

Interoffice Memorandum



AGENDA ITEM

December 5, 2016

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 Jr.*  
*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 January 10, 2017**

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	November 2016
Head Start Policy Council Meeting Minutes	October 20, 2016

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates November 2016 and Head Start Policy Council Meeting Minutes October 20, 2016 for the official county record.**

SH/kp

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



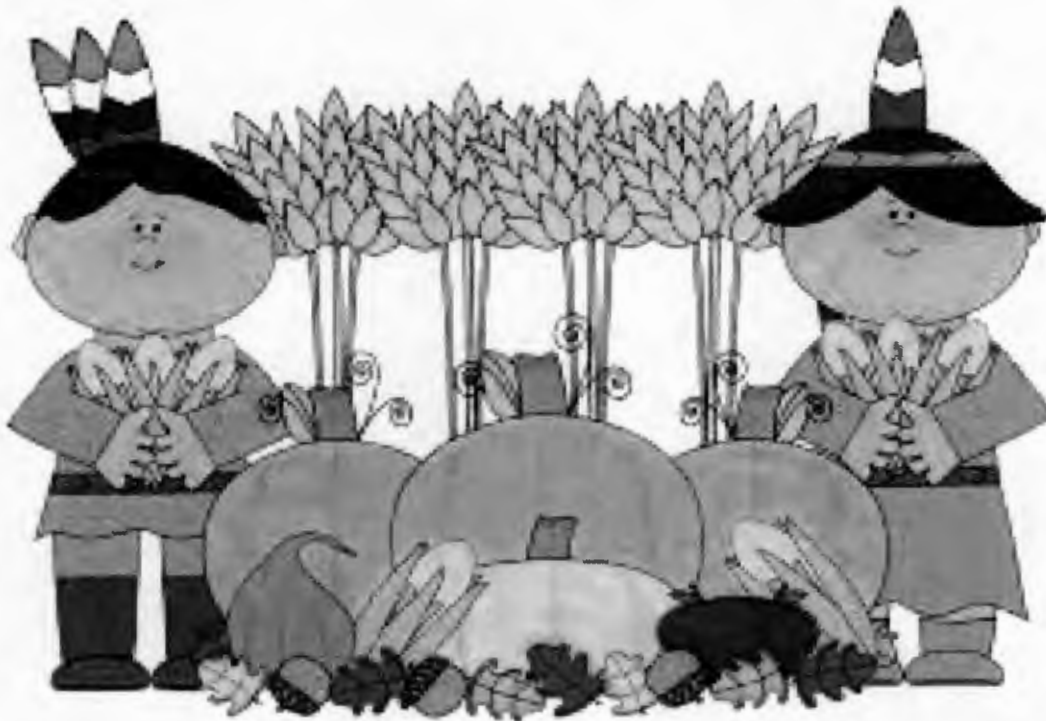
Lonnie C. Bell, Jr.  
Director, Family Services

Orange County Government



Sonya L. Hill  
Head Start Division Manager

# HEAD START POLICY COUNCIL PROGRAM INFORMATION & UPDATES



## NOVEMBER 2016



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



**POLICY COUNCIL  
MONTHLY MEETING**

**Who: Policy Council Members**

**Date: THURSDAY- NOVEMBER 17, 2016**

**Time: 6:30 PM**

**Location: GOV 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**

*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, Florida 32806

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November 17, 2016

MEETING STARTS AT 6:30 p.m.

1. Call to Order – Chairperson
2. Roll Call – Secretary
3. Adoption of Agenda
4. Speakers
5. Secretary Report
  - a. Review and Approval of Minutes from October 20, 2016
6. Human Resources Report
7. Budget Report
8. Status of Board of County Commissioners Vote- Helen Hill

The Head Start Division Requests filing of the:

Head Start Policy Council Program Information and Updates for September 2016

Head Start Policy Council Meeting Minutes for August 18, 2016

9. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager
10. Commissioner/Commissioner's Liaison Report- Commissioner Victoria Siplin
11. Service Area Reports
12. Old Business
  - a. Getting Ahead in a Just Getting By World
13. New Business
  - a. Budget Training
  - b. FHSA
  - c. National Center on Early Childhood Health and Wellness 2016 Health active Living Learning Collaborative Call for Applications
  - d. Family And Children Experiences Survey (FACES)
  - e. School Readiness Committee – Survey (Parent, Community Partners, and Kindergarten Teachers)
14. Public Comment
15. Adjourn

# Head Start Budget Summary October 2016

## What is the financial piece below?

Below is a statement of financial activity (or a 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												Encumbered	TOTAL Budget YTD	BALANCE	TOTAL YTD	
	2016-2017	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG					SEPT
7523 - Education	10,004,548.00	419,496.10												.00	9,585,051.90	419,496.10	4%
7526 - Disabilities	507,496.00	16,359.73												.00	491,136.27	16,359.73	3%
7527 - Medical/PLN	288,537.00	5,937.11													282,599.89	5,937.11	2%
7528 - Department	288,537.00	60,024.00													228,513.00	60,024.00	21%
7528 - Family Svc Work	10,388,962.00	51,554.09													10,337,407.91	51,554.09	0%
7524 - USDA Services	15,890,860.00	14,306.69													15,876,553.31	14,306.69	0%
7523 - USDA Admin	176,600.00	8,186.00													168,414.00	8,186.00	5%

## Summary

Welcome to the new 2016 – 2017 Fiscal Year. This month the unit has been busy securing services, buying materials for the classroom and putting together action plans to best utilize funding. Finance is working on a reporting structure for a better understanding of the needs of the program. Also, finance is working on streamlining processes to make communication and procurement process a quality practice.

## Did you know?

In 2015, Head Start served more than 33 million children and their families? Florida serves \$39,668 children annually providing services and quality education. Below is the total budget for Head Start in 2015.

	Head Start Federal Funding	
Local Head Start Projects		Appropriation
States and Territories		\$7,233,541,000
American Indian and Alaska Native and Migrant and Seasonal Programs		\$554,883,000
Subtotal		\$7,788,424,000
	<b>Support Activities</b>	
Training and Technical Assistance		\$203,322,000
Research, Demonstration, and Evaluation		\$20,000,000
Monitoring Support		\$42,000,000
Program Support		\$19,349,000
Transition Funding for Designation Renewal System (DRS) <sup>1</sup>		\$25,000,000
Subtotal		\$309,671,000
Early Head Start - Child Care Partnerships <sup>2</sup>		\$500,000,000
<b>TOTAL</b>		<b>\$8,598,095,000</b>

<sup>1</sup>The Transition Funding for Designation Renewal System refers to funds available to minimize any disruption in services when there is a change in provider as a result of the DRS.

<sup>2</sup>The FY 2015 appropriation continued to include the \$500 million initially appropriated in FY 2014 to expand access to high-quality early learning and development opportunities for infants and toddlers through Early Head Start-Child Care Partnerships. Funds were to be obligated by March 31, 2016.

<b>7521 BUDGET (Headstart Admin)</b>	<b>\$288,537.00</b>
<b>ACTUAL SPENT</b>	<b>\$74,894.23</b>
<b>DIFFERENCE (over/under budget)</b>	<b>\$213,642.77</b>

Account Code	Budget	Actual	Variance
1120 - Regular Salaries & Wages	\$195,699.00	\$45,559.81	\$150,139.19
1140 - Overtime	\$7,000.00	\$500.18	\$6,499.82
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$202,699.00</b>	<b>\$46,059.99</b>	<b>\$156,639.01</b>

Account Code	Budget	Actual	Variance
2110 - Fica Taxes	\$63,093.00	\$3,367.74	\$59,725.26
2120 - Retirement Contribution	\$62,025.00	\$3,570.49	\$58,454.51
2130 - Life & Health Insurance	\$173,400.00	\$7,026.75	\$166,373.25
2131 - HAS Contribution	\$1,800.00	\$0.00	\$1,800.00
2200 - Payments to OPEB Trust	\$7,892.00	\$0.00	\$7,892.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$308,210.00</b>	<b>\$13,964.98</b>	<b>\$294,245.02</b>

Account Code	Budget	Actual	Variance
3125 - Indirect Costs	\$106,329.00	\$0.00	\$106,329.00
3410 - Local Travel	\$1,000.00	\$0.00	\$1,000.00
3510 - Postage & Messenger Services	\$2,000.00	\$0.00	\$2,000.00
3530 - Toll Charges	\$150.00	\$0.00	\$150.00
3610 - Rental of Equipment	\$5,600.00	\$2,846.76	\$2,753.24
3720 - Communications	\$3,000.00	\$0.00	\$3,000.00
3820 - Maintenance of Equipment	\$2,567.00	\$5,878.50	-\$3,311.50
3910 - Graphic Reprod. Services	\$8,800.00	\$0.00	\$8,800.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$129,446.00</b>	<b>\$8,725.26</b>	<b>\$120,720.74</b>

Account Code	Budget	Actual	Variance
4010 - Dues and Memberships	\$9,395.00	\$0.00	\$9,395.00
4110 - Office Supplies	\$14,500.00	\$6,144.00	\$8,356.00
4115 - Miscellaneous Operating Supplies	\$3,000.00	\$0.00	\$3,000.00
4120 - Software < 1000	\$1,500.00	\$0.00	\$1,500.00
4121 - Computer Equipment < \$1000	\$1,020.00	\$0.00	\$1,020.00
4123 - Equipment < \$1000	\$5,000.00	\$0.00	\$5,000.00
4112 Promotional Expenses	\$5,000.00	\$0.00	\$5,000.00
4418 - Educational Assist. Program	\$1,000.00	\$0.00	\$1,000.00
4422 - Scholarships - Awards - Benefits	\$559.00	\$0.00	\$559.00
4482 - Self Insur. Property/casualty	\$11,480.00	\$0.00	\$11,480.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$52,454.00</b>	<b>\$6,144.00</b>	<b>\$46,310.00</b>

Account Code	Budget	Actual	Variance
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Account Code	Budget	Actual	Variance
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>7522 BUDGET (Headstart Services)</b>	<b>\$10,004,548.00</b>
<b>ACTUAL SPENT</b>	<b>\$750,569.00</b>
<b>DIFFERENCE (over/under budget)</b>	<b>\$9,253,979.00</b>

2000 - 1200			
1120 - Regular Salaries & Wages	\$5,560,633.00	\$412,416.68	\$5,148,216.32
1130 - Other Salaries & Wages	\$75,900.00	\$6,091.83	\$69,808.17
1140 - Overtime	\$10,000.00	\$371.52	\$9,628.48
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$5,646,533.00</b>	<b>\$418,880.03</b>	<b>\$5,227,652.97</b>

2000 - 2000			
2110 - FICA Taxes	\$499,559.00	\$30,591.61	\$468,967.39
2120 - Retirement Contribution	\$503,600.00	\$31,369.61	\$472,230.39
2130 - Life and Insurance	\$1,703,400.00	\$101,721.16	\$1,601,678.84
2131 - HAS. Contribution	\$29,500.00	\$0.00	\$29,500.00
2200 - Payments to OPEB Trust	\$105,672.00	\$0.00	\$105,672.00
			\$0.00
<b>Total</b>	<b>\$2,841,731.00</b>	<b>\$163,682.38</b>	<b>\$2,678,048.62</b>

