



Interoffice Memorandum

June 3, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director
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 – June 23, 2020**
Filing of Head Start Policy Council Program Information and Updates
for the Official County Record

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

Head Start Policy Council Meeting Minutes April 13, 2020
Head Start Policy Council Program Information and Updates May 2020

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Meeting Minutes April 13, 2020 and Head Start Policy Council Program Information and Updates May 2020 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
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management & Budget
- Auria Oliver, Management and Budget Advisor, Office of Management & Budget



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES



2100 E. Michigan St
 Orlando, FL 32806
 (Webex)
 April 13, 2020

Call to Order by: Maritza Vasquez, Chairperson at 10:47 a.m.
 Roll Call by: Maritza Vasquez, Chairperson

Attended By:

Jessica Vazquez	Aloma	Alternate
Rachel Padgett	Bithlo	Representative
Maritza Vasquez	Engelwood	Representative
Chrystal Anderson	Evans	Representative
Ronisha Rubin	John Bridges	Representative
Tache Jones	Mt Sinai	Representative
Gisela Guebely	McCoy Elementary	Alternate
Jessica Ruiz	So. Orlando YMCA	Alternate
Paul Charles	Southwood	Alternate
Maria Parra Pou	Taft	Representative
Vanessa Lewis	BCC	BCC Alternate
Pamela Clark		Community Rep

Excused

Adriana del Carmen Rubio	Three Points
Leviticus Henderson	Hungerford

Quorum Established

Staff:

Sonya Hill	Main Office
Sandra Moore	Main Office
Sandra Ruff	Main Office
Avis McWhite	Main Office
Eileen Orleman	Main Office
Khadija Pirzadeh	Main Office

Chairperson Vasquez called for a motion to adopt the agenda. Sonya Hill proposed a change to Agenda; Add Approval of Cost of Living (COLA)/Quality Improvement Grants under New Business

Motion: Paul Charles, Southwood Alternate
 Second: Gisela Guebely, McCoy Elementary Alternate
 Motion carried with no objections

Secretary's Report by Sonya Hill

Highlights from the previous meeting

Chairperson Vasquez called for a motion to accept the Secretary's Report

Motion: Gisela Guebely, McCoy Elementary Alternate

Second: Rachel Padgett, Bithlo Representative

Motion carried with no objections

HR Report by Avis McWhite –

Avis listed applicants pending hire and requested approval from the Policy Council

Avis listed all separations and vacancies for February

Chairperson Vasquez called for a motion to accept the HR Report with recommended applicants

Motion: Gisela Guebely, McCoy Elementary Alternate

Second: Rachel Padgett, Bithlo Representative

Motion carried with no objections

Budget Report by Sandra Ruff, Fiscal Manager

- Ms. Ruff highlighted the Notice of Award of the balance of funds for HS operations and training and technical assistance for the 10/1/2019 - 9/20/2020 budget period.
- IM-ACF-OA-2020-01: ACF grant flexibilities in conducting human service activities related to or affected by COVID-19.

Status of BCC Agenda Items by Khadija Pirzadeh

- Two items were submitted

Commissioner's Liaison Report by Vanessa Lewis

Ms. Lewis sent a COVID-19 Community Resource List to help those needing assistance in the areas of; Food, Finances, Mental Health, Medical, Domestic Violence, Immigration, OCPS Digital Learning and Miscellaneous Services. It can also be found on OCFL.net.

Division Manager's Report by Sonya Hill, Division Manager

Ms. Hill updated attendees on how well the distance learning going is going. Ms. Hill covered the following items under New Business; Funding Guidance Letter for Annual Grant, OHS COLA and Quality Improvement Increases, Temporary Repurposing HS & EHS Centers.

Self-Assessment Process by Shauna Kirby, Sr. Monitoring & Evaluation Coordinator

Ms. Kirby explained what the Self-Assessment is and why it is done annually. People have been selected to participate in the process which will be virtual due to COVID-19, however, she said any parent may attend the virtual meetings if they are interested. She put her contact information in the ChatBox.

Service Area Reports

Read on your own. No questions.

Approval of Cost of Living Adjustment (COLA) Grant in the amount of \$266,001.

Ms. Hill discussed the Narrative and Ms. Ruff discussed the Budget.

Chairperson Vasquez called for a motion to approve the COLA grant

Motion: Chrystal Anderson, Parliamentarian

Second: Rachel Padgett, Bithlo Representative

Motion carried with no objections

Approval of Cost of Quality Improvement Grant in the amount of \$408,576.

Ms. Hill discussed the Narrative and Ms. Ruff discussed the Budget.

Chairperson Vasquez called for a motion to approve the Quality Improvement Grant

Motion: Chrystal Anderson, Parliamentarian

Second: Rachel Padgett, Bithlo Representative

Motion carried with no objections

Chairperson Vasquez called for a motion adjourn the meeting

Motion: Gisela Guebely, McCoy Elementary Alternate

Second: Maria Parra Pou, Taft Representative

Motion carried with no objections

Meeting Adjourned at 12:25 p.m.

Next Policy Council Meeting TBD



Lonnie C. Bell Jr.
Director, Community & Family
Services

Orange County Government

HEAD START POLICY COUNCIL



Sonya L. Hill
Head Start Division Manager

PROGRAM INFORMATION & UPDATES



May 2020



Orange County
Community & Family Services Department
Head Start Division



**POLICY COUNCIL
MONTHLY MEETING**

Who: **POLICY COUNCIL MEMBERS**

Date: **THURSDAY – MAY 21, 2020**

Time: **1:00 PM**

Location: **VIA- WebEx**

LOG ON INSTRUCTIONS TO FOLLOW

Sandra Moore:

407-836-8913 Email Sandra.Moore2@ocfl.net

Yvette Meade:

Email Yvette.Meade@ocfl.net

PLEASE STAY SAFE!!!!



AGENDA



Orange County Government ● Head Start Policy Council ● Head Start Main Office
2100 E. Michigan Street, Orlando, FL 32806
May 21, 2020 ● 1:00 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
3. *Adoption of Agenda*
4. *Secretary Report*
 - a. *Review of Minutes from April 13, 2020*
5. Human Resources Report
6. Budget Report
7. Commissioner/Commissioner’s Liaison Report- Commissioner Victoria Siplin
8. Head Start Division Manager’s Report – Sonya Hill, Head Start Division Manager
9. Service Area Reports:

PFCE, Nutrition, Education, Mental Health & Disabilities
10. New Business
 - a. SOPs – Human Resources
 - b. Disaster Recovery Funding Grant
 - c. OCHS-PI-CFSD-20-01 Attendance, Galileo, ChildPlus, COVID-19, Recording Attendance, Distance Learning
 - d. OCHS-PI-CFSE-20-02 Curriculum, Lesson Plan, Distance Learning, Daily Routine
 - e. OCSH-PI-CFSD-20-03 ERSEA, Eligibility Application, Recruitment, ChildPlus, 1302.12
 - f. Recruitment
11. Public Comment
12. Adjourn

Head Start Budget Summary April 2020

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	JAN	FEB	MAR	APR	ENC	TOTAL Budget YTD	BALANCE	TOT AL YTD
7521 - ADMINISTRATION	\$1,362,481	\$58,534	\$114,767	\$134,515	\$84,265	\$87,596	\$198,986	\$74,759	\$10,331	\$753,422	\$598,728	56%
7522 - OPERATIONS	\$11,173,008	\$617,469	\$1,079,428	\$1,616,168	\$862,187	\$840,474	\$1,051,185	\$815,584	\$119,195	\$6,882,496	\$4,171,317	63%
7523 - USDA ADMINISTRATION	\$191,621	\$9,305	\$15,162	\$19,755	\$13,418	\$13,326	\$21,722	\$13,088	\$0.00	\$105,777	\$87,924	55%
7524 - USDA OPERATIONS	\$1,806,685	\$12,646	\$31,679	\$164,247	\$207,221	\$138,320	\$133,842	\$73,995	\$421,350	\$761,910	\$218,615	84%
7525 - TRAINING	\$156,870	\$190	\$2,260	\$33,986	\$13,644	\$7,021	\$2,528	\$531	\$0	\$60,131	\$96,739	38%
7526 - DISABILITIES	\$401,455	\$58,041	\$34,154	\$41,468	\$30,781	\$30,766	\$29,942	\$28,306	\$40,931	\$216,424	\$144,097	64%
7527 - HEALTH AND DENTAL	\$284,050	\$7,731	\$16,584	\$17,297	\$10,841	\$10,808	\$20,803	\$16,206	\$0.00	\$100,273	\$183,777	35%
7528 - PCFE	\$1,779,061	\$82,345	\$135,259	\$194,148	\$114,768	\$132,662	\$136,230	\$118,232	\$0.00	\$913,645	\$865,416	51%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7000 DEPT: 062 UNIT: 7521 [ADMIN]: 58% OF FY ELAPSED

OBJ	APPR	OBJECT NAME	CURRENT												PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG						SEP
1120	2FA	REGULAR SALARIES and WAGES	795,653.00	42,129.11	61,374.35	92,064.54	60,054.60	58,672.20	53,669.05	53,236.75	.00	.00	.00	.00	.00	.00	421,200.60	374,452.40	52.94	
1130	2FA	OTHER SALARIES and WAGES	20,000.00	52.16	2,188.61	2,830.91	1,551.47	2,108.67	2,520.64	.00	.00	.00	.00	.00	.00	.00	11,252.46	8,747.54	56.26	
1140	2FA	OVERTIME	5,000.00	606.28	1,409.80	698.09	300.28	386.48	598.23	97.46	.00	.00	.00	.00	.00	.00	4,096.62	903.38	81.93	
2110	2FA	FICA TAXES	60,867.00	3,062.68	4,680.95	6,897.18	4,481.73	4,420.13	4,117.49	3,884.29	.00	.00	.00	.00	.00	.00	31,544.45	29,322.55	51.83	
2120	2FA	RETIREMENT CONTRIBUTION	67,392.00	3,619.70	5,317.53	7,856.43	5,111.93	4,740.42	4,626.30	4,330.55	.00	.00	.00	.00	.00	.00	35,602.86	31,789.14	52.83	
2130	2FA	LIFE and HEALTH INSURANCE	217,600.00	9,064.37	12,557.68	19,311.55	13,507.74	13,166.70	12,826.90	11,278.18	.00	.00	.00	.00	.00	.00	91,713.12	125,886.88	42.15	
2131	2FA	HSA/FSA CONTRIBUTION	.00	.00	.00	4,250.00	-4,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
2200	2FA	PAYMENTS TO OPEB TRUST	6,499.00	.00	.00	.00	.00	.00	8,077.00	.00	.00	.00	.00	.00	.00	.00	8,077.00	-1,578.00	124.28	
		SALARIES	1,173,011.00	58,534.30	87,528.92	133,908.70	80,757.75	83,494.60	86,435.61	72,827.23	.00	.00	.00	.00	.00	.00	603,487.11	569,523.89	51.45	
3125	2FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	.00	.00	106,329.00	.00	100.00
3179	2FC	CONTRACT SVC EMPLOY AGENT	15,000.00	.00	.00	.00	701.22	1,438.40	875.20	839.54	.00	.00	.00	.00	.00	.00	7,404.84	3,854.36	3,740.80	75.06
3410	2FC	LOCAL TRAVEL	5,800.00	.00	.00	86.53	410.26	31.95	77.60	29.72	.00	.00	.00	.00	.00	.00	.00	636.06	5,163.94	10.97
3510	2FC	POSTAGE and MESSENGER SVCS	200.00	.00	.00	.00	.00	70.53	.00	177.49	.00	.00	.00	.00	.00	.00	.00	248.02	-48.02	124.01
3530	2FC	TOLL CHARGES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
3610	2FC	RENTAL OF EQUIPMENT	8,000.00	.00	345.51	.00	235.57	471.14	235.57	235.57	.00	.00	.00	.00	.00	.00	1,303.48	1,523.36	5,173.16	35.34
3720	2FC	COMMUNICATIONS	5,000.00	.00	.00	.00	808.70	411.96	235.89	.00	.00	.00	.00	.00	.00	.00	.00	1,456.55	3,543.45	29.13
3820	2FC	MAINTENANCE OF EQUIPMENT	3,500.00	.00	557.16	.00	319.26	463.91	363.65	464.75	.00	.00	.00	.00	.00	.00	1,622.52	2,168.73	-291.25	108.32
3910	2FC	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4010	2FC	DUES and MEMBERSHIPS	8,000.00	.00	6,144.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,144.00	1,856.00	76.80
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	928.22	.00	.00	.00	.00	.00	.00	.00	.00	.00	928.22	-878.22	1,856.44
4110	2FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	8,000.00	.00	.00	494.80	895.07	225.01	1,644.43	.00	.00	.00	.00	.00	.00	.00	.00	3,259.31	4,740.69	40.74
4115	2FC	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	24.98	25.45	.00	72.07	.00	.00	.00	.00	.00	.00	.00	.00	122.50	1,877.50	6.13
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	112.38	.00	1,197.00	.00	.00	.00	.00	.00	.00	.00	.00	1,309.38	-1,259.38	2,618.76
4123	2FC	EQUIPMENT LESS THAN \$1000	4,000.00	.00	.00	.00	.00	59.99	1,334.52	126.48	.00	.00	.00	.00	.00	.00	.00	1,520.99	2,479.01	38.02
4412	2FC	PROMOTIONAL EXPENSES	50.00	.00	.00	.00	.00	.00	185.00	.00	.00	.00	.00	.00	.00	.00	.00	185.00	-135.00	370.00
4418	2FC	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4422	2FC	SCHOLARSHIPS, AWARDS, BENEF	2,000.00	.00	.00	.00	.00	.00	.00	58.45	.00	.00	.00	.00	.00	.00	.00	58.45	1,941.55	2.92
4482	2FG	SELF INS-PROP CASUALTY	20,191.00	.00	20,191.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	20,191.00	.00	100.00
		OPERATIONS	189,470.00	.00	27,237.67	606.31	3,507.91	4,101.11	112,549.93	1,932.00	.00	.00	.00	.00	.00	.00	10,330.84	149,934.93	29,204.23	84.59
		TOTAL UNIT 7521	1,362,481.00	58,534.30	114,766.59	134,515.01	84,265.66	87,595.71	198,985.54	74,759.23	.00	.00	.00	.00	.00	.00	10,330.84	753,422.04	598,728.12	56.06

