

Interoffice Memorandum



AGENDA ITEM

January 22, 2018

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

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

FROM: Sonya L. Hill, Manager  
Head Start Division

*Lonnie C Bell*  
*Sonya L Hill*

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

SUBJECT: Filing of Head Start Policy Council Program Information and Updates  
for the Official County Record  
**CONSENT AGENDA ITEM February 20, 2018**

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

Head Start Policy Council Program Information and Updates January 2018  
Head Start Policy Council Meeting Minutes December 21, 2017

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates January 2018 and Head Start Policy Council Meeting Minutes December 21, 2017 for the official county record.**

SH/kp

C: Randy Singh, Assistant County Administrator  
Cristina Berrios, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda Brown, Manager, Fiscal Division, Family Services Department  
Jamille Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grant Coordinator, Office of Management and Budget



Orange County Government

HEAD START

POLICY COUNCIL

PROGRAM

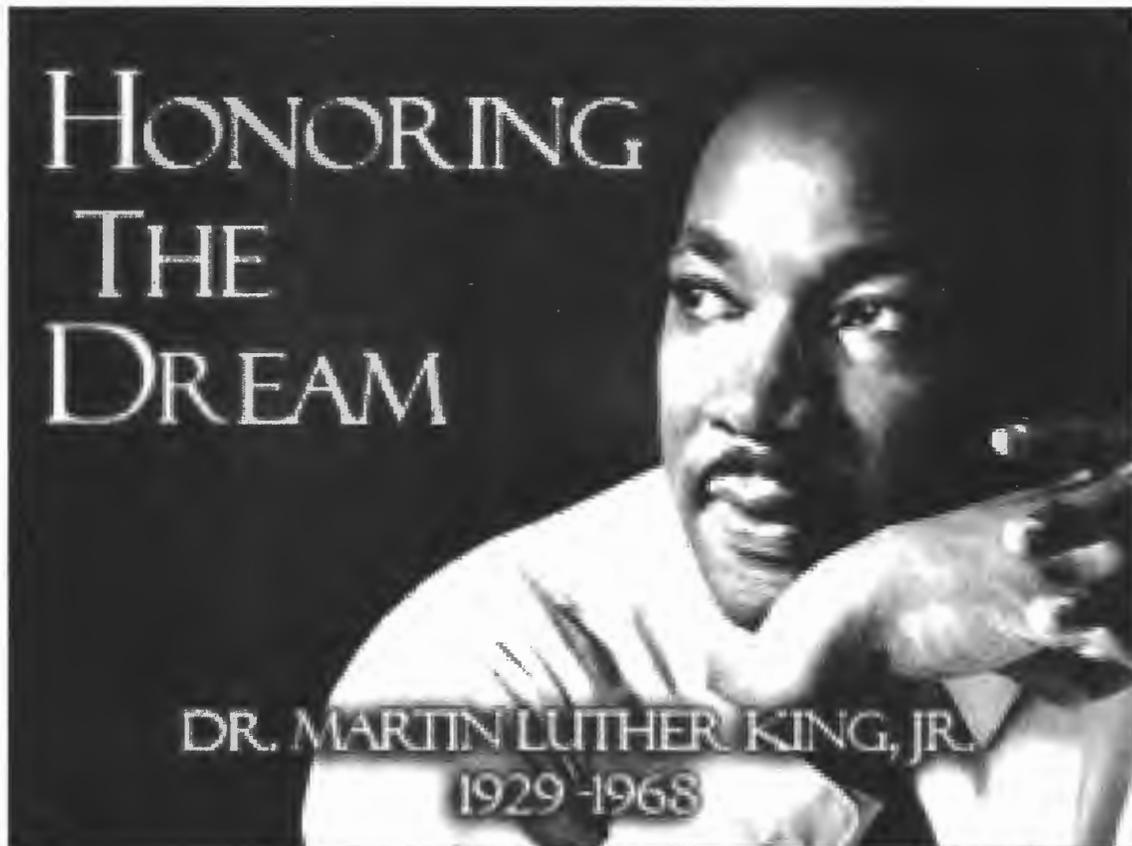
INFORMATION & UPDATES



Sonya L. Hill

Head Start Division Manager

Lonnie C. Bell Jr.  
Director, Family Services



JANUARY 2018



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



**POLICY COUNCIL  
MEETING**

**Who: Policy Council Members**

**Date: THURSDAY, JANUARY 18, 2018**

**Time: 6:30 P.M.**

**Location: Great Oak Village Dining Hall  
1718 E. Michigan Street  
Orlando, FL 32806**

**C h i l d C a r e P r o v i d e d**

**Children's snacks provided**

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

**SEE YOU THERE!!!!!!**



# AGENDA

Orange County Government ● Head Start Policy Council● GOV Dining Hall  
1718 E. Michigan Street, Orlando, FL 32806  
January 18, 2018 ● 6:30 p.m.

1. *Call to Order – Chairperson*

2. *Roll Call – Secretary*

*Confirm Quorum*

3. *Secretary Report*

a. *Review of Minutes from December 21, 2017*

4. Human Resources Report

5. Budget Report

6. Report of Board of County Commissioners Vote- Khadija Pirzadeh

7. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager

8. Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin

9. Service Area Reports

ERSEA, Mental Health & Disabilities, Nutrition, Medical & Dental, PFCE, Education

10. Old Business

a. Committee Sign-Up

b. GA Foods Update

11. New Business

a. Federal Review

b. PFCE Training

c. Fatherhood Update

12. Public Comment

13. Adjourn

**Head Start Policy Council  
Human Resources Committee  
December 2017 Actions**

**I. Pending Approval for hire**

<b>Job Title</b>	<b>Candidate's Name</b>
Teacher Assistant, Hired Effective 12/4/17	Marsha Walls Randle

**II. Termination from employment (Involuntarily)**

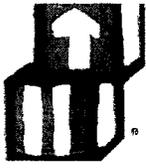
<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
Licensed Practical Nurse	Termination/Misconduct	Parie Register

**III. Separation from employment (Voluntarily)**

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
Administrative Specialist	Retirement	June Johnson
Center Supervisor	Another Job	Danette Martin
Technician On-Call Temporary	End Temporary Employment	Eman Jadallah

**IV. Current Head Start Openings – As of 1/07/18**

<b>Job Title</b>	<b>Number of Positions</b>	<b>Potential Candidates in process for hire</b>
Teacher Assistant	11	
Food Service Assistant	1	
Teacher	1	
Sr. Program Manager	1	
Center Supervisor	2	
Monitoring & Eval Coordinator	2	
Head Start Mentor Coach	2	
Administrative Specialist	1	
Licensed Practical Nurse	1	



## **ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION**

### **Recommended Staff Qualifications for hire**

**Name: Cortina Duck**

**Position: Administrative Specialist**

- **9 years Information Specialist w/ OCHD**
- **Clerk Typist 3 year experience**
- **Attending Seminole State Associate Science degree**

**Name: Ashley Dotson**

**Position: on call technician substitute**

- **Past Head Start Parent volunteer**
- **Career Institute Student**

**Name: Leigh Ann Thomason**

**Position: on call technician substitute**

- **Head Start Parent volunteer Bithlo**
- **Policy Council**

**Name: Joyce Thomas Glover**

**Position: Teacher**

- **Head Start Teacher Assistant 3 years**
- **Bachelor Arts in Business Management**
- **Child Development Associate Credential expires 3/01/2020**
- **Over 15 year experience in Early Childhood**
- **State Mandated VPK certified**

**Name: Cassandra McCrae**

**Position: Teacher**

- **Head Start Teacher Assistant over 4 years**
- **Associate Science Early Childhood Degree**
- **Child Development Associate Credential no expiration date**
- **State Mandated VPK Certified**

**Name: Kimetta Robinson**

**Position: Teacher**

- **Over 15 year experience working early childhood education**
- **Associate of Arts in Education**
- **Bachelor of Arts in General Education**
- **Child Development Associates no expiration date**

**Name: Danna Declet**

**Position: Mentor Coach**

- **Head Start Teacher 3 years**
- **Head Start Teacher Assistant over 2 years**
- **Past Head Start Parent**
- **Bilingual (Spanish)**
- **Bachelor of Arts Pre-K to Primary Education**
- **CLASS reliable certified**
- **Practice Mentor Coach Trainer**
- **Teacher of the year Englewood 2016-2017**

**Name: Gladys Arzon**

**Position: Mentor Coach**

- **Head Start Teacher 16 years**
- **Early Childhood Professional (teach paraprofessional Class 4-C )**
- **Bilingual (Spanish)**
- **Bachelor of Arts Early Childhood Education Magnum Cum Laude**
- **Lead Teacher Taft 2017-2018**

