



Interoffice Memorandum

April 19, 2019

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 *Sonya Hill*
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – May 21, 2019**
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	March 2019
Head Start Policy Council Meeting Minutes	February 21, 2019

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates March 2019 and Head Start Policy Council Meeting Minutes February 21, 2019 for the official county record.

SH/kp
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, Community and Family Services Department
Jamille Clemens, Grants Supervisor, Finance Division
Nanette Melo, Management & Budget Administrator, Office of Management and Budget



Lonnie C. Bell, Jr.
Director, Family Services

Orange County Government

HEAD START

POLICY COUNCIL

PROGRAM

INFORMATION & UPDATES



Sonya L. Hill
Head Start Division Manager

hello
Spring

A decorative graphic for the "hello Spring" text, featuring a butterfly above the word "hello", a heart shape at the end of "Spring", and a row of tulips and irises at the bottom of the page.

MARCH 2019



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



**POLICY COUNCIL
MEETING**

Who: Policy Council Members

Date: THURSDAY, MARCH 28, 2019

Time: 6:30 p.m.

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

Child Care Provided
Children's snacks provided

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

See you there!



AGENDA

Orange County Government • Policy Council Meeting
GOV Dining Hall • 1768 East Michigan Street, Orlando, FL 32806
March 28, 2019 6:30 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
 - *Confirm Quorum*
3. *Adoption of Agenda*
4. *Secretary Report*
 - a. *Review of Minutes from February 21, 2019*
5. **Budget Report**
6. **HR Report**
7. **Update Status of Board of County Commissioners Report - Khadija Pirzadeh**
8. **Commissioner/Commissioner's Liaison Report**
9. **Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager**
10. **Office of Head Start Video from Dr. Deborah Bergeron**
11. **Service Area Reports –**
 - PFCE, ERSEA, Nutrition, Medical & Dental, Education**
12. **Old Business**
 - a. **Robert's Rules of Order Training**
13. **New Business**
 - a. **Community Representative Vote**
14. **Public Comment**
15. **Adjourn**

Head Start Budget Summary February 2019

Head Start Budget Summary

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

Unit Name	Current Budget 2017 - 2018	OCT	NOV	DEC	JAN	FEB	ENC.	TOTAL Budget YTD	BALANCE	TOTAL YTD
7521 - ADMINISTRATION	\$1,418,080	\$69,210	\$91,045	\$86,699	\$153,184	\$82,710	\$3,233	\$482,850	\$928,534	34%
7522 - OPERATIONS	\$11,037,027	\$640,429	\$850,385	\$834,915	\$1,427,421	\$824,482	\$162,698	\$4,577,634	\$6,247,539	43%
7523 - USDA ADMINISTRATION	\$187,474	\$9,905	\$13,393	\$13,221	\$22,222	\$12,595	\$0.00	\$71,337	\$116,137	38%
7524 - USDA OPERATIONS	\$1,791,430	\$12,871	\$100,517	\$72,327	\$240,384	\$17,605	\$915,282	\$443,706	\$458,058	75%
7525 - TRAINING	\$156,870	\$5,344	\$808	\$12,695	\$8,166	\$7,102	\$0.00	\$34,117	\$122,753	22%
7526 - DISABILITIES	\$417,283	\$18,591	\$26,008	\$29,628	\$51,441	\$28,188	\$65,736	\$153,857	\$176,267	58%
7527 - HEALTH AND DENTAL	\$265,090	\$11,126	\$13,232	\$11,815	\$17,225	\$9,587	\$63.58	\$62,985	\$199,541	25%
7528 - PCFE	\$1,632,258	\$85,452	\$121,230	\$119,140	\$184,718	\$124,389	\$0.00	\$634,880	\$997,378	39%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7009 DEPT: 062 UNIT: 7521 [ADMIN] - 42% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FA	REGULAR SALARIES and WAGES	852,337.00	45,652.80	66,809.49	61,238.14	88,402.69	58,132.48	.00	.00	320,235.60	532,101.40	38%
1130	1FA	OTHER SALARIES and WAGES	20,000.00	753.27	1,031.79	871.01	1,284.99	935.90	.00	.00	4,876.96	15,123.04	24%
1140	1FA	OVERTIME	5,000.00	403.65	202.96	396.63	230.29	133.95	.00	.00	1,367.48	3,632.52	27%
2110	1FA	FICA TAXES	65,204.00	3,373.19	4,923.64	4,504.78	6,415.81	4,220.25	.00	.00	23,437.67	41,766.33	36%
2120	1FA	RETIREMENT CONTRIBUTION	70,403.00	3,914.26	5,205.37	5,234.88	7,308.77	4,812.76	.00	.00	26,476.04	43,926.96	38%
2130	1FA	LIFE and HEALTH INSURANCE	202,300.00	8,969.59	12,335.86	11,960.86	19,218.09	12,812.42	.00	.00	65,296.82	137,003.18	32%
2131	1FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	1FA	PAYMENTS TO OPEB TRUST	5,714.00	.00	.00	.00	.00	.00	.00	.00	.00	5,714.00	0%
		TOTAL SALARIES	1,220,958.00	63,066.76	90,509.11	84,206.30	122,860.64	81,047.76	.00	.00	441,690.57	779,267.43	36%
3125	1FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	.00	.00	.00	.00	106,329.00	0%
3179	1FC	CONTRACT SVC EMPLOY AGENT	15,000.00	.00	.00	.00	.00	.00	.00	.00	.00	15,000.00	0%
3410	1FC	LOCAL TRAVEL	5,800.00	.00	213.52	274.22	384.94	466.00	.00	.00	1,338.68	4,461.32	23%
3510	1FC	POSTAGE and MESSENGER SVCS	200.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	0%
3530	1FC	TOLL CHARGES	300.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	0%
3610	1FC	RENTAL OF EQUIPMENT	8,000.00	.00	.00	1,896.18	.00	471.14	.00	1,774.62	2,367.32	3,858.06	52%
3720	1FC	COMMUNICATIONS	5,000.00	.00	322.56	322.56	322.56	.00	.00	.00	967.68	4,032.32	19%
3820	1FC	MAINTENANCE OF EQUIPMENT	3,500.00	.00	.00	.00	.00	669.07	.00	1,458.65	669.07	1,372.28	61%
3910	1FC	GRAPHIC REPROD SVCS	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4010	1FC	DUES and MEMBERSHIPS	8,000.00	6,144.00	.00	.00	.00	.00	.00	.00	6,144.00	1,856.00	77%
4020	1FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4110	1FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	8,000.00	.00	.00	.00	1,584.32	.00	.00	.00	1,584.32	6,415.68	20%
4115	1FC	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	209.96	.00	.00	.00	209.96	1,790.04	10%
4121	1FC	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	1FC	EQUIPMENT LESS THAN \$1000	4,000.00	.00	.00	.00	314.99	.00	2,462.40	.00	314.99	1,222.61	69%
4412	1FC	PROMOTIONAL EXPENSES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4418	1FC	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4422	1FC	SCHOLARSHIPS, AWARDS, BENEF	2,000.00	.00	.00	.00	21.90	56.40	.00	.00	78.30	1,921.70	4%
4482	1FG	SELF INS-PROP CASUALTY	26,843.00	.00	.00	.00	27,485.00	.00	.00	.00	27,485.00	-642.00	102%
		TOTAL OPERATING EXPENSE	196,122.00	6,144.00	536.08	2,492.96	30,323.67	1,662.61	2,462.40	3,233.27	41,159.32	149,267.01	24%
		TOTAL UNIT 7521	1,417,080.00	69,210.76	91,045.19	86,699.26	153,184.31	82,710.37	2,462.40	3,233.27	482,849.89	928,534.44	34%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7009 DEPT: 062 UNIT: 7522 [SERVICES] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FE	REGULAR SALARIES and WAGES	6,314,429.00	428,948.37	583,652.66	557,649.55	774,244.67	529,002.14	.00	.00	2,873,497.39	3,440,931.61	46%
1130	1FE	OTHER SALARIES and WAGES	50,000.00	8,640.51	11,266.31	10,040.28	10,501.08	10,661.08	.00	.00	51,109.26	-1,109.26	102%
1140	1FE	OVERTIME	10,000.00	3,053.41	2,384.15	3,119.96	2,770.09	4,748.69	.00	.00	16,076.30	-6,076.30	161%
2110	1FE	FICA TAXES	483,054.00	32,263.93	43,771.80	41,884.62	58,162.12	39,733.88	.00	.00	215,816.35	267,237.65	45%
2120	1FE	RETIREMENT CONTRIBUTION	521,572.00	36,360.29	48,784.74	46,911.92	65,150.69	44,149.00	.00	.00	241,356.64	280,215.36	46%
2130	1FE	LIFE and HEALTH INSURANCE	2,320,381.00	102,264.10	135,477.12	129,118.49	217,801.67	135,330.42	.00	.00	719,991.80	1,600,389.20	31%
2131	1FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	1FE	PAYMENTS TO OPEB TRUST	83,802.00	.00	.00	.00	.00	.00	.00	.00	.00	83,802.00	0%
		TOTAL SALARIES	9,783,238.00	611,530.61	825,336.78	788,724.82	1,128,630.32	763,625.21	.00	.00	4,117,847.74	5,665,390.26	42%
		PAYMENTS TO OTHER GOVERNMENTAL AGENCIES											
3167	1FF	AGENCIES	11,500.00	.00	200.00	584.39	648.00	632.51	.00	8,013.00	2,064.90	1,422.10	88%
3170	1FF	JANITORIAL SVC and SUPPLY	12,300.00	1,295.46	647.73	647.73	1,363.67	1,005.70	.00	81.54	4,960.29	7,258.17	41%
3179	1FF	CONTRACT SVC EMPLOY AGENT	1,100.00	.00	.00	2,055.20	812.00	.00	.00	461.30	2,867.20	-2,228.50	303%
3185	1FF	CONTRACT SVC-TRAINING	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3192	1FF	SOFTWARE LICENSING SUPPORT FEE	49,700.00	.00	.00	.00	.00	18,226.53	23,568.00	.00	18,226.53	7,905.47	84%
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED											
3197	1FF	OTHERWISE SPECIFIED	5,500.00	.00	612.50	.00	5,492.85	10,508.50	.00	8,968.20	16,613.85	-20,082.05	465%
3350	1FF	OTHER INSURANCE and BONDS	13,000.00	.00	.00	.00	.00	.00	.00	.00	.00	13,000.00	0%
3410	1FF	LOCAL TRAVEL	12,000.00	.00	641.46	540.88	861.60	719.00	.00	.00	2,762.94	9,237.06	23%
3520	1FF	MOVING EXPENSE-CO ASSETS	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
3530	1FF	TOLL CHARGES	1,500.00	.00	177.18	130.60	135.97	140.00	.00	.00	583.75	916.25	39%
3610	1FF	RENTAL OF EQUIPMENT	40,000.00	.00	.00	12,861.50	4,544.97	5,545.56	.00	27,542.78	22,952.03	-10,494.81	126%
3620	1FF	LEASES-BUILDINGS/STRUCTURES	330,000.00	20,553.40	10,276.70	10,276.70	10,276.70	10,276.70	.00	.00	61,660.20	268,339.80	19%
3710	1FF	UTILITIES	45,000.00	1,678.74	2,205.84	2,367.26	2,427.59	1,954.12	.00	.00	10,633.55	34,366.45	24%
3720	1FF	COMMUNICATIONS	18,000.00	944.00	2,345.02	2,344.79	2,446.67	954.98	.00	.00	9,035.46	8,964.54	50%
		MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS											
3810	1FF	IMPROVEMENTS, AND GROUNDS	40,000.00	677.50	338.75	621.91	338.75	489.16	5,648.00	.00	2,466.07	31,885.93	20%
3820	1FF	MAINTENANCE OF EQUIPMENT	40,000.00	.00	.00	4,602.13	2,168.16	2,340.68	.00	19,200.99	9,110.97	11,688.04	71%
		MAINTENANCE OF COMPUTER EQUIPMENT											
3823	1FF	EQUIPMENT	750.00	.00	.00	.00	.00	.00	.00	.00	.00	750.00	0%
		INTERNAL FLEET MANAGEMENT CHARGES											
3825	1FD	INTERNAL FLEET MANAGEMENT CHARGES	19,354.00	.00	.00	2,602.78	368.06	580.22	.00	.00	3,551.06	15,802.94	18%
3910	1FF	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS											
4020	1FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000.00	.00	.00	.00	63.99	.00	.00	.00	63.99	2,936.01	2%
4040	1FF	LICENSE AND CERTIFICATION FEES	100.00	.00	.00	125.00	.00	.00	.00	.00	125.00	-25.00	125%
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)											
4110	1FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	22,000.00	.00	.00	.00	-3.38	2,235.26	.00	.00	2,231.88	19,768.12	10%
4115	1FF	MISCELLANEOUS OPERATING SUPPLIES	70,600.00	.00	.00	781.97	728.25	556.17	9,535.78	.00	2,066.39	58,997.83	16%
4116	1FF	EVENT/MEAL REIMBURSEMENTS	5,500.00	.00	.00	.00	1,978.06	162.24	.00	.00	2,140.30	3,359.70	39%
		COMPUTER EQUIPMENT LESS THAN \$500											
4121	1FF	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	1FF	EQUIPMENT LESS THAN \$1000	11,750.00	.00	.00	352.00	516.10	286.97	7,333.80	.00	1,155.07	3,261.13	72%
4135	1FF	FOODandDIETARY	200,959.00	.00	7,123.72	4,191.46	21,362.22	2,301.43	.00	92,889.90	34,978.83	73,090.27	64%
4175	1FF	CLOTHING AND WEARING APPAREL	200.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	0%

