



Orange County Government

Orange County
Administration Center
201 S Rosalind Ave.
Orlando, FL 32802-1393

Legislation Text

File #: 24-1074, **Version:** 1

Interoffice Memorandum

DATE: July 10, 2024

TO: Mayor Jerry L. Demings

THROUGH: Venerria L. Thomas, Director

FROM: Sonya L. Hill, Manager

CONTACT: Milagros Serrano

PHONE: 407-836-8959

DIVISION: Head Start Division

ACTION REQUESTED:

Receipt and filing of Head Start Policy Council Program Information and Updates June 2024, and Head Start Policy Council Meeting Minutes May 23, 2024 for the official county record. (Head Start Division)

PROJECT: N/A

PURPOSE: The Head Start Division requests filing of the program information and updates for the official county record: Head Start Policy Council Program Information and Updates, June 2024. Head Start Policy Council Meeting Minutes, May 23, 2024.

BUDGET: N/A



Orange County Government



Venerria L. Thomas
Director
Community & Family Services

Sonya L. Hill
Head Start Division Manager

HEAD START POLICY COUNCIL

PROGRAM INFORMATION & UPDATES



Oladino

READ BOOKS

HAVE FUN

BE SAFE

JUNE 2024



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



POLICY COUNCIL MONTHLY MEETING

Who: POLICY COUNCIL MEMBERS

Date: THURSDAY – June 20, 2024

Time: 6:30 P.M.

**Location: Holden Heights Community Center
1201 20th Street
Orlando, FL 32805**

Childcare and Snack Provided

*Contact Sandra Moore if you cannot attend:
407-836-8913 or Email Sandra.Moore2@ocfl.net*



AGENDA



Orange County Government • Head Start Policy Council • Holden Heights
Community Center • 1201 20th St., Orlando, FL 32805
June 20, 2024 • 6:30 p.m.

1. *Call to Order – Chairperson*
2. *Roll Call – Secretary*
3. *Adoption of Agenda*
4. *Secretary's Report*
5. *HR Report*
6. *Budget Report*
7. *Director's Report*
8. *New Business*
 - a. *Class Observation Results*
 - b. *SOP 3.2 and SOP 12.7 Presentation by Quality Assurance*
9. *Adjourn*

Head Start YTD Summary May 2024

Head Start Budget Summary

Below is a different statement of financial activity. This summarizes all the financial spending over a period of time. In the example below we are looking at fiscal year to date spending. This spending has been separated into salary and non-salary expense. This report is also gives the council an understanding of Orange County Head Start's financial health.

	FY 2023 Current Budget	PRE Encumbered Amount	Encumbered Amount	FY 2024 Total YTD	Balance	% Percent Budget Used YTD
7521 - Admin Salary	1,557,268			994,043	563,225	63.83%
7522 - Education Salary	11,565,254			8,637,279	2,927,975	74.68%
7523 - USDA Admin Salary	191,345			111,040	80,305	58.03%
7524 - USDA Services Salary	223,242			146,162	77,080	65.47%
7526 - Disability Salary	352,337			204,973	147,964	58.01%
7527 - Health Salary	449,156			234,769	214,387	52.27%
7528 - PFCE Salary	2,323,073			1,505,935	817,136	64.83%
7529 - General Funds	482,522			338,695	143,827	70.19%
7534 - Facilities Salary	292,319			106,335	185,984	36.38%
Total Salary	17,436,516	0	0	12,279,230	5,157,884	70.42%
7521 - Admin	178,975		22,663	144,067	12,245	93.16%
7522 - Education	807,813		117,994	591,114	98,705	87.78%
7523 - USDA Admin	7,693			7,163	530	93.11%
7524 - USDA Services	1,176,686		311,211	526,962	338,513	71.23%
7525 - Training	156,870		0	106,457	50,413	67.86%
7526 - Disability	107,379		33,910	39,135	34,334	68.03%
7527 - Health	18,705		2,359	11,597	4,749	74.61%
7528 - PFC	71,659		11,210	43,718	16,731	76.65%
7529 - General Funds	31,416		11,140	15,561	4,715	84.99%
7534 - Facilities	472,987		45,723	388,188	39,076	91.74%
7535- Disaster & Recovery	1,829,932		746,123	604,466	479,343	73.81%
Total Non-Salary	4,860,115	0	1,302,334	2,478,428	1,079,353	77.79%
Grand Total	22,296,631	0	1,302,334	14,757,658	6,237,237	72.03%

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1120	6FA	REGULAR SALARIES and WAGES	1,029,203.00	37,341.25	125,461.12	61,874.81	75,573.89	75,097.83	74,953.30	79,490.51	136,813.81	.00	.00	.00	.00	.00	666,606.52	362,596.48	64.77	
1125	6FA	RECRUITMENT & RETENTION PAY	9,802.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,802.00	.00	.00
1130	6FA	OTHER SALARIES and WAGES	5,000.00	5,000.00	1,735.29	2,334.60	2,442.41	2,177.39	1,735.19	2,263.59	.00	.00	.00	.00	.00	.00	12,686.47	-7,686.47	253.73	
1140	6FA	OVERTIME	2,500.00	1,759.95	2,281.89	2,888.36	1,408.47	1,811.06	1,275.01	1,097.12	4,092.48	.00	.00	.00	.00	.00	16,614.34	-14,114.34	664.57	
1150	6FA	SPECIAL PAY	.00	.00	.00	.00	.00	.00	.00	500.00	.00	.00	.00	.00	.00	.00	1,000.00	-1,000.00	.00	
1160	6FA	LONGEVITY PAY	12,200.00	.00	.00	12,900.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,900.00	-700.00	105.74	
2110	6FA	FICA TAXES	80,418.00	2,880.40	9,572.80	5,898.27	5,913.97	5,830.70	5,744.64	6,141.39	10,391.92	.00	.00	.00	.00	.00	52,374.09	28,043.91	65.13	
2120	6FA	RETIREMENT CONTRIBUTION	146,491.00	5,448.71	17,901.97	10,780.05	10,683.18	10,688.92	10,635.09	11,277.58	18,983.45	.00	.00	.00	.00	.00	96,339.25	50,151.75	65.76	
2130	6FA	LIFE and HEALTH INSURANCE	257,029.00	7,390.98	22,413.66	14,542.68	16,068.88	15,758.88	14,878.88	16,470.58	27,997.73	.00	.00	.00	.00	.00	135,522.27	121,506.73	52.73	
2131	6FA	HSA/FSA CONTRIBUTION	.00	.00	.00	8,500.00	.00	-8,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
2200	6FA	PAYMENTS TO OPEB TRUST	14,625.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,625.00	.00	
		Total of Salaries	1,557,268.00	54,821.29	179,366.73	111,218.77	120,590.80	102,864.68	109,220.11	117,181.17	198,779.39	.00	.00	.00	.00	.00	994,042.94	563,225.06	63.83	
3125	6FB	INDIRECT COSTS	106,329.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	.00	.00	106,329.00	.00	100.00	
3179	6FC	CONTRACT SVC EMPLOY AGENT	30,000.00	.00	3,788.87	.00	.00	.00	2,170.97	.00	.00	.00	.00	.00	.00	.00	15,748.16	8,292.00	72.36	
3410	6FC	LOCAL TRAVEL	2,000.00	.00	.00	898.83	368.84	490.77	18.34	397.81	375.18	.00	.00	.00	.00	.00	2,549.77	-549.77	127.49	
3510	6FC	POSTAGE and MESSENGER SVCS	700.00	.00	.00	115.75	29.20	29.05	60.90	156.50	61.70	.00	.00	.00	.00	.00	453.10	246.90	64.73	
3530	6FC	TOLL CHARGES	100.00	.00	.00	.00	.00	.00	4.38	12.01	11.31	.00	.00	.00	.00	.00	27.70	72.30	27.70	
3610	6FC	RENTAL OF EQUIPMENT	3,000.00	.00	.00	501.80	.00	752.70	.00	501.80	.00	.00	.00	.00	.00	.00	1,254.50	1,766.30	100.36	
3720	6FC	COMMUNICATIONS	7,000.00	.00	.00	1,197.82	.00	598.91	597.71	558.76	563.29	.00	.00	.00	.00	.00	3,516.49	3,483.51	50.24	
3820	6FC	MAINTENANCE OF EQUIPMENT	5,000.00	.00	.00	.00	.00	2,420.75	.00	1,951.01	.00	.00	.00	.00	.00	.00	5,660.24	-5,032.00	200.64	
3910	6FC	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	
4010	6FC	DUES and MEMBERSHIPS	1,300.00	.00	.00	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	300.00	76.92	
4020	6FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	50.45	50.45	50.45	.00	.00	.00	.00	.00	151.35	-101.35	302.70	
4110	6FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	5,900.00	.00	.00	1,060.10	837.92	234.64	477.21	785.22	194.37	.00	.00	.00	.00	.00	3,589.46	2,310.54	60.84	
4115	6FC	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	.00	.00	.00	80.55	20.49	91.01	56.73	.00	.00	.00	.00	.00	248.78	751.22	24.88	
4121	6FC	COMPUTER EQUIP UNDER \$500 & COMPUTER REL LESS THAN \$500	50.00	.00	.00	.00	.00	791.19	92.99	158.97	.00	.00	.00	.00	.00	.00	1,043.15	1,956.85	34.77	
4123	6FC	EQUIPMENT LESS THAN \$500	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	121.05	-21.05	121.05	
4412	6FC	PROMOTIONAL EXPENSES	100.00	.00	.00	.00	121.05	.00	.00	.00	.00	.00	.00	.00	.00	.00	1054.32	-954.32	1054.32	
4418	6FC	EDUCATIONAL ASSISTANCE PROGRAM	100.00	.00	.00	.00	.00	.00	.00	.00	1054.32	.00	.00	.00	.00	.00	1054.32	-954.32	1054.32	
4422	6FC	SCHOLARSHIPS/AWARDS/BENEF	1500	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1401	6.66	
4482	6FC	SELF INS-PROP CASUALTY	11796	.00	0.00	.00	.00	.00	.00	.00	11796	.00	.00	.00	.00	.00	11796	.00	100.00	
		Total of Operations	17,36243	54821.29	183155.6	115953.07	1357.01	111727.56	121943.55	121943.71	212942.74	0	0	0	0	0	1138110.01	575470.09	66.86	

Community and Family Services Through May 31, 2024 Fund - 7004 Dept - 062 Unit - 7522 Education H.S. Services 76% of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Encum	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	6FE	REGULAR SALARIES and WAGES	6,371,961.00	341,536.21	1,151,342.66	587,691.55	538,951.61	686,252.37	583,730.44	645,857.53	1,001,456.78	.00	.00	.00	.00	.00	5,658,428.14	1,433,532.86	79.41
1125	6FE	RECRUITMENT & RETENTION PAY	76,886.00	6,705.45	16,646.38	16,295.94	7,796.15	11,514.77	11,131.88	10,010.91	26,539.94	.00	.00	.00	.00	.00	106,641.32	-96,641.32	1,066.41
1130	6FE	OTHER SALARIES and WAGES	10,000.00	13,692.17	22,652.19	25,434.66	2,871.22	27,343.13	29,058.91	6,327.29	19,703.63	.00	.00	.00	.00	.00	146,983.40	-141,983.40	2,939.67
1140	6FE	OVERTIME	5,000.00	1,900.00	4,000.00	1,800.00	1,500.00	2,400.00	8,000.00	1,000.00	4,500.00	.00	.00	.00	.00	.00	24,700.00	-24,700.00	.00
1150	6FE	SPRING PARTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	0.00	0.00
1160	6FE	SEVENTY PAY	113,800.00	0.00	0.00	112,750.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	112,750.00	1,050.00	98.08
2100	6FE	FICA TAXES	533,355.00	26,854.20	88,751.61	54,992.08	42,091.08	53,618.16	46,210.24	48,641.66	77,410.94	.00	.00	.00	.00	.00	438,560.27	94,794.73	82.23
2120	6FE	RETIREMENT CONTRIBUTION	819,205.00	48,511.45	160,221.59	96,253.51	73,557.58	97,462.13	82,617.53	88,335.63	138,993.97	.00	.00	.00	.00	.00	788,953.39	30,251.61	96.31
2130	6FE	LIFE and HEALTH INSURANCE	2,871,370.00	82,017.98	252,152.98	167,808.17	184,982.68	186,733.81	154,306.43	182,535.94	268,974.92	.00	.00	.00	.00	.00	1,478,512.95	1,391,857.05	51.53
2131	6FE	HSA/FA CONTRIBUTION	0.00	0.00	0.00	0.00	58,750.00	-58,750.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	750.00	-750.00	.00
2200	6FE	PAYMENTS TO OP&B TRUST	161,677.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	161,677.00	0.00	.00
		Total of Salaries	11,585,254.00	520,687.46	1,696,367.41	1,066,026.01	911,490.32	1,006,574.37	915,056.43	982,709.29	1,538,369.18	0.00	0.00	0.00	0.00	0.00	8,637,279.47	2,927,974.53	74.69
3167	6FF	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	10,000.00	0.00	0.00	196.70	227.36	304.66	341.04	1,337.50	261.78	.00	.00	.00	.00	.00	2,669.04	7,330.96	26.69
3192	6FF	SOFTWARE LICENSING SUPPORT FEE	50,000.00	0.00	0.00	0.00	40,900.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	40,900.00	-15,540.00	131.08
3197	6FF	SPECIFIED	2,000.00	0.00	0.00	2,091.90	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	2,091.90	-91.80	104.59
3350	6FF	OTHER INSURANCE and BONDS	100.00	0.00	0.00	5,458.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	5,458.00	-5,358.00	5,458.00
3410	6FF	LOCAL TRAVEL	9,000.00	0.00	0.00	2,438.13	1,148.31	3,362.03	107.02	2,465.61	3,444.10	.00	.00	.00	.00	.00	12,858.50	-3,858.50	142.87
3530	6FF	TOLL CHARGES	4,000.00	0.00	0.00	227.41	100.45	264.74	107.02	142.31	392.58	.00	.00	.00	.00	.00	1,234.51	2,765.49	30.86
3610	6FF	RENTAL OF EQUIPMENT	50,000.00	0.00	0.00	5,770.70	0.00	8,656.05	0.00	5,770.70	0.00	.00	.00	.00	.00	.00	20,197.45	15,375.90	69.25
3720	6FF	COMMUNICATIONS	50,000.00	0.00	333.00	2,910.92	216.06	1,388.07	1,721.01	1,248.69	1,473.79	.00	.00	.00	.00	.00	9,291.64	40,708.16	18.58
3820	6FF	MAINTENANCE OF EQUIPMENT	32,000.00	0.00	0.00	0.00	0.00	7,585.95	0.00	5,078.59	0.00	.00	.00	.00	.00	.00	12,664.54	-10,000.00	106.41
3910	6FF	GRAPHIC REPROD SVCS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	0.00	.00
4020	6FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	4,740.00	0.00	0.00	1,478.45	50.45	50.45	0.00	0.00	0.00	.00	.00	.00	.00	.00	1,579.35	3,160.65	33.32
4030	6FF	TRAINING AND EDUCATIONAL COST	40,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	40,000.00	0.00
4040	6FF	LICENSE AND CERTIFICATION FEES	11,000.00	0.00	0.00	0.00	125.00	0.00	0.00	250.00	0.00	.00	.00	.00	.00	.00	1,625.00	9,375.00	14.77
4110	6FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	30,000.00	0.00	0.00	0.00	0.00	0.00	1,018.35	83.43	10.87	.00	.00	.00	.00	.00	1,117.71	14,882.29	6.99
4115	6FF	MISCELLANEOUS PURCHASES	30,000.00	0.00	0.00	356.43	248.82	4,674.43	143.00	2,325.99	896.64	.00	.00	.00	.00	.00	8,648.31	21,351.69	28.83
4116	6FF	COMPUTER EQUIP UNDER \$500 & COMPUTER REL	3,000.00	0.00	0.00	3,310.12	775.00	778.65	226.32	83.42	20.80	.00	.00	.00	.00	.00	5,204.31	-2,204.31	173.48
4121	6FF	LESS THAN \$500	3,000.00	0.00	0.00	0.00	224.28	0.00	339.98	318.00	397.36	.00	.00	.00	.00	.00	1,279.62	1,720.38	42.65
4123	6FF	FOOD and DIETARY	8,000.00	0.00	0.00	586.36	0.00	4,092.37	990.29	274.24	154.18	.00	.00	.00	.00	.00	6,097.56	-33,480.66	76.22
4135	6FF	FOOD and DIETARY	290,000.00	0.00	0.00	79,818.57	8,286.46	8,561.11	50,570.85	21,164.41	97,537.81	.00	.00	.00	.00	.00	265,939.21	-33,480.66	111.55
4195	6FF	MISC SUPPLIES OR EXPENSES	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	100.00	.00
4412	6FF	PROMOTIONAL EXPENSES	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	2,500.00	.00
4418	6FF	EDUCATIONAL ASSISTANCE PROGRAM	100.00	0.00	3,325.00	0.00	0.00	0.00	0.00	0.00	4,066.67	.00	.00	.00	.00	.00	11,217.00	-11,117.00	11,217.00
4422	6FF	SCHOLARSHIPS, AWARDS, BENEF	50.00	0.00	0.00	465.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	465.00	-415.00	900.00
4450	6FF	PARENT ACTIVITY FUND	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	0.00	500.00	.00
4452	6FN	FIELD TRIPS-HEAD START	35,360.00	0.00	0.00	2,625.00	10,500.00	1,994.87	5,250.00	0.00	3,972.40	.00	.00	.00	.00	.00	24,332.27	11,027.73	68.81
4482	6FG	SELF INS-PROP CASUALTY	156,243.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	156,243.00	.00	.00	.00	.00	.00	156,243.00	0.00	100.00
8120	6FF	AID TO OTHER GOVT AGENCIES	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	.00	.00	.00	.00	.00	50.00	0.00	.00
		Total of Operations	807,843.00	520,687.46	3,658.00	111,558.92	62,802.19	41,703.38	60,702.86	40,563.54	270,124.98	0.00	0.00	0.00	0.00	0.00	1,177,993.69	98,735.44	87.78
		Total of Unit 7522	12,373,097.00	520,687.46	1,700,025.41	1,177,584.93	974,292.51	1,048,277.75	975,758.29	1,023,272.83	1,606,484.16	0.00	0.00	0.00	0.00	0.00	9,228,393.34	3,028,705.97	75.54

