

BCC Mtg. Date: November 15, 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
Head Start Policy Council Meeting Minutes

September 2016
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: 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
Jamilie Clemens, Grants Supervisor, Finance Division
Patria Morales, Grant Coordinator, Office of Management and Budget



Lonnie C. Bell Jr.
Director, Family Services

Orange County Government

HEAD START POLICY COUNCIL PROGRAM

INFORMATION & UPDATES



Sonya L. Hill
Head Start Division Manager



SEPTEMBER 2016



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



POLICY COUNCIL MONTHLY MEETING

Who: Policy Council Members

Date: THURSDAY- SEPTEMBER 15, 2016

Time: 6:30 PM

**Location: Pine Hills Community Center
6408 Jennings Road
Orlando, FL 32808**

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

(Refreshments will be provided)

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

SEE YOU THERE!!!!



AGENDA

Orange County Government ● Head Start Policy Council ● Pine Hills Community Center
6408 Jennings Road ● Orlando, Florida 32808

September 15, 2016

MEETING STARTS AT 6:30 p.m.

Light Refreshments 6:00 – 6:30

1. Call to Order – Chairperson
2. Roll Call – Secretary
3. Adoption of Agenda
4. Secretary Report
 - a. Review of Minutes
5. Human Resources Report
6. Budget Report
7. Head Start Division Manager's Report – Sonya Hill, Head Start Division Manager
8. Commissioner/Commissioner's Liaison Report- Commissioner V. Siplin
9. Status of Board of County Commissioners Vote- Helen Hill

Approval of Head Start requests for filing of the monthly packets, program information update and meeting minutes for the official county record:

- a. Head Start Policy Council Program Information Update July 2016
 - b. Head Start Policy Council Meeting Minutes June 16, 2016
10. Service Area Reports – No summaries. Read on your own.
11. Old Business
 - a. SOPs
12. New Business
 - a. Changing of the Guard
 - b. Election of Officers
13. Public Comment
14. Adjourn

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 2016: FUND: 7006 DEPT: 062 UNIT: 7521 (H.S. - ADMIN): 92% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FA	REGULAR SALARIES and WAGES	783,943.00	51,010.96	60,860.80	60,892.47	61,484.80	61,184.78	92,227.20	61,484.80	65,179.20	56,335.66	56,396.81	84,003.43	.00	711,060.91	72,882.09	91%
1130	7FA	OTHER SALARIES and WAGES	.00	.00	.00	.00	.00	.00	4,600.00	2,320.00	2,110.00	2,860.00	3,020.00	800.00	.00	15,910.00	-15,910.00	0%
1140	7FA	OVERTIME	7,000.00	279.96	226.15	736.94	.00	139.41	151.20	718.73	149.22	97.44	532.51	1,583.35	.00	4,614.91	2,385.09	66%
2110	7FA	FICA TAXES	60,507.00	3,710.56	4,432.81	4,477.21	4,454.67	4,445.25	7,050.52	4,675.42	4,905.44	4,327.66	4,377.88	6,296.16	.00	53,153.58	7,353.42	88%
2120	7FA	RETIREMENT CONTRIBUTION	57,422.00	3,832.94	4,594.93	4,604.58	4,594.08	4,582.42	6,902.10	4,646.26	4,268.71	4,227.33	4,420.37	6,657.93	.00	53,331.65	4,090.35	93%
2130	7FA	LIFE and HEALTH INSURANCE	168,800.00	8,376.49	9,857.04	9,857.04	10,086.32	10,086.32	15,544.96	10,501.80	9,355.98	9,355.98	9,355.98	14,033.97	.00	116,411.88	52,388.12	69%
2131	7FA	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FA	PAYMENTS TO OPEB TRUST	7,383.00	.00	.00	.00	.00	.00	.00	7,892.00	.00	.00	.00	.00	.00	7,892.00	-509.00	107%
		SALARIES	1,085,055.00	67,210.91	79,971.73	80,568.24	80,619.87	80,438.18	126,675.98	92,239.01	85,968.55	77,204.07	78,103.55	113,374.84	.00	962,374.93	122,680.07	89%
3125	7FB	INDIRECT COSTS	125,462.00	.00	.00	.00	.00	.00	106,329.00	.00	.00	.00	.00	.00	.00	106,329.00	19,133.00	85%
3410	7FC	LOCAL TRAVEL	1,000.00	.00	.00	602.09	.00	229.06	451.38	503.05	333.27	310.43	84.82	526.84	.00	3,040.94	-2,040.94	304%
3420	7FC	OUT OF COUNTY TRAVEL	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,860.76	.00	1,860.76	139.24	93%
3510	7FC	POSTAGE and MESSENGER SVCS	2,000.00	.00	.00	.00	.00	16.61	.00	.00	16.66	.00	.00	.00	.00	33.27	1,966.73	2%
3530	7FC	TOLL CHARGES	150.00	.00	.00	27.68	.00	1.09	42.31	16.27	17.46	3.27	.00	16.35	.00	124.43	25.57	83%
3610	7FC	RENTAL OF EQUIPMENT	5,600.00	.00	.00	331.00	.00	.00	1,033.69	.00	237.23	237.23	.00	474.46	474.46	2,313.61	2,811.93	50%
3720	7FC	COMMUNICATIONS	3,000.00	.00	.00	388.33	776.61	419.22	418.99	402.31	.00	905.92	.00	1,177.03	.00	4,488.41	-1,488.41	150%
3820	7FC	MAINTENANCE OF EQUIPMENT	2,567.00	.00	.00	.00	.00	.00	1,590.87	.00	.00	809.72	.00	416.87	490.50	2,817.46	-740.96	129%
3910	7FC	GRAPHIC REPROD SVCS	8,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	280.00	.00	.00	280.00	8,520.00	3%
4010	7FC	DUES and MEMBERSHIPS	18,875.00	.00	7,680.00	450.00	.00	.00	.00	.00	.00	.00	2,500.00	.00	.00	10,630.00	8,245.00	56%
4030	7FC	TRAINING AND EDUCATIONAL COST	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,175.00	.00	1,175.00	825.00	59%
4110	7FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	9,200.00	.00	.00	337.38	.00	1,081.55	1,557.51	540.82	1,106.34	.00	778.24	103.74	.00	5,505.58	3,694.42	60%
4115	7FC	MISCELLANEOUS OPERATING SUPPLIES	10,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,800.00	0%
4120	7FC	SOFTWARE < \$1000	3,036.00	.00	.00	604.86	.00	.00	.00	.00	.00	.00	.00	.00	.00	604.86	2,431.14	20%
4121	7FC	COMPUTER EQUIPMENT LESS THAN \$500	5,080.00	.00	.00	152.99	.00	.00	.00	108.28	.00	.00	.00	3,700.00	134.00	3,961.27	984.73	81%
4123	7FC	EQUIPMENT LESS THAN \$1000	5,000.00	.00	.00	504.22	.00	.00	.00	5,446.81	21.29	.99	1,184.77	527.47	6,102.06	7,685.55	-8,787.61	276%
4412	7FC	PROMOTIONAL EXPENSES	5,000.00	.00	.00	.00	.00	1,499.70	.00	.00	.00	.00	400.00	.00	.00	1,899.70	3,100.30	38%
4418	7FC	EDUCATIONAL ASSISTANCE PROGRAM	2,000.00	.00	.00	2,500.00	-2,500.00	1,250.00	-1,250.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4422	7FC	SCHOLARSHIPS, AWARDS, BENEF	559.00	.00	.00	42.50	.00	25.80	135.00	27.75	.00	.00	.00	187.40	.00	418.45	140.55	75%
4482	7FN	SELF INS-PROP CASUALTY	13,033.00	.00	.00	.00	.00	.00	.00	.00	13,033.00	.00	.00	.00	.00	13,033.00	.00	100%
6438	7FG	COMPUTER EQUIPMENT > \$500	3,300.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,235.52	.00	64.48	98%
		OPERATIONS	228,462.00	.00	7,680.00	5,941.05	-1,723.39	4,523.03	110,308.75	7,045.29	14,765.25	2,267.56	5,227.83	10,165.92	10,436.54	166,201.29	51,824.17	77%
		TOTAL UNIT 7521	1,313,517.00	67,210.91	87,651.73	86,509.29	78,896.48	84,961.21	236,984.73	99,284.30	100,733.80	79,471.63	83,331.38	123,540.76	10,436.54	1,128,576.22	174,504.24	87%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 2016: FUND: 7006 DEPT: 062 UNIT: 7522 (H.S.-SERVICES): 92% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	PRE-ENC AMOUNT	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FE	REGULAR SALARIES and WAGES	6,454,605.00	498,600.42	602,021.74	582,965.88	466,984.61	521,930.61	792,259.04	504,693.74	538,022.85	555,144.52	369,557.79	788,949.46	.00	.00	6,219,130.46	235,474.54	96%
1130	7FE	OTHER SALARIES and WAGES	80,000.00	9,148.75	7,930.71	8,268.91	7,134.99	14,112.46	17,170.71	12,467.97	8,569.75	7,399.41	6,785.09	11,388.48	.00	.00	110,377.23	-30,377.23	138%
1140	7FE	OVERTIME	10,000.00	3,321.14	908.11	1,733.77	208.37	1,845.12	3,079.80	2,254.16	4,265.44	830.53	526.61	2,714.83	.00	.00	21,688.08	-11,688.08	217%
2110	7FE	FICA TAXES	496,707.00	37,222.24	44,462.56	43,171.45	34,379.36	39,172.33	59,097.78	37,876.13	39,973.09	40,850.00	26,850.53	58,015.28	.00	.00	461,070.75	35,636.25	93%
2120	7FE	RETIREMENT CONTRIBUTION	469,330.00	36,971.73	43,277.62	42,851.41	33,063.91	31,754.57	59,058.22	37,191.48	39,958.59	40,652.67	28,475.50	60,054.40	.00	.00	453,310.10	16,019.90	97%
2130	7FE	LIFE and HEALTH INSURANCE	2,006,000.00	115,906.39	134,766.16	133,747.13	115,448.14	131,186.75	194,409.97	118,624.48	128,417.49	139,451.78	126,096.83	220,116.16	.00	.00	1,558,171.28	447,828.72	78%
2131	7FE	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	750.00	-750.00	3,500.00	3,750.00	-7,250.00	.00	.00	.00	.00	.00	0%
2150	7FE	UNEMPLOYMENT COMPENSATION	7,000.00	.00	.00	.00	.00	.00	.00	.00	.00	-1,650.00	.00	.00	.00	.00	-1,650.00	8,650.00	-24%
2200	7FE	PAYMENTS TO OPEB TRUST	122,804.00	.00	.00	.00	.00	.00	.00	105,672.00	.00	.00	.00	.00	.00	.00	105,672.00	17,132.00	86%
		SALARIES	9,646,446.00	701,170.67	833,366.90	812,738.55	657,219.38	740,001.84	1,125,825.52	818,029.96	760,707.01	786,428.91	551,042.55	1,141,238.61	.00	.00	8,927,769.90	718,676.10	93%
		PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	8,000.00	100.00	.00	.00	3,559.50	887.25	1,050.26	1,044.33	929.51	1,168.75	.00	614.25	.00	.00	9,353.85	-1,353.85	117%
3170	7FF	JANITORIAL SVC and SUPPLY	20,000.00	.00	.00	357.97	3,596.62	1,005.70	1,005.70	1,005.70	647.73	647.73	1,721.64	1,005.70	.00	.00	10,994.49	9,005.51	55%
3179	7FF	CONTRACT SVC EMPLOY AGENT	8,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,637.00	.00	2,363.00	70%
3185	7FF	CONTRACT SVC-TRAINING	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	.00	.00	-500.00	125%
3192	7FF	SOFTWARE LICENSING SUPPORT FEE	42,225.00	.00	.00	.00	.00	.00	18,381.77	.00	23,568.00	.00	284.66	.00	.00	.00	42,234.43	-9.43	100%
3195	7FF	CONTRACT SERVICES MEDICAL	10,000.00	.00	.00	.00	.00	815.00	.00	542.00	.00	.00	292.00	.00	.00	10,000.00	1,649.00	-1,649.00	116%
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	50,000.00	.00	1,773.75	150.00	770.00	4,478.75	1,500.00	2,520.90	1,156.10	3,782.00	751.00	3,352.25	.00	45,554.75	20,234.75	-15,789.50	132%
3350	7FF	OTHER INSURANCE and BONDS	13,000.00	.00	12,933.12	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,933.12	66.88	99%
3410	7FF	LOCAL TRAVEL	25,000.00	.00	.00	1,991.24	.00	1,847.03	951.28	2,013.56	2,376.16	988.83	1,170.13	2,413.48	.00	.00	13,751.71	11,248.29	55%
3420	7FF	OUT OF COUNTY TRAVEL	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	194.20	7,607.57	.00	.00	7,801.77	-6,801.77	780%
3520	7FF	MOVING EXPENSE-CO ASSETS	2,000.00	.00	.00	988.00	.00	760.00	.00	.00	.00	.00	.00	7,120.00	.00	.00	8,868.00	-6,868.00	443%
3530	7FF	TOLL CHARGES	500.00	.00	101.55	135.41	43.34	232.99	166.53	94.89	236.13	100.35	121.03	153.41	.00	.00	1,385.63	-885.63	277%
3610	7FF	RENTAL OF EQUIPMENT	49,926.00	.00	1,580.53	2,456.39	3,009.28	8,011.45	4,096.23	7,056.89	2,000.14	2,136.12	8,939.46	9,188.29	.00	8,917.80	48,474.78	-7,466.58	115%
3620	7FF	LEASES-BUILDINGS/STRUCTURES	228,392.00	11,257.84	5,628.92	6,122.92	45,176.07	8,713.45	6,863.45	5,691.45	20,079.45	9,315.45	46,737.95	13,531.45	.00	3,700.00	179,118.40	45,573.60	80%