2000 - 3000			
3167 - Payments to Other Government	\$8,000.00	\$100.00	\$7,900.00
3170 - Janitorial Service and Supply	\$20,000.00	\$1,295.46	\$18,704.54
3197 - Software Licensing/Support Fee	\$43,890.00	\$0.00	\$43,890.00
3195 - Contract Services Medica	\$23,500.00	\$0.00	\$23,500.00
3197 - Contract Svcs Not Oth Specified	\$16,500.00	\$0.00	\$16,500.00
3350 - Other Insurance & Bonds	\$11,000.00	\$0.00	\$11,000.00
3410 - Local Travel	\$10,000.00	\$0.00	\$10,000.00
3530 - Toll Charges	\$500.00	\$0.00	\$500.00
3610 - Rental of Equipment	\$11,000.00	\$0.00	\$11,000.00
3620 - Leases- Bldgs and Structures	\$150,172.00	\$11,382.90	\$138,789.10
3710 - Utilities	\$40,000.00	\$5,680.13	\$34,319.87
3720 - Communications	\$45,000.00	\$0.00	\$45,000.00
3810 - Maint of Bldg Imp & Grounds	\$100,000.00	\$3,777.50	\$96,222.50
3820 - Maintenance of Equipment	\$35,000.00	\$8,430.60	\$26,569.40
3823 - Computer Maintenance	\$4,500.00	\$0.00	\$4,500.00
3910 - Graphic Reproduction Services	\$10,000.00	\$0.00	\$10,000.00
3825 - Internal Fleet Management Charges	\$43,000.00	\$0.00	\$43,000.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$572,062.00</b>	<b>\$30,666.59</b>	<b>\$541,395.41</b>

4000 - 4900			
4020 - Books, CDs, Videos & Subscriptions	\$20,000.00	\$0.00	\$20,000.00
4110 - Office Supplies	\$25,000.00	\$0.00	\$25,000.00
4115 - Miscellaneous Operating Supplies	\$75,000.00	\$0.00	\$75,000.00
4116 - Event Meal Reimbursements	\$3,000.00	\$0.00	\$3,000.00
4120 - Software < \$1000	\$12,609.00	\$0.00	\$12,609.00
4121 - Computer Equipment < \$1000	\$54,580.00	\$0.00	\$54,580.00
4123 - Equipment < \$1000	\$25,000.00	\$0.00	\$25,000.00
4135 - Food & Dietary	\$282,788.00	\$137,340.00	\$145,448.00
4143 - Medical & Surgical	\$0.00	\$0.00	\$0.00
4175 - Clothing & Wearing Apparel	\$100.00	\$0.00	\$100.00
4195 - Misc Supplies or Expenses	\$10,000.00	\$0.00	\$10,000.00
4412 - Promotional Expenses	\$16,625.00	\$0.00	\$16,625.00
4418 - Educational Assist. Program	\$10,000.00	\$0.00	\$10,000.00
4440 - Improvements to Non-County Assets	\$5,784.00	\$0.00	\$5,784.00
4450 - Parent Activity Fund	\$9,216.00	\$0.00	\$9,216.00
4452 - Field Trips - Head Start	\$15,360.00	\$0.00	\$15,360.00
4482 - Self Insur. Prop/Casulty	\$279,660.00	\$0.00	\$279,660.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$844,722.00</b>	<b>\$137,340.00</b>	<b>\$707,382.00</b>

5000 - 5900			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

6000 - 6900			
6310 - Struct and Fac Other than Bldg	\$25,250.00	\$0.00	\$25,250.00
6410 - Equipment	\$49,750.00	\$0.00	\$49,750.00
6438 - Computer Equipment	\$4,500.00	\$0.00	\$4,500.00
6420 - Rolling Stock	\$25,000.00	\$0.00	\$25,000.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$104,500.00</b>	<b>\$0.00</b>	<b>\$104,500.00</b>

<b>7523 BUDGET (USDA Admin)</b>	<b>\$176,600.00</b>
<b>ACTUAL SPENT</b>	<b>\$8,186.12</b>
<b>DIFFERENCE (over/under budget)</b>	<b>\$168,413.88</b>

1000 - 1099			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	\$114,615.00	\$6,553.40	\$108,061.60
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$114,615.00</b>	<b>\$6,553.40</b>	<b>\$108,061.60</b>

2000 - 2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	\$8,767.00	\$485.11	\$8,281.89
2120 - Retirement Contribution	\$8,619.00	\$492.83	\$8,126.17
2130 - Life and Insurance	\$30,600.00	\$654.78	\$29,945.22
2131 - HAS. Contribution	\$300.00	\$0.00	\$300.00
2200 - Payments to OPEB Trust	\$1,326.00		\$1,326.00
			\$0.00
<b>Total</b>	<b>\$49,612.00</b>	<b>\$1,632.72</b>	<b>\$47,979.28</b>

3000 - 3999			
Object Code	Budget	Actual	Difference
3125 - Indirect Costs	\$6,543.00	\$0.00	\$6,543.00
3410 - Local Travel	\$1,000.00	\$0.00	\$1,000.00
3530 - Toll Charges	\$30.00	\$0.00	\$30.00
3820 - Maintenance of Equipment	\$500.00	\$0.00	\$500.00
			\$0.00
<b>Total</b>	<b>\$8,073.00</b>	<b>\$0.00</b>	<b>\$8,073.00</b>

4000 - 4999			
Object Code	Budget	Actual	Difference
4110 - Office Supplies	\$700.00	\$0.00	\$700.00
4418 - Educational Assist. Program	\$500.00	\$0.00	\$500.00
4482 - Self Insurance Property/ Casualty	\$3,100.00	\$0.00	\$3,100.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$4,300.00</b>	<b>\$0.00</b>	<b>\$4,300.00</b>

5000 - 5999			
Object Code	Budget	Actual	Difference
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

6000 - 6999			
Object Code	Budget	Actual	Difference
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



<b>7524 BUDGET (USDA SERVICES)</b>	<b>\$1,590,860.00</b>
<b>ACTUAL SPENT</b>	<b>\$1,061,864.19</b>
<b>DIFFERENCE (over/under budget)</b>	<b>\$528,995.81</b>

1000 - 1999			
1120 - Regular Salaries & Wages	\$161,794.00	\$9,211.80	\$152,582.20
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$161,794.00</b>	<b>\$9,211.80</b>	<b>\$152,582.20</b>

2000 - 2999			
2110 - FICA Taxes	\$12,570.00	\$662.59	\$11,907.41
2120 - Retirement Contribution	\$12,355.00	\$692.73	\$11,662.27
2130 - Life and Insurance	\$81,600.00	\$3,739.57	\$77,860.43
2131 - HAS, Contribution	\$1,000.00	\$0.00	\$1,000.00
2200 - Payments to OPEB Trust	\$3,536.00		\$3,536.00
			\$0.00
<b>Total</b>	<b>\$111,061.00</b>	<b>\$5,094.89</b>	<b>\$105,966.11</b>

3000 - 3999			
3170 - Janitorial Svc & Supply	\$1,000.00	\$0.00	\$1,000.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>

4000 - 4999			
4115 - Miscellaneous Operating Supplies	\$5,436.00	\$0.00	\$5,436.00
4130 - Household & Kitchen Supplies	\$2,005.00	\$0.00	\$2,005.00
4135 - Food & Dietary	\$1,305,000.00	\$1,047,557.50	\$257,442.50
4482 - Self Insurance Property/ Casualty	\$4,564.00	\$0.00	\$4,564.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$1,317,005.00</b>	<b>\$1,047,557.50</b>	<b>\$269,447.50</b>

5000 - 5999			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

6000 - 6999			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 7525 Budget Planner

<b>7525 BUDGET (Training)</b>	<b>\$288,537.00</b>
<b>ACTUAL SPENT</b>	<b>\$0.00</b>
<b>DIFFERENCE (over/under budget)</b>	<b>\$288,537.00</b>

<b>3000 - 3999</b>			
		\$132,770.60	
		\$1,000.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$133,770.60</b>

<b>4000 - 4999</b>			
	\$0.00	\$0.00	TRUE
			TRUE
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>5000 - 5999</b>			
<b>3185 - Contractural Service - Training</b>	\$11,070.00	\$0.00	\$11,070.00
<b>3420 - Out of County Travel</b>	\$17,700.00	\$0.00	\$17,700.00
<b>3610 - Rental of Equipment</b>	\$1,000.00	\$0.00	\$1,000.00
<b>3620 - Leases -Bldgs &amp; Structures</b>	\$2,000.00	\$0.00	\$2,000.00
<b>3910 - Graphics Reprod.Services</b>	\$1,000.00	\$0.00	\$1,000.00
		\$0.00	
		\$0.00	
		\$0.00	
<b>Total</b>	<b>\$32,770.00</b>	<b>\$0.00</b>	<b>\$32,770.00</b>

<b>6000 - 6999</b>			
<b>4020 - Books, CDs, Videos &amp; Subscriptions</b>	\$1,000.00	\$0.00	\$2,000.00
<b>4030 - Training and Educational Costs</b>	\$68,550.00	\$0.00	\$5,000.00
<b>4040 -License and Certification fees</b>	\$1,000.00	\$0.00	\$2,000.00
<b>4110- Office Supplies (Excluding printing)</b>	\$2,771.00	\$0.00	\$2,000.00
<b>4115 - Miscellaneous Operating Supplies</b>	\$2,000.00	\$0.00	\$10,000.00
<b>4116 - Event Meal Reimbursements</b>	\$4,500.00	\$0.00	\$500.00
<b>4418- Educational Assist. Program</b>	\$10,300.00	\$0.00	\$500.00
		\$0.00	
		\$0.00	
		\$0.00	
<b>Total</b>	<b>\$90,121.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>

<b>7000 - 7999</b>			
		\$0.00	
		\$0.00	
		\$0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>8000 - 8999</b>			
		\$0.00	
		\$0.00	
		\$0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>7526 BUDGET (Disabilities)</b>	<b>\$507,496.00</b>
<b>ACTUAL SPENT</b>	<b>\$16,359.73</b>
<b>DIFFERENCE (over/under budget)</b>	<b>\$491,136.27</b>

1000 - 1099			
1120 - Regular Salaries & Wages	\$202,556.00	\$12,227.60	\$190,328.40
1130 - Other Salaries & Wages	\$30,000.00	\$0.00	\$30,000.00
1140 - Overtime (Lourdes Ramos 10/22 -Emergency)	\$0.00	\$60.10	-\$60.10
			\$0.00
<b>Total</b>	<b>\$232,556.00</b>	<b>\$12,287.70</b>	<b>\$220,268.30</b>

2000 - 2099			
2110 - FICA Taxes	\$15,494.00	\$869.11	\$14,624.89
2120 - Retirement Contribution	\$15,232.00	\$924.05	\$14,307.95
2130 - Life and Insurance	\$40,800.00	\$2,278.87	\$38,521.13
2131 - HAS. Contribution	\$600.00	\$0.00	\$600.00
2200 - Payments to OPEB Trust	\$1,754.00	\$0.00	\$1,754.00
			\$0.00
<b>Total</b>	<b>\$73,880.00</b>	<b>\$4,072.03</b>	<b>\$69,807.97</b>

3000 - 3999			
3195 - Contract Services Medica	\$57,000.00	\$0.00	\$57,000.00
3275 -** Medical Services	\$120,000.00	\$0.00	\$120,000.00
3410 - Local Travel	\$5,000.00	\$0.00	\$5,000.00
3720 - Communications	\$1,250.00	\$0.00	\$1,250.00
			\$0.00
<b>Total</b>	<b>\$183,250.00</b>	<b>\$0.00</b>	<b>\$183,250.00</b>

4000 - 4999			
4020 - Books, CDs, Videos & Subscriptions	\$5,000.00	\$0.00	\$5,000.00
4110 - Office Supplies	\$3,000.00	\$0.00	\$3,000.00
4115 - Miscellaneous Operating Supplies	\$3,750.00	\$0.00	\$3,750.00
4418 - Educational Assist. Program	\$1,000.00	\$0.00	\$1,000.00
4482 - Self Insur. Prop/Casulty	\$5,060.00	\$0.00	\$5,060.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$17,810.00</b>	<b>\$0.00</b>	<b>\$17,810.00</b>

