





Interoffice Memorandum

August 31, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Deputy Director 
Community and Family Services Department

FROM: Sonya L. Hill, Manager 
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya L. Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – September 27, 2022**
Filing of Head Start Policy Council Program Information and Updates
for the Official County Record

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

Head Start Policy Council Meeting Minutes	June 16, 2022
Head Start Policy Council Program Information and Updates	July 2022
Head Start Policy Council Meeting Minutes	July 21, 2022
Head Start Policy Council Program Information and Updates	August 2022

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Meeting Minutes June 16, 2022, Head Start Policy Council Program Information and Updates July 2022, Head Start Policy Council Meeting Minutes July 21, 2022, and Head Start Policy Council Program Information and Updates August 2022 for the official county record.

SLH/sm:jamh

Attachment



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL
MEETING MINUTES



Holden Heights Community Center
1201 20th Street
Orlando, FL 32805
June 16, 2022

Call to Order by: Chevelle Teague, Chairperson at 6:40 p.m.
Roll Call by: Brittney Perra, Vice Chair

Attended By:

Marlene Rosado	Bithlo	Representative
Brittney Perro	Dover Shores	Vice-Chair
Marilyn Mejia	Dover Shores	Alternate
Nouran Barakat	East Orange	Representative
Christine Marrero	Engelwood	Alternate
Jenaiyia Ford	Hal P. Marston	Alternate
Alyssa St.Hilaire	John Bridges	Representative
Dayanara Cruz Diaz	So Orlando YMCA	Representative
Chantal Henry	Southwood	Representative
Simone Fernandes	Taft	Representative
Cesar Fuenmayor Vargas	Ventura	Treasurer
Chevelle Teague	W/S ELC	Chairperson
Ann Marie Alvarado	CHS	Community Rep
Mitchel Etienne	Past Parent	Community Rep
Vanessa Lewis	BCC Rep	Alternate

Excused

Saterrica Kingcade	Dillard	Secretary
Aisha Peterson	Callahan	Representative

Quorum Established

Staff:

Sonya Hill	Main Office
Yvette Meade	Main Office
Jean Bellamour	Warehouse
Zhor Elmekali	Pine Hills
Polly Boulter	Hal Marston
Jean Bellamour	Main Office
Yolanda Soto	Millenia Elementary
Shamella Harmon	Main Office
Valentine Palmer	Main Office
Kenya Munoz	Main Office

Natalie Colon

Main Office

Chairperson called for a motion to adopt the agenda

Motion: Brittney Perra, Dover Shores Vice-Chair

Second: Alyssa St. Hilaire, John Bridges Representative

Motion carried with no objections

Secretary's Report by Brittney Perra, Secretary reviewed minutes from May 19, 2022

Chairperson called for a motion to accept Secretary's Report

Motion: Alyssa St.Hilaire, John Bridges Representative

Second: Brittney Perra, Dover Shores, Vice-Chair

Motion carried with no objections

HR Report by Avis McWhite, Sr. Program Manager

Ms. McWhite listed pending hires and asked for approval to proceed

Chairperson called for a motion to accept the HR Report

Motion: AnnMarie Alvarado, Community Rep

Second: Alyssa St.Hilaire, John Bridges Representative

Motion carried with no objections

Commissioner's Liaison Report by Vanessa Lewis:

Ms. Lewis brought greeting from Commissioner Siplin and also brought handouts; "Roadmap to Operating a Business" from Orange County Development Services.

Budget Report by Cesar Fuenmayor, Treasurer

Unit Updates

Education Report by Avis McWhite, Sr. Program Manager

Mental Health and Disabilities by Shamella Harmon, Sr. Family Services Worker

Homeless Report by Kenya Munoz, Sr. Family Services Worker

ERSEA Report by Natalie Colon, Sr. Family Services Worker

Facilities Report by Jean Bellamour, Maintenance Tech

Medical & Dental Report by Valentine Palmer, RN

Chairperson called for a motion to adjourn the meeting

Motion: Cesar Fuenmayor, Treasurer

Second: Brittney Perra, Secretary

Motion carried with no objections

Meeting Adjourned at 7:43 p.m.

**Next Policy Council Meeting
July 21, 2022**



Dr. Tracy Salem
Interim Deputy Director
Community & Family Services

Orange County Government

HEAD START POLICY COUNCIL



Sonya L. Hill
Head Start Division Manager

PROGRAM INFORMATION & UPDATES



JULY 2022



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



POLICY COUNCIL MONTHLY MEETING

Who: POLICY COUNCIL MEMBERS

Date: THURSDAY – July 21, 2022

Time: 6:30 PM

**Location: HOLDEN HEIGHTS COMM. CENTER
1201 20TH STREET
ORLANDO, FL 32805**

CHILD CARE PROVIDED

Sandra Moore:
407-836-8913 or Email Sandra.Moore2@ocfl.net

Yvette Meade:
407-836-8921 or Email Yvette.Meade@ocfl.net

**PLEASE STAY SAFE!!!!
SOCIALLY DISTANCING
PLEASE WEAR A MASK/FACE COVERING**



AGENDA



Orange County Government ● Head Start Policy Council● Holden Heights Community Center● 1201 20th St., Orlando, FL 32805
July 21, 2022 ● 6:30 p.m.

- 1. *Call to Order – Chairperson***
- 2. *Roll Call – Secretary***
- 3. *Adoption of Agenda***
- 4. *Secretary's Report***
- 5. *Director's Report***
- 6. *Board Agenda Items Status***
- 7. *Budget Report***
- 8. *HR Report***
- 9. *Commissioner/Commissioner's Liaison Report***
- 10. *New Business***
 - a. *ACF-IM-HS-22-04***
- 11. *Unit Updates: Education, Facilities Maintenance***
- 12. *Adjourn***



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL
MEETING MINUTES



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Motion: Cesar Fuenmayor, Treasurer

Second: Brittney Perra, Secretary

Motion carried with no objections

Meeting Adjourned at 7:43 p.m.

**Next Policy Council Meeting
July 21, 2022**

**Orange County Head Start
Policy Council
Meeting: July 21, 2022
Director's Program Information Update**

National Updates

- Orange County Head Start (OCHS) continues to work hard to create an environment that aids toward staff retention. The leadership team is receiving ongoing support and training that assists towards staff retention. OCHS is also focusing employee recruitment efforts, and attempting to reach more possible candidates. The program also used funds from the American Rescue Plan to create an apprenticeship program. Parents interested in a career in Early Childhood Education (ECE) were recruited to attend ECE courses needed to obtain the CDA. A total of 13 persons completed the program. The National Head Start Association (NHSA) polled attendees on workforce issues in their programs during the 2022 National Head Start Annual Conference. The results greater confirmed the Head Start and Early Head Start workforce is in crisis. The findings were as follow below.
 - 57% of respondents indicated compensation is the number one reason for staff leaving
 - 85% of respondents indicated staff turnover is higher than in a typical year
 - 90% of respondents' programs have closed classrooms permanently or temporarily due to a lack of staff
 - 30% of staff positions are currently unfilled at an estimated average
- The Administration for Children and Families (ACF) plans to solicit applications for a new National Early Care and Education Workforce Center. This cooperative agreement (HHS-2022-ACF-OCC-TA-0002) will provide \$30 million in funding, over a five-year period, for a joint-research and technical assistance (TA) center with the goal of increasing recruitment and retention of a diverse, qualified, and effective workforce across early childcare and education (ECE) settings and programs. In particular, the Center is expected to focus on establishing and enhancing career advancement systems and strategies for ECE professionals and identifying and encouraging sustainable strategies to increase compensation and improve workplace policies (wages, benefits, wellness) in alignment with career advancement.
- **ACF-IM-HS-22-04 Date: 06/21/2022 Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses ACF-IM-HS-22-04 Information Memorandum (IM)** outlines the procedure on how programs should allocate competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. Office of Head Start (OHS) strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support Administration for Children and Families (ACF). OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff.

Orange County Government Mayor and Board of County Commissioners approved sign on bonus for the teacher, teacher assistant and family service worker positions. The funds are being provided through the County general funds account. There is also a referral fee provided to employees that refer someone that is hired and remains for six months up to a year.

- On June 18, 2022, the Centers for Disease Control and Prevention (CDC) recommended that children between the ages 6 months to 5 years old should receive the COVID-19 vaccine.
 - Encourage parents to connect with trusted medical providers and health systems in your community.
 - Distribute information about the COVID-19 vaccine to all families with children eligible for vaccination
 - Partner with health care providers to host a COVID-19 vaccination clinic at your facility or in your neighborhood.

Regional

- Region IV Head Start Association requested applications for Regional awards which are due to the office by July 17, 2022. Orange County Head Start submitted applications and supporting documents for two awards. The program submitted Orange County Information Systems and Support for the purchase of 95 computers to Orange County Head Start, and Orlando Science Center for the Edward Ziegler Innovative award.

Local

- A total of 647 children attended Head Start summer session from June 1st through June 30, 2022.
- Orange County Head Start is actively recruiting students for the 22-23 school year. The Family & Community Partnership team participated in several community outreach events throughout Orange County. The “Knock & EnRoll” event was held on June 4, 2022 in which over 50 employees walked neighborhoods and communities educating residents about Orange County Head Start. OCHS needs less than 400 students for the 22-23 school year.
- Orange County Head Start held a Leadership Institute for 45 members of the management team. The staff addressed the environment and culture of the organization. The presenters held sessions on team building, communication, decision making and time management. The staff highly rated all three days of the event as one of the best sessions/trainings held this year.
- Interim Director Dr. Tracy Salem completed center visits of three sites in eastern Orange County.

- Orange County Head Start participated in the Community Consortium addressing “Racial Equity in STEM” held by Orlando Science Center. The Consortium is made up various community partners that will help create a Pre-K through 12 STEM curriculum for residents in the 32805 zip code.
- Orange County Head Start submitted the Cost of Living Adjustment (COLA), Quality Improvement, Disaster Extension application, American Rescue Plan budget revision and Federal grant application (annual application) during the months of May and June 2022. The applications were approved by Policy Council and Governing Board.
- Orange County Head Start is working with Lynx for a Head Start marketing campaign. The campaign will include one wrapped bus, shelter wraps and inside monitors and contact cards for all 240 bus.