3710	7FF	UTILITIES	45,564.00	3,200.00	2,821.74	2,238.72	7,544.96	4,687.67	3,619.39	3,206.16	3,336.22	2,240.53	4,754.33	4,560.95	.00	.00	42,210.67	3,353.33	93%
3720	7FF	COMMUNICATIONS	45,000.00	93.00	2,940.70	1,244.30	8,008.98	5,334.89	4,376.65	4,883.27	3,926.09	6,136.83	3,791.19	9,408.11	.00	.00	49,944.01	-4,944.01	111%
3810	7FF	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	392,530.00	3,100.00	1,550.00	2,777.74	3,243.75	7,529.54	3,572.02	3,728.18	4,264.79	1,888.75	4,059.57	15,045.13	120,000.00	7,379.15	50,759.47	214,391.38	45%
3820	7FF	MAINTENANCE OF EQUIPMENT	42,913.00	.00	1,005.90	512.30	1,083.81	2,650.80	2,059.90	1,310.63	2,029.85	1,090.98	3,717.04	3,610.37	.00	10,392.88	19,071.58	13,448.54	69%
3823	7FF	MAINTENANCE OF COMPUTER EQUIPMENT	7,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,500.00	0%
3825	7FN	INTERNAL FLEET MANAGEMENT CHARGES	43,000.00	.00	.00	2,090.23	425.25	1,229.47	1,878.35	308.81	302.24	365.41	2,208.20	3,049.15	.00	.00	11,856.91	31,143.09	28%
3910	7FF	GRAPHIC REPROD SVCS	14,298.00	.00	.00	.00	.00	84.00	.00	.00	.00	.00	.00	.00	.00	.00	84.00	14,214.00	1%
4020	7FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000.00	.00	.00	.00	.00	.00	.00	200.00	.00	.00	1,487.10	.00	.00	.00	1,687.10	1,312.90	56%
4030	7FF	TRAINING AND EDUCATIONAL COST	3,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,970.42	.00	.00	1,970.42	1,029.58	66%
4040	7FF	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	875.00	400.00	.00	.00	1,275.00	-275.00	128%
4110	7FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	15,000.00	.00	.00	512.66	.00	3,233.45	2,192.71	2,736.91	2,062.80	4,268.88	3,328.92	2,719.59	.00	.00	21,057.90	-6,057.90	140%
4115	7FF	MISCELLANEOUS OPERATING SUPPLIES	121,247.00	.00	.00	915.40	.00	7,826.76	7,907.40	41.92	1,463.62	28.49	36,388.10	-12,810.26	.00	.00	41,761.43	79,485.57	34%
4116	7FF	EVENT/MEAL REIMBURSEMENTS	3,000.00	.00	.00	.00	.00	698.36	.00	1,611.26	4,003.30	50.00	437.81	641.15	.00	.00	7,441.88	-4,441.88	248%
4120	7FF	SOFTWARE < \$1000	7,560.00	.00	.00	476.56	.00	.00	.00	.00	.00	.00	.00	9,360.60	.00	.00	9,837.16	-2,277.16	130%
4121	7FF	COMPUTER EQUIPMENT LESS THAN \$500	8,200.00	.00	.00	747.28	.00	1,423.73	2,148.00	150.57	.00	.00	906.58	.00	.00	1,381.00	5,376.16	1,442.84	82%
4123	7FF	EQUIPMENT LESS THAN \$1000	22,000.00	.00	.00	543.97	.00	1,381.05	169.96	557.55	189.21	2.97	2,594.52	20,943.65	.00	.00	26,382.88	-4,382.88	120%
4135	7FF	FOODandDIETARY	305,428.00	.00	.00	15,924.03	13,899.45	21,165.28	27,068.32	2,141.50	11,305.54	21,728.54	6,391.43	16,106.09	.00	129,406.33	135,730.18	40,291.49	87%
4139	7FF	MEDICINESandDRUGS	100.00	.00	.00	.00	.00	.00	.00	.00	84.33	.00	.00	.00	.00	.00	84.33	15.67	84%
4143	7FF	MEDandSURG SUPPLIES	9,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,000.00	0%
4175	7FF	CLOTHING AND WEARING APPAREL	100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	100.00	0%
4195	7FF	MISC SUPPLIES OR EXPENSES	2,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,000.00	0%
4412	7FF	PROMOTIONAL EXPENSES	2,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,500.00	0%
4418	7FF	EDUCATIONAL ASSISTANCE PROGRAM	2,012.00	2,083.85	3,613.15	-1,036.96	-4,660.04	.00	1,250.00	-26.95	2,318.96	1,669.00	.00	.00	.00	.00	5,211.03	-3,199.03	259%
4440	7FF	IMPROVEMTS TO NON-COUNTY ASSETS	15,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,000.00	0%
4450	7FF	PARENT ACTIVITY FUND	9,216.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,177.53	309.78	.00	.00	5,487.29	3,728.71	60%
4452	7FF	FIELD TRIPS-HEAD START	60,360.00	.00	.00	550.00	.00	.00	.00	.00	.00	.00	357.00	1,796.00	.00	.00	2,703.00	57,657.00	4%
4482	7FN	SELF INS-PROP CASUALTY	272,491.00	.00	.00	.00	.00	.00	.00	.00	272,491.00	.00	.00	.00	.00	.00	272,491.00	.00	100%
6410	7FD	EQUIPMENT	52,000.00	.00	.00	.00	1,859.95	.00	.00	.00	.00	.00	.00	.00	.00	7,428.23	1,859.95	42,711.82	18%
6438	7FD	COMPUTER EQUIPMENT > \$500	137,180.00	.00	.00	.00	.00	.00	.00	69,277.50	.00	.00	.00	.00	.00	30,690.88	69,277.50	37,211.62	73%
		OPERATIONS	2,102,242.00	19,834.89	33,949.36	39,698.16	87,560.92	83,996.62	90,257.92	109,898.83	358,771.19	57,609.59	136,686.39	122,097.11	122,500.00	260,488.02	1,140,360.78	578,893.20	72%
		TOTAL UNIT 7522	11,748,688.00	721,005.36	867,316.26	852,436.71	744,780.30	823,998.46	1,216,083.44	927,928.79	1,119,478.20	844,038.50	687,728.94	1,263,335.72	122,500.00	260,488.02	10,068,130.68	1,297,569.30	89%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 2016: FUND: 7006 DEPT: 062 UNIT: 7525 (H.S. - TRAINING): 92% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	7FH	CONTRACT SVC-TRAINING	45,966.00	.00	2,500.00	.00	.00	6,000.00	5,000.00	3,975.00	.00	6,240.00	.00	.00	8,190.00	23,715.00	14,061.00	69%
3420	7FH	OUT OF COUNTY TRAVEL	13,700.00	715.40	1,456.86	1,466.96	664.13	4,423.66	2,976.77	3,399.18	2,589.43	5,337.69	21.86	-29.38	.00	23,022.56	-9,322.56	168%
3610	7FH	RENTAL OF EQUIPMENT	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
3620	7FH	LEASES-BUILDINGS/STRUCTURES	2,000.00	.00	.00	.00	.00	.00	.00	.00	912.25	12,470.00	400.00	.00	.00	13,782.25	-11,782.25	689%
3910	7FH	GRAPHIC REPROD SVCS	1,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,000.00	0%
4020	7FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000.00	.00	.00	.00	.00	.00	109.90	.00	290.00	.00	.00	.00	.00	399.90	600.10	40%
4030	7FH	TRAINING AND EDUCATIONAL COST	31,646.00	.00	.00	3,955.00	.00	12,407.00	.00	2,482.96	3,376.00	4,925.00	.00	.00	.00	27,145.96	4,500.04	86%
4040	7FH	LICENSE AND CERTIFICATION FEES	1,000.00	.00	.00	.00	.00	150.00	.00	-75.00	.00	.00	938.00	.00	.00	1,013.00	-13.00	101%