Community and Family Services Through **May 31, 2024**: Fund - 7404 Dept - 62 Unit - 7523 USDA Admin **59%** of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	6FQ	REGULAR SALARIES and WAGES	121,942.00	5,716.00	19,811.47	8,036.70	25,313.50	6,761.83	6,760.00	6,760.00	-1,290.60	.00	.00	.00	.00	.00	77,868.90	44,073.10	63.86
1125	6FQ	RECRUITMENT & RETENTION PAY	1,415.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,415.00	.00
1140	6FQ	OVERTIME	750.00	.00	60.39	41.09	.00	238.34	.00	.00	63.24	.00	.00	.00	.00	.00	403.06	346.94	53.74
1160	6FQ	LONGEVITY PAY	2,700.00	.00	.00	2,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,700.00	.00	100.00
2110	6FQ	FICA TAXES	9,701.00	425.75	1,485.62	801.45	1,785.31	525.92	507.53	507.53	-85.22	.00	.00	.00	.00	.00	5,953.89	3,747.11	61.37
2120	6FQ	RETIREMENT CONTRIBUTION	15,952.00	775.67	2,696.63	1,462.39	1,076.99	949.93	917.34	917.34	-166.56	.00	.00	.00	.00	.00	8,629.89	7,322.11	54.10
2130	6FQ	LIFE and HEALTH INSURANCE	35,792.00	1,264.47	3,813.41	2,509.94	2,264.17	1,880.98	1,720.98	1,840.98	191.93	.00	.00	.00	.00	.00	15,484.66	20,307.34	43.26
2131	6FQ	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	750.00	-750.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	6FQ	PAYMENTS TO OPEB TRUST	3,093.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,093.00	.00
		Total of Salaries	191,345.00	8,181.89	27,867.52	15,550.73	31,189.97	9,606.60	9,905.45	10,025.45	-1,287.21	.00	.00	.00	.00	.00	111,040.40	80,304.60	58.03
3125	6FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	4,359.17	.00	.00	2,183.83	.00	.00	.00	.00	.00	6,543.00	.00	100.00
3410	6FR	LOCAL TRAVEL	190.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	190.00	.00
3530	6FR	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3820	6FR	MAINTENANCE OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	6FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	190.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	190.00	.00
4418	6FR	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	6FS	SELF INS-PROP CASUALTY	620.00	.00	.00	.00	.00	.00	.00	.00	620.00	.00	.00	.00	.00	.00	620.00	.00	100.00
		Total of Operations	7,693.00	.00	.00	.00	.00	4,359.17	.00	.00	2,803.83	.00	.00	.00	.00	.00	7,163.00	550.00	93.11
		Total of Unit 7523	199,038.00	8,181.89	27,867.52	15,550.73	31,189.97	13,965.77	9,905.45	10,025.45	1,516.62	.00	.00	.00	.00	.00	118,203.40	80,834.60	59.39

Community and family Services Through **May 31, 2024**: FUND -7404 DEPT: 062 UNIT: 7524 : USDA SERVICES: **70%** of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	6FT	REGULAR SALARIES and WAGES	120086	5616.24	21883.52	8779.89	10816.5	11170.8	11170.81	11302.5	6199.96	.00	.00	.00	.00	0	86940.27	33145.73	72.4
1140	6FT	RECRUITMENT & RETENTION PAY	1557	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1557	9.89
1160	6FT	OVERTIME	750	0	0	0	0	0	25.67	0	48.47	0	0	0	0	0	74.14	675.86	61.54
2110	6FT	LONGEVITY PAY	3900	0	0	2400	0	0	0	0	0	0	0	0	0	0	2400	1500	65.81
2120	6FT	FICA TAXES	9661	397.58	1577.93	791.17	763.08	790.17	792.16	800.31	445.62	.00	.00	.00	.00	0	6358.02	3302.98	65.81
2130	6FT	RETIREMENT CONTRIBUTION	15888	975.6	3809.16	1939.37	1863.28	1938.14	1942.7	1957.18	1040.81	.00	.00	.00	.00	0	15466.24	421.76	97.35
2131	6FT	LIFE and HEALTH INSURANCE	65214	2193.52	6680.56	4287.04	4735.94	4935.94	4535.94	4836.38	2717.53	.00	.00	.00	.00	0	34922.85	30291.15	53.55
2200	6FT	HSA/FSA CONTRIBUTION	6186	0	0	0	2000	-2000	0	0	0	0	0	0	0	0	0	0	0
		PAYMENTS TO OPEB TRUST	6186	0	0	0	2000	-2000	0	0	0	0	0	0	0	0	0	0	0
		Total of Salaries	223242	9182.99	33951.17	18197.47	20178.8	16835.05	18467.28	18896.37	10452.39	0	0	0	0	0	146161.52	77080.48	65.47
3170	6FU	JANITORIAL SVC and SUPPLY	118	0	0	0	0	0	0	0	0	0	0	0	0	0	0	118	0
4110	6FU	OFFICE SUPPLIES (NOT INCLUDING PRIN	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4115	6FU	MISCELLANEOUS OPERATING SUPPLIES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4123	6FU	EQUIPMENT LESS THAN \$5000	450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	450	0
4130	6FU	HOUSEHOLD and KITCHEN SUPPLIES	1173686	0	0	0	58235.97	53388.57	379338.25	122701.44	-87446.21	0	0	0	0	0	526218.02	336256.51	71.35
4135	6FU	FOOD and DIETARY	764	0	0	0	0	0	0	0	764	0	0	0	0	0	764	0	100
4482	6FS	SELF INS-PROP CASUALTY	1175666	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Total of Operations	1398928	9182.99	33951.17	18197.47	78414.77	70223.62	397805.53	141597.81	-66682.21	0	0	0	0	0	526882.02	337482.51	71.29
		Total of Unit 7524	1398928	9182.99	33951.17	18197.47	78414.77	70223.62	397805.53	141597.81	-66682.21	0	0	0	0	0	673143.34	414572.99	70.36

Community and Family Services Through **May 31, 2024**: FUND: 7004 DEPT: 062 UNIT: 7525 : H.S. TRAINING: **68%** OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBE RED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	6FH	CONTRACT SVC-TRAINING	50,000.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50,000.00	.00
3197	6FH	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	2,000.00	00	.00	.00	.00	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	50.00
3410	6FH	LOCAL TRAVEL	100.00	00	.00	.00	74.26	.00	.00	20.00	.00	.00	.00	.00	.00	.00	.00	94.26	94.26
3420	6FH	OUT OF COUNTY TRAVEL	38,000.00	608.00	1,040.00	6,678.11	2,301.89	4,782.98	4,228.58	19,026.97	4,398.43	.00	.00	.00	.00	.00	.00	-5,064.96	113.33
3610	6FH	RENTAL OF EQUIPMENT	3,460.00	00	.00	.00	.00	1,355.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,105.00	39.16
3620	6FH	LEASES-BUILDINGS/STRUCTURES	2,995.00	00	5,115.00	200.00	.00	306.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	-2,626.00	187.68
3910	6FH	GRAPHIC REPROD SVCS	50.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4020	6FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	9,250.00	00	.00	.00	1,045.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	8,205.00	11.30
4030	6FH	TRAINING AND EDUCATIONAL COST	38,000.00	00	.00	6,176.00	16,631.48	6,383.86	8,409.38	12,265.60	4,470.38	.00	.00	.00	.00	.00	.00	-16,276.70	142.83
4040	6FH	LICENSE AND CERTIFICATION FEES	3,951.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,951.00	.00
4110	6FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	50.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4115	6FH	MISCELLANEOUS OPERATING SUPPLIES	50.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4116	6FH	EVENT/MEAL REIMBURSEMENTS	2,016.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,016.00	.00
4418	6FH	EDUCATIONAL ASSISTANCE PROGRAM	6,948.00	00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,948.00	.00
		Total of Operation	156,870.00	608.00	6,155.00	13,054.11	20,052.63	13,827.84	12,637.96	31,312.57	8,808.81	.00	.00	.00	.00	.00	.00	50,413.08	67.86
		Total of Unit 7525	156,870.00	608.00	6,155.00	13,054.11	20,052.63	13,827.84	12,637.96	31,312.57	8,808.81	.00	.00	.00	.00	.00	.00	50,413.08	67.86

Community and Family Services Through **May 31, 2024** Fund 7004 Dept 062 Unit 7526 H.S. Disability **60%** of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ED AMOUNT	TOTAL YTD	BALANCE	BUDGET USED	
1120	6FI	REGULAR SALARIES and WAGES	232,918.00	10,156.80	30,225.82	16,816.00	19,349.61	18,593.16	18,816.00	17,261.06	13,089.38	.00	.00	.00	.00	.00	144,307.83	88,610.17	61.96	
1125	6FI	RECRUITMENT & RETENTION PAY	2,217.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,217.00	.00	.00
1140	6FI	OVERTIME	500.00	29.76	219.54	4.47	929.60	22.36	62.85	56.83	158.84	.00	.00	.00	.00	.00	1,484.25	-984.25	296.85	
1150	6FI	SPECIAL PAY	.00	.00	.00	400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	400.00	-400.00	.00
1160	6FI	LONGEVITY PAY	2,000.00	.00	.00	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00	100.00
2110	6FI	FICA TAXES	18,141.00	739.18	2,208.85	1,390.21	1,479.30	1,352.03	1,372.21	1,252.75	964.25	.00	.00	.00	.00	.00	10,758.78	7,382.22	59.31	
2120	6FI	RETIREMENT CONTRIBUTION	32,310.00	1,382.31	4,131.45	2,553.94	2,751.89	2,526.13	2,561.87	2,350.04	1,784.89	.00	.00	.00	.00	.00	20,042.52	12,267.48	62.03	
2130	6FI	LIFE and HEALTH INSURANCE	61,001.00	1,575.48	4,766.44	3,110.96	3,399.52	3,519.52	3,279.52	3,459.52	2,268.74	.00	.00	.00	.00	.00	25,379.70	35,621.30	41.61	
2131	6FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	750.00	-750.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
2200	6FI	PAYMENTS TO OPEB TRUST	3,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,250.00	.00	.00
		Total of Salaries	352,337.00	13,963.53	41,552.10	26,275.58	28,659.92	25,263.20	26,092.45	24,380.20	18,266.10	.00	.00	.00	.00	.00	204,373.08	147,963.92	58.01	
3195	6FK	CONTRACT SERVICES MEDICAL	90,000.00	.00	.00	3,429.00	8,081.42	3,132.44	10,376.24	1,262.50	4,690.00	.00	.00	.00	.00	.00	33,910.08	30,971.60	72.09	
3410	6FK	LOCAL TRAVEL	3,000.00	.00	.00	548.78	485.47	771.39	.00	494.21	592.18	.00	.00	.00	.00	.00	2,892.03	107.97	96.40	
3510	6FK	POSTAGE and MESSENGER SVCS	150.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	150.00	.00	.00
3720	6FK	COMMUNICATIONS	2,000.00	.00	.00	231.10	.00	115.55	111.41	90.58	91.57	.00	.00	.00	.00	.00	640.21	1,359.79	32.01	
4020	6FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00	.00
4040	6FK	LICENSE AND CERTIFICATION FEES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4110	6FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000.00	.00	.00	.00	.00	.00	1,601.70	.00	.00	.00	.00	.00	.00	.00	.00	1,601.70	1,398.30	53.39
4115	6FK	MISCELLANEOUS OPERATING SUPPLIES	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00	.00
4121	6FK	COMPUTER EQUIP UNDER \$500 & COMPUTER REL LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4418	6FK	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4422	6FK	SCHOLARSHIPS, AWARDS, BENEF	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	.00
4482	6FG	SELF INS-PROP CASUALTY	3,029.00	.00	.00	.00	.00	.00	.00	.00	3,029.00	.00	.00	.00	.00	.00	.00	3,029.00	.00	100.00
		Total of Operations	107,379.00	.00	4,208.88	4,019.38	8,566.89	4,019.38	12,089.35	1,847.29	8,402.75	.00	.00	.00	.00	.00	33,910.08	39,134.54	68.03	
		Total of Unit 7526	459,716.00	13,963.53	41,552.10	30,484.46	37,226.81	29,282.58	38,181.80	26,227.49	26,668.85	.00	.00	.00	.00	.00	33,910.08	182,298.30	60.33	

