




Interoffice Memorandum

February 18, 2019

AGENDA ITEM

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

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

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

SUBJECT: Consent Agenda Item – 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
Jamillem Clemens, Grants Supervisor, Finance Division
Nanette Melo, Management & Budget Administrator, Office of Management & Budget

ORANGE COUNTY HEAD START PROGRAM

APPLICATION FOR FEDERAL ASSISTANCE RELATED TO COST –OF-LIVING ADJUSTMENT (1.77%) FY 2018 - 2019

Budget Narrative

October 1, 2018 through September 30, 2019

Orange County, the non-federal entity, is proposing to use Cost-of-Living Adjustment (COLA) (1.77%) funds, in the amount of \$231,317, to cover the higher cost of operational expenses.

Orange County Head Start (OCHS) requested permission to utilize COLA for additional costs as detailed in the budget. All Orange County employees received a 3.5% salary increase during October 2018 and scheduled to receive a 3.5% COLA adjustment in October 2019. All salaries are at a competitive wage according to the wage study completed by Orange County Government and the Florida Head Start Association. Therefore, the plans outlined will allow for Orange County Head Start to make continuous program improvements.

Orange County Head Start plans to make various program improvements with COLA funding. These improvements are aligned with areas of concerns as noted in the Self-Assessment, data, and other identified needs from the program's progress monitoring. The extensive monitoring completed at the program level show gaps in needed services. To close the identified gaps, OCHS is requesting funding as noted in the application to ensure continuous program improvements.

After analyzing the data and identifying the program's areas of weakness, OCHS is requesting to utilize COLA funding to add the following positions: Registered Nurse, Maintenance Technician, and Family Service Worker. In addition, the program would like to increase work weeks for the Sr. FSW and Licensed Practical Nurses from 49 work weeks to 52 work weeks. OCHS has continued to struggle with reaching the highest standard due to lack of positions needed to support our program areas.

In addition, OCHS would like to request some program operational support. To improve programmatic and regional barriers, OCHS would like to request a vehicle to transport our Facilities Maintenance Techs across Orange County. OCHS would like to request scanners to help aid with attendance and meal counts. OCHS would also like to request funds to provide playground toys and materials for our special needs children. All of this support will provide the tools to move our program forward.

Registered Nurse

OCHS would like to request funding for a full-time Registered Nurse. This is an urgent position for OCHS to support. The Florida Nurse Practice Act, Chapter 464, Florida Statutes, requires that all work of a Licensed Practical Nurse (LPN) must be done under the supervision of a Registered Nurse or Licensed Physician. Over five years ago, the program eliminated the position of Registered Nurse due to the need of additional frontline staff and hired two LPNs. The program was able to process more cases, however, after working with the State of Florida Health Department, the program is currently non-compliant to the Florida Nurse Practice Act. For the past few years, OCHS has found it difficult to find a nurse either through labor agency/contracts and or requests for proposal who are willing to work with OCHS without full-time benefits or

full-time employment. Orange County Head Start has also found hourly payment in excess of \$52.00 per hour to not be cost efficient.

Currently the Head Start Program Performance Standard 1302.42 requires programs to complete treatment plans and follow-ups, as follows: ***“program must facilitate further diagnostic testing, evaluation, treatment, and follow-up plans, as appropriate, by a licensed or certified professional for each child with a health problem or developmental delay, such as elevated lead levels or abnormal hearing or vision results that may affect the child’s development, learning, or behavior.”*** Orange County Head Start currently has 237 students on health action plans and 165 on dental action plans. This requires extensive follow-up and supervision by a Registered Nurse.

This position will aid and oversee the LPNs in guidance and new trends in nursing and early education. In addition, the Registered Nurse will allow the program to take a more clinical approach in providing services and supporting parents of children with serious health conditions. The Registered Nurse position will cost approximately \$67,000.00 per year including benefits.

Amount Allocated	Description	Items	Cost
\$67,000.00	Registered Nurse	\$47,538.00 – Salary \$3,636.00 - FICA \$3,926.00 - Retirement \$11,900.00 Insurance	\$67,000.00

Family Service Worker

Orange County Head Start is requesting a Family Service Worker to assist in the program case overload. Research shows the average caseload of a child welfare workers should exist between 24-31 families. Currently the average caseloads of Orange County Head Start caseworkers are 68-70 with the more seasoned staff at 75. Excessive caseloads have been found to contribute to both secondary traumatization and burnout, which often leads to higher worker turnover. Research also shows social service programs with staff with higher caseloads see a decline in both the quantity and quality of services provided to clients.