**Name: Bethany Mortensen**

**Position: Center Supervisor**

- **Assistant Principal 3 years House Springs Elementary**
- **Business Instructor 5 years**
- **Educational Specialist Degree in Educational Administration**
- **Master of Education in Educational Administration**
- **Bachelor of Science in Education**
- **National Promising Practice Award Winner**
- **District Recognition for Leadership**
- **Jefferson County Business Educator of the Year**
- **Missouri Business Education Board Member**

# Head Start Budget Summary December 2017

## Head Start Budget Summary

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

Unit Name	Current Budget 2017 - 2018	OCT	NOV	DEC	Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD
7521 - ADMINISTRATION	\$1,364,563.00	\$60,100.32	\$111,294.76	\$83,920.27	\$1,086.93	\$255,315.35	\$1,108,160.72	18.79
7522 - OPERATIONS	\$127,516.00	\$0.00	\$14,980.58	\$662,468.00	\$257,106.76	\$2,457,484.89	\$7,366,463.75	27%
7523 - USDA ADMINISTRATION	\$182,442.00	\$9,014.79	\$13,722.53	\$12,309.38	\$0.00	\$35,046.70	\$147,395.30	19%
7524 - USDA OPERATIONS	\$1,607,682.00	\$12,150.00	\$78,670.60	\$198,253.99	\$1,039,180.59	\$289,074.97	\$279,426.44	83%
7525 - TRAINING	\$122,891.00	\$361.40	\$507.00	\$20,061.26	\$22,050.00	\$20,929.66	\$79,911.34	35%
7526 - DISABILITIES	\$480,952.00	\$17,493.39	\$28,762.36	\$28,745.68	\$128,422.00	\$75,001.43	\$341,538.57	37%
7527 - HEALTH AND DENTAL	\$280,663.00	\$12,123.47	\$16,604.08	\$16,478.02	\$10,000.00	\$45,205.57	\$286,057.46	16%
7528 - PCFE	\$1,553,252.00	\$79,442.90	\$109,662.58	\$114,880.57	\$0.00	\$303,986.05	\$1,271,911.95	19%

## Budget Summary Report

### First Quarter Highlights –

- Operations Budget was affected by the increase of pay for the Teacher Assistants
- Payroll was affected by hurricane pay, so all accounts must be monitored
- Received permission from USDA to purchase refrigerators for East Orange, Pine Hills and Taft Centers
- Ended contract with Second Harvest. Purchase Order is closed and money has been placed in account for OCPS Meals
- Launched Toshiba Maintenance Program, estimated to save thousands of dollars on ink over the fiscal year
- Received a discount on annual Child Plus Software saving \$1,490.00
- Encumbered \$2,063,706.43 to date on Purchase Orders for Contracts, Services and Products

**HEAD START ADMINISTRATION 7521**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	ACTUAL EXPENSE	PROJECTE D	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECTED BALANCE
1120	9FA	REGULAR SALARIES and WAGES	852,875.00	163,893.01	629,500.84	.00	163,893.01	688,981.99	59,481.15
1130	9FA	OTHER SALARIES and Wages	.00	2,175.33	12,448.48	.00	2,175.33	-2,175.33	-14,623.81
1140	9FA	OVERTIME	7,000.00	1,050.53		.00	1,050.53	5,949.47	5,949.47
2110	9FA	FICA TAXES	65,245.00	12,108.68	46,196.96	.00	12,108.68	53,136.32	6,939.36 SUR 172K
2120	9FA	RETIREMENT CONTRIBUTION	67,462.00	12,583.76	50,024.05	.00	12,583.76	54,878.24	4,854.19
2130	9FA	LIFE and HEALTH INSURANCE	187,000.00	26,901.33	106,198.11	.00	26,901.33	160,098.67	53,900.56
2200	9FA	PAYMENTS TO OPEB TRUST	8,959.00	.00		.00	.00	8,959.00	8,959.00
3125	9FB	INDIRECT COSTS	106,329.00	.00		.00	.00	106,329.00	106,329.00
3410	9FC	LOCAL TRAVEL	5,000.00	575.20		.00	575.20	4,424.80	4,424.80
3510	9FC	POSTAGE and MESSENGER SVCS	250.00	.00		.00	.00	250.00	250.00
3530	9FC	TOLL CHARGES	150.00	16.24		.00	16.24	133.76	133.76
3610	9FC	RENTAL OF EQUIPMENT	3,000.00	711.69	800.00	948.92	711.69	2,288.31	1,488.31
3720	9FC	COMMUNICATIONS	3,000.00	678.42		.00	678.42	2,321.58	2,321.58
3820	9FC	MAINTENANCE OF EQUIPMENT	3,500.00	761.99	300.00	138.01	761.99	2,738.01	2,438.01
3910	9FC	GRAPHIC REPROD SVCS	500.00	.00		.00	.00	500.00	500.00
4010	9FC	DUES and MEMBERSHIPS	8,000.00	6,144.00		.00	6,144.00	1,856.00	1,856.00
4020	9FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	6,000.00	.00	-84.00	.00	.00	6,000.00	6,084.00
4110	9FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	5,000.00	566.63	-800.00	.00	566.63	4,433.37	5,233.37
4115	9FC	MISCELLANEOUS OPERATING SUPPLIES	1,250.00	.00		.00	.00	1,250.00	1,250.00
4120	9FC	SOFTWARE < \$1000	50.00	.00		.00	.00	50.00	50.00
4121	9FC	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00		.00	.00	50.00	50.00
4123	9FC	EQUIPMENT LESS THAN \$1000	3,000.00	305.54	-515.00	.00	305.54	2,694.46	3,209.46
4412	9FC	PROMOTIONAL EXPENSES	500.00	.00		.00	.00	500.00	500.00
4418	9FC	EDUCATIONAL ASSISTANCE PROGRAM	2,500.00	.00		.00	.00	2,500.00	2,500.00
4422	9FC	SCHOLARSHIPS, AWARDS, BENEF	1,100.00	.00		.00	.00	1,100.00	1,100.00
4482	9FG	SELF INS-PROP CASUALTY	26,843.00	26,843.00		.00	26,843.00	0.00	.00
			<b>1,364,563.00</b>	<b>.00</b>	<b>844,069.44</b>	<b>.00</b>	<b>.00</b>	<b>1,364,563.00</b>	<b>265,178.21</b>