Community and Family Services Through **May 31, 2024** Fund 7004 Dept 062 Unit 7527 H.S. Child Health and Development **53%** of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET	
1120	6FV	REGULAR SALARIES and WAGES	278,434.00	5,665.43	21,496.15	14,180.22	16,908.60	18,428.96	18,295.64	18,315.65	33,112.58	.00	.00	.00	.00	.00	146,403.23	132,030.77	52.58	
1125	6FV	RECRUITMENT & RETENTION PAY	2,697.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,697.00	2,697.00	.00
1130	6FV	OTHER SALARIES and WAGES	.00	.00	.00	.00	1,512.00	3,152.10	3,198.30	2,520.00	6,438.72	.00	.00	.00	.00	.00	16,821.12	-16,821.12	.00	
1140	6FV	OVERTIME	500.00	.00	221.13	157.94	.00	381.15	111.66	3.15	285.48	.00	.00	.00	.00	.00	1,160.41	-660.41	232.08	
1150	6FV	SPECIAL PAY	.00	.00	.00	500.00	.00	500.00	.00	.00	500.00	.00	.00	.00	.00	.00	1,500.00	-1,500.00	.00	
1160	6FV	LONGEVITY PAY	1,300.00	.00	.00	1,300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,300.00	.00	100.00	
2110	6FV	FICA TAXES	21,606.00	402.65	1,567.29	1,168.62	1,402.75	1,665.95	1,583.07	1,524.44	2,981.45	.00	.00	.00	.00	.00	12,295.62	9,310.38	56.91	
2120	6FV	RETIREMENT CONTRIBUTION	38,324.00	768.60	2,947.04	2,122.08	2,294.50	2,500.81	2,497.44	2,485.44	4,530.11	.00	.00	.00	.00	.00	20,146.22	18,177.78	52.57	
2130	6FV	LIFE and HEALTH INSURANCE	101,420.00	1,406.67	4,243.58	3,201.91	4,664.23	4,684.10	4,715.40	4,895.42	7,330.89	.00	.00	.00	.00	.00	35,142.20	66,277.80	34.65	
2200	6FV	PAYMENTS TO OPEB TRUST	4,875.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,875.00	.00	
		Total of Salaries	449,156.00	8,242.95	30,475.19	22,630.67	26,782.08	31,313.07	30,401.51	29,744.10	55,179.23	.00	.00	.00	.00	.00	234,768.80	214,387.20	52.27	
3179	6FW	CONTRACT SVC EMPLOY AGENT	500.00	.00	.00	.00	1,166.40	.00	6,394.06	.00	.00	.00	.00	.00	.00	.00	7,560.46	-9,419.80	1,983.96	
3195	6FW	CONTRACT SERVICES MEDICAL	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	
3410	6FW	LOCAL TRAVEL	500.00	.00	.00	118.42	177.57	240.84	.00	87.31	487.69	.00	.00	.00	.00	.00	1,111.83	-611.83	222.37	
3530	6FW	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	
3720	6FW	COMMUNICATIONS	2,000.00	.00	.00	392.22	.00	196.11	196.15	196.15	198.13	.00	.00	.00	.00	.00	1,178.76	821.24	58.94	
4020	6FW	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	
4110	6FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	550.00	.00	.00	.00	.00	70.39	.00	.00	.00	.00	.00	.00	.00	.00	70.39	479.61	12.80	
4115	6FW	MISCELLANEOUS OPERATING SUPPLIES	13,500.00	.00	.00	.00	.00	.00	21.23	.00	.00	.00	.00	.00	.00	.00	21.23	13,478.77	.16	
4121	6FW	COMPUTER REL LESS THAN \$5000	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	
4123	6FW	EQUIPMENT LESS THAN \$5000	50.00	.00	.00	.00	.00	279.98	.00	80.46	.00	.00	.00	.00	.00	.00	360.44	-310.44	720.88	
4143	6FW	MED and SURG SUPPLIES	50.00	.00	.00	.00	489.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	489.00	-439.00	978.00	
4418	6FW	EDUCATIONAL ASSISTANCE PROGRAM	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	
4422	6FW	SCHOLARSHIPS, AWARDS, BENEF	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00	
4482	6FG	SELF INS-PROP CASUALTY	805.00	.00	.00	.00	.00	.00	.00	.00	805.00	.00	.00	.00	.00	.00	805.00	.00	100.00	
		Total of Operations	18,705.00	8,242.95	30,475.19	510.64	1,832.97	787.32	6,611.44	363.92	1,490.82	.00	.00	.00	.00	2,359.34	11,597.11	4,748.55	74.61	
		Total of Unit: 7527	467,861.00	8,242.95	30,475.19	23,141.31	28,615.05	32,100.39	37,012.95	30,108.02	56,670.05	.00	.00	.00	.00	.00	246,365.91	219,135.75	53.16	

Community and family Services Through **May 31, 2024** Fund 7004 Dept 062 Unit 7528 H.S. Parent Family Community Engagement **65%** of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1120	6FX	REGULAR SALARIES and WAGES	1,478,022.00	57,200.15	186,771.09	96,819.49	114,054.25	109,952.48	116,419.93	116,305.03	181,790.63	.00	.00	.00	.00	.00	979,223.53	498,796.47	66.25	
1125	6FX	RECRUITMENT & RETENTION PAY	14,154.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,154.00	14,154.00	.00
1130	6FX	OTHER SALARIES and WAGES	10,000.00	2,351.70	5,780.70	2,421.00	2,696.25	3,481.35	4,591.10	5,736.61	13,895.53	.00	.00	.00	.00	.00	40,954.64	-30,954.64	409.55	
1140	6FX	OVERTIME	5,000.00	416.15	957.31	482.94	98.24	249.62	685.63	3.04	133.58	.00	.00	.00	.00	.00	3,026.81	1,973.19	60.54	
1150	6FX	SPECIAL PAY	.00	500.00	1,400.00	.00	.00	1,000.00	2,000.00	500.00	1,000.00	.00	.00	.00	.00	.00	6,400.00	-6,400.00	.00	
1160	6FX	LONGEVITY PAY	14,750.00	.00	.00	15,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,500.00	-750.00	105.08	
2110	6FX	FICA TAXES	115,281.00	4,440.16	14,350.50	8,445.70	8,581.36	8,399.27	9,073.68	8,977.12	14,476.27	.00	.00	.00	.00	.00	76,744.84	38,536.16	66.57	
2120	6FX	RETIREMENT CONTRIBUTION	218,838.00	8,372.36	27,417.32	16,375.44	14,980.19	15,648.76	16,597.76	16,489.56	25,210.24	.00	.00	.00	.00	.00	141,092.13	77,745.87	64.47	
2130	6FX	LIFE and HEALTH INSURANCE	439,404.00	12,708.59	39,590.06	25,531.38	28,233.11	28,568.20	30,785.26	30,785.26	47,255.57	.00	.00	.00	.00	.00	241,492.79	197,911.21	54.96	
2131	6FX	HS/FA CONTRIBUTION	.00	.00	.00	7,000.00	.00	-7,000.00	.00	.00	1,500.00	.00	.00	.00	.00	.00	1,500.00	-1,500.00	.00	
2200	6FX	PAYMENTS TO OPEB TRUST	27,624.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	27,624.00	.00	
		Total of Salaries	2,323,073.00	85,991.21	276,266.98	165,575.95	175,643.40	160,209.66	178,186.70	178,796.62	285,262.22	.00	.00	.00	.00	.00	1,505,934.74	817,138.26	64.83	
3179	6FY	CONTRACT SVC EMPLOY AGENT	5,700.00	.00	.00	3,209.08	1,563.20	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,210.40	-15,382.68	369.87	
3410	6FY	LOCAL TRAVEL	3,000.00	.00	.00	148.36	106.96	127.40	.00	61.83	348.53	.00	.00	.00	.00	.00	793.08	2,206.92	28.44	
3530	6FY	TOLL CHARGES	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00	
3720	6FY	COMMUNICATIONS	12,000.00	.00	.00	1,926.34	.00	926.48	958.86	1,087.83	763.54	.00	.00	.00	.00	.00	5,663.05	6,336.95	47.19	
4020	6FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50.00	.00	.00	359.70	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	359.70	-309.70	719.40	
4110	6FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	10,000.00	.00	.00	7,706.40	.00	130.70	222.33	.00	.00	.00	.00	.00	.00	.00	8,059.43	1,940.57	80.59	
4115	6FY	MISCELLANEOUS OPERATING SUPPLIES	5,000.00	.00	.00	.00	187.50	.00	50.00	.00	14.90	.00	.00	.00	.00	.00	252.40	4,747.60	5.05	
4121	6FY	COMPUTER EQUIP UNDER \$500 & EQUIPMENT LESS THAN \$5000	50.00	.00	.00	.00	.00	13.39	.00	.00	.00	.00	.00	.00	.00	.00	13.39	36.61	26.78	
4123	6FY	PROMOTIONAL EXPENSES	4,000.00	.00	.00	1,750.61	193.83	299.99	169.99	.00	.00	.00	.00	.00	.00	.00	2,414.42	1,585.58	60.36	
4412	6FY	EDUCATIONAL ASSISTANCE PROGRAM	7,000.00	.00	.00	185.73	119.61	.00	1,332.37	.00	109.60	.00	.00	.00	.00	.00	1,747.31	5,252.69	24.96	
4418	6FY	PARENT ACTIVITY FUND	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00	
4450	6FY	SELF INS-PROP CASUALTY	9,216.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,216.00	9,216.00	.00	
4482	6FY	SELF INS-PROP CASUALTY	14,543.00	.00	.00	.00	.00	.00	.00	.00	14,543.00	.00	.00	.00	.00	.00	14,543.00	.00	100.00	
		Total of Operations	71,659.00	85,991.21	276,266.98	12,077.14	8,623.15	3,055.00	2,863.55	1,319.65	15,779.57	.00	.00	.00	.00	.00	43,718.06	16,730.54	76.65	
		Total of Unit 7528	2,394,732.00	85,991.21	276,266.98	177,653.09	184,266.55	163,264.66	181,052.25	180,116.27	301,041.79	.00	.00	.00	.00	.00	1,549,652.80	833,868.80	65.18	

Community and family Services Through **May 31, 2024** Fund 0001 Dept 062 Unit 7529 H.S. General Fund **71%** of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1120	HZE	REGULAR SALARIES and WAGES	312,410.00	13,448.30	44,167.35	22,637.60	24,838.08	26,897.60	26,897.60	25,592.74	36,276.00	.00	.00	.00	.00	.00	220,815.77	91,594.23	70.68	
1125	HZE	RECRUITMENT & RETENTION PAY	2,976.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,976.00	.00	.00
1160	HZE	LONGEVITY PAY	4,200.00	.00	.00	4,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,200.00	.00	100.00	
2110	HZE	FICA TAXES	24,448.00	977.12	3,223.67	1,954.24	1,803.41	1,960.95	1,960.98	1,861.14	2,650.91	.00	.00	.00	.00	.00	16,392.42	8,055.58	67.05	
2120	HZE	RETIREMENT CONTRIBUTION	43,740.00	1,825.01	5,993.53	3,650.02	3,370.54	3,650.02	3,650.02	3,472.95	4,822.67	.00	.00	.00	.00	.00	30,534.76	13,205.24	69.81	
2130	HZE	LIFE and HEALTH INSURANCE	94,748.00	3,808.70	11,526.10	7,517.40	8,221.76	8,501.76	7,841.76	8,361.76	10,872.46	.00	.00	.00	.00	.00	66,751.70	27,996.30	70.45	
2131	HZE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
		Total of Salaries	482,522.00	20,059.63	64,910.65	40,019.26	39,483.79	39,760.33	40,450.36	39,288.59	54,722.04	.00	.00	.00	.00	.00	338,694.65	143,827.35	70.19	
3167	HZE	PAYMENTS TO OTHER	300.00	.00	.00	.00	.00	80.00	.00	.00	.00	.00	.00	.00	.00	.00	80.00	220.00	26.67	
3197	HZE	GOVERNMENTAL AGENCIES	22,800.00	.00	.00	.00	.00	.00	.00	11,140.00	.00	.00	.00	.00	.00	.00	11,140.00	520.00	97.72	
4110	HZE	OTHERWISE SPECIFIED	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00	
4115	HZE	PRINTING)	5,000.00	.00	.00	35.93	.00	2,409.22	299.93	446.32	.00	.00	.00	.00	.00	.00	3,191.40	1,808.60	63.83	
4123	HZE	SUPPLIES	50.00	.00	.00	.00	.00	49.99	.00	.00	.00	.00	.00	.00	.00	.00	49.99	.01	99.98	
4135	HZE	EQUIPMENTLESS THAN \$5000	1,666.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,666.00	.00	
4482	HZE	FOOD and DIETARY	1,100.00	.00	.00	.00	.00	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	1,100.00	.00	100.00	
6430	HZE	SELF INS-PROP CASUALTY	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,666.00	.00	
		Total of Operations	31,416.00	.00	.00	35.93	.00	3,639.21	299.93	11,586.32	.00	.00	.00	.00	.00	.00	15,561.39	4,714.61	84.99	
		Total of Unit 7529	513,938.00	20,059.63	64,910.65	40,055.19	39,483.79	43,399.54	40,750.29	50,874.91	54,722.04	.00	.00	.00	.00	.00	354,256.04	148,541.96	71.10	

Community and Family Services Through **May 31, 2024** Fund 7004 Dept 062 Unit 7534 H.S. Facilities **71%** of FY Elapsed

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	6FL	REGULAR SALARIES and WAGES	172,641.00	1,622.74	11,689.54	6,514.58	7,627.72	7,617.60	7,617.60	7,617.60	11,426.40	.00	.00	.00	.00	.00	61,743.78	110,897.22	35.76
1125	6FL	RECRUITMENT & RETENTION PAY	1,654.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,654.00	.00
1130	6FL	OTHER SALARIES and WAGES	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
1140	6FL	OVERTIME	2,500.00	142.69	516.13	455.40	100.19	494.87	704.34	276.28	558.63	.00	.00	.00	.00	.00	3,248.53	-748.53	129.94
1150	6FL	SPECIAL PAY	.00	.00	500.00	.00	.00	.00	.00	.00	500.00	.00	.00	.00	.00	.00	1,000.00	-1,000.00	.00
1160	6FL	LONGEVITY PAY	2,400.00	.00	.00	1,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,200.00	1,200.00	50.00
2110	6FL	FICA TAXES	13,517.00	111.52	889.02	577.84	532.29	561.72	577.75	544.99	866.77	.00	.00	.00	.00	.00	4,681.90	8,855.10	34.49
2120	6FL	RETIREMENT CONTRIBUTION	23,978.00	372.77	2,159.36	1,394.86	1,301.85	1,383.10	1,427.36	1,336.91	2,035.84	.00	.00	.00	.00	.00	11,412.08	12,565.92	47.59
2130	6FL	LIFE and HEALTH INSURANCE	69,004.00	1,569.60	4,736.06	2,343.41	2,621.88	2,621.88	2,621.88	2,621.88	3,932.82	.00	.00	.00	.00	.00	23,088.41	45,935.59	33.43
2200	6FL	PAYMENTS TO OPEB TRUST	1,625.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,625.00	.00
		Total of Salaries	292,319.00	3,816.32	20,500.14	12,486.09	12,183.93	12,679.17	12,948.93	12,397.66	19,320.46	.00	.00	.00	.00	.00	106,334.70	185,984.30	36.39
3167	6FM	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	.00
3170	6FM	JANITORIAL SVC and SUPPLY	10,000.00	.00	1,943.19	647.73	.00	3,321.96	647.73	617.73	647.73	.00	.00	.00	.00	.00	7,856.07	2,143.93	78.56
3179	6FM	CONTRACT SVC EMPLOY AGENT	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,000.00	.00
3197	6FM	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	2,000.00	.00	.00	.00	.00	.00	.00	.00	1,952.60	.00	.00	.00	.00	.00	1,952.60	417.40	79.13
3350	6FM	OTHER INSURANCE and BONDS	9,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,000.00	.00
3420	6FM	OUT OF COUNTY TRAVEL	300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	300.00	.00
3520	6FM	MOVING EXPENSE-CO ASSETS	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	.00
3530	6FM	TOLL CHARGES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3610	6FM	RENTAL OF EQUIPMENT	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
3620	6FM	LEASES-BUILDINGS/STRUCTURES	275,000.00	3,455.32	1,915.25	1,790.19	1,727.66	1,852.72	1,790.19	149,017.55	149,037.55	.00	.00	.00	.00	.00	310,606.43	-35,606.43	112.95
3710	6FM	UTILITIES	30,500.00	.00	3,461.36	1,459.24	1,185.45	6,559.87	3,473.63	1,596.32	3,875.63	.00	.00	.00	.00	.00	21,611.70	8,888.30	70.86
3720	6FM	COMMUNICATIONS	24,484.00	.00	.00	2,061.16	.00	5,404.33	139.62	3,124.47	1,339.62	.00	.00	.00	.00	.00	12,069.20	12,414.80	49.29
3810	6FM	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	5,000.00	.00	1,016.25	1,307.78	2,881.00	677.50	1,496.25	368.80	338.75	.00	.00	.00	.00	.00	6,589.45	-10,045.78	300.92
3820	6FM	MAINTENANCE OF EQUIPMENT	19,016.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	900.00	18,116.00	4.73
3825	6FM	INTERNAL FLEET MANAGEMENT CHARGES	28,000.00	.00	.00	3,260.82	4,380.70	.00	2,714.31	4,510.37	2,143.92	.00	.00	.00	.00	.00	17,010.12	10,989.88	60.75
3910	6FM	GRAPHIC REPROD SVCS	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4110	6FM	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	234.95	.00	3,708.30	.00	.00	.00	.00	.00	.00	.00	3,943.25	-2,443.25	262.88
4115	6FM	MISCELLANEOUS OPERATING SUPPLIES	9,050.00	.00	.00	55.76	.00	.00	471.10	273.24	.00	.00	.00	.00	.00	.00	800.10	7,914.90	12.54
4123	6FM	EQUIPMENT LESS THAN \$5000	4,000.00	.00	.00	123.57	837.28	.00	.00	2,798.00	-364.15	.00	.00	.00	.00	.00	3,395.70	604.30	84.89
4126	6FM	TOOL and SMALL IMPLEMENTS	3,000.00	.00	.00	.00	.00	.00	6.36	.00	3.99	.00	.00	.00	.00	.00	10.35	2,989.65	.34
4175	6FM	CLOTHING AND WEARING APPAREL	116.00	.00	.00	.00	.00	.00	135.92	.00	.00	.00	.00	.00	.00	.00	135.92	-19.92	117.17
4195	6FM	MISC SUPPLIES OR EXPENSES	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4422	6FM	SCHOLARSHIPS, AWARDS, BENEF	50.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	50.00	.00
4482	6FG	SELF INS-PROP CASUALTY	771.00	.00	.00	.00	.00	.00	.00	.00	771.00	.00	.00	.00	.00	.00	771.00	.00	100.00
6420	6FJ	ROLLING STOCK	40,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	37,529.00	2,471.00	93.82
7220	6FM	PRIN-CAPITAL LEASES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
7420	6FM	INTEREST-CAPITAL LEASES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	.00
		Total of Operations	472,987.00	3,455.32	9,336.05	-10,706.25	11,247.04	-17,685.23	14,923.41	162,357.48	159,378.84	.00	.00	.00	.00	.00	388,187.62	39,075.93	91.74
		Total of Unit 7534	765,306.00	7,273.64	28,836.19	23,192.34	23,430.97	30,564.40	27,772.34	174,755.14	178,697.30	.00	.00	.00	.00	.00	494,523.32	-225,060.23	70.59