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7000 DEPT: 062 UNIT: 7522 [SERVICES]: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
120	2FE	REGULAR SALARIES and WAGES	8,374,512.00	412,027.79	591,225.49	891,329.58	581,127.54	516,479.98	525,981.65	505,384.81	.00	.00	.00	.00	.00	.00	.00	4,025,556.82	2,346,955.18	83.15
130	2FE	OTHER SALARIES and WAGES	16,575.00	9,056.94	11,288.95	9,391.23	5,538.11	12,819.22	14,771.46	7,149.09	.00	.00	.00	.00	.00	.00	.00	69,893.00	-53,418.00	422.28
140	2FE	OVERTIME	10,000.00	2,882.82	5,800.93	8,562.78	2,587.65	2,004.08	2,543.83	72.83	.00	.00	.00	.00	.00	.00	.00	22,034.52	-12,034.52	220.35
110	2FE	FICA TAXES	487,850.00	31,057.91	44,619.57	68,451.78	43,818.38	39,037.71	39,851.84	37,381.58	.00	.00	.00	.00	.00	.00	.00	302,018.75	185,631.25	81.93
120	2FE	RETIREMENT CONTRIBUTION	540,234.00	35,341.32	50,947.51	78,670.99	49,354.18	44,282.88	44,901.88	42,983.49	.00	.00	.00	.00	.00	.00	.00	344,442.03	195,791.97	63.76
130	2FE	LIFE and HEALTH INSURANCE	2,484,504.00	102,384.32	148,568.33	228,847.04	172,495.94	142,130.62	150,488.88	135,786.49	.00	.00	.00	.00	.00	.00	.00	1,080,879.40	1,403,624.60	43.50
131	2FE	HSA/FSA CONTRIBUTION	.00	.00	.00	95,500.00	-95,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
200	2FE	PAYMENTS TO OPEB TRUST	90,188.00	.00	.00	.00	.00	.00	100,512.00	.00	.00	.00	.00	.00	.00	.00	.00	100,512.00	-10,344.00	111.47
		SALARIES	10,003,843.00	592,510.90	852,228.78	1,374,753.38	759,421.78	758,734.49	678,648.90	726,738.29	.00	.00	.00	.00	.00	.00	.00	5,945,236.52	4,058,408.48	59.43
		PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	12,000.00	.00	145.25	54.72	1,162.64	1,058.63	380.29	776.90	.00	.00	.00	.00	.00	.00	.00	7,647.25	3,578.43	776.32
167	2FF	JANITORIAL SVC and SUPPLY	12,300.00	1,295.48	847.73	647.73	647.73	647.73	647.73	647.73	.00	.00	.00	.00	.00	.00	.00	5,181.84	7,118.16	42.13
192	2FF	SOFTWARE LICENSING SUPPORT FEE	45,300.00	.00	.00	19,239.11	.00	.00	26,149.25	5,376.00	.00	.00	.00	.00	.00	.00	.00	50,784.36	-5,484.36	112.06
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	5,500.00	.00	1,743.50	.00	7,104.34	6,810.00	650.00	5,482.59	.00	.00	.00	.00	.00	.00	.00	12,048.58	21,790.43	-28,337.01
197	2FF	OTHER INSURANCE and BONDS	13,000.00	.00	9,523.00	54.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,577.00	3,423.00	73.87
350	2FF	LOCAL TRAVEL	12,000.00	.00	.00	1,419.08	832.74	569.57	865.42	308.08	.00	.00	.00	.00	.00	.00	.00	3,992.89	6,007.11	33.27
410	2FF	MOVING EXPENSE-CO ASSETS	10,000.00	.00	.00	.00	.00	1,900.00	9,850.00	.00	.00	.00	.00	.00	.00	.00	.00	11,750.00	-1,750.00	117.50
520	2FF	TOLL CHARGES	1,500.00	.00	97.84	188.57	137.91	200.85	203.64	98.43	.00	.00	.00	.00	.00	.00	.00	925.04	574.96	81.67
530	2FF	RENTAL OF EQUIPMENT	40,000.00	.00	7,492.90	4,170.39	10,017.68	3,490.06	4,848.23	6,498.07	.00	.00	.00	.00	.00	.00	.00	21,118.58	38,517.33	-17,635.69
510	2FF	LEASES-BUILDINGS/STRUCTURES	330,000.00	20,553.40	10,276.70	184,383.88	36,298.70	32,718.70	32,718.70	32,718.70	.00	.00	.00	.00	.00	.00	.00	349,890.78	-19,890.78	105.98
320	2FF	UTILITIES	45,000.00	1,878.74	839.37	1,979.33	2,816.58	1,162.90	2,130.86	1,719.83	.00	.00	.00	.00	.00	.00	.00	12,127.71	32,872.29	26.95
710	2FF	COMMUNICATIONS	18,000.00	753.00	1,064.09	1,064.09	7,399.70	3,032.47	2,939.81	3,219.85	.00	.00	.00	.00	.00	.00	.00	19,472.61	-1,472.61	108.18
720	2FF	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	34,500.00	677.50	338.75	572.43	490.13	1,274.35	9,123.80	338.75	.00	.00	.00	.00	.00	.00	.00	12,815.51	21,684.49	37.15
310	2FF	MAINTENANCE OF EQUIPMENT	40,000.00	.00	1,171.10	3,115.88	2,597.44	3,192.02	1,924.00	4,776.10	.00	.00	.00	.00	.00	.00	.00	11,019.39	16,776.34	12,204.27
320	2FF	MAINTENANCE OF COMPUTER EQUIPMENT	750.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	750.00	.00
323	2FF	INTERNAL FLEET MANAGEMENT CHARGES	17,595.00	.00	3,958.61	433.18	1,847.83	2,777.39	542.29	462.35	.00	.00	.00	.00	.00	.00	.00	9,821.45	7,773.55	55.82
310	2FF	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
320	2FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000.00	.00	.00	.00	1,188.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,188.00	1,812.00	39.80
340	2FF	LICENSE AND CERTIFICATION FEES	100.00	.00	.00	250.00	.00	.00	550.00	875.00	.00	.00	.00	.00	.00	.00	.00	1,475.00	-1,375.00	1,475.00
110	2FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	22,000.00	.00	.00	1,228.59	3,777.01	263.88	722.16	34.99	.00	.00	.00	.00	.00	.00	.00	6,024.85	15,975.35	27.38
115	2FF	MISCELLANEOUS OPERATING SUPPLIES	80,000.00	.00	.00	3,428.56	1,531.78	532.58	52,272.39	10,466.09	.00	.00	.00	.00	.00	.00	.00	68,229.40	-8,229.40	113.72
118	2FF	EVENT/MEAL REIMBURSEMENTS	5,500.00	.00	.00	150.34	1,273.36	53.66	138.25	.00	.00	.00	.00	.00	.00	.00	.00	1,813.61	3,886.39	29.34
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	995.00	.00	184.00	-82.00	.00	.00	.00	.00	.00	.00	.00	.00	1,097.00	-1,047.00	2,194.00
121	2FF	EQUIPMENT LESS THAN \$1000	18,150.00	.00	.00	1,550.18	1,871.45	1,849.02	10,957.49	27.99	.00	.00	.00	.00	.00	.00	.00	18,058.13	93.87	99.42
123	2FF	TOOLS and SMALL IMPLEMENTS	500.00	.00	.00	33.91	37.93	988.94	.00	9.49	.00	.00	.00	.00	.00	.00	.00	1,050.27	-550.27	210.05
128	2FF	FOOD and DIETARY	200,959.00	.00	.00	15,082.18	20,218.32	16,221.01	11,862.32	11,253.25	.00	.00	.00	.00	.00	.00	.00	67,383.52	74,747.08	58,848.40
135	2FF	CLOTHING AND WEARING APPAREL	200.00	.00	.00	120.00	137.94	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	257.94	-57.94	128.97
75	2FF	MISC SUPPLIES OR EXPENSES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
95	2FF	PROMOTIONAL EXPENSES	1,500.00	.00	.00	.00	1,331.70	.00	285.76	.00	.00	.00	.00	.00	.00	.00	.00	1,827.46	-127.46	108.50
112	2FF	EDUCATIONAL ASSISTANCE PROGRAM	7,000.00	.00	.00	1,250.00	848.84	1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,148.84	3,853.16	44.95
118	2FF	IMPROVEMTS TO NON-COUNTY ASSETS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
40	2FF	PARENT ACTIVITY FUND	800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	800.00	.00
50	2FF	FIELD TRIPS-HEAD START	15,380.00	.00	.00	.00	.00	.00	.00	409.50	.00	.00	.00	.00	.00	.00	.00	409.50	14,970.50	2.87
52	2FN	SELF INS-PROP CASUALTY	189,901.00	.00	189,901.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	189,901.00	.00	100.00
82	2FG	EQUIPMENT	3,250.00	.00	.00	.00	.00	1,585.74	2,550.00	.00	.00	.00	.00	.00	.00	.00	.00	4,135.74	-885.74	127.25
10	2FJ	COMPUTER EQUIPMENT > \$500	800.00	.00	.00	.00	.00	.00	.00	1,550.00	.00	.00	.00	.00	.00	.00	.00	1,550.00	-950.00	258.33
38	2FJ	SOFTWARE	4,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,400.00	.00
40	2FJ	AID TO OTHER GOVT AGENCIES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
20	2FF	OPERATIONS	1,189,385.00	24,958.10	227,189.84	241,414.95	102,785.55	81,739.50	172,338.11	88,845.49	.00	.00	.00	.00	.00	.00	.00	119,195.30	837,259.34	112,910.38
		TOTAL UNIT 7522	11,173,008.00	617,489.00	1,079,428.42	1,818,188.33	882,187.33	840,473.99	1,051,185.01	815,583.78	.00	.00	.00	.00	.00	.00	.00	119,195.30	6,882,495.86	4,171,316.64

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7400 DEPT: 062 UNIT: 7523 [USDA - ADMIN] : 58% OF FY ELAPSED

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	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	9,697.61	9,697.61	9,697.63	9,697.61	.00	.00	69,748.58	52,920.42	56.86
1140	2FQ	OVERTIME	2,000.00	282.74	116.04	26.76	107.04	61.55	179.29	5.48	.00	.00	778.90	1,221.10	38.94
2110	2FQ	FICA TAXES	9,384.00	513.68	719.93	1,068.41	718.82	715.32	724.36	711.05	.00	.00	5,171.57	4,212.43	55.11
2120	2FQ	RETIREMENT CONTRIBUTION	10,390.00	592.63	831.22	1,234.34	830.45	826.60	836.58	821.85	.00	.00	5,973.67	4,416.33	57.49
2130	2FQ	LIFE and HEALTH INSURANCE	38,400.00	1,201.64	1,716.88	2,643.08	1,852.40	1,852.40	1,852.40	1,852.40	.00	.00	12,971.20	25,428.80	34.78
2200	2FQ	PAYMENTS TO OPEB TRUST	1,535.00	.00	.00	.00	.00	.00	1,889.00	.00	.00	.00	1,889.00	-354.00	124.06
		SALARIES	184,378.00	9,304.77	13,081.67	19,519.03	13,206.32	13,153.48	15,179.26	13,088.39	.00	.00	96,532.92	87,845.08	52.36
3125	2FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	6,543.00	.00	100.00
3410	2FR	LOCAL TRAVEL	500.00	.00	.00	235.63	212.39	172.84	.00	.00	.00	.00	620.86	-120.86	124.17
3530	2FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3820	2FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	2FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4418	2FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	2FS	SELF INS-PROP CASUALTY	2,080.00	.00	2,080.00	.00	.00	.00	.00	.00	.00	.00	2,080.00	.00	100.00
		OPERATIONS	9,323.00	.00	2,080.00	235.63	212.39	172.84	6,543.00	.00	.00	.00	9,243.86	79.14	99.15
		TOTAL UNIT 7523	193,701.00	9,304.77	15,161.67	19,754.66	13,418.71	13,326.32	21,722.26	13,088.39	.00	.00	105,776.78	87,924.22	54.81

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7400 DEPT: 062 UNIT: 7524 [USDA - SERVICES] : 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	PRE-ENC AMOUNT	ENC 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	11,938.02	11,829.99	11,863.45	12,244.65	.00	.00	86,139.72	39,633.28	68.49
1140	2FT	OVERTIME	.00	2.13	10.63	14.88	.00	.00	.00	2.01	.00	.00	29.65	-29.65	.00
2110	2FT	FICA TAXES	9,622.00	586.13	851.29	1,279.35	846.80	838.53	841.07	870.42	.00	.00	6,113.59	3,508.41	63.54
2120	2FT	RETIREMENT CONTRIBUTION	10,653.00	700.44	1,016.06	1,526.81	1,011.17	1,002.01	1,004.85	1,037.30	.00	.00	7,298.64	3,354.36	68.51
2130	2FT	LIFE and HEALTH INSURANCE	76,800.00	3,090.27	4,415.32	6,817.02	4,803.40	4,803.40	4,803.40	4,803.40	.00	.00	33,536.21	43,263.79	43.67
2131	2FT	HSA/FSA CONTRIBUTION	.00	.00	.00	2,750.00	-2,750.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	2FT	PAYMENTS TO OPEB TRUST	3,071.00	.00	.00	.00	.00	.00	3,778.00	.00	.00	.00	3,778.00	-707.00	123.02
		SALARIES	225,919.00	12,646.39	18,278.52	30,399.03	15,849.39	18,473.93	22,290.77	18,957.78	.00	.00	136,895.81	89,023.19	60.60
3170	2FU	JANITORIAL SVC and SUPPLY	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
4110	2FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,100.00	.00
4115	2FU	MISCELLANEOUS OPERATING SUPPLIES	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,100.00	.00
4123	2FU	EQUIPMENT LESS THAN \$1000	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
4130	2FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,300.00	.00	.00	65.32	.00	8,153.86	-7,370.65	.00	.00	.00	848.53	2,451.47	25.71
4135	2FU	FOODandDIETARY	1,155,457.00	.00	.00	133,783.05	191,371.64	111,692.05	118,921.57	54,997.48	.00	421,350.26	610,765.79	123,340.95	89.33
4482	2FS	SELF INS-PROP CASUALTY	13,400.00	.00	13,400.00	.00	.00	.00	.00	.00	.00	.00	13,400.00	.00	100.00
		OPERATIONS	1,175,957.00	.00	13,400.00	133,848.37	191,371.64	119,845.91	111,550.92	54,997.48	.00	421,350.26	625,014.32	129,592.42	88.98
		TOTAL UNIT 7524	1,401,876.00	12,646.39	31,678.52	164,247.40	207,221.03	138,319.84	133,841.69	73,955.26	.00	421,350.26	761,910.13	218,615.61	84.41

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7000 DEPT: 062 UNIT: 7525 [TRAINING]: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	2FH	CONTRACT SVC-TRAINING CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	50,000.00	.00	.00	19,494.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	19,494.00	30,506.00	38.99
3197	2FH	OUT OF COUNTY TRAVEL	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3420	2FH	RENTAL OF EQUIPMENT	38,000.00	190.00	2,230.16	4,872.90	6,336.25	5,346.92	997.26	106.00	.00	.00	.00	.00	.00	.00	.00	20,079.49	17,920.51	52.84
3610	2FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
3620	2FH	GRAPHIC REPROD SVCS	3,370.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,370.00	.00
3910	2FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4020	2FH	TRAINING AND EDUCATIONAL COST	1,000.00	.00	.00	1,050.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,050.00	-50.00	105.00
4030	2FH	LICENSE AND CERTIFICATION FEES	38,000.00	.00	.00	8,568.64	6,010.52	1,750.00	1,605.48	.00	.00	.00	.00	.00	.00	.00	.00	17,934.64	20,065.36	47.20
4040	2FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,500.00	.00	.00	.00	.00	-75.00	-75.00	425.00	.00	.00	.00	.00	.00	.00	.00	275.00	3,225.00	7.86
4110	2FH	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	297.75	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	297.75	702.25	29.78
4115	2FH	EVENT/MEAL REIMBURSEMENTS	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	.00
4116	2FH	EDUCATIONAL ASSISTANCE PROGRAM OPERATIONS ONLY	3,500.00	.00	.00	.00	999.96	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	999.96	2,500.04	28.57
4418	2FH	TOTAL UNIT 7525	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
			156,870.00	190.00	2,230.16	33,985.54	13,644.48	7,021.92	2,527.74	531.00	.00	.00	.00	.00	.00	.00	.00	60,130.84	96,739.16	38.33
			156,870.00	190.00	2,230.16	33,985.54	13,644.48	7,021.92	2,527.74	531.00	.00	.00	.00	.00	.00	.00	.00	60,130.84	96,739.16	38.33