Orange County Head Start strives to provide quality services to our families. This position would support the day to day operations by providing timely follow-up, quality assessments, and support. During peak season, this position will assist in reviewing applications and preparation for the upcoming school year. This position is also needed to increase our partnership agreements within the community. Due to the amount of federal regulations programs are required to meet, it is important that with additional funding we continue to add positions that will decrease the caseload of the Family Service Workers. Annually, when submitting the renewal grant, Orange County Head Start has received a warning that assigned caseloads exceed the Office of Head Start recommended caseloads for Family Service Workers. Orange County Head Start would like the opportunity to provide appropriate support. The program continues to address the issue by utilizing casual employees but it is a short- term solution to a long-term and serious problem.

FAMILY SERVICE WORKER

Amount Allocated	Description	Items	Cost
\$52,300.00	Family Service Worker	\$34,800.00 – Salary \$ 2,700.00 – FICA \$ 2,900.00 – Retirement \$11,900.00 - Insurance	\$52,300.00

**Increase Work Weeks for Sr. Family Service Workers and
Licensed Practical Nurses**

Orange County Head Start continues to struggle with reaching the highest potential and achieving program goals as we do not have adequate staff in the proper positions to effectively complete the job. During the economic downfall neither, the County nor the Federal Government provided funding increases to Head Start programs; although the budget remained at the same level, costs associated with employees increased. The program shortened the staff work weeks to have a balanced budget. Currently the Sr. Family Service Workers and the LPNs have a 49 week schedule. We have observed that this mandatory three weeks away from work has left our staff behind in assignments. Annually, this has caused the program to not be adequately prepared in the areas of health and family services. Increasing work weeks for the LPNs and Sr. Family Service Workers will place all critical staff in a 52 work week status allowing staff to work during the high peak season of Summer.

Increase work weeks for (2) Sr. Family Service Workers

Amount Allocated	Description	Items	Cost
\$6,100.00	Hourly Increase for (2) Sr. Family Service Workers	\$5,200.00 – Salary	\$6,100.00
		\$ 400.00 – FICA	
		\$ 500.00 – Retirement	

Increase work weeks for (4) Licensed Practical Nurses

Amount Allocated	Description	Items	Cost
\$11,300.00	Hourly Increase for (4) Licensed Practical Nurses	\$ 9,800.00 – Salary	\$11,300.00
		\$ 700.00– FICA	
		\$ 800.00 – Retirement	

Maintenance Tech

During program monitoring it was found that several areas of improvement related to facility issues were noted, however, due to lack of a tracking system the issues were not corrected in a timely manner or not corrected at all. In 2017-2018, OCHS incorporated a work-order system that links directly to our ChildPlus system. The program implemented the use of the work-order system to track and monitor compliance of facility corrections/issues. Through monitoring, we have determined that two full-time maintenance techs are needed to address facilities maintenance at our 22 Head Start Centers. Adding the maintenance tech position will allow the program and its centers to remain in compliance and in working condition as required in the Head Start Program Performance Standards section 1302.52(c). This position will also support the increasing new requirements implemented by the Department of Children and Families.

Orange County Head Start has found that dividing work-load geographically has also increased efficiency and work-order completion. We currently have one full-time Maintenance Tech and a Casual Maintenance Tech. This position will also allow our Maintenance Techs to build stronger relationships with the leased sites. In the last year OCHS has worked closer with the leased sites having Maintenance Techs to advocate.

Amount Allocated	Description	Items	Cost
\$45,000.00	Maintenance Tech	\$28,579.00 – Salary	\$45,000.00
		\$2,174.00- FICA	
		\$2,347.00- Retirement	
		\$11,900.00 Insurance	

Vehicle

Orange County Head Start is requesting funds in the amount of \$40,000.00 to purchase a Ford F-150 truck. Our current fleet for our maintenance area includes a 1996 Ford van and the occasional use of our 2010 Dodge Caravan. The Caravan is shared with the entire division. This has proven inadequate to transport supplies for projects and overall transportation. Much reliance has been placed on the Warehouse Specialist to provide extra support, often delaying deliveries in the field. In 2017-2018 we purchased a Ford F-150 truck for our Warehouse Specialist. We found increased savings between fleet repairs and gas mileage. As our facilities area is growing, we would like to request a fuel efficient truck for our facilities' needs. This will offer more accessibility for facilities maintenance crew to move from facility to facility without reliance on the warehouse specialist. This vehicle will cost \$40,000.00

Amount Allocated	Description	Items	Cost
\$40,000.00	Ford F – 150 Eco-boost truck	Vehicle	\$40,000.00