Head Start Budget Summary June 2022

Head Start Budget Summary

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

Administration	7521	1,348,720	49,868	91,951	154,525	94,268	194,978	85,794	91,511	92,746	139,986	0	0	0	10,205	995,627	342,888	75
Education	7522	11,291,773	439,408	810,229	1,314,536	807,300	859,963	747,144	961,414	799,879	1,130,630	0	0	0	190,753	7,870,502	3,230,518	71
USDA Administration	7523	216,843	7,462	10,337	15,058	9,699	16,282	9,739	11,021	9,739	14,646	0	0	0	0	103,981	112,862	48
USDA Services	7524	1,257,709	10,260	18,734	91,529	72,035	142,765	60,542	187,003	113,091	64,465	0	0	0	291,371	760,424	205,914	84
Training	7525	156,870	833	(87)	28,591	43,137	18,984	2,353	35,242	5,904	1,431	0	0	0	0	136,388	20,482	87
Disabilities	7526	402,729	14,850	27,930	47,912	26,841	33,085	30,925	34,435	30,290	43,408	0	0	0	21,324	289,676	91,729	77
Health and Dental	7527	459,650	13,051	22,272	31,903	16,183	15,961	16,432	17,044	21,419	31,822	0	0	0	0	186,086	273,564	40
PFCE	7528	1,922,774	75,420	140,643	230,728	149,921	140,778	137,293	158,070	159,109	221,039	0	0	0	0	1,413,003	509,771	73
Facilities	7534	719,477	9,769	22,116	44,731	24,923	31,882	28,942	29,698	152,716	159,384	0	0	0	2,172	504,160	213,145	70
Total Expense		17,776,545	620,921	1,144,126	1,959,513	1,244,307	1,454,678	1,119,163	1,525,436	1,384,894	1,806,810	0	0	0	515,826	12,259,847	5,000,872	69
Expense Per Quarter					3,724,559			3,818,148			4,717,140			0				
Cost Per Child					2,425			2,486			3,071			0				

Head Start YTD Summary June 2022

Head Start Budget Summary

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

	FY 2022 Current Budget	Encumbered Amount	FY 2022 Total YTD	Balance	% Percent Budget Used YTD
7521- Admin Salary	1,180,526	0	846,698	333,828	72
7522 - Education Salary	10,541,112	0	7,470,648	3,070,464	71
7523 - USDA Admin Salary	203,721	0	96,894	106,827	48
7524 - USDA Services Salary	272,609	0	183,935	88,674	67
7526 - Disability Salary	336,236	0	258,268	77,968	77
7527 - Health Salary	435,920	0	171,956	263,964	39
7528 - PFCE Salary	1,868,600	0	1,372,244	496,356	73
7534 - Facilities Salary	263,330	0	186,448	76,882	71
Total Salary	15,102,054	0	10,587,090	4,514,964	70
7521 - Admin	168,194	10,205	148,929	9,059	95
7522 - Education	750,661	190,753	399,854	160,054	79
7523 - USDA Admin	13,122	0	7,087	6,035	54
7524 - USDA Services	985,100	291,371	576,490	117,240	88
7525 - Training	156,870	0	136,388	20,482	87
7526 - Disability	66,493	21,324	31,408	13,761	79
7527 - Health	23,730	0	14,130	9,600	60
7528 - PFC	54,174	0	40,759	13,415	75
7534 - Facilities	456,147	2,172	317,712	136,263	70
Total Non-Salary	2,674,491	515,826	1,672,757	485,909	82
Grand Total	17,776,545	515,826	12,259,847	5,000,872	72

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 0001 DEPT: 062 UNIT: 7529 : H.S. GENERAL FUND: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	HZE	REGULAR SALARIES and WAGES	280,597	12,490	22,779	34,169	22,779	22,779	22,779	22,779	22,779	34,169	0	0	0	0	217,503	63,094	78
2110	HZE	FICA TAXES	21,464	915	1,669	2,503	1,662	1,662	1,662	1,662	1,662	2,493	0	0	0	0	15,889	5,575	74
2120	HZE	RETIREMENT CONTRIBUTION	29,912	1,351	2,465	3,697	2,465	2,465	2,465	2,465	2,465	3,821	0	0	0	0	23,658	6,254	79
2130	HZE	LIFE and HEALTH INSURANCE	92,400	2,937	5,341	8,112	5,558	5,658	5,658	5,658	5,658	8,487	0	0	0	0	53,069	39,331	57
2131	HZE	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2150	HZE	UNEMPLOYMENT COMPENSATION	500	0	0	0	0	0	3,101	0	159	0	0	0	0	0	3,260	(2,760)	652
		TOTAL SALARIES	424,873	17,694	32,254	48,481	32,464	32,564	35,665	32,564	32,724	48,970	0	0	0	0	313,380	111,493	74
3167	HZE	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	1,000	0	0	0	0	0	0	0	100	0	0	0	0	0	100	900	10
3197	HZE	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	22,800	0	0	0	0	0	0	11,140	0	0	0	0	0	0	11,140	520	98
3810	HZE	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	1	0	(15,668)	15,668	0	0	0	0	0	0	0	0	0	0	0	1	0
4110	HZE	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4115	HZE	MISCELLANEOUS OPERATING SUPPLIES	500	0	0	300	0	1,739	0	0	0	0	0	0	0	0	2,039	(1,539)	408
4123	HZE	EQUIPMENT LESS THAN \$1000	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4135	HZE	FOOD and DIETARY	2,193	0	0	0	0	0	0	0	22	0	0	0	0	0	910	22	43
4482	HZE	SELF INS-PROP CASUALTY	283	0	0	283	0	0	0	0	0	0	0	0	0	0	283	0	100
6420	HZE	ROLLING STOCK	24,000	0	0	0	0	0	0	0	0	0	0	0	0	0	23,877	123	99
6438	HZE	COMPUTER EQUIPMENT > \$500	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
			51,827	0	(15,668)	16,251	0	1,739	0	11,140	122	0	0	0	0	35,927	13,583	2,316	96
			476,700	17,694	16,586	64,732	32,464	34,303	35,665	43,704	32,845	48,970	0	0	0	35,927	326,963	113,810	76

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7521 : H.S. ADMIN: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FA	REGULAR SALARIES and WAGES	790,753	33,251	60,926	91,474	60,855	58,487	56,565	57,219	59,742	86,538	0	0	0	0	565,056	225,697	71
1130	4FA	OTHER SALARIES and WAGES	5,000	1,939	4,598	6,237	4,516	3,286	2,142	1,022	2,218	5,227	0	0	0	0	31,183	(26,183)	624
1140	4FA	OVERTIME	2,784	94	800	539	414	116	215	290	403	1,002	0	0	0	0	3,673	(909)	133
2110	4FA	PICA TAXES	60,493	2,547	4,782	7,102	4,798	4,491	4,275	4,245	4,519	6,747	0	0	0	0	43,506	16,987	72
2120	4FA	RETIREMENT CONTRIBUTION	84,294	3,606	6,657	9,955	6,618	6,181	6,144	6,222	6,239	9,795	0	0	0	0	61,417	22,877	73
2130	4FA	LIFE and HEALTH INSURANCE	231,000	7,749	14,089	21,293	14,719	14,128	14,128	14,128	14,128	21,192	0	0	0	0	135,555	95,445	59
2131	4FA	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FA	PAYMENTS TO OPEB TRUST	6,222	0	0	0	0	0	0	6,308	0	0	0	0	0	0	6,308	(86)	101
		TOTAL SALARY	1,180,528	49,185	91,852	136,599	91,620	86,689	83,468	89,433	87,249	130,502	0	0	0	0	846,898	333,828	72
3125	4FB	INDIRECT COSTS	106,329	0	0	0	0	106,329	0	0	0	0	0	0	0	0	106,329	0	100
3179	4FC	CONTRACT SVC EMPLOY AGENT	10,000	683	0	0	342	0	0	2,765	1,728	0	0	0	0	5,182	5,518	(700)	107
3410	4FC	LOCAL TRAVEL	2,000	0	299	0	183	484	39	392	0	171	0	0	0	0	1,568	432	78
3510	4FC	POSTAGE and MESSENGER SVCS	250	0	0	0	0	0	0	27	109	81	0	0	0	0	217	33	87
3530	4FC	TOLL CHARGES	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	0
3610	4FC	RENTAL OF EQUIPMENT	4,000	0	0	110	471	236	0	0	0	0	0	0	0	2,072	817	1,112	72
3720	4FC	COMMUNICATIONS	2,700	0	0	604	325	604	1,178	0	603	563	0	0	0	0	3,877	(1,177)	144
3820	4FC	MAINTENANCE OF EQUIPMENT	3,500	0	0	0	743	522	0	1,165	812	552	0	0	0	2,951	3,793	(3,245)	193
3910	4FC	GRAPHIC REPROD SVCS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4010	4FC	DUES and MEMBERSHIPS	16,000	0	0	0	0	0	0	0	0	3,899	0	0	0	0	3,899	12,101	24
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4110	4FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	4,000	0	0	2,520	185	115	554	124	315	525	0	0	0	0	4,339	(339)	108
4115	4FC	MISCELLANEOUS OPERATING SUPPLIES	2,000	0	0	85	74	0	104	0	68	402	0	0	0	0	733	1,267	37
		COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	0	0	0	0	23	21	0	0	0	0	44	6	88
4123	4FC	EQUIPMENT LESS THAN \$1000	50	0	0	42	0	0	450	370	802	146	0	0	0	0	1,810	(1,760)	3,620
4412	4FC	PROMOTIONAL EXPENSES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4418	4FC	EDUCATIONAL ASSISTANCE PROGRAM	500	0	0	0	0	0	0	0	0	1,250	0	0	0	0	1,250	(750)	250
4422	4FC	SCHOLARSHIPS, AWARDS, BENEF	1,500	0	0	0	25	0	0	0	0	146	0	0	0	0	171	1,329	11
4482	4FG	SELF INS-PROP CASUALTY	14,565	0	0	14,565	0	0	0	0	0	0	0	0	0	0	14,565	0	100
		TOTAL OPERATIONS	168,194	883	299	17,928	2,348	108,286	2,325	2,078	5,497	9,484	0	0	0	10,205	148,929	9,059	95
		TOTAL UNIT 7521	1,348,728	49,568	91,851	154,528	94,268	184,976	85,794	91,511	92,746	139,986	0	0	0	10,205	895,627	342,868	76

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7522 : H.S. SERVICES: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FE	REGULAR SALARIES and WAGES	6,710,006	302,284	543,816	759,711	513,490	542,828	470,404	540,067	504,823	731,360	0	0	0	0	4,908,781	1,801,225	73
1130	4FE	OTHER SALARIES and WAGES	10,000	1,850	3,227	4,240	2,910	6,293	5,429	7,363	7,218	4,802	0	0	0	0	43,133	(33,133)	431
1140	4FE	OVERTIME	5,000	987	11,957	20,166	4,574	17,149	10,631	21,940	19,891	8,049	0	0	0	0	115,344	(110,344)	2,307
2110	4FE	FICA TAXES	513,315	22,171	40,790	57,264	39,036	41,406	35,434	41,660	38,847	54,158	0	0	0	0	370,786	142,529	72
2120	4FE	RETIREMENT CONTRIBUTION	715,287	32,099	60,349	85,673	57,229	61,985	53,065	62,002	57,247	82,897	0	0	0	0	552,546	162,741	77
2130	4FE	LIFE and HEALTH INSURANCE	2,502,038	80,217	146,384	203,178	166,100	154,644	141,383	152,043	140,924	225,408	0	0	0	0	1,410,278	1,091,760	56
2131	4FE	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FE	PAYMENTS TO OPEB TRUST	85,466	0	0	0	0	0	0	69,781	0	0	0	0	0	0	69,781	15,685	82
		TOTAL SALARIES	10,541,112	439,408	806,523	1,130,249	763,336	824,305	716,346	894,856	766,950	1,106,674	0	0	0	0	7,470,646	3,070,464	71
3192	4FF	SOFTWARE LICENSING SUPPORT FEE	53,000	0	0	0	0	0	0	27,840	0	0	0	0	0	25,218	27,640	142	100
3197	4FF	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	1,000	0	0	0	150	0	0	0	300	600	0	0	0	0	1,050	(50)	105
3350	4FF	OTHER INSURANCE and BONDS	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
3410	4FF	LOCAL TRAVEL	9,000	0	1,553	94	1,413	995	28	1,882	11	966	0	0	0	0	6,941	2,059	77
3530	4FF	TOLL CHARGES	2,000	0	76	135	174	102	254	212	154	167	0	0	0	0	1,273	727	64
3610	4FF	RENTAL OF EQUIPMENT	63,000	0	1,343	3,704	3,680	8,067	1,178	0	0	0	0	0	0	30,550	17,972	14,478	77
3720	4FF	COMMUNICATIONS	30,000	0	657	2,440	2,464	1,926	4,457	311	1,638	1,677	0	0	0	0	15,570	14,430	52
3820	4FF	MAINTENANCE OF EQUIPMENT	32,000	0	77	316	2,066	3,171	654	3,894	2,670	2,308	0	0	0	16,485	15,157	356	99
3910	4FF	GRAPHIC REPROD SVCS	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
4020	4FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000	0	0	0	0	1,476	0	1,790	0	2,693	0	0	0	794	5,959	(3,753)	225
4040	4FF	LICENSE AND CERTIFICATION FEES	6,000	0	0	0	0	0	525	375	1,805	425	0	0	0	0	3,130	2,870	52
4110	4FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	17,000	0	0	0	0	0	2,390	2,617	0	52	0	0	0	0	5,060	11,940	30
4115	4FF	MISCELLANEOUS OPERATING SUPPLIES	58,000	0	0	1,078	107	199	35	1,477	6,983	5,795	0	0	0	36,073	15,673	6,255	89
4116	4FF	EVENT/MEAL REIMBURSEMENTS	5,500	0	0	1,500	178	59	0	0	2,237	175	0	0	0	0	4,149	1,351	75
		COMPUTER EQUIPMENT LESS THAN \$500	1,000	0	0	27	662	0	32	239	40	0	0	0	0	0	1,000	(0)	100
4123	4FF	EQUIPMENT LESS THAN \$1000	11,150	0	0	87	277	0	673	2,138	419	1,179	0	0	0	11,439	4,774	(5,063)	145
4135	4FF	FOOD and DIETARY	272,847	0	0	12,452	12,457	17,747	20,572	23,983	14,203	6,099	0	0	0	70,195	107,512	95,140	65
4195	4FF	MISC SUPPLIES OR EXPENSES	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
4412	4FF	PROMOTIONAL EXPENSES	1,500	0	0	0	0	0	0	0	136	0	0	0	0	0	136	1,364	9
4418	4FF	EDUCATIONAL ASSISTANCE PROGRAM	4,000	0	0	0	333	1,916	0	0	333	0	0	0	0	0	2,583	1,417	65
4450	4FF	PARENT ACTIVITY FUND	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4452	4FN	FIELD TRIPS-HEAD START	15,360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,360	0
4462	4FG	SELF INS-PROP CASUALTY	162,454	0	0	162,454	0	0	0	0	0	0	0	0	0	0	162,454	0	100
6410	4FJ	EQUIPMENT	2,000	0	0	0	0	0	0	0	0	1,821	0	0	0	0	1,821	179	91
6120	4FF	AID TO OTHER GOVT AGENCIES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
			750,661	0	3,706	184,267	23,962	35,656	30,796	66,558	30,929	23,956	0	0	0	190,753	399,654	160,054	79
			11,591,773	439,408	810,229	1,314,336	807,300	859,963	747,144	961,414	798,878	1,130,630	0	0	0	196,763	7,870,502	3,238,518	71