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7000 DEPT: 062 UNIT: 7526 [DISABILITY]: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	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	18,109.04	18,164.80	17,558.42	18,164.80	.00	.00	.00	.00	.00	.00	.00	132,728.58	41,240.42	59.26
1140	2FI	OVERTIME	1,500.00	345.53	43.84	.00	1,285.22	3.31	350.61	.00	.00	.00	.00	.00	.00	.00	.00	2,028.51	-528.51	135.23
2110	2FI	FICA TAXES	17,134.00	1,096.74	1,247.82	1,869.24	1,343.53	1,249.73	1,229.93	1,249.48	.00	.00	.00	.00	.00	.00	.00	9,286.47	7,847.53	54.20
2120	2FI	RETIREMENT CONTRIBUTION	18,971.00	1,326.83	1,542.27	2,307.84	1,642.70	1,538.84	1,516.89	1,538.56	.00	.00	.00	.00	.00	.00	.00	11,413.93	7,557.07	60.17
2130	2FI	LIFE and HEALTH INSURANCE	51,200.00	2,919.13	4,170.50	6,420.85	4,500.70	4,500.70	4,500.70	4,500.70	.00	.00	.00	.00	.00	.00	.00	31,513.28	19,686.72	61.55
2131	2FI	HSA/FSA CONTRIBUTION	.00	.00	.00	3,250.00	-3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	2FI	PAYMENTS TO OPEB TRUST	1,625.00	.00	.00	.00	.00	.00	1,795.00	.00	.00	.00	.00	.00	.00	.00	.00	1,795.00	-170.00	110.46
		SALARIES	314,408.00	21,007.75	25,169.23	41,095.13	23,631.19	25,457.38	26,951.55	25,453.54	.00	.00	.00	.00	.00	.00	.00	188,765.77	125,642.23	60.04
3195	2FK	CONTRACT SERVICES MEDICAL	49,000.00	.00	1,087.50	.00	5,993.75	4,870.23	2,540.76	2,852.58	.00	.00	.00	.00	.00	.00	40,931.82	17,344.82	-9,276.64	118.93
3410	2FK	LOCAL TRAVEL	3,200.00	.00	.00	353.06	502.94	202.00	244.02	.00	.00	.00	.00	.00	.00	.00	.00	1,302.02	1,897.98	40.69
3530	2FK	TOLL CHARGES	300.00	.00	.00	19.65	24.52	20.66	17.66	.00	.00	.00	.00	.00	.00	.00	.00	82.49	217.51	27.50
3720	2FK	COMMUNICATIONS	2,500.00	.00	.00	.00	628.72	215.48	187.92	.00	.00	.00	.00	.00	.00	.00	.00	1,032.12	1,467.88	41.28
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00
4040	2FK	LICENSE AND CERTIFICATION FEES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,200.00	.00
4110	2FK	MISCELLANEOUS OPERATING SUPPLIES	16,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	16,400.00	.00
4121	2FK	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4418	2FK	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4482	2FK	SELF INS-PROP CASUALTY	7,897.00	.00	7,897.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,897.00	.00	100.00
8610	2FK	AID TO PRIVATE ORGANIZATIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
		OPERATIONS	87,047.00	.00	8,984.50	372.71	7,149.93	5,308.37	2,990.36	2,852.58	.00	.00	.00	.00	.00	.00	40,931.82	27,658.45	16,456.73	78.80
		TOTAL UNIT 7526	401,455.00	21,007.75	34,153.73	41,467.84	30,781.12	30,765.75	29,941.91	28,306.12	.00	.00	.00	.00	.00	.00	40,931.82	216,424.22	144,098.96	64.11

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7000 DEPT: 062 UNIT: 7527 [CHILDHOOD HEALTH & DEVELOPMENT]: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENC AMOUNT	ENC 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	7,072.85	7,057.60	10,243.40	10,252.72	.00	.00	.00	.00	.00	.00	.00	57,156.49	111,773.51	33.89
1140	2FV	OVERTIME	1,000.00	557.12	95.19	13.24	3.35	.00	183.41	9.84	.00	.00	.00	.00	.00	.00	.00	862.15	137.85	86.22
2110	2FV	FICA TAXES	12,923.00	381.55	497.40	735.64	490.47	489.05	739.85	720.36	.00	.00	.00	.00	.00	.00	.00	4,054.32	8,868.68	31.37
2120	2FV	RETIREMENT CONTRIBUTION	14,308.00	461.02	605.85	897.79	599.35	597.78	883.16	869.23	.00	.00	.00	.00	.00	.00	.00	4,914.18	9,393.82	34.35
2130	2FV	LIFE and HEALTH INSURANCE	51,200.00	1,446.20	2,066.00	3,181.00	2,230.00	2,230.00	2,556.66	2,875.44	.00	.00	.00	.00	.00	.00	.00	16,585.30	34,614.70	32.39
2200	2FV	PAYMENTS TO OPEB TRUST	1,218.00	.00	.00	.00	.00	.00	897.00	.00	.00	.00	.00	.00	.00	.00	.00	897.00	321.00	73.55
		SALARIES	249,579.00	7,731.81	10,322.04	15,414.07	10,396.02	10,374.43	15,503.48	14,727.59	.00	.00	.00	.00	.00	.00	.00	84,469.44	165,109.56	33.84
3179	2FW	CONTRACT SVC EMPLOY AGENT	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
3195	2FW	CONTRACT SERVICES MEDICAL	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
3410	2FW	LOCAL TRAVEL	1,000.00	.00	.00	.00	67.55	84.19	.00	.00	.00	.00	.00	.00	.00	.00	.00	151.74	848.26	15.17
3530	2FW	TOLL CHARGES	200.00	.00	.00	.00	26.75	16.80	.00	.00	.00	.00	.00	.00	.00	.00	.00	43.55	156.45	21.78
3720	2FW	COMMUNICATIONS	2,880.00	.00	.00	.00	157.18	53.87	46.98	.00	.00	.00	.00	.00	.00	.00	.00	258.03	2,621.97	8.96
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	84.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	84.00	.00
4110	2FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,000.00	.00	.00	108.06	.00	.00	40.42	.00	.00	.00	.00	.00	.00	.00	.00	148.48	1,851.52	7.42
4115	2FW	MISCELLANEOUS OPERATING SUPPLIES	3,900.00	.00	.00	1,148.38	.00	10.95	5,037.57	1,478.09	.00	.00	.00	.00	.00	.00	.00	7,724.99	-3,824.99	198.08
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4123	2FW	EQUIPMENT LESS THAN \$1000	3,243.00	.00	.00	40.80	193.53	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	234.33	3,008.67	7.23
4143	2FW	MEDandSURG SUPPLIES	6,750.00	.00	.00	586.04	.00	267.50	124.54	.00	.00	.00	.00	.00	.00	.00	.00	978.08	5,771.92	14.49
4418	2FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
4482	2FK	SELF INS-PROP CASUALTY	6,264.00	.00	6,264.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,264.00	.00	100.00
8610	2FW	AID TO PRIVATE ORGANIZATIONS	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00
		OPERATIONS	34,471.00	.00	6,264.00	1,883.28	445.01	433.31	5,299.51	1,478.09	.00	.00	.00	.00	.00	.00	.00	15,803.20	18,667.80	45.84
		TOTAL UNIT 7527	284,050.00	7,731.81	16,586.04	17,297.35	10,841.03	10,807.74	20,802.99	16,205.68	.00	.00	.00	.00	.00	.00	.00	100,272.64	183,777.36	35.30

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 7000 DEPT: 062 UNIT: 7528 [PARENT, FAMILY & COMMUNITY]: 58% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	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	79,810.05	87,872.42	79,481.67	81,346.53	.00	.00	.00	.00	.00	.00	.00	589,588.89	550,305.11	51.72
1130	2FX	OTHER SALARIES and WAGES	14,900.00	2,766.19	3,076.01	6,657.28	4,413.56	5,427.36	3,297.59	2,880.00	.00	.00	.00	.00	.00	.00	.00	28,517.99	-13,617.99	191.40
1140	2FX	OVERTIME	5,000.00	776.98	1,853.87	1,119.53	988.73	1,563.34	3,723.28	126.67	.00	.00	.00	.00	.00	.00	.00	10,152.40	-5,152.40	203.05
2110	2FX	FICA TAXES	87,202.00	4,279.29	6,239.30	9,660.43	6,256.44	6,936.34	6,334.42	6,172.92	.00	.00	.00	.00	.00	.00	.00	45,879.14	41,322.86	52.61
2120	2FX	RETIREMENT CONTRIBUTION	96,549.00	4,896.72	7,159.24	10,562.79	7,123.09	8,106.40	7,475.08	7,346.09	.00	.00	.00	.00	.00	.00	.00	52,669.41	43,879.59	54.55
2130	2FX	LIFE and HEALTH INSURANCE	371,200.00	14,084.15	20,495.56	30,997.93	22,502.98	22,195.01	20,533.19	20,192.44	.00	.00	.00	.00	.00	.00	.00	151,001.26	220,190.74	40.68
2131	2FX	HSA/FSA CONTRIBUTION	.00	.00	.00	9,500.00	-9,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	2FX	PAYMENTS TO OPEB TRUST	11,779.00	.00	.00	.00	.00	.00	13,910.00	.00	.00	.00	.00	.00	.00	.00	.00	13,910.00	-2,131.00	118.09
		SALARIES	1,726,524.00	82,345.09	119,238.10	193,620.30	111,594.85	132,100.87	134,755.23	118,064.65	.00	.00	.00	.00	.00	.00	.00	891,719.09	834,804.91	51.65
3410	2FY	LOCAL TRAVEL	3,000.00	.00	.00	212.93	277.94	220.90	65.12	167.72	.00	.00	.00	.00	.00	.00	.00	944.61	2,055.39	31.49
3530	2FY	TOLL CHARGES	200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	.00
3720	2FY	COMMUNICATIONS	5,000.00	.00	.00	.00	448.14	202.25	128.82	.00	.00	.00	.00	.00	.00	.00	.00	779.21	4,220.79	15.58
4020	2FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	2FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	.00	.00	1,090.76	137.93	101.25	.00	.00	.00	.00	.00	.00	.00	.00	1,329.94	5,670.06	19.00
4115	2FY	MISCELLANEOUS OPERATING SUPPLIES	500.00	.00	.00	314.95	.00	.00	9.79	.00	.00	.00	.00	.00	.00	.00	.00	324.74	175.26	64.95
4121	2FY	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4123	2FY	EQUIPMENT LESS THAN \$1000	500.00	.00	.00	.00	416.44	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	416.44	83.56	83.29
4412	2FY	PROMOTIONAL EXPENSES	7,000.00	.00	.00	.00	.00	.00	840.00	.00	.00	.00	.00	.00	.00	.00	.00	840.00	6,160.00	12.00
4418	2FY	EDUCATIONAL ASSISTANCE PROGRAM	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	.00
4450	2FY	PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	939.76	.00	330.20	.00	.00	.00	.00	.00	.00	.00	.00	1,269.96	7,946.04	13.78
4482	2FK	SELF INS-PROP CASUALTY	16,021.00	.00	16,021.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	16,021.00	.00	100.00
		OPERATIONS	52,537.00	.00	16,021.00	527.88	3,173.04	561.08	1,475.18	167.72	.00	.00	.00	.00	.00	.00	.00	21,925.90	30,611.10	41.73
		TOTAL UNIT 7528	1,779,061.00	82,345.09	135,259.10	194,148.18	114,767.89	132,661.95	136,230.41	118,232.37	.00	.00	.00	.00	.00	.00	.00	913,644.99	865,416.01	51.36

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH APRIL 30, 2020: FUND: 8290 DEPT: 062 UNIT: 7538

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG					
1120	1EA	REGULAR SALARIES and WAGES	758,527.00	1,640.48	2,369.60	3,554.40	2,369.60	84,525.61	55,900.82	102,327.03	.00	.00	.00	.00	.00	.00	252,687.54	505,820.48	33.31
2110	1EA	FICA TAXES	58,243.00	105.87	153.24	229.66	152.85	6,178.10	4,100.25	7,587.00	.00	.00	.00	.00	.00	.00	18,506.97	39,736.03	31.78
2120	1EA	RETIREMENT CONTRIBUTION	62,497.00	138.95	200.70	301.05	200.70	7,306.77	4,893.62	8,914.32	.00	.00	.00	.00	.00	.00	21,956.11	40,540.89	35.13
2130	1EA	LIFE and HEALTH INSURANCE	230,034.00	752.38	1,074.88	1,655.09	1,160.42	20,413.17	13,800.95	27,637.59	.00	.00	.00	.00	.00	.00	66,494.48	163,539.52	28.91
2200	1EA	PAYMENTS TO OPEB TRUST	587.00	.00	.00	.00	.00	.00	843.00	.00	.00	.00	.00	.00	.00	.00	843.00	-256.00	143.61
		SALARIES	1,109,888.00	2,637.68	3,798.42	5,740.20	3,883.57	118,423.65	79,538.64	146,465.94	.00	.00	.00	.00	.00	.00	360,488.10	749,399.90	32.48
3125	1EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	9,719.88	.00	.00	.00	.00	.00	.00	.00	9,719.88	32,778.12	22.87
3185	1EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
3410	1EC	LOCAL TRAVEL	500.00	.00	.00	.00	.00	.00	.00	.00	.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	.00	.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	.00	.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	.00	.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	.00	.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	.00	.00	.00	.00	.00	.00	.00	.00	198.00	-13.00	127.74
6410	1ED	EQUIPMENT	3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,250.00	.00
		OPERATIONS	61,031.00	.00	198.00	.00	.00	.00	9,719.88	.00	.00	.00	.00	.00	.00	.00	9,917.88	51,113.12	16.25
		TOTAL UNIT 7538	1,170,919.00	2,637.68	3,996.42	5,740.20	3,883.57	118,423.65	89,258.52	146,465.94	.00	.00	.00	.00	.00	.00	370,405.98	800,513.02	31.63

CH Full Name	Comp Supp Name	Item Total	Placeholder for	GL: FUND	GL: DEPT	GL: UNIT_	GL: OBJ
CLAYTON, AMANDA	POSITIVE PROMOTIONS	\$155.12	4/30/2020	7008	062	7528	4412
DUCK, CORTINA	AHCA SERVICE FEE	\$1.41	4/13/2020	7000	062	7522	3167
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	\$43.25	4/13/2020	7000	062	7522	3167
DUCK, CORTINA	READYREFRESH BY NESTLE	\$20.97	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$27.96	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$55.92	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$6.95	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$27.96	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$6.99	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$14.97	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$34.95	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$20.97	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$20.97	4/6/2020	7000	062	7522	3610
DUCK, CORTINA	READYREFRESH BY NESTLE	\$71.94	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	(\$73.92)	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$3.99	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$3.99	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$15.96	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$3.99	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$11.99	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	(\$73.92)	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$59.95	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$3.99	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$7.98	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$7.98	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$7.98	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$7.98	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$11.97	4/6/2020	7000	062	7522	3710
DUCK, CORTINA	READYREFRESH BY NESTLE	\$4.99	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$14.97	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$4.99	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$3.79	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$13.98	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$4.99	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$4.99	4/6/2020	7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$4.99	4/6/2020	7000	062	7522	4115

