 CFR §1303.46(b).

Information regarding capital leases must also be included in the grantee's Annual Real Property Report on SF-429 with Attachment A.

Operating Leases

Rental costs under arms-length operating leases are allowable if they are reasonable and do not exceed rental costs of comparable property considering local market conditions, availability of alternatives, and the type, life expectancy, condition, and value of the property leased. If operating lease payments are increased beyond fair market rental value to allow a landlord to recover the at least 90% of the cost of major renovations to leased property, the lease arrangement is a capital lease. See Capital Lease Defined no. 4 above. The major renovation is subject to prior approval, compliance with 45 CFR Part 1303 Subpart E, and federal interest results.

Capital Lease Payments

Grantees are not prohibited from entering into capital leases. However, grantees must properly categorize, account for, and receive prior approval for such leases in accordance with GAAP, the Uniform Guidance, and the HSPPS.

A grantee considering a capital lease arrangement should be aware of the following:

- A capital lease is a purchase arrangement, and an encumbrance, under the HSPPS. It is subject to all of the requirements of 45 CFR Part 1303 Subpart E, including submission of SF-429 with Attachment B (purchase) and Attachment C (encumbrance) in the GrantSolutions Online Data Collection System (OLDC), and prior approval by the Administration for Children and Families. Grantees are also required to file of a notice of federal interest to protect federal funds used to make capital lease payments.
- Unless a capital lease receives prior written approval under 45 CFR Part 1303 Subpart E, the grantee may only charge its Head Start award for amounts that would be allowed had the grantee held title to the leased facility; expenses such as depreciation, maintenance, taxes (if applicable to the grantee); and insurance.
- In the event that failure to comply with regulations applicable to capital leases results in unallowable charges to the Head Start award, a disallowance may be taken for payments made over the entire term of the capital lease.

Grantees should carefully examine proposed lease arrangement when determining their character as either operating or capital leases to assure compliance with applicable fiscal regulations and avoid potentially significant amounts of disallowed costs.

Thank you for your work on behalf of children and families.

/ Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

Orange County Head Start

Parent Family and Community Engagement 2019-2020

Monthly Report: December 2019

- (4) Home visits for attendance.
- (4) Families received Crisis/Emergency Assistance.
- (38) Parents received Educational Services (GED/ESOL).
- (942) Health Services Follow ups were done by Family Service Worker.
- (29) Families were referred for family services.
- (542) were provided families services
- (22) Parent Meetings were held this month. (913) parents attended parents meetings and (181) males attended during the month.
- (25) Fatherhood Activities was held this month. (352) Fathers attended fatherhood initiatives.
- (25) Parents Trainings were held this month. (686) parents attended Parents Trainings.

Trainings/Activities:

- How to be a better parent
- Parenting Tis/Positive Discipline-Social Emotional
- Access Mental Health Services
- Importance of Health Records
- Positive Parenting
- Communicable Disease
- Abriendo Puertas Opening Doors
- Eating on a budget
- Proactive Parenting
- Healthy Snacks for Preschoolers
- The importance of handwashing
- Care Plus Medical Insurance
- Social Emotional Development
- School Readiness
- Homeownership Workshop
- Fatherhood activities

December 2019

Nutrition

Meal Served:

Breakfast 19,478 Children
1,024 Adults

Lunch 19,780 Children
1,024 Adults

Snacks 16,236 Children

Disallowances: Frontline
62 Breakfast
59 Lunch
53 Snack

Monitor for 0 Sites USDA Reviews

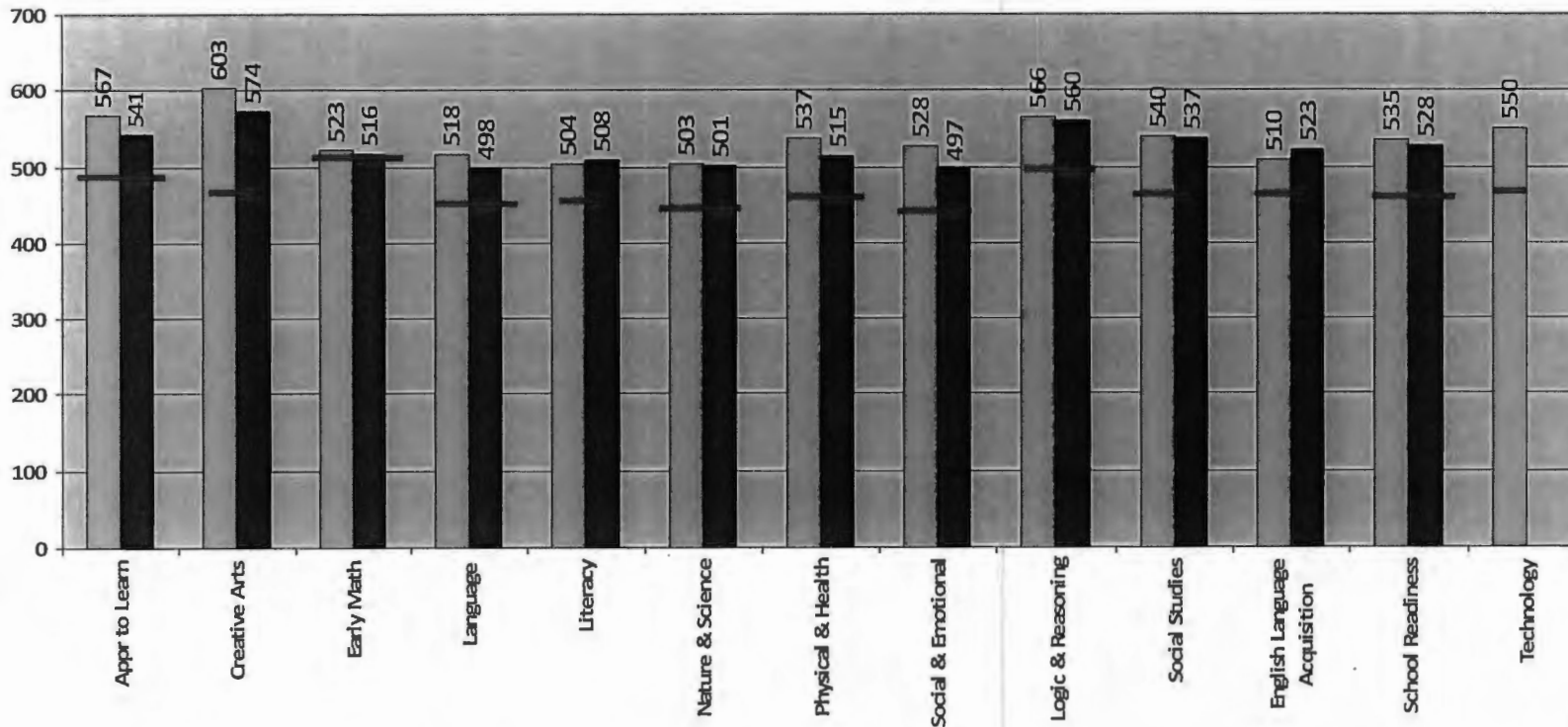
Growth Assessments Completed 18 children:

0 Underweight
2 Overweight
3 Obese

Nutritional Records Reviewed: 16 New Enrollments
0 Special Diets

Rene Gomez and Kerry Ann-Smith, Head Start Nutritionists, submitted a total of 11 Micro-Grants through the Central Florida Foundation. Rene submitted 7 grants to provide "Mobile Kitchens" across the county for training and learning. Kerry-Ann submitted 4 grants in total for a Self-Irrigation system for the garden at Pine Hills, establishment of a garden at South Orlando YMCA, and Callahan Community Center Garden revitalization.