4195	1FF	MISC SUPPLIES OR EXPENSES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4412	1FF	PROMOTIONAL EXPENSES	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4418	1FF	EDUCATIONAL ASSISTANCE PROGRAM	7,000.00	3,750.00	.00	1,105.52	1,250.00	500.76	.00	.00	6,606.28	393.72	94%
4440	1FF	IMPROVEMTS TO NON-COUNTY ASSETS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4450	1FF	PARENT ACTIVITY FUND	800.00	.00	.00	.00	.00	.00	.00	.00	.00	800.00	0%
4452	1FN	FIELD TRIPS-HEAD START	15,360.00	.00	.00	.00	.00	.00	.00	2,960.00	.00	12,400.00	19%
4482	1FG	SELF INS-PROP CASUALTY	253,066.00	.00	.00	.00	238,070.00	.00	.00	.00	238,070.00	14,996.00	94%
6410	1FJ	EQUIPMENT	3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	3,250.00	0%
6438	1FJ	COMPUTER EQUIPMENT > \$500	3,300.00	.00	.00	.00	.00	.00	3,070.00	.00	.00	230.00	93%
8120	1FF	AID TO OTHER GOVT AGENCIES	500.00	.00	480.00	.00	2,940.00	1,440.00	.00	2,580.00	4,860.00	-6,940.00	1488%
		TOTAL OPERATING EXPENSE	1,253,789.00	28,899.10	25,048.90	46,191.82	298,790.23	60,856.49	49,155.58	162,697.71	459,786.54	582,149.17	54%
		TOTAL UNIT 7522	11,037,027.00	640,429.71	850,385.68	834,916.64	1,427,420.55	824,481.70	49,155.58	162,697.71	4,577,634.28	6,247,539.43	43%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7409 DEPT: 062 UNIT: 7523 [USDA-ADMIN] - 42% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FQ	REGULAR SALARIES and WAGES	118,515.00	7,006.00	9,448.00	9,448.00	14,172.00	8,689.56	.00	.00	48,763.56	69,751.44	41%
1140	1FQ	OVERTIME	4,000.00	71.45	.00	.00	64.55	.00	.00	.00	136.00	3,864.00	3%
2110	1FQ	FICA TAXES	9,066.00	494.69	660.48	660.46	989.86	598.58	.00	.00	3,404.07	5,661.93	38%
2120	1FQ	RETIREMENT CONTRIBUTION	9,789.00	584.60	780.40	780.40	1,175.93	717.75	.00	.00	4,039.08	5,749.92	41%
2130	1FQ	LIFE and HEALTH INSURANCE	35,700.00	1,748.95	2,332.16	2,332.16	3,775.44	2,516.96	.00	.00	12,705.67	22,994.33	36%
2200	1FQ	PAYMENTS TO OPEB TRUST	1,440.00	.00	.00	.00	.00	.00	.00	.00	.00	1,440.00	0%
		TOTAL SALARIES	178,510.00	9,905.69	13,221.04	13,221.02	20,177.78	12,522.85	.00	.00	69,048.38	109,461.62	39%
3125	1FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	.00	.00	.00	6,543.00	0%
3410	1FR	LOCAL TRAVEL	500.00	.00	172.36	.00	242.03	72.13	.00	.00	486.52	13.48	97%
3530	1FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
3820	1FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4110	1FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4418	1FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4482	1FS	SELF INS-PROP CASUALTY	1,721.00	.00	.00	.00	1,802.00	.00	.00	.00	1,802.00	-81.00	105%
		OPERATING EXPENSES	8,964.00	.00	172.36	.00	2,044.03	72.13	.00	.00	2,288.52	6,675.48	26%
		TOTAL UNIT 7523	187,474.00	9,905.69	13,393.40	13,221.02	22,221.81	12,594.98	.00	.00	71,336.90	116,137.10	38%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7409 DEPT: 062 UNIT: 7524 [USDA-SERVICES] - 42% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FT	REGULAR SALARIES and WAGES	121,496.00	8,437.96	11,355.39	11,342.78	16,967.65	11,329.81	.00	.00	59,433.59	62,062.41	49%
2110	1FT	FICA TAXES	9,294.00	596.32	803.09	802.16	1,198.70	800.50	.00	.00	4,200.77	5,093.23	45%
2120	1FT	RETIREMENT CONTRIBUTION	10,036.00	696.96	937.94	936.90	1,401.49	935.83	.00	.00	4,909.12	5,126.88	49%
2130	1FT	LIFE and HEALTH INSURANCE	71,400.00	3,140.68	4,187.82	4,187.82	6,620.40	4,413.60	.00	.00	22,550.32	48,849.68	32%
2131	1FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	1FT	PAYMENTS TO OPEB TRUST	2,880.00	.00	.00	.00	.00	.00	.00	.00	.00	2,880.00	0%
		TOTAL SALARIES	215,106.00	12,871.92	17,284.24	17,269.66	26,188.24	17,479.74	.00	.00	91,093.80	124,012.20	42%
3170	1FU	JANITORIAL SVC and SUPPLY	1,500.00	.00	.00	.00	.00	.00	.00	1,658.43	.00	-158.43	111%
4115	1FU	MISCELLANEOUS OPERATING SUPPLIES	8,000.00	.00	.00	.00	18.62	.00	.00	4,264.55	18.62	3,716.83	54%
4130	1FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,200.00	.00	.00	.00	486.99	96.76	.00	.00	583.75	2,616.25	18.24
4135	1FU	FOODandDIETARY	1,575,104.00	.00	83,233.29	55,058.24	202,358.77	28.88	.00	909,358.86	340,679.18	325,065.96	79%
4482	1FS	SELF INS-PROP CASUALTY	14,136.00	.00	.00	.00	11,331.00	.00	.00	.00	11,331.00	2,805.00	80%
		OPERATING EXPENSES	1,601,940.00	.00	83,233.29	55,058.24	214,195.38	125.64	.00	915,281.84	352,612.55	334,045.61	79%
		TOTAL UNIT 7524	1,817,046.00	12,871.92	100,517.53	72,327.90	240,383.62	17,605.38	.00	915,281.84	443,706.35	458,057.81	75%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7009 DEPT: 062 UNIT: 7525 [TRAINING] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT						PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
			BUDGET	OCT	NOV	DEC	JAN	FEB					
3185	1FH	CONTRACT SVC-TRAINING CONTRACTUAL SERVICES NOT	13,500.00	.00	.00	.00	.00	.00	.00	.00	13,500.00	0%	
3197	1FH	OTHERWISE SPECIFIED	625.00	.00	.00	.00	.00	.00	.00	.00	625.00	0%	
3420	1FH	OUT OF COUNTY TRAVEL	39,400.00	2,294.50	808.97	4,861.28	4,019.68	3,357.04	.00	.00	15,341.47	24,058.53	39%
3610	1FH	RENTAL OF EQUIPMENT	2,000.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%	
3620	1FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	3,050.00	.00	.00	.00	.00	.00	.00	3,050.00	-1,050.00	153%
3910	1FH	GRAPHIC REPROD SVCS BOOKS, COMPACT DISKS, VIDEOS, AND	2,000.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%	
4020	1FH	SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%	
4030	1FH	TRAINING AND EDUCATIONAL COST	88,754.00	.00	.00	7,859.36	3,621.01	3,395.00	.00	.00	14,875.37	73,878.63	17%
4040	1FH	LICENSE AND CERTIFICATION FEES OFFICE SUPPLIES (NOT INCLUDING	1,500.00	.00	.00	-75.00	-75.00	350.00	.00	.00	200.00	1,300.00	13%
4110	1FH	PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%	
4115	1FH	MISCELLANEOUS OPERATING SUPPLIES	1,591.00	.00	.00	.00	.00	.00	.00	.00	1,591.00	0%	
4116	1FH	EVENT/MEAL REIMBURSEMENTS	2,000.00	.00	.00	50.00	600.00	.00	.00	.00	650.00	1,350.00	33%
4418	1FH	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%	
		<i>OPERATING EXPENSE ONLY</i>	156,870.00	5,344.50	808.97	12,695.64	8,165.69	7,102.04	.00	.00	34,116.84	122,753.16	22%
		TOTAL UNIT 7525	156,870.00	5,344.50	808.97	12,695.64	8,165.69	7,102.04	.00	.00	34,116.84	122,753.16	22%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7009 DEPT: 062 UNIT: 7526 [DISABILITY] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FI	REGULAR SALARIES and WAGES	216,391.00	13,309.53	17,665.60	17,665.60	26,897.60	17,665.60	.00	.00	93,203.93	123,187.07	43%
1140	1FI	OVERTIME	1,500.00	63.66	.00	.00	1,229.43	.00	.00	.00	1,293.09	206.91	86%
2110	1FI	FICA TAXES	16,554.00	908.55	1,198.82	1,198.82	1,933.81	1,206.14	.00	.00	6,446.14	10,107.86	39%
2120	1FI	RETIREMENT CONTRIBUTION	17,874.00	1,104.63	1,459.18	1,459.18	2,323.29	1,459.18	.00	.00	7,805.46	10,068.54	44%
2130	1FI	LIFE and HEALTH INSURANCE	47,600.00	3,205.28	4,274.18	4,274.18	6,254.07	4,169.38	.00	.00	22,177.09	25,422.91	47%
2131	1FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	1FI	PAYMENTS TO OPEB TRUST	1,524.00	.00	.00	.00	.00	.00	.00	.00	.00	1,524.00	0%
		TOTAL SALARIES	301,443.00	18,591.65	24,597.78	24,597.78	38,638.20	24,500.30	.00	.00	130,925.71	170,517.29	43%
3195	1FK	CONTRACT SERVICES MEDICAL	75,000.00	.00	1,050.00	4,421.00	3,329.00	2,369.00	.00	65,736.00	11,169.00	-1,905.00	103%
3410	1FK	LOCAL TRAVEL	3,300.00	.00	145.78	284.90	235.63	277.48	.00	.00	943.79	2,356.21	29%
3530	1FK	TOLL CHARGES	200.00	.00	.00	15.26	8.72	4.13	.00	.00	28.11	171.89	14%
3720	1FK	COMMUNICATIONS	2,500.00	.00	215.04	215.04	215.04	.00	.00	.00	645.12	1,854.88	26%
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,500.00	.00	.00	.00	149.00	1,036.60	7,227.55	.00	1,185.60	-5,913.15	337%
4040	1FK	LICENSE AND CERTIFICATION FEES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,200.00	.00	.00	94.34	.00	.00	.00	.00	94.34	3,105.66	3%
4115	1FK	MISCELLANEOUS OPERATING SUPPLIES	22,500.00	.00	.00	.00	98.03	.00	14,195.85	.00	98.03	8,206.12	64%
		COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4418	1FK	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4482	1FK	SELF INS-PROP CASUALTY	5,590.00	.00	.00	.00	8,767.00	.00	.00	.00	8,767.00	-3,177.00	157%
		TOTAL OPERATING EXPENSE	115,840.00	.00	1,410.82	5,030.54	12,802.42	3,687.21	21,423.40	65,736.00	22,930.99	5,749.61	95%
		TOTAL UNIT 7526	417,283.00	18,591.65	26,008.60	29,628.32	51,440.62	28,187.51	21,423.40	65,736.00	153,856.70	176,266.90	58%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7009 DEPT: 062 UNIT: 7527 [HEALTH & DEVELOPMENT] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FV	REGULAR SALARIES and WAGES	146,789.00	8,410.02	9,188.48	8,923.60	11,847.00	6,280.72	.00	.00	44,649.82	102,139.18	30%
1140	1FV	OVERTIME	1,140.00	31.10	950.54	66.23	.00	.00	.00	.00	1,047.87	92.13	92%
2110	1FV	FICA TAXES	11,229.00	626.82	757.16	669.60	908.11	463.55	.00	.00	3,425.24	7,803.76	31%
2120	1FV	RETIREMENT CONTRIBUTION	12,125.00	697.24	832.49	742.57	978.58	518.80	.00	.00	3,769.68	8,355.32	31%
2130	1FV	LIFE and HEALTH INSURANCE	47,600.00	1,360.87	1,227.92	1,227.92	3,191.23	1,860.82	.00	.00	8,868.76	38,731.24	19%
2131	1FV	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	1FV	PAYMENTS TO OPEB TRUST	1,143.00	.00	.00	.00	.00	.00	.00	.00	.00	1,143.00	0%
		TOTAL SALARIES	220,026.00	11,126.05	12,956.59	11,629.92	16,924.92	9,123.89	.00	.00	61,761.37	158,264.63	28%
3179	1FW	CONTRACT SVC EMPLOY AGENT	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
3195	1FW	CONTRACT SERVICES MEDICAL	5,000.00	.00	.00	.00	.00	.00	2,500.00	.00	.00	2,500.00	50%
3410	1FW	LOCAL TRAVEL	1,000.00	.00	98.75	.00	95.23	.00	.00	.00	193.98	806.02	19%
3530	1FW	TOLL CHARGES	200.00	.00	.00	.00	8.37	.00	.00	.00	8.37	191.63	4%
3720	1FW	COMMUNICATIONS	2,880.00	.00	176.98	185.23	196.01	.00	.00	.00	558.22	2,321.78	19%
4020	1FW	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	84.00	.00	.00	.00	.00	.00	.00	.00	.00	84.00	0%
4110	1FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4115	1FW	MISCELLANEOUS OPERATING SUPPLIES	7,500.00	.00	.00	.00	.00	.00	.00	63.58	.00	7,436.42	1%
4121	1FW	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	1FW	EQUIPMENT LESS THAN \$1000	2,100.00	.00	.00	.00	.00	.00	.00	.00	.00	2,100.00	0%
4143	1FW	MEDandSURG SUPPLIES	6,750.00	.00	.00	.00	.00	462.99	.00	.00	462.99	6,287.01	7%
4418	1FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
8120	1FW	AID TO OTHER GOVT AGENCIES	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	0%
		TOTAL OPERATING EXPENSE	45,064.00	.00	275.73	185.23	299.61	462.99	2,500.00	63.58	1,223.56	41,276.86	8%
		TOTAL UNIT 7527	265,090.00	11,126.05	13,232.32	11,815.15	17,224.53	9,586.88	2,500.00	63.58	62,984.93	199,541.49	25%