DUCK, CORTINA	READYREFRESH BY NESTLE	\$4.99	4/6/2020 7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	(\$25.94)	4/6/2020 7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$18.00	4/6/2020 7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	\$11.37	4/6/2020 7000	062	7522	4115
DUCK, CORTINA	READYREFRESH BY NESTLE	(\$12.00)	4/6/2020 7000	062	7522	4115
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	\$67.99	4/15/2020 7000	062	7522	4123
MOORE, SANDRA	AMZN Mktp US	\$69.90	4/2/2020 7000	062		
MOORE, SANDRA	AMZN Mktp US	(\$26.00)	4/3/2020 7000	062		
MOORE, SANDRA	AMZN Mktp US	\$23.67	4/9/2020 7000	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	\$394.11	4/10/2020 7000	062		
MOORE, SANDRA	CDW GOVT #XMT1645	\$355.00	4/13/2020 7000	062		
MOORE, SANDRA	AMZN Mktp US	\$521.81	4/14/2020 7000	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	\$84.99	4/17/2020 7000	062		
MOORE, SANDRA	AMZN Mktp US	\$218.45	4/23/2020 7000	062		
ORLEMAN, EILEEN	TEACHSTONE TRAINING	\$125.00	4/6/2020 7000	062	7522	4040
ORLEMAN, EILEEN	TEACHSTONE TRAINING	\$250.00	4/28/2020 7000	062	7522	4040
RIVERA, LIMARYS	WALGREENS #4554	\$30.90	4/29/2020 7009	062	7522	
RUFF, SANDRA D	SOUTHWES 5262187740898	(\$831.96)	4/15/2020 7007	062	7521	
RUFF, SANDRA D	SOUTHWES 5262167197560	(\$209.96)	4/15/2020 7007	062	7521	
RUFF, SANDRA D	SOUTHWES 5262187740896	(\$831.96)	4/15/2020 7007	062	7521	
RUFF, SANDRA D	SOUTHWES 5262173233613	(\$547.96)	4/15/2020 7007	062	7521	
RUFF, SANDRA D	SOUTHWES 5262187740895	(\$831.96)	4/15/2020 7007	062	7521	
RUFF, SANDRA D	SOUTHWES 5262187740897	(\$831.96)	4/15/2020 7007	062	7521	
RUFF, SANDRA D	CACFP.ORG	(\$600.00)	4/27/2020 7007	062	7521	
RUFF, SANDRA D	SHERATON	(\$660.92)	4/14/2020 7007	062	7525	3420
RUFF, SANDRA D	SOUTHWES 5262187740894	(\$611.96)	4/15/2020 7000	062	7525	3420
RUFF, SANDRA D	SOUTHWES 5262168712660	(\$440.96)	4/27/2020 7000	062	7525	3420
SANDERS, NICK A	IN A&A PLAYGROUNDS	\$8,208.00	4/9/2020 7000	062	7522	3197
SANDERS, NICK A	ULINE SHIP SUPPLIES	\$1,603.12	4/2/2020 7000	062	7522	3810
SANDERS, NICK A	THE HOME DEPOT	\$206.72	4/2/2020 7000	062	7522	3810
SANDERS, NICK A	THE HOME DEPOT	\$73.73	4/13/2020 7000	062	7522	3810
SANDERS, NICK A	PLAK SMACKER	\$99.70	4/1/2020 7000	062	7522	4115

Head Start Policy Council
Human Resources Committee
March 2020 Actions

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name
Admin Support Casual	End Temporary Employment	Lara Urdaneta
Technician Casual	End Temporary Employment	Manuel Roman

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name
Teacher's Aide	Other Reasons	Janydel Fonseca-Gonzalez
Teacher Assistant	Work/Life Balance	Nellie Sanjurjo
Center Supervisor	Another Job	Marcia Cotton
Monitoring & Eval Coordinator	Another Job	Xeix Colon

IV. Current Head Start Openings – As of 04/09/2020

Job Title	Number of Positions	Potential Candidates in process for hire
Family Services Worker	4	
Licensed Practical Nurse	1	
Maintenance Technician	2	
Registered Nurse	1	
Sr. Family Services Worker	1	
Teacher Assistant	8	
Teacher	5	
Business Unit System Analyst	1	
Head Start Field Ops Supervisor	1	
Center Supervisor	1	
Monitoring & Eval Coordinator	1	

Head Start Policy Council
Human Resources Committee
April 2020 Actions

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

Job Title	Reason	Employee's Name

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name

IV. Current Head Start Openings – As of 05/06/2020

Job Title	Number of Positions	Potential Candidates in process for hire
Family Services Worker	4	
Licensed Practical Nurse	1	
Maintenance Technician	2	
Sr. Family Services Worker	1	
Teacher Assistant	8	
Teacher	5	
Business Unit System Analyst	1	
Head Start Field Ops Supervisor	1	
Center Supervisor	1	
Monitoring & Eval Coordinator	1	

Policy Council Meeting

Thursday, April 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 Commissions meetings scheduled on **March 10, 2020 and March 24, 2020 respectively:**

1. FL Department of Children and Families (FL DCF) Application for a License to Operate a Child Care Facility (Aloma Elementary HS)
2. FL DCF Application for a License to Operate a Child Care Facility (Dover Shores Elementary HS)
3. FL DCF Application for a License to Operate a Child Care Facility (Hungerford Elementary HS)
4. FL DCF Application for a License to Operate a Child Care Facility (Engelwood Elementary HS)
5. FL DCF Application for a License to Operate a Child Care Facility (Ventura Elementary HS)
6. FL DCF Application for a License to Operate a Child Care Facility (Washington Shores ELC HS)
7. FL DCF Application for a License to Operate a Child Care Facility (Washington Shores Elementary HS)
8. Filing of the Policy Council Program Information and Updates (February 2020)



Interoffice Memorandum

February 19, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director
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 – March 10, 2020
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

*Y. Brown to
Lonnie*

The Head Start Division requests Board approval of a new license between 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 Aloma Elementary Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Aloma Elementary Head Start. This application is only executed by Orange County. (Head Start Division)

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
Jamilie Clemens, Grants Supervisor, Finance Division
Nanette Melo, Assistant Manager, Office of Management & Budget
Auria Oliver, Management & Budget Advisor, Office of Management & Budget



Interoffice Memorandum

February 19, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director
 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 – March 10, 2020
 Florida Department of Children and Families
 Application for a License to Operate a Child Care Facility

Approved for Lonnie

The Head Start Division requests Board approval of a new license between 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 Dover Shores Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Dover Shores Elementary Head Start. This application is only executed by Orange County. (Head Start Division)

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
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management & Budget
- Auria Oliver, Management & Budget Advisor, Office of Management & Budget



Interoffice Memorandum

February 19, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director
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 – March 10, 2020**
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

*Busun
for Jannie*

The Head Start Division requests Board approval of a new license between 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 Hungerford Elementary Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Hungerford Elementary Head Start. This application is only executed by Orange County. (Head Start Division)

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
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management & Budget
- Auria Oliver, Management & Budget Advisor, Office of Management & Budget



Interoffice Memorandum

March 12, 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 – March 24, 2020**
 Florida Department of Children and Families
 Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of a new license between 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 Engelwood Elementary Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Engelwood Elementary 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, 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



Interoffice Memorandum

March 12, 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 – March 24, 2020**
 Florida Department of Children and Families
 Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of a new license between 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 Ventura Elementary Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Ventura Elementary 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, 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



Interoffice Memorandum

March 12, 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 – March 24, 2020**
 Florida Department of Children and Families
 Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of a new license between 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 Washington Shores Early Learning Center Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Washington Shores Early Learning Center (ELC) 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, 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



Interoffice Memorandum

March 12, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director
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 – March 24, 2020**
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of a new license between 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 Washington Shores Elementary Head Start. The effective date of this license is from May 1, 2020 through May 30, 2021. The license fee 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 Washington Shores Elementary 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, Manager, Fiscal Division, Community and Family Services Department
Jamilie Clemens, Grants Supervisor, Finance Division
Nanette Melo, Assistant Manager, Office of Management & Budget
Auria Oliver, Management & Budget Advisor, Office of Management & Budget



Interoffice Memorandum

March 2, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell Jr*
 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 – March 24, 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	February 2020
Head Start Policy Council Meeting Minutes	January 16, 2020

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates February 2020 and Head Start Policy Council Meeting Minutes January 16, 2020 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 S. Brown, Manager, Fiscal Division, Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management and Budget
- Auria Oliver, Management and Budget Advisor, Office of Management and Budget



Interoffice Memorandum

March 2, 2020

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell Jr*
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 – March 24, 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	February 2020
Head Start Policy Council Meeting Minutes	January 16, 2020

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates February 2020 and Head Start Policy Council Meeting Minutes January 16, 2020 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 S. Brown, Manager, Fiscal Division, Family Services Department
- Jamille Clemens, Grants Supervisor, Finance Division
- Nanette Melo, Assistant Manager, Office of Management and Budget
- Auria Oliver, Management and Budget Advisor, Office of Management and Budget

Orange County Head Start

Parent Family and Community Engagement 2019-2020

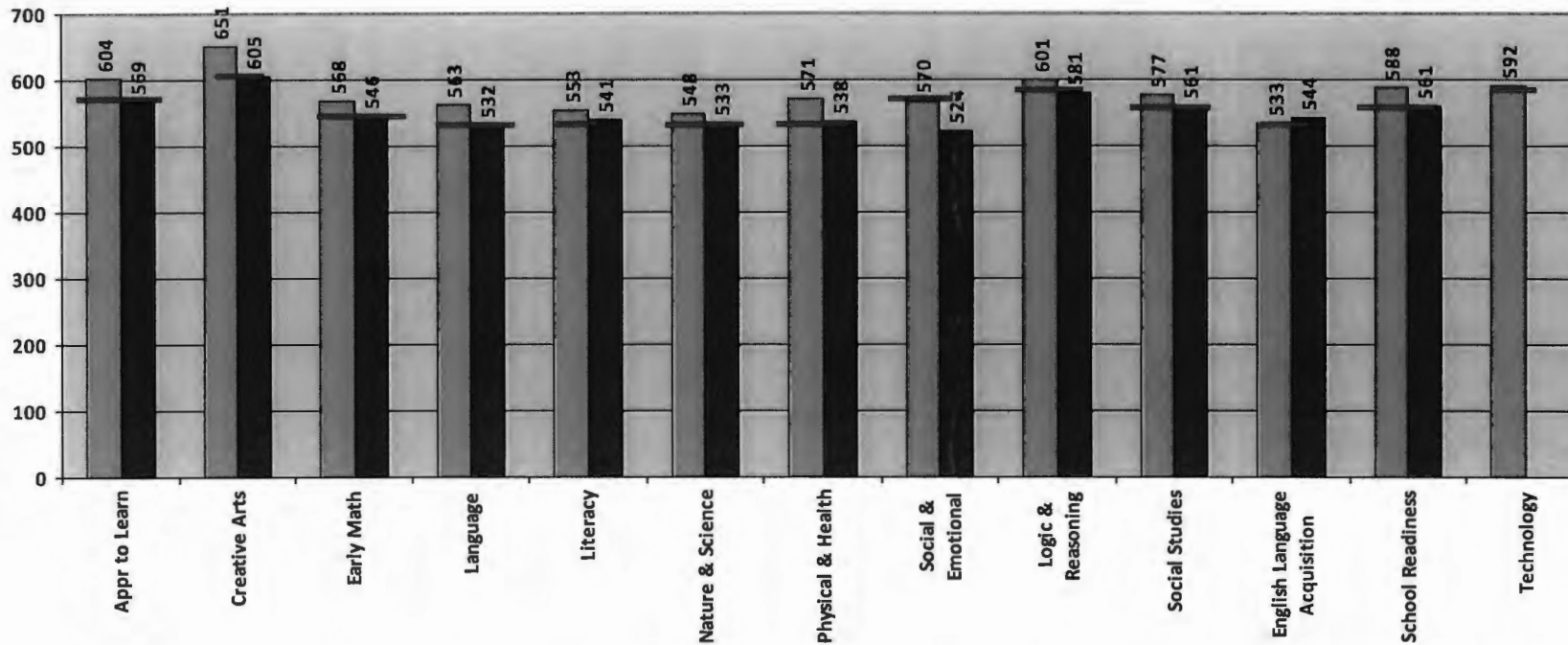
Monthly Report: March 2020

- (7) Home visits for attendance.
- (1) Families received Crisis/Emergency Assistance.
- (4) Parents received Educational Services (GED/ESOL).
- (285) Health Services Follow ups were done by Family Service Worker.
- (173) Families were referred for family services.
- (317) were provided families services
- (10) Parent Meetings were held this month. (301) parents attended parents meetings and (43) males attended during the month.
- (7) Fatherhood Activities was held this month. (39) Fathers attended fatherhood initiatives.
- (9) Parents Trainings were held this month. (273) parents attended Parents Trainings.
- (158) Homeless families, (45) Referrals, (79) Received Services
- (20) Families Received 500 Dollar Stipends from United against poverty for unemployed during COVID 19

Trainings/Activities:

- Social and Emotional Development
- Healthy eating
- Oral Health
- Kindergarten Transition
- Incredible Years
- The importance of Health Records
- Housing
- Asset Building
- Goodwill
- Family Self Sufficiency

Orange County Head Start
Early Childhood Assessment Scores
Four Years Old (4 Yrs.)
August 13, 2019 –April 30, 2020

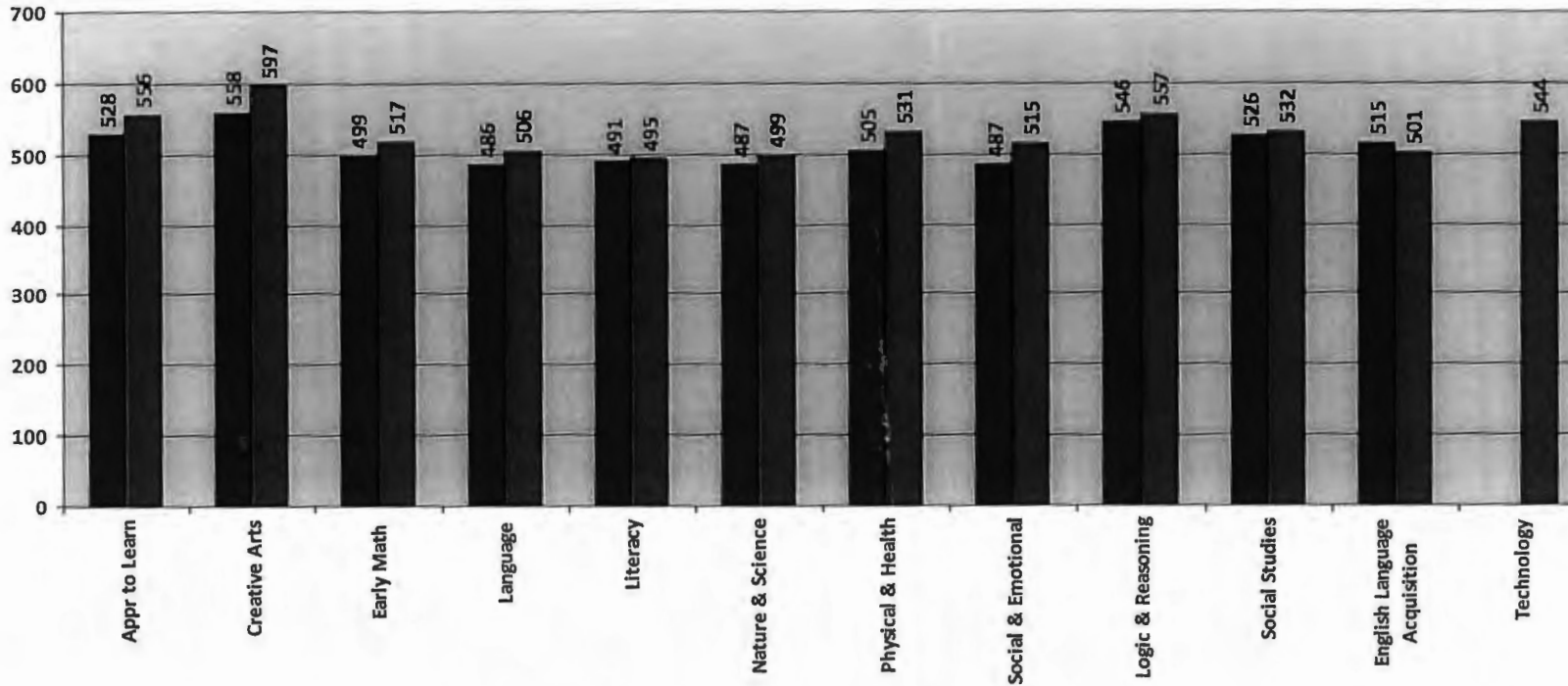


Benchmarks April 2020	
Domain	4yrs
APL	545
CA	581
EM	528
ELA	532
LAN	510
LIT	521
LR	572
NS	512
PDH	518
SED	505
SS	544
TECH	535
SR	528