5000 - 5999			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

6000 - 6999			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

7527 BUDGET (Medical/Dental/LPN)	\$288,537.00
ACTUAL SPENT	\$5,937.11
DIFFERENCE (over/under budget)	\$282,599.89

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	\$137,357.00	\$4,586.40	\$132,770.60
1140 - Overtime	\$1,000.00	\$0.00	\$1,000.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$138,357.00</b>	<b>\$4,586.40</b>	<b>\$133,770.60</b>

2000 - 2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	\$10,508.00	\$339.41	\$10,168.59
2120 - Retirement Contribution	\$9,972.00	\$334.90	\$9,637.10
2130 - Life and Insurance	\$40,800.00	\$676.40	\$40,123.60
2131 - HAS. Contribution	\$400.00	\$0.00	\$400.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$61,680.00</b>	<b>\$1,350.71</b>	<b>\$60,329.29</b>

3000 - 3999			
Object Code	Budget	Actual	Difference
3195 - Contract Services Medical	\$17,500.00	\$0.00	\$17,500.00
3179 - Contract Service - Employmt. Agent	\$10,000.00	\$0.00	\$10,000.00
3197 - Contract Svcs Not Oth Specified	\$30,000.00	\$0.00	\$30,000.00
3410 - Local Travel	\$4,000.00	\$0.00	\$4,000.00
3728 - Communications	\$5,000.00	\$0.00	\$5,000.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$66,500.00</b>	<b>\$0.00</b>	<b>\$66,500.00</b>

4000 - 4999			
Object Code	Budget	Actual	Difference
4110 - Office Supplies	\$2,000.00	\$0.00	\$2,000.00
4115 - Miscellaneous Operating Supplies	\$5,000.00	\$0.00	\$5,000.00
4121 - Computer Equipment < \$1000	\$2,000.00	\$0.00	\$2,000.00
4123 - Equipment < \$1000	\$2,000.00	\$0.00	\$2,000.00
4143 - Medical & Surgical	\$10,000.00	\$0.00	\$10,000.00
4418 - Educational Assist. Program	\$500.00	\$0.00	\$500.00
4450 - Parent Activity Fund	\$500.00	\$0.00	\$500.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$22,000.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>

5000 - 5999			
Object Code	Budget	Actual	Difference
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

6000 - 6999			
Object Code	Budget	Actual	Difference
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 7528 Budget Planner

7528 BUDGET (PFCE)	<b>\$1,388,962.00</b>
ACTUAL SPENT	<b>\$51,554.09</b>
DIFFERENCE (over/under budget)	<b>\$1,337,407.91</b>

1000 - 1999			
Object Code	Budget	Actual	Difference
1120 - Regular Salaries & Wages	\$933,988.00	\$37,889.23	\$896,098.77
1130 - Other Salaries & Wages	\$10,000.00	\$0.00	\$10,000.00
1140 - Overtime	\$5,000.00	\$49.68	\$4,950.32
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$948,988.00</b>	<b>\$37,938.91</b>	<b>\$911,049.09</b>

2000 - 2999			
Object Code	Budget	Actual	Difference
2110 - FICA Taxes	\$71,450.00	\$2,740.00	\$68,710.00
2120 - Retirement Contribution	\$67,808.00	\$2,853.01	\$64,954.99
2130 - Life and Insurance	\$255,000.00	\$8,022.17	\$246,977.83
2131 - HAS. Contribution	\$2,500.00	\$0.00	\$2,500.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$396,758.00</b>	<b>\$13,615.18</b>	<b>\$383,142.82</b>

3000 - 3999			
Object Code	Budget	Actual	Difference
3410 - Local Travel	\$5,000.00	\$0.00	\$5,000.00
3720 - Communications	\$8,000.00	\$0.00	\$8,000.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$13,000.00</b>	<b>\$0.00</b>	<b>\$13,000.00</b>

4000 - 4999			
Object Code	Budget	Actual	Difference
4020 - Books, CDs, Videos & Subscriptions	\$2,000.00	\$0.00	\$2,000.00
4110 - Office Supplies	\$7,000.00	\$0.00	\$7,000.00
4115 - Miscellaneous Operating Supplies	\$2,000.00	\$0.00	\$2,000.00
4121 - Computer Equipment < \$1000	\$2,000.00	\$0.00	\$2,000.00
4123 - Equipment < \$1000	\$2,000.00	\$0.00	\$2,000.00
4412 - Promotional Expenses	\$5,000.00	\$0.00	\$5,000.00
4418 - Educational Assist. Program	\$1,000.00	\$0.00	\$1,000.00
4450 - Parent Activity Fund	\$9,216.00	\$0.00	\$9,216.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$30,216.00</b>	<b>\$0.00</b>	<b>\$30,216.00</b>

5000 - 5999			
Object Code	Budget	Actual	Difference
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

6000 - 6999			
Object Code	Budget	Actual	Difference
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

11/01/2016 PAGE: 1  
 ORANGE COUNTY  
 Department 062  
 FY 2016 Monthly Expense Report  
 For the selected Department and Unit, by Object and Appropriation

Through 11/01/2016

FUND: 8299 DEPT: 062 UNIT: 7537

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUM AMOUNT	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1	1120	6EA	REGULAR SALARIES and WAGES	733,053.00	13,800.32	-10,187.80	1,727.09	107,775.32	63,347.49	65,113.88	92,327.57	69,626.23	27,936.86	83,315.84	.00	.00	.00	.00	514,783.00	218,270.00	70.22
	2110	6EA	FICA TAXES	59,218.00	993.51	-753.53	112.46	7,811.29	4,578.75	4,706.32	6,674.32	5,042.73	2,028.41	6,053.07	.00	.00	.00	.00	37,247.33	21,970.67	62.90
	2120	6EA	RETIREMENT CONTRIBUTION	55,722.00	1,001.91	-739.62	125.39	7,925.30	4,635.36	4,763.63	6,808.39	5,126.72	2,062.93	6,132.67	.00	.00	.00	.00	37,842.68	17,879.32	67.91
	2130	6EA	LIFE and HEALTH INSURANCE	61,745.00	2,856.17	-1,996.74	464.58	25,431.03	15,228.17	15,690.50	23,029.34	17,105.96	6,852.26	20,587.26	.00	.00	.00	.00	125,248.53	-63,503.53	202.85
	2131	6EA	HSA/FSA CONTRIBUTION	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00
	2200	6EA	PAYMENTS TO OPEB TRUST	380.00	.00	.00	.00	.00	.00	373.00	.00	.00	.00	.00	.00	.00	.00	.00	373.00	7.00	98.16
OBJECT CATEGORY 1			912,618.00	18,651.91	-13,677.49	2,429.52	148,942.94	87,789.77	90,274.33	129,212.62	96,901.64	38,880.46	116,088.84	.00	.00	.00	.00	715,494.54	197,123.46	78.40	
2	3125	6EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00	100.00
	4020	6EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	19,750.00	.00	.00	.00	19,750.00	-18,250.00	1,316.67
	4110	6EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	25,000.00	.00
	4115	6EC	MISCELLANEOUS OPERATING SUPPLIES	31,090.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	53,539.03	3,773.43	.00	.00	.00	57,312.46	-26,222.46	184.34
	4123	6EC	EQUIPMENT LESS THAN \$1000	24,459.00	.00	-4,552.71	.00	.00	6,564.15	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,011.44	22,447.56	8.22
	4195	6EC	MISC SUPPLIES OR EXPENSES	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
	4482	6EC	SELF INS-PROP CASUALTY	165.00	.00	.00	.00	.00	.00	.00	162.00	.00	.00	.00	.00	.00	.00	.00	162.00	3.00	98.18
	6438	6ED	COMPUTER EQUIPMENT > \$500	35,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	29,980.25	.00	.00	.00	29,980.25	5,019.75	85.66
OBJECT CATEGORY 2			169,712.00	.00	-4,552.71	.00	.00	6,564.15	42,498.00	.00	162.00	.00	.00	53,539.03	53,503.68	.00	.00	.00	151,714.15	17,997.85	89.40
*TOTAL UNIT_CD 7537			1,082,330.00	18,651.91	-18,230.20	2,429.52	148,942.94	94,353.92	132,772.33	129,212.62	97,063.64	38,880.46	116,088.84	53,539.03	53,503.68	.00	.00	867,208.69	215,121.31	80.12	
TOTAL			1,082,330.00	18,651.91	-18,230.20	2,429.52	148,942.94	94,353.92	132,772.33	129,212.62	97,063.64	38,880.46	116,088.84	53,539.03	53,503.68	.00	.00	867,208.69	215,121.31	80.12	

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 ORANGE COUNTY  
 Department 062  
 FY 2016 Monthly Expense Report  
 For the selected Department and Unit, by Object and Appropriation

Through 11/01/2016

FUND: 8299 DEPT: 062 UNIT: 7538																				
OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUM AMOUNT	ENCUM AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1	1120	7EA	REGULAR SALARIES and WAGES	800,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	41,626.61	.00	.00	41,626.61	758,373.39	5.20
	2110	7EA	FICA TAXES	61,200.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,018.20	.00	.00	3,018.20	58,181.80	4.93
	2120	7EA	RETIREMENT CONTRIBUTION	60,160.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,165.64	.00	.00	3,165.64	56,994.36	5.26
	2130	7EA	LIFE and HEALTH INSURANCE	200,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,927.69	.00	.00	10,927.69	189,072.31	5.46
OBJECT CATEGORY 1			1,121,360.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	58,738.14	.00	.00	58,738.14	1,062,621.86	5.24
2	3125	7EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00
	3185	7EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00
	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	25,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	35,524.35	.00	-10,524.35	142.10
	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	.00
	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	14,880.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	14,880.00	.00
	4123	7EC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00
	4482	7EA	SELF INS-PROP CASUALTY	162.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	162.00	.00
OBJECT CATEGORY 2			99,040.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	35,524.35	.00	63,515.65	35.87
*TOTAL UNIT_CD 7538			1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	58,738.14	.00	35,524.35	58,738.14	1,126,137.51	7.72
TOTAL			1,220,400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	58,738.14	.00	35,524.35	58,738.14	1,126,137.51	7.72

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Through 11/01/2016

FUND: 8299 DEPT: 062 UNIT: 7538																					
OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUM. AMOUNT	ENCUM. AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD	
1	1120	7EA	REGULAR SALARIES and WAGES	696,350.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	696,350.00	.00	
	2110	7EA	FICA TAXES	53,673.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	53,673.00	.00	
	2120	7EA	RETIREMENT CONTRIBUTION	52,295.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	52,295.00	.00	
	2130	7EA	LIFE and HEALTH INSURANCE	172,857.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	172,857.00	.00	
OBJECT CATEGORY 1			975,175.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	975,175.00	.00	
2	3125	7EB	INDIRECT COSTS	42,498.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	42,498.00	.00	
	3185	7EC	CONTRACT SVC-TRAINING	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	.00	
	4020	7EC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	476.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	476.00	.00	
	4110	7EC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	6,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	6,000.00	.00	
	4115	7EC	MISCELLANEOUS OPERATING SUPPLIES	7,880.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,880.00	.00	
	4123	7EC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	.00	
	4482	7EA	SELF INS-PROP CASUALTY	162.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	162.00	.00	
OBJECT CATEGORY 2			63,516.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	63,516.00	.00	
*TOTAL UNIT_CD 7538			1,038,691.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,038,691.00	.00	
TOTAL			1,038,691.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,038,691.00	.00	