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7402 DEPT: 062 UNIT: 7523 : USDA ADMIN: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	D AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FQ	REGULAR SALARIES and WAGES	130,482	5,281	7,171	10,337	6,891	6,891	6,891	6,891	6,891	10,337	0	0	0	0	67,582	62,900	52
1140	4FQ	OVERTIME	1,500	0	16	0	0	0	0	0	0	0	0	0	0	0	16	1,484	1
2110	4FQ	FICA TAXES	9,981	394	532	768	513	513	513	513	513	769	0	0	0	0	5,025	4,956	50
2120	4FQ	RETIREMENT CONTRIBUTION	13,909	571	763	1,118	746	746	746	746	746	1,156	0	0	0	0	7,337	6,572	53
2130	4FQ	LIFE and HEALTH INSURANCE	46,200	1,215	1,855	2,291	1,550	1,590	1,590	1,590	1,590	2,384	0	0	0	0	15,652	30,548	34
2200	4FQ	PAYMENTS TO OPEB TRUST	1,649	0	0	0	0	0	0	1,282	0	0	0	0	0	0	1,282	367	78
		TOTAL SALARIES	203,721	7,462	10,337	14,514	9,699	9,739	9,739	11,021	9,739	14,646	0	0	0	0	96,894	106,827	48
3125	4FP	INDIRECT COSTS	6,543	0	0	0	0	6,543	0	0	0	0	0	0	0	0	6,543	0	100
3410	4FR	LOCAL TRAVEL	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
3530	4FR	TOLL CHARGES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
3820	4FR	MAINTENANCE OF EQUIPMENT	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4110	4FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	4,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,100	0
4418	4FR	EDUCATIONAL ASSISTANCE PROGRAM	835	0	0	0	0	0	0	0	0	0	0	0	0	0	0	835	0
4482	4FS	SELF INS-PROP CASUALTY	544	0	0	544	0	0	0	0	0	0	0	0	0	0	544	0	100
		TOTAL OPERATIONS	13,122	0	0	544	0	6,543	0	0	0	0	0	0	0	0	7,087	6,035	54
		TOTAL UNIT 7523	216,843	7,462	10,337	15,058	9,699	16,282	9,739	11,021	9,739	14,646	0	0	0	0	103,981	112,862	48

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7402 DEPT: 062 UNIT: 7524 : USDA SERVICES: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FT	REGULAR SALARIES and WAGES	149,110	6,583	12,036	18,054	12,281	12,036	10,086	11,965	12,036	18,058	0	0	0	0	113,135	35,975	76
1130	4FT	OTHER SALARIES and WAGES	0	0	0	1,067	743	0	0	0	0	0	0	0	0	0	1,809	(1,809)	0
1140	4FT	OVERTIME	500	0	0	0	54	26	3	85	0	0	0	0	0	0	168	332	34
2110	4FT	FICA TAXES	11,407	468	857	1,367	933	855	745	854	853	1,280	0	0	0	0	8,212	3,195	72
2120	4FT	RETIREMENT CONTRIBUTION	15,895	712	1,302	1,953	1,312	1,305	1,092	1,304	1,302	2,019	0	0	0	0	12,302	3,593	77
2130	4FT	LIFE and HEALTH INSURANCE	92,400	2,496	4,539	6,928	4,689	4,809	4,809	4,809	4,809	7,214	0	0	0	0	45,105	47,295	49
2131	4FT	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FT	PAYMENTS TO OPEB TRUST	3,297	0	0	0	0	0	0	3,204	0	0	0	0	0	0	3,204	93	97
		TOTAL SALARIES	272,009	10,260	18,734	29,369	20,011	19,032	16,734	22,222	19,001	28,571	0	0	0	0	183,935	88,674	67
3170	4FU	JANITORIAL SVC and SUPPLY	1,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	0
4110	4FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4115	4FU	MISCELLANEOUS OPERATING SUPPLIES	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
4123	4FU	EQUIPMENT LESS THAN \$1000	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4130	4FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,300	0	0	0	427	0	0	0	0	0	0	0	0	0	427	2,873	13
4135	4FU	FOOD and DIETARY	975,163	0	0	58,573	51,597	123,733	43,809	164,781	94,090	35,893	0	0	0	291,371	572,476	111,316	89
4482	4FS	SELF INS-PROP CASUALTY	3,587	0	0	3,587	0	0	0	0	0	0	0	0	0	0	3,587	0	100
		TOTAL OPERATIONS	985,100	0	0	62,160	52,024	123,733	43,809	164,781	94,090	35,893	0	0	0	291,371	576,490	117,240	88
		TOTAL UNIT 7524	1,257,709	10,260	18,734	91,529	72,035	142,765	60,542	167,003	113,091	64,465	0	0	0	291,371	760,424	205,914	84

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7526 : H.S. DISABILITY: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FI	REGULAR SALARIES and WAGES	230,307	10,309	19,157	28,202	18,802	18,802	18,571	19,206	19,205	28,904	0	0	0	0	181,157	49,150	79
1140	4FI	OVERTIME	500	0	89	0	0	0	19	97	114	27	0	0	0	0	346	154	69
2110	4FI	FICA TAXES	17,818	704	1,319	1,927	1,323	1,323	1,307	1,361	1,363	2,040	0	0	0	0	12,668	4,950	72
2120	4FI	RETIREMENT CONTRIBUTION	24,551	1,115	2,044	3,051	2,034	2,034	2,011	2,089	2,090	3,235	0	0	0	0	19,705	4,846	80
2130	4FI	LIFE and HEALTH INSURANCE	61,600	2,721	4,948	7,522	4,165	4,265	4,265	4,266	4,266	6,398	0	0	0	0	42,815	18,785	70
2131	4FI	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FI	PAYMENTS TO OPEB TRUST	1,660	0	0	0	0	0	0	1,578	0	0	0	0	0	0	1,578	82	95
		TOTAL SALARIES	336,236	14,850	27,557	40,703	26,324	26,424	26,172	28,567	27,037	40,605	0	0	0	0	258,268	77,968	77
3195	4FK	CONTRACT SERVICES MEDICAL	40,000	0	125	400	225	6,144	4,522	5,160	3,138	1,463	0	0	0	21,324	21,175	(2,499)	106
3410	4FK	LOCAL TRAVEL	1,700	0	249	0	170	394	0	648	0	283	0	0	0	0	1,743	(43)	103
3530	4FK	TOLL CHARGES	150	0	0	0	7	8	0	31	0	2	0	0	0	0	48	102	32
3720	4FK	COMMUNICATIONS	2,400	0	0	115	115	115	231	0	115	115	0	0	0	0	808	1,592	34
4020	4FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	0
4040	4FK	LICENSE AND CERTIFICATION FEES	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4110	4FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	0
4115	4FK	MISCELLANEOUS OPERATING SUPPLIES	10,000	0	0	0	0	0	0	0	0	940	0	0	0	0	940	9,060	9
4121	4FK	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4418	4FK	EDUCATIONAL ASSISTANCE PROGRAM	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4482	4FG	SELF INS-PROP CASUALTY	6,693	0	0	6,693	0	0	0	0	0	0	0	0	0	0	6,693	0	100
		TOTAL OPERATIONS	66,493	0	374	7,208	518	6,661	4,753	5,838	3,253	2,803	0	0	0	21,324	31,408	13,761	79
		TOTAL UNIT 7526	402,729	14,850	27,930	47,912	26,841	33,085	30,925	34,435	30,290	43,408	0	0	0	21,324	289,676	91,729	77

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7527 : H.S. CHILD HEALTH AND DEVELOPMENT: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FV	REGULAR SALARIES and WAGES	288,530	9,542	17,017	16,951	10,483	10,460	10,370	10,601	11,653	21,792	0	0	0	0	118,868	169,662	41
1140	4FV	OVERTIME	500	10	74	124	0	64	75	0	62	0	0	0	0	0	408	92	82
2110	4FV	FICA TAXES	22,073	689	1,208	1,199	726	729	723	735	820	1,543	0	0	0	0	8,373	13,700	38
2120	4FV	RETIREMENT CONTRIBUTION	30,757	1,034	1,439	1,847	1,134	1,139	1,130	1,147	1,267	2,438	0	0	0	0	12,575	18,182	41
2130	4FV	LIFE and HEALTH INSURANCE	92,400	1,777	2,481	3,741	3,330	3,350	3,350	3,350	3,350	5,822	0	0	0	0	30,550	61,850	33
2131	4FV	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FV	PAYMENTS TO OPEB TRUST	1,660	0	0	0	0	0	0	1,183	0	0	0	0	0	0	1,183	477	71
		TOTAL SALARIES	435,920	13,051	22,218	23,862	15,673	15,742	15,648	17,015	17,152	31,594	0	0	0	0	171,958	263,964	39
3179	4FW	CONTRACT SVC EMPLOY AGENT	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
3195	4FW	CONTRACT SERVICES MEDICAL	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
3410	4FW	LOCAL TRAVEL	500	0	54	0	0	58	0	28	0	66	0	0	0	0	207	293	41
3530	4FW	TOLL CHARGES	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
3720	4FW	COMMUNICATIONS	2,000	0	0	161	185	161	322	0	161	161	0	0	0	0	1,151	849	58
4020	4FW	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
4110	4FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500	0	0	0	65	0	462	0	0	0	0	0	0	0	527	973	35
4115	4FW	MISCELLANEOUS OPERATING SUPPLIES	3,000	0	0	0	0	0	0	0	4,106	0	0	0	0	0	4,106	(1,106)	137
4121	4FW	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4123	4FW	EQUIPMENT LESS THAN \$1000	3,000	0	0	0	260	0	0	0	0	0	0	0	0	0	260	2,740	9
4143	4FW	MEDandSURG SUPPLIES	4,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,100	0
4418	4FW	EDUCATIONAL ASSISTANCE PROGRAM	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4482	4FG	SELF INS-PROP CASUALTY	7,880	0	0	7,880	0	0	0	0	0	0	0	0	0	0	7,880	0	100
		TOTAL OPERATIONS	23,730	0	54	8,041	511	219	783	28	4,267	227	0	0	0	0	14,130	9,600	60
		TOTAL UNIT 7527	459,650	13,081	22,272	31,903	16,183	15,961	16,432	17,044	21,419	31,822	0	0	0	0	186,088	273,564	40