*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 children enrolled in April 2020: 844
Nation 4 years old children using Galileo system April 2020 :7768

Orange County Head Start
Three Years Old (3yrs)
Early Childhood Assessment Scores
August 13, 2019 – April 30, 2020



Benchmarks April 2020	
Domain	3yrs
AL	500
CA	525
EM	480
ELA	497
LANG	459
LIT	469
LR	530
NS	463
PDH	479
SED	463
SS	501
TECH	492

*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 April 30, 2020 = 7318

Orange County 3 yrs. total children enrolled up April 30, 2020 = 707

Orange County Head Start	Community & Family Services Department	
	1. Log No OCHS-PI-CFSD-20-01	2. Issuance Date: 04/20/2020
	3. Originating Office: Orange County Head Start Division	
	4. Key Words: Attendance, Galileo, Child Plus, COVID-19, Recording Attendance, Distance Learning	

PROGRAM INSTRUCTION

TO: Orange County Head Start Staff, Policy Council, and Board of County Commissioners

SUBJECT: Recording Attendance during the Distance Learning Format (Established Due to COVID-19) 1302.16(a) Promoting Regular Attendance of Children

Purpose:

This Program Instruction (PI) provides information on the methods and strategies of how Orange County Head Start (OCHS) should support regular attendance through the distance learning format. To support OCHS in record keeping and reporting of attendance; this PI will align with the flexibilities as stated in ACF-IM-HS-19-01 General Disaster Recovery. On March 30, 2020, Orange County Head Start developed and implemented a Distance Learning format and the methods for recording daily attendance. Orange County Head Start programs are closed to prevent the spread of COVID-19 in the community.

Process Overview:

The United States must practice extreme social distance methods to stop the spread of the pandemic Corona virus. To ensure the safety of students and staff, Orange County Head Start implemented a Distance Learning format for total funded enrollment. This format includes virtual classrooms that include Galileo online user friendly curriculum and assessment, educational packets, individualized services, mental health and behavioral services through telehealth and web based classrooms. Head Start closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be significant; this is particularly true for children from low-income families. To offset these losses, OCHS developed and implemented creative ways to engage children and families in continued comprehensive services.

Instructions:

Teachers should continue to use the attendance module in the ChildPlus software to record attendance. The ERSEA Coordinator will continue to monitor, gather and analyze attendance data to ensure OCHS continues to adhere to 1302.16(a) Promoting Regular Attendance of Children. Staff should be in regular phone and electronic communication with families to the extent feasible, providing engagement and other program services. OCHS must continue to demonstrate the capacity to deliver high-quality learning.

Teachers will track attendance through the ChildPlus attendance module. ERSEA Coordinator will continue to monitor attendance on a weekly basis, and gather data to complete analysis.

Teachers are required to host a minimum of two virtual classrooms weekly.

Students with parent support must join twice a week, via Webex, Google Classroom, Face-time or Class Dojo. During the virtual classroom sessions, teachers will engage the students.

Head Start teachers shall not use Zoom for video conferences for virtual classrooms.

Other methods to engage students in learning and record attendance for all students include the following:

- Parents log in the Galileo Center to complete assignments populated by the teacher based on the teacher assessment of what the children are ready to learn.
- Students participate in Webex classroom lesson completing a small group activity, music and movement, circle time or story time
- Students call in to conference call for a teacher led activity, such as story time
- Parents text teacher a summary of the students learning activity with pictures
- Parents provide work sample via email or text
- Students receive services via tele health for support services related to IEP or behavior therapy
- Students visit the doctor to update health records as required in 1302.40 such as immunization, physical, dental exams and x-rays. Doctors note shall be scanned into the system as proof

Students that are not logged into the virtual classrooms or engaged by one of the other aforementioned activities must be recorded as excused or unexcused.

Teachers are required to make contact after two days of no engagement, and send notification via email to the Family Service Worker indicating the ChildPlus ID, and the days marked excused or unexcused.

To mark a child excused, the Teacher must have been contacted by the Parent stating that the child is unable to participate in any of the above methods of engagement.

Family Service Workers shall make contact with the family to determine if additional support is needed to ensure regular attendance.

Both Teachers and Family Service Workers must input contact notes in the system regarding attendance, and utilize the COVID-19 flag in order to identify attendance issues due to COVID-19.

If a family relocates out of Orange County, the Family Service Worker will obtain notification in writing from the parent, and then start the process to abandon the child.

Students identified in the system as homeless shall be closely monitored to ensure regular attendance.

Please direct any questions regarding this PI to Head Start Director, Sonya Hill-
Sonya.Hill@ocfl.net

Thank you for the work you do on behalf of children and families.

/ **Sonya L. Hill** /

Sonya L. Hill
Director
Orange County Head Start

OCHS Orange County Head Start	Community & Family Services Department	
	1. Log No. OCHS-PI-CFSD-20-02	2. Issuance Date: 4/16/2020
	3. Origination Office: Orange County Head Start Division	
	4. Key Words: Curriculum, Lesson Plan, Distance Learning, Daily Routine	

PROGRAM INSTRUCTION

TO: Head Start Staff

SUBJECT: *Distance Learning Curriculum & Instruction FY 2020*

INSTRUCTION:

This Program Instruction (PI) provides information to Head Start teachers on how to virtually implement a high-quality preschool education distance learning approach. The Program Instruction provides guidance on implementing Curriculum and Instruction in the distance learning format using the High Scope Curriculum, Galileo Online Assessment, and Educational kits to achieve school readiness in collaboration with the parents.

Orange County Head Start (OCHS) achieves school readiness in all areas of academic and social learning using the *High Scope Curriculum*. The *High Scope Curriculum* features active learning at its core. Unique to the *High Scope Curriculum* is Plan-Do-Review, a daily process when children articulate their ideas, carry them out, and reflect on their decisions. This key component of the *High Scope Curriculum* helps children become good decision makers, problem-solvers, and thoughtful planners. OCHS partners with the parents to foster children’s creativity, confidence, and independence. The lessons that are planned by the teachers and carried out in collaboration with the parents focus on the utilizing the key component of the *High Scope Curriculum* “Plan-Do-Review”. Teachers plan weekly lessons using the curriculum guide through a virtual classroom format. The parents and students join twice a week, via web-ex, Google classroom, face-time or class dojo. During the virtual classroom sessions, teachers engage the students in the following activities:

- Story Time via Conference Call
- Music & Movement
- Science Labs
- I am Moving, I am Learning
- Word Wall
- Small Group Activities
- Virtual Field Trips
- Puppet Time/Finger Play

Galileo provides an array of user-friendly curriculum, assessment, and reporting tools yielding data for instructional and administrative decision making. The system provides robust item banks, multiple assessment types, and a student-parent portal. *Galileo’s* all in one application is backed by responsive support and professional development. During the distance learning

format, teachers are using the *Galileo* Parent Center to share educational activities; specifically individualized on the lesson plan for the child and to discuss the child's progress. Head Start parents are co-teachers, and have access to a collection of developmentally appropriate computer based educational activities. The activities are categorized by all eleven learning domains and aligned with the Head Start Early Learning Outcome Framework, and Florida State Standards.

With the distance learning format, teachers are able to use the videos and online classrooms to complete observations and anecdotal notes. OCHS implemented an innovative practice to capture additional data through the At-Home Activity logs. The teachers use the At-Home Activity logs to track all the information uploaded to *Galileo*, work samples sent via text, as well as information provided during phone conferences with the parent. This data is needed as confirmation of the skills accomplished by the student. The families can also view outcome reports which articulate to the family what the child has learned and the child's readiness to learn new skills. Teachers provide feedback to the parents as it relates to the activities assigned by the teacher in the *Galileo* Parent Center. Teachers also discuss methods for the parents to ensure the children are guided to explore, interact, and exercise their creative imagination through purposeful play.

To support learning at home, all Head Start children received an educational learning kit that included a school readiness activity booklet, arts and crafts materials and online educational resources. The resources provided in the kits are used for small group activity and to complete assignments from the teacher. Parents take pictures or make videos of the work completed in the educational packets and provide to the teachers. The teachers will use the work samples as evidence of skills learned. The skills and activities in the school readiness book are aligned with the weekly assignments taught by the teachers during the virtual classrooms.

Staff is asked to review the Orange County Head Start Curriculum Guide, High Scope Curriculum, Florida State Standards, and Head Start Early Learning Outcome Framework

Please direct any questions regarding this PI to the Senior Program Manager of Early Childhood Education, Avis McWhite-Avis.McWhite@ocfl.net

Thank you for the work you do on behalf of children and families.

/ **Sonya L. Hill** /

Sonya L. Hill

Director

Orange County Head Start

OCHS Orange County Head Start	Community & Family Services Department	
	1. Log No. OCHS-PI-CFSD-20-03	2. Issuance Date: 4/17/2020
	3. Origination Office: Orange County Head Start Division	
	4. Key Words: ERSEA, Eligibility, Application, Recruitment, ChildPlus, 1302.12	

PROGRAM INSTRUCTION

TO: Head Start Staff

SUBJECT: Online Head Start Eligibility Application Process (Established due to COVID-19),
1302.12 Determining, Verifying, and Documenting Eligibility

Purpose:

This Program Instruction (PI) provides information and directions to Head Start staff on the On-line Head Start eligibility application. This Program Instruction contains the requirements and procedures for the eligibility, determination, and recruitment process. The Program Instruction identifies the importance of written procedures for continued enrollment on a temporary basis until normal operations occur. This Program Instruction will support the program ability for full enrollment.

Process Overview:

In the Head Start Program Performance Standards 1302.12 (a)(i) Program staff must conduct an in-person interview with each family, unless paragraph (a)(2) applies (a)(#2) states ***“Program staff may interview the family over the telephone if any in-person interview is not possible or convenient for the family.*** Due to the current pandemic(COVID19) faced across the country, specifically Orange County, in person interviews are not permissible for the safety of both Head Start Family Service Workers and interested families.

For Head Start, a child must be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located and be no older than the age required attending school. A child is eligible if the family’s income is equal to or below the poverty line; or the family is eligible for or in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments or homeless as defined by McKinney Veto Act or in foster care; as well as special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education act (IDEA).

Instruction:

All eligibility applications must be completed online via

<http://www.ocfl.net/FamiliesHealthSocialSvcs/EarlyEducationPre-school.aspx>

- Orange County Families will complete the online application.
- On-line application alert will be received by the ERSEA Coordinator
- Upon receipt of the email the ERSEA Coordinator is required to verify the applicants using the ChildPlus system locator, to ensure they are an Orange County resident.
- The ERSEA Coordinator verifies the family selected the Head Start center within 3 miles of their home address according to Standard Operating Procedure 2.1, Determining Verifying and Document Eligibility pertaining to boundaries.

- The ERSEA Coordinator forwards the on-line application to the Family Service Worker.
- The Family Service Worker will conduct a telephone interview with each assigned family to verify information as noted on the application.
- During the telephone interview, families are provided with a list of documents needed to process the application.
- After the telephone interview, families will receive an additional email that address all documents needed to complete the application, a consent form and instructions on providing the documents via email. If the potential families are not able to return documents via email, families are allowed to bring documents to the Head Start main office.
- Upon completion of the phone interview the Family Service Worker will forward the consent form by e-mail to the potential applicant. The consent form will capture the signature, date and verify completion of the on-line application.
- Family Service Workers upon receiving required documents from the potential Head Start family will review documents against checklist, verify income according to income guidelines noted in Standard Operating Procedure 2.1 Determining Verifying and Document Eligibility.
- Family Service Worker, after verification is completed, will upload and attach documents in ChildPlus Software under the eligibility application in the attachments.
- Family Service Worker will conduct a final verification with the potential Head Start family to review all documents, and any discrepancies. All information will be placed in the family income notes
- Family Service Worker will change the application status from on-line application to Complete Needs Family Partnership (CNF) Supervisor approval.
- ERSEA Coordinator/Designee will pull report 2025 weekly for applications needing CNF. ERSEA coordinator will review complete and verify for waiting list.
- ERSEA Coordinator will waitlist all complete and verified applications.
- ERSEA Coordinator will verify all over income application and send letters to families and abandon all that are incomplete status.
- ERSEA Coordinator will send letters to all qualified families notifying the child has been placed on the designated center waiting list.

Staff is asked to review the Head Start Program Performance Standards 1302.12, Orange County Head Start Standard Operation Procedures Section 2 ERSEA.

Please direct any questions regarding this PI to the Program Manager of Childhood Health & Parental Services, Colette Thomas, Colette.Thomas@ocfl.net

Thank you for the work you do on behalf of children and families.