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 7009 DEPT: 062 UNIT: 7528 [PARENT FAMILY & COMMUNITY] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	1FX	REGULAR SALARIES and WAGES	1,057,816.00	61,526.41	86,950.40	82,939.06	122,910.73	82,630.03	.00	.00	436,956.63	620,859.37	41%
1130	1FX	OTHER SALARIES and WAGES	20,000.00	.00	2,588.74	2,151.68	5,614.54	5,244.72	.00	.00	15,599.68	4,400.32	78%
1140	1FX	OVERTIME	5,000.00	1,013.03	366.99	1,049.50	1,066.47	1,417.25	.00	.00	4,913.24	86.76	98%
2110	1FX	FICA TAXES	80,923.00	4,545.59	6,537.04	6,250.66	9,451.31	6,512.99	.00	.00	33,297.59	47,625.41	41%
2120	1FX	RETIREMENT CONTRIBUTION	87,376.00	5,150.79	6,871.19	6,937.45	10,326.94	7,191.97	.00	.00	36,478.34	50,897.66	42%
2130	1FX	LIFE and HEALTH INSURANCE	333,200.00	13,216.52	17,624.10	19,538.60	30,510.54	20,215.36	.00	.00	101,105.12	232,094.88	30%
2131	1FX	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	1FX	PAYMENTS TO OPEB TRUST	11,427.00	.00	.00	.00	.00	.00	.00	.00	.00	11,427.00	0%
		TOTAL SALARIES	1,595,742.00	85,452.34	120,938.46	118,866.95	179,880.53	123,212.32	.00	.00	628,350.60	967,391.40	39%
3410	1FY	LOCAL TRAVEL	3,000.00	.00	95.71	77.66	153.32	1,028.47	.00	.00	1,355.16	1,644.84	45%
3530	1FY	TOLL CHARGES	200.00	.00	.00	.00	.00	.00	.00	.00	.00	200.00	0%
3720	1FY	COMMUNICATIONS	5,000.00	.00	196.01	196.01	196.01	.00	.00	.00	588.03	4,411.97	12%
4020	1FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	1,672.38	.00	.00	.00	1,672.38	-1,622.38	3345%
4110	1FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	.00	.00	108.95	.00	.00	.00	108.95	6,891.05	2%
4115	1FY	MISCELLANEOUS OPERATING SUPPLIES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4121	1FY	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4123	1FY	EQUIPMENT LESS THAN \$1000	500.00	.00	.00	.00	477.84	.00	.00	.00	477.84	22.16	96%
4412	1FY	PROMOTIONAL EXPENSES	7,000.00	.00	.00	.00	1,499.99	.00	.00	.00	1,499.99	5,500.01	21%
4418	1FY	EDUCATIONAL ASSISTANCE PROGRAM	4,000.00	.00	.00	.00	.00	.00	.00	.00	.00	4,000.00	0%
4450	1FY	PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	729.29	97.96	.00	.00	827.25	8,388.75	9%
		TOTAL OPERATING EXPENSE	36,516.00	.00	291.72	273.67	4,837.78	1,126.43	.00	.00	6,529.60	29,986.40	18%
		TOTAL UNIT 7528	1,632,258.00	85,452.34	121,230.18	119,140.62	184,718.31	124,338.75	.00	.00	634,880.20	997,377.80	39%

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 ORANGE COUNTY
 Department 062
 FY 2019 Monthly Expense Report
 For the selected Department and Unit, by Object and Appropriation

FUND: 8290 DEPT: 062 UNIT: 7537

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUMB		TOTAL YTD	BALANCE	% BUDGET USED YTD	
																AMOUNT	AMOUNT				
1	1120	9EA REGULAR SALARIES and WAGES	612,073.00	1,689.60	2,586.72	32,317.49	110,255.98	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	146,849.79	465,223.21	23.99
	1140	9EA OVERTIME	.00	.00	.00	.00	128.16	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	128.16	-128.16	.00
	2110	9EA FICA TAXES	47,164.00	96.44	152.32	2,328.61	8,088.52	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,665.89	36,498.11	22.61
	2120	9EA RETIREMENT CONTRIBUTION	50,458.00	139.57	188.20	2,706.60	9,301.90	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,336.27	38,121.73	24.45
	2130	9EA LIFE and HEALTH INSURANCE	282,158.00	993.82	1,325.14	8,420.45	24,878.64	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	35,618.05	246,539.95	12.62
OBJECT CATEGORY 1			991,853.00	2,919.43	4,252.38	45,773.15	152,653.20	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	205,598.16	786,254.84	20.73
2	3125	9EB INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
	3185	9EC CONTRACT SVC-TRAINING	1,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,400.00	.00
	3410	9EC LOCAL TRAVEL	100.00	.00	.00	2.68	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2.68	97.32	2.68
	4020	9EC BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
	4110	9EC OFFICE SUPPLIES (NOT INCLUDING PRINTING)	31,255.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	31,255.00	.00
	4115	9EC MISCELLANEOUS OPERATING SUPPLIES	30,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	30,000.00	.00
	4123	9EC EQUIPMENT LESS THAN \$1000	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
	4482	9EC SELF INS-PROP CASUALTY	155.00	.00	.00	.00	188.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	188.00	-33.00	121.29
OBJECT CATEGORY 2			140,408.00	.00	.00	2.68	188.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	190.68	140,217.32	.14
*TOTAL UNIT_CD 7537			1,132,261.00	2,919.43	4,252.38	45,775.83	152,841.20	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	205,788.84	926,472.16	18.18
TOTAL			1,132,261.00	2,919.43	4,252.38	45,775.83	152,841.20	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	205,788.84	926,472.16	18.18

COMMUNITY AND FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH FEBRUARY 28, 2019: FUND: 0001 DEPT: 062 UNIT: 7529 [GENERAL FUND] - 42% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	PRE-ENC AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	HZE	REGULAR SALARIES and WAGES	97,414.00	5,556.40	7,492.80	7,492.80	11,239.20	7,492.80	.00	.00	39,274.00	58,140.00	40.32
1130	HZE	OTHER SALARIES and WAGES	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2110	HZE	FICA TAXES	7,452.00	408.75	551.45	551.47	825.98	550.64	.00	.00	2,888.29	4,563.71	39%
2120	HZE	RETIREMENT CONTRIBUTION	8,047.00	458.96	618.90	618.90	928.35	618.90	.00	.00	3,244.01	4,802.99	40%
2130	HZE	LIFE and HEALTH INSURANCE	23,800.00	1,174.22	1,565.80	1,565.80	2,490.87	1,660.58	.00	.00	8,457.27	15,342.73	36%
2131	HZE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
		TOTAL SALARIES	136,713.00	7,598.33	10,228.95	10,228.97	15,484.40	10,322.92	.00	.00	53,863.57	82,849.43	39%
		CONTRACTUAL SERVICES NOT											
3197	HZE	OTHERWISE SPECIFIED	22,800.00	.00	.00	.00	.00	.00	.00	.00	.00	22,800.00	0%
3410	HZE	LOCAL TRAVEL	100.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
3810	HZE	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	135,024.00	.00	.00	46,347.71	.00	.00	71,833.00	.00	46,347.71	16,843.29	88%
4110	HZE	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	0%
4115	HZE	MISCELLANEOUS OPERATING SUPPLIES	300.00	.00	.00	-7.22	7.22	.00	.00	.00	.00	300.00	0%
4121	HZE	COMPUTER EQUIPMENT LESS THAN \$500	500.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4123	HZE	EQUIPMENT LESS THAN \$1000	5,500.00	.00	.00	.00	.00	.00	.00	.00	.00	5,500.00	0%
4135	HZE	FOOD and DIETARY	150.00	.00	.00	.00	103.79	.00	.00	513.00	103.79	-466.79	411%
4452	HZE	FIELD TRIPS-HEAD START	50.00	18,432.00	-18,432.00	.00	.00	.00	.00	.00	.00	50.00	0%
6310	HZE	STRUCT and FAC OTH TH BLDGS	2,507.00	.00	.00	.00	196.00	.00	.00	2,310.16	196.00	.84	100%
6438	HZE	COMPUTER EQUIPMENT > \$500	14,000.00	.00	.00	.00	.00	.00	.00	.00	.00	14,000.00	0%
		TOTAL OPERATING EXPENSE	180,981.00	18,432.00	-18,432.00	46,340.49	307.01	.00	71,833.00	2,823.16	46,647.50	59,677.34	67%
		TOTAL UNIT 7529	317,694.00	26,030.33	-8,203.05	56,569.46	15,791.41	10,322.92	71,833.00	2,823.16	100,511.07	142,526.77	55%