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7534 : H.S. FACILITIES: 75% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FL	REGULAR SALARIES and WAGES	156,428	6,268	11,898	17,896	12,013	12,938	11,900	11,900	11,902	17,846	0	0	0	0	114,559	41,869	73
1130	4FL	OTHER SALARIES and WAGES	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0
1140	4FL	OVERTIME	5,000	48	72	178	69	1,812	362	297	472	248	0	0	0	0	3,557	1,443	71
2110	4FL	FICA TAXES	11,967	438	834	1,260	823	1,027	837	832	846	1,233	0	0	0	0	8,132	3,835	68
2120	4FL	RETIREMENT CONTRIBUTION	16,675	683	1,295	1,956	1,307	1,596	1,327	1,320	1,339	2,025	0	0	0	0	12,848	3,827	77
2130	4FL	LIFE and HEALTH INSURANCE	61,600	2,331	4,240	6,420	4,993	5,053	5,053	5,053	5,053	7,579	0	0	0	0	45,775	15,825	74
2200	4FL	PAYMENTS TO OPEB TRUST	1,660	0	0	0	0	0	0	1,577	0	0	0	0	0	0	1,577	83	95
		TOTAL SALARIES	263,330	9,769	18,339	27,710	19,205	22,426	19,478	20,978	19,811	28,931	0	0	0	0	186,448	76,882	71
		PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	11,000	0	0	1,359	1,578	3,736	1,527	849	651	220	0	0	0	2,172	9,919	(1,091)	110
3170	4FM	JANITORIAL SVC and SUPPLY	10,000	0	1,295	1,295	648	648	648	648	648	648	0	0	0	0	6,477	3,523	65
3179	4FM	CONTRACT SVC EMPLOY AGENT	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	0
3197	4FM	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	5,000	0	0	2,100	0	0	0	0	0	0	0	0	0	0	2,100	2,900	42
3350	4FM	OTHER INSURANCE and BONDS	10,000	0	0	5,458	0	0	0	0	0	0	0	0	0	0	5,458	4,542	55
3410	4FM	LOCAL TRAVEL	800	0	0	0	36	0	0	0	0	0	0	0	0	0	36	764	5
3520	4FM	MOVING EXPENSE-CO ASSETS	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	0
3530	4FM	TOLL CHARGES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
3610	4FM	RENTAL OF EQUIPMENT	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
3620	4FM	LEASES-BUILDINGS/STRUCTURES	300,000	0	125	125	63	63	63	63	126,370	125,970	0	0	0	0	252,841	47,159	84
3710	4FM	UTILITIES	25,000	0	1,679	3,282	2,661	2,337	3,490	3,193	3,024	2,848	0	0	0	0	22,514	2,486	90
3720	4FM	COMMUNICATIONS	4,800	0	0	191	151	191	381	0	191	191	0	0	0	0	1,295	3,505	27
3810	4FM	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	30,000	0	678	785	360	1,109	339	926	339	497	0	0	0	0	5,032	24,968	17
3820	4FM	MAINTENANCE OF EQUIPMENT	3,000	0	0	196	0	98	0	0	0	0	0	0	0	0	294	2,706	10
3825	4FD	INTERNAL FLEET MANAGEMENT CHARGES	21,797	0	0	2,104	0	1,274	1,935	2,327	0	1,086	0	0	0	0	8,726	13,071	40
3910	4FM	GRAPHIC REPROD SVCS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4110	4FM	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500	0	0	0	88	0	30	0	0	0	0	0	0	0	118	1,382	8
4115	4FM	MISCELLANEOUS OPERATING SUPPLIES	7,000	0	0	36	41	0	1,052	398	1,882	(1,761)	0	0	0	0	1,648	5,352	24
4123	4FM	EQUIPMENT LESS THAN \$1000	5,000	0	0	0	0	0	0	299	0	732	0	0	0	0	1,031	3,969	21
4126	4FM	TOOLSandSMALL IMPLEMENTS	5,000	0	0	15	70	0	0	17	0	23	0	0	0	0	125	4,875	3
4175	4FM	CLOTHING AND WEARING APPAREL	200	0	0	75	22	0	0	0	0	0	0	0	0	0	97	103	48
4195	4FM	MISC SUPPLIES OR EXPENSES	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
		TOTAL OPERATIONS	456,147	0	3,777	17,021	5,717	9,456	9,464	8,719	133,105	130,453	0	0	0	2,172	317,712	136,263	70
		TOTAL UNIT 7534	719,477	9,769	22,116	44,731	24,923	31,882	28,942	29,698	152,716	159,384	0	0	0	2,172	504,160	213,145	70

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7528 : H.S. PARENT FAMILY COMMUNITY ENGAGEMENT: 6775% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FX	REGULAR SALARIES and WAGES	1,231,146	50,329	94,257	142,050	101,909	89,944	88,369	94,520	98,520	146,113	0	0	0	0	906,011	325,135	74
1130	4FX	OTHER SALARIES and WAGES	10,000	2,784	2,740	3,748	1,489	5,105	3,642	2,472	2,345	3,474	0	0	0	0	27,798	(17,798)	278
1140	4FX	OVERTIME	5,000	44	501	148	113	130	449	4,471	4,090	3,328	0	0	0	0	13,274	(6,274)	265
2110	4FX	FICA TAXES	94,183	3,847	7,131	10,637	7,639	6,907	6,705	7,399	7,650	11,175	0	0	0	0	69,091	25,092	73
2120	4FX	RETIREMENT CONTRIBUTION	131,240	5,679	11,069	16,595	9,719	10,567	10,372	11,543	11,509	17,900	0	0	0	0	104,953	26,287	80
2130	4FX	LIFE and HEALTH INSURANCE	385,000	12,737	24,661	37,436	27,014	25,374	25,378	25,475	24,781	36,432	0	0	0	0	239,288	145,712	62
2131	4FX	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FX	PAYMENTS TO OPEB TRUST	12,031	0	0	0	0	0	0	11,827	0	0	0	0	0	0	11,827	204	98
		TOTAL SALARIES	1,868,800	75,420	140,359	210,813	147,883	138,027	134,815	157,708	148,896	218,423	0	0	0	0	1,372,244	498,356	73
3410	4FY	LOCAL TRAVEL	3,000	0	280	8	337	418	80	375	0	207	0	0	0	0	1,705	1,295	57
3530	4FY	TOLL CHARGES	100	0	5	0	4	5	0	11	0	0	0	0	0	0	23	77	23
3720	4FY	COMMUNICATIONS	3,600	0	0	857	1,135	1,225	2,140	0	1,046	1,045	0	0	0	0	7,447	(3,847)	207
4020	4FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4110	4FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000	0	0	0	0	690	158	(23)	1,997	223	0	0	0	0	3,045	3,955	44
4115	4FY	MISCELLANEOUS OPERATING SUPPLIES	500	0	0	92	396	221	0	0	170	1,141	0	0	0	0	2,019	(1,519)	404
4121	4FY	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	35	0	0	0	161	0	0	0	0	0	196	(146)	391
4123	4FY	EQUIPMENT LESS THAN \$1000	500	0	0	0	132	193	0	0	484	0	0	0	0	0	810	(310)	162
4412	4FY	PROMOTIONAL EXPENSES	7,000	0	0	0	0	0	0	0	6,356	0	0	0	0	0	6,356	644	91
4418	4FY	EDUCATIONAL ASSISTANCE PROGRAM	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,000	0
4450	4FY	PARENT ACTIVITY FUND	9,216	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,216	0
4482	4FG	SELF INS-PROP CASUALTY	19,158	0	0	19,158	0	0	0	0	0	0	0	0	0	0	19,158	0	100
		TOTAL OPERATIONS	54,174	0	285	20,115	2,038	2,751	2,378	363	10,213	2,616	0	0	0	0	40,759	13,415	75
		TOTAL UNIT 7528	1,922,774	75,420	140,643	230,728	149,921	140,778	137,293	158,070	159,109	221,039	0	0	0	0	1,413,003	508,771	73

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30, 2022: FUND: 7002 DEPT: 062 UNIT: 7525 : H.S. TRAINING: 75% OF FY ELAPSED																			
OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	4FH	CONTRACT SVC-TRAINING	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50,000	0
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	2,000	0	0	1,125	1,125	0	0	0	0	0	0	0	0	0	2,250	(250)	113
3410	4FH	LOCAL TRAVEL	2,000	0	0	0	0	1,033	(63)	96	0	0	0	0	0	0	1,066	934	53
3420	4FH	OUT OF COUNTY TRAVEL	36,000	833	(87)	3,403	4,117	3,060	3,740	6,201	1,206	947	0	0	0	0	23,420	12,580	65
3610	4FH	RENTAL OF EQUIPMENT	2,000	0	0	478	478	0	0	0	0	0	0	0	0	0	956	1,044	48
3620	4FH	LEASES-BUILDINGS/STRUCTURES	3,370	0	0	1,340	670	0	0	0	0	0	0	0	0	0	2,010	1,360	60
3910	4FH	GRAPHIC REPROD SVCS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
4020	4FH	TRAINING AND EDUCATIONAL COST	38,000	0	0	22,245	36,747	14,891	(1,424)	29,019	4,698	0	0	0	0	0	106,176	(68,176)	279
4040	4FH	LICENSE AND CERTIFICATION FEES	3,500	0	0	0	0	0	100	(75)	0	(75)	0	0	0	0	(50)	3,550	(1)
		OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
4115	4FH	MISCELLANEOUS OPERATING SUPPLIES	4,000	0	0	0	0	0	0	0	0	559	0	0	0	0	559	3,441	14
4116	4FH	EVENT/MEAL REIMBURSEMENTS	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,500	0
4418	4FH	EDUCATIONAL ASSISTANCE PROGRAM	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0
		TOTAL OPERATIONS	156,870	833	(87)	28,591	43,137	18,984	2,353	35,242	5,904	1,431	0	0	0	0	136,388	20,482	87
		TOTAL UNIT 7525	156,870	833	(87)	28,591	43,137	18,984	2,353	35,242	5,904	1,431	0	0	0	0	136,388	20,482	87

COMMUNITY AND FAMILY SERVICES THROUGH JUNE 30,2022: FUND: 7046 DEPT: 062 UNIT: 7535 : H.S. DISASTER & RECOVERY

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUMBERED AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3125	2GA	INDIRECT COSTS	333,100	0	0	0	0	4,155	0	0	1,739	0	0	0	0	0	0	5,894	327,206	2
3170	2GB	JANITORIAL SVC and SUPPLY	10,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,500	0
3197	2GB	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	15,770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,770	0
3420	2GB	OUT OF COUNTY TRAVEL	34,266	0	0	0	0	0	2,694	3,043	3,035	37	0	0	0	0	0	8,809	25,457	26
3810	2GB	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	990,176	0	0	0	0	0	0	0	0	0	0	0	0	216,623	0	0	773,553	22
4020	2GB	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	6,437	0	0	0	0	0	0	0	0	0	0	0	0	0	249	0	6,188	4
4030	2GB	TRAINING AND EDUCATIONAL COST	120,034	0	0	0	19,467	0	1,300	29,200	10,888	0	0	0	0	0	29,200	60,855	29,979	75
4040	2GB	LICENSE AND CERTIFICATION FEES	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0
4110	2GB	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	24,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24,000	0
4115	2GB	MISCELLANEOUS OPERATING SUPPLIES	53,762	0	0	0	0	0	0	0	0	0	0	0	0	0	18,138	0	35,624	34
4120	2GB	SOFTWARE < \$1000	16,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,000	0
4123	2GB	EQUIPMENT LESS THAN \$1000	52,000	0	0	0	0	0	0	0	0	0	0	0	0	0	46,904	0	5,096	90
4143	2GB	MEDandSURG SUPPLIES	12,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,500	0
6310	2GC	STRUCT and FAC OTH TH BLDGS	400,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400,000	0
6410	2GC	EQUIPMENT	46,000	0	0	0	9,997	0	0	0	0	0	0	0	0	0	0	9,997	36,003	22
6420	2GC	ROLLING STOCK	7,358	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,358	0
TOTAL OPERATIONS			2,123,903	0	0	0	29,464	4,155	3,994	32,243	15,663	37	0	0	0	216,623	94,490	85,558	1,727,234	19
TOTAL UNIT 7535			2,123,903	0	0	0	29,464	4,155	3,994	32,243	15,663	37	0	0	0	216,623	94,490	85,558	1,727,234	19