Community and Family Services Through **May 31, 2024**: FUND: 7046 DEPT: 062 UNIT: 7535 : H.S. DISASTER & RECOVERY **74%** of FY Elapsed

OBJ	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUM	TOTAL YTD	BALANCE	% BUDGET USED
3125	2GA	INDIRECT COSTS	302,220.00	.00	.00	.00	.00	.00	.00	.00	37,574.18	.00	.00	.00	.00	.00	37,574.18	264,645.82	12.43
3170	2GB	JANITORIAL SVC and SUPPLY	10,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,500.00	.00
3197	2GB	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	11,770.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,770.00	.00
3420	2GB	OUT OF COUNTY TRAVEL	24,134.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	24,134.00	.00
3810	2GB	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	920,366.00	.00	.00	.00	.00	.00	431,730.61	.00	1,128.00	.00	.00	.00	.00	.00	432,858.61	7,371.36	99.20
4020	2GB	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	6,169.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,169.00	.00
4030	2GB	TRAINING AND EDUCATIONAL COST	29,960.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	29,960.00	.00
4040	2GB	LICENSE AND CERTIFICATION FEES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	.00
4110	2GB	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	19,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	19,000.00	.00
4115	2GB	MISCELLANEOUS OPERATING SUPPLIES	36,579.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	36,579.00	.00
4120	2GB	SOFTWARE LESS THAN \$5000	16,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	16,000.00	.00
4123	2GB	EQUIPMENT LESS THAN \$5000	1,353.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,353.00	.00
4143	2GB	MED and SURG SUPPLIES	6,460.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,460.00	.00
6310	2GC	STRUCT and FAC OTH TH BLDGS	400,000.00	.00	.00	.00	.00	.00	134,033.46	.00	.00	.00	.00	.00	.00	.00	265,966.54	.00	100.00
6410	2GC	EQUIPMENT	36,003.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	36,003.00	.00
6420	2GC	ROLLING STOCK	7,358.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,358.00	.00
Total of Operation			1,829,932.00	.00	.00	.00	.00	.00	565,764.07	.00	38,702.18	.00	.00	.00	.00	746,122.57	604,466.25	479,343.18	73.81
Total of Unit 7535			1,829,932.00	.00	.00	.00	.00	.00	565,764.07	.00	38,702.18	.00	.00	.00	.00	746,122.57	604,466.25	479,343.18	73.81

Credit Card Expenses
May 31, 2024

CH Full Name	Comp Supp Name	Item Total	Placeholder for Date Field
CLAYTON, AMANDA	CRESTLINE	\$5,766.69	05/14/24
CLAYTON, AMANDA	WM SUPERCENTER	\$179.00	05/17/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$32.58	06/03/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$53.45	06/03/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$89.18	06/03/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$11.38	06/03/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$154.73	05/02/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$43.29	05/02/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$44.99	05/06/24
CLAYTON, AMANDA	ODP BUS SOL LLC	\$579.87	05/02/24
CUEVAS SAYAGO, LEONOR	WAL-MART #3162	\$85.85	05/10/24
CUEVAS SAYAGO, LEONOR	PUBLIX #1754	\$16.58	05/03/24
CUEVAS SAYAGO, LEONOR	BANGLA BAZAAR UCF	\$52.98	05/13/24
CUEVAS SAYAGO, LEONOR	WM SUPERCENTER	\$97.79	05/17/24
CUEVAS SAYAGO, LEONOR	BANGLA BAZAAR UCF	\$64.95	05/20/24
CUEVAS SAYAGO, LEONOR	WAL-MART #3162	\$125.73	05/24/24
DEONARINE, VIDYA D	THE HOME DEPOT	\$74.14	05/27/24
DEONARINE, VIDYA D	DYNAMIC TOUR AND TRANSP	\$875.00	05/08/24
DEONARINE, VIDYA D	SEA LIFE Orlando	\$1,000.00	05/22/24
DUCK, CORTINA	NIC -DCF-CARES	\$43.43	05/21/24
DUCK, CORTINA	USPS PO 1169260806	\$30.75	05/21/24
DUCK, CORTINA	OFM INSPECTIONS	\$239.72	05/22/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/22/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/22/24
DUCK, CORTINA	OFM INSPECTIONS	\$87.32	05/22/24
DUCK, CORTINA	NIC -DCF-CARES	\$40.40	05/23/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/24/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/31/24
DUCK, CORTINA	USPS PO 1169260806	\$30.75	06/03/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/15/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/15/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$13.68	05/15/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$44.66	05/15/24
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	\$44.66	05/15/24
DUCK, CORTINA	USPS PO 1169260806	\$30.45	05/08/24
DUCK, CORTINA	ODP BUS SOL LLC	\$149.28	05/02/24
ELIBERT, MIGUERLINE	ODP BUS SOL LLC	\$1,999.50	06/03/24
ELIBERT, MIGUERLINE	ODP BUS SOL LLC	\$77.59	06/03/24
ELIBERT, MIGUERLINE	SQ OMEGA TAXI SERVICE CO	\$43.50	05/14/24
ELIBERT, MIGUERLINE	SQ US ATLANTA TAXI SERVI	\$65.00	05/17/24
ELIBERT, MIGUERLINE	PRIMO WATER	\$878.76	05/03/24
ELIBERT, MIGUERLINE	PRIMO WATER	\$1,757.52	05/10/24
ELIBERT, MIGUERLINE	CDW GOVT #RB43864	\$326.00	05/02/24
ELIBERT, MIGUERLINE	CDW GOVT #RG19248	\$95.00	05/14/24
ELIBERT, MIGUERLINE	AMZN Mktp US	\$177.28	05/20/24
ELIBERT, MIGUERLINE	CDW GOVT #RJ97024	\$45.00	05/21/24
ELIBERT, MIGUERLINE	AMZN Mktp US	\$28.15	05/24/24

ELIBERT, MIGUERLINE	CDW GOVT #RM27014	\$90.00	05/28/24
ELIBERT, MIGUERLINE	CDW GOVT #RM25812	\$90.00	05/28/24
ELIBERT, MIGUERLINE	CDW GOVT #RM53699	\$9.00	05/29/24
ELIBERT, MIGUERLINE	CDW GOVT #RM53713	\$135.00	05/29/24
ELIBERT, MIGUERLINE	AMZN Mktp US	\$83.37	05/02/24
ELIBERT, MIGUERLINE	INTERIOR CONTRACT SERVICE	\$487.59	05/08/24
ELIBERT, MIGUERLINE	PROLOGO BRANDING LLC	\$3,627.00	05/27/24
INFANTE, SILVIO	LOWES #01598	\$7.96	06/03/24
INFANTE, SILVIO	THE HOME DEPOT	\$236.54	05/13/24
INFANTE, SILVIO	THE HOME DEPOT	\$59.94	05/17/24
INFANTE, SILVIO	THE HOME DEPOT	\$3,844.95	05/13/24
MOORE, SANDRA	AHASLIDES	\$49.95	05/08/24
MOORE, SANDRA	INTERNATIONAL TRANSACTION	\$0.50	05/08/24
MOORE, SANDRA	OCBCC CONVENTION CENTER	\$4,470.00	05/14/24
MOORE, SANDRA	PUBLIX #436	\$83.99	05/14/24
MOORE, SANDRA	PUBLIX #436	\$80.49	05/14/24
MOORE, SANDRA	AMZN Mktp US	\$14.99	05/20/24
MOORE, SANDRA	UNITED TROPHY AND AWARDS	\$144.00	05/23/24
MOORE, SANDRA	LECHONERA LATINA	\$155.00	05/23/24
MOORE, SANDRA	UNITED TROPHY AND AWARDS	\$746.40	05/23/24
MOORE, SANDRA	LMG, LLC	\$9,775.50	05/23/24
MOORE, SANDRA	WM SUPERCENTER	\$47.16	05/24/24
MOORE, SANDRA	AMZN Mktp US	\$111.15	05/27/24
MOORE, SANDRA	UNITED TROPHY AND AWARDS	\$54.50	05/27/24
MOORE, SANDRA	WAL-MART #0942	\$37.82	05/28/24
MOORE, SANDRA	ORANGE COUNTY C C CATER	\$1,748.26	05/31/24
MOORE, SANDRA	ODP BUS SOL LLC	\$74.77	06/03/24
MOORE, SANDRA	ODP BUS SOL LLC	\$40.77	06/03/24
MOORE, SANDRA	ODP BUS SOL LLC	\$37.99	06/03/24
MOORE, SANDRA	ODP BUS SOL LLC	\$502.19	06/03/24
PERRY, DESHON	THE HOME DEPOT	\$35.96	05/06/24
PERRY, DESHON	PUBLIX #436	\$168.71	05/02/24
PERRY, DESHON	DYNAMIC TOUR AND TRANSP	\$1,750.00	05/21/24
PERRY, DESHON	ACT CITYOFORLANDO	\$81.00	05/03/24
PERRY, DESHON	MADAME TUSSAUDS ORLANDO	\$490.00	05/10/24
RIVERA, LIMARYS	MADAME TUSSAUDS ORLANDO	\$270.00	05/23/24
RIVERA, LIMARYS	DYNAMIC TOUR AND TRANSP	\$875.00	05/29/24
RIVERA, LIMARYS	DYNAMIC TOUR AND TRANSP	\$875.00	05/03/24
RIVERA, LIMARYS	DYNAMIC TOUR AND TRANSP	\$2,625.00	05/03/24
RUFF, SANDRA D	SQ BRIGHTLY AWAKE	\$2,500.00	05/31/24
RUFF, SANDRA D	PAYPAL MSCOLUE	\$1,800.00	06/03/24
RUFF, SANDRA D	PAYPAL PROJECTSUPE	\$2,800.00	06/03/24
RUFF, SANDRA D	EB ORANGE COUNTY HEAD	\$2,700.00	06/03/24
RUFF, SANDRA D	PAYPAL EDTRAINING4U	\$850.00	05/09/24
RUFF, SANDRA D	SQ VINETTA FRAZIER	\$930.00	05/31/24
TEMPLE, REGINA	LITTLE CAESARS	\$27.96	05/27/24
TEMPLE, REGINA	PUBLIX #436	\$5.49	05/07/24
TEMPLE, REGINA	WAL-MART #4588	\$125.73	05/09/24
TEMPLE, REGINA	PUBLIX #442	\$17.98	05/13/24
VILLALOBOS, NANCY	EMBASSY SUITES ATLANTA P	\$425.28	05/06/24
VILLALOBOS, NANCY	SOUTHWES 5262290409683	\$727.96	05/07/24
VILLALOBOS, NANCY	SOUTHWES 5262290409684	\$727.96	05/07/24
VILLALOBOS, NANCY	SOUTHWES 5262290409681	\$727.96	05/07/24
VILLALOBOS, NANCY	SOUTHWES 5262290409682	\$727.96	05/07/24
VILLALOBOS, NANCY	SOUTHWES 5262290409680	\$727.96	05/07/24

VILLALOBOS, NANCY	STAYBRIDGE SUITES DURHAM	\$376.82	05/10/24
VILLALOBOS, NANCY	STAYBRIDGE SUITES DURHAM	\$357.98	05/10/24
VILLALOBOS, NANCY	STAYBRIDGE SUITES DURHAM	\$357.98	05/10/24
VILLALOBOS, NANCY	SOUTHWES 5262295767482	\$734.96	05/22/24
VILLALOBOS, NANCY	SOUTHWES 5262295767484	\$734.96	05/22/24
VILLALOBOS, NANCY	SOUTHWES 5262295767481	\$734.96	05/22/24
VILLALOBOS, NANCY	SOUTHWES 5262295767483	\$734.96	05/22/24
VILLALOBOS, NANCY	N A E Y C CONFERENCE	\$3,275.00	05/08/24
VILLALOBOS, NANCY	PAYPAL MANAGEMENTI	\$3,919.37	05/21/24
Total		\$76,745.34	

**Head Start Policy Council
Human Resources Committee
May 2024 Actions**

I. Pending Approval for hire

Job Title	Candidate's Name

II. Termination from employment (Involuntarily)

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

III. Separation from employment (Voluntarily)

Job Title	Reason	Employee's Name

III. Current Head Start Openings – As of 05/31/2024

Job Title	Number of Positions	Potential Candidates in process for hire
Administrative Specialist	1	
Sr. Family Service Worker	1	
Family Service Worker	1	
Food Service Assistant	1	
Maintenance Technician	2	
Senior Coordinator	1	
Teacher	8	
Teacher Assistant	24	

Interoffice Memorandum

Date: June 20, 2024

To: Darnellion Brown, Policy Council Chair
Policy Council Members

From: Sonya L. Hill, Head Start Division Manager

Subject: Division Managers Monthly Operational Report

The Monthly Division Managers Report provides an overview of essential information from Orange County Head Start.

- **Program Highlights, and Accomplishments**
- Orange County Head Start successfully completed the school year on May 24, 2024. The program achieved an enrollment rate of 96% based on funded enrollment. Additionally, the program has less than 20% of vacant positions in all areas. Several employees have completed the CDA course and Director's course, along with the County Navigation series. Furthermore, two employees successfully completed the County Innovation Lab."
- During Guest Readers Month, we celebrated the superpower of reading! A total of 1,355 guest readers participated, including all six district commissioners and the mayor. As part of this special event, every student received complimentary books courtesy of the public library and other partners.
- Orange County Head received the CLASS Federal Monitoring scores. The program scores are currently in the top 10% of the nation. This signifies high quality classrooms.
- Orange County Head Start hired the Behavior Inclusion Specialist. This position was part of the seven positions added with the COLA and Quality Improvement funding.
- The Sr. Behavior Inclusion Specialist transitioned to supervising the Mental Health & Disabilities Unit which includes the Sr. Family Service workers as well as the Behavior Inclusion Specialist.
- In the budget submitted for FY 2025, the program requested general funds from the county's budget to add an additional Behavior Inclusion Specialist and Family Service Worker. In the notice of proposed rulemaking, Head Start program one of the proposed rule making changes were HS programs must ensure the caseload for family service workers are realistic.