Wireless Barcode Scanners

Orange County Head Start plans to use \$4,500 in COLA funds to purchase wireless scanners to record attendance and meal counts in our ChildPlus database. In 2017 during budgetary audits, the program found approximately \$42,000 in food excess. After this discovery, the program took a closer look at the systems in place for reporting and record keeping. The findings included in the monitoring concluded a great deal of human error due to the numerous amounts of paperwork, the ordering practices, children entering at different times of the day and attendance not being properly recorded. Since the discovery of the waste, OCHS has developed better systems of checks and balances and a formula for ordering. Overall, waste has decreased by 12%. Despite improvements, there continues to be issues regarding reporting meal counts and attendance. The utilization of the wireless scanners will allow OCHS teachers to scan children as meals are consumed in real time, ensuring that meal counts are accurate and representative of the meal times. This will reduce the time the teacher needs to manually interpret and enter meal data into the ChildPlus system.

The utilization of the wireless scanners will also allow OCHS to report wirelessly in real time attendance into the ChildPlus. Utilizing the scanners will eliminate the process allowing the program to track attendance as the student enters the classroom.

This data will also be used as a way to track attendance trends in real time. The scanners will also allow program management staff to track attendance from anywhere in the County, and improve record keeping and reporting. There is a barcode component that will help simplify day to day operations by allowing allows teachers to know who can and cannot pick up children in the classroom. The Family Service Workers will also be able to access the ChildPlus system at 9:00 a.m. and immediately start follow-up with parents whose children were not present. This investment in technology will improve accuracy and time management. These scanners will allow OCHS to check children in and out each day to automatically track attendance and meals at the point of service. This technology will improve safety. Scanners recommended will cost approximately \$4,500.00. The scanners will be used in every classroom, leaving more time for teachers to instruct.

Amount Allocated	Description	Items	Cost
\$4,500.00	Wireless Barcode Scanners	85 Classroom Scanners	\$4,500.00

Outdoor Play Toys for Children with Disabilities

Orange County Head Start would like to request funds in the amount of \$5,117.00 to provide outdoor play toys and privacy areas for children with disabilities. Orange County Head Start Program requires the program to ensure that children with different array of disabilities to participate in the learning process. To do so, the classroom playground and play areas carry not only toys, supplies and books for disabled children to use, but also for children to learn about disabilities and differences.

From 2017 to 2018, Orange County has seen an increase of 20% of children with special needs and disabilities in our classrooms. Currently Head Start serves 350 children with learning and attention issues and Individuals with Disabilities Education Act (IDEA) evaluations. To help assist in learning and attention issues for these children, outdoor toys and materials can be purchased to promote inclusive playground play.

Orange County Head Start will ensure the individualized needs of children with disabilities, including but not limited to those eligible for services under IDEA are being met and all children have access to and can fully participate in the full range of activities and services. By providing toys and outdoor materials, OCHS can provide any necessary modifications to the environment, multiple and varied formats for instruction, and individualized accommodations and support as necessary to support encompass the full participation of children with disabilities.

Amount Allocated	Description	Items	Cost
\$5,117.00	Outdoor toys and privacy areas	Privacy Area Sensory, Therapy Outdoor Toys	\$5,117.00

Non-Federal Match

The non-federal match in the amount of \$57,830.00 is derived from the County and In-Kind contributions.

2018 – 2019 COLA Salary Plan

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



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.ecikc.ohs.acf.hhs.gov

January 3, 2019

Teresa Jacobs, Mayor
County of Orange
201 S Rosalind Ave
Orlando, FL 32801

Re: Grant No. 04CH010230

Dear Hon. Jacobs:

The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, contains an increase of approximately \$200 million for programs under the Head Start Act for Fiscal Year (FY) 2019. A portion of the increase provides a cost-of-living adjustment (COLA) 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 following table reflects the increase(s) for FY 2019.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$231,317	
Total COLA Funding	\$231,317	

Submission Requirements

Program Instruction ACF-PI-HS-18-06, dated November 30, 2018, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due March 1, 2019 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2019 and the budget period to add the 'Supplement - COLA' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