HEAD START MONTHLY PURCHASE CARD REPORT FOR JUNE, 2021:

CH Full Name	Comp Supp Name	Purchase Date	Amount	GL: FUND	GL: DEPT	GL: UNIT
CLAYTON, AMANDA	PUBLIX #405	5/4/2022	26.13			
CLAYTON, AMANDA	PUBLIX #436	5/19/2022	19.99			
CLAYTON, AMANDA	PUBLIX #436	5/19/2022	21.29			
CLAYTON, AMANDA	PUBLIX #436	5/19/2022	(21.29)			
CLAYTON, AMANDA Total			46.12			
DEONARINE, VIDYA D	WALMART.COM AA	5/4/2022	199.98	7002	062	7522
DEONARINE, VIDYA D	TEACHSTONE TRAINING	5/12/2022	375.00	7002	062	7522
DEONARINE, VIDYA D	TEACHSTONE TRAINING	5/23/2022	875.00	7002	062	7522
DEONARINE, VIDYA D	U-HAUL CTR GOLDENROD	5/24/2022	168.47	7002	062	7522
DEONARINE, VIDYA D	U-HAUL CTR GOLDENROD	5/25/2022	71.55	7002	062	7522
DEONARINE, VIDYA D Total			1,690.00			
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	4/29/2022	43.25	7002	062	7534
DUCK, CORTINA	AHCA SERVICE FEE	4/29/2022	1.41	7002	062	7534
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	5/2/2022	(200.57)	7002	062	7522
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	5/4/2022	13.25	7002	062	7534
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	5/4/2022	13.25	7002	062	7534
DUCK, CORTINA	AHCA SERVICE FEE	5/4/2022	0.43	7002	062	7534
DUCK, CORTINA	AHCA SERVICE FEE	5/4/2022	0.43	7002	062	7534
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	5/13/2022	43.25	7002	062	7534
DUCK, CORTINA	AGENCY FOR HEALTHCARE AD	5/13/2022	43.25	7002	062	7534
DUCK, CORTINA	AHCA SERVICE FEE	5/13/2022	1.41	7002	062	7534
DUCK, CORTINA	AHCA SERVICE FEE	5/13/2022	1.41	7002	062	7534
DUCK, CORTINA	PUBLIX #436	5/19/2022	47.75	5872	062	8153
DUCK, CORTINA	PUBLIX #1754	5/23/2022	34.79	7002	062	7522
DUCK, CORTINA	OC FIRE RESCUE FEES	5/26/2022	73.52	7002	062	7522
DUCK, CORTINA	OC FIRE RESCUE FEES	5/26/2022	43.00	7002	062	7522
DUCK, CORTINA	OC FIRE RESCUE FEES	5/26/2022	43.00	7002	062	7522
DUCK, CORTINA Total			202.83			
ELIBERT, MIGUERLINE	WM SUPERCENTER	5/12/2022	37.08	7002	062	
ELIBERT, MIGUERLINE	TURENNE PHARMEDCO	5/13/2022	9,968.16	7002	062	
ELIBERT, MIGUERLINE	PUBLIX #436	5/13/2022	268.58	7002	062	
ELIBERT, MIGUERLINE	SP VIZOCOM ONLINE	5/13/2022	6,660.00	7002	062	
ELIBERT, MIGUERLINE Total			16,933.82			
FLORES, DAISY	LOWES #01598	5/2/2022	1,721.73	7002	062	7522
FLORES, DAISY	SECOND HARVEST FOOD BANK	5/3/2022	237.13	7002	062	7522
FLORES, DAISY	ULINE SHIP SUPPLIES	5/12/2022	1,068.34	7002	062	7522
FLORES, DAISY	PUBLIX #1501	5/13/2022	31.36	7002	062	7522
FLORES, DAISY	ULINE SHIP SUPPLIES	5/17/2022	6,336.15	7002	062	7522
FLORES, DAISY	ULINE SHIP SUPPLIES	5/17/2022	6,336.15	7002	062	7522
FLORES, DAISY	ULINE SHIP SUPPLIES	5/17/2022	6,336.15	5872	062	8153
FLORES, DAISY	ULINE SHIP SUPPLIES	5/17/2022	6,336.15	7002	062	7522
FLORES, DAISY	ULINE SHIP SUPPLIES	5/17/2022	6,336.15	5872	062	8153
FLORES, DAISY	ULINE SHIP SUPPLIES	5/19/2022	(300.00)	5872	062	8153
FLORES, DAISY	PUBLIX #436	5/25/2022	53.64	7002	062	
FLORES, DAISY Total			34,492.95			
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	4/28/2022	684.87	7002	062	7521
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	4/28/2022	684.87	7002	062	7521
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	4/28/2022	684.87	7002	062	7521
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	5/2/2022	1,006.09	7002	062	
MOORE, SANDRA	AMZN Mktg US	5/4/2022	42.98	7002	062	
MOORE, SANDRA	AMZN Mktg US	5/4/2022	237.43	7002	062	
MOORE, SANDRA	CDW GOVT #W835849	5/4/2022	1,005.00	7002	062	
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	5/5/2022	7,804.40	7002	062	
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	5/5/2022	733.30	7002	062	
MOORE, SANDRA	Amazon.com 1L2939001	5/8/2022	598.05	7002	062	
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	5/10/2022	167.53	7002	062	

HEAD START MONTHLY PURCHASE CARD REPORT FOR JUNE, 2021:

CH Full Name	Comp Supp Name	Purchase Date	Amount	GL: FUND	GL: DEPT	GL: UNIT
MOORE, SANDRA	OFFICE DEPOT	5/10/2022	35.59	7002	062	
MOORE, SANDRA	CDW GOVT #X115203	5/11/2022	138.00	7002	062	
MOORE, SANDRA	OFFICE DEPOT	5/17/2022	13.00	7002	062	
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	5/17/2022	52.61	7002	062	
MOORE, SANDRA	OFFICE DEPOT	5/17/2022	25.70	7002	062	
MOORE, SANDRA	4 RIVERS SMOKEHOUSE OF WI	5/25/2022	242.13	7002	062	
MOORE, SANDRA	UNITED TROPHY AND AWARDS	5/25/2022	305.80	7002	062	
MOORE, SANDRA	AMZN Mktp US	5/26/2022	39.67	7002	062	
MOORE, SANDRA	AMZN Mktp US	5/26/2022	7,111.32	7002	062	
MOORE, SANDRA	SONNY'S BBQ WINTER PARK	5/28/2022	96.14	7002	062	
MOORE, SANDRA Total			21,709.35			
RUFF, SANDRA D	PAYPAL EDTRAINING4U	5/2/2022	600.00	5872	062	7521
RUFF, SANDRA D	GENERATION WELLNESS	5/3/2022	79.00	5872	062	8153
RUFF, SANDRA D	GENERATION WELLNESS	5/3/2022	79.00	5872	062	8153
RUFF, SANDRA D	RENAISSANCE BALTIMORE	5/6/2022	595.74	7002	062	7525
RUFF, SANDRA D	RENAISSANCE BALTIMORE	5/6/2022	595.74	7002	062	7525
RUFF, SANDRA D	RENAISSANCE BALTIMORE	5/6/2022	595.74	5872	062	8153
RUFF, SANDRA D	RENAISSANCE BALTIMORE	5/6/2022	595.74	5872	062	8153
RUFF, SANDRA D	AMERICAN AIR0012426214549	5/8/2022	728.20	5872	062	8153
RUFF, SANDRA D	AMERICAN AIR0012426214547	5/8/2022	728.20	5872	062	8153
RUFF, SANDRA D	AMERICAN AIR0012426214548	5/8/2022	728.20	5872	062	8153
RUFF, SANDRA D	WPY Get Your Teach On	5/20/2022	3,565.56	5872	062	8153
RUFF, SANDRA D	THECUT INC YIE3WVZ5	5/20/2022	60.95	7007	062	7521
RUFF, SANDRA D	THE FAMILY CAFE	5/23/2022	800.00	7007	062	7521
RUFF, SANDRA D	UBER EATS	5/23/2022	33.40	7007	062	7521
RUFF, SANDRA D	UBER EATS	5/23/2022	5.54	7007	062	7521
RUFF, SANDRA D	2022 LEADERSHIP SUMMIT	5/23/2022	100.00	5872	062	8153
RUFF, SANDRA D	TTAS WEB	5/23/2022	1,050.00	5872	062	8153
RUFF, SANDRA D	UBER EATS	5/25/2022	29.74	7007	062	7521
RUFF, SANDRA D Total			10,970.75			
SANDERS, NICK A	LOWES #01598	5/3/2022	1,760.00	7002	062	7534
SANDERS, NICK A	LOWES #01598	5/4/2022	505.71	7002	062	7534
SANDERS, NICK A	Superior Hardware Product	5/12/2022	172.09	7002	062	7534
SANDERS, NICK A	GRAINGER	5/12/2022	247.25	7002	062	7534
SANDERS, NICK A	IN TITAN MECHANICAL	5/19/2022	104.94	7002	062	7534
SANDERS, NICK A	IN TITAN MECHANICAL	5/19/2022	1.06	7002	062	7534
SANDERS, NICK A	LOWES #01598	5/23/2022	107.48	7002	062	7534
SANDERS, NICK A	LOWES #01598	5/27/2022	656.00	7002	062	7534
SANDERS, NICK A Total			3,554.53			
SMITH, KERRY-ANN	WAL-MART #4588	5/4/2022	143.28	7002	062	7522
SMITH, KERRY-ANN	PUBLIX #1754	5/6/2022	62.14	7002	062	7522
SMITH, KERRY-ANN	PUBLIX #436	5/11/2022	391.02	7002	062	7522
SMITH, KERRY-ANN	PUBLIX #436	5/11/2022	100.10	7002	062	7522
SMITH, KERRY-ANN	CARIBBEAN SUPERCENT	5/11/2022	59.45	7002	062	7522
SMITH, KERRY-ANN	PUBLIX #405	5/11/2022	33.07	7002	062	7522
SMITH, KERRY-ANN	PUBLIX #436	5/16/2022	41.52	7002	062	7522
SMITH, KERRY-ANN Total			830.58			
Grand Total			90,430.93			



Interoffice Memorandum

June 9, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sonya Hill, (407) 836-7409
Sandra Moore, (407) 836-8913

SUBJECT: **Consent Agenda Item – June 21, 2022**
Orange County Head Start Program Application for Federal Assistance
Five-Year Grant - Year 3

The Head Start Division requests Board approval of the Application for Federal Assistance between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County. The total federal grant request is \$14,704,441 and includes \$156,870 for training and technical assistance. The required non-federal match in the amount of \$3,676,269 is derived from parent volunteerism, donations of goods and services, lease agreements and County support.

ACTION REQUESTED: Approval of Orange County Head Start Program Application for Federal Assistance Five-Year Grant (Year 3) FY 2022-2023 between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County in the amount of \$14,704,441 for the continued operation of the Head Start Program; and approval and execution of U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances. The required non-federal match in the amount of \$3,676,269, is derived from parent volunteerism, donations of goods and services, lease agreements, and County support.