Orange County Head Start
Early Childhood Assessment Scores
Four Years Old (4 Yrs.)
August 13, 2019 – December 31, 2019



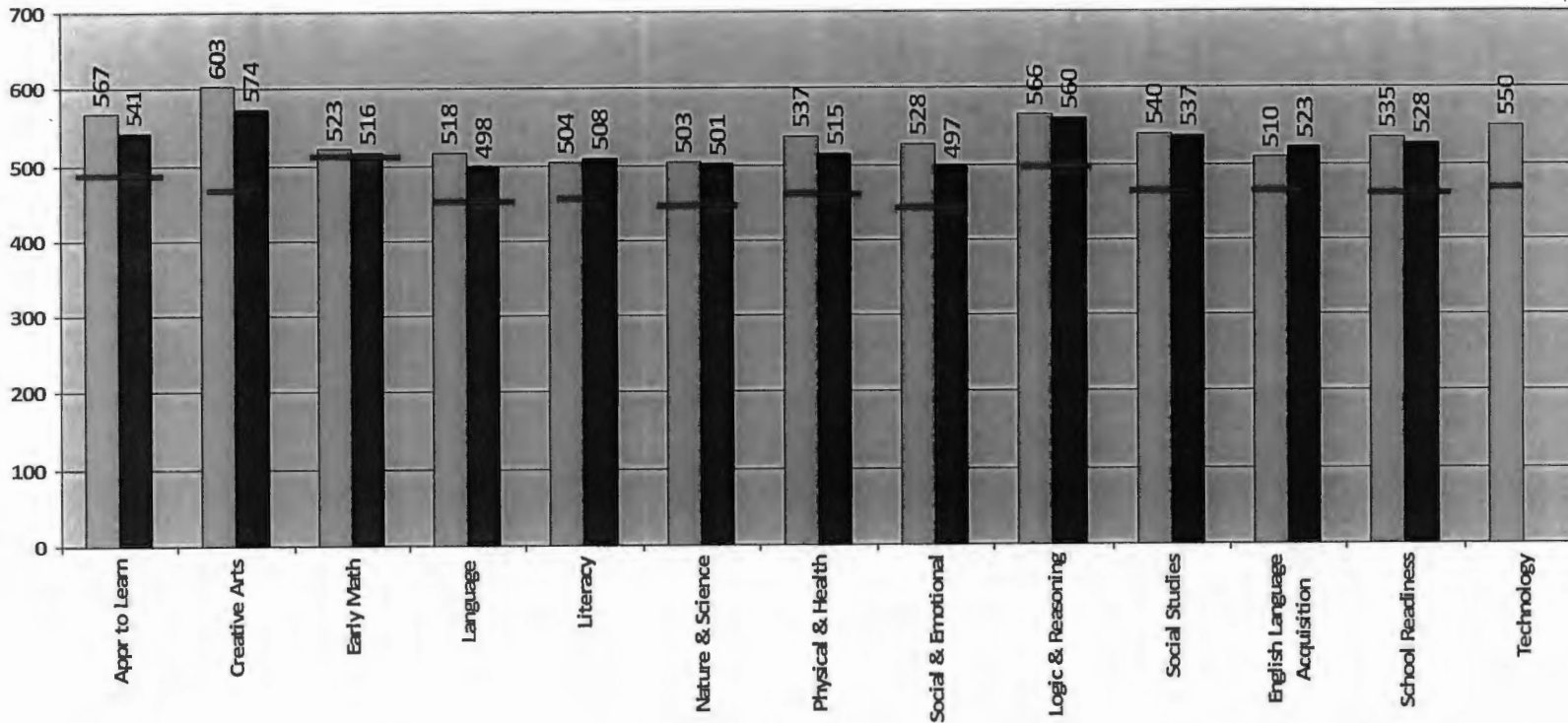
Benchmarks December 2019	
Domain	4yrs
APL	527
CA	558
EM	509
ELA	518
LAN	489
LIT	500
LR	555
NS	493
PDH	503
SED	488
SS	527
TECH	518
SR	507

*The Developmental Scores (DL) indicates the Orange County Head Start first and second year enrolled children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

OCHS Year 4 years old total number children enrolled:1143

Nation 4 years old total children using Galileo system 7582

Orange County Head Start
Early Childhood Assessment Scores
Four Years Old (4 Yrs.)
August 13, 2019 – December 31, 2019