Expenditure Detail for Department 062, Unit 7538

By Dept/Fund/Unit/Object

for the dates 20161001 thru 20161031

DEPT: 062 FAMILY SERVICES FUND: 8299 VOLUNTARY PRE-KINDERGARTEN PROGRAM 13/16

UNIT: 7538 VOLUNTARY PRE-KINDERGARTEN 16/17

TRANS DATE	DESCRIPTION	DOC CODE	DEPT	DOCUMENT ID	REFERENCE DOCUMENT	CHECK NUMBER	BUDGETED AMOUNT	PRE-ENCUMBERED AMOUNT	ENCUMBERED AMOUNT	EXPENDED AMOUNT	UNOBLIGATED AMOUNT	UNCOMMITTED AMOUNT
OBJT: 1120 REGULAR SALARIES and WAGES ** OPENING BALANCE												
							.00	.00	.00	.00	.00	.00
10/28/2016		BGEX	001	17-CFWD-8299			696,350.00	.00	.00	.00		
*TOTAL OBJ_CD 1120											696,350.00	696,350.00
OBJT: 2110 FICA TAXES ** OPENING BALANCE												
							.00	.00	.00	.00	.00	.00
10/28/2016		BGEX	001	17-CFWD-8299			53,673.00	.00	.00	.00		
*TOTAL OBJ_CD 2110											53,673.00	53,673.00
OBJT: 2120 RETIREMENT CONTRIBUTION ** OPENING BALANCE												
							.00	.00	.00	.00	.00	.00
10/28/2016		BGEX	001	17-CFWD-8299			52,295.00	.00	.00	.00		
*TOTAL OBJ_CD 2120											52,295.00	52,295.00
OBJT: 2130 LIFE and HEALTH INSURANCE ** OPENING BALANCE												
							.00	.00	.00	.00	.00	.00
10/28/2016		BGEX	001	17-CFWD-8299			172,857.00	.00	.00	.00		
*TOTAL OBJ_CD 2130											172,857.00	172,857.00
OBJT: 3125 INDIRECT COSTS ** OPENING BALANCE												
10/28/2016		BGEX	001	17-CFWD-8299			42,498.00	.00	.00	.00		

*TOTAL OBJ_CD 3125						42,498.00	.00	.00	.00	42,498.00	42,498.00
OBJT: 3185 CONTRACT SVC-TRAINING ** OPENING BALANCE											
10/28/2016	BGEX	001	17-CFWD-8299			1,500.00	.00	.00	.00		
*TOTAL OBJ_CD 3185						1,500.00	.00	.00	.00	1,500.00	1,500.00
OBJT: 4020 BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS ** OPENING BALANCE											
10/28/2016	BGEX	001	17-CFWD-8299			476.00	.00	.00	.00		
*TOTAL OBJ_CD 4020						476.00	.00	.00	.00	476.00	476.00
OBJT: 4110 OFFICE SUPPLIES (NOT INCLUDING PRINTING) ** OPENING BALANCE											
10/28/2016	BGEX	001	17-CFWD-8299			6,000.00	.00	.00	.00		
*TOTAL OBJ_CD 4110						6,000.00	.00	.00	.00	6,000.00	6,000.00
OBJT: 4115 MISCELLANEOUS OPERATING SUPPLIES ** OPENING BALANCE											
10/28/2016	BGEX	001	17-CFWD-8299			7,880.00	.00	.00	.00		
*TOTAL OBJ_CD 4115						7,880.00	.00	.00	.00	7,880.00	7,880.00
OBJT: 4123 EQUIPMENT LESS THAN \$1000 ** OPENING BALANCE											
10/28/2016	BGEX	001	17-CFWD-8299			5,000.00	.00	.00	.00		
*TOTAL OBJ_CD 4123						5,000.00	.00	.00	.00	5,000.00	5,000.00
OBJT: 4482 SELF INS-PROP CASUALTY ** OPENING BALANCE											
10/28/2016	BGEX	001	17-CFWD-8299			162.00	.00	.00	.00		
*TOTAL OBJ_CD 4482						162.00	.00	.00	.00	162.00	162.00
*TOTAL UNIT_CD 7538						1,038,691.00	.00	.00	.00	1,038,691.00	1,038,691.00
*TOTAL FUND_CD 8299						1,038,691.00	.00	.00	.00	1,038,691.00	1,038,691.00
*TOTAL DEPT_CD 062						1,038,691.00	.00	.00	.00	1,038,691.00	1,038,691.00
						1,038,691.00	.00	.00	.00	1,038,691.00	1,038,691.00

11/01/2016 ORANGE COUNTY PAGE: 2  
Expenditure Detail for Department 062, Unit 7538  
By Dept/Fund/Unit/Object  
for the dates 20161001 thru 20161031  
DEPT: FUND:  
UNIT:

TRANS DATE	DESCRIPTION	DOC CODE	DEPT	DOCUMENT ID	REFERENCE DOCUMENT	CHECK NUMBER	BUDGETED AMOUNT	PRE-ENCUMBERED AMOUNT	ENCUMBERED AMOUNT	EXPENDED AMOUNT	UNOBLIGATED AMOUNT	UNCOMMITTED AMOUNT
TOTAL							1,038,691.00	.00	.00	.00	1,038,691.00	1,038,691.00

## Pcard Statement October 2016

Card Holder Name	Vendor	Item Total	Date of Purchase
FLORES, DAISY	INTERPRETEK	\$110.00	10/21/2016
FLORES, DAISY	BARNES & NOBLE	\$131.85	10/6/2016
FLORES, DAISY	WM SUPERCENTER	\$31.40	10/7/2016
FLORES, DAISY	WAL-MART #3162	\$667.57	10/7/2016
FLORES, DAISY	PUBLIX #436	\$367.53	10/7/2016
FLORES, DAISY	WAL-MART #3162	(\$2.23)	10/14/2016
FLORES, DAISY	RESTAURANT EQUIPMENT W	\$724.21	10/19/2016
FLORES, DAISY	PUBLIX #436	\$111.36	10/12/2016
FORE, ANGELA M	HYATT REGENCY BIRMINGHAM	\$271.32	10/5/2016
FORE, ANGELA M	HYATT REGENCY BIRMINGHAM	\$271.32	10/10/2016
FORE, ANGELA M	EMBASSY SUITES JAX	\$182.00	10/28/2016
FORE, ANGELA M	WKU T TAS	\$770.00	10/6/2016
GRULLON, JULIO	THE HOME DEPOT	\$89.70	10/7/2016
GRULLON, JULIO	THE HOME DEPOT	\$40.80	10/10/2016
GRULLON, JULIO	ALLEN LOCK COMPANY	\$59.25	10/12/2016
GRULLON, JULIO	AMERICAN PARKS	\$640.00	10/19/2016
GRULLON, JULIO	THE HOME DEPOT	\$7.97	10/20/2016
GRULLON, JULIO	THE HOME DEPOT	\$459.64	10/21/2016
GRULLON, JULIO	THE HOME DEPOT	\$98.44	10/24/2016
GRULLON, JULIO	THE HOME DEPOT	\$27.68	10/3/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$41.93	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$17.97	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$17.97	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$17.97	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$11.98	10/10/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$31.30	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$31.30	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$21.15	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$31.30	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$25.04	10/10/2016
JOHNSON, JUNE	SURVEYMONKEY.COM	\$1,020.00	10/21/2016
JOHNSON, JUNE	COUNCIL FOR PROFESSIONAL	\$425.00	10/3/2016
JOHNSON, JUNE	AMAZON MKTPLACE PMTS	\$14.00	10/26/2016
JOHNSON, JUNE	US TOY/CONSTR PLAYTHINGS	\$1,220.77	10/3/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$8.78	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$8.98	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$13.17	10/6/2016
JOHNSON, JUNE	READYREFRESH BY NESTLE	\$4.39	10/10/2016
JOHNSON, JUNE	PUBLIX #436	\$139.72	10/6/2016
MOORE, SANDRA	OFFICE DEPOT	\$24.99	10/14/2016
MOORE, SANDRA	OFFICE DEPOT	\$1,385.86	10/17/2016
MOORE, SANDRA	OFFICE DEPOT	\$87.19	10/17/2016
MOORE, SANDRA	OFFICE DEPOT	\$78.67	10/17/2016
MOORE, SANDRA	OFFICE DEPOT	(\$199.99)	10/21/2016
MOORE, SANDRA	OFFICE DEPOT	\$269.95	10/24/2016
MOORE, SANDRA	OFFICE DEPOT	\$3.99	10/24/2016
MOORE, SANDRA	OFFICE DEPOT	\$781.93	10/24/2016
MOORE, SANDRA	OFFICE DEPOT	\$54.65	10/24/2016
MOORE, SANDRA	REGION IV HEADSTART	\$450.00	10/28/2016
MOORE, SANDRA	OFFICE DEPOT	\$36.42	10/31/2016

MOORE, SANDRA	OFFICE DEPOT	\$36.42	10/3/2016
MOORE, SANDRA	OFFICE DEPOT	\$199.99	10/3/2016
ORLEMAN, EILEEN	OFFICE DEPOT	\$316.29	10/7/2016
SHEIKH, SHAMIN	WAL-MART #5871	\$72.35	10/27/2016
SMITH, KERRY-ANN	DOLLAR GENERAL	\$17.50	10/3/2016
SMITH, KERRY-ANN	FAMILY DOLLAR	\$15.00	10/3/2016
SMITH, KERRY-ANN	PUBLIX #761	\$34.23	10/4/2016
SMITH, KERRY-ANN	WAL-MART #1220	\$95.76	10/4/2016
SMITH, KERRY-ANN	PUBLIX #331	\$154.78	10/4/2016
SMITH, KERRY-ANN	PUBLIX #761	\$64.68	10/13/2016
SMITH, KERRY-ANN	PUBLIX #436	\$38.52	10/14/2016
SMITH, KERRY-ANN	PUBLIX #761	\$139.00	10/18/2016
SMITH, KERRY-ANN	PUBLIX #1174	\$66.10	10/20/2016
SMITH, KERRY-ANN	PUBLIX #331	\$5.99	10/20/2016
SMITH, KERRY-ANN	PUBLIX #436	\$21.90	10/21/2016
SMITH, KERRY-ANN	PUBLIX #436	\$26.31	10/21/2016
SMITH, KERRY-ANN	PUBLIX #331	\$17.01	10/26/2016
SMITH, KERRY-ANN	PUBLIX #436	\$26.54	10/26/2016
SMITH, KERRY-ANN	PUBLIX #436	\$28.35	10/26/2016
SMITH, KERRY-ANN	PUBLIX #331	\$11.07	10/26/2016
SMITH, KERRY-ANN	PUBLIX #761	\$124.51	10/26/2016
SMITH, KERRY-ANN	PUBLIX #692	\$51.74	10/26/2016
SMITH, KERRY-ANN	PUBLIX #692	\$59.03	10/26/2016
SMITH, KERRY-ANN	PUBLIX #436	\$23.96	10/27/2016
SMITH, KERRY-ANN	PUBLIX #1174	\$41.94	10/27/2016
SMITH, KERRY-ANN	PUBLIX #761	\$75.70	10/27/2016
SMITH, KERRY-ANN	PUBLIX #436	\$115.66	10/27/2016
SMITH, KERRY-ANN	PUBLIX #436	\$26.97	10/27/2016
SMITH, KERRY-ANN	PUBLIX #605	\$61.71	10/28/2016
SMITH, KERRY-ANN	PUBLIX #331	\$68.97	10/28/2016
SMITH, KERRY-ANN	WAL-MART #1220	\$71.82	10/28/2016
SMITH, KERRY-ANN	PUBLIX #331	\$24.05	10/28/2016
SMITH, KERRY-ANN	WAL-MART #4160	\$87.76	10/31/2016

Interoffice Memorandum



**AGENDA ITEM**

October 18, 2016

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  
**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 November 15, 2016**

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	September 2016
Head Start Policy Council Meeting Minutes	August 18, 2016

**ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates September 2016 and Head Start Policy Council Meeting Minutes August 18, 2016 for the official county record.**

SH/kp

C: George A. Ralls, M.D., Deputy County Administrator  
Wanzo Galloway, 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

**Head Start Policy Council  
Human Resources Committee  
October 2016 Actions**

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

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
Teacher's Aide	Failure to Meet Job Requirements	Averi Harris
Teacher's Aide	Failure to Meet Job Requirements	Anthonice Cunningham

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

<b>Job Title</b>	<b>Reason</b>	<b>Employee's Name</b>
Center Supervisor	Other Personal Reasons	Tara Ewing

**III. Current Head Start Openings – As of 11/4/16**

<b>Job Title</b>	<b>Number of Positions</b>	<b>Potential Candidates in process for hire</b>
Teacher Assistant	18	
Licensed Practical Nurse	1	
Family Services Worker	1	
Administrative Specialist	1	
Center Supervisor	2	

**Orange County Head Start  
Policy Council  
Meeting: November 17, 2016  
Director's Program Information Update**

**Local Head Start Information**

• **Special Initiatives**

Orange County Head Start (OCHS) applied to the National Center on Early Childhood Health & Wellness (NCECHW) Healthy Active Living Learning Collaborative. The collaborative will focus on engaging parents and children in healthier lifestyles but focus on staff engagement and success toward healthier lifestyles. The grant is for a total of \$3,000.00 that comes with training and other resources offered through the NCECHW.