SH/smm:jamh

Attachments



Interoffice Memorandum

May 11, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 7, 2022**
Application for Federal Assistance related to
Cost-of-Living Adjustment (2.28%) FY 2021-2022

The Head Start Division requests Board approval of the Application for Federal Assistance related to Cost-of-Living Adjustment (COLA) between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County. The cost-of-living adjustment (2.28%) grant funds will be used to increase staff salaries, fringe benefits and insurance. The non-federal match of \$80.627 is generated from donations of goods and services and in-kind contributions.

ACTION REQUESTED: Approval of Orange County Head Start Application for Federal Assistance related to Cost-of-Living Adjustment (2.28%) FY 2021-2022 in the estimated amount of \$322,509.

SH/smm

attachments



Interoffice Memorandum

May 11, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 7, 2022**
Application for Federal Assistance related to
Request for Budget Revision to the Head Start American Rescue
Plan

The Head Start Division requests Board approval for a Budget Revision to the Head Start American Rescue Plan 04HE000258. The Budget Revision request is to move \$108,746.00 from the equipment category to the supplies category to support continuing projects as allowed by the American Rescue Plan guidelines.

ACTION REQUESTED: Approval of Orange County Head Start Application for a Budget Revision to the Head Start American Rescue Plan 04HE000258. The Budget Revision request is to move \$108,746.00 from the equipment category to the supplies category to support continuing projects as allowed by the American Rescue Plan guidelines.

SH/smm

Attachments



Interoffice Memorandum

May 11, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 7, 2022**
Application for Federal Assistance related to
Quality Improvement FY 2021-2022

The Head Start Division requests Board approval of the Application for Federal Assistance related to Quality Improvement between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County. The Quality Improvement grant funds will be used to provide a special pay increase for the LPN and Administrative Specialist positions and to hire a Fiscal Officer. The non-federal match of \$19,985 is generated from donations of goods and services and in-kind contributions.

ACTION REQUESTED: Approval of Orange County Head Start Application for Federal Assistance related to Quality Improvement in the estimated amount of \$67,127.

SH/smm

Attachments



Interoffice Memorandum

May 16, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 7, 2022**
Agreement between Orange County, Florida
and Volunteers for Community Impact, Inc.
related to providing OTTER program services in Head Start
Centers

The Head Start Division requests Board approval of the Interagency Agreement between the Orange County, FL and Volunteers for Community Impact, Inc. related to Providing OTTER Program Services in Head Start Centers whereby, the Agency coordinates with volunteers from its OTTER Program to provide services to the County's Head Start children. The term of the contract is from June 2022 through June, 2023.

ACTION REQUESTED: **Approval and execution of the Interagency Agreement between Orange County, FL and Volunteers for Community Impact, Inc. related to Providing OTTER Program Services In Head Start Centers**

SH/smm

Attachment



Interoffice Memorandum

June 1, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

A handwritten signature in black ink, appearing to read "Dr. Tracy Salem".

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sonya L. Hill, (407) 836-7409
Sandra Moore, (407) 836-8913

SUBJECT: Consent Agenda Item – June 21, 2022
Orange County Head Start Self-Assessment Report 2022

The Head Start Division requests Board approval of the Orange County Head Start 2022 Self-Assessment. An annual self-assessment is required to evaluate progress toward meeting goals, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness, as mandated by the Improving Head Start for School Readiness Act of 2007 and Head Start Program Performance Standard 1302.102(b)(2)(i-ii).

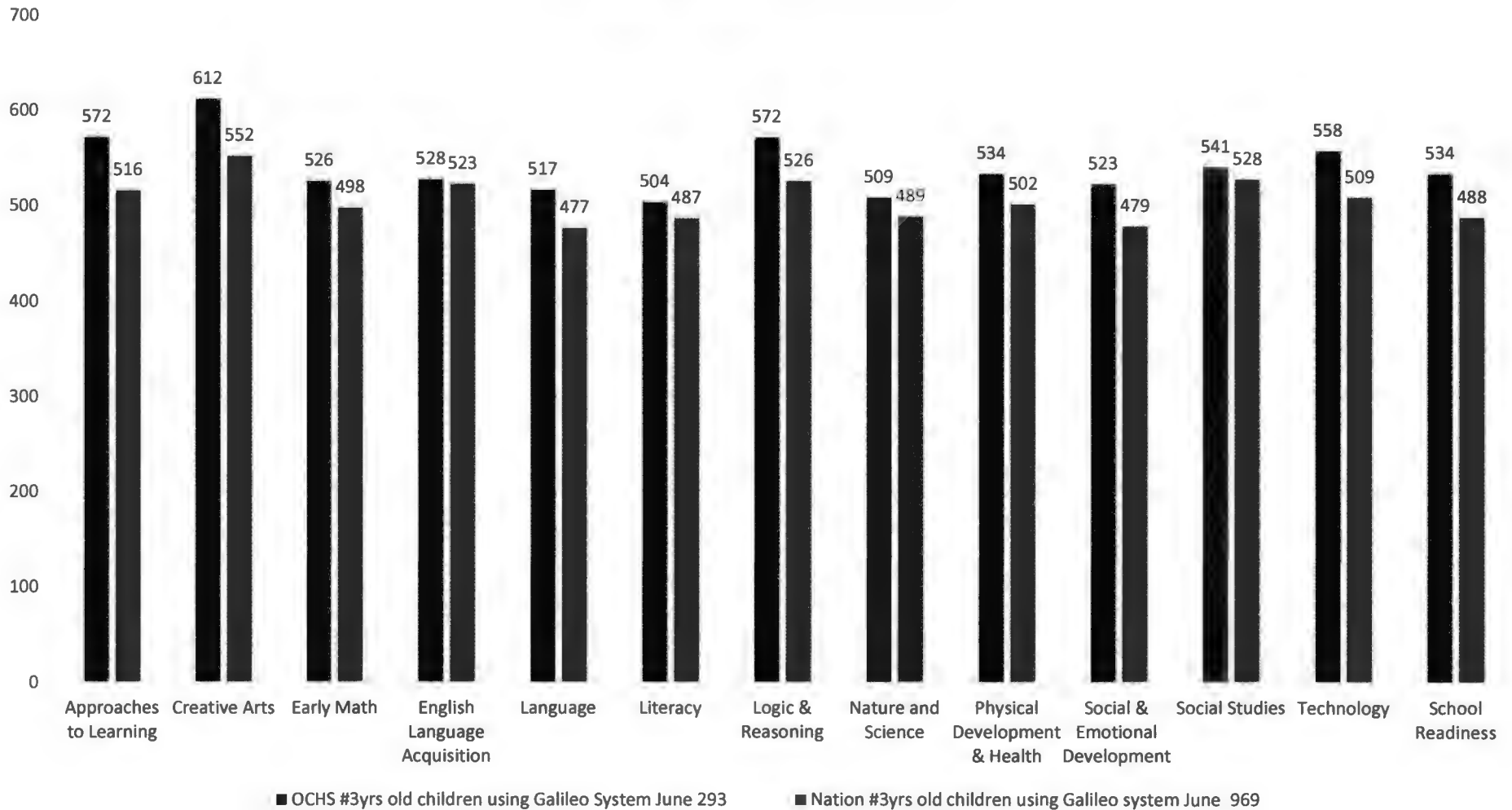
The Self-Assessment was completed with Head Start employees and external partners on May 25, 2022. The results have been reviewed with the management team and the Head Start Policy Council. The Policy Council approved the Self-Assessment at its Policy Council Special Call meeting on June 1, 2022.

ACTION REQUESTED: Approval of the Orange County Head Start Self-Assessment Report 2022.

SLH/smm:jamh

Attachment

Orange County Head Start
Early Childhood Assessment Scores
Three Year Old (3 Yrs) June 2022

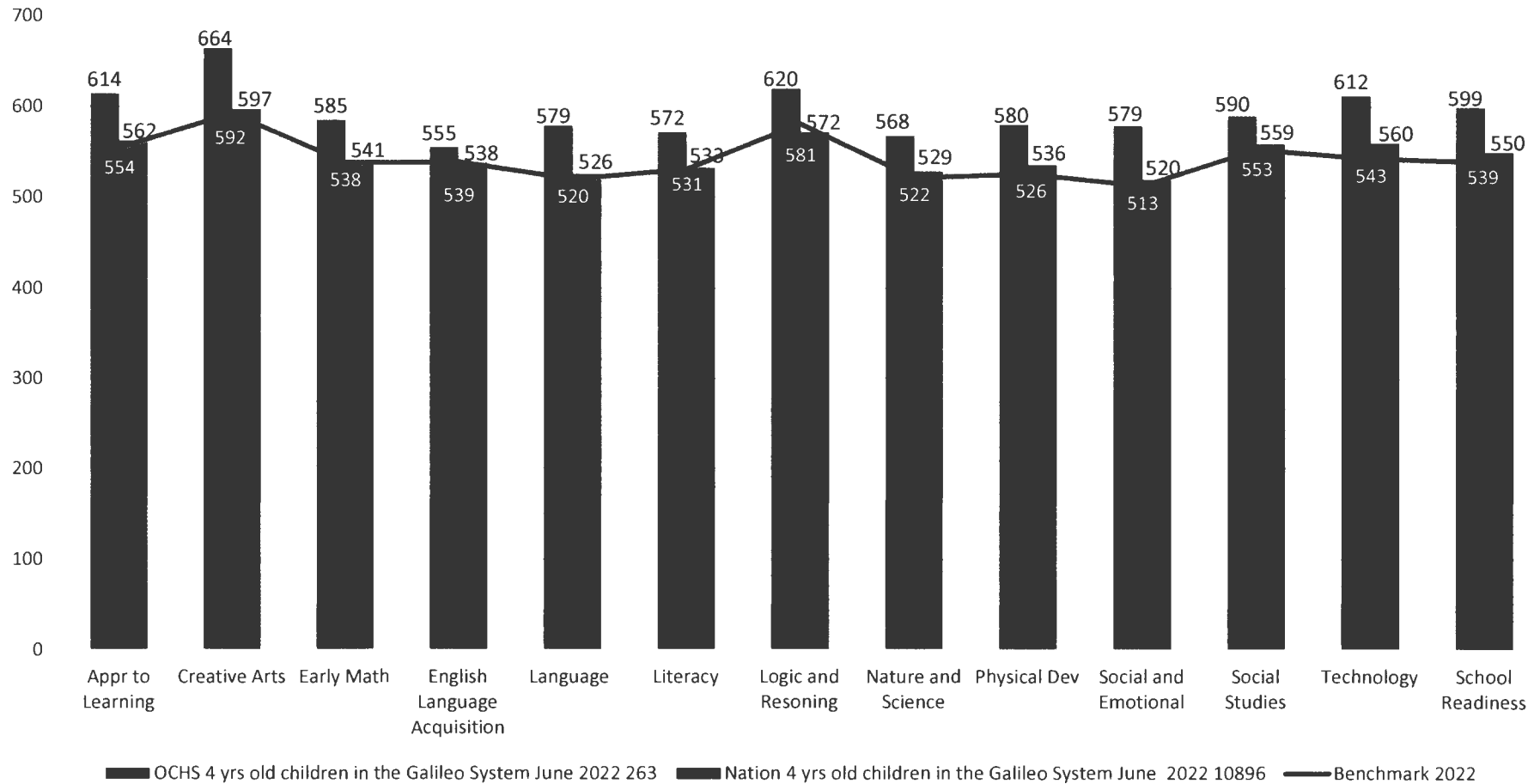


*The Developmental Scores (DL) indicates the Orange County Head Start first year enrolled children's position in the Galileo Developmental Progression Validated System in comparison with the Nation.