Head Start Operations 7522

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Acutal Expenses	PROJ	ENCUMBERED AMOUNT	TOTAL YTD	ACTUAL BALANCE	PROJECTED BALANCE
1120	9FE	REGULAR SALARIES and WAGES	5,586,048.00	1,456,303.26	3,983,658.55	.00	.00	4,129,144.74	\$ 145,486.19
1130	9FE	OTHER SALARIES and WAGES	50,000.00	33,201.09		.00	.00	16,798.91	\$ 16,798.91 *Leaves 733k for summer and Aug - Sept
1140	9FE	OVERTIME	10,000.00	5,920.50		.00	.00	4,079.50	\$ 4,079.50
2110	9FE	FICA TAXES	431,922.00	109,506.14	573,343.53	.00	.00	322,415.86	\$ (250,927.67)
2120	9FE	RETIREMENT CONTRIBUTION	446,602.00	117,287.56	320,396.79	.00	.00	329,314.44	\$ 8,917.65
2130	9FE	LIFE and HEALTH INSURANCE	2,083,400.00	345,790.65	933,755.83	.00	.00	1,737,609.35	\$ 803,853.52
2150	9FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00		.00	.00	7,000.00	\$ 7,000.00
2200	9FE	PAYMENTS TO OPEB TRUST	108,996.00			.00	.00	108,996.00	\$ 108,996.00
3167	9FF	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	8,000.00	960.00		7,260.00	.00	-220.00	\$ (220.00) Fire
3170	9FF	JANITORIAL SVC and SUPPLY	25,000.00	2,948.89		.00	.00	22,051.11	\$ 22,051.11
3185	9FF	CONTRACT SVC-TRAINING	5,000.00			.00	.00	5,000.00	\$ 5,000.00
3192	9FF	SOFTWARE LICENSING SUPPORT FEE	42,390.00	17,392.94	23,568.00	.00	.00	24,997.06	\$ 1,429.06
3195	9FF	CONTRACT SERVICES MEDICAL	1,700.00			.00	.00	1,700.00	\$ 1,700.00
3197	9FF	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	22,442.00	510.00	-900.00	12,128.05	.00	9,803.95	\$ 10,703.95
3350	9FF	OTHER INSURANCE and BONDS	11,000.00	12,119.00		.00	.00	-1,119.00	\$ (1,119.00)
3410	9FF	LOCAL TRAVEL	10,000.00	1,260.33		.00	.00	8,739.67	\$ 8,739.67
3520	9FF	MOVING EXPENSE-CO ASSETS	3,000.00	.00		.00	.00	3,000.00	\$ 3,000.00
3530	9FF	TOLL CHARGES	1,500.00	235.03		.00	.00	1,264.97	\$ 1,264.97
3610	9FF	RENTAL OF EQUIPMENT	40,000.00	12,786.38		31,716.30	.00	-4,502.68	\$ (4,502.68)
3620	9FF	LEASES-BUILDINGS/STRUCTURES	263,356.00	41,206.80	297,923.30	.00	.00	222,149.20	\$ (75,774.10)
3710	9FF	UTILITIES	30,000.00	5,757.30	38,221.98	.00	.00	24,242.70	\$ (13,979.28)
3720	9FF	COMMUNICATIONS	30,000.00	4,295.85	22,710.15	.00	.00	25,704.15	\$ 2,994.00
3810	9FF	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	50,000.00	1,355.00		17,512.00	.00	31,133.00	\$ 31,133.00
3820	9FF	MAINTENANCE OF EQUIPMENT	25,000.00	3,333.10	2,019.00	20,190.58	.00	1,476.32	\$ (542.68)
3823	9FF	MAINTENANCE OF COMPUTER EQUIPMENT	50.00			.00	.00	50.00	\$ 50.00
3825	9FD	INTERNAL FLEET MANAGEMENT CHARGES	20,145.00	668.21	290.00	.00	.00	19,476.79	\$ 19,186.79
3910	9FF	GRAPHIC REPROD SVCS	1,500.00			.00	.00	1,500.00	\$ 1,500.00
020	9FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,500.00	849.15	1,140.00	.00	.00	2,650.85	\$ 1,510.85
040	9FF	LICENSE AND CERTIFICATION FEES	1,000.00	100.00		.00	.00	900.00	\$ 900.00
110	9FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	36,300.00		5,500.00	.00	.00	36,300.00	\$ 30,800.00
115	9FF	MISCELLANEOUS OPERATING SUPPLIES	75,000.00	304.64	11,139.00	.00	.00	74,695.36	\$ 63,556.36
116	9FF	EVENT/MEAL REIMBURSEMENTS	8,500.00	393.30	1,100.00	.00	.00	8,106.70	\$ 7,006.70
120	9FF	SOFTWARE < \$1000	6,902.00			.00	.00	6,902.00	\$ 6,902.00
121	9FF	COMPUTER EQUIPMENT LESS THAN \$500	10,000.00	413.08		.00	.00	9,586.92	\$ 9,586.92
123	9FF	FURNITURE & EQUIPMENT LESS THAN \$1000	19,800.00	2,241.52	7,000.00	.00	.00	17,558.48	\$ 10,558.48
135	9FF	FOOD and DIETARY	150,000.00	20,153.64		146,627.73	.00	-16,781.37	\$ (16,781.37)
175	9FF	CLOTHING AND WEARING APPAREL	100.00			.00	.00	100.00	\$ 100.00

1195	9FF	MISC SUPPLIES OR EXPENSES	1,000.00			.00	.00	1,000.00	\$	1,000.00
1412	9FF	PROMOTIONAL EXPENSES	2,000.00			.00	.00	2,000.00	\$	2,000.00
1418	9FF	EDUCATIONAL ASSISTANCE PROGRAM	19,452.00	4,345.40		.00	.00	15,106.60	\$	15,106.60
1440	9FF	IMPROVEMTS TO NON-COUNTY ASSETS	6,000.00		106.95	.00	.00	6,000.00	\$	5,893.05
4450	9FF	PARENT ACTIVITY FUND	100.00			.00	.00	100.00	\$	100.00
4452	9FN	FIELD TRIPS-HEAD START	15,360.00			.00	.00	15,360.00	\$	15,360.00
4482	9FD	SELF INS-PROP CASUALTY	253,066.00	253,066.00		.00	.00	.00	\$	-
6310	9FD	STRUCT and FAC OTH TH BLDGS	25,000.00			.00	.00	25,000.00	\$	25,000.00
6410	9FD	EQUIPMENT	10,000.00	.00		4,279.16	.00	5,720.84	\$	5,720.84
6438	9FD	COMPUTER EQUIPMENT > \$500	1,000.00			.00	.00	1,000.00	\$	1,000.00

9,958,131.00	2,455,304.76	6,220,973.08	.00	.00	9,958,131.00	9,958,131.00
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**USDA Administration 7523**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECT BALANCE
1120	9FQ	REGULAR SALARIES and WAGES	118,640.00	25,024.40	93,191.24	.00	25,024.40	93,615.60	186,806.84
1140	9FQ	OVERTIME	.00	219.51		.00	219.51	-219.51	-219.51
2110	9FQ	FICA TAXES	9,076.00	1,861.11	6,948.21	.00	1,861.11	7,214.89	14,163.10
2120	9FQ	RETIREMENT CONTRIBUTION	9,385.00	1,999.32	7,463.81	.00	1,999.32	7,385.68	14,849.49
2130	9FQ	LIFE and HEALTH INSURANCE	33,000.00	4,063.65	15,142.40	.00	4,063.65	28,936.35	44,078.75
2200	9FQ	PAYMENTS TO OPEB TRUST	1,497.00	.00		.00	.00	1,497.00	1,497.00
3125	9FP	INDIRECT COSTS	6,543.00	.00		.00	.00	6,543.00	6,543.00
3410	9FR	LOCAL TRAVEL	1,000.00	157.71		.00	157.71	842.29	842.29
3530	9FR	TOLL CHARGES	30.00	.00		.00	.00	30.00	30.00
3820	9FR	MAINTENANCE OF EQUIPMENT	50.00	.00		.00	.00	50.00	50.00
4110	9FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500.00	.00		.00	.00	500.00	500.00
418	9FR	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
482	9FS	SELF INS-PROP CASUALTY	1,721.00	1,721.00		.00	1,721.00	.00	.00
			<b>182,442.00</b>	<b>35,046.70</b>	<b>122,745.66</b>	<b>.00</b>	<b>35,046.70</b>	<b>147,395.30</b>	<b>270,140.96</b>

USDA Operations 7524

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	ACTUAL EXPENSE	PROJECTED	ENCUMBERED	TOTAL YTD	BALANCE	PROJECT BALANCE
120	9FT	REGULAR SALARIES and WAGES	168,185.00	29,589.21	75,316.08	.00	29,589.21	138,595.79	213,911.87
110	9FT	FICA TAXES	12,866.00	2,094.89	5,332.32	.00	2,094.89	10,771.11	16,103.43
120	9FT	RETIREMENT CONTRIBUTION	18,303.00	2,343.54	5,965.26	.00	2,343.54	10,959.46	16,924.72
130	9FU	LIFE and HEALTH INSURANCE	77,000.00	10,678.23	27,181.42	.00	10,678.23	66,321.77	93,503.19
200	9FU	PAYMENTS TO OPEB TRUST	3,992.00	.00		.00	.00	3,992.00	3,992.00
170	9FU	JANITORIAL SVC and SUPPLY	1,000.00	1,559.90	.00	.00	1,559.90	-559.90	-559.90
115	9FU	MISCELLANEOUS OPERATING SUPPLIES	9,000.00	6,469.36			6,469.36	2,530.64	2,530.64
130	9FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,200.00	.00	-1,590.55	.00	.00	3,200.00	1,609.45
135	9FU	FOOD and DIETARY	1,305,000.00	222,203.84	-48,829.76	121,063.53	222,203.84	961,732.63	912,902.87
4482	9FU	SELF - INSURANCE	14,136.00	14,136.00		.00	.00	.00	.00
			<b>1,607,682.00</b>	<b>.00</b>		<b>.00</b>	<b>.00</b>	<b>1,607,682.00</b>	<b>1,260,918.27</b>

### Head Start Health and Dental7527

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECTED	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECTED BALANCE
120	9FV	REGULAR SALARIES and WAGES	158,717.00	32,611.44	123,435.39	.00	32,611.44	126,105.56	2,670.17
140	9FV	OVERTIME	.00	141.36					.00
110	9FV	FICA TAXES	12,141.00	2,384.22	9,032.32	.00	2,384.22	9,756.78	724.46
120	9FV	RETIREMENT CONTRIBUTION	12,555.00	2,481.58	9,940.73	.00	2,481.58	10,073.42	132.69
130	9FV	LIFE and HEALTH INSURANCE	44,000.00	6,527.09	26,471.63	.00	6,527.09	37,472.91	11,001.28
200	9FV	PAYMENTS TO OPEB TRUST	2,488.00	.00		.00	.00	2,488.00	2,488.00
179	9FW		7,000.00	.00			.00	7,000.00	7,000.00
195	9FW	CONTRACT SERVICES MEDICAL	21,000.00	.00		10,000.00	.00	11,000.00	11,000.00
410	9FW	LOCAL TRAVEL	1,200.00	129.45		.00	129.45	1,070.55	1,070.55
530	9FW	TOLL CHARGES	250.00	.00	.00	.00	.00	250.00	250.00
720	9FW	COMMUNICATIONS	4,750.00	299.55	2,700.00		299.55	4,450.45	1,750.45
110	9FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000.00	.00		.00	.00	1,000.00	1,000.00
115	9FW	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00		.00	.00	1,000.00	1,000.00
121	9FW	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00			.00	50.00	50.00
123	9FW	EQUIPMENT LESS THAN \$1000	1,000.00	630.88	-440.00		630.88	369.12	809.12
143	9FW	MEDICAL SUGRGICAL SUPPLIES	15,000.00	.00			.00	15,000.00	15,000.00
418	9FW	EDUCATIONAL ASSISTANCE PROGRAM	500.00	.00		.00	.00	500.00	500.00
450	9FW	PARENT ACTIVITY FUND	500.00	.00			.00	500.00	500.00
			<b>480,952.00</b>	<b>.00</b>	<b>171,140.07</b>	<b>.00</b>	<b>.00</b>	<b>480,952.00</b>	<b>56,946.72</b>