MONTHLY MANAGEMENT REPORT

- The annual grant narrative and budget was voted and approved by the governing board on June 18, 2024 in the board meeting. The application will be uploaded in the system before July 1, 2024.
- Orange County Head Start organized an incredibly successful wellness event that featured a diverse range of activities. Participants enjoyed yoga sessions, stretching labs, physical fitness classes, gardening workshops, financial literacy discussions, and using AI to enhance your job, health screenings and so much more. The event brought together our community and promoted overall well-being.
- **Area for Improvement, Challenges and Concerns**
- Orange County Head Start met with the T/TA (Training and Technical Assistant) representatives to complete the corrective action plan for the two non-compliance from the Focus Area 2 federal monitoring. The corrective action plans are due July 24, 2024.
- Orange County Head Start is still waiting for Orange County Public School to notify the program regarding the space at Millennia Elementary School. The parents at the Head Start are in a waiting pattern however space has been allocated at Southwood Head Start.
- **Program Outlook Ahead**
- Orange County Head Start is anticipating a visit from the Regional Head Start representatives to provide support for the non-compliance issues.
- Orange County Head Start is planning for the parent orientation and meeting the teacher for the upcoming school year.
- Orange County Head Start Health unit is completing health screenings during the summer to ensure the 45- and 90-day deadline is met.
- Review and Updating of the following Head Start resources will take place during the summer:
 - a. Program Goals
 - b. Strategic Plans
 - c. Standard Operating Procedures
- Head Start Director & Fiscal Program Manager will attend the Disaster Summit to obtain training to apply for funding.

Child Plus Dashboard Homeless Reporting May 23- 24



	Centers	Homeless
1	Aloma	4
2	Bithlo	1
3	Callahan	10
4	Dillard	1
5	Dover Shores	7
6	East Orange	19
7	Engelwood	5
8	Hal Marston	3
9	Lovell Elm.	4
10	John Bridges	13
11	Lila Mitchell	2
12	McCoy	5
13	Millenia	5
14	Pine Hills	8
15	Riverside Elm.	3
16	S.O. YMCA	3
17	Southwood	8
18	Taft	8
19	Three Points	3
20	Ventura	1
21	W.S. ELC	1
22	W.S. ELM	1
23	W. Oaks ELM	4
	Total: 23	119

Total # of "homeless families" 119

Total # of families acquired housing or have left the program: 1

Homeless ADA 81.61%



**ORANGE COUNTY HEAD START
Parent Family and Community Engagement**



Monthly Homeless Report

May 30, 2024

	Callahan	Dillard	Dover Shores	
Child plus ID#:	105739	101859	103422	TOTAL
Follow Ups	20	1	7	28
Referrals visible and documented in system	0	0	0	0
TOTAL	20	1	7	28

Progress Gains			
Site	Callahan	Dillard	Dover Shores
Assessment Completion	Both assessment have been completed.	Both assessments have been completed.	Both assessment have been completed.
Family Services Information	There has been no goal establish for this family since enrollment in December. Family Service Module needs to be updated to reflect if needs assessment and flag the family for being homeless in the PIR.	This area has been updated.	This area has been updated.
Resources family received from FSW	The family only has 20 follow-ups since being enrolled in September. But there is no indication of how FSW is supporting the family and providing resources to help the family with there homeless status.	The staff has established 2 goals but appears to only be following one of the goals. There haven't been any identifiable referrals provided to the family.	The family is no longer considered homeless according to staff, but the family has not provided proof and/nor has been documented in Childplus that the family has provided proof. The last f/u note regarding homeless was on 12/23 and there still no proof of address provided.

ORANGE COUNTY HEAD START 2023-2024



ERSEA REPORT

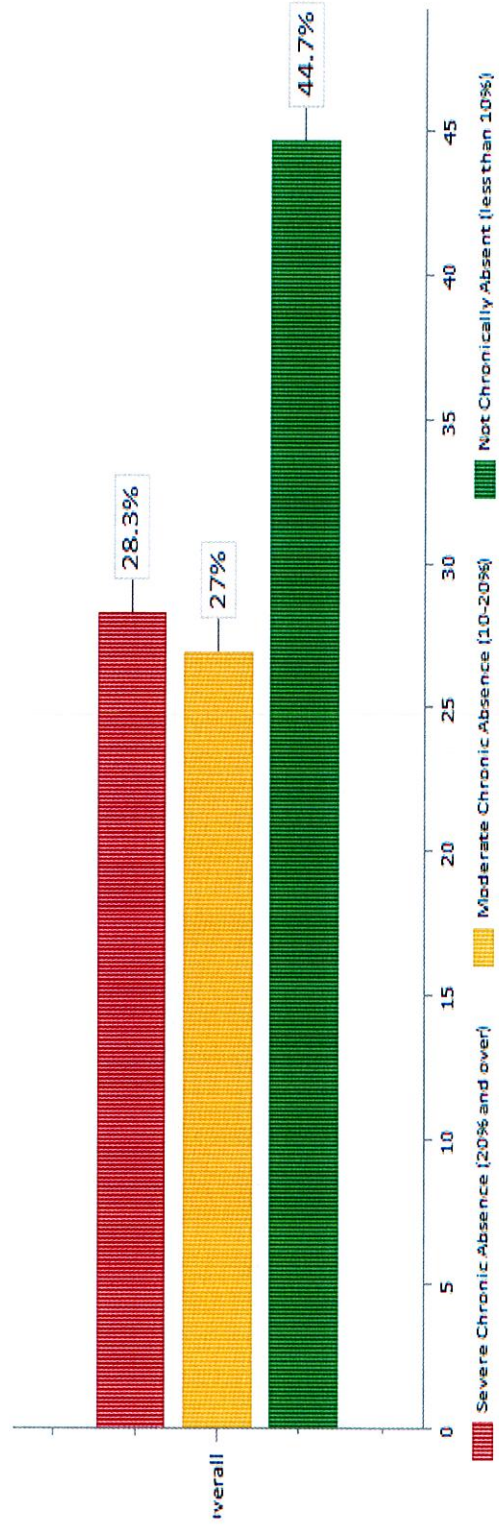
MONTH: May

YEAR: 2024

Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications 2023-2024	Monthly Applications 2024-2025	Monthly Attendance
Aloma	37	37	6	5	5	1	9	88.41%
Bithlo	34	33	2	4	0	0	3	87.21%
Callahan	49	46	3	6	2	0	7	90.10%
Dillard	36	36	1	6	2	0	4	86.42%
Dover Shores	54	53	5	10	3	0	8	92.56%
East Orange	112	108	13	24	1	0	7	84.19%
Engelwood	57	55	11	6	5	0	14	89.80%
Hal P Marston	80	78	2	21	3	0	10	82.41%
John Bridges	129	120	2	39	1	0	9	87.39%
Lila Mitchell	70	67	1	11	2	0	9	83.87%
Lovell	34	31	3	5	1	0	2	88.17%
McCoy	37	37	8	3	6	0	6	87.99%
Millennia	35	35	5	7	2	0	3	76.87%
Pine Hills	188	187	14	21	16	0	28	86.86%
Riverside	36	34	3	12	3	0	8	88.05%
S.O YMCA	54	46	1	24	0	0	9	87.21%
Southwood	109	108	9	21	2	0	19	88.18%
Taft	110	103	11	24	1	0	11	80.34%
Three Points	57	52	5	9	4	0	8	87.61%
Ventura	37	37	4	6	2	0	3	80.49%
WS ELC	89	78	6	30	0	0	13	80.60%
WS Elementary	57	56	9	9	0	0	2	82.02%
West Oaks	35	33	3	4	3	0	5	88.45%
OCHS Total	1536	1470	127 (8.7%)	307	64 (4%)	1	197	85.68%
Goal		1536	10%	-0-Cho	10%	N/A	158	90%

Reasons of Absences		
Other	272	7.21%
Attempt to contact Guardian/No Contact	753	19.96%
Doctor/Dentist Appointment	172	4.56%
Dropped	13	0.34%
Expired Immunization or Physical Exam	144	3.82%
Family Emergency	90	2.39%
Funeral	8	0.21%
No Show/No Call	203	5.38%
Other Appointment	212	5.62%
Out -of-Town	213	5.65%
Parent/Guardian Sick	65	1.72%
Refusal of Attendance	34	0.9%
Religious Reason	1	0.03%
Sick	891	23.62%
Therapy Outside Campus	6	0.16%
Transportation Issues	607	16.09%
Vacation	89	2.36%

Orange County Head Start



Recruitment Efforts per Site

Aloma	7	Carlton Arms at Winter Park, La ALOMA Apartments, Indigo Winter Park Apartments, Growing Together Pediatrics, True Health, OC Public Library Southeast Branch, My Angels J & PPEC
Bithlo	7	Christmas Historical Park, Christmas Post Office, Ace Hardware, Community Health Partners, Palm Medical, Avalon Common Dental, Dentistry of Orlando
Callahan	7	Neighborhood Center for Families, Bithlo Community Park, Wedgefield Park, Timber Creek Pediatrics, Timber Spring Dental, Alafaya Library, Bithlo Advisory Committee
Dillard	6	Magic Recreation Center-Winter Garden, Wok-b Radio Station, West Orlando Christian Center, Daniel's Cheesesteak house, Life enhancement Counseling services, Bright Start care
	24	Bank of America, Broadway Pizzeria, Piñones en Orlando, Cornerstone Apartments, The Park at Venosa, Bridgewater Apts, Conway Forest Apts, Skye At Conway, Orlando Credit Union, Ana G. Mendez, Dover Shores Elementary, Bravo Supermarket, My Access, Dover Shores Neighborhood Center, Havilah Beauty Salon, Presidente Super Marker, Bella Italia, Dr. Marcela Guzman, Immigration Easy USA, Pediatrics and Family Care, C Smile, Hacienda del Sol, Tabernaculo de Vida Church, Lechonera, Sikes Insurance Agency, Alicia's Hair Salon
Dover Shores	6	Renaissance Charter School, River Reach Aptms, University Park Apartments, Compassion Pediatrics, Kids Ville Pediatrics, Care Spot, Timber Creek Pediatrics
East Orange	5	Sedano's Supermarket, Laundry Express, Coin Laundry, La Zucré Boutique Café, SBL Waxing, Market Garden Floral
Engelwood	14	West Orange Dream Center, Elegant Beauty Supply Superstore, Hair Action Salon Suites, Terra at Colington, Crest Villas, Master Outlet + Cutz, Beauty Max, Max Plaza, Stella West Orlando, Rosala West Orlando, Magic Mall, Showtyme Hair, Palm Grove Apts, Best Seafood + Meats, Caribbean Sunshine
Hal P Marston	3	Charlot North Mobile Home, Taylor's Apts, Community Health Center
John Bridges	3	Walmart, Negril, Lila Mitchell Parent Meeting
Lila Mitchell	1	Lovell Recruitment Event at John Bridges
Lovell	3	Pollo De Oro, Matts Martin BBQ, Growing Together Pediatrics
McCoy	5	Walmart, Starbucks, Juicy Crabs, Metropolis way, Pine Hills
Pine Hills		
Riverside	3	Magnolia Court Condos, Laundromat Northgate, Shell
SO YMCA	3	Dry Cleaners HNC, Beijing Chinese Restaurant, Ace Cash Express
Southwood	3	Southwood Neighborhood Center, Casa de las empanadas, The laundry Room
Taft	4	Florida Mall, Sedanos Supermarket, Harvill Produce, SouthPark Community Park
Three Points	2	Several Walk-ins potentially eligible child, Esportiva Fitness
Ventura	Same as Aloma	Aloma Elementary, Armada Brazilian Jiu-jitsu, Wash and fold coin Laundry, Boys and girls club Thrift Store, La Hacienda Grocery, Fresh Produce Fruits, and Meat Grocery Store, Once Upon A Child
WS ELC	5	Royal Oaks Apartments, Roses Discount Store Plaza, Raza Ali Pediatrics, Royal Grand Apartments, Crossroads Apartments Complex
WS Elementary	7	Laundromat, #1 Beauty Supply, Star Nail Supply, West Church St, Kwik Stop Store, Washington Shores Supermarket, HS Fashion
West Oaks	3	West Oaks Elementary, Woodhill & Woodridge
Total	121	

May 2024 Updates:

- [Open Enrollment 2024-25: **March 2024**](#)
- [Updates Returning Enrollment / VPK: **719 Returning/149 VPK**](#)
- [Funded Enrollment 2024-2025: **1536**](#)

• [Partial selections completed for the following sites:](#) Aloma, Dillard, Dover Shores, East Orange, John Bridges, Lovell, McCoy, Riverside, Southwood, West Oaks,

FAMILY ENGAGEMENT

Creating Connections, Building Bridges... Together.

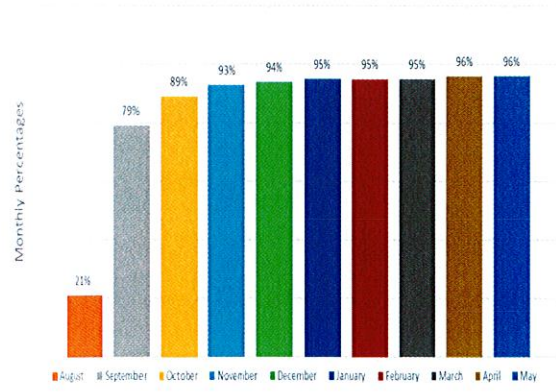
Monthly Report: May 2024

Family Services Activities	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	March 2024	April 2024	May 2024
Number of Fatherhood Activities	15	23	22	23	20	18	20	18	27	23
Number of Fatherhood Participants	234	326	428	373	353	289	300	309	370	303
Number of Parent Educational Trainings Provided	20	23	5	12	18	16	17	9	30	17
Number of Parents Attended	558	499	120	239	308	366	371	260	339	341
Number of Families Experiencing Homelessness YTD	106	106	116	----	118	117	119	121	120	119
Number of Families Acquired housing	0	0	0	0	0	0	0	0	0	0
Number of ESL/GED Training	9	8	37	23	15	18	13	10	19	7
Number of Parents involved in Health Education	356	286	199	328	211	234	535	186	542	187