4110	7FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	2,771.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,771.00	0%
4115	7FH	MISCELLANEOUS OPERATING SUPPLIES	2,000.00	.00	.00	.00	.00	.00	.00	.00	35.10	.00	.00	.00	.00	35.10	1,964.90	2%
4116	7FH	EVENT/MEAL REIMBURSEMENTS	4,500.00	.00	.00	.00	.00	187.84	.00	.00	29.93	.00	344.66	.00	.00	562.43	3,937.57	12%
4418	7FH	EDUCATIONAL ASSISTANCE PROGRAM	10,300.00	.00	.00	5,697.00	9,337.58	.00	3,750.00	.00	.00	.00	.00	.00	.00	18,784.58	-8,484.58	182%
6438	7FJ	COMPUTER EQUIPMENT > \$500	6,008.00	.00	.00	.00	.00	.00	.00	6,008.00	.00	.00	.00	.00	.00	6,008.00	.00	100%
		OPERATIONS ONLY	122,891.00	715.40	3,956.86	11,118.96	10,001.71	23,168.50	11,836.67	15,790.14	7,232.71	28,972.69	1,704.52	-29.38	8,190.00	114,468.78	232.22	100%
		TOTAL UNIT 7525	122,891.00	715.40	3,956.86	11,118.96	10,001.71	23,168.50	11,836.67	15,790.14	7,232.71	28,972.69	1,704.52	-29.38	8,190.00	114,468.78	232.22	100%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 2016: FUND: 7006 DEPT: 062 UNIT: 7526 (H.S. DISABILITY): 92% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FI	REGULAR SALARIES and WAGES	195,599.00	13,390.32	15,976.00	15,976.00	15,976.00	15,976.00	23,733.93	12,868.80	12,868.80	13,724.36	13,109.95	22,805.82	.00	176,405.98	19,193.02	90%
1140	7FI	OVERTIME	100.00	.00	43.94	.00	.00	.00	60.64	145.14	72.57	.00	.00	.00	.00	322.29	-222.29	322%
2110	7FI	FICA TAXES	14,971.00	951.90	1,140.29	1,136.95	1,128.92	1,128.92	1,675.20	905.59	900.05	957.62	908.29	1,602.69	.00	12,436.42	2,534.58	83%
2120	7FI	RETIREMENT CONTRIBUTION	14,207.00	972.15	1,163.07	1,159.88	1,159.88	1,159.88	1,631.43	944.83	939.56	996.41	985.87	1,715.02	.00	12,827.98	1,379.02	90%
2130	7FI	LIFE and HEALTH INSURANCE	37,600.00	2,460.20	2,894.96	2,894.96	3,037.52	3,037.52	4,304.01	2,532.98	2,532.98	2,785.18	3,037.38	4,556.07	.00	34,073.76	3,526.24	91%
2131	7FI	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FI	PAYMENTS TO OPEB TRUST	1,969.00	.00	.00	.00	.00	.00	.00	1,754.00	.00	.00	.00	.00	.00	1,754.00	215.00	89%
		SALARIES	264,446.00	17,774.57	21,218.26	21,167.79	21,302.32	21,302.32	31,405.21	19,151.34	17,313.96	18,463.57	18,041.49	30,679.60	.00	237,820.43	26,625.57	90%
3195	7FK	CONTRACT SERVICES MEDICAL	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	5,000.00	0%
3197	7FK	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	165,000.00	.00	.00	169.00	.00	8,454.00	1,014.00	8,321.40	1,026.40	9,197.80	5,873.20	1,430.00	124,024.20	35,485.80	5,490.00	97%
3235	7FK	INDIGENT PSYCH SVCS	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
3275	7FK	MEDICAL SVCS	10,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	10,000.00	0%
4110	7FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,500.00	0%
4115	7FK	MISCELLANEOUS OPERATING SUPPLIES	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4120	7FK	SOFTWARE < \$1000	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4482	7FN	SELF INS-PROP CASUALTY	2,296.00	.00	.00	.00	.00	.00	.00	.00	2,296.00	.00	.00	.00	.00	2,296.00	.00	100%
		OPERATIONS	184,796.00	.00	.00	169.00	.00	8,454.00	1,014.00	8,321.40	3,322.40	9,197.80	5,873.20	1,430.00	124,024.20	37,781.80	22,990.00	88%
		TOTAL UNIT 7526	449,242.00	17,774.57	21,218.26	21,336.79	21,302.32	29,756.32	32,419.21	27,472.74	20,636.36	27,661.37	23,914.69	32,109.60	124,024.20	275,602.23	49,615.57	89%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 2016: FUND: 7406 DEPT: 062 UNIT: 7523 (USDA - ADMIN): 92% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	7FQ	REGULAR SALARIES and WAGES	118,562.00	2,779.04	5,900.48	7,225.60	8,518.40	8,518.40	12,777.60	8,482.85	8,663.84	8,518.40	8,518.40	12,777.60	92,680.61	25,881.39	78%
1140	7FQ	OVERTIME	100.00	.00	24.24	.00	.00	.00	24.24	36.36	169.68	31.51	.00	169.68	455.71	-355.71	456%
2110	7FQ	FICA TAXES	9,078.00	194.85	432.36	531.89	630.01	630.00	946.89	630.07	654.11	632.44	630.01	958.01	6,870.64	2,207.36	76%
2120	7FQ	RETIREMENT CONTRIBUTION	8,615.00	201.76	430.13	524.58	618.44	618.44	929.42	618.50	641.32	620.72	640.58	973.63	6,817.52	1,797.48	79%
2130	7FQ	LIFE and HEALTH INSURANCE	28,200.00	694.89	824.90	828.49	872.50	872.50	1,308.75	872.50	872.50	872.50	872.50	1,308.75	10,200.78	17,999.22	36%
2131	7FQ	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FQ	PAYMENTS TO OPEB TRUST	1,146.00	.00	.00	.00	.00	.00	.00	1,326.00	.00	.00	.00	.00	1,326.00	-180.00	116%
		SALARIES	165,701.00	3,870.54	7,612.11	9,110.56	10,639.35	10,639.34	15,986.90	11,966.28	11,001.45	10,675.57	10,661.49	16,187.67	118,351.26	47,349.74	71%
3125	7FP	INDIRECT COSTS	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	.00	.00	.00	.00	6,543.00	.00	100%
3410	7FR	LOCAL TRAVEL	2,000.00	.00	.00	64.66	.00	30.71	61.54	120.33	132.17	70.09	87.13	98.79	665.42	1,334.58	33%
3530	7FR	TOLL CHARGES	30.00	.00	.00	.00	.00	.00	4.71	8.66	2.18	6.00	8.20	5.20	34.95	-4.95	117%
3820	7FR	MAINTENANCE OF EQUIPMENT	500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0%
4110	7FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,441.00	.00	.00	.00	.00	.00	.00	405.24	.00	.00	.00	.00	405.24	1,035.76	28%
4418	7FR	EDUCATIONAL ASSISTANCE PROGRAM	1,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,100.00	0%
4482	7FS	SELF INS-PROP CASUALTY	1,685.00	.00	.00	.00	.00	.00	.00	1,685.00	.00	.00	.00	.00	1,685.00	.00	100%
		OPERATIONS	13,299.00	.00	.00	64.66	.00	30.71	6,609.25	534.23	1,819.35	76.09	95.33	103.99	9,333.61	3,965.39	70%
		TOTAL UNIT 7523	179,000.00	3,870.54	7,612.11	9,175.22	10,639.35	10,670.05	22,596.15	12,500.51	12,820.80	10,751.66	10,756.82	16,291.66	127,684.87	51,315.13	71%