### Head Start Disabilities 7526

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECTED	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECTED BALANCE
1120	9FI	REGULAR SALARIES and WAGES	209,068.00	47,869.78	165,072.40	.00	47,869.78	161,198.22	-3,874.18
2110	9FI	FICA TAXES	15,994.00	3,267.59	12,253.89	.00	3,267.59	12,726.41	472.52
2120	9FI	RETIREMENT CONTRIBUTION	16,537.00	3,791.29	14,209.97	.00	3,791.29	12,745.71	-1,464.26
2130	9FI	LIFE and HEALTH INSURANCE	44,000.00	10,907.23	40,653.70	.00	10,907.23	33,092.77	-7,560.93
2200	9FI	PAYMENTS TO OPEB TRUST	2,488.00	.00		.00	.00	2,488.00	2,488.00
3195	9FK	CONTRACT SERVICES MEDICAL	171,375.00	3,078.00		128,422.00	3,078.00	168,297.00	168,297.00
3275	9FK	MEDICAL SVCS	5,000.00	.00		.00	.00	5,000.00	5,000.00
3410	9FK	LOCAL TRAVEL	6,200.00	212.19		.00	212.19	5,987.82	5,987.82
3530	9FK		250.00	2.19			2.19	247.82	247.82
3720	9FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	2,100.00	266.08			266.08	1,833.92	1,833.92
4020	9FK		500.00	.00		.00	.00	500.00	500.00
4110	9FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,700.00	17.10	1,800.00	.00	17.10	1,682.90	-117.10
4115	9FK	MISCELLANEOUS OPERATING SUPPLIES	1,500.00	.00	135.00	.00	.00	1,500.00	1,365.00
4185	9FK	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
482	9FK	SELF INS-PROP CASUALTY	5,590.00	5,590.00		.00	5,590.00	.00	.00
			<b>480,952.00</b>	<b>.00</b>	<b>234,124.96</b>	<b>.00</b>	<b>.00</b>	<b>480,952.00</b>	<b>174,175.60</b>

**Parent Family Community Engagement 7528**

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	Actual Expenses	PROJECT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	PROJECT BALANCE
20	9FX	REGULAR SALARIES and WAGES	1,051,129.00	219,561.37	786,366.30	.00	219,561.37	831,567.63	45,201.33
30	9FX	OTHER SALARIES AND WAGES	.00	2,241.28			2,241.28	-2,241.28	-2,241.28
40	9FX	OVERTIME	.00	1,688.91			1,688.91	-1,688.91	-1,688.91
10	9FX	FICA TAXES RETIREMENT CONTRIBUTION	80,410.00	16,099.47	58,350.18	.00	16,099.47	64,310.53	5,960.35
20	9FX	INSURANCE	83,147.00	17,334.18	62,280.64	.00	17,334.18	65,812.82	3,532.18
30	9FX	LOCAL TRAVEL	2,500.00	263.17	263.17	.00	263.17	2,236.83	1,973.66
110	9FY	TOLL CHARGES	100.00	.00		.00	.00	100.00	100.00
330	9FY	COMMUNICATIONS	14,000.00	447.02	1,400.00	.00	447.02	13,552.98	12,152.98
20	9FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	500.00	.00		.00	.00	500.00	500.00
10	9FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000.00	.00	-3,170.00	.00	.00	7,000.00	10,170.00
15	9FY	MISCELLANEOUS OPERATING SUPPLIES	1,000.00	.00	-820.00	.00	.00	1,000.00	1,820.00
21	9FY	COMPUTER EQUIPMENT LESS THAN \$500	50.00	.00		.00	.00	50.00	50.00
23	9FY	EQUIPMENT LESS THAN \$1000	1,200.00	.00	-1,822.00	.00	.00	1,200.00	3,022.00
12	9FY	PROMOTIONAL EXPENSES	5,000.00	.00	-1,479.13	.00	.00	5,000.00	6,479.13
18	9FY	EDUCATIONAL ASSISTANCE PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
16	9FY	MEAL EVENTS	4,000.00	.00	-1,000.00	.00	.00	4,000.00	5,000.00
50	9FY	PARENT ACTIVITY FUND	9,216.00	.00	-2,000.00	.00	.00	9,216.00	11,216.00
			<b>1,557,252.00</b>	<b>303,984.41</b>	<b>1,071,132.26</b>	<b>.00</b>	<b>303,984.41</b>	<b>1,253,267.59</b>	<b>182,135.33</b>

### Head Start Training 7525

'UNIT	OBJECT	APPR	OBJECT NAME	CURRENT	Actual	PROJECT	ENCUMBERED	TOTAL	ACTUAL	PROJECTED
				BUDGET	Spent		AMOUNT	YTD	BALANCE	BALANCE
7525	3185	9FH	CONTRACT SVC-TRAINING	13,500.00	15,400.00		22,050.00	15,400.00	-23,950.00	-23,950.00
7525	3420	9FH	OUT OF COUNTY TRAVEL	21,400.00	2,589.88		.00	2,589.88	18,810.12	18,810.12
7525	3610	9FH	RENTAL OF EQUIPMENT	2,000.00	.00		.00	.00	2,000.00	2,000.00
7525	3620	9FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00		.00	.00	2,000.00	2,000.00
7525	3910	9FH	GRAPHIC REPROD SVCS	2,000.00	.00		.00	.00	2,000.00	2,000.00
7525	4020	9FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00		.00	.00	1,000.00	1,000.00
7525	4030	9FH	TRAINING AND EDUCATIONAL COST	73,400.00	2,319.00		.00	2,319.00	71,081.00	71,081.00
7525	4040	9FH	LICENSE AND CERTIFICATION FEES	1,500.00	275.00		.00	275.00	1,225.00	1,225.00
7525	4110	9FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00		.00	.00	1,500.00	1,500.00
7525	4115	9FH	MISCELLANEOUS OPERATING SUPPLIES	1,591.00	.00		.00	.00	1,591.00	1,591.00
7525	4116	9FH	EVENT/MEAL REIMBURSEMENTS EDUCATIONAL ASSISTANCE	2,000.00	345.78	-1,312.00	.00	345.78	1,654.22	2,966.22
7525	4418	9FH	PROGRAM	1,000.00	.00		.00	.00	1,000.00	1,000.00
				<b>122,891.00</b>	<b>.00</b>	<b>-1,312.00</b>	<b>.00</b>	<b>.00</b>	<b>122,891.00</b>	<b>124,203.00</b>

01/03/2018 PAGE: 1  
 ORANGE COUNTY  
 Department 062  
 FY 2018 Monthly Expense Report  
 For the selected Department and Unit, by Object and Appropriation