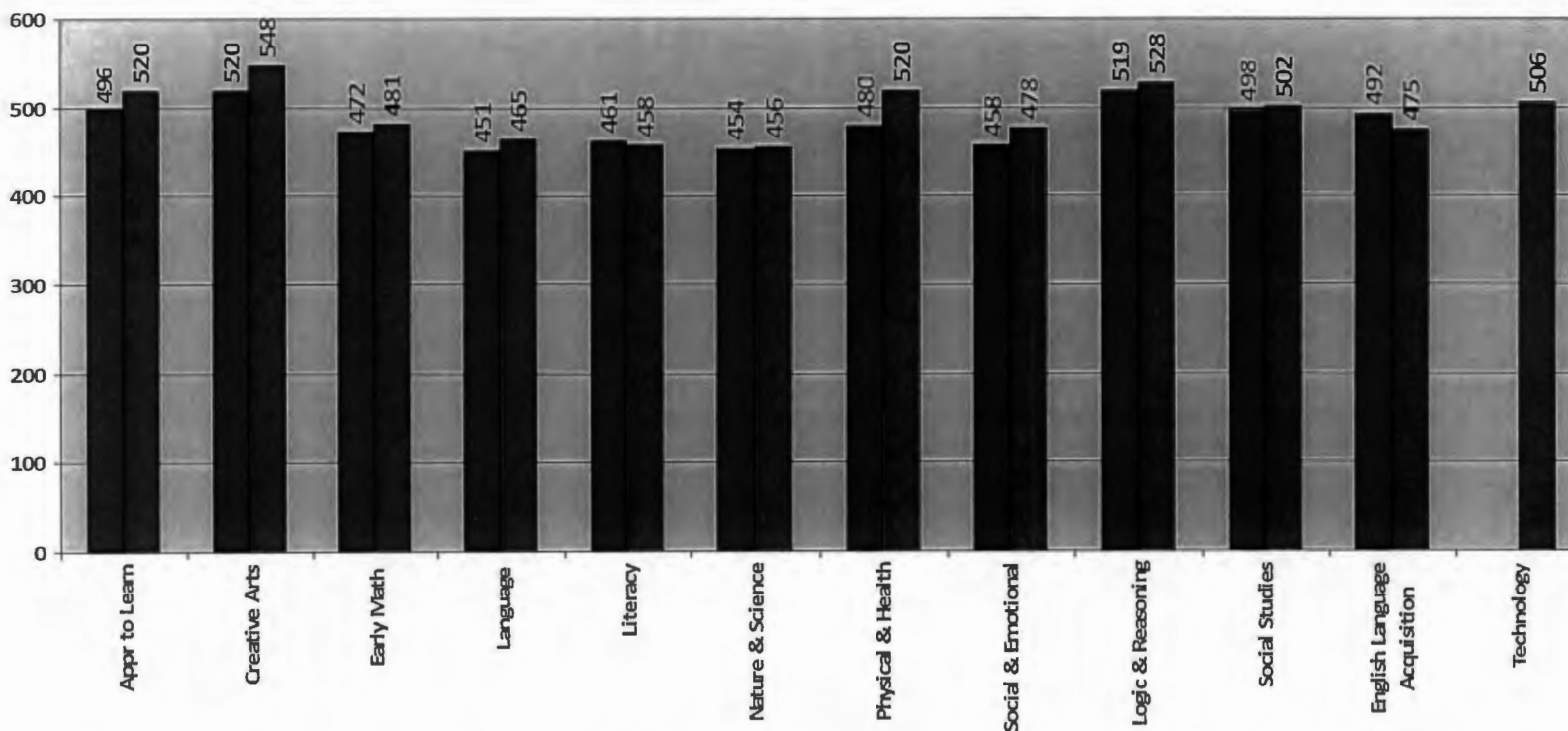
Benchmarks December 2019	
Domain	4yrs
APL	527
CA	558
EM	509
ELA	518
LAN	489
LIT	500
LR	555
NS	493
PDH	503
SED	488
SS	527
TECH	518
SR	507

*The Developmental Scores (DL) indicates the Orange County Head Start first and second year enrolled children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

OCHS Year 4 years old total number children enrolled: 1143

Nation 4 years old total children using Galileo system 7582

Orange County Head Start
 Three Years Old (3yrs)
 Early Childhood Assessment Scores
 August 13, 2019 –December 31, 2019



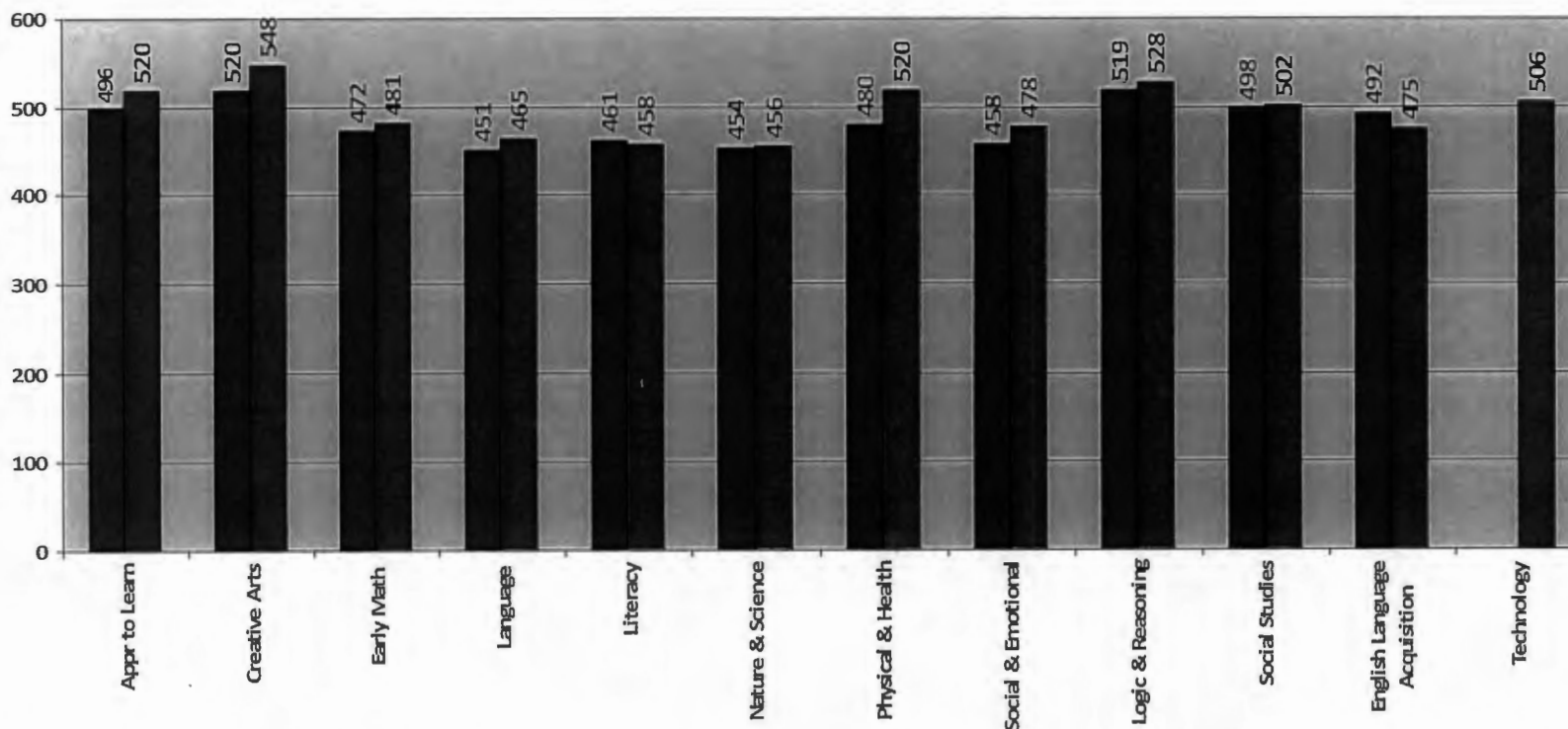
Benchmarks December 2019	
Domain	3yrs
APL	482
CA	502
EM	461
ELA	493
LANG	439
LIT	448
LR	513
NS	444
PDH	464
SED	446
SS	484
TECH	475