FAMILY SERVICES MONTHLY EXPENSE REPORT THROUGH AUGUST 2016: FUND: 7406 DEPT: 062 UNIT: 7524 (USDA - SERVICES): 92% OF FY ELAPSED

OBJ	APR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	ENC AMOUNT	TOTAL YTD	BALANCE	% BUDGET
1120	7FT	REGULAR SALARIES and WAGES	147,300.00	11,577.18	13,923.89	13,924.64	13,731.01	13,684.67	19,507.93	13,148.80	13,232.90	11,003.17	1,510.37	12,562.92	.00	137,807.48	9,492.52	94%
1140	7FT	OVERTIME	.00	.00	.00	51.17	.00	.00	17.39	.00	.00	34.78	.00	.00	.00	103.34	-103.34	0%
2110	7FT	FICA TAXES	11,268.00	814.48	981.49	985.42	982.13	978.63	1,391.28	937.60	944.08	776.14	63.50	878.22	.00	9,732.97	1,535.03	86%
2120	7FT	RETIREMENT CONTRIBUTION	10,694.00	840.49	1,010.86	1,014.62	996.84	993.47	1,417.51	954.58	960.69	801.36	113.59	944.74	.00	10,048.75	645.25	94%
2130	7FT	LIFE and HEALTH INSURANCE	75,200.00	4,376.38	5,149.14	5,149.14	4,987.32	4,987.32	7,480.98	4,987.32	4,987.32	4,987.32	4,987.32	7,480.98	.00	59,560.54	15,639.46	79%
2131	7FT	HSA/FSA CONTRIBUTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	0%
2200	7FT	PAYMENTS TO OPEB TRUST	4,586.00	.00	.00	.00	.00	.00	.00	3,536.00	.00	.00	.00	.00	.00	3,536.00	1,050.00	77%
		SALARIES	249,048.00	17,608.53	21,065.38	21,124.99	20,697.30	20,644.09	29,815.09	23,564.30	20,124.99	17,602.77	6,674.78	21,866.86	.00	220,789.08	28,258.92	89%
3170	7FU	JANITORIAL SVC and SUPPLY	1,000.00	.00	.00	130.80	.00	163.50	.00	.00	.00	.00	.00	.00	.00	294.30	705.70	29%
4115	7FU	MISCELLANEOUS OPERATING SUPPLIES	10,000.00	.00	.00	1,670.20	.00	2,095.86	3,862.79	1,319.20	.00	.00	1,252.22	.00	.00	10,200.27	-200.27	102%
4130	7FU	SUPPLIES	9,000.00	.00	.00	.00	.00	183.01	.00	740.44	3.96	62.00	391.98	260.95	.00	1,642.34	7,357.66	18%
4135	7FU	FOOD and DIETARY	1,272,992.00	.00	.00	111,100.00	108,056.16	159,243.42	170,990.84	21,971.43	112,158.31	205,396.42	63,093.58	74,992.00	177,817.37	1,027,002.16	68,172.47	95%
4482	7FS	SELF INS-PROP CASUALTY	8,220.00	.00	.00	.00	.00	.00	.00	.00	8,220.00	.00	.00	.00	.00	8,220.00	.00	100%
		OPERATIONS	1,301,212.00	.00	.00	112,901.00	108,056.16	161,685.79	174,853.63	24,031.07	120,382.27	205,458.42	64,737.78	75,252.95	177,817.37	1,047,359.07	76,035.56	94%
		TOTAL UNIT 7524	1,550,260.00	17,608.53	21,065.38	134,025.99	128,753.46	182,329.88	204,668.72	47,595.37	140,507.26	223,061.19	71,412.56	97,119.81	177,817.37	1,268,148.15	104,294.48	93%

09/01/2016 PAGE: 1

ORANGE COUNTY

Department 062

FY 2016 Monthly Expense Report

For the selected Department and Unit, by Object and Appropriation

Through 09/01/2016

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	-10,187.60	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	.00	373.00	.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	.00	42,498.00	.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	.00	.00	.00	19,750.00	.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	.00	53,539.03	.00	.00	.00	53,539.03	-22,449.03	172.21
	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	.00	162.00	.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	.00	.00	.00	.00	.00	35,000.00	.00
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	.00	.00	19,750.00	98,210.47	51,751.53	69.51
*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	.00	.00	19,750.00	813,705.01	248,874.99	77.01

[illegible]

Extension: (321) 332-5606

Page 1 of 1

ORANGE COUNTY HEAD START DIVISION
Monthly Purchasing Card Purchase Report

Cardholder (Print Name): Angela Fore

Statement for the Month of: August, 2016

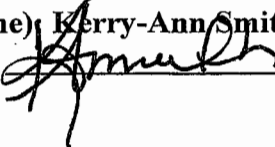
Cardholder Signature: Angela M. Mc

Extension: 68901

[illegible]

**FAMILY SERVICES DEPARTMENT
PURCHASE REPORT LOG**

*Cardholder (Print Name): Kerry-Ann Smith

*Cardholder Signature: 

*Statement for the Month: August 2016

*Division: HEAD START

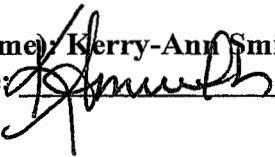
* Ph. Ext: 68905

Date of Purchase	Receipt & Invoice #	Description of Purchase	Vendor's Name	Dollar Amount of Purchase	Accounting Line/s
8/10/2016	622300637553	Milk purchase for children with special diet.	Walmart	30.24	7406-062-7524-4135
8/10/2016	043709	Milk purchase for children with special diet.	Publix	30.03	7406-062-7524-4135
8/10/2016	051481	Milk purchase for children with special diet.	Publix	34.32	7406-062-7524-4135
8/10/2016	521278	Milk purchase for children with special diet.	Publix	34.32	7406-062-7524-4135
8/10/2016	045356	Milk purchase for children with special diet.	Publix	61.68	7406-062-7524-4135
8/11/2016	001161	Halal food for child with special diet at Pine Hills.	Caribbean Super Center	92.08	7406-062-7524-4135
8/19/2016	012164	Food for child with special diet at Lila Mitchell.	Publix	118.95	7406-062-7524-4135
8/19/2016	105166	Food for child with special diet at Dover Shores	Publix	83.83	7406-062-7524-4135
8/22/2016	029718	Food for child with special diet at Washington Shores ELC.	Publix	57.43	7406-062-7524-4135

Complete all required entries identified by an *

**FAMILY SERVICES DEPARTMENT
PURCHASE REPORT LOG**

*Cardholder (Print Name): Kerry-Ann Smith

*Cardholder Signature: 

*Statement for the Month: August 2016

*Division: HEAD START

* Ph. Ext. 68905

Date of Purchase	Receipt & Invoice #	Description of Purchase	Vendor's Name	Dollar Amount of Purchase	Accounting Line/s
8/23/2016	166236731786 375	Pediasure for child with special diet at Lila Mitchell.	Walmart	47.88	7406-062-7524-4135
8/24/2016	466237737132 923	Umbrella purchased to deliver food at Washington Shores Hope when it is raining due to being in portables. Bowls purchased to heat up food for child with special diet at Dover Shores.	Walmart	72.87	7406-062-7524-4135 4115
08/25/2016	306238745277 760	Padlock purchased for refrigerator at Hal P. Marston. Buckets purchased for Hal P Marston and Callahan to pour out unused milk.	Walmart	17.26	7406-062-7524-4135 4115
08/26/2016	076029	Food purchased for children with special diets at Pine Hills, Washington Shores Hope and Lila Mitchell.	Publix	98.88	7406-062-7524-4135
08/29/2016	037534	Milk purchased for children with special diets at Pine Hills, and Lila Mitchell.	Publix	28.85	7406-062-7524-4135
08/29/2016	060862	Food purchased for children with special diets at Washington Shores Hope and Lila Mitchell.	Chamberlin's	37.45	7406-062-7524-4135

Complete all required entries identified by an *

ORANGE COUNTY HEAD START DIVISION

Monthly Purchasing Card Purchase Report

Cardholder (Print Name): SHAMIM SHEIKH

Statement for the Month of: August, 2016

Cardholder Signature: 

Extension: 8940

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Disput e/ Credit	Accounting Line(s) To Be Charged	/
8/12/16	047432	Food Containers/Kitchen	Walmart	17.38		7406 062 7524 4130	
8/12/16	013109	Food for special diet children	Walmart	58.34		7406-062-7524-4135	
8/12/16	054346	Food for special diet children	Publix	108.13		7406 062 7524 4135	
8/15/16	078885	Food for special diet children	Winn-Dixie	35.92		7406 062 7524 4135	
8/15/16	081981	Food for special diet children	Winn-Dixie	35.92		7006 062 7524 4135	
8/15/16	034950	Food for special diet children	Publix	58.67		7406 062 7524 4135	
8/19/16	019925	Food for special diet children	Publix	36.96		7406 062 7524 4135	
8/18/16	032240	Food for special diet children	Winn-Dixie	79.86		7406 062 7524 4135	
8/19/16	028643	Food for special diet children	Apana Bazar	41.96		7406 062 7524 4135	
8/22/16	019760	Diapers for special children	Winn-Dixie	18.30		7006 062 7524 4115	
8/24/16	078858	Food for special diet children	Winn-Dixie	25.96		7406 062 7524 4135	
8/26/16	094336	Food for special diet children	Winn-Dixie	40.41		7406-062-7524-4135	
8/29/16	070653	Food for special diet children	Walmart	29.80		7406 062 7524 4135	
8/29/16	078622	Food Containers/Kitchen	Walmart	32.20		7406 062 7524 4130	