• **Notice of Award (See Attached)**

Orange County Head Start received the Notice of Award for year 2 grant which is for the period of 10/01/2016-09/30/2017. The amount of the award is for \$12,611,447 and projected training and technical assistance allocation is \$122,891. OCHS received the first half of the funded award. The balance will be sent when funds are available.

• **Head Start Family & Child Experiences Survey (FACES)**

Orange County Head Start has been selected to participate in an important study; The Head Start Family and Child Experiences Survey 2014-2018, known as FACES. This is a continuation of the FACES during program year 2014-2015. In spring 2017, FACES will continue data collection in the Orange County Head Start Division. FACES is designed to gather information about the characteristics, experiences, and outcomes of children and families served by Head Start and to observe the relationships among family and program characteristics, classroom quality, and school readiness.

**Region IV Office of Head Start:**

- No Regional information to report

**National Updates from the Office of Head Start:**

• **Program Instruction ACF-IM-HS-16-01 (See Attached)**

The Office of Head Start released an Information Memorandum on 11/7/16 which highlights new requirements in the Head Start Program Performance Standards related to expulsion and suspension. It also encourages Head Start grantees and delegates to adopt practices set forth in the Policy Statement on Expulsion and Suspension in Early Childhood Settings issued by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Education (ED).

• **Designation Renewal System**

The National Head Start Association released the Designation Renewal System (DRS) report. This report presents findings from a formative evaluation of the DRS. The purpose of the study

was to evaluate the early implementation of the DRS, and describe the mechanisms by which the DRS supports program quality improvement. The report also examines how well the DRS is able to identify grantees providing lower quality services for competition, and describe the results of competitions. In general, the study's findings suggest that the DRS is meeting its goal of supporting quality improvement in Head Start by incentivizing grantees and applicants to engage in a wide range of quality improvement activities. Results suggest the DRS conditions differ in their ability to differentiate higher versus lower-quality Head Start programs. In particular, study findings raise concerns about the precision of the CLASS as a measure of grantee-level quality and about its ability to identify lower-performing programs for competition.

- **Healthy Active Living Learning Collaborative**

The National Center on Early Childhood Health and Wellness (NCECHW) is now accepting applications from programs to participate in a Learning Collaborative process. Participants will engage in two in-person trainings to build fundamental knowledge and skills. Activities will promote team building and peer-to-peer learning for healthy active living initiatives around several areas. These include staff wellness, nutrition education, physical activity, and family engagement. There will be quarterly virtual training and technical assistance will be offered between learning sessions. Teams will use an action planning process to improve program quality. The teams will participate in a final in-person session in order to document successes, best practices, barriers, and implementation strategies.

#### **Division Manager Special Activities**

- Division Manager held multiple calls with Head Start FEMA certified employees Emergency Responders
- Division Manager organized work schedules and placements for employees working the Emergency call centers and child care schedules for Hurricane Matthew
- Attended UCF Serving High Needs Population Special Interest Group
- Visionary Leadership Series Graduation
- Florida Head Start Association (FHSA) Conference call for planning and implementation of the FHSA conference located in Orlando, FL Doubletree
- Head Start & Community Action worked on planning and implementation of the Getting



**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> 04CH010230-02-00		<b>4. AMEND. NO.:</b> 0		
<b>5. TYPE OF AWARD:</b> Other			<b>6. TYPE OF ACTION:</b> Non-Competing Continuation			<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ		
<b>8. BUDGET PERIOD:</b> 10/01/2016 THRU 09/30/2017			<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 201 S Rosalind Ave Orlando, FL 32801-3527 Grantee Authorizing Official: Teresa Jacobs , Mayor						<b>12. PROJECT / PROGRAM TITLE:</b> HEAD START		

<b>13. COUNTY:</b> Orange		<b>14. CONGR. DIST.:</b> 10		<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Sonya Hill Head Start Director			
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<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>			
Personnel.....	\$ 3,589,255.00	A. NON-FEDERAL SHARE.....	\$ 1,591,792.00	20%	
Fringe Benefits.....	\$ 1,578,691.00	B. FEDERAL SHARE.....	\$ 6,367,169.00	80%	
Travel.....	\$ 0.00	<b>18. FEDERAL SHARE COMPUTATION:</b>			
Equipment.....	\$ 37,500.00	A. TOTAL FEDERAL SHARE.....	\$ 6,367,169.00		
Supplies.....	\$ 157,560.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00		
Contractual.....	\$ 244,396.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00		
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>		\$ 6,367,169.00	
Other.....	\$ 706,602.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>		\$ 19,101,507.00	
Direct Costs.....	\$ 6,314,004.00	<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>			
Indirect Costs.....	\$ 53,165.00	Additional Costs			
At % of \$		<b>22. APPLICANT EIN:</b>		<b>23. PAYEE EIN:</b>	
In Kind Contributions.....	\$ 0.00	596000773		1591101610A1	
<b>Total Approved Budget.....</b>	<b>\$ 6,367,169.00</b>	<b>24. OBJECT CLASS:</b>		41.51	

<b>25. FINANCIAL INFORMATION:</b>					DUNS 064797251	
<b>ORGN</b>	<b>DOCUMENT NO.</b>	<b>APPROPRIATION</b>	<b>CAN NO.</b>	<b>NEW AMT.</b>	<b>UNOBLIG.</b>	<b>NONFED %</b>
	04CH01023002	75-17-1536	7-G044122	\$6,305,723.00		
	04CH01023002	75-17-1536	7-G044120	\$61,446.00		

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b>		<b>DATE:</b>		<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>	
Ms. Cheryl Pressley		10/20/2016		Mr. Omar Barrett 10/20/2016	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>				<b>DATE:</b>	
Captain Robert Bialas - Regional Program Manager				10/20/2016	

**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> 04CH010230-02-00	<b>4. AMEND. NO.</b> 0
<b>5. TYPE OF AWARD:</b> Other		<b>6. TYPE OF ACTION:</b> Non-Competing Continuation	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ	
<b>8. BUDGET PERIOD:</b> 10/01/2016 THRU 09/30/2017		<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 13, Parts 1301, 1302, 1303 and 1304. 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

04CH010230-02-00

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1. Remarks

## **Attachment 1**

**Award Number: 04CH010230/02**

**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 10/01/2016-09/30/2017 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)(2)) 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.

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

This grant action awards partial funds for the 10/01/2016-09/30/2017 budget period. The projected annual funding level for Head Start operations in Fiscal Year (FY) 2017 is \$12,611,447, 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 2017.

Head Start population: 1,536 children.

Designated Head Start service area: Orange County: Orlando, Zellwood, Apopka, East Orange, Taft, Winter Park.

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.

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-16-01	2. Issuance Date: 11/07/2016
	3. Originating Office: Office of Head Start (OHS); Office of the Deputy Assistant Secretary's Office on Early Childhood Development	
	4. Key Words: Head Start; Expulsion and Suspension; Social, Emotional, and Behavioral Development	

**INFORMATION MEMORANDUM**

**To:** Head Start and Early Head Start Grantees and Delegates, and Other Interested Parties

**Subject:** Expulsion and Suspension Policy Statement

**References:**

- Improving Head Start for School Readiness Act of 2007
- Head Start Program Performance Standards (2016)
- U.S. Departments of Health and Human Services and Education Policy Statement on Expulsion and Suspension in Early Childhood Settings (2014)<sup>1</sup>

**Purpose:**

This Information Memorandum highlights new requirements in the **Head Start Program Performance Standards** related to expulsion and suspension. It also encourages Head Start grantees and delegates to adopt practices set forth in the **Policy Statement on Expulsion and Suspension in Early Childhood Settings** issued by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Education (ED). Appendices 1 and 2 offer free resources grantees can use in their implementation efforts.

**Background:**

The Head Start Program Performance Standards (2016) prohibit programs from expelling or un-enrolling children from Head Start because of a child's behavior in **45 CFR §1302.17**. These Standards also require programs to prohibit or severely limit the use of suspension due to a child's behavior. Programs are required to partner with families, consult with specialists, help the child and family obtain additional services as appropriate, and take all possible steps to ensure the child's successful participation in the program.

Aligned with the Head Start Program Performance Standards, HHS and ED released a **joint policy statement** with state and local recommendations to address expulsion and suspension in early learning settings, including in Head Start programs. The policy statement affirms the Departments' efforts to prevent and eventually eliminate expulsion and suspension in all early childhood settings and support young children's social, emotional, and behavioral development. The policy statement also provides information about resources that are available at no cost to programs.

Neuroscientists agree that the first five years of a child's life are critical for building the foundation of learning, health, and wellness needed for success in school and later in life. While access to high-quality early learning can

have important benefits on children's development and learning, expulsion and suspension from such programs can have detrimental effects, particularly on children's social and emotional development and learning outcomes. Expulsion and suspension are stressful and negative experiences for children, their families, and their teachers and can negatively affect child development and outcomes. Research indicates that expulsion and suspension early in a child's life predicts expulsion and suspension later in school. Children who are expelled or suspended from school are as much as 10 times more likely to drop out of high school, experience academic failure, hold negative school attitudes, and face incarceration than those who were never suspended or expelled.

Furthermore, data consistently show racial disparities in expulsion and suspension. For example, recent data from ED's Office of Civil Rights indicate that African-American boys make up 19 percent of preschool enrollment, but 45 percent of preschoolers suspended. African-American girls represent 20 percent of female preschool enrollment, but 54 percent of female preschoolers suspended.<sup>2</sup>

Though each case is different, suspensions and expulsions may be products of misguided or absent policies and/or insufficient training and support services for staff, especially in managing challenging behavior, recognizing trauma, and promoting social and emotional development. Research indicates that disparities in these practices may be influenced by implicit biases, uneven implementation of discipline policies, and under-resourced, inadequate education and training for teachers, especially in self-reflective strategies to identify and correct potential biases in perceptions and practice.

#### **Guidance:**

Aligned with the new requirements on expulsion and suspension found at **45 CFR §1302.17** of the Head Start Program Performance Standards, grantees are encouraged to implement the following recommendations included in the HHS and ED federal policy statement. A brief summary of program-level recommendations is below, but we urge grantees to **read the Policy Statement on Expulsion and Suspension in Early Childhood Settings** in its entirety.