ORANGE COUNTY, FL

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SUMMARY TRIAL BALANCE BY FUND
 For Fiscal Period 5 for FY 2019

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Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7009	1000	DISBUR	CLEAR	1		7,339.45	286,526.52	284,267.15	9,598.82
7009	1001	EFT DISB	CLRG	1		2,494.85	23,718.22	17,190.72	9,022.35
7009	1003	PAYROLL	CLRG	1		0.00	769,856.01	769,856.01	0.00
7009	1010	POOLED	CASH	1		545,233.95-	1,186,341.89	1,178,223.70	537,115.76-
7009	1460	ACCOUNT	RECV	1		1,856.42	0.00	0.00	1,856.42
7009	1900	ALLOW	FOR DO	1		1,856.42-	0.00	0.00	1,856.42-
Total Assets						535,399.65-	2,266,442.64	2,249,537.58	518,494.59-
7009	4010	ACCOUNTS	PAY	2		9,834.30-	53,220.35	62,007.22	18,621.17-
7009	4015	UNCLAIM	OUTS	2		39.44-	0.00	0.00	39.44-
7009	4016	ABANDONED	PR	2		7.03-	0.00	0.00	7.03-
7009	4017	GARNISHMNTS		2		0.00	3,419.27	3,419.27	0.00
7009	4251	RETMT	PAY EMPYE2			33,398.88-	21,998.91	22,594.58	33,994.55-
7009	4252	HSA	EMPLOYEE	2		0.00	3,436.23	3,436.23	0.00
7009	4254	TOBAC	PAYBL	2		0.00	50.00	50.00	0.00
7009	4256	MED	BENFLX	2		0.00	213,263.43	213,263.43	0.00
7009	4257	FLEX	SPDG AC	2		0.00	2,599.38	2,599.38	0.00
7009	4258	NON-MED	BNFLX	2		0.00	16,587.94	16,587.94	0.00
7009	4263	RETMT	PAY EMPYR2			95,182.25-	62,716.20	64,457.46	96,923.51-
7009	4265	DEF	COMP	2		0.00	9,303.44	9,303.44	0.00
7009	4267	CHAR	CONT	2		0.00	2,267.84	2,267.84	0.00
7009	4268	SUP	INSUR	2		0.00	1,098.12	1,098.12	0.00
7009	4271	ROTH	DEF COMP	2		0.00	1,638.96	1,638.96	0.00
Total Liabilities						138,461.90-	391,600.07	402,723.87	149,585.70-
7009					1120	REG SALARIES	3,074,832.40	767,628.70	3,768,543.37
7009					1130	OTHER SALARI	54,744.20	16,841.70	71,585.90
7009					1140	OVERTIME	18,398.09	6,299.89	24,697.98
7009					2110	FICA TAXES	230,286.18	57,596.99	282,422.99
7009					2120	RETIREMENT C	257,754.45	64,361.55	315,886.16
7009					2130	LIFE HLTH IN	743,051.19	192,744.05	917,439.59
7009					3167	PYMTS TO OTH	1,432.39	876.51	2,064.90

ORANGE COUNTY, FL

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SUMMARY TRIAL BALANCE BY FUND
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Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance
7009				3170	JANITORIAL S	3,954.59	2,011.40	1,005.70	4,960.29
7009				3179	CONTR SV-EMP	2,867.20	0.00	0.00	2,867.20
7009				3192	SFTWR LICENS	0.00	36,453.06	18,226.53	18,226.53
7009				3195	CONTR-MEDICA	8,800.00	3,594.00	1,225.00	11,169.00
7009				3197	CONTR SV NOS	6,105.35	18,968.50	8,460.00	16,613.85
7009				3410	LOCAL TRAVEL	4,103.60	3,966.36	1,475.41	6,594.55
7009				3420	OUT CNTY TRV	11,984.43	3,777.72	420.68	15,341.47
7009				3530	TOLL CHARGES	476.10	288.26	144.13	620.23
7009				3610	RENTAL EQUIP	19,302.65	6,016.70	0.00	25,319.35
7009				3620	LEASES-BUILDING	54,433.50	20,553.40	10,276.70	64,710.20
7009				3710	UTILITIES	8,679.43	3,788.99	1,834.87	10,633.55
7009				3720	COMMUNICATIO	10,839.53	1,909.96	954.98	11,794.51
7009				3810	MAINTENANCE OF	1,976.91	827.91	338.75	2,466.07
7009				3820	MT OF EQUIP	6,770.29	3,894.75	885.00	9,780.04
7009				3825	INTERNAL FLEET	2,970.84	580.22	0.00	3,551.06
7009				4010	DUESandMEMBERS	6,144.00	0.00	0.00	6,144.00
7009				4020	BOOKS, COMPACT	1,885.37	2,224.60	1,188.00	2,921.97
7009				4030	TRAINING AND ED	11,480.37	3,395.00	0.00	14,875.37
7009				4040	LICENSE and CE	25.00-	425.00	75.00	325.00
7009				4110	OFFICE SUPPLIES	1,784.23	2,235.26	0.00	4,019.49
7009				4115	MISCELLANEOUS O	1,818.21	579.85	23.68	2,374.38
7009				4116	EVENT/MEAL REIM	2,628.06	214.85	52.61	2,790.30
7009				4123	EQUIPMT < \$1000	1,660.93	286.97	0.00	1,947.90
7009				4135	FOODandDIETARY	32,677.40	2,301.43	0.00	34,978.83
7009				4143	MEDandSURG SUP	0.00	462.99	0.00	462.99
7009				4412	PROMO EXPEN	1,499.99	0.00	0.00	1,499.99
7009				4418	ED ASSIST PR	6,105.52	500.76	0.00	6,606.28
7009				4422	SCHOLARSHIPS	21.90	56.40	0.00	78.30
7009				4450	PARENT ACTIV	729.29	97.96	0.00	827.25
7009				4482	SELF INS-PRO	274,322.00	0.00	0.00	274,322.00
7009				8120	AID TO OTH G	3,420.00	4,725.00	3,285.00	4,860.00
Total Expenditure						4,869,915.59	1,230,486.69	154,079.44	5,946,322.84

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SUMMARY TRIAL BALANCE BY FUND

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For Fiscal Period 5 for FY 2019

Fund# (233/319)

Fund	B.S.Account	Type	Ind.	Obj.	Rev.Src	Begin Balance	Total Debits	Total Credits	Ending Balance	
7009					3140	HLTH & HUMAN	4,196,020.71-	0.00	1,082,188.51	5,278,209.22-
7009					6440	SALE SUR FUR	33.33-	0.00	0.00	33.33-
Total Revenue							4,196,054.04-	0.00	1,082,188.51	5,278,242.55-
Total for fund 7009							0.00-	3,888,529.40	3,888,529.40	0.00-

2018 – 2019 COLA Salary Plans

New Positions

Position Title	Job Code	Salary	FICA	Retirement	Insurance	Total Increase
Registered Nurse	4020	\$47,538.00	\$3,636.00	\$3,926.00	\$11,900.00	\$67,000.00
Family Service Worker	8413	\$34,800.00	\$2,700.00	\$2,900.00	\$11,900.00	\$52,300.00
Maintenance Tech	3420	\$28,579.00	\$2,174.00	\$2,347.00	\$11,900.00	\$45,000.00
Totals		\$110,917.00	\$8,510.00	\$9,173.00	\$35,700.00	\$164,300.00

Current Positions (Increasing work weeks to 52)

Sr. Family Service Worker	8414	\$2,600.00	\$200.00	\$250.00	\$0.00	\$3,050.00
Sr. Family Service Worker	8414	\$2,600.00	\$200.00	\$250.00	\$0.00	\$3,050.00
Licensed Practical Nurse	4015	\$2,450.00	\$175.00	\$200.00	\$0.00	\$2,825.00
Licensed Practical Nurse	4015	\$2,450.00	\$175.00	\$200.00	\$0.00	\$2,825.00
Licensed Practical Nurse	4015	\$2,450.00	\$175.00	\$200.00	\$0.00	\$2,825.00
Licensed Practical Nurse	4015	\$2,450.00	\$175.00	\$200.00	\$0.00	\$2,825.00
Totals		\$15,000.00	\$1,100.00	\$1,300.00	\$0.00	\$17,400.00

Other Items Included

Amount Allocated	Description	Items	Cost
\$40,000.00	Ford F – 150 Eco-boost truck	Vehicle	\$40,000.00
\$4,500.00	Wireless Barcode Scanners	85 Classroom Scanners	\$4,500.00
\$5,117.00	Outdoor toys and privacy areas	Privacy Area, Sensory, Therapy Outdoor Toys	\$5,117.00
Totals			\$49,617.00

P-CARD EXPS. REPORT
FAMILY SERVICES- 062

CH Full Name	Comp_Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	1/31/2019	2/4/2019	\$260.46	7008	062	7521		ORANGE COUNTY BOCC- PCard
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	1/31/2019	2/4/2019	\$37.53	7008	062	7521		ORANGE COUNTY BOCC- PCard
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	2/8/2019	2/11/2019	\$316.80	7008	062	7521		ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$197.49	7009	062	7522	3610	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$197.49	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$197.49	7009	062	7522	3710	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$197.49	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$13.98	7009	062	7522	3610	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$72.92	7009	062	7522	3710	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$72.92	7009	062	7522	3610	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$72.92	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$45.91	7009	062	7522	3610	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$45.91	7009	062	7522	3710	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$45.91	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$81.90	7009	062	7522	3710	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$81.90	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	READYREFRESH BY NESTLE	2/5/2019	2/5/2019	\$81.90	7009	062	7522	3610	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	2/7/2019	2/8/2019	\$13.25	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	2/7/2019	2/8/2019	\$0.43	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	2/7/2019	2/11/2019	\$680.26	7009	062	7522	4110	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	2/8/2019	2/11/2019	\$0.43	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	2/8/2019	2/11/2019	\$13.25	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AHCA SERVICE FEE	2/8/2019	2/11/2019	\$0.43	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	2/8/2019	2/11/2019	\$13.25	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	1/31/2019	2/1/2019	\$40.46	7409	062	7524	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WM SUPERCENTER	2/1/2019	2/4/2019	\$127.01	7009	062	7528	4450	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WAL-MART #3162	2/8/2019	2/11/2019	\$137.54	7009	062	7528	4450	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	CLIA LABORATORY PROGRAM	2/13/2019	2/14/2019	\$180.00	7009	062	7522	3167	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	THE WEBSTAUANT STORE	2/14/2019	2/15/2019	\$194.99	7409	062	7524	4123	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #436	2/14/2019	2/15/2019	\$194.72	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	MERA BAZAR	2/14/2019	2/18/2019	\$36.45	7409	062	7524	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WM SUPERCENTER	2/15/2019	2/18/2019	\$58.56	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	THE WEBSTAUANT STORE	2/20/2019	2/21/2019	\$1,339.00	7409	062	7524	6410	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	2/20/2019	2/21/2019	\$116.92	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	WINN-DIXIE	2/20/2019	2/21/2019	\$116.92	7409	062	7524	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	OFFICEMAX/OFFICEDEPT#6876	2/21/2019	2/25/2019	\$43.78	7409	062	7523	4110	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #1501	2/25/2019	2/26/2019	\$90.29	7409	062	7524	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	SQ HORIZONS MEDICA	2/25/2019	2/26/2019	\$659.90	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	THE WEBSTAUANT STORE	2/26/2019	2/27/2019	\$53.00	7409	062	7524	6410	ORANGE COUNTY BOCC- PCard
FORE, ANGELA M	SHERATON	1/31/2019	2/1/2019	\$174.50	7009	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SHERATON	2/6/2019	2/7/2019	\$349.00	7009	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SHERATON	2/6/2019	2/7/2019	\$349.00	7009	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SOUTHWES 5262436490349	2/6/2019	2/8/2019	\$361.50	7009	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SOUTHWES 5262436490348	2/6/2019	2/8/2019	\$361.50	7009	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	SHERATON	2/14/2019	2/15/2019	\$174.52	7009	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	CLEARWATER BEACH REGIO	2/19/2019	2/20/2019	\$4,700.00	7007	062	7525		ORANGE COUNTY BOCC- TCard