Through 01/03/2018

FUND: 8290 DEPT: 062 UNIT: 7536

OBJECT	APPR	OBJECT NAME	CURRENT												PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD		
			BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG						SEP	
1	1120	8EA	REGULAR SALARIES and WAGES	796,347.00	1,632.40	2,498.60	154,104.01	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	158,235.01	638,111.99	19.87
	2110	8EA	FICA TAXES	61,187.00	106.44	164.91	11,292.59	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	11,563.94	49,623.06	18.90
	2120	8EA	RETIREMENT CONTRIBUTION	62,923.00	129.29	174.36	12,415.43	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,719.08	50,203.92	20.21
	2130	8EA	LIFE and HEALTH INSURANCE	69,858.00	692.10	922.86	35,089.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	36,703.96	33,154.04	52.54
	2131	8EA	HSA/FSA CONTRIBUTION	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
	2200	8EA	PAYMENTS TO OPEB TRUST	5,583.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,583.00	.00
OBJECT CATEGORY 1				995,998.00	2,560.23	3,760.73	212,901.03	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	219,221.99	776,776.01	22.01
2	3125	8EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
	3185	8EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
	3410	8EC	LOCAL TRAVEL	500.00	.00	.00	23.32	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	23.32	476.68	4.66
	4020	8EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
	4110	8EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	31,255.00	.00	.00	63.69	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	63.69	31,191.31	.20
	4115	8EC	MISCELLANEOUS OPERATING SUPPLIES	29,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	29,500.00	.00
	4123	8EC	EQUIPMENT LESS THAN \$1000	9,924.00	.00	.00	305.54	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	305.54	9,618.46	3.08
	4482	8EC	SELF INS-PROP CASUALTY	1,092.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,092.00	.00
OBJECT CATEGORY 2				141,269.00	.00	.00	392.55	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	392.55	140,876.45	.28
*TOTAL UNIT_CD 7536				1,137,267.00	2,560.23	3,760.73	213,293.58	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	219,614.54	917,652.46	19.31
<b>TOTAL</b>				<b>1,137,267.00</b>	<b>2,560.23</b>	<b>3,760.73</b>	<b>213,293.58</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>219,614.54</b>	<b>917,652.46</b>	<b>19.31</b>							

Through 01/03/2018

FUND: 8290 DEPT: 062 UNIT: 7536

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	8EA REGULAR SALARIES and WAGES	855,000.00	.00	4,252.80	54,400.32	1,632.40	2,498.60	154,104.01	.00	.00	.00	.00	216,888.13	638,111.87	.25
	2110	8EA FICA TAXES	65,408.00	.00	276.15	3,945.56	106.44	164.91	11,292.59	.00	.00	.00	.00	15,785.65	49,622.35	.24
	2120	8EA RETIREMENT CONTRIBUTION	67,631.00	.00	336.84	4,372.04	129.29	174.36	12,415.43	.00	.00	.00	.00	17,427.96	50,203.04	.26
	2130	8EA LIFE and HEALTH INSURANCE	85,333.00	.00	1,845.32	13,630.21	692.10	922.86	35,089.00	.00	.00	.00	.00	52,179.49	33,153.51	.61
	2131	8EA HSA/FSA CONTRIBUTION	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	.00
	2200	8EA PAYMENTS TO OPEB TRUST	5,583.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,583.00	.00
<b>OBJECT CATEGORY 1</b>			<b>1,079,055.00</b>	<b>.00</b>	<b>6,711.11</b>	<b>76,348.13</b>	<b>2,560.23</b>	<b>3,760.73</b>	<b>212,901.03</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>302,281.23</b>	<b>776,773.77</b>	<b>.28</b>
2	3125	8EB INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
	3185	8EC CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
	4020	8EC BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	25,000.00	.00	.00	.00	.00	.00	23.32	.00	.00	.00	.00	23.32	24,976.68	.00
	4110	8EC OFFICE SUPPLIES (NOT INCLUDING PRINTING)	31,255.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	31,255.00	.00
	4115	8EC MISCELLANEOUS OPERATING SUPPLIES	30,000.00	.00	.00	.00	.00	.00	63.69	.00	.00	.00	.00	63.69	29,936.31	.00
	4123	8EC EQUIPMENT LESS THAN \$1000	10,000.00	.00	.00	76.00	.00	.00	.00	.00	.00	.00	.00	76.00	9,924.00	.01
	4482	8EC SELF INS-PROP CASUALTY	1,092.00	.00	.00	.00	.00	.00	305.54	.00	.00	.00	.00	305.54	786.46	.28
<b>OBJECT CATEGORY 2</b>			<b>141,345.00</b>	<b>.00</b>	<b>.00</b>	<b>76.00</b>	<b>.00</b>	<b>.00</b>	<b>392.55</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>468.55</b>	<b>140,876.45</b>	<b>.00</b>
<b>*TOTAL UNIT_CD 7536</b>			<b>1,220,400.00</b>	<b>.00</b>	<b>6,711.11</b>	<b>76,424.13</b>	<b>2,560.23</b>	<b>3,760.73</b>	<b>213,293.58</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>302,749.78</b>	<b>917,650.22</b>	<b>.25</b>
<b>TOTAL</b>			<b>1,220,400.00</b>	<b>.00</b>	<b>6,711.11</b>	<b>76,424.13</b>	<b>2,560.23</b>	<b>3,760.73</b>	<b>213,293.58</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>302,749.78</b>	<b>917,650.22</b>	<b>.25</b>

## P-CARD EXPS. REPORT

FAMILY SERVICES- 062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
DEONARINE, VIDYA D	ATLANTA AIRPORT SHUTTLE	11/30/2017	12/1/2017	\$16.50	7008	062	7525	3420	ORANGE COUNTY BOCC- PCard
DEONARINE, VIDYA D	SHERATON	11/30/2017	12/4/2017	\$246.49	7008	062	7525	3420	ORANGE COUNTY BOCC- PCard
DEONARINE, VIDYA D	ABM PARKING ORLANDO ECONO	12/1/2017	12/6/2017	\$51.00	7008	062	7525	3420	ORANGE COUNTY BOCC- PCard
DEONARINE, VIDYA D	SHERATON	12/2/2017	12/8/2017	(\$0.01)	0001	062	7521		ORANGE COUNTY BOCC- PCard
DEONARINE, VIDYA D	WM SUPERCENTER	12/14/2017	12/15/2017	\$99.57	0001	062	7521		ORANGE COUNTY BOCC- PCard
FLORES, DAISY	GOLDEN CORRAL	12/2/2017	12/11/2017	\$189.00	7008	062	7525	4116	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	PUBLIX #1501	12/14/2017	12/15/2017	\$35.96	7008	062	7522	4116	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	COMM HTH CTR	12/28/2017	12/29/2017	\$62.00	7008	062	7522	3197	ORANGE COUNTY BOCC- PCard
FLORES, DAISY	COMM HTH CTR	12/28/2017	12/29/2017	\$25.00	7008	062	7522	3197	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	ALLEN LOCK COMPANY	12/12/2017	12/13/2017	\$82.95	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	12/27/2017	12/29/2017	\$39.94	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
GRULLON, JULIO	THE HOME DEPOT	12/27/2017	12/29/2017	\$117.80	7008	062	7522	4115	ORANGE COUNTY BOCC- PCard
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	11/29/2017	12/1/2017	\$116.83	7008	062	7521	4110	ORANGE COUNTY BOCC- PCard
ORLEMAN, EILEEN	COUNCIL FOR PROFESSIONAL	12/19/2017	12/20/2017	\$425.00	0001	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WINN-DIXIE	11/30/2017	12/1/2017	\$11.58	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	11/30/2017	12/1/2017	\$106.39	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	MERA BAZAR	11/30/2017	12/4/2017	\$29.94	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	APNA BAZAAR	11/30/2017	12/4/2017	\$39.64	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	LITTLE CAESARS	12/2/2017	12/6/2017	\$30.00	7008	062	7525	4116	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	12/4/2017	12/5/2017	\$42.06	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	12/5/2017	12/6/2017	(\$0.34)	7006	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	MERA BAZAR	12/5/2017	12/8/2017	\$55.92	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	12/8/2017	12/11/2017	\$25.64	7408	062	7524	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #3162	12/11/2017	12/12/2017	\$256.02	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WAL-MART #3162	12/11/2017	12/12/2017	\$5.88	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	12/12/2017	12/13/2017	\$130.96	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	12/12/2017	12/13/2017	\$23.52	7408	062	7524	4115	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	12/12/2017	12/13/2017	\$79.34	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #1501	12/13/2017	12/14/2017	\$8.99	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	12/13/2017	12/14/2017	\$48.54	7006	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	12/13/2017	12/14/2017	\$139.64	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	PUBLIX #436	12/19/2017	12/20/2017	\$139.80	7408	062	7524		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	APNA BAZAAR	12/19/2017	12/21/2017	\$31.96	7006	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WINN-DIXIE	12/20/2017	12/21/2017	\$87.16	7006	062	7521		ORANGE COUNTY BOCC- PCard
SHEIKH, SHAMIN	WM SUPERCENTER	12/20/2017	12/21/2017	\$67.58	7006	062	7521		ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #761	11/30/2017	12/1/2017	\$24.76	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #436	12/1/2017	12/4/2017	\$22.48	7408	062	7524	4130	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #436	12/1/2017	12/4/2017	\$13.24	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #436	12/1/2017	12/4/2017	\$253.49	7008	062	7522	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #436	12/8/2017	12/11/2017	\$12.04	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard

## P-CARD EXPS. REPORT

FAMILY SERVICES- 062

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
SMITH, KERRY-ANN	PUBLIX #761	12/12/2017	12/13/2017	\$377.91	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	12/12/2017	12/13/2017	\$53.94	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #1174	12/13/2017	12/14/2017	\$25.14	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4211	12/13/2017	12/14/2017	\$65.36	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4588	12/13/2017	12/14/2017	\$39.54	7008	062	7522	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	PUBLIX #1174	12/14/2017	12/15/2017	\$34.93	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WAL-MART #4160	12/14/2017	12/15/2017	\$15.70	7008	062	7528	4116	ORANGE COUNTY BOCC- PCard
SMITH, KERRY-ANN	WM SUPERCENTER	12/15/2017	12/18/2017	\$9.51	7408	062	7524	4135	ORANGE COUNTY BOCC- PCard

P-CARD EXPS. REPORT

FAMILY SERVICES- 062

PH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ	Program Card Name
FORE, ANGELA M	COURTYARD AUSTIN SOUTH	12/8/2017	12/11/2017	\$0.01	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	COURTYARD AUSTIN SOUTH	12/8/2017	12/11/2017	(\$149.12)	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	COURTYARD AUSTIN SOUTH	12/8/2017	12/11/2017	\$0.01	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/9/2017	12/12/2017	\$417.00	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/9/2017	12/12/2017	\$417.00	7007	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/9/2017	12/12/2017	\$417.00	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/9/2017	12/12/2017	\$417.00	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	GAYLORD OPRYLAND RETAI	12/12/2017	12/13/2017	\$278.05	7008	062	7525	3420	ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/15/2017	12/18/2017	\$45.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/15/2017	12/18/2017	\$45.00	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	HILTON FT LD MARINAHOT	12/16/2017	12/19/2017	(\$45.00)	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	BEACHCOMBER	12/18/2017	12/20/2017	\$233.10	7007	062	7525		ORANGE COUNTY BOCC- TCard
FORE, ANGELA M	BEACHCOMBER	12/18/2017	12/20/2017	\$233.10	7007	062	7525		ORANGE COUNTY BOCC- TCard

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04CH010230-03-00	<b>4. AMEND. NO.</b> 0
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> Non-Competing Continuation		<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ
<b>8. BUDGET PERIOD:</b> 10/01/2017 THRU 09/30/2018		<b>9. PROJECT PERIOD:</b> 10/01/2015 THRU 09/30/2020		<b>10. CAT NO.:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> ORANGE COUNTY BOARD OF COMMISSIONERS				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families  
U.S. Department of Health and Human Services  
Office of Grants Management  
ATTN: Grants Management Specialist  
330 C Street, SW.,  
Switzer Building Corridor 3200  
Washington, DC 20201 AND

U.S. Department of Health and Human Services  
Office of Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator  
330 Independence Avenue, SW, Cohen Building  
Room 5527  
Washington, DC 20201  
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

## AWARD ATTACHMENTS

ORANGE COUNTY BOARD OF  
COMMISSIONERS

04CH010230-03-00

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1. Remarks

## **26. REMARKS (Continued from previous page)**

This grant action awards partial funds for the 10/01/2017-09/30/2018 budget period. The projected annual funding level for Head Start operations in Fiscal Year (FY) 2018 is \$12,737,561, and the projected training and technical assistance allocation is \$122,891. The balance of the funds will be awarded when available, subject to the final appropriation for the Head Start program for FY 2018.

Head Start population: 1,536 children.

Designated Head Start service area: Orlando, Winter Park, Eatonville, Apopka, Winter Garden, East Orange.

Approved program options: Center-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1.

## Attachment 1

**Award Number: 04CH010230/03**

**Recipient Organization: ORANGE, COUNTY OF**

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 10/01/2017-09/30/2018 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

**Policy Council Meeting**

Thursday, January 18, 2018

6:30 pm

**Board Agenda Items Report**

By: Khadija Pirzadeh, Contract Administrator

The following Agenda items were submitted for approval to the Orange County Board of County Commissions meeting scheduled on December 19, 2017:

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

**Orange County Head Start  
Policy Council  
Meeting: January 18, 2018  
Director's Program Information Update**

**Orange County Head Start Division Administration Updates**

- Office of Head Start 60 Day Notification received for the Focus Area 2 & CLASS monitoring. The review is scheduled for February 26, 2018-March 3, 2018.
- Kerry Ann Smith, Nutrition Coordinator and Milagros Hoyos, Teacher, graduated from the Passport Leadership Series.
- Strategic Planning Session held with Jobs in Partnership, Community Action & Citizen Commission for Children to improve services to families served by Head Start program.
- Post Award Amendment received for the 3<sup>rd</sup> year of the five year grant cycle.
- Attended the United Way Victory Celebration in which Head Start raised \$21,000 plus dollars toward the County goal.
- Recruited and screened applications for the Monitoring & Evaluation Coordinator. Interviews scheduled for January 23, 2018.

**Early Childhood Development & Education**

- Early Childhood Development and Education completed the CLASS observations on all 84 classrooms.
- Early Childhood Development and Education held interviews and candidates were selected for the Education Mentor Coaches

**Parent, Family and Community Engagement**

- Met with University of Central Florida School of Human Services Social Work Interns. Six Social Work Interns will be placed at various locations throughout the 22 Head Start centers.
- To increase the understanding and knowledge of community services available in Orange County, the Family Service Workers attended monthly training and received training from the following organizations: Family Promise – Homeless transition program and House of Healing, case management program.

## **Childhood Health and Developmental Services**

- The Orange Blossom Family Health Center (formerly Health Care Center for the Homeless) dental mobile unit provided dental exams to 99 Head Start children at three different locations. The next steps are those children noted as needing additional work will be seen at the ACE Pediatric Dental Clinic.
- Social & Emotional Development screenings are being assessed to determine children needing behavior or psychological evaluations to receive additional services such as speech and language, occupational therapy and behavior therapy.

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

- Head Start to date recruited a total of 40 children relocated from Puerto Rico due to Hurricane Maria. Out of the 40 children 8 are being served, 32 children remain on the waiting list due to the program being at the funded enrollment level.

## **Fiscal Infrastructure**

- Monitoring expenditures
- Revising and Implementing new Divisional Pcard process to ensure compliance to County Purchase card standards

## **Meetings and Events for December**

- Meeting with Mayor & staff regarding Federal Review
- Family Services Department Managers Meeting

## **Agenda Items**

- Approval of Orange County Head Start Eligibility Priority Selection Criteria 2018-2019 to establish a formal selection process for eligible children and families.
- Approval of Orange County Head Start Program Application for Federal Assistance related to use of carryover funds FY 2017-2018 in the estimated amount of \$28,093 to purchase a vehicle. In addition, the program requests approval to use an estimated \$5,000 to cover any price differences or additional costs.
- Department of Children & Family Application for license for Bithlo Head Start

*Monthly Report to Head Start Policy Council*

<b>Nutrition: DECEMBER 2017</b>	
Number of breakfasts served	20,795
Number of lunches served	21,414
Number of snacks served	16,900
Number of meals reimbursed by USDA	19,740
Number of meals disallowed for reimbursement	63
Number of children evaluated for nutritional concerns	34
Number of children receiving nutritional education and further care	6
Number of monitoring visits to ensure compliance with USDA Regulations	0
Number of monitoring visits requiring a corrective action plan	2
Number of nutritional activities conducted "Reindeer Grahams"	84

## DISABILITIES/MENTAL HEALTH REPORT

DECEMBER 2017

A total of one sixty-six (166) children have been enrolled in Head Start with a diagnosed disability from the Local Education Agency (OCPS) since school started last August 17.

A total of sixty-six (66) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2017.

A total seventy-four (74) children were evaluated by OCPS/Preschool Diagnostic Intervention Services for disability eligibility since school started last August 2017.

One hundred seventy-one (171) children were referred to OCHS contracted provider, Kinder Konsulting & Parents Too, Inc. since school started last August 2017.

Ninety-one (91) children were receiving mental health services for behavior issues since school started last August 2017. In addition, there were sixty-five (65) behavior plans developed for enrolled children.

One thousand six hundred and ninety-six (1,696) hearing screenings were completed since school started last August 2016.

Eight hundred seven (807) new children completed the screenings for Speech/Language, Socio-emotional, and Developmental.

Thirty-five (35) visits to centers were completed for the month of December 2017 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

Note: Report from 4 Disabilities/Mental Health Coordinators

## MEDICAL/DENTAL MONTHLY REPORT

December 2017

Twenty-seven (27) new health status evaluations were performed during the month of December 2017.

Fifty-nine (59) immunization records were evaluated for compliance during the month of December 2017.

Fourteen (14) blood test results were reviewed during the month of December 2017.

One hundred seventy-three (173) dental exams were reviewed during the month of December 2017. Out of these, forty-six (46) children were diagnosed as needing dental treatment.

Twenty (20) parent contacts were initiated regarding health concerns in children during the month of December 2017.

Ten (10) health action plans were developed and discussed with Head Start staff and parents during the month of December 2017.