ORANGE COUNTY HEAD START DIVISION
Monthly Purchasing Card Purchase Report

Cardholder (Print Name): Sandra Moore

Statement for the Month of: August, 2016

Cardholder Signature: Sandra Moore

Extension: 68913

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Dispute/ Credit	Accounting Line(s) To Be Charged	/
8/6/2016		External Hard Drives (3)	CDW-G	300.00		7006-062-7522-4121	
8/9/2016		Avery Index Tabs for Policy Council Project	Office Depot	79.35		7006-062-7522-4110	
8/9/2016		10 cases of copy paper for main office	Office Depot	380.30		7006-062-7521-4110	
8/9/2016		File folders for Nutrition Unit	Office Depot	69.72		7006-062-7523-4110	
8/11/2016		Office Supplies	Office Depot	977.54		7006-062-7522-4110	
8/12/2016		Report Covers for MH Unit	Office Depot	66.80		7006-062-7526-4110	
8/16/2016		2 Drawer Lateral File Cabinet	Office Depot	371.37		7006-062-7522-4123	
8/16/2016		Microwave Cart for Tangelo Pk	Office Depot	124.99		7006-062-7524-4123	
8/16/2016		Microwave Cart for Ventura	Office Depot	124.99		7006-062-7524-4123	
8/18/2016		HP Laserjet printers for new centers	CDW-G	570.00		7006-062-7522-4121	
8/18/2016		Pelican Cases for I pads	CDW-G	358.00		7006-062-7522-4123	
8/19/2016		Comprehensive Folders for sites	Office Depot	1,484.73		7006-062-7522-4110	
8/22/2016		Office Supplies	Office Depot	149.87		7006-062-7522-4110	
8/23/2016		Envelopes for Policy Council Project	Office Depot	58.99		7006-062-7522-4110	
8/24/2016		Comprehensive Folders for sites	Office Depot	1,364.65		7006-062-7522-4110	
8/25/2016		Flash drives for PC project	Office Depot	49.98		7006-062-7522-4110	
8/26/2016		Binders, Tabs Folders for PC	Office Depot	1,178.79		7006-062-7521-4110	
8/26/2016		Office Supplies	Office Depot	156.43		7006-062-7522-4110	
8/26/2016		Microwave Cart for Dover Shores	Office Depot	124.99		7006-062-7524-4123	
8/26/2016		Locks for courier bags	Office Depot	509.70		7006-062-7522-4115	
8/26/2016		Flash drives for PC project	Office Depot	119.99		7006-062-7522-4110	

ORANGE COUNTY HEAD START DIVISION
Monthly Purchasing Card Purchase Report

Cardholder (Print Name): Sandra Moore

Statement for the Month of: August, 2016

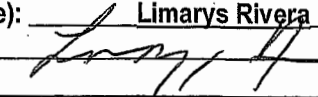
Cardholder Signature: Sandra Moore

Extension: 68913

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ORANGE COUNTY HEAD START DIVISION

Monthly Purchasing Card Purchase Report

Cardholder (Print Name): Limarys Rivera
 Cardholder Signature: 

Statement for the Month of: August 2016
 Extension: 66596

Date	Receipt/ Invoice #	Purchase Description/ Justification	Vendor Name	Dollar Amount of Purchase	Dispute/ Credit	Accounting Line(s) To Be Charged	/
8/8/16	034649	Roll books	Lakeshore	\$339.15		7006-062-7522-4115	
8/18/16	4705310816	Main Office Resource Room Materials	Lakeshore	\$1498.62		7006-062-7522-4115	

MONTHLY PURCHASING CARD PURCHASE REPORT

Cardholder (Print Name): June Johnson

Statement for Month of: August '16

Cardholder Signature: June Johnson

Division Head Start Extension: 69524

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	\$\$\$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
1	8/5/2016		Storage Pod pick up (4@60.99 ea)	1800PackRat	\$243.96		7006 062 7522 3610	Michigan St
2	8/8/2016	395868727	Water	ReadyRefresh	25.04		7006 062 7522 3710	Denton Johnson
			Cooler Rental		11.98		7006 062 7522 3610	
			Cups		4.39		7006 062 7522 4115	
					41.41			
3	8/8/2016	395869333	Water	ReadyRefresh	18.48		7006 062 7522 3710	SOYMCA
			Cooler Rental		14.97		7006 062 7522 3610	
			Cups		8.38		7006 062 7522 4115	
					41.83			
4	8/8/2016	395869545	Water	ReadyRefresh	37.56		7006 062 7522 3710	Maxey
			Cooler Rental		17.97		7006 062 7522 3610	
			Cups		13.17		7006 062 7522 4115	
					68.70			
5	8/8/2016	395869754	Cooler Rental	ReadyRefresh	17.97		7006 062 7522 3610	Tangelo Park
6	8/8/2016	395869071	Cups	ReadyRefresh	109.75		7006 062 7522 4115	W S Hope H S
			Water		62.60		7006 062 7522 3710	
			Cooler Rental		41.93		7006 062 7522 3610	
					214.28			
7	8/9/2016	3599	Clstrm move to Ventura	Elite Movers	890.00		7006 062 7522 3520	John Bridges
8	8/10/2016	3600	Moving clstrm furniture	Elite Movers	1,370.00		7006 062 7522 3520	Various Sites
9	8/12/2016	16-019862-001	DCF Fire Inspection	OCFRD	45.00		7006 062 7522 3197	SOYMCA H S
10	8/12/2016	857202944-001	Chair	Office Depot	719.99		7006 062 7521 4123	For Fiscal Coord
11	8/12/2016	857161859-001	Classroom Supplies	Office Depot	107.57		7006 062 7522 4110	Denton Johnson
12	8/12/2016	857149609-001	Classroom Supplies	Office Depot	137.04		7006 062 7522 4110	Callahan
Total this page					\$3,897.75			

MONTHLY PURCHASING CARD PURCHASE REPORT

Cardholder (Print Name): June Johnson

Statement for Month of: August '16

Cardholder Signature: June Johnson *jjj* 9/6/16

Division Head Start Extension: 69524

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	\$\$\$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
37	8/26/2016	860542475-002	Classroom office supplies	Office Depot	77.38		7006 062 7522 4110	Grand Ave.
38	8/26/2016	860546521-001	Classroom office supplies	Office Depot	38.69		7006 062 7522 4110	Tangelo
39	8/26/2016	860548608-001	Classroom office supplies	Office Depot	38.69		7006 062 7522 4110	Ventura
40	8/26/2016	860536796-001	Classroom office supplies	Office Depot	309.52		7006 062 7522 4110	East Orange
41	8/29/2016	860843526-001	Classroom office supplies	Office Depot	232.14		7006 062 7522 4110	Taft
42	8/29/2016	860844240-001	Classroom office supplies	Office Depot	232.14		7006 062 7522 4110	Southwood
43	8/29/2016	860844973-001	Classroom office supplies	Office Depot	116.07		7006 062 7522 4110	SOYMCA
44	8/31/2016	17634	CLASS Recertification Sub	TeachStone	200.00		7006 062 7522 4040	Register/Soto
42								
43								
44								
45								
46								
47								
48								
49								
50								
51				Total page 1	3,897.75			
52				Total Page 2	2,921.91			
				Total this page	1,244.63			
				Grand Total	\$8,064.29			

MONTHLY PURCHASING CARD PURCHASE REPORT

Cardholder (Print Name): June Johnson

Statement for Month of: August '16

Cardholder Signature: June Johnson

Division Head Start Extension: 69524

#	Date	Receipt or Invoice #	Description of Purchase	Vendors Name	\$\$\$ Amount of Purchase	Dispute (d)/ Credit (c)	Accounting Lines	Remarks
13	8/18/2016		Retrieval of Storage Pod	1800PackRat	60.99		7006 062 7522 3610	Tangelo
14	8/19/2016	858807232-001	Copy Paper for program	Office Depot	1,483.17		7006 062 7522 4110	Head Start
15	8/24/2016	859876526-001	Pens for Admin	Office Depot	7.45		7006 062 7521 4110	Admin Spec
16	8/24/2016	85987951-001	USB Flash Drive	Office Depot	554.31		7006 062 7522 4110	Classrooms
17	8/26/2016	860543445-001	Paper clips	Office Depot	8.34		7006 062 7522 5110	John Bridges
18	8/26/2016	860538083-001	Paper clips	Office Depot	4.17		7006 062 7522 4110	Engelwood
19	8/26/2016	860538303-001	Paper clips	Office Depot	2.78		7006 062 7522 4110	Dover Shores
20	8/26/2016	860541628-001	Paper clips	Office Depot	1.39		7006 062 7522 4110	Evans
21	8/26/2016	860542885-001	Paper clips	Office Depot	2.78		7006 062 7522 4110	Grand Ave.
22	8/26/2016	860553714-001	Paper Clips	Office Depot	11.12		7006 062 7522 4110	East Orange
23	8/26/2016	860544143-001	Paper clips	Office Depot	6.95		7006 062 7522 4110	Lila Mitchell
24	8/26/2016	860546009-001	Paper clips	Office Depot	1.39		7006 062 7522 4110	Orlando Tech
25	8/26/2016	860546848-001	Paper clips	Office Depot	1.39		7006 062 7522 4110	Tangelo
26	8/26/2016	860548913-001	Paper clips	Office Depot	1.39		7006 062 7522 4110	Ventruea
27	8/26/2016	860544927-001	Paper clips	Office Depot	4.17		7006 062 7522 4110	Maxey
28	8/26/2016	53702/703877	Reversal of pick up charge	1-800-PackRat		-\$60.99	7006 062 7522 3610	Error
29	8/26/2016	860543445-001	Classroom office supplies	Office Depot	232.14		7006 062 7522 4110	John Bridges
30	8/26/2016	860543982-001	Classroom office supplies	Office Depot	193.45		7006 062 7522 4110	Lila Mitchell
31	8/26/2016	860537952-001	Classroom office supplies	Office Depot	116.07		7006 062 7522 4110	Engelwood
32	8/26/2016	865036031-001	Classroom office supplies	Office Depot	77.38		7006 062 7522 4110	Dover Shores
33	8/26/2016	860544722-001	Classroom office supplies	Office Depot	116.07		7006 062 7522 4110	Maxey
34	8/26/2016	860540866-001	Classroom office supplies	Office Depot	38.69		7006 062 7522 4110	Evans
35	8/26/2016	860545663-001	Classroom office supplies	Office Depot	38.69		7006 062 7522 4110	Orlando Tech
36	8/26/2016	860553714-001	Classroom office supplies	Office Depot	18.62		7006 062 7521 4110	H S Mgr
Total this page					\$2,921.91			

Head Start Policy Council
Human Resources Committee
August 2016 Actions

I. New Hires –

Job Title	Employee's Name (Documented after Policy Council Vote)	Date of Hire
Teacher Assistant	Rager, Tina Renea	8/1/16
Teacher Assistant	Walker, Brittney Nicole	8/15/2016
Teacher Assistant	Bakos, Wendy Joy	8/15/2016
Teacher	Wardsworth, Sha Nel Nicole	8/29/2016

II. Pending Approval

Job Title	Candidate's Name
Licensed Practical Nurse	Percocco, Frank

III. Separation from employment –

Job Title	Reason	Employee's Name (Documented after Policy Council Vote)
Teacher	Other Personal Reasons	Belcher, Tonya Deloris
Teacher Assistant	Another Job	Newton II, James E.