/ **Sonya L. Hill** /

Sonya L. Hill
 Director
 Orange County Head Start

ORANGE COUNTY HEAD START

Disaster Recovery Funding

04NDT0167

ACF-PI-HS-18-01

05/13/2020

Comprehensive assessment of programmatic and community needs considering the immediate, interim and long-term impacts of Hurricanes; Harvey, Irma, and Maria 2017-2018

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OVERVIEW – HURRICANE IMPACT

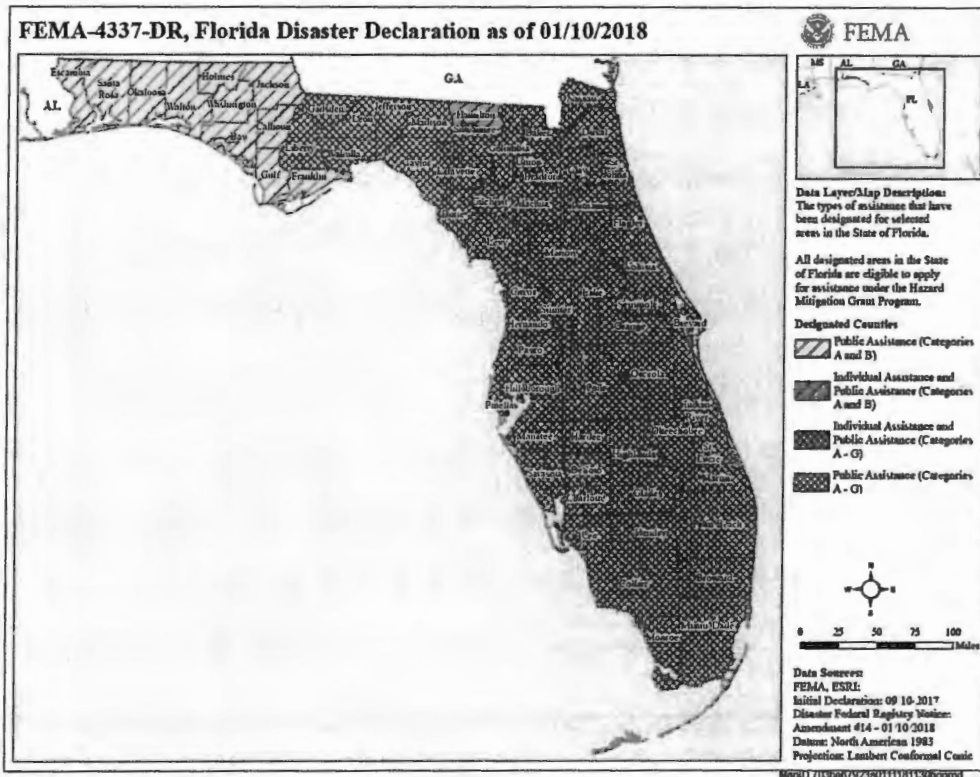
The Orange County Head Start (OCHS) Program is funded by the U.S. Department of Health and Human Services to provide services to 1,536 preschool children and families across 22 sites, in Orange County Florida. As of the 2010 census, the population of Orange County, Florida was 1,145,956, making it the fifth-most populous county in Florida¹. Orange County, is part of the Florida Metropolitan Statistical area that includes Orlando-Kissimmee-Sanford area.

OCHS is applying for the ACF-PI-HS-18-01 Disaster Recovery Funding for 2017 - 2018 disasters. Funding is sought specifically for restoring Head Start Services following the consequences of hurricanes Irma and Maria. OCHS has experienced property and facilities damage with accompanying financial hardships and additional mental, behavioral and emotional strain on staff due to the impact of hurricanes. This funding will help OCHS to become more prepared for future disasters by educating and equipping the staff through disaster management training and support to ensure their overall wellbeing making them able to render a higher level of services to the children we serve.

In 2017 - 2018, Orange County was designated as a Hurricane Disaster Area for two of three major named hurricanes: Matthew, Irma and Maria. Hurricanes Matthew, Irma, and Maria caused severe flooding and high winds, resulting in damage to houses, critical facilities, schools, and other buildings. Although not directly hit by hurricane Maria, Orange County served as a major center for relocated Hurricane Maria evacuees. In the months following Hurricane Maria, Orange County worked with Federal Emergency Management Agency (FEMA), the State of Florida, community and faith-based organizations, the Puerto Rico Federal Affairs Administration, the Office of First Lady of Puerto Rico, the Hispanic Federation, the Heart of Florida United Way and the American Red Cross on relief and recovery efforts for our neighbors from the U.S. Virgin Islands

¹ *State & County QuickFacts*". United States Census Bureau. Archived from *the original* on July 28, 2011. Retrieved June 16, 2014.

and Puerto Rico. Although Orange County was impacted by all three hurricanes the major impact occurred with hurricane Irma and subsequently by hurricane Maria, with a high displacement of residents from Puerto Rico to Central Florida.



For the Incident Period: October 03, 2016 - October 19, 2016 Florida Hurricane Matthew (EM-3377), Emergency Declaration was declared on October 06, 2016. Hurricane Irma was declared a major disaster on September 10, 2017, for the incident period beginning September 04, 2017 (FEMA release DR-4337; IRS release FL-2017-04).

Orange County Emergency Response

Orange County's Disaster/Emergency Work Assignment and Compensation Policy and Operational Guidelines requires each division, including Head Start, to determine, evaluate, and allocate necessary essential personnel to respond before, during and after an emergency. At Head Start, all employees are required to obtain training to become an Emergency Response Employee. Employees are specifically trained and certified through the Orange County Office of Emergency Management to perform one or more Emergency Support Functions outside of their regular work

duties. Employees are also certified by completing the Federal Emergency Management Agency (FEMA) course requirements to serve in a specific role. These roles include Emergency Operations Center (EOC) Coordinators; Department Operations Center (DOC) Coordinators; Points of Distribution (POD) Managers; Shelter Managers and Emergency Call Center Takers. Head Start also provides childcare for Emergency Responders while they are serving in emergency roles.

OCHS also has Emergency Non-Essential Employees. These employees may not be directed to report to their regular job assignments but are reassigned to work in other emergency work activities, such as; Community Response Teams (CART); POD Stations; Sand Bag fillers; Feeding Stations; or any other job functions deemed necessary for recovery efforts.

Disabilities, Mental Health, Emotional Stability and Overall Well-Being

State of Florida Executive Order 18-80

On October 2, 2017, the State of Florida office of the Governor established Executive Order 18-80 declaring a state of emergency for every county in Florida due to the efforts required to assist the people of Puerto Rico. The State of Florida in its disaster relief efforts established three main hubs; Port of Miami, Miami International Airport and Orlando International Airport as case management sites for residents of Puerto Rico evacuation flights. Orlando International Airport is located in Orange County and resources including Head Start ERSEA team were present on the tarmac at the airport to assist with evacuees.

With over 10,000 evacuees arriving daily, organizations such as FEMA and United Way were able to provide enrollment and services, such as housing, healthcare and counseling. By March 30, 2018, 34,000 evacuees had been served through the Orlando Multi-Agency Resource Center (MARC). The Florida SERT report shows that 34,725 evacuees were served with 9,298 families and 19,898 individuals signed up for FEMA. 11,886 children were enrolled into Orange

County Public Schools. The Department of Children and Families registered 6,535 families and provided WIC services for 1,260.

Almost 300,000 Puerto Rican residents migrated to Florida post hurricane Maria (per the state’s Division of Emergency Management)¹. As a result of this exodus, the OCHS community changed proportionately to this demographic. The influx of new residents further diminished the already limited housing inventory. According to the 2019 National Low Income Housing Coalition, a study called “The GAP”, indicated that the Orlando metropolitan area ranks first in the U.S. among the 50 largest metropolitan areas with the most severe shortages of affordable and available rental homes, with only 13 affordable rental units available per 100 low-income families². This housing inventory shortage has had a negative impact on the children’s cognitive development and academic achievement due to the lack of adequate and affordable housing and resultant homelessness.

Orange County Head Start has been assisting families who have been impacted by natural disasters and are eligible under the McKinney Vento Homeless Assistance Act. The McKinney-Vento Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence.

The following table illustrates the number of eligible children applied for the program and are identified as homeless children:

Families Affected by Homelessness

Status	2017 - 2018	2018 - 2019	2019 - 2020
Children	158	185	278
Families	140	103	222

² National Low Income Housing Coalition (2019). *The GAP, A Shortage of Affordable Homes*.

FUNDING REQUESTS

FACILITIES

John Bridges Community Center

John Bridges Head Start office has experienced extreme flooding and water damage due to inclement weather over the past five years. At this center, Head Start has six classrooms located inside the community center. The center manager and family service worker's office is located in a portable on property. In 2019, water damage was discovered from water rising in the portable walls. Water was also discovered under the floor causing extensive damage.

In response to the discovered water damage, Orange County Risk Management Department requested an environmental evaluation for the portable. Simpson Environmental came to the portable and found concerning evidence of water damage. The assessment found excessive moisture from water which caused the flooring to separate. Furthermore, microbial growth, or mold, was reported specifically due to rain and water build-up. The modular was deemed unsafe and has since been torn down. The staff has been moved to a temporary location.

The County did see the value in rebuilding and now in the process of rebuilding. The building will house offices for the Center Manager and Family Service Worker along with two additional Head Start classrooms. Currently John Bridges has the largest waitlist of families (47) in the program. We project this number to rise with the influx of Hispanics and Venezuelan families moving to the Apopka area for more affordable housing as supported with the community assessment years past. With the addition of two more classrooms, we can meet the needs of more families in this area.

Request for Funds John Bridges

Head Start is requesting \$228,339 to help furnish the new offices, conference room and Head Start classrooms. This building will serve a population that is growing and to support on-site services. In order to achieve this success, we must provide proper learning environment's to ensure our children are thriving. The conference room in itself will provide many uses, such as parent and staff meetings as well as any required Head Start training. Head Start disability counselors can also benefit from having a large quiet space needed to conduct their mandatory hearing assessments, as well as being able to provide any counseling and therapy services.

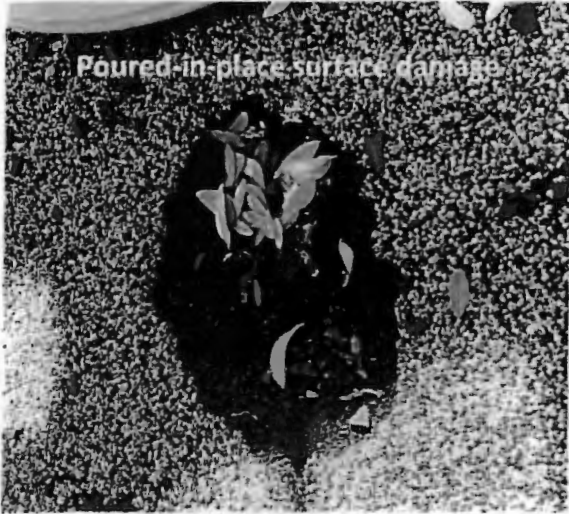
John Bridges Community Center Furniture and Supplies

Item	Description	Cost
Inspection and Licensing costs	DCF Licensing, Fire Inspection	\$2,500
Software	Software for iPads and Technology	\$15,000
Maintenance of Grounds	Garden for two classrooms	\$7,000
Equipment	Vision Screener for Head Start Children	\$7,000
Books, Videos, Music	Classroom books, CDs and Music player	\$6,437
Office Supplies	Consumables for classrooms, Offices and Teachers	\$24,000
Miscellaneous Operating Supplies (Classroom)	Head Start Learning Environments, toys, etc.	\$35,402
Computer Equip Under 1000	Tablets for classrooms, iPads, desk top computers for teachers and staff	\$13,000
Technology Infrastructure	Contract to establish technology, set up and connections	\$15,770
Equipment- Tech, boards,	Smartboards for classroom,	\$26,000
Equipment less than 1000	Refrigerator for classroom, classroom furniture, rugs and carpets,	\$23,000
Furniture	Desks, Filing Cabinets, Chairs, Conference Room Table, Nesting Chairs	\$29,000
Janitorial Equipment	PPE Materials, Janitorial Supplies	\$10,500
Outdoor Toys	Water tables, trikes, quiet place outdoor furniture, sensory toys	\$12,500
Medical Surgical Supplies	Toothpaste, emergency kits, toothbrush sanitizer, nebulizer, blood pressure cuff, Defibrillator	\$12,000
	Total Cost	\$228,339

MATERIALS, SUPPLIES AND EQUIPMENT

Children Play Areas

OCHS is requesting funding in the amount of \$1,400,000 to improve our children's play



areas. In 2014, Orange County Head Start, in partnership with Orange County Government, conducted an ADA review of Head Start playgrounds on county sites to determine if upgrades were necessary to bring the playgrounds to ADA standards. From 2015 - 2020, eleven playgrounds have been successfully upgraded to ADA comply with ADA requirements. Some of the issues faced during this

project were cracked climbers, slides and resurfacing of the pour-in-place rubber surfacing.

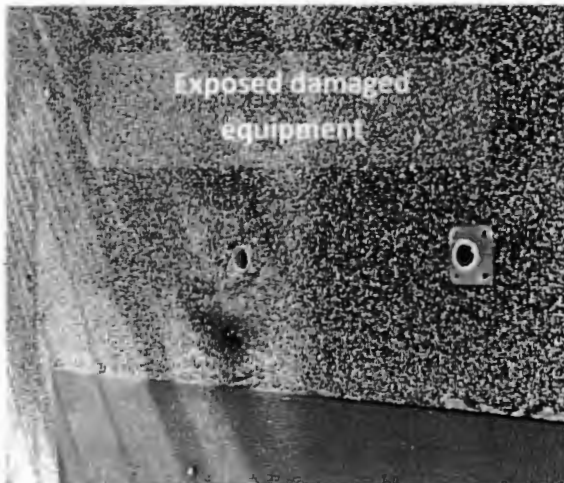
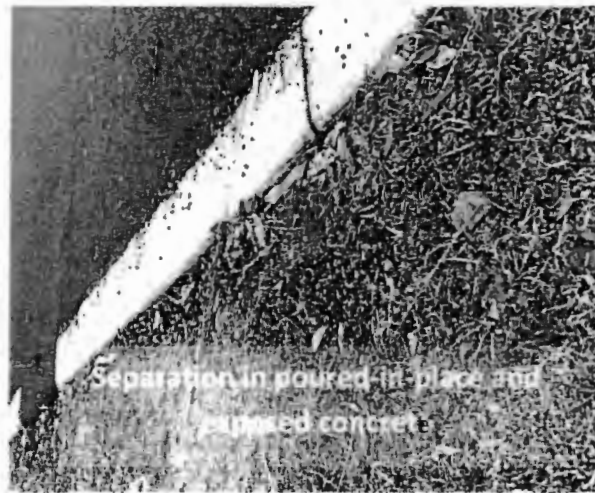
In 2019, Head Start Facilities did a complete assessment of all playgrounds to 1) develop a maintenance program 2) develop a baseline for repairs and 3) develop a preventative maintenance program. The assessment was conducted by two separate licensed and certified playground vendors. The assessment covered all 22 sites to ensure equipment safety. Four of our Head Start Centers sites reflected major water damage from the 2017 hurricanes, based on this assessment.

The four sites identified were; South Orlando YMCA (Site 1), Lila Mitchell (Site 2) Pine Hills (Site 3) and John Bridges (Site 4). All four playgrounds reported extensive water damage and surfacing issues from flooding due to adverse weather conditions attributed to hurricane damage. In addition, this assessment also identified that all four playgrounds at these sites had playground equipment that was not up to code.

South Orlando YMCA Head Start (Site 1)

South Orlando YMCA Head Start is located in the Oakridge neighborhood of Orange County. In the 1800's, Oakridge was a major artery connecting East Central Florida to the West and eventually the link to Orlando's tourist industry. This Head Start is located in a diverse and busy area which is within walking distance to Oakridge High School and Orange County Public Career and Technical Education Schools. This location serves 60 children.

Photos of Playground Damage



The assessment for the South Orlando YMCA revealed that because of flooding and water damage over the past few years, the ground underneath the poured-in-place has become unlevelled causing the playground equipment to start to sink and crack. Water has resided under the poured-in-place which has caused extensive cracks and separation. Because of the damage to the

poured-in-place, the concrete border has been exposed. This proposes a major safety issue where the children can fall, potentially causing serious injury. In addition, the cracks on the playground equipment can expose our children to cuts and clothing snags.

This playground is over ten years old. In 2018, monitoring on the Facilities Inspection Report revealed approximately 6 loose and damaged holes in the poured-in-place. Despite patchwork, the damage has continued in several areas allowing the playground to sink further into the ground. In consideration of future flooding and weather, OCHS is requesting funding for replacement of the playground.