*The Developmental Scores (DL) indicates the Orange County Head Start children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

Nation 3 yrs. total children using Galileo system up to December 31, 2019 =6974

Orange County 3 yrs.' total children enrolled up December31, 2019 = 404

Orange County Head Start
 Three Years Old (3yrs)
 Early Childhood Assessment Scores
 August 13, 2019 –December 31, 2019



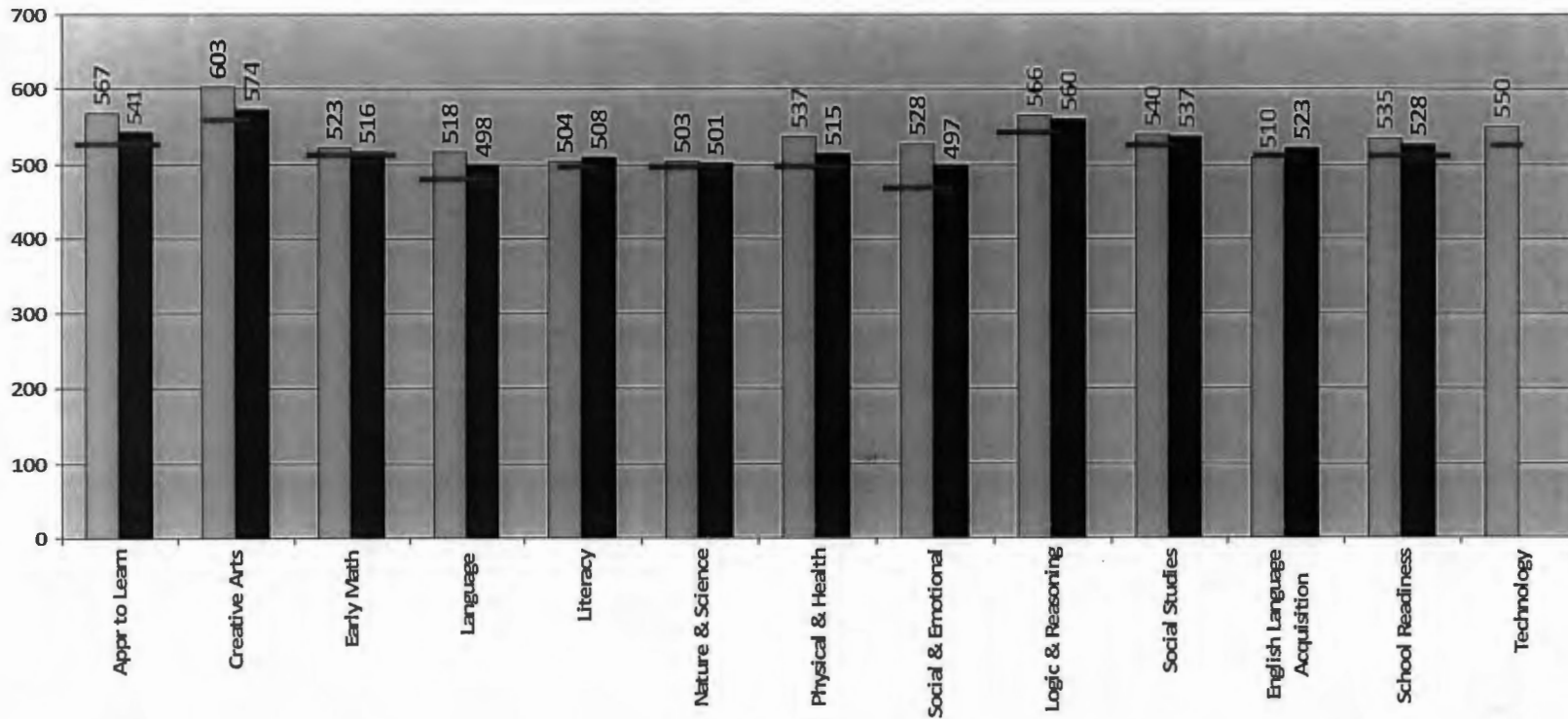
Benchmarks December 2019	
Domain	3yrs
APL	482
CA	502
EM	461
ELA	493
LANG	439
LIT	448
LR	513
NS	444
PDH	464
SED	446
SS	484
TECH	475

*The Developmental Scores (DL) indicates the Orange County Head Start children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

Nation 3 yrs. total children using Galileo system up to December 31, 2019 =6974

Orange County 3 yrs.' total children enrolled up December31, 2019 = 404

Orange County Head Start
Early Childhood Assessment Scores
Four Years Old (4 Yrs.)
August 13, 2019 – December 31, 2019