IV. Promotions/Internal Transfers –

Transfer From:	Transfer To:	Employee's Name (Documented after Policy Council Vote)
Teacher Assistant	Teacher	Medina Landrau, Yadira
Teacher Assistant	Teacher	Rocha, Doris Estela
Technician On Call	Teacher Assistant	Rager, Tina Renea

V. Current Head Start Openings – As of 08/12/16

Job Title	Number of Positions
Teacher Assistant	13
Center Supervisor	2
Licensed Practical Nurse	2
Community Services Worker	2
Administrative Specialist	1
Program Manager	1



ORANGE COUNTY FAMILY SERVICES HEAD START EDUCATION

Recommended Staff Qualifications for hire

August 2016 HR Report

Name: Asa Johnson

Position: VPK Specialist

- **Over 10 years experienced in Administration**
- **Previous VPK teacher/administrator**
- **Previous Director/Owner of child care program**

Name: Immacula Douarin

Position: Teacher Assistant

- **Associate in Science in Early Childhood Education**
- **Over 20 years of experience in Early Childhood**
- **Staff Credential verification does not expire**
- **DOE State Mandated 45 hours**
- **State of Florida Four Year Old Standard**

Name: Lanina Harrell

Position: Teacher Assistant

- **Child Development Associate (CDA expires 3/20/2017)**
- **Over 7 years of experience in Early Childhood**
- **Staff Credential verification does not expire**
- **DOE State Mandated 45 hours**
- **State of Florida VPK trainings 4 year old & Emergent literacy**
- **First aid/CPR expires 9/10/2017**

Name: Carmen I Bravo

Position: Teacher Assistant

- **Bachelors of Science in Psychology**
- **Over 3 years of experience in Early Childhood**
- **Florida Teacher Certification Exam Passed (Spanish K-2)**
- **First aid/CPR expires 1/10/2018**

Name: Shadiyha Salaam

Position: Teacher Assistant

- **CDAE Florida Child Care Professional Credential Birth-5 (FCCPC)**
- **Over 9 years of experience in Early Childhood**
- **State Mandated 45 hours**
- **Florida VPK Courses (4 year old, Emergent Literacy, ELL in VPK)**
- **Director Credential level 1 expires 8/25/2021**

Name: Dominique Archer

Position: Teacher Assistant

- **Associate in Arts Degree in General Studies**
- **Over 3 years of experience in Early Childhood**
- **Former employee Department of Children Families**

Name: Gladys Morales

Position: Teacher Assistant

- **CDAE Child Dev. Associate Equivalency expires 8/28/17**
- **Staff Credential Verification expires 8/28/17**
- **Over 20 years of experience in Early Childhood**
- **State Mandated 45 hours**

Name: Bria Mackey

Position: Teacher Aide

- **Head Start Parent Volunteer**
- **Volunteer in Southwood and Tangelo Head Start**
- **Over 3 years experienced working w/ young children**
- **Enrolled in Valencia College to earn degree General Studies**



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: August 23, 2016

AGENDA ITEM

July 26, 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 August 23, 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
Head Start Policy Council Meeting Minutes

July 2016
June 16, 2016

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Program Information and Updates July 2016 and Head Start Policy Council Meeting Minutes June 16, 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
Jamilie Clemens, Grants Supervisor, Finance Division
Patria Morales, Grant Coordinator, Office of Management and Budget

Monthly Report to Head Start Policy Council

Nutrition: AUGUST 2016

Number of breakfasts served	18,699
Number of lunches served	18,956
Number of snacks served	14,771
Number of meals reimbursed by USDA	50,363
Number of meals disallowed for reimbursement	116
Number of children evaluated for nutritional concerns	394
Number of children receiving nutritional education and further care	42
Number of monitoring visits to ensure compliance with USDA Regulations	6
Number of monitoring visits requiring a corrective action plan	0
Number of nutritional activities conducted (ALL CLASSROOMS)	84
Types of nutritional activities conducted "Yogurt Smoothie"	

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

**Medical/Dental Services Monthly Report
August 2016**

- ❑ The Medical/dental services staff performed 88 new health status evaluations.
- ❑ 190 additional health update evaluations were completed.
- ❑ 205 additional immunization evaluations were completed.
- ❑ 98 additional blood lead tests were reviewed.
- ❑ 107 dental examinations were evaluated. Of these, 28 children were diagnosed as needing treatment.
- ❑ Dental treatment verification was received and evaluated for 5 children.
- ❑ 198 Parent contacts were initiated regarding health concerns and health screening and examination needs.
- ❑ 112 health action plans were completed and discussed with staff.
- ❑ Health technical assistance was given to staff on 9 occasions.
- ❑ 77 Physician Medication Orders were received, evaluated, and reviewed with staff. Medication information and administration technique training was provided as needed.
- ❑ Staff training was provided on 25 occasions.
- ❑ 611 blood pressure screenings were completed.
- ❑ 591 vision screenings were completed.
- ❑ 33 children were evaluated for health concerns.
- ❑ 50 health provider consultations were made.
- ❑ 27 Center visits were made on occasions for health issues, observations, and monitoring.

DISABILITIES/MENTAL HEALTH REPORT

AUGUST 2016

One hundred five (105) children were enrolled with a disability by OCPS for the month of August 2016.

A total of fifty (50) children have been enrolled with a disability by contracted providers since school started last August 2016-.

Twelve (12) children were referred in the month of August 2016 for mental health services.

Thirty-seven (37) children were receiving mental health services for behavior issues since school started last August 2016.

Forty-nine (49) visits to centers were completed for the month of August 2016 to centers to: provide technical assistance to staff, conduct observations, conduct health screenings, and complete monitoring visits.

Six hundred forty-four (644) hearing screenings completed for the month of August 2016.

Orange County Head Start

Parent Family and Community Engagement 2016-2017

Monthly Report: August 2016

- One thousand five hundred thirty six (1,536) children were enrolled in the Head Start Program for the month of August 2016.
- One hundred fifty five (155) children are on the Waiting List 2015-2016.
- Thirteen (13) Attendance home visits
- Zero (0) family received Crisis/Emergency Assistance.
- Zero (0) parents received Educational Services.
- One thousand thirty Nine (1,039) Health Services Follow ups were done by Community Service Worker.
- Thirty five (35) families were referred for family services.
- Six hundred four (604) were provided families services
- Twenty Two (22) Parent Meetings were held this month. Five hundred seventy one (571) parents attended parents meetings. Seventy three (73) males attended.
- Zero (0) Fatherhood Activities was held this month. Zero (0) fathers attended fatherhood initiatives.
- Sixteen (16) Parents Trainings were held this month. Two hundred ninety four (294) parents attended Parents Trainings.

Trainings:

- Parliamentary Training
- Transportation Safety (Bus and Pedestrian Safety)
- Gaileo
- Zika
- Emergency Plan
- Adult Literacy
- Talk to me
- Water Safety

ORANGE COUNTY HEAD START 2016-2017

PARENT, FAMILY AND COMMUNITY ENGAGEMENT



ERSEA REPORT

MONTH: August

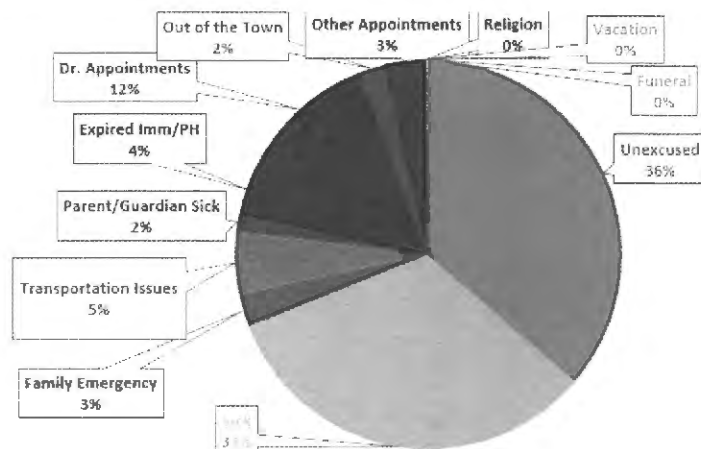
YEAR: 2016

Sites	Funded Enrollment	Monthly Enrollment	Drops YTD	Waiting List	New Applications	Monthly Attendance
Aloma	34	34	0	17	2	96%
Bithlo	30	30	1	4	2	95%
Callahan	45	45	1	5	2	94%
Denton Johnson	35	35	4	13	1	95%
Dover Shores	34	34	1	2	0	93%
East Orange	160	160	7	2	19	92%
Engelwood	60	60	4	9	0	92%
Evans	13	13	0	0	2	89%
Grand Avenue	34	34	2	7	2	92%
Hal P Marston	120	120	10	1	11	91%
John Bridges	120	120	2	26	3	93%
Lila Mitchell	83	83	4	1	0	91%
Maxey	60	60	5	1	8	87%
Orlando Tech	14	14	1	0	0	91%
Pine Hills	189	189	8	7	20	93%
SO YMCA	60	60	1	6	0	92%
Southwood	120	120	2	9	24	94%
Taft	120	120	2	8	5	93%
Tangelo	15	15	1	4	0	91%
Ventura	17	17	0	9	0	91%
W. Shores ELC	68	68	1	9	7	95%
W. Shores Hope	105	105	2	17	9	94%
OCHS Total	1536	1536	59	157	117	93%

ATTENDANCE: REASONS OF ABSENCES

August 2016 - Total of absences: 1343

Unexcused	487
Sick	439
Family Emergency	37
Transportation Issues	70
Parent/Guardian Sick	21
Expired Immunizations/PH	52
Dr. Appointments	160
Out of the Town	28
Other Appointments	46
Religion	1
Vacation	0
Funeral	2
Total	1343