P-CARD EXPS. REPORT
FAMILY SERVICES- 062

FORE, ANGELA M	HYATT REGENCY ATLANTA	2/23/2019	2/25/2019	\$712.89	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	UNC CH FPG INT	2/25/2019	2/26/2019	\$455.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
MOORE, SANDRA	Amazon.com MB21208P2	1/31/2019	2/1/2019	\$35.36	7009	062	7522	4020	ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	SCHOOL HEALTH CORP	2/8/2019	2/8/2019	\$521.22					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	2/8/2019	2/11/2019	\$1,441.20					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	2/9/2019	2/11/2019	\$93.39					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICE DEPOT	2/11/2019	2/13/2019	\$11.35					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	2/11/2019	2/13/2019	\$26.54					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	CDW GOVT #M/MACIAS	2/20/2019	2/21/2019	\$820.00					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	2/20/2019	2/22/2019	\$34.90					ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	WAL-MART #3162	2/22/2019	2/25/2019	\$20.88					ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	TEACHSTONE TRAINING	2/15/2019	2/18/2019	\$375.00	7009	062	7522	4040	ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	SCHOOL NURSE SUPPLY INC	2/22/2019	2/25/2019	\$1,194.48	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	SCHOOL NURSE SUPPLY INC	2/22/2019	2/25/2019	\$1,194.48	7009	062	7527	4115	ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	SCHOOL NURSE SUPPLY INC	2/22/2019	2/25/2019	\$1,194.48	7009	062	7526	4115	ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	INTERPRETEK	2/22/2019	2/25/2019	\$130.00	7009	062	7522	3197	ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	AMERICAN SIGN LANGUAGE SE	2/25/2019	2/26/2019	\$130.00	7009	062	7522	3197	ORANGE COUNTY BOCC- PCard
RIVERA, LIMARYS	WAL-MART #1084	2/21/2019	2/22/2019	\$90.62	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
RIVERA, LIMARYS	THE HOME DEPOT	2/22/2019	2/25/2019	\$298.45	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
RIVERA, LIMARYS	WAL-MART #1084	2/22/2019	2/25/2019	\$20.62	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
RIVERA, LIMARYS	THE HOME DEPOT	2/25/2019	2/28/2019	\$81.73	7009	062	7522	4115	ORANGE COUNTY BOCC- PCard
RUFF, SANDRA D	CLEARWATER BEACH REGIO	2/19/2019	2/20/2019	\$4,700.00	7009	062	7525	4030	ORANGE COUNTY BOCC- TCard
SMITH, KERRY-ANN	PUBLIX #761	2/1/2019	2/4/2019	\$36.16	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	2/1/2019	2/4/2019	\$17.82	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	CHAMBERLIN'S NATURAL FOOD	2/5/2019	2/7/2019	\$9.58	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	2/12/2019	2/13/2019	\$39.48	7009	062	7528	4450	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4425	2/12/2019	2/13/2019	\$16.92	7009	062	7528	4450	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	LITTLE CAESARS	2/12/2019	2/14/2019	\$35.00	7009	062	7528	4450	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	2/13/2019	2/14/2019	\$27.16	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #0955	2/13/2019	2/14/2019	\$27.16	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4588	2/14/2019	2/15/2019	\$54.32	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4160	2/21/2019	2/22/2019	\$17.82	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	2/22/2019	2/25/2019	\$187.04	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #1174	2/22/2019	2/25/2019	\$26.53	7009	062	7522	4135	ORANGE COUNTY BOCC- PCard

**Head Start Policy Council
Human Resources Committee
February 2019 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
Teacher	Work/Life Balance	Karina Alvarez Grundler
Assistant Nutrition Coordinator	Health Reasons	Shamim Sheikh
Technician On Call	End of Temporary Employment	Shelly Tindel
Teacher Assistant	Another Job	Julie Williams

IV. Current Head Start Openings – As of 03/12/19

Job Title	Number of Positions	Potential Candidates in process for hire
Administrative Specialist	1	
Assistant Nutrition Coordinator	1	
Food Service Assistant	1	
Family Services Worker	1	
Facilities Maintenance Supervisor	1	
Teacher Assistant	6	
Teacher	3	
Licensed Practical Nurse	2	

**Orange County Head Start
Policy Council
Meeting: March 28, 2019
Director's Program Information Update**

Orange County Head Start Division Administration Updates

- The National Head Start Association (NHTA) shared its Policy Agenda for the 116th Congress. The agenda outlines the landscape Head Start faces entering the new legislative session. The policy agenda includes NHTA's positions and priorities on policies affecting the most vulnerable young children and their families.

KEY POLICY PRIORITIES

- ❖ Strengthen the Head Start model of support for the whole child, the family, and the community. Expand access to Head Start for the nation's most vulnerable children and families, especially for infants and toddlers.
 - ❖ Stabilize and expand funding for Head Start and avoid the detrimental impacts of tight budget caps. Grow funding streams and clarify administrative procedures to best support Head Start facility renovations and building.
 - ❖ Address the workforce crisis and increase investments in program infrastructure that will improve quality.
 - ❖ Seek legislative, regulatory, and policy changes that encourage collaboration and coordination between Head Start and local public education, health, and social service providers.
- NHTA is partnering with the Office of Head Start to support their **#HomeAtHeadStart Homelessness Campaign**. Through this effort, OHS is challenging Head Start programs to reach out to more children and families experiencing homelessness, with the goal of enrolling at least 10,000 homeless children by the end of March. Maritza Vazquez, Policy Council Chair updated staff on the requirement being sent forth by the Office of Head Start. Orange County Head Start is developing a plan to recruit homeless children and families.
 - NHTA's **Year of Whole Health initiative** dedicated the month of January to supporting the health and well-being of the Head Start teachers, caregivers, and staff who are directly responsible for implementing the Head Start model every day. Orange County Head Start is currently participating in a staff wellness challenge to focus on physical and mental wellness and prevention. The Head Start model takes a Whole Child approach to health by providing comprehensive health services and support to children and families.
 - Orange County Head Start presented the COLA application to Orange County senior management staff for approval prior to the 2/26/2019 board meeting. The application was approved by the BCC on 2/26/2019. The application was uploaded 2/28/2019 prior to the OHS deadline.
 - All Orange County Head Start staff participated in an In Service training that addressed program goals, program outcomes and standard operating procedures. In the afternoon session, staff received a three hour introductory training on Adverse Childhood Experiences (ACE's). The staff also viewed the documentary Resilience with experts from Dr. Nadine Burke Harris, California Surgeon General and other professionals that are leading the charge to educate on ACE's.
 - February 4th -8th Orange County Head Start Director, Community & Family Services Executive Director and Policy Council chair attended the Region IV Head Start Association training. The event was filled with learning and networking opportunities. Dr. Deborah Bergeron from OHS and Yasmin Vinci, Executive Director of NHTA was also present.
 - Orange County Head Start parents overwhelmingly supported the Dollar per Child campaign, and

sent \$1566 dollars to the Florida Head Start Association.

- Orange County Head Start management staff participated in the Children's Service Work session, and press conference.

Early Childhood Development & Education

- Early Childhood Development & Education unit planned for the National League of Cities (NLC) visit to the Callahan Head Start center. The NLC will bring a group of over 60 people from around the United States to tour and listen to how Callahan Head Start partner to provide services to the children and families.
- OCHS was invited to tour an OCPS site that could possibly be the 2nd Early Learning school in the district. The school currently serves Pre K-5th and for the 19-20 school year will possibly transition into early learning, and only receive Pre-K and Head Start. OCHS is reviewing the Community Assessment to determine if the current need for Head Start exists in a 3 mile radius of the school.

Parent, Family and Community Engagement (PFCE)

- The Office of Head Start focused on the Home At Head Start campaign which focuses on the recruitment and service provided to homeless families. During the Parent, Family & Community Engagement monthly training institute there was a specialized focus on working with homeless families, and securing housing. A representative from the Homeless Services Network of Central Florida provided training to all the Family Service Workers. Orange County Head Start will continue to implement strategies learned to work with the homeless families. As of February 2019, 33 of the homeless families received housing.
- Parent, Family & Community Engagement unit completed the 2nd Family Assessments for all Head Start families. The preliminary reports are showing a 2-3% gain in areas such as housing, and employment.

Childhood Health and Developmental Services (CHDS)

- The medical and dental unit reviewed and disbursed the participant health summary for all 1536 children. The health summaries provide the result of all the health screenings completed during the first 45 days. The summaries were provided to the families, and each family has the opportunity to meet with an LPN, or Nutritionist for more information.
- February is National Children's Dental Health Month; programs were encouraged to bring awareness to children's oral health.
- Developing good oral health habits at an early age and visiting the dentist regularly helps children get a good start on a lifetime of healthy teeth and gums. The medical and dental unit completed oral health trainings during the parent meetings. The LPNs provided information on tips for supporting good oral health at home and in the classroom.

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

- Open House was held at Hal Marston, John Bridges, Taft and East Orange. Over 100 families participated, and 25 new applications were completed for the 19-20 school year. Head Start centers will continue to host activities to recruit new families.
- OCHS ERSEA Coordinator met with the Orange County Public School (OCPS) Homeless Liaison to strategize on recruiting more children identified as homeless.

- Office of Head Start notified programs via the resources from the Office of Head Start that programs are not prohibited from exceeding their funded enrollment and adding slots to existing classrooms to enroll children experiencing homelessness as long as they stay within federal and state ratio requirements, or have a waiver to exceed those ratios.

Fiscal Infrastructure

- The fiscal unit provided training to the management staff to new procurement requirements when spending federal funds. All staff received the procedures and documents that are now required when making purchases.
- The fiscal unit facilitated a meeting with the County Attorney to review all pending and current contracts, and provide more information regarding recipients and sub recipients relationships. Moving forward the unit will also schedule visits and meetings with partners that have a contractual relationship with OCHS to ensure proper utilization of the contract.

Meetings and Events for December

- Board of Directors Meeting with Early Learning Coalition of Orange County
- Division Manager & Community & Family Services Director One on One meeting
- Policy Council Executive committee meeting

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-19-01	2. Issuance Date: 03/06/2019
	3. Originating Office: Office of Head Start	
	4. Key Words: Disaster Relief; Recovery Efforts; Displaced Families; Homeless; Hurricanes; Natural Disasters; Wildfires; Tornadoes; Typhoons; Earthquakes; Tropical Storms; Cyclones; Volcano Eruptions; Mudslides	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by Disasters

SUBJECT: General Disaster Recovery Flexibilities

INFORMATION:

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from disasters affecting Head Start programs, children, families, and staff. In the event of a significant disaster, such as a hurricane, wildfire, or tornado, OHS is removing barriers to make it easier for Head Start agencies to meet the needs of affected children and families, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health, and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for recharging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

Serving Additional Eligible Head Start Families

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start-eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters.

Administrative Flexibility

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider a waiver of that standard to the extent allowable by law. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must be able to assure the safety of children and financial accountability for funds and property.

Safe Environments

Grantees are encouraged to be sure that services are resumed only when children can be safely served in their centers and outdoor play areas. Programs must also ensure safe work environments for staff, including in administrative offices.

The following resources are available to provide information on best practices for disaster clean-up and safety practices.

Flood Cleanup to Protect Indoor Air Quality provides basic information from the Environmental Protection Agency (EPA) about how to clean up after a flood and prevent indoor air problems.

A Brief Guide to Mold in the Workplace bulletin assists employers in providing a safe and healthful workplace. Pursuant to the Occupational Safety and Health Act, employers must comply with hazard-specific safety and health standards and regulations from the Occupational Safety and Health Administration (OSHA), or by a state with an OSHA-approved state plan. In addition, pursuant to Section 5(a)(1), the General Duty Clause of the Act, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

OSHA Fact Sheet: Mold Hazards during Disaster Cleanup offers information on clean-up procedures, personal protective equipment (PPE), and practices to protect workers in moldy environments.