- 1. Develop and Clearly Communicate Preventive Guidance and Discipline Practices:** Programs should establish developmentally appropriate social, emotional, and behavioral health promotion practices, as well as discipline and intervention procedures. These practices and procedures should be clearly communicated to all staff, families, and community partners, and implemented consistently and without bias or discrimination. Preventive and discipline practices should be used as learning opportunities to guide children's appropriate behavioral development, and distinct attention should be paid to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior.
- 2. Develop and Clearly Communicate Expulsion and Suspension Policies:** Head Start grantees and delegates are required to implement expulsion and suspension policies consistent with the Head Start Program Performance Standards at **45 CFR §1302.17**, such that expulsions are prohibited and suspensions are prohibited or severely restricted.
- 3. Access Technical Assistance and Workforce Development to Prevent Expulsion and Suspension:** All program staff should have a strong set of skills to support children's social, emotional, and behavioral development. Programs should also ensure that teachers have support from specialists or consultants, such as early childhood mental health consultants, behavioral coaches, school counselors, or special educators. Head Start programs should also promote teacher health and wellness and ensure that teachers work reasonable hours with breaks and have access to social services, health, and mental health supports, as needed.
- 4. Set Goals for Improvement and Analyze Data to Assess Progress:** Programs should set goals to optimally support children's social, emotional, and behavioral development, monitor data to assess progress,

and modify their practices and investment, as needed, to reach their goals.

5. **Access Free Resources to Develop and Scale Best Practices:** Programs should access free resources to assist in eliminating suspensions and expulsions in early childhood settings. The Administration for Children and Families' (ACF) new **Training and Technical Assistance System** provides resources and training on a variety of issues, including those related to suspension and expulsion; children's health and well-being; and development, teaching, and learning. Many of those resources can be found on the **Early Childhood Learning Knowledge Center (ECLKC)** website. Additional resources to support children's social and emotional development can also be found at the **Center on the Social and Emotional Foundation for Early Learning** and at the **Technical Assistance Center on Social Emotional Intervention** websites. The HHS-funded **Center of Excellence for Infant and Early Childhood Mental Health Consultation** website will offer a comprehensive toolkit on building early childhood mental health consultation systems in the fall of 2016. Appendices 1 and 2 provide several free resources that programs and families can access to address expulsion and suspension practices.

Please contact your Office of Head Start Regional Office for more information.

/ Blanca E. Enriquez /

Blanca E. Enriquez  
Director  
Office of Head Start

**See Attachments:**

1. **Appendix 1: Resources for Parents and Families**
2. **Appendix 2: Resources for Programs, Schools, and Staff**

<sup>1</sup>U.S. Department of Health and Human Services and Education Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings (2014). ODAS, ECD-ACF-PS-2016-01.

[https://www.acf.hhs.gov/sites/default/files/ecd/expulsion\\_ps\\_numbered.pdf](https://www.acf.hhs.gov/sites/default/files/ecd/expulsion_ps_numbered.pdf)

<sup>2</sup>U.S. Department of Education Office for Civil Rights (2016). A First Look: Key data highlights on equity and opportunity gaps in our nation's public schools.

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201

<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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*Monthly Report to Head Start Policy Council*

**Nutrition: OCTOBER 2016**

<b>Number of meals reimbursed by USDA</b>	<b>BREAKFAST</b>	24,244
<b>Number of meals reimbursed by USDA</b>	<b>LUNCH</b>	24,796
<b>Number of meals reimbursed by USDA</b>	<b>SNACK</b>	20,302
<b>Number of meals reimbursed by USDA</b>		69,342
Number of meals disallowed for reimbursement		0
Number of children evaluated for nutritional concerns		17
Number of children receiving nutritional education and further care		17
Number of monitoring visits to ensure compliance with USDA Regulations		15
Number of monitoring visits requiring a corrective action plan		0
Number of nutritional activities conducted "ANTS ON A LOG"		84

## MEDICAL/DENTAL MONTHLY REPORT

OCTOBER 2016

Ninety-four (94) new health status evaluations were performed during the month of October 2016.

Sixty-seven (67) immunization records were evaluated for compliance during the month of October 2016.

Thirty-nine (39) blood test results were reviewed during the month of October 2016.

Seventy-nine (79) dental exams were reviewed during the month of October 2016. Out of these, twenty-five (25) children were diagnosed as needing dental treatment.

Thirty-six (36) parent contacts were initiated regarding health concerns in children during the month of October 2016.

Ten (10) health action plans were developed and discussed with Head Start staff and parents during the month of October 2016.

Thirty-six (36) Physician Medication Order were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.

Thirteen (13) trainings were provided to staff.

Twenty-two (22) children completed Blood Pressure and Vision screenings.

Eight (8) children were evaluated for health concerns.

Fifty (50) center visits were performed to address health issues, observations, and monitoring.

## DISABILITIES/MENTAL HEALTH REPORT

OCTOBER 2016

A total of one hundred thirty-eight (138) children have been enrolled in Head Start with a diagnosed disability from the Local Education Agency (OCPS) since school started last August 2016.

A total of forty-three (43) children have been enrolled in Head Start with a diagnosed disability by contracted providers since school started last August 2016.

A total of twenty-seven (27) children were evaluated by OCPS/Preschool Diagnostic Intervention Services for disability eligibility since school started last August 2016.

Ninety-five (95) children were referred to OCHS contracted provider, Kinder Konsulting & Parents Too, Inc. since school started last August 2016.

Sixty-four (64) children were receiving mental health services for behavior issues since school started last August 2016. In addition, there were thirty-nine (39) behavior plans developed for enrolled children.

One thousand five hundred and fifty-eight (1,558) hearing screenings were completed since school started last August 2016.

Eight hundred sixty-six (866) new children completed the screenings for Speech/Language, Socio-emotional, and Developmental.

Fifty-two (52) visits to centers were completed for the month of October 2016 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

Note: Report from 3 Disabilities/Mental Health Coordinators

## Orange County Head Start

### Parent Family and Community Engagement 2016-2017

#### ***Monthly Report: October 2016***

- One thousand five hundred thirty six (1,536) children were enrolled in the Head Start Program for the month of October 2016.
- Two hundred seventeen (217) children are on the Waiting List 2016-2017.
- Six (6) Attendance home visits
- Four (4) families received Crisis/Emergency Assistance.
- Eleven (11) parents received Educational Services.
- Five hundred nineteen (519) Health Services Follow ups were done by Community Service Worker.
- Ninety eight (98) families were referred for family services.
- Four hundred sixty seven (467) were provided families services.
- Twenty three (23) Parent Meetings were held this month. Two hundred fifty one (251) parents attended parents meetings. Forty six (46) males attended.
- Seven (7) Fatherhood Activities were held this month. Forty seven (47) fathers attended fatherhood initiatives.
- Twenty two (22) Parent Trainings were held this month. Three hundred sixty (360) parents attended Parent Trainings.

#### **Trainings:**

- Getting Ahead
- Open Doors
- Aspire Health Partners
- School Readiness
- Who's the Gate Keeper (Parenting Skills)
- CPR & Health Aid Tips
- Positive Discipline
- Importance of Health Records
- Challenging Behaviors/Early Intervention

# ORANGE COUNTY HEAD START 2016-2017

## PARENT, FAMILY AND COMMUNITY ENGAGEMENT



ERSEA REPORT

MONTH: October

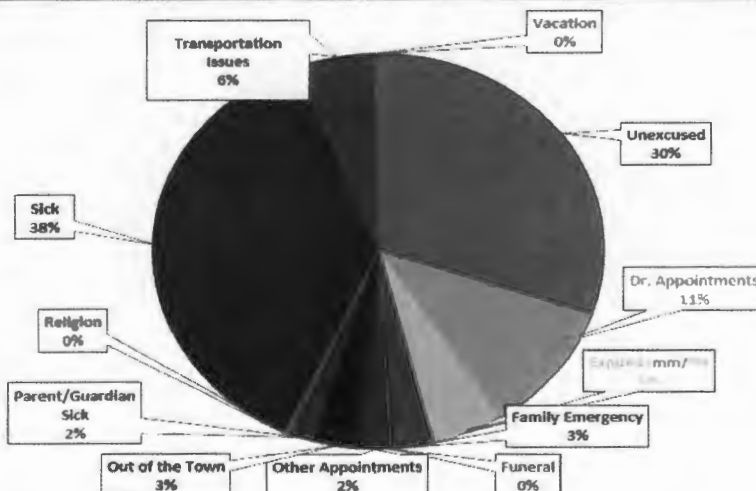
YEAR: 2016

Sites	Funded Enrollment	Monthly Enrollment	10% IEP	Drops YTD	Waiting List	New Applications	Monthly Attendance
Aloma	34	34	3	1	17	4	93%
Bithlo	30	30	3	2	5	0	94%
Callahan	45	45	2	2	5	1	93%
Denton Johnson	35	35	3	4	14	2	92%
Dover Shores	34	34	2	2	4	8	93%
East Orange	160	160	22	10	10	11	90%
Engelwood	60	60	9	5	10	10	89%
Evans	13	13	0	0	3	0	87%
Grand Avenue	34	34	4	2	7	0	93%
Hal P Marston	120	120	4	15	10	3	92%
John Bridges	120	120	12	8	22	3	92%
Lila Mitchell	83	83	8	9	11	2	94%
Maxey	60	60	7	9	2	4	90%
Orlando Tech	14	14	0	2	1	0	91%
Pine Hills	189	189	9	13	21	5	92%
SO YMCA	60	60	5	2	8	2	87%
Southwood	120	120	15	4	18	6	92%
Taft	120	120	14	5	6	10	87%
Tangelo	15	15	0	2	0	1	90%
Ventura	17	17	1	1	12	5	90%
WS ELC	68	68	10	3	16	1	91%
WS Hope	105	105	5	4	15	1	92%
<b>OCHS Total</b>	<b>1536</b>	<b>1536</b>	<b>9%</b>	<b>105</b>	<b>217</b>	<b>79</b>	<b>91%</b>

### ATTENDANCE: REASONS OF ABSENCES

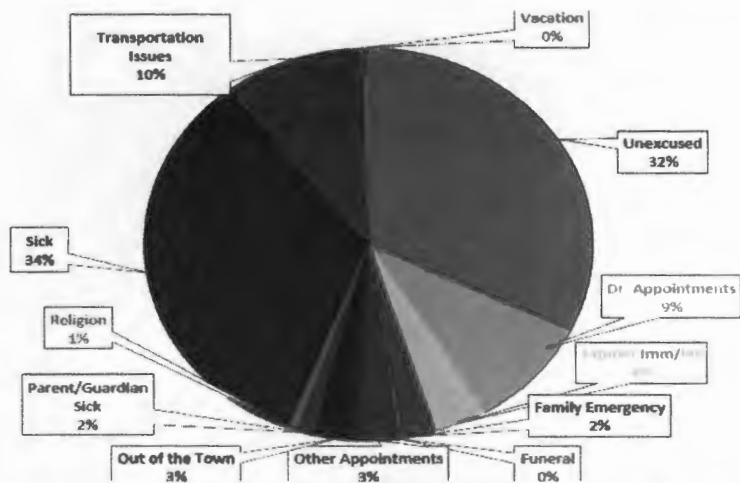
#### October 2016

Unexcused	686
Sick	848
Family Emergency	67
Transportation Issues	132
Parent/Guardian Sick	42
Expired Immunizations/PH	115
Dr. Appointments	247
Out of the Town	72
Other Appointments	52
Religion	6
Vacation	3
Funeral	3
<b>Total</b>	<b>2273</b>



**September 2016 (Corrections)**

Unexcused	905
Sick	947
Family Emergency	66
Transportation Issues	288
Parent/Guardian Sick	42
Expired Immunizations/PH	109
Dr. Appointments	260
Out of the Town	84
Other Appointments	87
Religion	15
Vacation	7
Funeral	5
<b>Total</b>	<b>2815</b>