RECRUITMENT EFFORTS PER SITE 2016-2017

Site	# Recruitment Efforts	Summary
Aloma	0	
Bithlo	0	
Callahan	0	
Denton Johnson	0	
Dover Shores	0	
East Orange	0	
Engelwood	0	
Evans	5	Southside Church of Christ, Hartage Family Day Care, Silver Terrance Apartments, Burger King, Seven 11
Grand Avenue	0	
Hal P Marston	5	Southside Church of Christ, Hartage Family Day Care, Silver Terrance Apartments, Burger King, Seven 11
John Bridges	0	
Lila Mitchell	3	Metroplace Apartments, Central Park Associations, Golden at Metrowest
Maxey	0	
Orlando Tech	0	
Pine Hills	9	SVF Insurance, Dr. T Tran, King of Cleaner, Advance Medical Associates, Ballantyne Accounting, Ultimate Choice Realty, Pine Hills Pet Hospital, Select Insurance Group, Bowerbank Income Tax
South Orlando YMCA	0	
Southwood	0	
Taft	0	
Tangelo	0	
Ventura	0	
Washington Shores ELC	0	
Washington Shores Hope	0	

SOP APPROVED BY BCC 8/2/2016	SECTION
Program Planning	A17-21
PIR Monitoring and Reporting	B9
Verification of Children's Age	F6
Physical Facility Requirements	E1-4
Fraudulent Reporting to Gain Eligibility	F28-29
Access to Head Start Classrooms	G22
Direct Supervision of Children	G23-24
Ongoing Assessment and Galileo System Entries	G28
Lesson Plan Implementation	G43-44
Extended Day Procedures	G45-46
Child Requirements for VPK	G50-52
Screen Time	G54
Emergency or Crisis Assistance	H1
Addressing the Needs of Families At Risk	H2
Internal Transition (Transfer)	H5-6
Comprehensive Files	H19-21
Child Development Associate Credential	J21-22
CDA Credential Renewal	J23-24
Classroom Assessment Scoring System (CLASS)	J54-55
Termination of Head Start Employees	J56-57
Use of Seat Belts	J65
Emergency Procedures: Accident Incident Reporting	K7-10
Authorization for Funding	L41-42
Collaborating with Therapists	L43-44
Dual Enrollment of Children with Ind. Education Plan (IEP)	L45-46

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

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 04CH010230-01-02		4. AMEND. NO. 2	
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: Supplement		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ			
8. BUDGET PERIOD: 10/01/2015 THRU 09/30/2016		9. PROJECT PERIOD: 10/01/2015 THRU 09/30/2020		10. CAT NO.: 93.600			
11. RECIPIENT ORGANIZATION: ORANGE COUNTY BOARD OF COMMISSIONERS 201 S Rosalind Ave Orlando, FL 32801-3527 Grantee Authorizing Official: Teresa Jacobs , Mayor					12. PROJECT / PROGRAM TITLE: HEAD START PART YEAR/PART DAY AND HEAD START FULL DAY/FULLYEAR DISABILITY SERVICES T&TA		
13. COUNTY: Orange		14. CONGR. DIST: 10		15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Sonya Hill Head Start Director			
16. APPROVED BUDGET:				17. AWARD COMPUTATION:			
Personnel..... \$ 6,952,270.00				A. NON-FEDERAL SHARE..... \$ 3,183,584.00 20%			
Fringe Benefits..... \$ 3,221,063.00				B. FEDERAL SHARE..... \$ 12,734,338.00 80%			
Travel..... \$ 0.00				18. FEDERAL SHARE COMPUTATION:			
Equipment..... \$ 50,000.00				A. TOTAL FEDERAL SHARE..... \$ 12,734,338.00			
Supplies..... \$ 321,786.00				B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00			
Contractual..... \$ 559,292.00				C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$ 12,511,346.00			
Facilities/Construction..... \$ 0.00				19. AMOUNT AWARDED THIS ACTION:		\$ 222,992.00	
Other..... \$ 1,504,464.00				20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 12,734,338.00	
Direct Costs..... \$ 12,608,875.00				21. AUTHORIZED TREATMENT OF PROGRAM INCOME:			
Indirect Costs..... \$ 125,463.00				Additional Costs			
At % of \$				22. APPLICANT EIN:		23. PAYEE EIN:	
In Kind Contributions..... \$ 0.00				596000773		1591101610A1	
Total Approved Budget..... \$ 12,734,338.00				24. OBJECT CLASS:		41.51	
25. FINANCIAL INFORMATION:							
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	DUNS 064797251	UNOBLIG.	NONFED %
	04CH01023001	75-16-1536	6-G044122	\$222,992.00			
	04CH01023001	75-16-1536	6-G044120	\$0.00			

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER		DATE:		28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Ms. Cheryl Pressley		08/16/2016		Mr. Omar Barrett 08/12/2016	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)				DATE:	
Captain Robert Bialas - Regional Program Manager				08/15/2016	

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

SAI NUMBER:

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8. BUDGET PERIOD: 10/01/2015 THRU 09/30/2016	9. PROJECT PERIOD: 10/01/2015 THRU 09/30/2020	10. CAT NO.: 93.600	

11. RECIPIENT ORGANIZATION:

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
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 grant is subject to the requirements as set forth in 45 CFR Part 75. This award is subject to HHS regulations codified at 45 CFR 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, and 1310. 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

04CH010230-01-02

1. Remarks

26. REMARKS (Continued from previous page)

This grant action awards supplemental funds for the cost-of-living adjustment increase for the Head Start program for Fiscal Year 2016.

Head Start population: 1,536 children.

Designated Head Start service area: ORLANDO,ZELLWOOD,APOPKA,EAST ORANGE,TAFT,
WINTER PARK: 000

Approved program options: Center-based.

United States Senate

WASHINGTON, DC 20510

July 8, 2016

The Honorable Sylvia Mathews Burwell
Secretary
U.S. Department of Health and Human Services
200 Independence Avenue SW
Washington, DC 20201

Dear Secretary Burwell,

We write to urge the Administration to reform the Head Start Designation Renewal System (DRS) by immediately suspending the use of the lowest 10 percent of the Classroom Assessment Scoring System (CLASS[®]) trigger. We are concerned that the use of this isolated trigger does not accurately identify poor performance in Head Start programs and as a result does not meet the intent or letter of the Head Start Act. Maintaining its use will continue to cause undue and unnecessary burden on grantees, result in wasteful use of Head Start grantee resources, and fail to meet Congressional intent that DRS serve as a tool for improving the quality of Head Start services in a transparent, reliable, valid, and timely way.

The DRS was authorized by Section 641(c)(8) of the Improving Head Start for School Readiness Act of 2007 and implemented as a Final Rule in 2011. The CLASS[®] tool is used to assess teacher-child interactions in classrooms on a seven point scale on the domains of: Emotional Support, Classroom Organization, and Instructional Support. Using CLASS[®] scores, the DRS is intended to improve the quality of Head Start programs by requiring grantees determined to not be delivering high quality and comprehensive services to re compete for their funding at the end of their 5-year grant.

Head Start grantees that fail to meet the required quality thresholds under the CLASS[®] tool may, under DRS, be re competed. In addition, however, grantees that score within the lowest 10 percent for one or more of the three domains of the CLASS[®] tool during each monitoring cycle are required to re compete.

This system of quality evaluation and re competition has been in use since 2012. Head Start grantees' experiences with and the impact of this system are now clear. We have three main concerns with the use of the lowest 10 percent as a trigger for re competition. First, because the 10 percent line is redrawn each year, programs are forced to aim for an unknown and moving target which is very disruptive to planning and innovation. This also means that programs monitored in different years are not subject to the same 10 percent cutoff line. As a result, use of the 10 percent trigger does not appear to meet the requirements of Sec. 641(c)(8) of the Head Start Act (42 U.S.C. 9836) that the Designation Renewal System be transparent, reliable, and valid. Second, following

their CLASS[®] monitoring event, a program must wait until the following school year to learn whether their scores will require them to compete. The operational stress this creates is felt at every level and has contributed to staff turnover in many communities. This delay also does not appear to meet the law's requirements that the DRS renews designations in a timely manner. Third, 83 percent of the 140 programs who are in DRS solely for being in the bottom 10 percent of CLASS[®] have won their grants back entirely. Many of these programs received clean monitoring reports and some were only in competition by a fraction of a point in one domain. In short, this trigger is not a transparent or clear measure, it is highly stressful and wasteful for programs—taking away from their ability to focus on their services—and is not accomplishing Congress' goal of identifying and improving low performing programs.

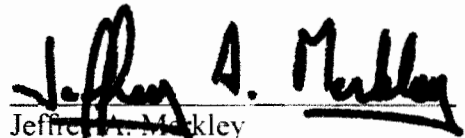
While we agree with the nation's Head Start grantees that it is imperative that quality improvement be our first consideration, the 10 percent CLASS[®] trigger has compromised the goal of high standards and continuous quality improvement. While additional, more comprehensive changes will be needed to truly reform DRS, the incremental fix of suspending the use of the lowest 10 percent of CLASS[®] trigger is critical, and should be implemented immediately.

We look forward to hearing from you timely about our concerns and your plans to address them.