Mold Remediation in Schools and Commercial Buildings provides printable instructions from the EPA for clean-up and remediation of molds and moisture-related problems in schools and commercial buildings.

All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the U.S. Centers for Disease Control and Prevention (CDC), which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>

Eligibility, Recruitment, Selection, and Enrollment

Grantees in impacted areas that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees in impacted areas that do not currently offer Early Head Start but have appropriate space and staff qualified to serve infants and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant/toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information.

Program Options and Hours of Program Operations

In the event of a disaster, OHS will, for the remainder of the school year, allow any grantee in or near the affected

area to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR §75.308(c)(1)(i) is based on the need for programs to act quickly in response to a large-scale and widespread emergency situation in order to ensure children's safety and well-being. Also for the remainder of the current school year, significantly affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as the changes can be justified. Finding creative ways to reach out and serve these families is encouraged.

Grantees are required to notify their Regional Office of the actions taken as soon as it is practical using the Head Start Enterprise System (HSES) correspondence.

Space, Class Size, and Ratios

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. In order to provide grantee services within an area subject to an emergency or disaster designation under applicable local, state, or federal law, it's required to be as responsive as possible to these children and their families. This communication constitutes waiver approval, as described under 45 CFR §1302.24(c)(1) and (2), for such grantees to exceed the class size and group size requirements of 45 CFR §§1302.21(b) and 1302.23(b). This is in effect as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements.

In cases where grantees cannot comply with square footage requirements for centers in 45 CFR §1302.21(d)(2) during a temporary disaster recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the actions taken as soon as it is practical to do so using HSES correspondence.

Additional Classroom Staffing and Teacher Credentials

When using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state childcare licensing requirements.

Health and Mental Health Services

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short- or long-term, and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with local health care providers and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster, as well as preparing for any future emergencies.

The **Emergency Preparedness Manual for Early Childhood Programs** addresses response and recovery as well as preparation.

Psychological First Aid (PFA) is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

Children's Responses to Crises and Tragic Events is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

Helping Your Child Cope After a Disaster provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

Nutrition

Following disasters, the U.S. Department of Agriculture (USDA), Food and Nutrition Services (FNS) may provide additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, FNS has the authority to consider requests from state FNS agencies to waive meal pattern requirements for CACFP for a period of time following a disaster. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

Children with Disabilities

When serving displaced children, programs should acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

Fiscal Management

Recovery Costs:

Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received because of losses related to Head Start-funded property must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using the program and T/TA funds for recovery activities to assure sufficient program operations and T/TA funding remains available for ongoing provision of services.

Budget Modifications:

It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised standard form (SF)-424 and prior written approval is required per 45 CFR §75.308(b). Equipment purchases covered by 45 CFR §75.308(c)(1)(xi) require prior written approval.

Staffing and Wages:

Program staff and volunteers may have suffered personal and property losses because of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. With tasks that can be performed off-site, employees

may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other on-site recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

Equipment:

Replacement of equipment needed for classroom operations, transportation, and nutrition services is critical to resumption of services in affected areas. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$5,000. ACF will consider whether to provide blanket pre-approval for purchase of equipment without prior approval. The funding may be increased for grantees in the affected area in order to facilitate faster replacement of damaged or destroyed items. Guidance on any flexibilities related to the purchase of equipment will be released separately.

Procurement:

Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly in construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies, and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR §1303—Subpart E may be undertaken by non-competitive proposals as allowed in 45 CFR §75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM).

Procurement requirements, as noted in 45 CFR §§75.329–75.335, must be followed and a complete SF-429 in compliance with 45 CFR §1303—Subpart E must be submitted for purchase, construction, or major renovations as defined in 45 CFR §1305.2. Please note that the SF-429s must be submitted in the On-Line Data Collection (OLDC) system. Grantees are reminded that the cost of goods and services must be reasonable because of post-disaster conditions. Additionally, they must retain adequate documentation of all disaster recovery expenses and note their relationship to post-disaster recovery.

Davis-Bacon Act:

Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information can be found at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Impacted Head Start facilities should be inspected as soon as safely possible. Staff is strongly encouraged to use appropriate safety precautions when visiting centers that have experienced flooding, including the use of an N-95 National Institute for Occupational Safety and Health (NIOSH)-approved disposable respirator, gloves, and eye protection. Grantees should prioritize those repairs that must be completed before the facilities can re-open.

OHS Regional Office staff will be in close communication about recovery efforts. It is very important that accurate data is submitted as soon as the projected costs of these repairs are received. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater over 2 feet in depth at highest point)?

- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel-depth in water? How many?

While information on the potential recovery funds for Head Start is typically not available immediately following a disaster, having accurate information will help to inform federal recovery efforts. In the event of extensive power outages post-disaster, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts by submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due during or shortly after the period of the power outage. Notify your Regional Office to submit an extension.

Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country. ACF and OHS will assist and support in every way possible. National and Regional ACF staff will be available to help coordinate services among the Head Start programs in neighboring communities and the federal, state, and local entities with which you collaborate. If programs encounter other obstacles in responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, monitoring schedules will be adjusted, as necessary, for programs impacted by a disaster.

Lastly, this IM focuses on what you can do with the funding you have or can leverage through other sources. If Congress appropriates supplemental recovery funds for Head Start, OHS is committed to work expeditiously to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

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

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Policy Council Meeting

Thursday, March 28, 2019

Board Agenda Items Report

By: Khadija Pirzadeh, Contract Administrator

The following agenda items were submitted for approval to the Orange County Board of County Commissions meetings scheduled on **February 26, 2019**:

1. Application For Federal Assistance related to COLA (1.77%)
2. Policy Council Program Information and Updates (January 2019)
3. OCPS Facility and Land Use Agreement (Third Amendment)



Interoffice Memorandum

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

2

February 18, 2019

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 -- February 26, 2019
Application for Federal Assistance related to
Cost-of-Living Adjustment (1.77%) FY 2018-2019

The Head Start Division requests Board approval of the Application for Federal Assistance related to Cost-of-Living Adjustment (COLA) between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County. A portion of the increase provides a cost-of-living adjustment of 1.77 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs. The total COLA funds, in the estimated amount of \$231,317, includes \$181,700 to offset higher costs of salaries, FICA, retirement and insurance costs, \$40,000 to purchase a heavy duty truck, \$4,500 for wireless barcode scanners and \$5,117 for outdoor toys and privacy areas. The non-federal match of \$57,830 is derived from donations of goods and services and in-kind contributions from the County.

The Application for Federal Assistance includes a Compendium of required Certifications and Assurances for non-construction programs: Certifications regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements; Certification regarding compliance with Compensation Cap (Level II of the Executive Schedule); Certification of Filing and Payment of Federal Taxes; and Employee Compensation Cap Compliance Assurance. The term of the grant is from October 1, 2018 through September 30, 2019. The Head Start Policy Council approved the COLA grant at their meeting on January 24, 2019.

Application for Federal Assistance related to Cost-of-Living Adjustment
February 26, 2019
Page 2

ACTION REQUESTED: Approval of Orange County Head Start Program Application for Federal Assistance related to Cost-of-Living Adjustment (1.77%) FY 2018-2019 in the estimated amount of \$231,317; and approval and execution of (1) Certification of Filing and Payment of Federal Taxes and (2) Employee Compensation Cap Compliance Assurance. An in-kind match of \$57,830 is required.

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, Community and Family Services Department
Jamille Clemens, Grants Supervisor, Finance Division
Nanette Melo, Management & Budget Administrator, Office of Management & Budget



Interoffice Memorandum

January 25, 2019

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 – February 12, 2019
Florida Department of Children and Families
Application for a License to Operate a Child Care Facility

The Head Start Division requests Board approval of a renewal 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 Denton Johnson Head Start. The effective date of this license is from May 8, 2019 through May 8, 2020. The license fee of \$35 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 Denton Johnson Head Start. This application is only executed by Orange County. (Head Start Division)

SH/kp:jam

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, Management & Budget Administrator, Office of Management & Budget



Interoffice Memorandum

I. CONSENT AGENDA
COMMUNITY AND FAMILY SERVICES
DEPARTMENT

1

January 30, 2019

AGENDA ITEM

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

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

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

SUBJECT: Consent Agenda Item – February 26, 2019
Third Amendment to Facility and Land Use Agreement between
The School Board of Orange County, Florida and Orange County,
Florida regarding Head Start Program 2018-2019

The Head Start Division requests Board approval of the Third Amendment to Facility and Land Use Agreement between the School Board and Orange County. The amendment will revise the payment sections made on the Second Amendment to Facility and Land Use Agreement, which was approved by the Board on May 22, 2018.

Head Start provides comprehensive early childhood development for preschool children and support to their families at the following schools: Aloma, Dillard, Dover Shores, Englewood, Evans, McCoy, Three Points, Ventura, Washington Shores, and Washington Shores Primary Learning Center.

The total compensation for the Facility and Land Use Agreement shall not exceed \$211,184.30 per year. The lease costs include \$108,228 for rent per year; \$33,289.65 for utilities per year; \$51,499.65 for janitorial and maintenance services per year; \$18,150 for administrative support per year; and \$17 for land space per year. Head Start grant funds will be used to cover expenses. The County Attorney's Office and Risk Management Division have reviewed this agreement in accordance with legal and County policy guidelines.

Consent Agenda Item – February 26, 2019
Third Amendment to Facility and Land Use Agreement
Page 2

ACTION REQUESTED: Approval and execution of Third Amendment to Facility and Land Use Agreement between The School Board of Orange County, Florida and Orange County, Florida regarding Head Start Program 2018-2019. There is no cost to the County. The lease will terminate on July 31, 2019. (Head Start Division)

Attachment

SH/kp:jam

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, Management & Budget Administrator, Office of Management & Budget

I. CONSENT AGENDA
COMMUNITY AND FAMILY SERVICES
DEPARTMENT

3



Interoffice Memorandum

January 30, 2019

AGENDA ITEM

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

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

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

SUBJECT: Consent Agenda Item – February 26, 2019
Filing of Head Start Policy Council Program Information and Updates
for the Official County Record

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

Head Start Policy Council Program Information and Updates	January 2019
Head Start Policy Council Meeting Minutes	December 20, 2018

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates January 2019 and Head Start Policy Council Meeting Minutes December 20, 2018 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
Jamilie Clemens, Grants Supervisor, Finance Division
Nanette Melo, Management & Budget Administrator, Office of Management and Budget

Orange County Head Start

Parent Family and Community Engagement 2018-2019

Monthly Report: February 2019

- (16) Home visits for attendance.
- (5) Families received Crisis/Emergency Assistance.
- (16) Parents received Educational Services.
- (651) Health Services Follow ups were done by Family Service Worker.
- (89) Families were referred for family services.
- (489) were provided families services
- (22) Parent Meetings were held this month. (736) parents attended parents meetings and (87) males attended during the month.
- (32) Fatherhood Activities was held this month. (157) fathers attended fatherhood initiatives.
- (26) Parents Trainings were held this month. (709) parents attended Parents Trainings.