BENCHMARKS June 2022

BENCHMARKS June 2022												
APL	CA	EM	ELA	Lang	Lit	LR	NS	PDH	SED	SS	Tech	SR
514	541	495	509	474	484	543	478	492	476	515	506	491

Orange County Head Start
Early Childhood Assessment Scores
Four Year Old (4 Yrs) June 2022



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

Benchmark June 2022												
<i>App</i>	<i>CA</i>	<i>EM</i>	<i>ELA</i>	<i>LAN</i>	<i>LIT</i>	<i>L&R</i>	<i>N&SC</i>	<i>PD&H</i>	<i>S&ED</i>	<i>SS</i>	<i>TECH</i>	<i>SR</i>
554	592	538	539	520	531	581	522	526	513	553	543	539

Head Start Project Roster

#	Location	Project	Scope	Assign	Start	Est Compl.	Status Date	Cost	Status
1	Bithlo Head Start	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/1/2022	7/10/22	7/10/2022	29,000.00	Scheduled for summer break. Project will be complete 7/10/ 2022. Final walk thru's scheduled.
2	East Orange	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/5/2022	7/10/22	6/10/2022	27,000.00	Scheduled for summer break. Project will be complete 7/10/ 2022. Final walk thru's scheduled.
3	Hal Marston	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/12/2022	7/16/22	6/10/2022	38,550.00	Scheduled for summer break
4	John Bridges	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/18/2022	7/24/22	6/10/2022	38,900.00	Scheduled for summer break
5	Motor Pool	New building build out	Concrete	Head Start	5/16/2022	5/18/22	6/10/2022	9,700.00	Complete
6	Pine Hills	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/11/2022	7/17/22	6/10/2022	37,000.00	Scheduled for summer break
7	South Wood Cafeteria	Life Cycle Painting and Renovation	Paint the entire interior HeadStart Cafeteria	Head Start	7/15/2022	In progress	6/10/2022	18,500.00	Scheduled for summer break. P.O just received for scheduling.
8	South Orlando YMCA	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/5/2022	7/10/22	6/10/2022	23,000.00	Scheduled for summer break
9	Southwood Head Start	Playground expansion for the community	Project in final stage on construction	Capital Projects	Summer start up		6/10/2022		Final stages of start date
10	Taft HeadStart	Life Cycle Painting and Renovation	Paint the entire interior Head Start building all classrooms	Head Start	7/10/22	7/17/22	6/10/2022	36,000.00	Scheduled for summer break. Project will be complete 7/10/ 2022. Final walk thru's scheduled.
11	Pine Hills	Classroom smart boards	Classroom Improvements	Head Start	5/1/2022	In progress	6/10/2022		Waiting on classroom electrical outlets to be installed. Vendor updating quote for installation
12	East Orange	Therapy room	Install partitions	Head Start	5/1/2022	Complete	6/10/2022		ICS Installed partitions 6/10/22 project complete
13	Millennia Elementary	FSW office	Install partitions	Head Start	5/10/2022	In progress			Partitions ordered 6/06/22 for installation. Waiting on vendor order arrival. 6/15/22
14	Mable Butler	Dena office	Office fumiture upgrade	Head Start	5/18/2022	In progress			Waiting on classroom electrical outlets to be installed. Vendor updating quote for installation
15	Pine Hills	Life Cycle repairs	Playground repairs	Head Start	5/18/2022	In progress		2,000.00	Vendor quotes received waiting to schedule work. Waiting on materials for job completion. 6/08/22
16	Lila Mitchell	Life Cycle repairs	Playground repairs	Head Start	5/18/2022	In progress		2,000.00	Vendor quotes received waiting to schedule work. Waiting on materials for job completion. 6/08/22
17	Bithlo Head Start	Life Cycle repairs	Playground repairs	Head Start	5/18/2022	In progress		2,000.00	Vendor quotes received waiting to schedule work. Waiting on materials for job completion. 6/08/22
18									
19									

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Competitive Bonuses for the Head Start Workforce

INFORMATION:

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support

their workforce in the near term.¹ Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

Competitive Financial Incentives

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These incentives vary widely both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in ACF-IM-HS-21-01, what is a reasonable cost during the ongoing COVID-19 pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

Justification for Financial Incentives: Determining Necessity and Reasonableness

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

1. Competing employers can include public school settings.

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.

¹ Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

- These data points can be integrated into a program's wage comparability study as one key approach to using data to document workforce strengths and needs.
2. **OHS strongly encourages programs to structure incentives in a way that rewards retention of existing staff.**
 - Think about scaling incentives based on employee tenure with the program.
 - Consider the implications of different incentive payment structures or schedules. For instance:
 - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
 - OHS suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).
 3. **Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.**
 - Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
 - Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
 - If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.
 4. **Any incentives for staff are subject to an established written policy of the grant recipient for allowability (45 CFR §75.430(f); 45 CFR §75.431; 45 CFR §1302.90(a)).**
OHS reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.
 5. **Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use intentional workforce planning practices to build and sustain a stable workforce.

OHS recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM and providing financial incentives.

Thank you for the work you do on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director, Office of Head Start
Deputy Assistant Secretary for Early Childhood Development



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL
MEETING MINUTES



Holden Heights Community Center
1201 20th Street
Orlando, FL 32805
July 21, 2022

Call to Order by: Chevelle Teague, Chairperson at 6:48 p.m.
Roll Call by: Sandra Moore

Attended By:

Nouran Barakat	East Orange	Representative
Christine Marrero	Engelwood	Alternate
Jenaiyia Ford	Hal P. Marston	Alternate
Alay Aminb	Millennia Elem	Representative
Niketa Amin	Millennia Elem	Alternate
Dayanara Cruz Diaz	So Orlando YMCA	Representative
Chantal Henry	Southwood	Representative
Cesar Fuenmayor Vargas	Ventura	Treasurer
Chevelle Teague	W/S ELC	Chairperson
Ann Marie Alvarado	CHS	Community Rep
Mitchel Etienne	Past Parent	Community Rep
Vanessa Lewis	BCC Rep	Alternate
Mitchel Etienne	Past Parent	Community Rep
Jacqueline Donaldson-Francois	OCPS	Community Rep

Excused

Satterrica Kingcade	Dillard	Secretary
Aisha Peterson	Callahan	Representative
Brittney Perra	Dover Shores	Vice-Chair
Alyssa St.Hilaire	John Bridges	Representative

Quorum Established

Staff:

Yvette Meade	Main Office
Jean Bellamour	Warehouse
Sandra Moore	Main Office
Sandra Ruff	Main Office
Vidya Deonaraine	Main Office
Zhor Elmekali	Pine Hills
Polly Boulter	Hal Marston
Yolanda Soto	Millenia Elementary

Chairperson called for a motion to adopt the agenda with changes to table the Director's Report, Board Agenda Items Update, HR Report, New Business; ACF-IM-HS-22-04

Motion: Cesar Fuenmayor, Ventura, Treasurer

Second: Jacqueline Donaldson-Francois, Community Rep

Motion carried with no objections

Secretary's Report by Sandra Moore reviewed minutes from June 16, 2022

Chairperson called for a motion to accept Secretary's Report

Motion: Mitchel Etienne, Community Representative

Second: AnnMarie Alvarado, Community Representative

Motion carried with no objections

Commissioner's Liaison Report by Vanessa Lewis:

Ms. Lewis brought greeting from Commissioner Siplin. Rental Assistance applications closed on 7/15/22. Home owner assistance up to 50k is available. Ms. Lewis will send the eligibility requirements.

Budget Report by Sandra Ruff, Fiscal Manager and Cesar Fuenmayor, Treasurer

Unit Updates

Education Report by Vidya Deonarine, Curriculum Specialist

Chairperson called for a motion to adjourn the meeting

Motion: Mitchel Etienne, Community Representative

Second: Nouran Barakat, East Orange Representative

Motion carried with no objections

Meeting Adjourned at 7:13 p.m.

**Next Policy Council Meeting
August 19, 2022**



Dr. Tracy Salem
Interim Deputy Director,
Community & Family Services

Orange County Government

HEAD START POLICY COUNCIL



Sonya L. Hill
Head Start Division Manager

PROGRAM INFORMATION & UPDATES



AUGUST 2022



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



POLICY COUNCIL MONTHLY MEETING

Who: POLICY COUNCIL MEMBERS

Date: THURSDAY – AUGUST 18, 2022

Time: 6:30 PM

**Location: HOLDEN HEIGHTS COMM. CENTER
1201 20TH STREET
ORLANDO, FL 32805**

CHILD CARE PROVIDED

Sandra Moore:
407-836-8913 or Email Sandra.Moore2@ocfl.net

Yvette Meade:
407-836-8921 or Email Yvette.Meade@ocfl.net

**PLEASE STAY SAFE!!!!
SOCIALLY DISTANCING
PLEASE WEAR A MASK/FACE COVERING**



AGENDA



Orange County Government ● Head Start Policy Council ● Holden Heights Community Center ● 1201 20th St., Orlando, FL 32805
August 18, 2022 ● 6:30 p.m.

- 1. *Call to Order – Chairperson***
- 2. *Roll Call – Secretary***
- 3. *Adoption of Agenda***
- 4. *Secretary's Report***
- 5. *Director's Report***
- 6. *Board Agenda Items Status***
- 7. *Budget Report***
- 8. *HR Report***
- 9. *Commissioner/Commissioner's Liaison Report***
- 10. *New Business***
 - a. *Changing of the Guard***
 - b. *ACF-IM-HS-22-04***
- 11. *Unit Updates***
- 12. *Adjourn***



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL
MEETING MINUTES



Holden Heights Community Center
1201 20th Street
Orlando, FL 32805
July 21, 2022

Call to Order by: Chevelle Teague, Chairperson at 6:48 p.m.
Roll Call by: Sandra Moore

Attended By:

Nouran Barakat	East Orange	Representative
Christine Marrero	Engelwood	Alternate
Jenaiyia Ford	Hal P. Marston	Alternate
Alay Aminb	Millennia Elem	Representative
Niketa Amin	Millennia Elem	Alternate
Dayanara Cruz Diaz	So Orlando YMCA	Representative
Chantal Henry	Southwood	Representative
Cesar Fuenmayor Vargas	Ventura	Treasurer
Chevelle Teague	W/S ELC	Chairperson
Ann Marie Alvarado	CHS	Community Rep
Mitchel Etienne	Past Parent	Community Rep
Vanessa Lewis	BCC Rep	Alternate
Mitchel Etienne	Past Parent	Community Rep
Jacqueline Donaldson-Francois	OCPS	Community Rep

Excused

Saterrica Kingcade	Dillard	Secretary
Aisha Peterson	Callahan	Representative
Brittney Perra	Dover Shores	Vice-Chair
Alyssa St.Hilaire	John Bridges	Representative

Quorum Established

Staff:

Yvette Meade	Main Office
Jean Bellamour	Warehouse
Sandra Moore	Main Office
Sandra Ruff	Main Office
Vidya Deonarine	Main Office
Zhor Elmekali	Pine Hills
Polly Boulter	Hal Marston
Yolanda Soto	Millenia Elementary

Chairperson called for a motion to adopt the agenda with changes to table the Director's Report, Board Agenda Items Update, HR Report, New Business; ACF-IM-HS-22-04

Motion: Cesar Fuenmayor, Ventura, Treasurer

Second: Jacqueline Donaldson-Francois, Community Rep

Motion carried with no objections

Secretary's Report by Sandra Moore reviewed minutes from June 16, 2022

Chairperson called for a motion to accept Secretary's Report

Motion: Mitchel Etienne, Community Representative

Second: AnnMarie Alvarado, Community Representative

Motion carried with no objections

Commissioner's Liaison Report by Vanessa Lewis:

Ms. Lewis brought greeting from Commissioner Siplin. Rental Assistance applications closed on 7/15/22. Home owner assistance up to 50k is available. Ms. Lewis will send the eligibility requirements.

Budget Report by Sandra Ruff, Fiscal Manager and Cesar Fuenmayor, Treasurer

Unit Updates

Education Report by Vidya Deonarine, Curriculum Specialist

Chairperson called for a motion to adjourn the meeting

Motion: Mitchel Etienne, Community Representative

Second: Nouran Barakat, East Orange Representative

Motion carried with no objections

Meeting Adjourned at 7:13 p.m.