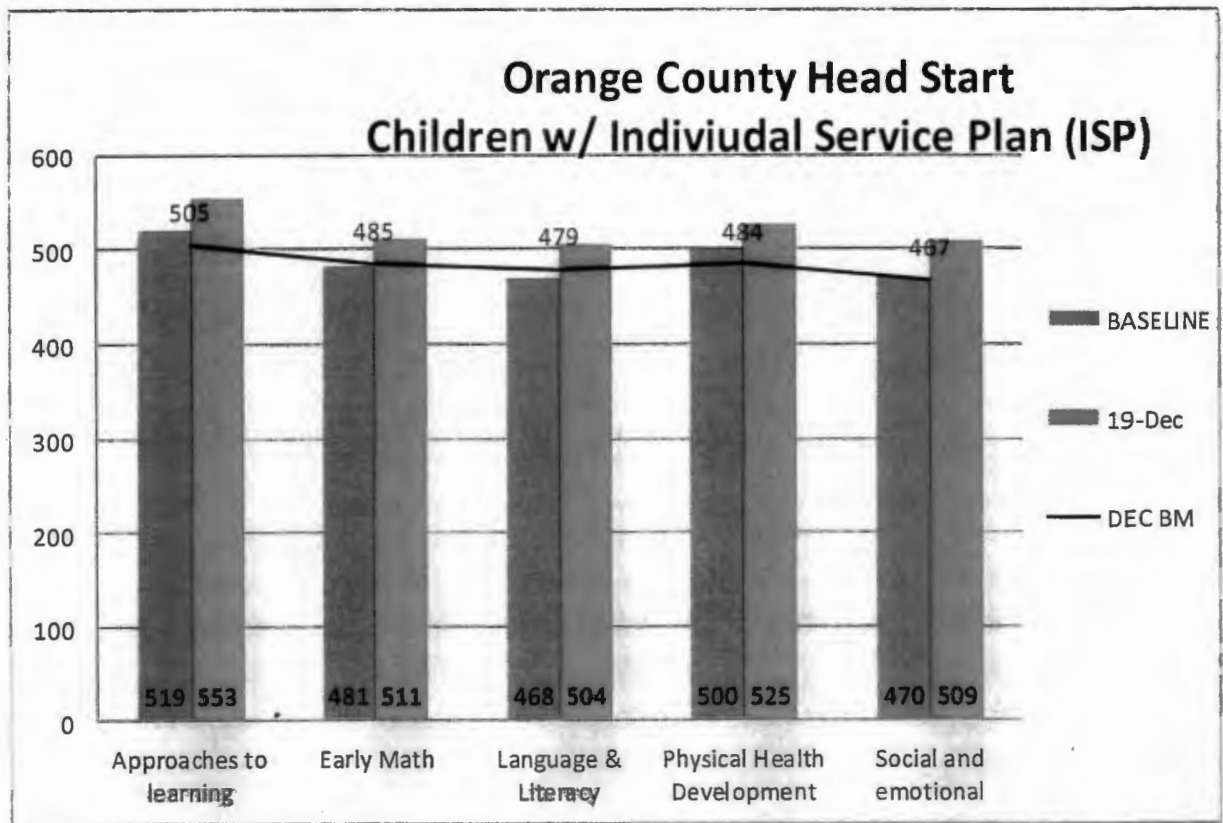
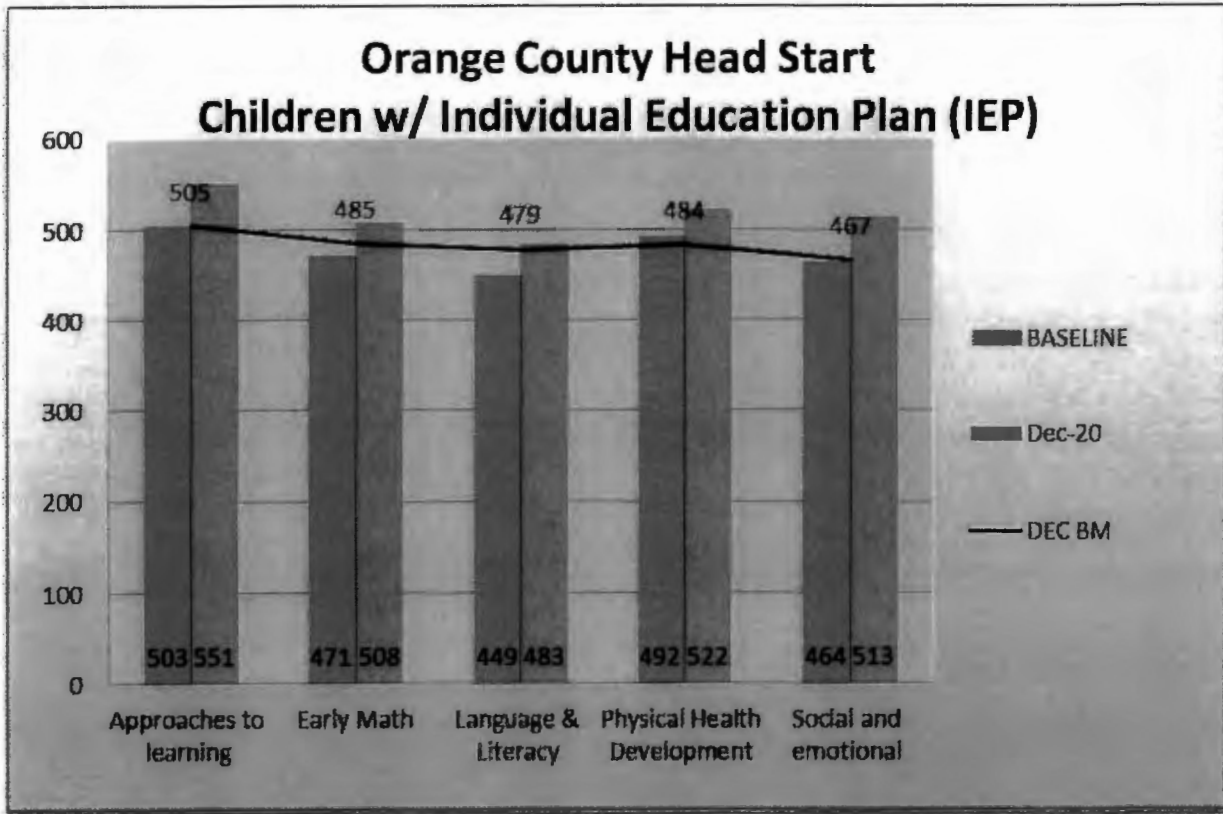


Benchmarks December 2019	
Benchmark	Score
APL	527
CA	558
EM	509
ELA	518
LAN	489
LIT	500
LR	555
NS	493
PDH	503
SED	488
SS	527
TECH	518
SR	507

*The Developmental Scores (DL) indicates the Orange County Head Start first and second year enrolled children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