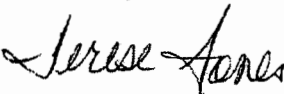
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.77 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.77 percent COLA or differential COLA increases;
- The provision of the 1.77 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Sherice Horton, Head Start Program Specialist, at (404) 562-2822 or sherice.horton@acf.hhs.gov or James Youngs, Grants Management Specialist, at (404) 562-2921 or james.youngs@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,


for Robert Bialas
Regional Program Manager
Office of Head Start

cc: Lonnie Bell, Executive Director
Sonya Hill, Head Start Director



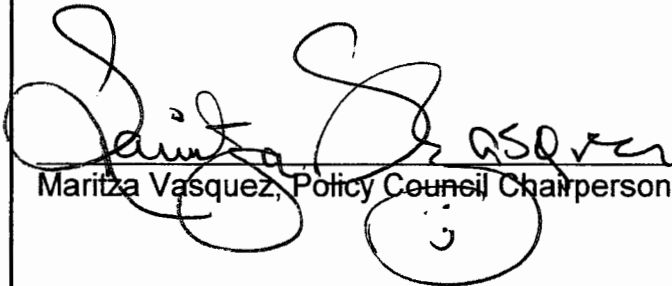
**FAMILY SERVICES DEPARTMENT
HEAD START DIVISION**

2100 East Michigan Street • Orlando, FL 32806-4914
407-836-6590 • Fax: 407-836-7420 • <http://www.orangecountyfl.net>

January 24, 2019

The Orange County Policy Council approved the Cost of Living Adjustment (COLA) Application FY 2018 -2019 at its executive meeting held on January 24, 2019 in anticipation of a Notice of Award letter for Head Start.

Funds in the amount of \$231,317 will be used to assist to offset higher operating costs; for the Head Start Program.

A handwritten signature in black ink, appearing to read "Maritza Vasquez".

Maritza Vasquez, Policy Council Chairperson



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES



1768 E. Michigan St.
 Orlando, FL 32806
 January 24, 2019

Call to Order by: Maritza Vazquez, Chairperson at 6:45 p.m.

Roll Call by: Shakita Preacely, Secretary

Attended By:

Roxanne Williams	Callahan	Representative
Leviticus Henderson	Denton Johnson	Representative
Lara Urdaneta	Dillard Elementary	Treasurer
Anamaris Rodriguez	East Orange	Parliamentarian
Maritza Vasquez	Engelwood	Chairperson
Margarita Rodriguez	Engelwood	Alternate
Gerald Dennis	Evans	Representative
Darline Demosthene	Frontline	Representative
Shirohn Scott	Hal P. Marston	Representative
Angela Washington	Hal P. Marston	Alternate
Audrey Edwards	John Bridges	Representative
Arline Paul	Lila Mitchell	Representative
Krystal Delorio	McCoy	Representative
Gisela Guebely	McCoy	Alternate
Shakita Preacely	Pine Hills	Secretary
Cesar Tirado	SOYMCA	Representative
Johanna Nieves	Taft	Representative
Isis Curry	Three Points	Representative
Joemeli GarciaTorres	Three Points	Alternate
Jenny Cruz	Ventura	Representative
Precious Williams	Washington Shores Elem	Representative
Leah Ackerman	Past Parent	Community Rep
AnnMarie Alvarado	CHS	Community Rep
Pamela Clark	OCPS	Community Rep
Tequila Henderson	Past Parent	Community Rep
Charmaine Jobson	Past Parent	Community Rep
Jeneka Lloyd	Past Parent	Community Rep

Visitors

David Jonathas	Frontline
Donovan Horne	
Jonee Matthews	

Quorum Established

Staff:

Polly Boulter	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
Limarys Rivera	Main Office	Education Coordinator
Joyce Thomas	Frontline	Teacher
Bernice Mendez	Main Office	Sr. FSW
Teresa Williams	Main Office	Field Ops Supervisor
Gladys Arzon	Main Office	Mentor Coach
Dena Davila	Main Office	Sr. Family Service Worker
Jacqueline Lopez	Frontline	Center Manager
Regina Melecio	Lila Mitchell	Family Service Worker
Latoria Mitchell	Bithlo	Center Manager
Tonya Johnson Hale	Denton Johnson/Dillard	Center Manager
Nick Sanders	Warehouse	Facilities Maintenance Supervisor

Chairperson Vazquez requested a motion to adopt the Agenda. Lara Urdaneta made a change to the agenda to add “COLA Application” to the Budget Report

Motion: Lara Urdaneta, Secretary

Second: Leviticus Henderson, Denton Johnson, Representative

Status: The motion was carried with no objections

Secretary Report: Shakita Preacely gave highlights from the minutes of December 20, 2018.

Chairperson Vazquez requested a motion to accept the Secretary Report

Motion: Krystal Delorio, McCoy, Representative

Second: Joanna Nieves, Taft, Representative

Status: The motion was carried with no objections

Officer’s Report

- Maritza Vazquez directed AnnMaria Alvarado to give the report. Ms. Alvarado reported on the MLK Day Parade that took place on January 19, 2019. Several Head Start families were in attendance. The children sang a song before a judge. The crowd was excited and happy to be in attendance. Head Start flyers and brochures were handed out. The parade was highlighted on Orange TV.
- Maritza will be visiting the top 5 centers with chronic absenteeism in an attempt to cut down on the problem.
- In reference to the Government shut down; please do not post negative comments on social media. There is a lot of false information floating around. Go to the DCF website for accurate information.