Lila Mitchell Head Start (Site 2)

Lila Mitchell Head Start is located in the crosstown area of Central Florida, where two of the first African-American communities are located, Paramore and Callahan. As these two neighborhoods grew, new neighborhoods



emerged developing a string of adjoining neighborhoods on the west side of Orlando. In the 1980's, many Jamaicans and West Indians moved to the west side, diversifying the population even more. Currently, Lila Mitchell Head Start serves 71 children. The center also shares space with the Neighborhood Center for Families (NCF). Together with NCF, Head Start is able to provide family-friendly accessible services and activities such as academic enrichment activities and health services in the surrounding neighborhoods.

The Lila Mitchell Head Start center is in need of a new playground. OCHS has put much effort and resources to eliminate rubber mulch, but Lila Mitchell is still the last center to have a playground covered with this mulch. The rubber mulch does not meet code and has swollen and overextended due to excessive water standing and flooding. Due to the weathering, the mulch has become quite appealing to the children to eat and chew because of the sweetness of the tire

material. Teaching staff has expressed this concern as it proposes a choking hazard to our children at the center.

Water and flooding has also caused the rubber to expand beyond the set siding of the playground which is in place to keep the mulch settled into one area. This has caused damage to the fence around the playground, which can be a safety hazard for children while playing.



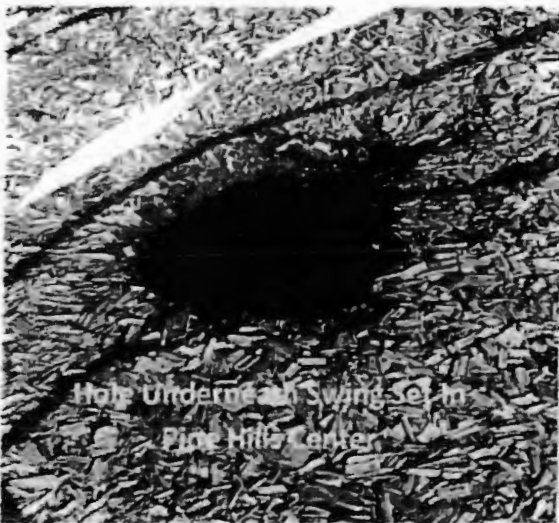
The damaged fence also allows wildlife to enter freely and does not protect the playground from the outside public.

Water damage has also caused unsettling of the ground around the playground. Excessive water and un-leveling off the ground has led to cracked sidewalks causing safety hazards for kids who walk or play on the sidewalks. Exposed concrete around the playground can lead to hazards of falling and other first aid concerns.

The assessment of Lila Mitchell revealed that the equipment has also been effected by extensive water damage. Equipment is cracked in many places exposing children to sharp edges. The spinners can no longer be ridden and the stepping blocks can't be used due to unsafe condition for children to play. The areas of the playground that have poured-in-place have massive gaps which can cause a child to fall or trip. Over the past years, the facilities inspection report continued to report cracks in the slide. The replacement was proven too costly, so maintenance techs have attempted to relieve the problems through temporary fixes. The unattended and patched holes in the poured-in-place surface have caused it to become uneven. Although many attempts have been made to reduce the rust on old equipment, the problem had increased due to so much exposure to water. Inspection and monitoring reports from 2017 to present has indicated

concern of the sinking concrete and playground. Because of the playgrounds condition a complete replacement is needed to ensure safety for the children.

Pine Hills Head Start (Site 3)



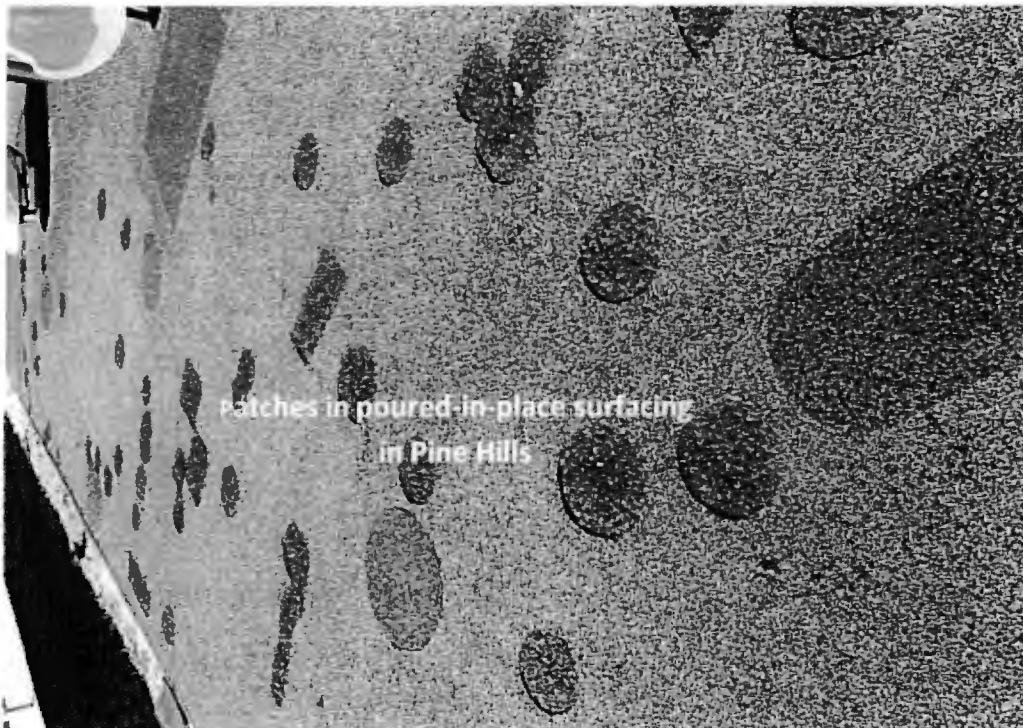
Pine Hills is one of the oldest and largest neighborhoods in Orange County. Currently, Pine Hills began the creation of the "Neighborhood Improvement District". This initiative has developed strategies for reducing crime, implementing revitalization of both the neighborhood but also surrounding businesses. Infrastructure has also improved with more public transport and better roads. As our largest Head Start site, Pine Hills Head Start serves 200 children. In 2019, a teacher at Pine Hills Head Start noticed a large hole that was located under a swing that our Head Start children use.

The hole was measured 18 inches wide and approx. 3 to 4 feet deep, large enough for a child to fall into. The hole was due to excessive standing water damage and the County was able to fill the hole and measure for sinkhole probability. Considering this playground is used by 200 children per-day, safety is the number one concern. The hole was inspected for sink-hole and soil sediments around the area to confirm no further risk. The hole was filled and deemed safe for the children to play again.

As OCHS largest site, this playground has endured much damage from water and past storms. Like the playground at Lila Mitchel, the playground is worn and the slides are cracked. All plastic areas on the playground have small cracks that will eventually lead to larger issues. Most evident is the extensive water damage in the pour-in-place surfacing. The expansion due to water damage has unlevelled the playground so much that the support posts are beginning to crack. Water damage can also be seen by the rapid growth of algae on the shaded tops and poles. The separation between the damaged poured-in-place and the foundation fissures is another safety risk where children can get their fingers caught.

Inspection and monitoring reports from 2017 to present have shown multiple issues with fill dirt due to the settlement of dirt and sand. On several occasions, there were work orders to provide additional fill dirt to ensure the playground was safe for the children to continue to play.

Pine Hills continues to be a location where additional support is needed on the playground.





John Bridges Head Start (Site 4)

John Bridges Head Start is located in South Apopka, a rural area with a strong sense of cultural heritage. South Apopka, as a historically black community, has remained a staple community in the fast growing city of Apopka. John Bridges Community Center is a part of the NCF network providing many services



beyond Head Start to the community. John Bridges serves 140 children.

John Bridges playground is the last in the group in need of replacement due to excessive water damage. Flood reports have shown that the area in which the center is located has caused the playground to sink. During heavy rain periods the playground is shut down. As a concern, the roof clamps across the playground are rusted from water damage. More importantly, the fact that so much water has caused the ground to sink, the actual roofs on the deck are beginning to separate. If this continues, the roofs will eventually collapse.

Un-leveling from water damage has also affected the playground equipment. This has resulted with cracks beginning to form on the tunnels, climbers and entry points for the slides. If not replaced, children will inevitably get hurt. Most identifiable is the condition of the poured-in-place, which has completely separated from its foundation. This is directly a result of excessive standing water over a long period of time.

Monitoring and facilities reports have shown an increase of work orders since 2017. Rips in the shade structures has continued to increase. Swings showing signs of rust have caused replacement on several occasions. As dirt and mulch continue to be replaced, erosion due to the unlevelled surface will continue to be a problem.



Request for Funds Children's Play Areas

OCHS is requesting funds in the amount of \$1,502,000 to support playground replacement, provide Poured in Place repair Kits, two Transit Vans, and Training and Technical Assistance. This funding will support long term maintenance and disaster preparation for all Head Start playgrounds. Also, this funding will rebuild dangerous playgrounds to safer environments.

Budget Request

Request	Amount	Cost	Total
Playground Replacement	4 Playgrounds	\$350,000	\$1,400,000
Poured in Place Repair Kits	40 Kits	\$550.00	\$22,000
Transit Vans	2 Vehicles	\$40,000	\$80,000
Total Request			\$1,502,000

Playgrounds

OCHS is requesting funds in the amount of \$1,400,000 to remove, replace, and resurface the playground and recycle materials at Pine Hills, Lila Mitchell, John Bridges and South Orlando YMCA Head Start. This playground request will provide improved safety, up to code equipment and a foundation built to maintain and last through future storms. The playgrounds will also offer a safe place for children to play.

Playground Site	Playground Request	Estimated Cost/Bids
1) South Orlando YMCA – 810 W. Oak Ridge Road, Orlando Florida 32809.	\$350,000	Quote 1 - \$150,000* Quote 2 - \$280,438* (Development and Project Management and incidentals \$50,000)
2) Lila Mitchell – 5151 Raleigh Street, Orlando Florida 32811	\$350,000	Quote 1 - \$300,000* Quote 2 - \$280,438* (Development and Project Management and incidentals \$50,000)
3) Pine Hills Community Center – 6408 Jennings Road, Orlando Florida 32808	\$350,000	Quote 1 - \$150,000* Quote 2 - \$280,438* (Development and Project Management and incidentals \$50,000)
4) John H. Bridges – 445 W. 13 th Street Apopka Florida 32703	\$350,000	Quote 1 - \$320,000* Quote 2 - \$280,438* (Development and Project Management and incidentals \$50,000)

*Estimate Costs are located in the Document Section in the Head Start Enterprise system under other supporting documents.

Poured-in-Place Repair Kits

OCHS would like to request \$22,000 for 40 Poured-in-Place repair kits to be available to maintain safety and proper repairs for all Head Start playgrounds. This material will help our program to preserve existing playgrounds while preparing for disasters in the future. Poured-in-place is a patch repair kit that enables a quick repair without the need to engage the use of an

external contractor. This material repairs cracks and holes that are common due to weather in Florida and comes in a variety of colors. By providing the materials internally, this will save money long term by not having to hire a contractor. Wet poured rubber flooring is perfect for commercial playgrounds. It is also engineered for certain depths of the poured rubber flooring to create a safe fall height rating for children of all ages and weights. This product was recommended during the most recent inspection of playgrounds by A&A Playground Services and Kaplan Playground.

Vehicles

During the hurricane season, OCHS was limited in its ability to provide support to operating centers and shelters, due to inadequate transportation fleet prior to and after the storms. During this time, it would have been beneficial to have transportation for all maintenance technicians along with carrying the equipment needed to support recovery such as down trees, removal of debris and equipment required for repairs in the field. Personal vehicles are limited for transportation during such inevitable events. County vehicles are allowed to assist in the recovery of disasters in the area. For areas inaccessible due to downed powerlines and trees, the county works together with the local cities and municipalities to ensure access to centers via alternative routes. The routes are easily accessed with proper vehicle identification. Personal vehicles cause limited recovery efforts and repairs during hurricanes.

OCHS has 22 centers spread over 1,004 square miles. The Maintenance Technicians split the centers based on locations. Currently, the technicians are using their personal vehicles to transport supplies, materials and tools from site to site. This has been problematic because some materials may not fit in their vehicles. Considering the high possibility of weather threats in the future, it would be logical to expand our current fleet to provide support during such events. OCHS is requesting funds in the amount of \$80,000 to purchase two transit vans. These transit vans are efficient on gas and large enough to carry the equipment and tools needed to respond to

emergencies, assist during disaster, maintain the playground and building and the Head Start Classrooms.

Per the county regulations, technicians are required to have a safety barrier between the driver and the cargo area so tools and supplies do not glide in traffic conditions. Safety is essential to emergency response and day-to-day maintenance for the centers. Being able to carry proper equipment will help to provide ongoing maintenance and emergency response. The rationale for seeking funding for transit vans is that they are built to carry tools, haul heavy equipment, ability to have supplies on hand for repairs, and tote commercial grade extension ladders. Transit vans are economical and provide eco-friendly gas mileage.

Vehicles	Estimated Purchase Price
Transit Van #1	\$40,000
Transit Van#2	\$40,000
Total Requested	\$80,000

PROGRAM OPERATIONS

Head Start Children, Families and Employees

Inadequate social support is a significant risk factor for PTSD (post-traumatic stress disorder) in response to multiple types of disasters, including floods, tornados, hurricanes, earthquakes, fires, and man-made disasters³. The effect of time after a storm, without proper support, does contribute to stressors.

Estimates are that 5-43% of affected children will experience post-traumatic stress disorder (PTSD), and many suffer from depression, anxiety or other mental health disturbances⁴. Mental health and long term stress also affects vulnerable groups such as low-income residents, which

³ Bokszzanin A. (2008). Parental support, family conflict, and overprotectiveness: Predicting PTSD symptom levels of adolescents 28 months after a natural disaster. *Anxiety, Stress, and Coping*, 21(4), 325-335.

⁴ Kar N. (2009, February). Psychological impact of disasters on children: Review of assessment and interventions. *World Journal of Pediatrics*, 5(1), 5-11. Epub 2009 Jan 27.

make up the vast majority of our Head Start parents and children. The PTSD can lead to long-term chronic health problems and risks of psychological problems.

One of our 2019 - 2020 children is an evacuee from Hurricane Maria. She entered our program in August 2019 and upon starting Head Start, has shown extreme anxiety. She refuses to go outdoors on the playground and is afraid of trees and storms. The child has been evaluated for emotional and mental health and has started therapy to deal with the anxiety. However, she is not alone as many of the children in our program have experienced traumatic events causing a barrier between stress and education.

Because of ACF-PI-HS-18-01, which required Head Start programs to give priority to hiring staff displaced from other programs when hiring new classroom staff ⁵, Head Start has successfully employed seven Teaching Staff and one Maintenance Staff. All Teachers were provided with full-time benefits and training. Despite this initiative, many of our employees continue to reside in inadequate nighttime housing, often sharing a home with multiple family members. The addition of the earthquakes from December 2019 to present has displaced even more family members from Puerto Rico.

Children and families response to trauma varies; with transitions in life and other stressors that can affect each individual different. Understanding these traumas can help staff with interventions that will help offer families the support they need. Training for staff on disaster and trauma is necessary not only to prepare for crisis but to deal with events. Providing basic support services and interventions for children in stress will give staff the opportunity to support coping skills, learn how to monitor symptoms and be able to intervene when necessary. Training will also help staff to assemble family and social supports during recovery. This also applies to the staff members who are a part of our team.