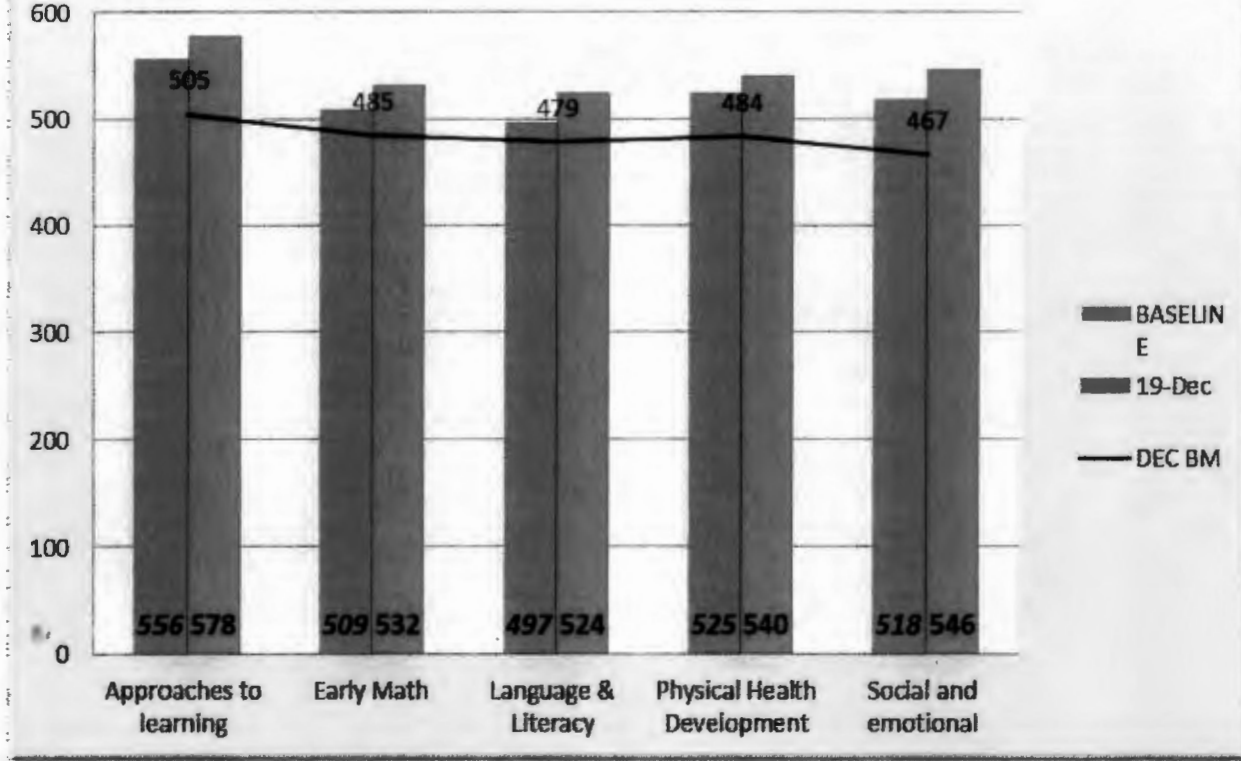
OCHS Year 4 years old total number children enrolled:1143
Nation 4 years old total children using Galileo system 7582

Mental Health & Disabilities
Children Outcomes



Mental Health & Disabilities
Children Outcomes

**Orange County Head Start
Children w/ Behavior Plan**



Benchmark December

Domain	Developmental Level
APL	505
EM	485
LL	479
PHD	484
SED	467



AIMING FOR RESULTS: THE 12 MANAGEMENT SYSTEMS



The Head Start management systems wheel is a visual representation of the twelve program management, planning, and oversight systems that are critical to sound program infrastructure and high-quality service delivery. Leadership and governance, the bedrocks of effective management, are depicted as surrounding all twelve systems. Head Start program leadership consists of three key entities: governing body/Tribal Council, Policy Council, and management staff. The governing body/ Tribal Council assumes legal and fiscal responsibility for the program, the Policy Council sets direction, and the management staff oversee day-to-day operations. Together they are a powerful force that provides leadership and strategic direction. These management systems are crucial to the effective operation of the services in the inner blue circle which in turn result in quality child and family outcomes.

An interactive Management Systems Wheel may be found on ECLKC at <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/management-systems>.

Retrieved from <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/management-wheel-questions.pdf>

UPCOMING RIV EVENTS

January : DRS Application Paneling
 February : Annual Training Conference & Expo : February 18-21 : Atlanta, Georgia
 National Responsible Father Clearinghouse, Families and Fathers Conference : February 24-27 : Los Angeles, CA

NATIONAL MONTHLY AWARENESS EVENTS

January : Healthy Weight Awareness Month | Poverty in America Awareness Month
 February : National Children's Dental Health Month | Black History Month
 March : Read Across America Day is Monday, March 2, 2020 | Women's History Month

INSIDE THIS ISSUE

- RIV Priorities
- Getting to Know RIV Staff
- Grantees Best Practices
- A Message from Dr. Moore, RIV RPM



ROLLING OUT REGIONAL PRIORITIES...

CHILD MALTREATMENT can happen in any setting. Head Start programs need leadership, support for staff, and training to make sure children are safe from harm while in our care. Reporting suspected maltreatment can protect a child, and even save their life. Dr. Bergeon's Blog found here: <https://eclkc.ohs.acf.hhs.gov/video/preventing-child-maltreatment>

ENROLLMENT Head Start's mission is to serve the neediest children and families, promote school readiness, and foster the self-sufficiency of low-income families. Programs must maintain their funded enrollment level and fill any vacancy as soon as possible. Any unenrolled slot is a lost opportunity for a family in need and does not maximize federal funds. Use this tip sheet to identify ways to better reach and maintain full enrollment. More info here: <https://eclkc.ohs.acf.hhs.gov/publication/ersea-maintaining-full-enrollment>

CHILD MALTREATMENT

All Head Start programs must have internal procedures in place for staff to report suspected cases of child abuse and neglect. Procedures should also include notification to the program's Regional Office immediately when a staff member or volunteer causes an incident or suspected incident. Agencies must provide training in methods for identifying and reporting suspected child abuse and neglect. Agencies may find it useful to provide employees and volunteers with an instruction sheet about the types of child abuse (physical, emotional, sexual, and neglect), signs of abuse, the agency's policy of reporting, as well as a summary of the state child abuse reporting statute.

Head Start programs are strongly reminded that staff, consultants, and volunteers are prohibited from engaging in corporal punishment, emotional or physical abuse, or humiliation of children at any time. Head Start children should feel safe in the program setting at all times. Agencies must ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- Use corporal punishment;
- Use isolation to discipline a child;
- Bind or tie a child to restrict movement or tape a child's mouth;
- Use or withhold food as a punishment or reward;
- Use toilet learning/training methods that punish, demean, or humiliate a child;
- Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- Physically abuse a child;
- Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
- Use physical activity or outdoor time as a punishment or reward;

HSPPS (45 CFR 1302.90(c)(11)(A-H))

Early childhood development practices encourage staff to use prevention and redirection methods for disruptive behavior. In addition, Head Start Programs should determine the root cause of the behavior to ultimately resolve the matter. All Head Start and Early Head Start programs must have mental health consultants available who can assist them in identifying the causes of children's challenging behavior and implement appropriate strategies to ensure children and staff are safe.

Retrieved from <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-15-04>

ERSEA : MAINTAINING FULL ENROLLMENT

PLANNING AND MONITORING FOR SUCCESS

Maintaining full enrollment requires targeted strategies for identifying and addressing current and future community, family, and child needs. It is important to adopt a systems approach when assessing programmatic strengths and needs. A strong community assessment process with regular updates is critical. It provides the information required to understand family services, self-assessments, and updates to the community assessment needs and shifting demographics. Cultivating a nurturing environment is also important for retaining staff and keeping families enrolled.

MAINTAINING THE COURSE

Maintaining full enrollment may mean making programmatic changes to address shifting demographics. Ongoing monitoring of program provide the data needed to plan and implement thoughtful adaptations to ensure responsive programs.