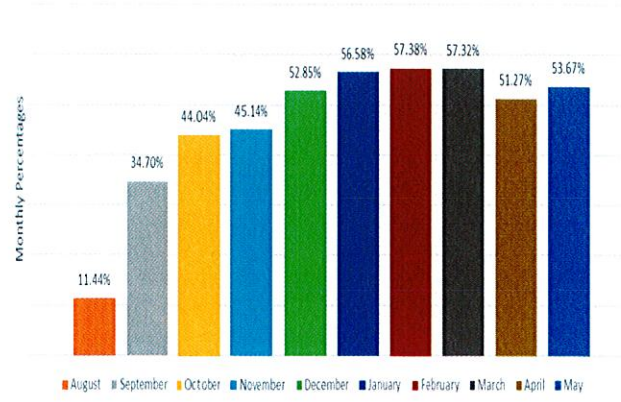
Family Assessments

Partnership Agreements/Goal Settings

Family Needs Assessments
23-24

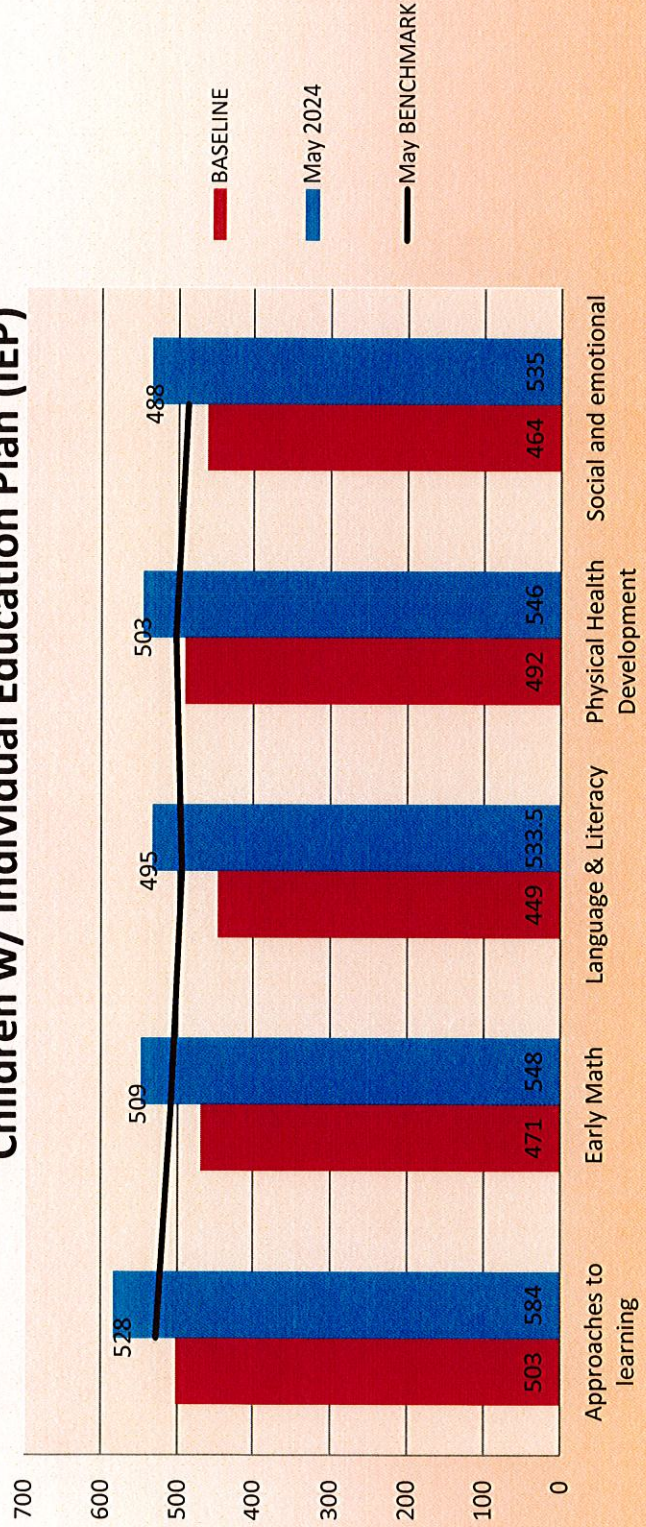


Partnership Agreements
23-24

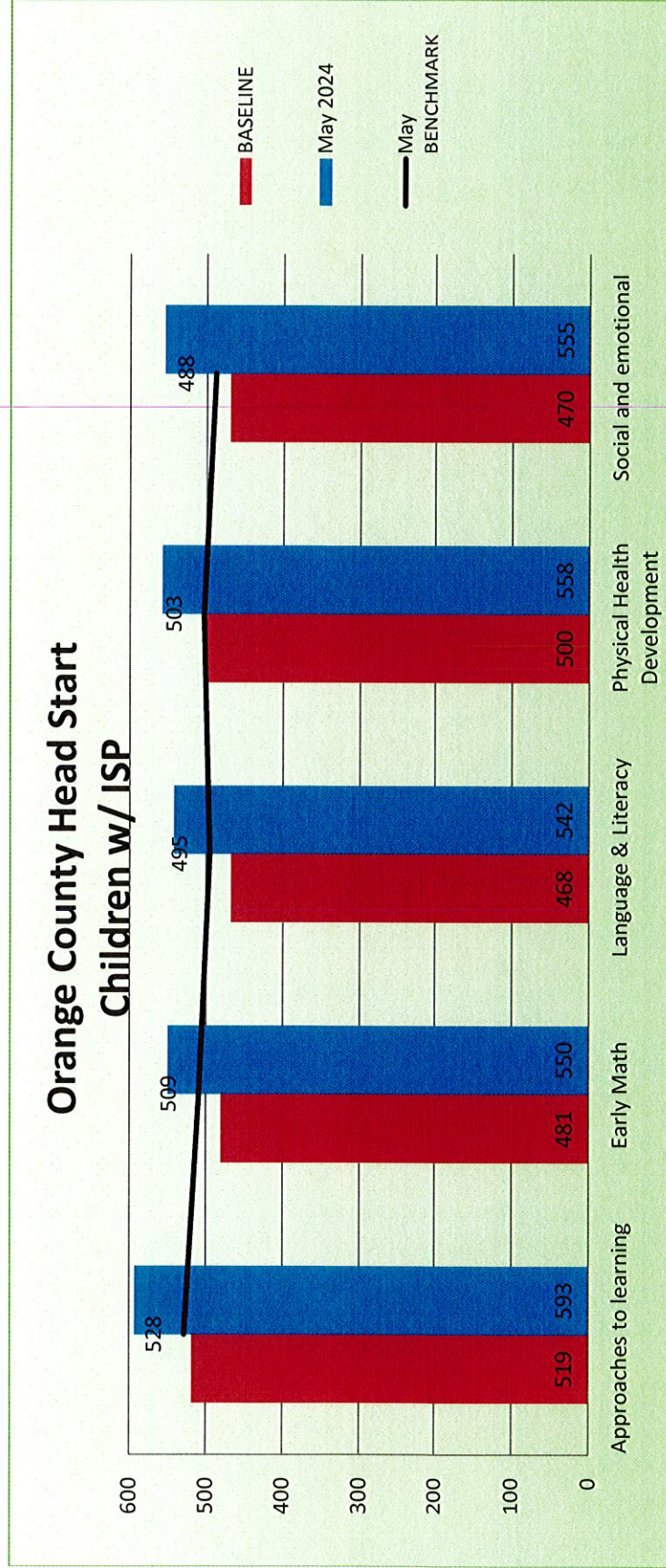


	BASELINE	May 2024	May BENCHMARK
Approaches to learning	503	584	528
Early Math	471	548	509
Language & Literacy	449	533.5	495
Physical Health Development	492	546	503
Social and emotional	464	535	488

Orange County Head Start Children w/ Individual Education Plan (IEP)

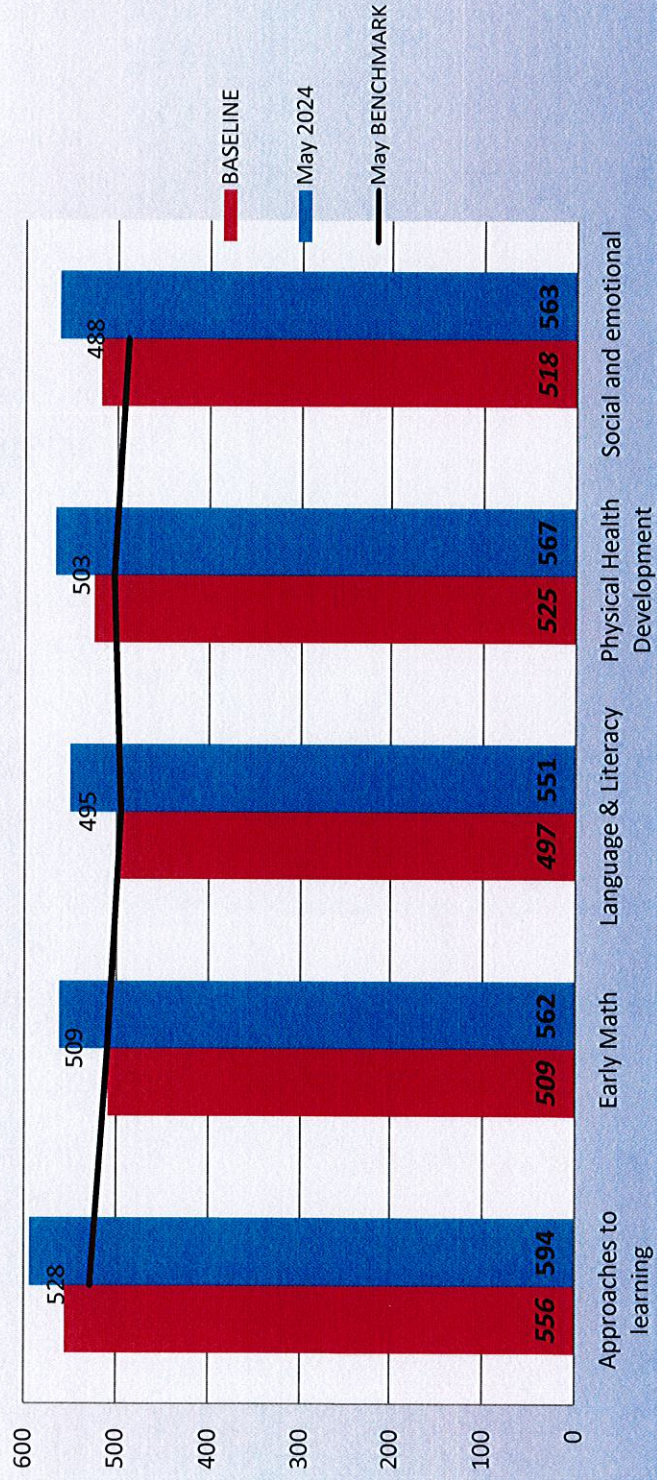


	BASELINE	May 2024	May BENCHMARK
Approaches to learning	519	593	528
Early Math	481	550	509
Language & Literacy	468	542	495
Physical Health Development	500	558	503
Social and emotional	470	555	488

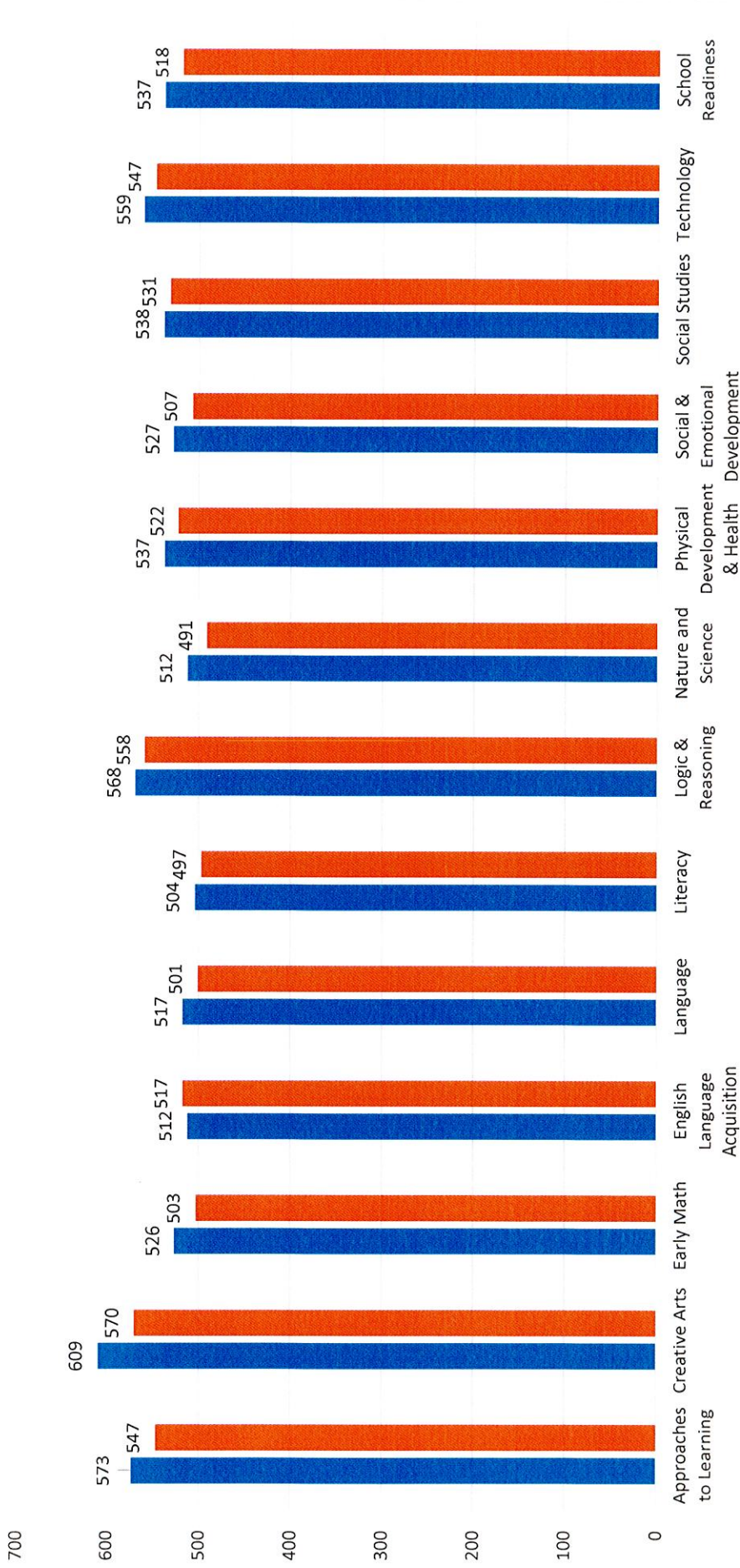


	BASELINE	May 2024	May BENCHMARK
Approaches to learning	556	594	528
Early Math	509	562	509
Language & Literacy	497	551	495
Physical Health Development	525	567	503
Social and emotional	518	563	488

Orange County Head Start Children w/ Behavior Plan



Orange County Head Start Early Childhood Assessment Scores Three Years Old (3 Yrs) May 2024

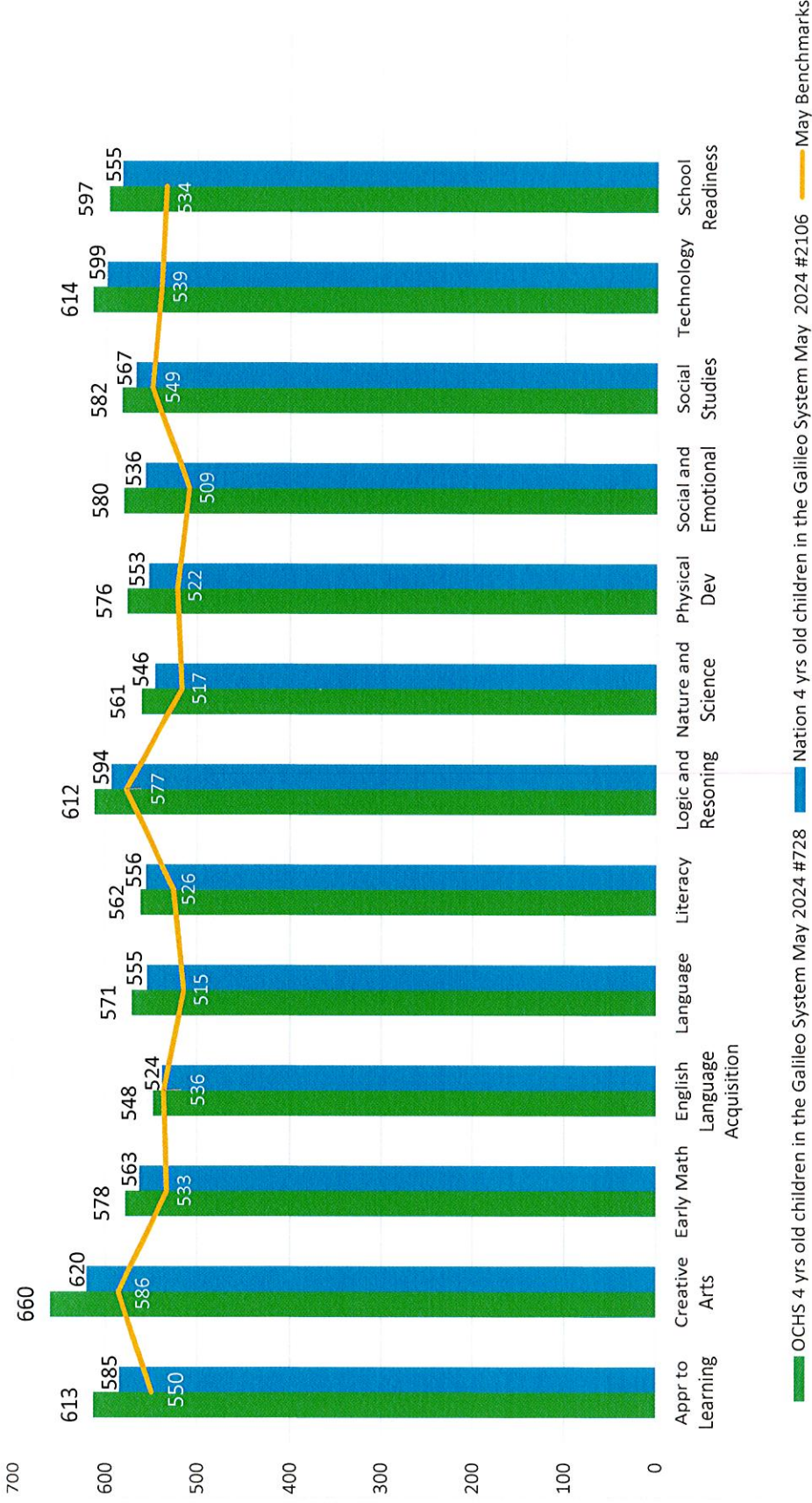


■ OCHS #3yrs old children using Galileo System May 2024 #641 ■ Nation #3yrs old children using Galileo System May 2024 #2406