Budget Report by Lara Urdaneta, Treasurer

If the Government is still shut down after March, Orange County will pick up the bill for food services at the centers.

COLA Application – Sandra Ruff, Fiscal Manager

Still working on the narrative and finishing up the application.

OHS is requesting approval for the following:

- Wireless scanners for the warehouse.
- Vehicle for the Maintenance Tech Supervisor.
- Registered Nurse for the Mental Health & Disabilities Unit.
- Support Staff for the ERSEA Coordinator.
- Increase the weeks worked per year for key staff to include our LPNs
- 11k for outdoor toys/equipment geared toward children with disabilities and special needs.

Chairperson Vazquez requested a motion to approve the COLA application

Motion: Isis Curry, Three Points, Representative

Second: Krystal Delorio, McCoy, Representative

Status: The motion was carried with no objections

HR Report by Sonya Hill, Division Manager – There were 2 recommendations for hire for Teacher. Ms. Hill also pointed out the vacancies and separations.

Chairperson Vazquez requested a motion to accept the HR report

Motion: Lara Urdaneta, Treasurer

Second: Leah Ackerman, Vice Chairperson

Status: The motion was carried with no objections

Division Manager's Report by Sonya Hill –

- OCHS was instrumental in the NHSA Conference Event. Many staff volunteered at the conference. Dr. Bergeron came to visit Frontline and was impressed with the operations there, particularly our collaboration with OCPS and the dual enrollment process.

- PFCE kicked off the Getting Ahead program

- Met with new Commissioner Christine Moore to give her information on the HS program.

Old Business

- NHSA Conference Updates

Lara Urdaneta, Treasurer, Attended and Reported on –

1. Domestic Violence
2. Positive Reinforcement to Avoid Negative Behavior
3. The importance of Fatherhood Involvement

Jeneka Lloyd, Community Rep, Attended and Reported on -

1. Domestic Violence
2. Head Start Parents Roll

Margarita Rodriguez, Engelwood Alternate, Attended and Reported on -

1. ERSEA
2. Bullying

Maritza Vazquez, Chairperson, Attended and Reported on

1. What is a Parent Ambassador

2. Where Do We Go From Here.. The Impact of Elections in Head Start

Sonya Hill introduced Latoria Mitchell, new Center Manager at Bithlo Head Start Center. Ms. Mitchell spoke about her experience in education.

Ms. Hill highlighted the Education report and urged parents to bring this information back to the Parent meetings.

- **ERSEA Training Part 2 by Bernice Mendez, ERSEA Coordinator, covered the following;**
 1. Enrollment - Children can enroll if they are 3 years old by September 1st unless the child has an IEP or is coming from Early Head Start; then they can be 2 years old.
 2. Attendance – Staff must be very supportive to parents so they can feel confident in bringing their child to school when dealing with other challenges.
Suspension and Expulsion – OCHS does not suspend or expel children. We do regulated suspension for example; sick or contagious. If a child has pink eye, we ask the parent to not bring their child in. If there is a behavioral problem and we have exhausted all efforts with the parents, held a multi-disciplinary team meeting with the family and action plans, and the parents do not comply, the child can be released.

Thank the parents at your centers. Dollar per child has raised \$1,556.00 from parent donations. Head Start will have full day/full year for the month of June only for children already enrolled in FD/FY

Chairperson Vazquez requested a motion to adjourn the meeting

Motion: Charmaine Jobson, Community Rep

Second: Leah Ackerman, Community Rep

Status: The motion was carried with no objections

Meeting Adjourned at 8:12p.m.

Next Policy Council Meeting is February 21, 2019



HUMAN RESOURCES DIVISION

J. Ricardo Daye, Human Resources Director

450 East South Street, 2nd Floor • Reply To: Post Office Box 1393 • Orlando, Florida 32802-1393
(407) 836-5661 • FAX (407) 836-5369 • E-mail: <http://www.orangecountyfl.net>

DATE: September 12, 2018

TO: Department Directors and Division Managers

FROM: *J. Ricardo Daye*
J. Ricardo Daye, Director, Human Resources

SUBJECT: Fiscal Year 2018-2019 Non-Bargaining Pay Plan Structure Adjustments, Salary Increase Implementation Plan and Personal Leave Sell Program

Yesterday, the Board of County Commissioners (BCC) granted approval for pay plan structure adjustments, a salary increase implementation plan and a personal leave sell program for employees in the non-bargaining Regular Employee, Administrative (Directors/Managers) and Mayor/Board of County Commissioners pay plans. Final approval of the 3.5% salary increase is anticipated as part of the September public hearings.