Enrollment services are an important part of the full array of Head Start services and need to be included in planning and evaluation systems. As with all Head Start services, data is critical for understanding needs, making decisions, evaluating services, and planning for continuous improvement. The ability to respond to changing community, family, and child needs is a key factor in maintaining full enrollment.

HOMELESSNESS

What should early care and education professionals do to support homeless children and families?

OUTREACH

Local Homeless Education Liaisons in school districts. State Coordinators for Homeless Education can connect you with the local liaison in your area. Liaisons can refer younger siblings of school-age children in temporary housing and provide other ideas about how to reach families in temporary housing.

Local Department of Social Services. Ask the Director of Temporary Assistance in your state's Department of Social Services for contact information for local transitional housing shelters and domestic violence shelters and establish a relationship with them. Identify and network with local agencies providing services to families of young children experiencing or at-risk of homelessness. Build a resource list of trusted community partners and service providers that can be given to families in need.

Families you already serve. Connect regularly and authentically with families currently served by your program. Purposeful family engagement builds a trusting environment in which families are more likely to share news such as housing status transitions.

Retrieved from <https://eclkc.ohs.acf.hhs.gov/publication/ersea-maintaining-full-enrollment>

The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. Head Start has a comprehensive focus on all aspects of healthy development including physical, cognitive, and social and emotional development.

THE FRAMEWORK FOR EFFECTIVE PRACTICE

The National Center on Early Childhood Development, Teaching, and Learning (NCECDTL) uses a house to represent five integral elements of quality teaching and learning for children ages birth to 5 in all program options.

<https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/framework-effective-practice>

INDIVIDUALIZED PROFESSIONAL DEVELOPMENT (IPD) PORTFOLIO

The iPD Portfolio is an online platform created to support ongoing professional development for staff in Head Start and childcare settings. It contains accessible, self-paced modules based on staff roles and interests. Create an ECLKC account today:

<https://eclkc.ohs.acf.hhs.gov/professional-development/article/individualized-professional-development-ipd-portfolio>

Submitted by Tara, Scott, PhD., Regional Field Specialist, Region IV



BEST PRACTICES IN ACTION

This is our second edition of the ACPS Planning calendar. As we were in the process of creating the planning calendar we assessed our program, staff and professional development needs. We took the stance of acknowledging and creating a coordinated plan to address our program challenges, such as active supervision and mental health, in all aspects of programming. One of the first items all staff receive and review is the program planning calendar. After assessing what type of issues and when the issues typically occurred, we decided to include information specific to the areas we were intentional about developing, i.e. safety, supervision, and mental health awareness.

In our program calendar, we start the year off with information on active supervision, staff wellness, and the Head Start Framework. This was key because we knew it was important to highlight key areas we identified as opportunities for growth. Based on our analysis of data we also determined active supervision issues were a concern around the holidays (Thanksgiving and Christmas). Therefore, we included more guidance to remind staff of the supervision procedures and requirements. Similarly, we determined staff wellness became a point of discussion prior to Spring Break, so we included wellness information between February and March. To conclude our calendar we placed key information in the back, such as the abuse hotline, staff resources, and a directory. We must note, the program calendar is accompanied by full staff training days, monthly announcements and staff planning teams where active supervision and staff wellness are standing agenda items and are supported throughout the year.

Submitted by Natalie Strappy, Alachua County Public Schools



ACTIVE SUPERVISION

Review the questions and answers below to find information related to active supervision in early childcare and education settings.

BATHROOM & SUPERVISION

Q. What is the regulation regarding children going to the bathroom out of sight of adults—behind closed doors? Or down a hallway?

A. The Head Start Program Performance Standards require that staff supervise children at all times (1302.47(b)(5)(iii)). Many programs have toilet areas with low walls or stalls with open doors to ensure an adult can still supervise while children are using the bathroom.

ADULT-TO-CHILD RATIOS

Q. Why do programs always have to have two paid staff with children?

A. The requirement for two paid staff ensures that there are trained adults available to meet both the ongoing teaching and learning needs of children. This requirement also makes certain that there are trained adults present who can respond appropriately in unplanned events such as a child becoming ill, or having a toileting accident or an emergency.

OUTDOOR SUPERVISION

Q. If you and another staff member are outside on the playground and a child gets hurt and needs to go in the building is it OK to leave one adult outside with the rest of the class? Class size is 20.

A. This is absolutely going to happen. It could be an injury, or a child may need to go to the bathroom, or a child may get really cold and need to go inside to warm up. However, no, it is not okay to leave one staff person alone with 20 children.

B. Head Start is fortunate in that we have auxiliary staff at our centers (e.g., center directors, cooks, family service workers, bus drivers, bus monitors, etc.) that can be trained and used to maintain an adult-to-child ratio in these circumstances. It goes back to planning and communication. Do staff have a walkie talkie or a cell phone while on the playground to notify that an additional person is needed? How do staff ensure that basic first aid supplies (i.e., latex or non-latex gloves) are on the playground?

Retrieved from <https://eclkc.ohs.acf.hhs.gov/safety-practices/article/active-supervision-fags>

ATTENTION GRANTEES:

WE WOULD LOVE YOU TO SUBMIT YOUR BEST PRACTICES OR PROGRAM HIGHLIGHTS. PLEASE SEND THEM TO

DEIRDRE.MITCHELL@ACF.HHS.GOV.

THANK YOU!



GETTING TO KNOW RIV STAFF

Olissa Williams has over 20 years of early child development experience in the Office of Head Start Region IV. As a Program Specialist, she provides ongoing oversight and support to HS/EHS grantees to ensure compliance with federal regulations and promote quality performance. She serves as Monitoring Lead, Mentor, Policies and Procedures Lead, State Collaboration Liaison for four of Region IV's eight states, as well as the lead on various special internal projects, forging collaborations and systems that effect workflow management. External collaborations include the WIC Regional Office and IBM Southeast Credit Union. Prior to joining OHS, Ms. Williams served in Region II ACF/TANF, the Social Security Administration, and the Department of Hudson County Welfare in New Jersey.



Olissa Williams
Monitoring Lead
Program Specialist

FUN FACT:

"Loves to sing—performs really well, alone in the car."

Carol R. Jones is the Financial Management Specialist with the Office of Grants Management, School Readiness, Region IV Atlanta Office. She has 41 years of Federal service which consists of 27 years with ACF/OGM. And, 24 of those years working in OGM as a high-performing grants management professional. She has 20 years of military service; 4 years of active duty with the U.S. Army and 16 years in the U.S. Army Reserve. Her professional work and experience focus on administering and monitoring Federal discretionary grant funds, proficiency interpreting Federal regulations and policies, GSA accounting disbursements, management of military personnel records and actions as well as training and developing military service members and peer colleagues. She obtained her Bachelor of Business Administration Degree in Accounting at Clayton State University, Morrow, GA. She loves spending time with her granddaughters who she says are a wonderful blessing and their loving spirit brings the utmost enjoyment to their family. She firmly believes that things in life may not come when we want them, but when we are ready to receive



Carol Jones
Financial
Management
Specialist

FUN FACT:

"I enjoy watching mystery movies and the older television shows such as, Matlock, Murder She Wrote and In the Heat of the Night."