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

BENCHMARKS May 2024												
APL	CA	EM	ELA	LANG	LIT	LR	NS	PDH	SED	SS	TECH	SR
509	536	490	504	469	479	538	473	487	471	510	501	486

Orange County Head Start Early Childhood Assessment Scores Four Year Old (4 Yrs) May 2024



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

Benchmark May 2024												
APP	CA	EM	ELA	LAN	LIT	LR	NS	PDH	SED	SS	TECH	SR
550	586	533	536	515	526	577	517	522	509	549	539	534

Orange County Head Start Medical and Dental Unit Monthly Report

Program Description	2023 - 2024 Program Year											
	December	January	February	March	April	May	June	July	August	September	October	November
Total Number of HS children served (report source: CP2001)	1462	1442	1458	1468	1467	1457	1457	1457	1457	1457	1457	1457
Number of children meeting requirement of health physicals CP3035	1450	1434	1438	1444	1421	1403	1403	1403	1403	1403	1403	1403
Number of HS families referred to the FQHC for medical and/or dental services. (report source: CP4120)	12	10	9	8	15	16	16	16	16	16	16	16
Number of HS children meeting medical home requirement (report source: CP3021D)	1455	1433	1436	1440	1445	1450	1450	1450	1450	1450	1450	1450
Number of HS children meeting immunization requirement (report source: CP3320)	1448	1436	1452	1456	1436	1445	1445	1445	1445	1445	1445	1445
Number of HS children with an dental exam (report source: CP3035)	994	1006	1008	113	1135	1440	1440	1440	1440	1440	1440	1440
Number of children needing dental treatment (CP 2110)	200	208	217	220	226	248	248	248	248	248	248	248
Number of Health Action Plan (report source CP2110)	256	249	258	264	265	258	258	258	258	258	258	258
Number of Site Visit for LPN monthly	16	23	23	23	23	23	23	23	23	23	23	23

1536 Funded

Head Start 2023-2024

Orange County Head Start

Nutrition

Policy Council Report 2024

Nutrition Item Description	October	November	December	January	February	March	April	May	Comments
Special Diets	5	1	0	3	1	0	0	1	
Obese Children	30	8	13	2	92	65	9	12	
Overweight	12	1	5	2	58	38	6	1	
Underweight	11	5	1	0	10	2	0	3	
Nutrition Counseling Notification to Parents	44	10	5	17	8	0	1	0	
Nutrition Counseling's accepted progress	28	17	6	11	0	0	0	0	
Nutrition Counseling's in progress	5	2	14	6	0	0	0	0	
Breakfast Meals Served to Children	24762	20159	18732	19,730	24864	18,652	27,330	21,590	
Breakfast Meals Served to Adults	1225	929	818	985	1175	893	1304	1073	
Lunch Meals Served to Children	24977	20356	18655	20,001	25348	18,990	27,906	21,841	
Lunch Meals Served to Adults	1264	950	855	1012	1194	928	1326	1083	
Snack Meals Served to Children	20397	15946	14678	15,590	20561	15,048	22,779	17,457	
Snack Meals Served to Adults	0	0	0	0	0	0	0	0	
YTD Totals Meals									
Operation Dates for meals	20	16	15	16	20	15	22	18	
Disallowed Meals	0	0	0	0	0	29	0	0	Ventura Elementary
YTD Total Disallowed						29			

Lease, Contracts, and Agreements

STANDARD OPERATING PROCEDURES

I. Procedures 1303.01, CFR Part 75.303

LEASE AGREEMENTS

1. New leases will originate by request from the Division Manager. The Division Manager will provide the Contract Administrator the address, contact information and the term of the proposed location. The Contract Administrator will complete the Real Estate Request form and obtain signatures from the Division Manager and the Community and Family Services Director. Upon completion, the Contract Administrator will send the form to the Real Estate Leasing Manager.
2. The Real Estate Leasing Manager will be responsible for negotiation of the Lease, initiating a Draft Lease and submitting it for a final review by the County Attorney and Risk management. In addition, Real Estate Management staff will acquire the Lessor's signature and submit for approval to the Board of County Commissioners (BCC).

CONTRACTS AND AGREEMENTS

3. New contracts and agreements will originate from the Head Start Management Team.
4. Management Team will submit the "Letter of Interest" form with the following information:
 - a. Legal Name of Agency (W-9)
 - b. Name, position, and contact information of individual authorized to sign legal agreements.
 - c. Agency contact person, address, phone number, and email address.
 - d. Dates of Service
 - i. Limits based on County Attorney
 - e. Location(s) of service delivery
 - i. If Head Start sites, include current Center List as attachment.
 - f. Scope of Service
 - g. Type of Agreement
 - i. Affiliate
 - ii. Referral
 - iii. Term
 - iv. In-Kind
 - v. Agreement with Data
 - vi. Resource Partner
 - h. Head Start Liaison

i. The Liaison will be the prime communicator with those involved at Head Start

i. If monetary:

- Define program and/or services
- Unit of service
- Frequency of service
- Cost per unit
- Contract Type (Term)
- Price Analysis

5. The Letter of Interest form along with questions for the organization will be scanned and sent to the Contract Administrator CRM via the following Monday email: ocgov_board_3410154077_c077f67fc69cf9030352_35777473@use1.mx.monday.com
6. All communication and updates will occur within the Monday Board.
7. The Contract Administrator reserves the right to host an initial fifteen (15) minute discovery meeting to determine if an introductory meeting is needed.
8. The Contract Administrator will arrange a meeting with all parties scheduled on the defined dates for an introductory meeting.
9. Following the meeting(s) the Contract Administrator will assess which type of agreement is needed. If a contract is required, the Contract Administrator will contact the Head Start Liaison to decide if Head Start would like to move forward.
10. The county requires all vendors/providers to carry insurance and must submit a Certificate of Insurance for General Commercial Liability, Workers Compensation, Business Automobile Liability, and Professional Liability (if applicable).

Procedure # 3.2 (continued)

11. If applicable, a Business Associate Agreement will be attached to the contract or agreement; which will ensure that non-covered entities are in compliance with the HIPAA Privacy and Security Rules.
12. If a Contractor/Provider, Contract/Agreement, or Lease costs is more than \$25,000, the Fiscal Program Manager will conduct a search via the System of Award Management (SAM.gov) prior to the County entering into an agreement to ensure that there are no existing debarment or suspension exclusions; as stipulated in Executive Order 12689, which refers to Federal Executive Order 12549, and Section 17-314 of the Orange County Code and OMB guidelines, Part 75, under Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

13. The Contract Administrator will forward the agreement for review to the County Attorney, Risk Management, and Procurement Division utilizing Monday.com.
14. The Orange County Procurement Manager is authorized to sign all contracts and agreements on behalf of the BCC, pursuant to Article III of the Orange County Code and Executive Order 06.004 Delegation of Authority to Sign Contracts, Resolutions, Plats, Deeds, Ordinances and Other Legal Documents after Board Approval
15. If it is a term contract or renewal amendment, the revisions will be forwarded by the Contract Administrator to the Procurement Division staff for processing. Procurement Division staff will send the contract or renewal amendment for signature to the vendor. Upon receipt of the signed contract or renewal amendment, the contract will be processed for final execution by the Manager, of the Procurement Division.
16. The Contract Administrator will send the contract and/or agreement to the agency/provider for their review and signature. Occasionally, the agency/provider may need to review the lease and/or agreement with their Attorney or General Council; which may delay the contract execution process.
17. When the lease is finalized, the BCC will review and approve or disapprove the lease.
18. Contracts/Agreements will be monitored annually to determine whether or not the contracts/agreements that are being utilized.
19. All correspondence and documentation will be retained in the Monday system.
20. Contract Administrator will email partners to keep them engaged with Head Start, each other and spotlight partners.

21. TIMELINE

- a. Day 1 | Letter of Interest sent to Monday CRM
- b. Day 10 | within 10 days of receipt of LOI, Contract Administrator will schedule a fifteen (15) minute Discovery call which will be the second Wednesday of each month.
- c. Day 11 | Contract Administrator will determine if an introductory call with related parties is necessary.
- d. Day 15 | Contract Administrator will schedule an introductory call, if necessary.
- e. Day 30 | Introductory call is scheduled.
- f. Day 30 - 60 | After introductory call, determine whether to move forward and let organization know.
- g. Day 30 – 60 | Update Monday to reflect progress/status.

LINKS/REFERENCES:

Real Estate Request Form
Contract Templates

Insurance Requirements
Sunbiz.org

Revised: 9/12, 9/5/17; 7/6/18; 7/10/19; 10/20/21,4/10/24

Internal Purchasing Card Approval Process

STANDARD OPERATING PROCEDURES

I. 45 Part 75.327, OC Admin. Reg. 9.01.02.II.B, Orange County Procurement Manual

1. P-Card holder will complete a "P-Card Purchase Authorization Form" including the following on the form: Quantity, Unit, Description of Item, Unit Cost, Purpose of Purchase, Unit Name, and Center for which the items are being purchased.
2. The P-Card holder will review the information and ensure the form is complete. The P-Card holder will have the Manager sign off on the completed form.
3. The signed form will be given to the Fiscal Program Manager (FPM) who will check the form for accuracy, proper accounting line, signature of manager and ensure the funds are available by checking the advantage financial system.
4. If Items will be entered into inventory, the FPM will provide the Fiscal Officer with a copy to enter into the Maximo system.
5. Once the form is signed off by FPM, the form is returned to the P-Card holder to complete the purchase.
6. Special Purchases – some purchases do not require pre-approval as it will cause a delay in services. Purchases include
 - Background Checks
 - Water Services and re-occurring services
 - CDA Certification
 - Fire Inspection
 - Treatment for infestation at Head Start Centers
7. If an emergency purchase is needed, the P-Card holder will call or email the FPM explaining the emergency and items and or services needed. If approved, the FPM will send an approval email with the correct accounting line(s) to use.

Procedure for Travel

1. Those wishing to attend training will submit a request to their Service Area Manager 45 days in advance of the training.
2. If approved by the Service Area Manager, the Service Area Manger will complete the Local Travel and Training Process Form for the Head Start Fiscal Department. This

form will be signed by the Department Manager ,Fiscal Program Manager and sent to the Sr. Fiscal Coordinator (SFC) for processing. For any travel that requires airfare, the travelers date of birth and legal name on driver's license must be included.

Procedure # 12.7 (continued)

3. The SFC will initiate the correct travel form, Out of County or Local Travel and will complete a training/travel estimate.
4. The SFC will submit the travel form, agenda, memo, along with supporting documents for each item on the form (estimate for hotel, airfare, mileage, tolls, parking, taxi, meals, tips, car rental, other expenses such as baggage etc.) for signature by the traveler, Head Start Division Manager and the Community and Family Services Director. Documentation must be provided for every expense on the form.
5. Once the form is signed, the SFC will complete registration and travel arrangements. The original form is forwarded to Orange County Finance downtown.
6. Upon completion of training, the traveler will submit receipts for taxi, hotel (receipt must have zero balance), car rental, parking, tolls, and baggage along with agenda and proof of training. The receipts must be submitted to the SFC within 5 days of return.
7. Once reconciliation is complete, the SFC will complete an "Actual Travel Expense Form" and obtain signatures from the Traveler, Head Start Division Manager and the Community and Family Services Director. If travel is more than 20% of original estimate on the training and travel form memo with justification, will need to be submitted to the County Administrator.
8. After all forms are signed, the SFC will submit the original downtown for processing.
9. The SFC will track and ensure that the training is listed on the T/TA Training Plan.
10. In the event the SFC is not available to process travel, the Fiscal Program Manager will process travel.
11. All monthly packets are submitted to the Administrative Facilitator for approval, then submitted to Finance and Accounting.

Procedure for Special Events

1. All requests for special events must be sent to the Administrative Facilitator **3 weeks** in advance of the event. To start the process the requestor will send the Administrative Facilitator an email request with the following information:
 - a. Copy of Agenda
 - b. Spending Allowance
 - c. Event Purpose

- d. Location of Event
- e. Time of Event
- f. Determination if event meets the guidelines to be considered as breakfast, lunch, dinner, or light snack.
- g. Time for delivery/pick-up
- h. Identify who will pick-up
- i. Identify if paper goods and drinks are needed

****Missing information will lead to request being returned.**

Procedure # 12.7 (continued)

2. Food purchases will be based on Working Meals or Refreshments depending on the time of the event and the nature of the event.
 - a. Working Meals are intended to facilitate the increased productivity of attendees of business conferences and other meetings by helping to ensure efficiency, effectiveness, or compliance with deadlines. Generally working meals begin during the following periods: Breakfast 6:00 a.m. - 9:00 a.m., Lunch: 12:00 p.m. - 2:00 p.m. and Dinner: 5:00 p.m. - 8:00 p.m.
 - b. Refreshments are considered during non-working meal periods: 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 5:00 p.m.
3. Menus for events are pre-set and negotiated with the most cost-effective vendor.
 - a. Breakfast – Continental; danishes, bagels, croissants, toast, assorted cereals, dried fruit, muffins, fruit, juice, coffee, and water.
 - b. Lunch – Lunch boxes or Sandwich tray with fruit, cookies and chips, tea, lemonade, and water.
 - c. Dinner – buffet style based on number of attendees
 - d. Refreshments – Choices of cheese, fruit, cookie, meat trays, vegetable trays, chips, dip, tea, and lemonade.
4. The Administrative Facilitator will then complete and submit the Sponsorship Event Meal Form, and the Agenda to the Fiscal Program Manager for review and initials. For events other than parent activity, the forms will then be sent for signature by the Manager and the Director of Family Services.
5. Once the forms are signed and completed, the Administrative Facilitator provide a copy of the Sponsorship of Events Meal Form (SOE) to the requestor. The requestor then notifies the P-Card holder to place the order and arrange for payment, pickup and/or delivery.

6. The Administrative Assistant to the Head Start Manager, will follow the procedure when requests come directly from the Head Start Manager.

Procedure # 12.7 (continued)

Procedure for Special Diet

1. The Nutrition Coordinator and Assistant Nutrition Coordinators, who are responsible for purchasing for special diets, nutritional activities, and emergency food, will use the monthly purchase log for items purchased and list location and purpose in the comment area.