Nine (9) Physician Medication Order were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Eight (8) trainings were provided to staff.

Twenty-three (23) children completed Blood Pressure and Vision screenings.

Fifteen (15) children were evaluated for health concerns.

Twenty-nine (29) center visits were performed to address health issues, observations, and monitoring.

## Orange County Head Start

### Parent Family and Community Engagement 2017-2018

#### *Monthly Report: December 2017*

- Seven (7) Attendance home visits  
One (1) Families received Crisis/Emergency Assistance.
- Ten (10) Parents received Educational Services.
- Five hundred eighty one (581) Health Services Follow ups were done by Community Service Worker.
- Seventy one (71) Families were referred for family services.
- Two hundred ninety five (295) were provided families services
- Twenty two (22) Parent Meetings were held this month. Nine hundred six (906) parents attended parents meetings. One hundred fifty eight (158) males attended.
- Fourteen (14) Fatherhood Activities was held this month. Eighty three (83) fathers attended fatherhood initiatives.
- Eighteen (18) Parents Trainings were held this month. Five hundred nine (509) parents attended Parents Trainings.

#### **Trainings:**

- Nutrition (Cooking Matters)
- Human Trafficking
- Parent Rights and IEP
- Budgeting
- Community Action - Self Sufficiency Employment Training
- Incredible Parenting Years
- Opening Doors (Abriendo Puertas)
- Family Finance Training
- Affordable Healthcare
- Community Health Centers
- Financial Literacy
- Cultural Diversity
- Jobs Partnerships of Central Florida
- Dental Health
- Gift of Swimming
- Hola City of Orlando
- Child Abuse and Neglect
- Importance of Health Records
- OCHS Health Components
- Father influence on his children

# ORANGE COUNTY HEAD START 2017-2018

ERSEAREPORT

MONTH: December

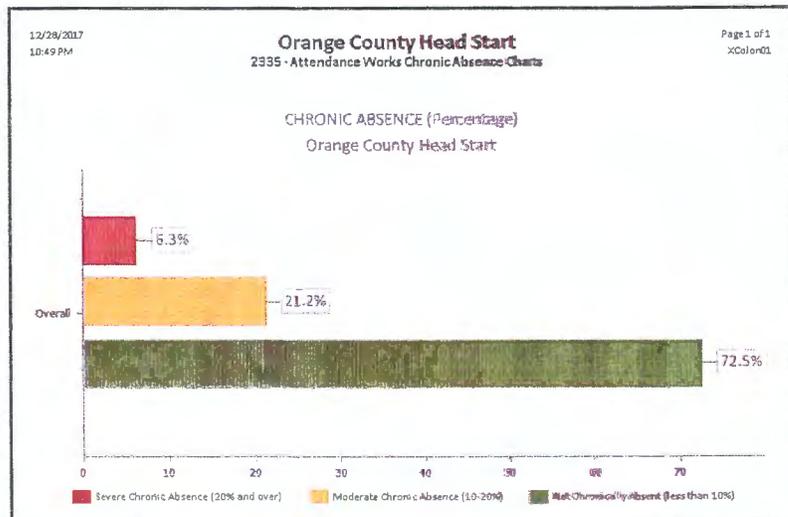
YEAR: 2018



Sites	Funded Enrollment	Monthly Enrollment	10% IEP YTD	Drops YTD	Monthly Waiting List	Monthly New Applications	Monthly Attendance 15 Days
Aloma	37	37	4	2	6	1	91%
Bithlo	30	30	0	2	2	1	89%
Callahan	49	49	3	7	3	0	92%
Denton Johnson	35	34	5	5	10	1	91%
Dover Shores	68	68	8	2	5	0	91%
East Orange	140	140	12	10	10	3	89%
Engelwood	56	56	14	3	9	5	92%
Evans	13	13	1	0	5	0	92%
Frontline	69	69	5	3	6	0	91%
Hal P Marston	102	102	10	7	14	3	90%
John Bridges	120	120	14	15	4	3	90%
Lila Mitchell	70	70	5	1	22	2	94%
Maxey	40	40	10	5	1	0	89%
McCoy	34	34	3	3	0	6	94%
Pine Hills	200	199	16	14	46	3	93%
SO YMCA	60	60	0	7	19	1	92%
Southwood	120	120	22	2	49	6	92%
Taft	120	120	12	3	20	1	89%
Three Points	34	34	3	1	4	3	86%
Ventura	20	20	10	1	4	0	92%
WS ELC	85	85	6	10	4	1	91%
WS Elementary	34	34	3	1	2	0	91%
<b>OCHS Total</b>	<b>1536</b>	<b>1534</b>	<b>166 (10%)</b>	<b>104</b>	<b>245 (15%)</b>	<b>40</b>	<b>91%</b>

## Reasons of Absences

Sick	757
Unexpected Absence (No Show/No Call)	432
Transportation Issues	167
Doctor/Dentist Appointment	152
Out of the Town	151
Other Appointments	83
Expired Immunization/Physical	75
Family Emergency	53
No Reason Documented	38
Parent/Guardian Sick	33
Vacation	25
Religious Reasons	8
Funeral	4
Therapies Out of Campus	3



## Recruitment Efforts per Site

Aloma	0	
Bithlo	0	
Callahan	0	
Denton Johnson	0	
Dover Shores	0	
East Orange	0	
Engelwood	0	
Evans	0	
Frontline	0	
Hal P Marston	0	
John Bridges	0	
Lila Mitchell	0	
Maxey	0	
McCoy	0	
Pine Hills	0	
SO YMCA	0	
Southwood	0	
Taft	0	
Three Points	0	
Ventura	0	
WS ELC	0	
WS Elementary	0	Fashion Nails, New York China, Dr. J.R. Smith Center
Other	0	

### December 2017 Updates:

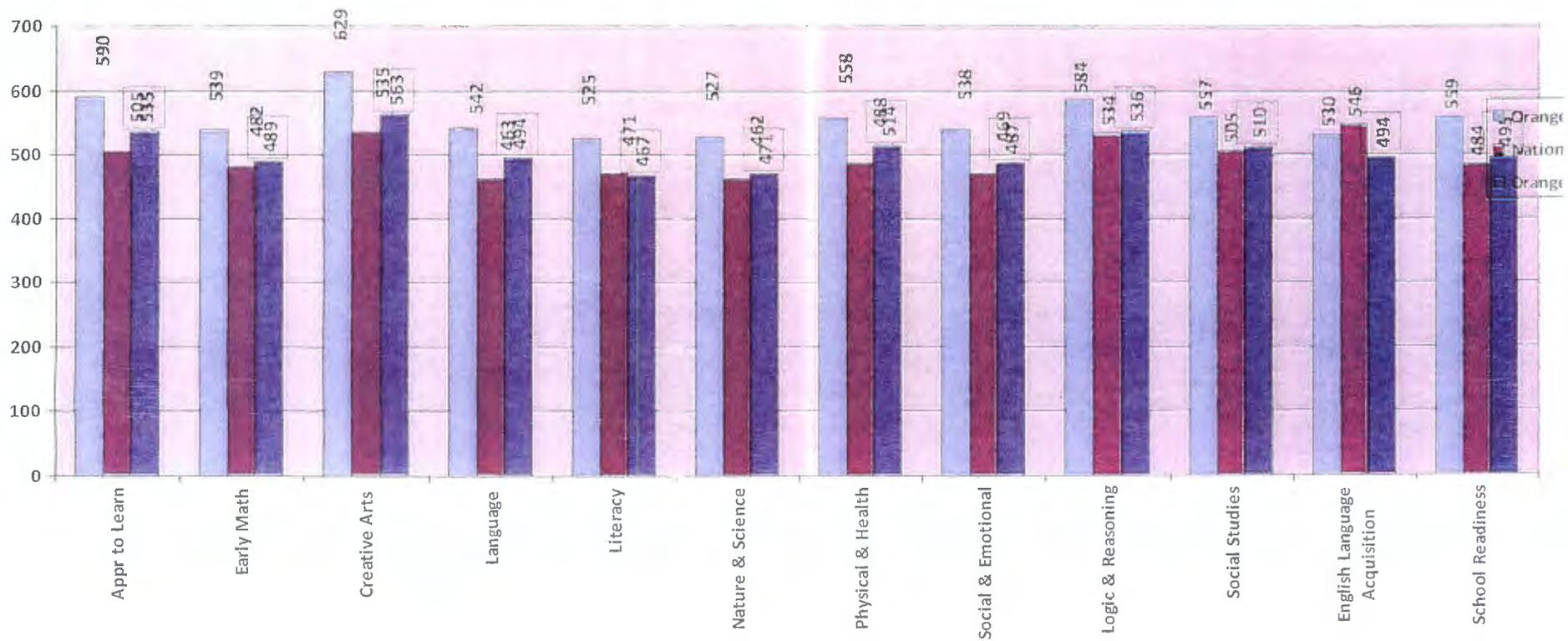
- Open House January 27, 2018
- Open Enrollment February 2018



Orange County  
Head Start  
Education Service Area  
Child Outcomes

August 14, 2017-December 31, 2017

Orange County's 4 year olds, Nation's 4year olds and Orange County's 3 year olds





ORANGE COUNTY GOVERNMENT  
 HEAD START  
**POLICY COUNCIL MEETING**  
**MINUTES**



1718 E. Michigan Street  
 Orlando, FL 32806  
 December 21, 2017

Call to Order by: Dexter Nelson at 6:39 p.m.