Trainings/Activities:

- Glen Providence-Hebni Nutrition Consultants
- Importance of Health Records
- Cooking Matters
- Goodwill Industries/Employment Skills
- Oral Health
- Urban League
- Region Bank
- Child Development-Educating Parents on Milestones
- Parenting 101
- Getting Ahead in a Just By World
- HDHD "How to Live With" Parents as Learners and Advocates
- Galileo-School Readiness
- Tax Reform Information
- A Gift of Swimming
- Who's the Boss-Parenting Skills Guideline
- First Time Homebuyers



ORANGE COUNTY HEAD START 2018-2019

ERSEA REPORT

MONTH: FEBRUARY

YEAR: 2019

Sites	Funded Enrollment	Monthly Actual Enrollment	10% IEP Actual Enrollment	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 19 Days	Monthly Chronic Absenteeism	Chronic Absenteeism Last Month
Aloma	37	37	5%	5	1	4	93%	35%	42%
Bithlo	34	34	8%	6	2	4	84%	57%	45%
Callahan	49	49	2%	7	3	2	89%	40%	64%
Denton Johnson	34	33	8%	5	7	4	90%	47%	57%
Dillard	34	34	8%	1	1	1	90%	47%	38%
Dover Shores	40	39	22%	5	15	2	89%	55%	42%
East Orange	120	119	14%	15	17	3	91%	40%	38%
Engelwood	60	60	25%	4	20	1	94%	18%	25%
Evans	13	13	7%	1	7	0	91%	38%	23%
Frontline	77	77	6%	10	2	0	95%	26%	35%
Hal P Marston	103	103	9%	6	18	0	89%	38%	45%
John Bridges	120	120	5%	14	19	2	91%	35%	43%
Lila Mitchell	71	71	8%	3	27	0	89%	36%	33%
McCoy	40	40	25%	5	0	1	87%	50%	35%
Pine Hills	200	200	9%	18	27	1	91%	35%	29%
SO YMCA	60	60	0	4	7	2	88%	50%	35%
Southwood	120	120	13%	14	31	2	90%	40%	44%
Taft	120	118	7%	15	3	4	90%	42%	47%
Three Points	57	56	15%	6	13	0	88%	46%	46%
Ventura	34	34	17%	2	2	2	88%	41%	48%
WS ELC	79	79	8%	5	14	6	90%	41%	45%
WS Elementary	34	32	17%	4	1	0	94%	23%	41%
Total	1536	1528 (99%)	162(10.5%)	155	237 (15%)	41	90%	39%	40%
Goal	1536	1536	+ 154 (10%)	-191	+ 154 (10%)	48	90%	-30%	
Previous Month	1536	1520 (98%)	158 (10.3%)	136	247 (16%)	15	90%	40%	

Monthly Chronic Absenteeism	Current Month	Monthly Goal	Previous Month	Reasons w/ Highest Percentages
Severe Chronic Absences (20% Over)	16%	10%(154)	17%	Sick or Dr's Appointment 47%
Moderate Chronic Absences (10-20% Over)	22%	20%(307)	23%	Unexcused/No Show 27%
Not Chronically Absent (Less than 10%)	60%	70% (1075)	59%	Transportation 7%

ORANGE COUNTY HEAD START 2018-2019 ERSEA REPORT

Site (Subject to Change)	Funded Enrollment (Subject to Change)	Returning Children (Subject to Change)	New Applications Needed by Site for Selections (Subject to Change)	Total Applications Completed for Selections	Recruitment Efforts
Aloma	37	14	29	8	Baldwin Park Elem, Lakemont Elem, Brookshire Elem, Cheney Elem
Bithlo	34	13	28	8	Wedgfield Elem, NCF, True Health, Castle Creek Elem, Avalon Pediatrics
Callahan	49	25	32	10	Texas Fried Chicken, Appliances store, Soul Food Rest
Denton Johnson	34	19	20	9	CHC, Discount beverage, Bravo supermarket
Dillard	34	15	21	7	Simran Singh Lake Weston, Omega Apts
Dover Shores	40	12	34	7	Ture Health, UF/IFAS Extension Family Nutrition Pgrm, Chrysalis Health, Mobile Financial Svcs, Y&I services
East Orange	120	40	96	37	OC library, Camelot Elem, Boneville Elem, OCPS OBO, Vitas, CHS, Goodwill
Engelwood	60	20	45	13	Tainos Bakery, ENC, Fiesta Mexico
Evans	13	10	5	5	Sterling Group
Frontline	77	39	49	6	Murchison Terrace, Orange Center Elem
Hal P Marston	103	50	60	8	Palm Grove Garden Apt, The Plaza on Colonial, Magic Mall, West Church Food Mart, BP Gas station, Orange Blossom Pediatrics, Wellcare, City of Orlando Parks and Rec
John Bridges	120	55	80	34	Miracle of Love, Healthy Fams, Children's Advocacy Center, Apopka Library, Wheatley Elem, Lovell Elem, Hope Comm Center, Boys/Girls Club
Lila Mitchell (Pending New Site)	71	18	57	22	Planet Fitness, Spectrum, Rainbow, Little Brasil Club, First Option Tax, UCF-Soldiers to scholars, Eagle's Nest Elem, Payless, Own it Now, A gift for teaching, Metroplace, Best Insurance USA
McCoy	40	18	28	5	Venezuela Maracaibo Rest, Ana G Mendez
Pine Hills	200	75	143	39	Village Park Apts, Skypines Apt, Eagle's nest elem, 2cu grow up, Home Depot
SO YMCA	60	27	38	8	Sally Ride Elem, Advance America, Thomas Laundromat,
Southwood	120	46	88	16	Harbor Chase, Cypress Landing, Hidden Cove, Reserve McBuchman, Tangelo Park NCF, Tangelo YMCA, Millenia Parc, Bonnie Brook, Villages of Millenia, Chateau Orleans, Palm Groves Apt, Landon Pointe, South Ridge
Taft	120	55	79	30	Career Source, CSI Special Care, Porter Orlando, Orange Fam Planning & Prenatal Health, Southside Auto, CHC Meadowood, Dr. Nazim Merchant, What's App Group, Latino Leadership, Melao Bakery, Harville's Produce, Versailles Cafe
Three Points	57	30	34	2	Open House John Bridges, OC Health Dept, WIC-Hoffner
Ventura	34	17	20	7	
WS ELC	79	36	49	20	Marte Vista at Windermere, Painting with a twist, Summerfield Apt
WS Elementary	34	11	28	4	Pendana at Westlake, Charity Learning Academy, Orange Center Elem
Total	1536	645	1063	305	

FEBRUARY 2019 Updates/Highlights:

- Started high-volume season of applications for PY 19-20
- Open House at 3 locations: East Orange, John Bridges, and Taft
- Recruitment events at Orange Blossom Pediatrics

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
<i>Number of children on WIC.</i>		0		
<i>Number of parents interested in WIC benefits.</i>		0		
a. Acquired WIC benefits.	100%	0		
<i>Number of Growth Assessment screening completed.</i>	100%	0		
<i>Number of children with BMI as Underweight.</i>		0		
a. Number of children referred for Counseling.	100%	0		
b. Number of children with Denied Counseling.	0%	0		
c. Number of children with Accepted Counseling.	100%	0		
d. Number of children on WIC Counseling.	100%	0		
e. Increased weight	100%	0		
f. Decreased weight	0%	0		
g. Maintained same weight.	0%	0		
<i>Number of children with BMI as Overweight.</i>		0		
a. Number of children referred for Counseling.	100%	0		
b. Number of children with Denied Counseling.	0%	0		
c. Number of children with Accepted Counseling.	100%	0		
d. Number of children on WIC Counseling.	100%	0		
e. Increased weight	0%	0		
f. Decreased weight	100%	0		
g. Maintained same weight.	0%	0		
<i>Number of children with BMI as Obese.</i>		0		
a. Number of children referred for Counseling.	100%	0		
b. Number of children with Denied Counseling.	0%	0		
c. Number of children with Accepted Counseling.	100%	0		

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
d. Number of children on WIC Counseling.	100%	0		
e. Increased weight	0%	0		
f. Decreased weight	100%	0		
g. Maintained same weight.	0%	0		
Number of children with special diet.				
a. Food Allergies		0		
b. Religious		0		
c. Preference		0		
d. Other (Specify) _____		0		
Number of Nutrition Action Plans completed and discussed with teaching staff.				
	100%	0		
Ongoing Monitoring Visits (USDA / Head Start)				
a. Center: Southwood		Date: 2/5/2019		
b. Center: Taft		Date: 2/11/19		
c. Center: Three Points		Date: 2/11/19		
d. Center: Eat Orange		Date: 2/12/19		
e. Center: Bithlo		Date: 2/12/19		
f. Center: Dover Shores		Date: 2/19/2019		
g. Center:		Date:		
h. Center:		Date:		
i. Center:		Date:		
j. Center:		Date:		
Nutrition Technical Assistance to Staff				
a. Center: East East Orange # Staff: Center M.		0	0	
b. Center: LiLa Mitchell # Staff: Center M.		0	0	
c. Center: Aloma # Staff: Center M.		0	0	
d. Center: Three Points # Staff: Center M.		0	0	
e. Center: McCoy # Staff: Center M.		0	0	
Meetings/Staff Trainings				
a. Type: Hearing		Date: 2/13/2019		
b. Type: Interview		Date: 2/15/2019		
c. Type: Employee Orientation		Date: 2/15/2019		
d. Type: Intern		Date: 2/15/2019		
e. Type: SOP's Training		Date: 2/18/2019		
f. Type: Getting Ahead		Date: 2/20/2019		

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
g. Type: Fiscal Meeting Date: 2/27/2019				
Parent Training				
a. Type: Date:				
b. Type: Date:				
c. Type: Date:				
d. Type: Date:				
e. Type: Date:				
Nutrition Supply Distribution to HS Centers				
a. Type: Special Diets -Taft Date: 2/6/2019				
b. Type: Special Diets-East Orange-Bithlo Date: 2/14/2019				
c. Type: Special Diets-Southwood Date: 2/20/2019				
d. Type: Special Diets -Taft- Date: 2/25/2019				
e. Type: Date:				
g. Type: Date:				
h. Type: Date :				
i. Type: Date:				
j. Type: Date:				
Number of meals consumed by children				
100%				
a. Breakfast	100%		25,028	
b. Lunch	100%		25,816	
c. Snack	100%		21,093	
Number of meals disallowed	0%		0	
Number of monthly nutrition activities at centers	220 (22x10 mo.)		0	
Number of meals consumed by staff				
100%				
a. Breakfast	100%		1,378	
b. Lunch	100%		1,307	
Number of USDA/HS monitoring visits	88 (22x4 visits)			

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
<i>Number of children on WIC.</i>		0		
<i>Number of parents interested in WIC benefits.</i>		0		
a. Acquired WIC benefits.	100%	0		
<i>Number of Growth Assessment screening completed.</i>	100%	0	126	
<i>Number of children with BMI as Underweight.</i>		0		
a. Number of children referred for Counseling.	100%	0	2	
b. Number of children with Denied Counseling.	0%	0		
c. Number of children with Accepted Counseling.	100%	0		
d. Number of children on WIC Counseling.	100%	0		
e. Increased weight	100%	0	8	

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
f. Decreased weight	0%	0		
g. Maintained same weight.	0%	0		
Number of children with BMI as Overweight.		0		
a. Number of children referred for Counseling.	100%	0	21	
b. Number of children with Denied Counseling.	0%	0	1	
c. Number of children with Accepted Counseling.	100%	0	21	
d. Number of children on WIC Counseling.	100%	0		
e. Increased weight	0%	0	5	
f. Decreased weight	100%	0	7	
g. Maintained same weight.	0%	0		
Number of children with BMI as Obese.		0		
a. Number of children referred for Counseling.	100%	0	16	
b. Number of children with Denied Counseling.	0%	0	1	

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
c. Number of children with Accepted Counseling.	100%	0	16	
d. Number of children on WIC Counseling.	100%	0		
e. Increased weight	0%	0		
f. Decreased weight	100%	0	3	
g. Maintained same weight.	0%	0		
Number of children with special diet.				
a. Food Allergies		0	1	
b. Religious		0	1	
c. Preference		0	1	
d. Other (Specify) _____		0		
Number of Nutrition Action Plans completed and discussed with teaching staff.				
	100%	0	3	
Ongoing Monitoring Visits (USDA / Head Start)				
a. Center: Southwood		Date: 2/5/2019		
b. Center: Taft		Date: 2/11/19		
c. Center: Three Points		Date: 2/11/19		

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
d. Center: Eat Orange		Date: 2/12/19		
e. Center: Bithlo		Date: 2/12/19		
f. Center: Dover Shores		Date: 2/19/2019		
g. Center: Callahan		Date:		
h. Center: Denton Johnson		Date:		
i. Center: Dillard		Date:		
j. Center: Evans		Date:		
k. Center: Frontline		Date:		
l. Center: Hal Marston		Date:		
m. Center: John Bridges		Date:		
n. Center: Pine Hills		Date:		
o. Center: WS/ ELC		Date:		
p. Center: WS Elem		Date:		
Nutrition Technical Assistance to Staff				
a. Center: East East Orange # Staff: Center M.		0	0	
b. Center: LiLa Mitchell # Staff: Center M.		0	0	
c. Center: Aloma # Staff: Center M.		0	0	
d. Center: Three Points # Staff: Center M.		0	0	
e. Center: McCoy # Staff: Center M.		0	0	