The BCC approved the following:

- **Non-Bargaining Pay Plan Structure Adjustments**

The minimum and maximum of pay ranges will be increased by 2%. Attached are the adjusted Regular Employee and Administrative FY 2018 – 2019 pay plan structures. These changes will become effective October 7, 2018.

- **Non-Bargaining Salary Increase Implementation Plan**

This year's budget proposal contains a 3.5% salary increase for all eligible non-bargaining employees meeting performance standards, subject to the following:

- Employees who are less than 3.5% from the maximum of their pay range will receive a base pay adjustment to the maximum and the remainder as a lump sum.
- Employees who are over the maximum of their pay range will receive a 2% base pay adjustment and the remainder as a lump sum.

NOTE: All acting pay for employees in the Regular Employee pay plan will end on October 6, 2018. Departments should evaluate the continued need for employee acting pay. If it is determined that acting pay is still necessary, an ECN to re-start acting pay (effective October 7, 2018) must be submitted to Human Resources by October 5, 2018.

- **Personal Leave Sell Program**

This program would allow all non-bargaining unit employees with a personal leave balance (as of October 6, 2018) of

- 100 hours to 199 hours to sell back 20 hours of their accrued personal leave
- 200 hours or more to sell back 20 or 40 hours of their accrued personal leave

Employees will be required to choose to participate in the program by completing an online request form. This form must be received in Human Resources by Monday, October 15,

September 12, 2018

Fiscal Year 2018-2019 Non-Bargaining Pay Plan Structure Adjustments, Salary Increase Implementation Plan and Personal Leave Sell Program

Page 2 of 2

2018. Payments of these hours will be included in the regular paycheck on Friday, November 9, 2018.

Next Steps:

- **Department Reorganizations, New Positions, Reclassifications and Performance Evaluations**

Human Resources will process department reorganizations, budget approved new positions and vacant position reclassifications effective the pay period beginning September 23, 2018. ECNs do not need to be submitted.

Approved budget reclassifications for filled single incumbent positions will be processed effective October 7, 2018.

New positions or reclassifications that are filled with multiple incumbents may be advertised after the September 27, 2018 Public Hearing.

FY 17 – 18 annual employee performance evaluations must be completed and submitted to Human Resources no later than September 15, 2018. If an employee is **not meeting** performance standards, an ECN along with the performance evaluation (effective October 7, 2018) should be submitted to Human Resources as soon as possible.

- **Employee Action Processing Deadlines**

The beginning of each fiscal year is an extremely busy time for Human Resources and Payroll staff. For this reason, only new employees hired October 8, 2018, requests to re-establish acting pay and employee terminations/retirements are authorized to be processed during the October 7, 2018 pay period. **No other personnel actions** will be processed during this pay period. We appreciate your cooperation in submitting other personnel actions effective the pay period either before or after the October 7 pay period.

Please forward a copy of this memo to your supervisors and staff members as necessary. The updated pay plans will be available on intranet on September 28, 2018. If you have any questions or need additional information regarding specific employee salaries, please contact your Human Resources Representative.

Attachments: Regular Employee, Administrative and BCC Staff Pay Plans

C: Ajit Lalchandani, County Administrator
Eric Gassman, Chief Accountability Officer
Linda Weinberg, Interim Deputy County Administrator
Christopher Testerman, Assistant County Administrator
James Harrison, Assistant County Administrator
Randy Singh, Assistant County Administrator
Joseph Endrizzi, Manager, Payroll Department
Human Resources Division