Roll Call by: Heather Chisholm-Wright, Vice Chairperson

**Attended By:**

Jamie Santiago	Aloma	Alternate
Leigh Thomason	Bithlo	Representative
Shaeann Perkins	Callahan	Alternate
Sandra Noel	Denton Johnson	Representative
Marleen Guitierrez	Dover Shores	Representative
Crystal Salcedo	East Orange	Representative
Maritza Vazquez	Englewood	Alternate
Lakesha Stevenson	Hal P. Marston	Representative
Darline Demosthene	Frontline	Representative
Latesha Stevenson	Hal P. Marston	Representative
Jekeyah Holmes	John Bridges	Representative
Lara Urdaneta	Maxey	Representative
Leah Akerman	McCoy	Representative
Heather Wright	Pine Hills	Representative
Lakertia Graham	Pine Hills	Alternate
Samona Heard	So. Orlando YMCA	Representative
Cyndi Salami	So. Orlando YMCA	Alternate
Cathy Chandler	Southwood	Representative
Johanna Nieves	Taft	Representative
Anna Garcia	Three Points	Representative
Andrea Ovalle	Ventura	Representative
Bilan Wilson	WS / ELC	Representative
Jeneka Lloyd	Past Parent	Community Rep
Dexter Nelson	Past Parent	Community Rep
AnnMarie Alvarado	Children's Home Society	Community Rep
Charmaine Jobson	Past Parent	Community Rep
Victoria Siplin	BCC	Community Rep

**Excused**

Cecilia Pierre	Aloma	Representative
Roxanne Williams	Callahan	Representative
Johanna Nieves	Taft	Representative
Marche Henderson	WS Elementary	Representative

Mary Harper

OCPS

Community Rep

**Quorum Established: Dexter Nelson**

**Visitors**

Natalina Zisa	Nemours
Miguerline Elibert	Englewood
Gary Siplin	Siplin Law
Shantara Gibson	4C Head Start
Jacqueline Eugene	Past Parent

**Staff:**

Sonya Hill	Main Office	Division Manager
Polly Bouler	Hal Marston	Teacher Assistant
Sandra Moore	Main Office	Admin Assistant
Milagros Font	Main Office	Sr. Program Manager
Jasmine Farlin	Main Office	Admin Support
Diana Gamble	Hal Marston	Teacher
Sandra Ruff	Main Office	Fiscal Program Manager
Yvette Meade	Main Office	Admin Specialist
John Holmes	Lila Mitchell	Center Manager
Avis McWhite	Main Office	Sr. Program Manager
Pedro Berrios	Warehouse	Warehouse Specialist
Daisy Flores	Main Office	Sr. Nutrition Coordinator
Xeix Colon	Main Office	ERSEA Coordinator
Bernice Mendez	Main Office	Sr. Family Service Worker
Mercedes Grullon	Taft	Center Manager
Aturia Hall	South Orlando YMCA	Center Manager

**Chairperson Dexter Nelson requested a motion to adopt the agenda**

Heather Chisholm-Wright made the request to amend the Agenda to add GA Foods under new business. Ann Marie Alvarado asked to table the PFCE presentation due to one speaker on the agenda.

Motion: Dexter Nelson, Past Parent, Community Rep

Seconded: Darline Demosthene, Representative, Frontline

Status: The motion carried with no objections.

**Chairperson Dexter Nelson requested a motion to approve the minutes from November 16, 2017**

Motion: Jeneka Lloyd, Past Parent, Community Rep

Second: Johanna Nieves, Representative, Taft

Status: The motion was carried with no objections

**Speaker**

**Natalina Zisa from Nemours**

The innovative telemedicine concept was presented to the Policy Council. The purpose is to educate and introduce parents to new opportunities to establish a medical home for families. Parents can download the Nemours Care Connect app. This app provides a virtual doctor to families within their home 24/7. Calling into the app gives parents urgent diagnosis for their children, all with an easy sign-up.

**Budget Report by Sandra Ruff, Fiscal Program Manager**

Orange County, the non-federal entity, is proposing to carryover funds, in the amount of \$28,090.33, to cover the cost of purchasing a vehicle for OCHS. This is an economic choice for our warehouse driver who has daily deliveries to 22 centers. Currently, we are using a large refrigerated truck, which is practical for large deliveries but not economical for day to day deliveries for operations.

**Chairperson Dexter Nelson requested a motion to approve the request to carryover funds from last year's grant in the amount of \$28,090.33 for purchase of a vehicle for the warehouse driver.**

Motion: Lateasha Stevenson, Representative, Hal P. Marston

Second: Heather Wright, Representative, Pine Hills

Status: The motion was carried with no objections

**Division Manager Report**

- Early Childhood Development and Education is preparing for the expected Federal Review.
- OCHS is interested in expanding the contract currently in place with Orange Blossom Family Health (former Health Care Center for the Homeless). The purpose of the expected expansion of the current contract is to include Medical Services for non-insured children, due to non-eligibility or immigration status. The purpose would be to ensure that children are able to have both a medical as well as dental home established, as required by the Office of Head Start.
- The annual report for 2015-2016 was completed, published and distributed to stakeholders as required by the Head Start Act.
- Head Start met the 10% mandated requirement for enrollment of children with mental health or disability concerns.

**Commissioner Liaison Report by Victoria Siplin**

A Policy Council member and her family were presented on the Orange County's Facebook page highlighting a recent holiday event.

Mrs. Victoria Siplin's term as Vice-Mayor ended on December 19, 2017

**Unit Updates**

**ERSEA report by Xeix Colon, ERSEA Coordinator**

Head Start ended the month with 11 vacancies, and 269 children on the waiting list. The Head Start Program had 91% attendance this month, with centers Lila Mitchell and Ventura each having an individual attendance rate of 94%. An open house event is coming up on January 27<sup>th</sup> from 9am-1pm at several Head Start Centers, volunteers and sponsors are needed. The new Selection Criteria was explained in detail with changes highlighted in red. Single parents, families with no financial stability, and families with no access to medical care have been found to be in need of Head Start services the most. The point system will ensure families with the greatest needs are selected to participate in the program.

**Chairperson Dexter Nelson requested a motion to accept the Eligibility Priority Selection Criteria**

Motion: Lara Urdaneta, Representative, Maxey

Seconded: Cathy Chandler, Representative, Southwood

Motion was carried with no objections

**Nutrition Report by Milagros Font, Sr. Program Manager**

**Mental Health and Disabilities Report by Milagros Font, Sr. Program Manager**

Medical Action Plans are now in place to follow up on conditions of children in Head Start and to ensure they are receiving the proper treatment.

**Education Report by Avis McWhite, Sr. Program Manager**

In the English language acquisition it was concluded that Head Start classrooms need more materials for children learning English who are native Spanish/Creole speakers. CLASS scores were explained to the Policy Council. Scores rate how teachers and students interact with each other, with (1) being the lowest and (7) being the highest. It was found that classroom organization needs improvement. Classroom action plans will be put in place for classrooms with low CLASS scores and technical services will be provided. Orange County Head Start ranked in the top 10% of the nation in the last Federal Review.

**PFCE Report by Bernice Mendez, Sr. Family Service Worker**

Promoting attendance at parent meetings led to an increase in attendance for the month of November. Male attendance and engagement increased as well. Seven Head Start parents graduated from the Early Years Training & Open Doors Training.

**Old Business:**

**By-Laws**

The By-Laws have been sent to County Legal for review.

**Committee Sign Up**

Each committee will be a team of a minimum of 3. If interested in joining a committee, see the committee lead.

**New Business:**

**PFCE Training**

Tabled until next month's meeting.

**Community Representative Voting**

**Chairperson Dexter Nelson requested a motion to accept Jaqueline Eugene as a Community Rep**

Motion: Jeneka Lloyd, Past Parent, Community Rep

Seconded: Leah Akerman, Representative, McCoy

Motion was carried with no objections

**GA Foods**

GA Foods are not keeping up with the quality of food agreed to in their contract with Head Start. Teachers have to help prepare meals at times. When centers receive poor quality food or late deliveries, emergency food supplies on centers sites have been used. Further scope into Head Starts contract with GA foods will be made in January.