Victoria Quinlan-Grimes, M.Ed. is an Early Childhood Specialist with ICF since 2010. Victoria has been working with Region IV T/TA since 2003. Before coming to the Region IV, she has worked as an Infant-Toddler teacher, a private consultant and as an OHS Federal Monitor. Victoria's areas of expertise are Early Head Start, facilities & environments, and Home-Based Services. Currently, she is working towards additional certification through the University of Alabama Health & Safety Management Certificate Program.



Victoria Quinlan-Grimes
Early Childhood
Specialist

FUN FACT:

"I am a foodie! If you want to try a new restaurant, I am your girl. Call me for a lunch date! I love to cook, read cookbooks, and plan travel just to try different foods. It is my philosophy, that the easiest way to learn about people and culture is to experience the food."

RIV ROCKSTARS



Children First in Sarasota, Florida has been recognized as one of the top 30 employers in Sarasota-Manatee in the "Best Places to Work" competition. In order to receive this recognition, our

staff completed a satisfaction survey while managers completed an infrastructure verification document.

Read More Here: <https://www.heraldtribune.com/news/20191017/children-first-named-best-place-to-work>



"On May 9, 2019, Homestead Education Committee honored Le Jardin Community Center as Champions for Education Not for Profit Organization for 2019." In honor of International Women's

Month, a local City Council presented Le Jardin's CFO/COO, Audelia Martinez, with a certificate of appreciation for her contributions to the community. Read More Here: <http://www.lejardincinc.org/>



Cullman City Head Start has a wellness focus for staff beginning

in 2020. Staff is able to participate in monthly events. This includes a n opportunity for staff to walk after school, and provide encouragement for one another. Cullman Park and Recreation department also offers a reduced rate for Head Start employees to join the fitness center. Every other week, the management staff will provide podcast resources focus eon healthy habits. In spring they will offer several staff workshops from organizing your home, learning your working style and working better with others.

FROM THE DESK OF DR. MOORE



It gives me great pleasure to greet you on behalf of the Office of Head Start Region IV in Atlanta, GA. I hope that you find this newsletter informative. It is my desire to use this informal communication tool to introduce you to members of our outstanding team, highlight grantees from around the region, and support your work by showcasing Training and Technical Assistance resources that can push you toward implementing best practices. I am also excited about the opportunity to focus on the regional priorities I mention as I travel— Under-enrollment, CLASS, DRS, Active Supervision, Fiscal and Homelessness. I appreciate the challenge of managing competing priorities. I can tell you from the short time in the regional office that if we pursue these priorities with a spirit of excellence, the children and families we serve will be the benefactors of the premier human services we all hope to provide.

"It's My Pleasure to Serve You."
-Calvin




SeaWorld
(/orlando/)

(/orlando/tickets/)


Cart
(/orlando/checkout/)



Free admission for children 5 years old and under

Available only for Florida residents. Hurry, offer ends on February 3. Kids 5 and under can enjoy FREE admission to SeaWorld and Aquatica Orlando throughout all of 2020 with the Preschool Card. There's never been a cooler time to be a kid!

Must register online. Not available at the park.

Florida Residents: 2020 FREE Preschool Card - Offer Ends February 3

2020 SeaWorld + Aquatica Orlando Preschool Card

We use cookies that are required to run and maintain the site, remember your website preferences, and complete sales transactions you initiate from other sites. We also use cookies to gather website statistics, also called analytics, serve ads to you, and focus and measure our marketing efforts. You can learn more about our use of cookies **here** (<https://seaworldentertainment.com/policies/privacy-policy/>). Please either change your cookie settings **here** to reject cookies not required for the site to operate or select "Yes" to indicate we may continue with all uses.

Yes



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES



1768 E. Michigan St.
 Orlando, FL 32806
 December 19, 2019

Call to Order by: Maritza Vasquez, Chairperson at 6:50 p.m.

Attended By:

Jessica Vazquez	Aloma	Alternate
Malka Leon	Bithlo	Alternate
Roxanne Williams	Callahan	Representative
Hortensia Rodriguez	East Orange	Representative
Maritza Vasquez	Engelwood	Representative
Jerry Rios	Engelwood	Alternate
Chrystal Anderson	Evans	Representative
Porsha Mead	Frontline	Representative
Renette Clark	Frontline	Alternate
Darline Felix	Hal P. Marston	Representative
Nashauna Easy	John Bridges	Alternate
Salome Calixte	So. Orlando YMCA	Representative
Jerry Henderson	Southwood	Representative
Paul Charles	Southwood	Alternate
Maria Parra Pou	Taft	Representative
Yessica Giron Rodriguez	Taft	Alternate
Vanessa Lewis	BCC	BCC Alternate

Guests

AnnMarie Alvarado	CHS
Tequila Henderson	Past Parent

No Quorum Established

There was not a sufficient numbers of Representative and Alternates who completed the required training to sit at the table to serve in their roles.

Staff:

Pedro Berrios	Warehouse
Yvette Meade	Main Office
Sandra Moore	Main Office
Polly Bouler	Hal Marston
Sandra Ruff	Main Office
Dwayne Horne	Main Office
Xeix Colon	Main Office
Yolanda Soto Mangual	Hal Marston

Noelia Martinez
Jeneil Parker
Salynthia J Rease

Aloma
Ventura
Dover Shores

Commissioner's Liaison Report by Vanessa Lewis – Commissioner Siplin held an event at Holden Heights Community Center in December where she selected 25 parents, grandparents, great grandparents and great aunts to receive presents for their children. Commissioner Siplin will be holding mobile office hours on January 15, 2020 at Holden Heights Community Center.

There were no unit reports, no roll call, no voting. All was for informational purposes only.

ERSEA Training conducted by Xeix Colon, Monitoring and Evaluation Coordinator (former ERSEA Coordinator)

Ms. Colon presented a Power Point presentation. She explained that this training will inform all on how children are selected to participate in our program based on Federal regulations. Data from the annual Community Assessment is used to determine the needs in the community. The ranking system is based on age, family income, homelessness, foster care, eligibility for special education or relevant family or child risk factors.

Meeting Adjourned at 8:05 p.m.

Next Policy Council Meeting is January 16, 2020