⁵ ACF-IM-HS-19-01

ADDITIONAL HEALTH, MENTAL HEALTH, DENTAL AND NUTRITIONAL SERVICES

Request for Trauma Smart Training

OCHS would like to request funding in the amount of \$148,032 to train five staff to become certified in Trauma Smart, a smart connections caregiver curriculum. This training will serve in the competencies of grief and loss, strengthening executive function and self-development, identity and trauma integration:

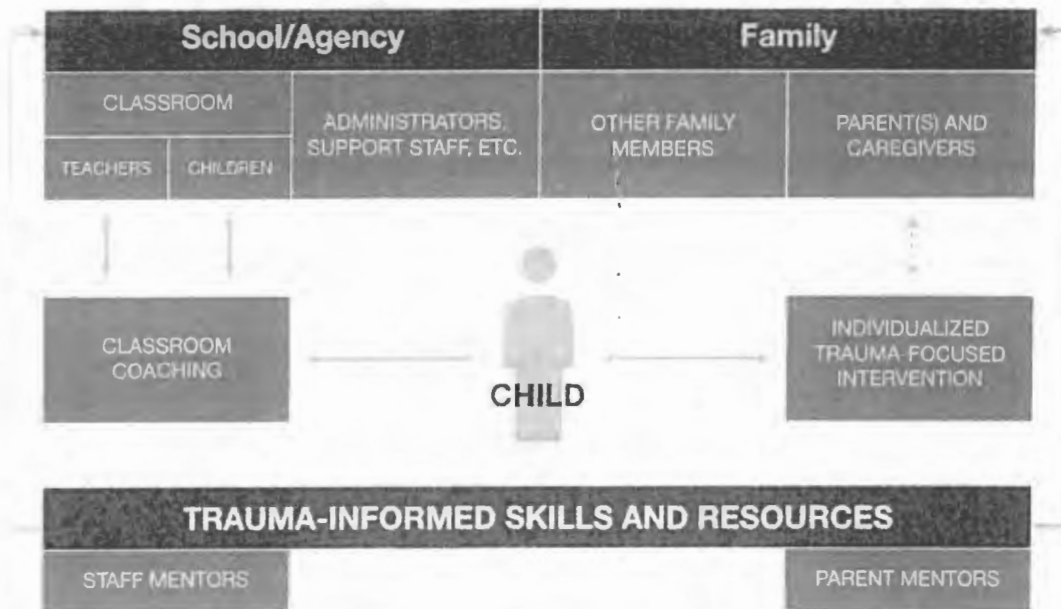
Trauma Smart Training*

Description	Quantity	Est. Cost	Annual Cost
Annual Academy : 1) 100 attendees for Leadership Meeting 2) Staff training for 300 Staff	5	\$103,532	\$103,532
Coaching and Smart Connections Academy	5	\$1,950	\$9,750
Trainers Facilitators Academy	5	\$1,950	\$9,750
Travel Costs	5	\$5,000	\$25,000
		Total	\$148,032

* Estimate Costs are located in the Document Section in the Head Start Enterprise system under other supporting documents.

Trauma Smart Model

COMMUNITY



Trauma Smart was developed by experts at Crittenton Children's Center, Trauma Smart is working in schools across the country. Trauma Smart prepares children for social and academic success. The Trauma Smart program is founded on evidence-based interventions that are recognized by the U.S. Department of Health and Human Services and the National Child Traumatic Stress Network to be effective in helping children and the adults who care for them address the negative impact of violence and trauma⁶. Trauma Smart also uses the CLASS curriculum to base its systems by;

- Preparing children for social and academic success
- Actively including parents in their child's school experience
- Improving the work environment for teachers and school personnel
- Creating practical and enduring change for children, families and communities

Five staff members will attend the Academy and will become certified facilitations who will take this knowledge back to the field to train new trainers. This will help Head Start train a variety of staff who can serve families using techniques from this training to help in high stress situations. This academy will also help to support caregivers (agency staff, teachers, parents, guardians, etc.) develop skills to manage their feelings, particularly in time of stress so that caregivers can provide calm, consistent nutrition and limit setting to children affected by trauma.

The Coaching and Smart Connections Academy provides additional information for selected staff about the model, trauma informed care, how to coach their peers and provide the Smart Connections caregiver curriculum to families. The Trainers Facilitator Academy will prepare agency staff members to be responsible for ongoing training of newly hired staff members.

⁶ <http://traumasmart.org/the-model>

TRAINING AND TEHCNICAL ASSISTANCE

Head Start facilities and maintenance employees need to be trained in disaster response.

In addition, to avoid future equipment failure, technicians should be trained how to properly maintain equipment based on manufacture speculations. Most important is the safety of our children both in the classroom, around the facility and on the playground. Training will be a bonus in support to adverse conditions long term. Training will also support long term safety during the lifespan of the equipment. OCHS would like to request funds in the amount of \$20,000 to support training of our technicians and supervisor for the following:

Training and Technical Assistance Plan (Facilities & Maintenance)

Name of Training	Brief Description	How it Connects with the Disaster	Location	Number of Staff to Attend	Training Costs	Travel Cost
(PMT) Playground Maintenance Technician	To maintain playgrounds to reduce severity and number of children's injuries.	With training Technician's will learn how to identify dangers and prevent injuries before and after disasters.	On-Site	5	\$2,500	
Park Management Institute	Learn about recent innovations and planning and design of park projects	Reduce ongoing facility and maintenance costs, development of maintenance standards.	Jensen Beach, FL	5	\$1,000	\$1,500
Crime Prevention Through Environmental Design Professional Designation (CPD)	Crime prevention through Environmental Design	Will serve to protect facilities from crime during and after disasters.	Los Angeles, CA	2	\$1,000	\$3,000
Managing Head Start Real Property Facilities and Equipment	Updates on federal regulations for facilities and equipment	Understand the regulations and policies around funding and compliance	TBA	4	\$3,000	\$2,000
Maintenance Planning and Scheduling Seminar	Fundamentals of maintenance planning and scheduling	PPE and safety requirements, maintenance metrics and capturing continuous improvement information	Phoenix, AZ	2	\$2,000	\$2,000
Total					\$9,500	\$10,500

Indirect Costs*

The indirect cost rate for Head Start is 18.67% for a total of \$353,907

* Indirect Cost Analysis is located in the Document Section in the Head Start Enterprise system under other supporting documents.

In-Kind match

OCHS is requesting funds in the amount of \$2,253,548. The total in-kind match for Disaster Relief funds for OCHS program is \$563,387. OCHS will provide the requested non-federal share in the amount of \$563,387 through donations of goods and services, in-kind service and services from the Board of County Commissioners.

Head Start captures its in-kind match by using the ChildPlus Management System. A list of rates for services is developed by using the specified rates of Orange County Government's pay scale and is updated on an annual basis. For example: a parent volunteering in a classroom at a rate \$23.57 for 5 hours would be total of \$117.85 in-kind match. This is the same process for community partner's and volunteers who assist in the classrooms, parents working with their children in the Galileo System, Parent Enrichment Activities, Storytellers, Resource Speakers, Chaperone, etc. These forms are completed monthly and signed by each volunteer, verified by the center manager, signed, then turned in to the appropriate staff at the administration level to enter into the system.

The valuation of in-kind match for space and goods are calculated by the fair market values. For example: teachers are allowed to receive donated supplies from the Gift for Teaching on a monthly basis. The fair market value of the items are emailed to the teachers who in turn complete the In-Kind Donation form to be entered in the system and counted as In-Kind if they meet the requirements for accomplishing the program's goals and activities.

Monthly and year-to-date reports are ran from the ChildPlus Management System on monthly basis and turned in to the Finance Department to ensure that in-kind is being captured and accounted for in a timely and accurate manner. This type of reporting also allows for management

to see the trends relating to reductions in in-kind by center or by month and to address the issues and plan for better outcomes to increase in-kind matches.

ACTIVITIES AND PROJECTS TIMELINE FOR EXECUTION

YEAR 1 Activities Execution and Completion Timelines													
ID	ACTIVITY NAME	QTR 1			QTR 2			QTR 3			QTR4		
		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
1	Lila Mitchell Playground Design – appraisal, architecture, vendor, BID process												
2	John Bridges Playground Design - appraisal, architecture, vendor, BID process												
3	Pine Hills Playground Design- appraisal, architecture, vendor, BID process												
4	South Orlando YMCA Playground Design - appraisal, architecture, vendor, BID process												
5	Transit Vans												
6	Trauma Smart Training												

YEAR 2 Activities Execution and Completion Timelines													
ID	ACTIVITY NAME	QTR 1			QTR 2			QTR 3			QTR4		
		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
1	Lila Mitchell Playground Build												
2	John Bridges – Playground Build												
3	Pine Hills- Playground Build												
4	South Orlando YMCA- Playground Build												
5	John Bridges – Furniture and Classroom Supplies												

For each proposed grant activity clear timelines for execution and completion are noted above.

DISASTER RELIEF FUNDING

PART III - BUDGET INFORMATION

PA22 FY 2020 - 2022

SECTION B - BUDGET CATEGORIES

I Personnel (Section B, Line 6a)

Position	Salary	Salary Charged to OHHS	Salary	Orange	Salary	Work	# Weeks	# Hrs Per Day
			Charged to USDA	County Supplement *	Charged To VPK	OHHS Grant		
1 Head Start Manager	-	0	\$0	0	-	100%	52	8
1 Administrative Assistant	-	0	-	0	-	100%	52	8
1 Sr. Program Manager	-	0	0	0	-	100%	52	8
4 Administrative Specialist	-	0	-	0	-	100%	52	8
1 VPK Administrative Specialist	-	0	-	0	-	100%	52	8
1 Sr Coordinator Nutrition	-	0	-	0	-	100%	52	8
2 Assistant Nutrition Coord.	-	0	-	0	-	100%	52	8
1 Program Manager	-	0	-	0	-	100%	52	8
1 Business Unit Business System Analyst	-	0	-	0	-	100%	52	8
1 Sr. Fiscal Coordinator	-	0	-	0	-	100%	52	8
2 Monitoring & Evaluation Coordinator	-	0	-	0	-	100%	52	8
1 Sr. Monitoring & Evaluation Coordinator	-	0	-	0	-	100%	52	8
1 Maintenance Supervisor	-	0	-	0	-	100%	52	8
1 Administrative Facilitator	-	0	-	0	-	100%	52	8
1 Contract Administrator	-	0	-	0	-	100%	52	8
2 Mentor Coaches	-	0	-	0	-	100%	52	8
22 Total Administration	\$0	-	\$0	-	-	-		

Position	Salary	Salary Charged to OHHS	Salary	Orange	Salary	% Time	# Weeks	# Hrs Per Day
			Charged to USDA	County Supplement	Charged To VPK	Work OHHS Grant		
11 Center Supervisors (1520 Hours w/VPK)	0	0	0	0	0	100%	49	8
2 Program Manager	0	0	0	0	0	100%	52	8
7 Center Supervisors (1840 Hours)	0	0	0	0	0	100%	46	8
3 Education Coordinators	0	0	0	0	0	100%	49	8
1 Registered Nurse	0	0	0	0	0	100%	52	8
4 LPN	0	0	0	0	0	100%	52	8
2 Cooks	0	0	0	0	0	100%	46	8
4 Food Service Assistant	0	0	0	0	0	100%	46	8
1 ERSEA Coordinator	0	0	0	0	0	100%	52	8
4 SR Family Services Worker (7526)	0	0	0	0	0	100%	49	8
26 Family Service Worker	0	0	0	0	0	100%	49	8
2 Sr Family Service Workers (7528)	0	0	0	0	0	100%	52	8

2 Head Start Field Operators	0	0	0	0	0	100%	52	8
45 Teacher (46 weeks with VPK)	0	0	0	0	0	100%	49	8
40 Teacher (43 Week)	0	0	0	0	0	100%	46	8
15 Teacher Assistant (46 Weeks with VPK)	0	0	0	0	0	100%	46	7.5
43 Teacher Assistants (43 Weeks)	0	0	0	0	0	100%	49	7.5
55 Teacher Assistants (46 Weeks)	0	0	0	0	0	100%	46	7.5
2 Maintenance Tech	0	0	0	0	0	100%	52	8
1 Warehouse Specialist	0	0	0	0	0	100%	52	8
Overtime	0	0	0	0	0			
Casual Labor	0	0	0	0	0			
270	Total Services	0	0	0	0			
292	Grand Total	0	0	0	0			

II Fringe Benefits (Section B, Line 6b)

<u>Benefits</u>	<u>Percent/Count</u>	<u>Total Salary</u>	<u>Total</u>	<u>USDA</u>	<u>VPK</u>	<u>OHHS</u>
Retirement Contribution	8.26%	0	0	0	0	0
FICA	7.65%	0	0	0	0	0
Life and Health	285	0	0	0	0	0
Unemployment		0	0	0	0	0
Opeb Trust		0	0	0	0	0
Total Fringe Benefits			\$0	\$0	\$0	\$0
Total Salary and Fringe Benefits			\$0	\$0	\$0	\$0

III Travel (Section B, Line 6c)

Travel for Training	\$35,500	
Total Travel		\$35,500

IV Equipment (Section B, Line 6D)

<u>Cost</u>	
Vehicle	\$80,000
Smart Boards	\$26,000
Vision screener	\$7,000
Playground	\$1,400,000
Total Equipment	\$1,513,000

V Supplies (Section B, Line 6e)

Inspection/Licensing	\$2,500
Software	\$15,000
Books, CD, Videos,	\$6,437
Office Supplies (Consumables)	\$24,000
Furniture	\$29,000
Janitorial Supplies	\$10,500
Medical Surgical	\$12,000
Poured in Place	\$22,000
Misc. Operating Supplies	\$54,902
Computer Equipment under 1000	\$13,000
Equipment Less than 1000	\$23,000
	<u>\$212,339</u>

Total Supplies \$212,339

VI Contractual (Section B, Line 6f)

Technology Set Up \$15,770

Total Contractual \$15,770

Name of Organization

Purpose

Period

Cost

Total Facilities Contracts \$0

Total Other Contracts \$0

Total Contracts \$0

VII Construction (Section B, Line 6h)

None

VIII Other (Section B, Line 6h)

Items

Cost

Training 123,032

Total Other 123,032

TOTAL DIRECT CHARGES \$1,899,641.00

TOTAL FEDERAL FUNDS \$2,253,548

X Indirect Charges - Justification (Section B, Line 6i)

Indirect Charges is based on Total Salary

Approved rate of % of total budget - part of the difference can be claimed as In-kind

\$353,907

X **Non-Federal Resources (Section C, Line 8)**

A. Volunteers

<u>Type</u>	<u>Total Hrs</u>	<u>Rate</u>	<u>Value</u>
Parents and Former Parents - 1,607	21,000	\$14.22	\$298,620
Foster Grand Parents .	12,505	\$8.49	\$106,167
Fringe Benefits			\$133,580
		Total Volunteers	<u>\$538,367</u>

B. Donation

<u>Type</u>	<u>Amount</u>		<u>Value</u>
Donation of Classroom Supplies, Nutritional Supplies, Field Trips, Etc.	\$20,020		\$20,020
		Total Donation	<u>\$20,020</u>

Total
\$558,387.31

C. Applicant

Support provided by Orange County Board of Commissioners

Indirect Cost not charged that is within the 15% limitation	\$0
Personnel	\$0
Fringe Benefits	\$0
Total Orange County Suppl	\$0

Total Non-Federal Resources

\$0

D. State Voluntary Prekindergarten (VPK)

Program	Personnel	\$0
	Fringe Benefits	\$0
	Total VPK Program	<u>\$0</u>

TOTAL NON-FEDERAL SHARE

\$558,387