Procedure for Computer Discount Warehouse (CDW)Government Purchases

1. When requesting technology and or technological devices, a request must be approved submitted to the Business Unit Business Systems Analyst (BA).
 - a. The BA will submit technology and software requests to ISS for approval.
 - b. For all other technology purchases, the BA will request a quote from CDW.
2. The BA will provide the Fiscal Administrative Specialist (FAS) with the quote.
3. The FAS will request accounting line from the Fiscal Program Manager
4. The FAS will place the order through CDW website.
 - a. Enter quote.
 - b. Add to basket.
 - c. Enter the location for delivery.
 - d. Note – Add quote number.

Procedures for Amazon Purchases

1. The FAS will oversee the Amazon Account for Head Start. The Administrative Assistant will serve as a backup.
2. P-Card holders, after receiving approval on the P-Card Purchase Authorization Form, will provide the FAS with the P-Card Purchase Authorization Form along with the description, item number and quantity.
3. The FAS will use the tax-exempt account to purchase the requested items.
4. No purchase may be made through a third-party seller on Amazon.
5. No other PCard holder is authorized to make orders through Amazon.

Monthly Reconciliation of Purchases

1. Each cardholder will maintain a monthly log of all purchasing card transactions and the accounting line that will be charged along with the original receipt(s). If the original receipt is not obtained the following procedures will be followed:

- Printouts from websites, or photocopies of receipts from vendors must have “Original” written on it along with the cardholder’s initials to validate the receipt.
 - When the original receipt is printed on thermal paper, the card holder will need to make a copy of the thermal receipt to include with the package and also tape the thermal receipt to an additional piece of paper. Both must be submitted for the reconciliation package to be accepted.
 - For missing receipts, a copy or recalled receipt must be obtained from the vendor. If this is not possible, then the cardholder must write a memo titled “missing documentation” to explain what happened to the original receipt. The memo must include the name of the item, quantity, cost per item and total amount. The memo must be signed by the cardholder, the Administrative Facilitator and the Head Start Manager or a designee.
 - When reconciling the SOE form; if the amount spent exceeds the amount listed on the SOE form, the SOE will need to be signed by the Head Start Manager approving the actual amount spent. This will need to be completed prior to submitting the reconciliation to the Administrative Facilitator.
2. All receipts or invoices must be itemized.
 3. Cardholder statements are available online on or-by-the 3rd of every month. The Cardholder will retrieve and print their statement for reconciliation with their monthly log.
 4. Card holders will enter and reconcile transactions in the Works accounting system. Cardholders will confirm that information about the transaction is correct. Cardholders will allocate accounting lines based on account approved by the Fiscal Program Manager.

Procedure # 12.7 (continued)

5. The signed monthly log of expenditures, original receipts, a copy of all receipts, backup documentation, and the signed Cardholder statement, will be forwarded to the Administrative Facilitator, no later than the 10th of the month, unless otherwise directed.

6. Once approved in the Works financial system, the Administrative Facilitator will copy the original package and forward originals to the Comptroller's office on or before the 25th of the Month. If the 25th falls on a weekend or a holiday, they must be submitted the Friday before.
7. If the purchase requires USDA funds, a copy of the statement package for USDA purchases are forwarded to the Community and Family Services Fiscal Office.

Purchase Cardholder Responsibilities (P-Card)

1. Purchasing card (P-Card) will be assigned to administrative staff for each Head Start service area of including Administration, Education and Disabilities, Parent Family Community Engagement, Health, USDA, Fiscal and Facilities. Travel Purchase Cards (T-Card) will be assigned to the Sr. Fiscal Coordinator and the Fiscal Program Manager service the entire division.
2. Purchasing limits for all P-Card holders is a Maximum of \$50,000 per month. P-Card holders can spend up to \$10,000 per day per vendor. T-Card holders may spend up to \$5,000 per day per purchase. No single transaction exceeds \$10,000 for P-Card or T-Card holders.
3. Federally funded procurements shall not be classified as pyramiding violations if the cardholder has divided their total requirement, when economically feasible, into smaller tasks or quantities to engage multiple qualified suppliers or to pursue inclusion for small, minority, woman owned or labor area surplus firms.
4. All contractors/suppliers shall be checked in SAM.gov to ensure they are free of exclusions.
5. Purchases can only be made by the employee whose name is imprinted on the card.
6. P-Cards must be stored in a secure location that does not compromise the integrity of the card.

Procedure # 12.7 (continued)

7. P-Cards cannot be used for personal use. If this accidentally occurs, P-Card holder must reimburse the money immediately to the Finance Cashiers office. This can be done by cash or check with Orange County BCC represented. Accompanied with the unauthorized charge, the P-Card holder must provide a memo of explanation along

with the return payment. If abuse of card is noted, employee will receive disciplinary action up to and including termination of employment.

8. P-Card holders must instruct the vendor that purchases made in the State of Florida are tax free and provide the vendor with the appropriate documentation prior to the purchase.
9. Tax exemption is limited to Orange County purchases and cannot be extended to vendors working for the county or if the vendor's work includes supplies in the scope of work.
10. Purchases must follow the appropriate guidelines of material and services that are, **Allowable, Allocable and Reasonable.**
11. P-Card holders must get pre-authorization from Orange County Purchasing to open accounts with vendors online and memberships.

Definition(s):

Requestor – Manager, Sr. Program Manager, Program Managers, Sr. Monitoring and Evaluation Coordinator

P-Card Holder – Administrative Staff, Sr. Nutrition Coordinator, Assistant Nutrition Coordinator, Management Maintenance Coordinator, and Education Coordinator

P-Card Approver – Administrative Facilitator

P-Card Authorization Form – Pre-Approval for P-Card purchases

Revised: 10/19/17, 10/1/18, 05/2/19; 12/9/20; 1/13/21; 5/11/22; 10/12/22, 01/03/24,4/10/24



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

May 21, 2024

County of Orange

Re: Grant No. 04CH011834

Dear Grant Recipient:

The Administration for Children and Families (ACF), Office of Head Start (OHS) recently conducted a monitoring review of your program. The attached report contains information about your agency's performance and compliance with the requirements of the Head Start Program Performance Standards, Public Law 110-134, Improving Head Start for School Readiness Act of 2007, and other applicable regulations.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

If the report has findings the corrective action period will begin 72 hours from the time this email was sent.

Sincerely,

OHS Monitoring Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Results from CLASS® Video Review Observation

To: Board Chairperson

*Hon. Jerry Demings, Board Chairperson
County of Orange
201 S Rosalind Ave
Orlando, FL 32801-3527*

From: Responsible HHS Official

Khari M. Garvin
Date: 05/20/2024
Mr. Khari M. Garvin
Director, Office of Head Start

Thank you for your support during the recent Office of Head Start CLASS® Video review conducted from **02/14/2024** to **05/06/2024** of your Head Start program, Grant #**04CH011834**.

Observations were conducted in preschool center-based classrooms using the 2008 Classroom Assessment Scoring System (CLASS®). The CLASS® tool looks at three domains and ten dimensions of teacher-child interactions and measures those observed interactions on a seven-point scale. Please share these results with the appropriate governing board, policy council, management, staff, and stakeholders.

Your program scores are in the table below.

DIMENSION	SCORE
Emotional Support*	6.2619
Positive Climate	6.25
Negative Climate	1.00
Teacher Sensitivity	6.25
Regard for Student Perspectives	5.55
Classroom Organization	6.1905
Behavior Management	6.63
Productivity	6.23
Instructional Learning Formats	5.71
Instructional Support	3.5675
Concept Development	3.18
Quality of Feedback	3.62
Language Modeling	3.90

**To calculate the Emotional Support domain, subtract the Negative Climate score from 8, add the Positive Climate, Teacher Sensitivity, and Regard for Student Perspectives scores, then divide by 4.*

The Head Start Program Performance Standards (HSPPS) include thresholds for each CLASS[®] domain(s). These quality thresholds represent the expectations of the Office of Head Start (OHS) for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus on teacher-child interactions, with support from OHS. The competitive thresholds reflect the minimum score that programs must achieve in each CLASS[®] domain. For the upcoming FY24 monitoring year, scores from CLASS[®] observations will be used in the Designation Renewal System (DRS) determinations using the competitive thresholds.

DOMAIN	YOUR PROGRAM'S SCORE	Quality Threshold	Competitive Threshold
Emotional Support	6.2619	6	5
Classroom Organization	6.1905	6	5
Instructional Support	3.5675	3	2.3**

***The competitive threshold for Instructional Support is 2.3 for CLASS[®] reviews conducted through July 31, 2025, and then raises to 2.5 for CLASS[®] reviews conducted on and after August 1, 2025.*

If your program's scores from this CLASS[®] review fall below the competitive thresholds, the Office of Head Start will be in contact with you about next steps in the competitive process.

If your CLASS[®] scores fall below the quality or competitive benchmarks in any domain, the Office of Head Start provides training and technical resources here: <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/class-quality-improvement>.

You can also coordinate with your Regional Office for additional assistance to enhance classroom environments and teacher-child interactions specific to your program's needs.

For more information on CLASS[®] domains and dimensions, please see the attached "About CLASS[®]" document and visit the Early Childhood Learning and Knowledge Center, National Center on Quality Teaching and Learning at <https://eclkc.ohs.acf.hhs.gov/teaching-practices/article/learn-more-about-class>.

If you have any questions, please contact your Regional Office.

- cc: Ms. Erika Lundy, Regional Program Manager
- Mr. Darnellion Brown, Policy Council Chairperson
- Mrs. Venerria Thomas, CEO/Executive Director
- Ms. Sonya Hill, Head Start Director

About CLASS[®]

The Improving Head Start for School Readiness Act of 2007 requires that the Office of Head Start (OHS) include in the monitoring reviews of Head Start agencies a valid and reliable research-based observational instrument that assesses classroom quality, including the assessment of multiple dimensions of teacher-child interactions that are linked to positive child outcomes and later achievement. OHS will continue to use the 2008 edition of the CLASS[®] Pre-K Teacher-Child Observation Instrument to meet this requirement.

CLASS[®] assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. The Office of Head Start believes that the domains of quality measured by CLASS[®] remain central to its approach to child development and education, and serve as important indicators of the future school readiness of all Head Start children.

For all dimensions,[†] the scoring principles are as follows:

Low Range Score

- 1-The low range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the low range are present.
- 2-The low range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators that are in the middle range.

Middle Range Score

- 3-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low range.
- 4-The middle range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the middle range are present.
- 5-The middle range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the high range.

High Range Score

- 6-The high range description of the CLASS[®] dimension mostly fits the classroom and/or teacher, but there are one or two indicators in the low/middle range.
- 7-The high range description of the CLASS[®] dimension fits the classroom and/or teacher very well. All, or almost all, relevant indicators in the high range are present.

[†]Note: The Negative Climate dimension is inversely scored with a higher score indicating lower quality. For all other dimensions and domains, a higher score indicates higher quality.

The scores from each class observation are averaged across the grant to result in grant-level dimension scores. The grant-level dimension scores are then used to calculate the grant-level domain scores.

The scores from CLASS[®] observations can be used for various purposes, including professional development, program improvement, policy, goal setting, and monitoring. The Office of Head Start began using CLASS[®] for monitoring purposes in FY2010 to collect information on the experiences of children at each grant recipient.

In FY2012, OHS refined the use of CLASS[®] in monitoring to include the use of a randomly selected sample of center-based preschool classes for observations and a clearly articulated methodology. For each preschool class selected in the sample, trained, and certified CLASS[®] reviewers conduct two 20-minute observations and score at the dimension level using a 7-point scale at the end of each observation cycle.

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Summer 2024



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES

Holden Heights Community Center
 1201 20th Street
 Orlando, FL 32805
 May 23, 2024

Call to Order by: Darnellion Brown, Chairperson 5:49 p.m.
 Roll Call by: Crystal Burrell, Secretary

Attended By:

Jaclyn Stringer	Bithlo	Representative
Darnellion Brown	Callahan	Chairperson
Aneeaz Ali	Dillard	Alternate
Marion Rivera	Callahan	Alternate
Aneeza Ali	Dillard	Alternate
Nayeli MacCuare Guzman	Dover Shores	Representative
Sharron Jacob	Hal P Marston	Representative
Crystal Burrell	Lila Mitchell	Secretary
Jeanne Warner	Lovell Elementary	Representative
Viviana Escalente	McCoy Elementary	Alternate
Octavia Gibson	Pine Hills	Representative
Samantha Jones	Riverside	Representative
Daniel Hernadez	SOYMCA	Representative
Angeline Mendoza	Three Points	Alternate
Jennifer Martinez	Ventura	Representative
Alexus Croker	W/S ELC	Representative
Crystal West	West Oaks	Representative
Giann Cancel	BCC	Alternate
Karen Neff	OCPS	Community Rep
Charlie Plaza	VyStar	Community Rep

Visitor:

AnnMarie Alvarado Children's Home Society

Staff:

Sonya Hill	Main Office
Polly Boulter	Hal Marston
Zhor Elmekali	Lila Mitchell
Yolanda Soto	Millennia
Sandra Moore	Main Office
Sandra Ruff	Main Office
Avis McWhite	Main Office
Shauna Kirby	Main Office
Colette Thomas	Main Office
Regina Temple	Main Office

Chairperson Brown called for a motion to adopt the agenda

Motion: Alexis Croker, WS/ELC Representative

Second: Daniel Hernandez, SOYMCA Representative

Motion carried with no objections

HR Report by Avis McWhite

Ms. McWhite listed terminations and vacancies in the Division.

Budget Report by Sandra Ruff, Fiscal Manager

Old Business

Executive Committee Vote

Last month there was the election for Vice-Chairperson, however, everyone did not vote and Ms. Hill explained that every person had to vote. The vote was re-taken but not tallied. Alexis Croker and Octavia Gibson ran for the office. The winner was announced at this meeting. Alexis Croker from WS/ELC was declared the winner and is the new Vice-Chairperson.

New Business:

- ACF-OHS-IM-24-01 Strategies and Recommendations for Supporting Mental Health – Reviewed by Sandra Ruff
- ACF-OHS-PI-24-02 Fiscal Year 2024 (FY 2024) Head Start Funding Increase – Reviewed by Sandra Ruff
- Self-Assessment Report by Shauna Kirby, Sr. Monitoring and Evaluation Coordinator.
- Federal Monitoring Review – Ms. Hill reported on the program’s performance and compliance with the requirements of the Head Start Program Performance Standards or Public Law 110-134. The program was compliant in most areas with only 2 areas of non-compliance. One in oral health and one in financial management. Ms. Hill stressed the importance of parents following up on their child’s health and dental requirements.
- Grant Presentation and Voting – Reporting important outcomes and changes
 - Shauna Kirby reported on Program Goal 1 outcomes / Professional Development and Program Goal 4 outcomes / Technology
 - Mr. Kirby presented Section A of the 2025 Continuation Grant Application to include progress and outcomes for program goals.
 - Ms. Kirby answered questions about the progress made on goals, including challenges and actions to be taken.
 - Avis McWhite reported on Program Goal 2 outcomes / Staff Retention
 - Colette Thomas reported on Program Goal 5 outcomes / Families
 - Sandra Ruff reported on Program Goal 3 outcomes / Physical Health & Mental Wellness
 - Ms. Ruff Presented the PA-22 Proposed budget for Fiscal Year 2025
 - Ms. Ruff answered questions about line items in the proposed PA-22 including contracts, leases, fleet and other budgeted line items.
 - Ms. Ruff asked for a vote to approve the 2025 Grant Renewal Year 5 of 5 in the amount of \$16,325,081 with a federal match of \$4,081,263.

Chairperson Brown called for a motion to approve the Proposed Budget Fiscal Year 24/25 and Grant Narrative.

Motion: Octavia Gibson, Pine Hills Representative

Second: Jaclyn Stringer, Bithlo Representative

Motion carried with no objections

Chairperson Brown called for a motion to adjourn the meeting

Motion: Octavia Gibson, Pine Hills Representative

Second: Daniel Hernandez, SOYMCA Representative

Motion carried with no objections

Meeting Adjourned at 7:50 p.m.

Next Policy Council Meeting: June 20, 2024