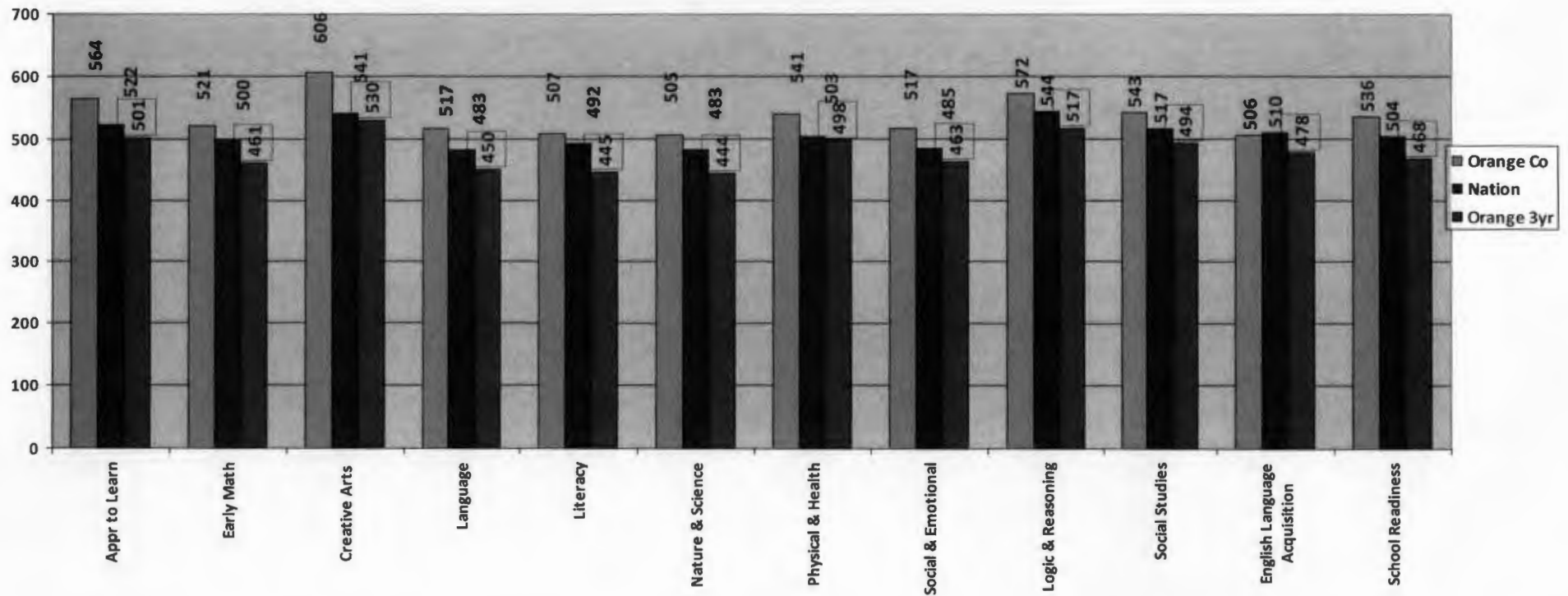


**RECRUITMENT EFFORTS PER SITE 2016-2017**

Site	# Recruitment Efforts	Summary
Aloma	1	Community Fall Festival
Bithlo		
Callahan	2	McDonalds, OCPS
Denton Johnson	1	Community Fall Festival
Dover Shores		
East Orange		
Engelwood		
Evans	2	Engelwood Neighborhood Center, Career Source
Grand Avenue		
Hal P Marston		
John Bridges		
Lila Mitchell		
Maxey		
Orlando Tech	2	McDonalds, OCPS
Pine Hills	6	Bravo Supermarket, Subway, Great Rooms, Family Dollar, Advance Tropical, Boost Mobile,
South Orlando YMCA		
Southwood		
Taft		
Tangelo		
Ventura		
Washington Shores ELC	1	Community Fall Festival
Washington Shores Hope		



Orange County  
Head Start  
Education Service Area  
Child Outcomes  
8/15/16 -11/04/16  
3year olds, 4 year olds and nation





ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

330 C Street, S.W., Washington, DC 20201 | [www.acf.hhs.gov](http://www.acf.hhs.gov)

**TO:** Ms. Sonya Hill

**FROM:** BLANCA ENRIQUEZ, DIRECTOR, OFFICE OF HEAD START

**DATE:** 10/24/2016

**RE:** PROGRAM DIRECTOR NOTIFICATION

I am writing to let you know your Head Start program has been selected to participate in an important study, the Head Start Family and Child Experiences Survey 2014-2018, known as FACES. Thank you for taking part in FACES during program year 2014-2015. We appreciate your programs' participation in FACES at that time. In spring 2017, we are continuing FACES data collection in Orange County Head Start Division. As you may recall, FACES is designed to gather information about the characteristics, experiences, and outcomes of children and families served by Head Start and to observe the relationships among family and program characteristics, classroom quality, and school readiness. The programs, children, and families chosen for previous rounds of FACES have, by participating, provided a tremendous service to all children and families of Head Start. Since 1997, the information collected has taught us a great deal about Head Start classrooms, staff, families, and children. It is very important to the Office of Head Start and the Administration for Children and Families to continue to gather information about the children and families who attend Head Start and about the programs that serve them.

The new round of FACES was launched in 2014 with a nationally representative sample of approximately 180 different Head Start programs. The selection of your program to be one of the study sites for this important effort with implications for the continuation and improvement of Head Start was random. Programs that participated in the first five rounds of FACES—in 1997, 2000, 2003, 2006, and 2009—found the experience to be a positive one, without undue intrusion on program operations. FACES is again being conducted by Mathematica Policy Research, with assistance from Juarez and Associates and Educational Testing Service.

During a one-week visit in spring of 2017, selected classrooms will be observed by a visiting team of professional Mathematica data collectors. Out of your entire program, only about four classrooms will be included in the study. Gifts will be given to each participating classroom. Program and center directors and teachers will be surveyed.

All information collected during the course of FACES will be kept private to the extent permitted by law and will not be shared with anyone outside the research team, including your program staff or parents. Programs and Head Start staff will never be identified by name in any reports of the study's findings.

Paperwork Reduction Act Statement: The referenced collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0151 and it expires 03/31/2019. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Mathematica Policy Research, 1100 1st Street, NE, 12th Floor, Washington, DC 20002, Attention: Lizabeth Malone.



Mathematica will send an email soon to provide more details about the assistance that will be needed from you and your staff. A member of Mathematica's research staff will call you soon after that email arrives to explain the study in more detail and answer any questions you have.

On behalf of the Office of Head Start, I would like to thank you in advance for agreeing to participate in this extremely important study of our programs. If you have any concerns regarding your program's participation in the study, please contact the study project officer, Maria Woolverton (202-205-4039), at the Office of Planning, Research and Evaluation, Administration for Children and Families, Department of Health and Human Services.

# National Center on Early Childhood Health and Wellness 2016 Healthy Active Living Learning Collaborative Call for Applications

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All applications (and budget template) are due Wednesday, November 9 at 3:00 p.m. CT to Florence Rivera [frivera@aap.org](mailto:frivera@aap.org). Any questions regarding the application should be directed to Florence at (800) 433-9016, ext. 4790 or [frivera@aap.org](mailto:frivera@aap.org).

## **1. Contact Information:**

Program Director Program Name: Sonya Hill/Orange County Head Start  
Address: 2100 E. Michigan Street, Orlando Florida 32806  
Address 2  
City/Town State/Province: Orlando, Florida  
ZIP/Postal Code: 32806  
Email Address: [Sonya.Hill@ocfl.net](mailto:Sonya.Hill@ocfl.net)  
Phone Number: (407) 836-6590

## **Background**

### **2. Why is your program interested in participating in this learning collaborative? What do you hope to achieve?**

The Orange County Head Start Division is part of a progressive collective impact movement to improve the quality of lives of the parents and children served by the program. As the children's first educators, parents and parent engagement has become a critical factor in the implementation of a two-generational approach. The two generation approach is the existing model for educating both parents and children simultaneously. Part of this education will involve leading a healthy lifestyle and we are very much interested in this learning collaborative so that we may augment as well as expand our service delivery, to include nutrition and exercise in this model. We will achieve this by building our fundamental knowledge and skills to increase our capacity, capability and competence in staff wellness, nutrition education, physical activity as well as family engagement. In addition we hope to be able to close any performance gaps in our existing model.

During the completion of the 2016/17 health screenings, it was identified that 386 children (146 Hispanic, 240 Non-Hispanic) were overweight (151), obese (117), or underweight (118), according to their Body Mass Index (BMI). In addition, the Parent, Family, Community Engagement Unit (PFCE), conducts a parent interest survey of parents entering program. One of the key areas identified as a need was family well-being related to nutrition, health and mental health. Over fifty percent (50%) of respondents expressed interest in healthy eating, nutrition and weight control, diet and exercise as well as meal planning and nutritious snacks.

Our Head start parents and their children could benefit from a holistic exercise and nutrition program. We are interested in this learning collaborative to build the capacity in the area of healthy active living so that we may improve the service delivery process. We would also like to

## National Center on Early Childhood Health and Wellness 2016 Healthy Active Living Learning Collaborative Call for Applications

be able to identify, achieve and sustain measurable outcomes for both staff and families served. The focus will be in the area of nutrition, and physical activities. It is imperative that the social determinants of health are addressed throughout one's life but especially at an early age. Parents are the role models and provider for their children's health, education and nutrition. We are proposing to promote healthy active lifestyles for children, parents and staff by incorporating community partnerships in support this "*Parent Training Institute*" initiative.

### **3. What services does your program currently have in place to support healthy nutrition and physical activity for children?**

We have several practices that are currently in place to support health nutrition and physical activity for children. Among these is our collaboration with the Cooperative Extension Division which provides Masters Gardeners at several of our satellite sites to engage children in growing fresh fruit and vegetables, and fostering healthy eating habits. In addition children and teachers are also engaged in our "*I'm Moving, I'm Learning*" initiative for 30 to 60 minutes throughout the day. In addition, we partner with Nemours Hospital for Children in the provision of the *Healthy Habits* program. Another initiative is the "*Cooking Matters*" program, which is supplemented by a nutritional curriculum that includes 4 Story Books, a set of 4 Plush Puppets and vegetable characters, Bryan Broccoli, Colby Carrots, Erika Eggplant and Suzy Sweet Pee. Additionally, we have existing partnerships with the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program. This program serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating, including breastfeeding promotion and support, and referrals to health care.

### **4. Describe challenges to providing services or supporting healthy nutrition and physical activity within your program.**

The most significant challenge faced in supporting healthy nutrition and physical activity is the engagement of parents, children, and staff into healthy behaviors and lifestyles.

### **5. How does your program engage families in healthy nutrition and physical activity related services (if applicable)?**

Each family receives nutrition and health education at program orientation as well as throughout the program year. Materials are provided for nutritional activities related to healthy lifestyles in the classroom. The Childhood Health & Developmental Services Unit has four (4) Licensed Practical Nurses, (LPN's) and three (3) Nutritionists who promote wellness of children and family by conducting periodic screenings. The screenings identify risks associated with health disparities among minority children and families such as obesity, diabetes, metabolic syndrome, cholesterol and high blood pressure. Nurses, Nutritionists, and subject matter experts also provide ongoing training regarding healthy nutrition and exercise.

## **National Center on Early Childhood Health and Wellness 2016 Healthy Active Living Learning Collaborative Call for Applications**

### **6. How does your program involve program staff in healthy nutrition and physical activity related services?**

Program staff is involved in healthy nutrition and physical activity across the three key functional units of the Head Start Program. Staff receives training to administer the healthy nutrition curriculum. Parents are encouraged to volunteer in activities of “*I’m Moving, I’m Learning*” with their children. Head Start staff is encouraged to participate in organizationally supported “*Wellness for Life*” and “*YMCA Diabetes Prevention*” programs, provided by Orange County Government. Center Managers and direct care staff are also educated about their own health concerns through organizational development trainings. Through the “*Wellness for Life*” and “*YMCA Diabetes Prevention*” programs staff is able to regularly complete biometric screenings, health summits, mobile mammography, flu shots, and health fairs.