REGULAR EMPLOYEE PAY PLAN STRUCTURE
Fiscal Year 2018 - 2019

Regular Employee Pay Plan FY 18-19																		
Pay Grade	Hourly Rates									Pay Grade	Annual Rates							
	Quad 1		Quad 2		Quad 3		Quad 4				Quad 1		Quad 2		Quad 3		Quad 4	
	Minimum	Midpoint	Minimum	Midpoint	Minimum	Midpoint	Maximum	Minimum	Midpoint		Maximum	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
008	11.21	12.71	12.72	14.21	14.22	15.71	15.72	17.21	008	23,316	26,435	26,456	29,554	29,575	32,683	32,704	35,791	
009	12.20	13.84	13.85	15.47	15.48	17.12	17.13	18.75	009	25,374	28,780	28,801	32,185	32,205	35,600	35,621	38,995	
010	13.05	14.86	14.87	16.67	16.68	18.49	18.50	20.30	010	27,135	30,911	30,932	34,678	34,698	38,459	38,480	42,220	
011	14.22	16.29	16.30	18.37	18.38	20.44	20.45	22.51	011	29,575	33,889	33,909	38,199	38,220	42,522	42,543	46,824	
012	15.58	17.83	17.84	20.08	20.09	22.34	22.35	24.58	012	32,397	37,065	37,105	41,764	41,784	46,458	46,478	51,131	
013	17.15	19.61	19.62	22.46	22.47	25.12	25.13	27.77	013	35,664	41,195	41,216	46,718	46,738	52,255	52,275	57,771	
014	18.72	21.38	21.39	24.04	24.05	26.70	26.71	29.36	014	38,931	44,467	44,487	49,996	50,016	55,538	55,559	61,080	
015	20.31	23.35	23.36	26.39	26.40	29.44	29.45	32.48	015	42,241	48,571	48,591	54,896	54,917	61,234	61,255	67,552	
016	22.08	25.42	25.43	28.76	28.77	32.10	32.11	35.45	016	45,933	52,872	52,893	59,819	59,839	66,772	66,793	73,704	
017	23.85	27.43	27.44	31.01	31.02	34.80	34.81	38.16	017	49,603	57,066	57,078	64,507	64,528	71,970	71,991	79,411	
018	25.17	28.93	28.94	32.69	32.70	36.45	36.46	40.20	018	52,361	60,170	60,191	67,987	68,007	75,810	75,831	83,812	
019	26.69	30.54	30.55	34.39	34.40	38.25	38.26	42.10	019	55,522	63,528	63,549	71,540	71,561	79,560	79,581	87,558	
020	29.34	33.58	33.59	37.81	37.82	42.05	42.06	46.29	020	61,017	69,837	69,858	78,648	78,669	87,473	87,494	96,278	
021	32.18	36.89	36.90	41.61	41.62	46.32	46.33	51.03	021	66,936	76,737	76,758	86,540	86,561	96,352	96,373	106,144	
022	33.75	38.63	38.64	43.60	43.61	48.38	48.39	53.25	022	70,204	80,343	80,364	90,486	90,507	100,638	100,659	110,769	
023	35.26	40.29	40.30	45.32	45.33	50.35	50.36	55.38	023	73,344	83,802	83,823	94,263	94,283	104,733	104,753	115,182	
024	37.56	43.03	43.04	48.51	48.52	53.99	54.00	59.46	024	78,117	89,509	89,530	100,893	100,913	112,291	112,312	123,688	
*24F	26.74	30.64	30.65	34.53	34.54	38.43	38.44	42.32	*24F	78,081	89,457	89,488	100,834	100,863	112,218	112,248	123,574	
025	40.88	46.74	46.75	52.61	52.62	58.47	58.48	64.33	025	85,034	97,226	97,247	109,422	109,442	121,626	121,647	133,809	
026	44.50	50.86	50.87	57.21	57.22	63.57	63.58	69.92	026	92,565	105,780	105,801	119,001	119,021	132,229	132,249	145,436	
027	49.43	56.65	56.66	63.66	63.67	71.11	71.12	78.33	027	102,813	117,840	117,861	132,865	132,886	147,902	147,923	162,918	
CONTINGENCY RANGES																		
051	51.78	59.77	59.78	67.75	67.76	75.75	75.76	83.73	051	107,702	124,315	124,336	140,927	140,948	157,555	157,576	174,162	
052	56.03	64.94	64.95	73.85	73.86	82.76	82.77	91.67	052	116,542	135,073	135,094	153,604	153,625	172,148	172,167	190,668	
053	64.90	75.46	75.47	86.02	86.03	96.58	96.59	107.13	053	134,992	156,953	156,974	178,915	178,935	200,883	200,904	222,832	
054	73.22	84.66	84.67	96.10	96.11	107.55	107.56	118.99	054	152,298	176,097	176,118	199,897	199,918	223,712	223,733	247,508	
055	82.65	95.74	95.75	108.83	108.84	121.93	121.94	135.02	055	171,912	199,143	199,164	226,375	226,396	253,616	253,637	280,836	