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
Meetings/Staff Trainings				
a. Type: Hearing		Date: 2/13/2019		
b. Type: Interview		Date: 2/15/2019		
c. Type: Employee Orientation		Date: 2/15/2019		
d. Type: Intern		Date: 2/15/2019		
e. Type: SOP's Training		Date: 2/18/2019		
f. Type: Getting Ahead		Date: 2/20/2019		
g. Type: Fiscal Meeting		Date: 2/27/2019		
h. Type: MDT (Pine Hills)		Date: 2/27/2019		
i. Type: FSW Training		Date: 2/08/2019		
g. Type: Fiscal Meeting		Date: 2/27/2019		
g. Type: Fiscal Meeting		Date: 2/27/2019		
g. Type: Fiscal Meeting		Date: 2/27/2019		
Parent Training				
a. Type:		Date:		
b. Type:		Date:		
c. Type:		Date:		
d. Type:		Date:		
e. Type:		Date:		

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
Nutrition Supply Distribution to HS Centers				
a. Type: Special Diets -Taft		Date: 2/6/2019		
b. Type: Special Diets-East Orange-Bithlo		Date: 2/14/2019		
c. Type: Special Diets-Southwood		Date: 2/20/2019		
d. Type: Special Diets -Taft-		Date: 2/25/2019		
e. Type: Special Diet Food		Date: 2/1/19		
g. Type: Special Diet Food		Date: 2/5/19		
h. Type: Daddy Daughter Dance		Date : 2/12/19		
i. Type: Special Diet Food		Date: 2/13/19		
j. Type: Special diet Food		Date: 2/14/19		
k. Type: Special Diet Food		Date: 2/21/19		
l. Type: Special Diet Food		Date: 2/22/19		
m. Type: Special Diet Food		Date: 2/28/19		
Number of meals consumed by children	100%			
a. Breakfast	100%		25,028	
b. Lunch	100%		25,816	

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

NUTRITION MONTHLY REPORT
2018-2019 PROGRAM YEAR

STAFF: DAISY FLORES

REPORTED MONTH: February 2019

Reporting for HS Centers:

Compliance Indicators	Benchmark	Beginning of School Year	Reporting for This Month	Year - To- Date
c. Snack	100%		21,093	
Number of meals disallowed	0%		0	
Number of monthly nutrition activities at centers	220 (22x10 mo.)		0	
Number of meals consumed by staff	100%		0	
a. Breakfast	100%		1,378	
b. Lunch	100%		1,307	
Number of USDA/HS monitoring visits	88 (22x4 visits)			

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

MEDICAL & DENTAL MONTHLY REPORT
 Month: February 2019

Compliance Indicators	YTD Previous Month	Reporting for this Month	Year-to-Date
Health Insurance			
# children with insurance	1559	6	1565
# children without insurance	110	-1	109
Medical Home			
# children with medical home established	1559	6	1565
# children without medical home	110	-1	109
Dental Insurance			
# children with insurance	1217	2	1219
# children without insurance	452	3	455
Dental Home			
# children with dental home established	1217	2	1219
# children without dental home	452	3	455
Up-to-Date Health Screenings			
Physical Exam	1647	16	1663
Vision	1558	7	1565
Lead	1283	21	1304
Blood Pressure	1618	12	1630
Immunization Record			
Completed	1068	52	1120
Waived	22	0	22
Up-to-Date	421	-7	414
Children with Chronic Conditions			
Asthma	113	82	195
Seizures	20	0	20
Allergies	17	0	17
Other (Sickle Cell, Heart Murmur, Eczema, Immune Disorders)	15	9	24
Oral Health			
# children with an up-to-date dental exam	1423	42	1465
Passed dental exam	1253	40	1293
Failed dental exam	170	2	172
# Dental Treatment Action Plans completed and discussed with parents	165	0	165
Completed dental treatment			
Started/in-process dental treatment	24	0	24
Not started dental treatment	146	2	148
# children who received dental preventive care	902	37	939

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

MEDICAL & DENTAL MONTHLY REPORT
 Month: February 2019

Compliance Indicators	YTD Previous Month	Reporting for this Month	Year-to-Date
Health Technical Assistant to Staff	25	0	25
Center: # Staff			
Center: # Staff			
Center: # Staff			
Center: # Staff			
Center: # Staff			
Prescribed Medication Order/Administration	115	5	120
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Center: # Children:			
Meetings			
Type: Date:			
Type: Date:			
Type: Date:			
Type: Date:			
Type: Date:			
Parent Trainings			
Center: Dillard Date: 2/23/19			
Center: Evans Date: 2/14/19			
Center: Hal Marston Date: 2/13/19			
Center: Pine Hills Date: 2/13/19			
Center: WS Elem Date: 2/13/19			
Health Provider Consultation			
Type: Date:			
Type: Date:			
Type: Date:			
Type: Date:			
Type: Date:			

ORANGE COUNTY FAMILY SERVICES DEPARTMENT
 HEAD START DIVISION
 CHILDHOOD HEALTH & DEVELOPMENTAL SERVICES UNIT

MEDICAL & DENTAL MONTHLY REPORT
 Month: February 2019

Compliance Indicators	YTD Previous Month	Reporting for this Month	Year-to-Date
Child Evaluation for Health Concerns			
Center: Date:			
Center: Date:			
Center: Date:			
Center: Date:			
Center: Date:			
Health Supplies Distribution			
Center: Date:			
Center: Date:			
Center: Date:			
Center: Date:			
Center: Date:			



ORANGE COUNTY GOVERNMENT
 HEAD START
 POLICY COUNCIL
 MEETING MINUTES



1768 E. Michigan St.
 Orlando, FL 32806
 February 21, 2019

Call to Order by: Maritza Vasquez, Chairperson at 6:36 p.m.

Roll Call by: Shakita Preacely, Secretary

Attended By:

Leviticus Henderson	Denton Johnson	Representative
Calisia Coston	Denton Johnson	Alternate
Lara Urdaneta	Dillard Elementary	Treasurer
Anamaris Rodriguez	East Orange	Parliamentarian
Maritza Vasquez	Engelwood	Chairperson
Margarita Rodriguez	Engelwood	Alternate
Shirohn Scott	Hal P. Marston	Representative
Audrey Edwards	John Bridges	Representative
Cyndi Salami	Lila Mitchell	Alternate
Shakita Preacely	Pine Hills	Secretary
Soinelson Joseph	South Orlando YMCA	Alternate
Johanna Nieves	Taft	Representative
Isis Curry	Three Points	Representative
Cinthyia Reina	Three Points	Alternate
Jenny Cruz	Ventura	Representative
Sacara Council	WS/ELC	Representative
Leah Ackerman	Past Parent	Community Rep
AnnMarie Alvarado	CHS	Community Rep
Pamela Clark	OCPS	Community Rep
Tequila Henderson	Past Parent	Community Rep
Jeneka Lloyd	Past Parent	Community Rep
Faith Lowe	FL for Fair Democracy	Community Rep
Victoria Siplin	Commissioner	BCC

Excused

Gerald Dennis	Evans	Representative
Cesar Tirado	So Orlando YMCA	Representative
Precious Williams	W/S Elementary	Representative
Charmaine Jobson	Past Parent	Community Rep

Visitors

Sabrina Forbes	Children's Home Society
Charisma Cyprian	Hal Marston

Ebony Henderson

Quorum Established

Staff:

Polly Boulter	Hal Marston	Teacher Assistant
Felicia Williams	Hal Marston	Teacher Assistant
Diana Gamble	Hal Marston	Teacher Assistant
Sonya Hill	Main Office	Manager
Yvette Meade	Main Office	Admin Specialist
Milagros Font	Main Office	Sr. Program Manager
Pedro Berrios	Warehouse	Warehouse Tech
Sandra Ruff	Main Office	Fiscal Manager
Sandra Moore	Main Office	Admin Assistant
Dwayne Horne	Main Office	Sr. FSW
Lourdes Ramos	Main Office	Sr. FSW
Danna Declat	Main Office	Mentor Coach
Khadija Pirzadeh	Main Office	Contract Administrator
Vivian Jones	Southwood	Center Manager
Eileen Orleman	Main Office	Education Coordinator
Sunitha Koorathota	Main Office	Field Ops Supervisor
Salynthia James-Reese	Dover Shores	Center Manager
Toinett Stenson	Callahan	Center Manager

Chairperson Vasquez requested a motion to adopt the Agenda. AnnMarie Alarado made a change to the agenda to move the Public Comment up to New Business

Motion: Leah Ackerman, Vice Chairperson

Second: Johanna Nieves, Representative, Taft

Status: The motion was carried with no objections

Secretary Report: Shakita Preacely gave highlights from the minutes of January 24, 2019 minutes

Chairperson Vasquez requested a motion to accept the Secretary Report

Motion: Lara Urdaneta, Treasurer

Second: Leah Ackerman, Vice Chairperson

Status: The motion was carried with no objections

Officer's Report

Chairperson Vasquez reported on a program called Milk and Muffins held Saturdays at the Callahan Center for 3 – 6 year olds to participate in early reading activities and parents to learn ways to help their child prepare for school.

Budget Report by Lara Urdaneta, Treasurer

We have received the final payment of the award. The COLA submission was corrected and handed out.

Report of BCC Agenda Items by Khadija Pirzadeh

Eight items were submitted for approval to the OCBCC meetings for January

HR Report by Sonya Hill, Division Manager – There was one recommendation for hire for Teacher. Ms. Hill also pointed out the vacancies and separations.

Chairperson Vasquez requested a motion to accept the HR report

Motion: Jeneka Lloyd, Community Rep

Second: Leah Ackerman, Vice Chairperson

Status: The motion was carried with no objections

Division Manager's Report by Sonya Hill –

- OCPS held and Early learning Summit for VPK and Kindergarten teachers. OCHS participated and presented to the OCPS teachers.
- Getting Ahead Parent Orientation was held for candidates to participate in this 16 week program that helps those in poverty build their resources.
- OCHS need 1072 children are needed for the 2019/2020 school year. Two Open House events are planned to recruit families.
- COLA application was submitted to the BCC

Commissioner's Report by Commissioner Siplin

- Events coming up: The County has provided an additional 20 million in funding for youth programs. Commissioner Siplin will hold a workshop on how to apply for these funds. Applications will be accepted in the areas of juvenile prevention, early education, enrichment mental and physical health, and strengthening families. Not for profit organizations established for 2 years or more may also apply.

Service Area Reports

PFCE report by Dwayne Horne, Sr. Family Service Worker

ERSEA report by Sonya Hill, Division Manager

Mental Health & Disabilities report by Lourdes Ramos, Sr. Family Service Worker

Education report by Eileen Orleman, Education Coordinator

Nutrition report by Milagros Font - A question was asked what might the reason that the meal served at the center is not the meal listed on the menu for that day. Milagros stated that sometimes the vendor has an inability to provide that particular food and should communicate and request the change. That may not always be able to be changed on the menu.

Medical & Dental report by Milagros Font

Old Business

COLA Update – the COLA report will go to the Board on February 26, 2019.

New Business

- Robert Rules of Order training – Dwayne Horne ask for suggestions on the time for this training. The consensus was to meet on the weekend and include other topics to MAKE IT ½ a day training.
- AnnMarie Alvarado, Community Representative from Children's Home Society, presented a video on Early Head Start Home Base child care. This program prepares children to enter the school environment. They also have field trips.

Leviticus Henderson, Representative from Denton Johnson gave his testimonial on how he personally has benefitted from this program and transitioned into Head Start. He found it extremely beneficial for himself and his children who are excelling in school now.

Chairperson Vasquez requested a motion to adjourn the meeting

Motion: Jeneka Lloyd, Community Rep

Second: Tequila Henderson, Community Rep

Status: The motion was carried with no objections

Meeting Adjourned at 8:00p.m.

Next Policy Council Meeting is March 28, 2019