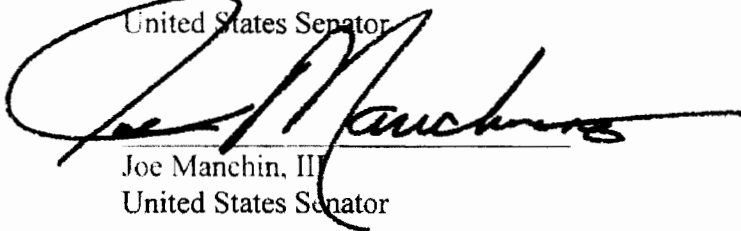
Sincerely,



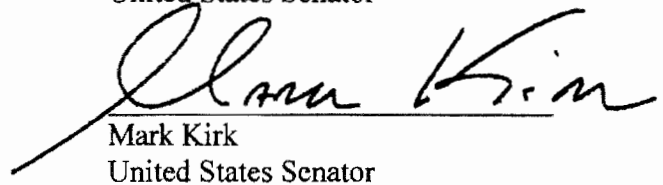
Lisa Murkowski
United States Senator



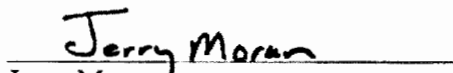
Jeffrey A. Murkley
United States Senator



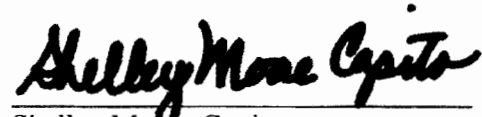
Joe Manchin, III
United States Senator



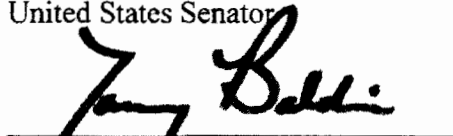
Mark Kirk
United States Senator



Jerry Moran
United States Senator




Shelley Moore Capito
United States Senator

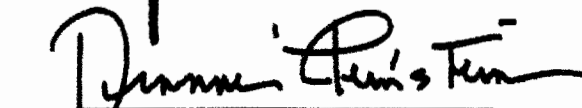


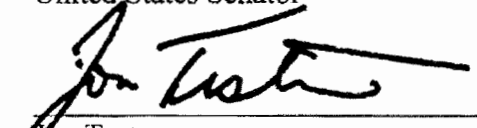
Tammy Baldwin
United States Senator

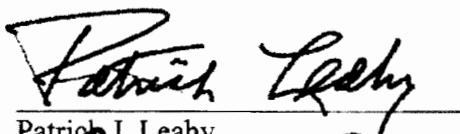


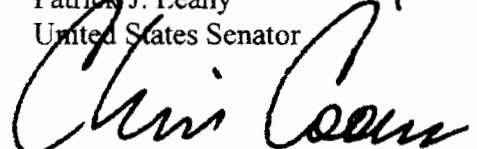
Ron Wyden
United States Senator



Elizabeth Warren
United States Senator

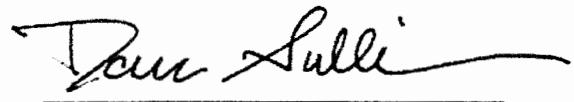

Dianne Feinstein
United States Senator



Jon Tester
United States Senator

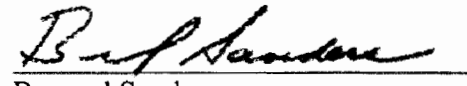

Patrick J. Leahy
United States Senator

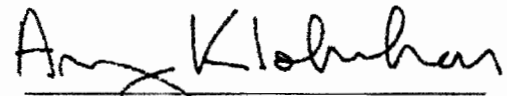

Christopher A. Coons
United States Senator

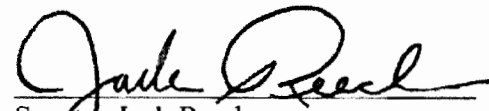

Sheldon Whitehouse
United States Senator


Dan Sullivan
United States Senator


Al Franken
United States Senator


Bernard Sanders
United States Senator


Amy Klobuchar
United States Senator


Senator Jack Reed
United States Senator



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL MEETING
MINUTES



1768 East Michigan Street
Orlando, FL 32806
August 18, 2016

Call to Order by: Dexter Nelson, Chairperson 6:48 p.m.

Roll Call by: Charmaine Jobson – Treasurer, East Orange

Chairperson Nelson stated a quorum was established.

<u>Name</u>	<u>Center</u>	<u>Classification</u>
Charmaine Jobson	East Orange	Representative
Alexis Allen	Grand Avenue	Alternate
Jacqueline Eugene	Hal P. Marston	Representative
Janie Quiros	John Bridges	Alternate
Manoucheka Green	Pine Hills	Secretary
Abigail Soriano	Southwood	Representative
Tonette Vance	Washington Shores/ELC	Representative
Dexter Nelson	Community Rep	Past Parent/Chairman
Jeneka Lloyd	Community Rep	Past Parent/Vice Chair
Katie Lynn Schwartz	Community Rep	OCPS

Excused

Akia Williamson	Callahan	Alternate
Kumarie Deosarran	South Orlando YMCA	Representative

Staff

Helen Hill	Main Office	Sr. Program Manager
Milagros Font	Main Office	Sr. Program Manager
Sandra Moore	Main Office	Administrative Assistant
Avis McWhite	Main Office	Sr. Program Manager
Jessica Campbell	Marston/Evans	CSW
Pedro Berrios	Main Office	Warehouse Tech
Teresa Williams	Main Office	Field Ops Supervisor
Colette Johnson-Thomas	Main Office	Sr. CSW
Kerry-Ann Smith	Main Office	Nutrition Assistant

Child Care Staff

Polly Boulter	WS @ the Hope	Teacher Assistant
Felicia Williams	WS @ the Hope	Teacher Assistant

Absent

Victoria Siplin	OCBCC	Commissioner
-----------------	-------	--------------

Kayla Brady	Callahan	Representative
Crystal Ortiz	Engelwood	Representative
Wilthere Philistin	Evans	Representative
Shamika Sears	John Bridges	Representative
Deborah Knighton	Lila Mitchell	Representative
Regina Brown	Maxey	Representative
Luz Martines	Taft	Representative
Sominins Colas	Tangelo	Representative
Rachelle LaCarte	Washington Shores/Hope	Representative
Catherine Monaros	Aloma	Alternate
Chelsea Rivet	Bithlo	Alternate
Akia Williamson	Callahan	Alternate
Crystal Jewel	Denton Johnson	Alternate
Aida Cruz	East Orange	Alternate
Aidaliz Pickard	Engelwood	Alternate
Daisy Mercado	Evans	Alternate
Alexis Allen	Grand Avenue	Alternate
Candace Darcuie	Hal P. Marston	Alternate
Elizabeth Algarin	Lila Mitchell	Alternate
Ivette Ortiz Rosa	Maxey	Alternate
Quagee Gaines	Orlando Tech	Alternate
Shannese Anderson	Pine Hills	Alternate
Kiarra Pugh	So Orlando YMCA	Alternate
Jackie Dorvil	Southwood	Alternate
Jeanette Diaz	Taft	Alternate
April Forney	Tangelo	Alternate
Tabatha Rucker	WS/ELC	Alternate
Algie Alexander	WS @ the Hope	Alternate

Chairperson Nelson requested a motion to adopt the agenda

Motion: Tonette Vance, Representative, WS/ELC

Seconded: Charmaine Jobson, Representative, East Orange

Status: The motion was carried to adopt agenda with the changes with no objections

No Speakers

Secretary Report and review of minutes

Chairperson Nelson requested a motion to approve the minutes from July 21, 2016 with the following changes: Meeting was called to order by Dexter Nelson; Dexter Nelson established a quorum; Next Meeting Date is 8/18/16

Motion: Jeneka Lloyd, Vice Chairperson

Seconded: Abigail Soriano, Representative, Southwood

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, and Center Supervisor. Milagros Font is seeking approval to hire one LPN (see report attached, not included in packet)

Chairperson Nelson requested a motion to approve the HR report and accept the recommendations for hire reported by Avis McWhite and Milagros Font

Motion: Charmaine Jobson, Representative, East Orange
Seconded: Katie Lynn Schwartz, Community Rep
Status: The motion was carried with no objections

Budget Report delivered by Charmaine Jobson, Treasurer

100% of the training budget has been used.

Head Start Division Manager Report:

- Sonya visited 5 centers on the first day of school and was happy to see the children in their uniforms. Two new centers opened; Dover Shores and Ventura.
- HIPAA Assessment was received. We are now working on streamlining the Policies and Procedures and aligning HIPAA training with the Policies and Procedures
- The Program Manager Position has been extended to a candidate with no response. The candidate will be submitted to Policy Council once he responds.
- The Annual Pre-Service held in conjunction with 4C was a success.
- The COLA application was submitted and approved. Funds will be used for classroom and playground improvements.

Commissioner Siplin Liaison Report

Commissioner Siplin was absent and no alternate was present

Status of Board of County Commissioners Vote - Helen Hill

Head Start requests Board approval of the Orange County Family Services Department, Head Start Division Standard Operating Procedures listed in memo in the packet

Service Area Reports:

- Education Report by Eileen Orleman, Curriculum Specialist
- Health, Nutrition, Mental Health & Disabilities Report by Milagros Font
- ERSEA Report by Xeix Colon

Old Business

- Program training will be held on September 10, 2016 at Hal Marston Center
- Changing of the Guard will be September 15, 2016 at Pine Hills Community Center
- Representatives and Alternates should be voted into their positions at upcoming parent meetings at all centers.

New Business:

Chairperson Nelson requested a motion to accept the updated By-Laws

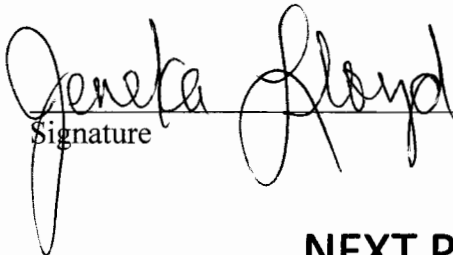
Motion: Jeneka Lloyd, Vice Chair
Seconded: Jacqueline Eugene, Representative, Hal Marston
Status: The motion was carried with no objections

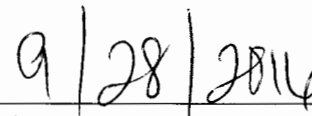
Community Resources:

Seminole State College is offering free courses in the construction field.
The I4 Ultimate Project is still hiring

Chairperson Nelson requested a motion to adjourn the meeting

Motion: Jeneka Lloyd, Vice Chair
Seconded: Katie Lynn Schwartz
Meeting Adjourned at 7:30


Signature


Date

**NEXT POLICY COUNCIL MEETING
& CHANGING OF THE GUARD
THURSDAY, SEPTEMBER 15, 2016
Pine Hills Community Center
6408 Jennings Road
Orlando, FL 32808**