Effective October 07, 2018
 * Fire Rescue 56 Hour Classifications

**ADMINISTRATIVE PAY PLAN STRUCTURE
Fiscal Year 2018 - 2019**

Administrative Pay Plan FY 18 - 19						
Pay Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
905	31.43	40.40	49.36	65,374	84,022	102,669
906	33.02	42.46	51.90	68,682	88,317	107,952
907	34.37	44.39	54.41	71,490	92,331	113,173
908	35.58	46.12	56.66	74,006	95,930	117,853
909	36.78	47.89	58.99	76,502	99,601	122,699
910	38.03	49.76	61.49	79,102	103,501	127,899
911	40.11	52.64	65.17	83,429	109,491	135,554
912	43.11	56.82	70.52	89,669	118,175	146,682
913	45.67	60.52	75.37	94,994	125,882	156,770
914	48.03	63.63	79.23	99,902	132,350	164,798
915	50.51	66.94	83.36	105,061	139,225	173,389
916	53.59	71.33	89.06	111,467	148,356	185,245
917	57.84	76.93	96.01	120,307	160,004	199,701
918	61.37	81.95	102.53	127,650	170,456	213,262
919	64.57	86.21	107.84	134,306	179,306	224,307
920	77.02	106.20	135.37	160,202	220,886	281,570

**MAYOR/BOARD OF COUNTY COMMISSIONERS' STAFF
Fiscal Year 2018 - 2019**

BCC Pay Plan FY 18 - 19						
Pay Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
200	12.37	15.11	17.85	25,730	31,429	37,128
202	15.35	20.12	24.89	31,928	41,850	51,771
204	19.24	24.66	30.07	40,019	51,282	62,546
208	23.13	29.16	35.18	48,110	60,642	73,174
210	24.56	30.79	37.01	51,085	64,033	76,981
211	26.14	32.26	38.37	54,371	67,090	79,810
212	27.60	33.83	40.05	57,408	70,356	83,304
214	33.23	41.91	50.58	69,118	87,162	105,206
216	45.46	57.35	69.23	94,557	119,278	143,998

**U.S. DEPARTMENT OF HEALTH AND HUMAN
SERVICES COMPENDIUM OF REQUIRED
CERTIFICATIONS AND ASSURANCES**

Office of Head Start

Updated July 29, 2014

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

Table of Contents

SF424B, Assurances	1
Certification Regarding Lobbying	3
Certification Regarding Level II of the Executive Schedule	3
Certification of Filing and Payment of Federal Taxes	4

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCE

APPROVED
 BY ORANGE COUNTY BOARD
 OF COUNTY COMMISSIONERS
FEB 26 2019

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement

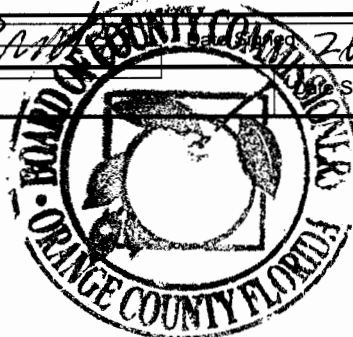
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:		* First Name:	Jerry
Middle Name:	L		
* Last Name:	Demings		
Suffix:			
* Title:	County Mayor		
* Telephone Number:	(407) 836-7037	Fax Number:	(407) 836-7399
* Email:	mayor@ocfl.net		
* Signature of Authorized Representative:	<i>[Handwritten Signature]</i> 26 February 2019		
* Submitted by:		Date Submitted:	



FEB 26 2019

Employee Compensation Cap Compliance Assurance

Head Start funds do not pay for the salary of the Executive Director either as a direct cost or any proportion as an indirect cost, at a rate in excess of \$189,600.00. Funds are, however, used to pay for the salaries of the Head Start Director, the Fiscal Program Manager, the Senior Program Early Childhood Education, and Senior Program Manager Childhood Health and Development. Those salaries are as follows:

Position	Base Salary	FICA	Retirement	Health	Total
HS Manager	\$97,543	\$7,462	\$8,057	\$11,900.00	\$124,963
Sr. Program Mgr. Early Childhood Education	\$64,713	\$4,951	\$5,764.12	\$11,900.00	\$86,909
Sr. Program Mgr. (Childhood Health and Development)	\$77,996	\$5,967	\$ 6,442	\$11,900.00	\$102,305
Program Mgr. (Fiscal)	\$57,178	\$4,374	\$4,723	\$11,900.00	\$78,175

Orange County Florida

Employee Compensation Cap Compliance Assurance

Orange County Florida complies with the Head Start Act, Section 653 (Comparability of Wages), which limits the compensation of Head Start staff. The language precludes use of any Federal funds to pay any part of the compensation of an individual employed by a Head Start agency whose compensation exceeds the rate payable for Level II of the Executive Schedule, which is currently \$189,600. None of the Orange County Florida staff exceed the employee compensation cap.

Signature: Byron W. Brooks
Title: for Jerry L. Demings, Orange County Mayor

Organization: Orange County Florida

Date: 26 February 2019