### **7. Describe any initiatives underway that support program staff in their nutrition and physical activity related knowledge and/or behaviors (if applicable).**

Orange County Staff have access to nutrition coordinators and health coaches through our employee assistance program. Additionally program staff also has access to wellness sites that provide complementary fitness centers as well as to a wellness nurse. The County provides financial wellness incentives for staff obtaining their wellness screenings, physical exams and biometric screenings as part of its “*Wellness for Life*” initiative. Orange County employees have free access to gymnasiums with state of the art equipment operated by Orange County Parks and Recreation. The Orange County Training Department offers curricula on healthy nutrition and exercise.

### **8. Describe resources or services in your community that support healthy active living. If you currently partner with the organizations that provide these services, please describe this collaboration.**

The YMCA, as a partner, sponsors a diabetes prevention program on site for staff with pre-diabetes to become educated about their nutritional and physical health. Orange County Government, in partnership with the University of Florida, runs the Cooperative Extension Division. This partner site provides practical research based education and consultation to address local needs. Area covered include agriculture, horticulture, natural resources, family and consumer sciences, and 4-H youth development. Teaching sustainable environmental and family resources management reduces the use of water and energy and increases the economic viability of local communities. In addition, the Hebni Nutrition program operates the *Fresh Stop* bus which is a mobile farmers market created to serve those in-need neighborhoods. The program offers fresh fruits and vegetables in community-centered locations and at budget-friendly prices. The Fresh Stop mobile market is a re-purposed Lynx bus outfitted with special refrigerated racks for fresh vegetables and fruits. Every two weeks, the *Fresh Stop* will visit 16 different food desert neighborhoods in Central Florida.

# National Center on Early Childhood Health and Wellness 2016 Healthy Active Living Learning Collaborative Call for Applications

## Team Composition

### 9. Provide the names and roles of the core leadership team members:

Name/Role: Vidya Deonarine, Education Coordinator

Name/Role: Kerry-Ann Smith, Assistant Nutrition Coordinator

Name/Role: Milagros Font, Senior Program Manager, Childhood Health & Developmental Services Unit

### 10. List other potential team members that could be a part of your extended team.

Name/Role: Helen Hill/Senior Program Manager, Parent, Family, Community Engagement Unit

## Collaborative Goals and Objectives

### 11. Describe how the team plans to implement any changes or sustain efforts after the Learning Collaborative has ended.

After the Learning Collaborative has ended the team will implement any changes or sustain efforts by utilizing resources from the Head Start program, as well as supporting Community Partners. Furthermore, Orange County Head Start would gain efficiencies through the streamlining of the service delivery process. Families exiting the program would be encouraged to access supporting community based resources for healthy lifestyles on their own.

### Healthy Active Living Learning Collaborative: Budget Template

#### **Budget Detail**

Funding is requested to purchase the materials needed for the implementation of the Healthy Active Learning Initiative; which include *Eat, Play, Grow* curriculum, Participant Incentives (pedometers, water coolers, certificates, and magnets), and office supplies to be used for workshops and exercise activities.

**National Center on Early Childhood Health and Wellness 2016 Healthy  
Active Living Learning Collaborative Call for Applications**

<b>Line Item/Activity</b>	<b>Brief Justification</b>	<b>\$ Amount</b>
Staff time to facilitate collaboration	Programmatic activities developed for the implementation of this initiative will be covered through the Head Star grant funds	\$ 000
General meeting supplies	Handouts, facilities, paper, folders, easel, markers	\$ 500
Curricula for Participants	<i>Eat, Play, Grow</i> curriculum. The curriculum teaches children ages 2-5 and their parents how to make healthy nutrition and physical activity choices	\$1,500
Participant Incentives	Pedometers, Water Coolers, Certificates, Healthy Habit Magnets	\$1,000
<b>TOTAL Amount Requested</b>		<b>\$3,000.00</b>

\*\*Reminder to download and complete budget template. This must be sent to Florence Rivera at [frivera@aap.org](mailto:frivera@aap.org) to complete your application.

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



Great Oaks Village  
 1718 E. Michigan Street  
 Orlando, FL 32806  
 October 20, 2016

**Call to Order by:** Jeneka Lloyd, Chairperson 6:38 p.m.

**Roll Call by:** Idalmis Echevarria – Secretary, Bithlo  
 Chairperson Lloyd stated a quorum was established.

**In Attendance**

Jeneka Lloyd	Past Parent	Chairperson
Idalmis Echevarria	Bithlo	Representative
Annakay McCrae	Callahan	Representative
America Cameron	Callahan	Alternate
Yameli Roman	Dover Shores	Representative
Charmaine Jobson	East Orange	Vice-Chairperson
Yasmine Rodriguez	East Orange	Alternate
Natalia Garcia	Engelwood	Representative
Luz Ruiz	Engelwood	Alternate
Wilthere Philistin	Evans	Representative
Tameika Ward	Grand Avenue	Representative
Yahaira Santos	Grand Avenue	Alternate
Jacqueline Eugene	Hal P. Marston	Treasurer
Blanca Vallejo	John Bridges	Representative
Tiffany Thomas	Lila Mitchell	Representative
Courtney Sanders	Maxey	Representative
Leah Ackerman	Orlando Tech	Alternate
Heather Chisholm-Wright	Pine Hills	Parliamentarian
Simoane West	Pine Hills	Alternate
Edwin Soto	SO YMCA	Representative
Lauren Arce	Southwood	Alternate
Shearly Mirabal	Taft	Representative
Tania Garcia-Estrada	Ventura	Representative
Nanishka Reyes Padua	Ventura	Alternate
Tonette Vance	WS / ELC	Representative
Darline Demosthene	WS / ELC	Alternate
Tina Wells	BCC	

**Excused**

Shacole Dunn	Aloma	Representative
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Malcolm Scarlett	Denton Johnson	Representative
Amanda Nunez	Orlando Tech	Representative
Abigail Soriano	Southwood	Representative
Breanana Green	Tangelo	Representative

**Visitors**

Sawsan Mohiuddin, Assistant County Attorney		Speaker
Jessica Rosa	Grand Avenue	Parent
AnnMarie Alvarado	CHS Early Head Start	
Shantara Gibson	4C	
Karina Flores		
DJ Neicy D	Star 94.5	Speaker

**Staff**

Sonya Hill	Main Office	Manager
Helen Hill	Main Office	Sr. Program Manager
Sandra Moore	Main Office	Administrative Assistant
Avis McWhite	Main Office	Sr. Program Manager
Polly Bouler	Teacher Assistant	Hal Marston
Pedro Berrios	Warehouse	Warehouse Tech
Yvette Meade	Main Office	Admin Specialist
Wilna Francois	Hal Marston	Center Manager
Dina Mathews	Southwood	Center Manager
Joyce Glover Thomas	Teacher Assistant	Hal Marston
Laura Baumgartner	CSW	Southwood
Aturia Hall	Center Manager	Grand Ave / Tangelo
Ebtehal Kandil	Center Manager	Aloma / Bithlo
Patrice Milton	CSW	Callahan / Orlando Tech
Sandra Ruff	Program Manager	Main Office
Xeix Colon	ERSEA Coordinator	Main Office
Nesreen Hafaz	Center Manager	SO YMCA
Daisy Flores	Sr. Nutrition Coordinator	Main Office
Jamie Harrold	CSW	Lila Mitchell

**Speakers:**

- DJ Niecy D Star 94.5 FM

Child Abuse Awareness

Halloween Celebration at Buffalo Wild Wings on I-Drive

Christmas Celebration at Fun Spot near I-Drive

Find them in the Fan Zone at Camping World Stadium

- Sawsan Mouhadin, Assistant Attorney - Sunshine Law Training / Requirements & Penalties

**Chairperson Lloyd requested a motion to accept the September minutes with minor changes**

Motion: Heather Chisholm-Wright, Pines Hills, Representative

Second: Charmaine Jobson, East Orange, Representative

Status: The motion was carried with no objections



### **HR Report:**

Avis McWhite, Sr. Program Manager is seeking approval to hire qualified applicants for the positions of; Teacher Assistant and Teacher Aide.

Sonya Hill, Manager is seeking approval to hire qualified applicant for the position of Fiscal Program Manager.

**Chairperson Lloyd requested a motion to approve the HR report and accept the recommendations for hire reported by Avis McWhite and to accept the recommendations for hire reported by Sonya Hill.**

Motion: Jaqueline Eugene, Hal P. Marston, Representative

Second: Tonette Vance, WS/ELC, Representative

Status: The motion was carried with no objections

### **Head start Division Manager Report:**

- Sonya Hill announced; the FHSA Conference in March 2017 in Orlando, Charmaine Jobson has been appointed to the executive board.
- New Program Performance Standards came out September 1, 2016 and will be effective November 7, 2016. Training on new PPS & ERSEA are required.
- October is Head Start Awareness Month
- Charmaine Jobson's entry for the theme of the conference was chosen for FHSA 2017 conference
- Sandra Ruff, new Fiscal Program Manager was introduced to the Policy Council for the council to approve. Ms. Ruff also gave the Budget Report.

### **Commissioner Report:**

Tina Wells, Aide to Commissioner Victoria Siplin, talked about garbage pickup and gave out informational magnets with non-emergency number. Additionally, invited all to career OCPS on October 26, 2016 from 9:30 a.m. – 2:00 p.m. at Holden Heights Community Center, financial speakers will also be present.

### **Service Area Reports:**

Education / Child Outcomes by Vidya Deonarine – Highlights from the 11 domains

ERSEA by Xiex Colon – Grand Ave and Orlando Tech had 94% attendance for the month.

PFCE by Xiex Colon – Head Start Launched “Abriendo Puertas” this month; a program for Hispanic parents at 5 centers. It's a 10 week program to help families transition into living in Orlando.

**Old Business:**

Helen Hill expressed appreciation for a successful Changing of the Guard ceremony and announced recognition of previous representatives.

**New Business:**

- Jeneka Lloyd appointed chairpersons over the 11 committees per the by-laws, and addressed Fatherhood Engagement committee
- Jacqueline Eugene announced first Mommy Moments Women's Group meeting /breakfast at Hal P Marston on October 24, 2016 from 7:30 AM - 9:00 AM,
- Sandra Moore and Yvette Meade addressed procedure for mileage reimbursement
- Avis McWhite addressed the school readiness committee report with survey monkey
- Jeneka Lloyd announced pot luck for November meeting
- Helen Hill will schedule training for new Program Performance Standards and the Program Governance training for those who missed the first one. The group voted on having the training on 11/12/16 at 8:30. The location is TBD.

Sonya Hill presented an application for a Community Representative recommendation

**Chairperson Lloyd requested a motion to accept the application for Policy Council Community Representative Julie Gillespie**

Motion: Jaqueline Eugene, Hal P. Marston, Representative

Second: Shearly Mirabal, Taft, Representative

Status: The motion was carried with no objections

**Chairperson Lloyd requested a motion to adjourn meeting**

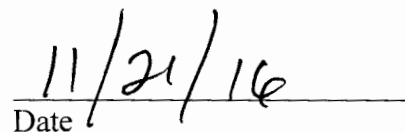
Motion: Tonette Vance, WS/ELC Representative

Second: Tiffany Tomas, Lila Mitchell, Representative

Status: The motion was carried with no objections

Meeting Adjourned at 8:15 p.m.

  
Signature

  
Date

**NEXT POLICY COUNCIL MEETING  
THURSDAY, NOVEMBER 17, 2016  
1718 E. MICHIGAN ST  
Orlando, FL 32806**