**Next Policy Council Meeting
August 19, 2022**

**Orange County Head Start
Policy Council
Meeting: August 18, 2022
Director's Program Information Update**

National Updates

- The Office of Head Start provided information to Head Start programs to share with families regarding the COVID-19 vaccination. Children who are 6 months old and older can now get the COVID-19 vaccines. The Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics recommend that children 6 months of age and older get vaccinated. COVID-19 vaccines lower the chance of getting very sick from the virus. Pfizer and Moderna make COVID-19 vaccines for children. Young children get the same vaccines as older children and adults, but in smaller doses.
- The Administration for Children and Families plans to solicit applications for a new National Early Care and Education Workforce Center. This cooperative agreement will provide \$30 million in funding, over a five-year period, for a joint-research and technical assistance (TA) center with the goal of increasing recruitment and retainment of a diverse, qualified, and effective workforce across early care and education settings and programs.
- The National Head Start Association notified Head Start programs across the U.S. of the work of the House Appropriations Committee and the leadership of Chairwoman Rosa DeLauro and Ranking Member Tom Cole for including a record level of funding for Head Start in the FY23 Labor-Health and Human Services-Education and Related Agencies appropriations bill. The bill provides an increase of \$1.4 billion in Head Start and Early Head Start funding as part of an overall \$34.4 billion in discretionary funding for the Administration for Children and Families.
- The Office of Head Start (OHS) encourages programs to utilize the Information Memorandum (IM) ACF-IM-HS-22-04, Competitive Bonuses for the Head Start Workforce to recruit and retain qualified staff. The IM describes providing competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff. OHS provided other suggestions to utilize funds to enhance and increase the workforce;
 - Improve child care subsidy payment rates to providers,
 - Increase staff wages or provide one-time incentives, such as hiring or retention bonuses.
 - Provide benefits including paid leave, health insurance, child care and retirement benefits.
 - Fund scholarships and time off for training or enrollment in educational coursework, apprenticeships, or other practice-based learning that leads towards a credential or degree.

- Expand shared services models, substitute pools, and family child care networks
- Starting September 2022, The Office of Head Start will resume pre-pandemic practices for tracking and monitoring enrollment. This includes evaluating monthly enrollment reports to determine which programs enter into the Full Enrollment Initiative. Full Enrollment Initiative processes are intended to support grant recipients in establishing deliberate and thoughtful strategies to reach full enrollment. OHS, initial focus will be on grant recipients who are significantly under enrolled, specifically programs serving less than half of their funded enrollment. OHS will also engage other programs with higher rates of enrollment throughout the 2022-23 program year.

Regional

- Region IV Head Start Association will host the Early Head Start (EHS) conference September 2022. Orange County Head Start does not offer EHS therefore no staff will participate.

State

- Erin Smeltzer is the new President & CEO of the Children's Forum. The Children's Forum operates in Tallahassee providing education and support on legislation dealing with children issues.
- The Early Childhood Policy Works Advocacy Fellowship Inaugural class was announced. The Policy Works Advocacy Fellowship help Early Learning professionals learn the best way to engage legislative process. Two persons were selected from Lutheran Services of Florida Head Start. OCHS submitted an application however was not selected.

Local

- Orange County Head Start held three hiring events in conjunction with Orange County Human Resources. The management team selected a total of 15 persons for the position of Teacher, Teacher Assistants and Teacher Aides, 3 Family Service Workers, 2 Sr. Family Service Workers and 1 Contract Administrator. All hiring packets are completed and forwarded to Human Resources for the next phase of the on-boarding process.
- The Lynx bus company kicked off the Orange County Head Start marketing campaign that included a wrapped public transportation bus, marketing materials for the shelters and brochures for the buses. As a result, there has been an increase in the number of applications submitted for services. The ERSEA unit continues to seek innovative methods to engage the public and enroll eligible children.
- Orange County Head Start is working diligently to recruit and enroll eligible families for the 22-23 school year. Based on the number of applications completed, OCHS expects to have funded enrollment by September 30, 2022. The program is seeking additional space for 34 children. The space will be determined by the community assessment.
- During the month of July, Orange County Head Start held Trauma Smart training. At the completion of the training in October, all staff will be certified in Trauma Smart. The

staff completed a survey regarding their yearlong participation in the program. I have listed some of the results below:

- Trauma Smart is supporting my practice in support of children's social emotional learning
 - I am better able to remain calm and supportive when children are in distress- 75%
 - I have gained skills for managing my own affect-74%
 - I have gained skills for supporting the social emotional skills of children-77%
- Trauma Smart is supporting my professional growth.
 - I have gained skills that I can use in the classroom-80%
 - I am becoming a more skillful teacher or staff member-68%
 - I feel I can make a difference-72%
- I believe Trauma Smart is impacting our center in the following ways:
 - Our school has become a better place to work-61% (this is up from 29% at the original measure)
 - Our staff treats one another more respectfully-62% (this is up from 33% at the original measure)

Head Start Budget Summary July 2022

Head Start Budget Summary

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

Child Name		Current Budget 2021-22	October	November	December	January	February	March	April	May	June	July	August	September	Encumbered Amount	Total YTD	Balance	% Budget Used YTD
Administration	7521	1,348,720	49,868	91,951	154,525	94,268	194,978	85,794	91,511	92,746	139,986	92,186	0	0	7,584	1,087,813	253,324	81
Education	7522	11,291,773	439,408	810,229	1,314,536	807,300	859,963	747,144	961,414	799,879	1,130,630	549,293	0	0	170,445	8,419,795	2,701,534	76
USDA Administration	7523	216,843	7,462	10,337	15,058	9,699	16,282	9,739	11,021	9,739	14,646	9,950	0	0	0	113,932	102,911	53
USDA Services	7524	1,257,709	10,260	18,734	91,529	72,035	142,765	60,542	187,003	113,091	64,465	95,474	0	0	217,564	855,899	184,246	85
Training	7525	156,870	833	(87)	28,591	43,137	18,984	2,353	35,242	5,904	1,431	2,611	0	0	0	138,998	17,872	89
Disabilities	7526	402,729	14,850	27,930	47,912	26,841	33,085	30,925	34,435	30,290	43,408	42,432	0	0	17,138	332,108	53,483	87
Health and Dental	7527	459,650	13,051	22,272	31,903	16,183	15,961	16,432	17,044	21,419	31,822	23,656	0	0	0	209,742	249,908	46
PFCE	7528	1,922,774	75,420	140,643	230,728	149,921	140,778	137,293	158,070	159,109	221,039	142,407	0	0	0	1,555,410	367,364	81
Facilities	7534	719,477	9,769	22,116	44,731	24,923	31,882	28,942	29,698	152,716	159,384	30,483	0	0	2,172	534,643	182,662	75
Total		17,776,545	620,921	1,144,126	1,959,513	1,244,307	1,454,678	1,119,163	1,525,436	1,384,894	1,806,810	988,492	0	0	414,902	13,248,339	4,113,304	75
Expense Per Quarter					3,724,559			3,818,148			4,717,140			988,492				
Cost Per Child					2,425			2,486			3,071			644				

Head Start YTD Summary July 2022

Head Start Budget Summary

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

	FY 2022 Current Budget	Encumbered Amount	FY 2022 Total YTD	Balance	% Percent Budget Used YTD
7521- Admin Salary	1,180,526	0	933,922	246,604	79
7522 - Education Salary	10,541,112	0	7,992,163	2,548,949	76
7523 - USDA Admin Salary	203,721	0	106,845	96,876	52
7524 - USDA Services Salary	272,609	0	199,868	72,741	73
7526 - Disability Salary	336,236	0	286,008	50,228	85
7527 - Health Salary	435,920	0	194,235	241,685	45
7528 - PFCE Salary	1,868,600	0	1,512,390	356,210	81
7534 - Facilities Salary	263,330	0	205,935	57,395	78
Total Salary	15,102,054	0	11,431,366	3,670,688	76
7521 - Admin	168,194	7,584	153,890	6,720	96
7522 - Education	750,661	170,445	427,632	152,585	80
7523 - USDA Admin	13,122	0	7,087	6,035	54
7524 - USDA Services	985,100	217,564	656,030	111,506	89
7525 - Training	156,870	0	138,998	17,872	89
7526 - Disability	66,493	17,138	46,100	3,255	95
7527 - Health	23,730	0	15,507	8,223	65
7528 - PFC	54,174	0	43,020	11,154	79
7534 - Facilities	456,147	2,172	328,708	125,267	73
Total Non-Salary	2,674,491	414,902	1,816,973	442,616	83
Grand Total	17,776,545	414,902	13,248,339	4,113,304	77

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 0001 DEPT: 062 UNIT: 7529 : H.S. GENERAL FUND: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	HZE	REGULAR SALARIES and WAGES	280,597	12,490	22,779	34,169	22,779	22,779	22,779	22,779	22,779	34,169	21,746	0	0	0	239,249	41,348	85
2110	HZE	FICA TAXES	21,464	915	1,669	2,503	1,662	1,662	1,662	1,662	1,662	2,493	1,583	0	0	0	17,472	3,992	81
2120	HZE	RETIREMENT CONTRIBUTION	29,912	1,351	2,465	3,697	2,465	2,465	2,465	2,465	2,465	3,821	2,590	0	0	0	26,248	3,664	88
2130	HZE	LIFE and HEALTH INSURANCE	92,400	2,937	5,341	8,112	5,558	5,658	5,658	5,658	5,658	8,487	5,658	0	0	0	58,727	33,673	64
2131	HZE	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2150	HZE	UNEMPLOYMENT COMPENSATION	500	0	0	0	0	0	3,101	0	159	0	0	0	0	0	3,260	(2,760)	652
		TOTAL SALARIES	424,673	17,894	32,254	48,481	32,484	32,584	35,665	32,564	32,724	48,970	31,577	0	0	0	344,957	79,916	81
3167	HZE	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	1,000	0	0	0	0	0	0	0	100	0	0	0	0	0	100	900	10
3197	HZE	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	22,800	0	0	0	0	0	0	11,140	0	0	0	0	0	11,140	11,140	520	98
3810	HZE	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	1	0	(15,668)	15,668	0	0	0	0	0	0	0	0	0	0	0	1	0
4110	HZE	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4115	HZE	MISCELLANEOUS OPERATING SUPPLIES	500	0	0	300	0	1,739	0	0	0	0	0	0	0	0	2,039	(1,539)	408
4123	HZE	EQUIPMENT LESS THAN \$1000	50	0	0	0	0	0	0	0	0	0	1,639	0	0	0	1,639	(1,589)	3,277
4135	HZE	FOOD and DIETARY	2,193	0	0	0	0	0	0	0	22	0	0	0	0	910	22	1,261	43
4482	HZE	SELF INS-PROP CASUALTY	283	0	0	283	0	0	0	0	0	0	0	0	0	0	283	0	100
6420	HZE	ROLLING STOCK	24,000	0	0	0	0	0	0	0	0	0	0	0	0	23,877	0	123	99
6438	HZE	COMPUTER EQUIPMENT > \$500	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
			51,827	0	(15,668)	16,251	0	1,739	0	11,140	122	0	1,639	0	0	35,927	15,222	678	99
			476,700	17,894	16,586	64,732	32,484	34,303	35,665	43,704	32,845	48,970	33,216	0	0	35,927	360,179	80,594	83

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7521 : H.S. ADMIN: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FA	REGULAR SALARIES and WAGES	790,753	33,251	60,926	91,474	60,855	56,487	56,565	57,219	59,742	86,538	56,377	0	0	0	621,433	169,320	79
1130	4FA	OTHER SALARIES and WAGES	5,000	1,939	4,598	6,237	4,516	3,266	2,142	1,022	2,218	5,227	4,535	0	0	0	35,718	(30,718)	714
1140	4FA	OVERTIME	2,764	94	600	539	414	116	215	290	403	1,002	873	0	0	0	4,545	(1,781)	164
2110	4FA	FICA TAXES	60,493	2,547	4,782	7,102	4,798	4,491	4,275	4,245	4,519	6,747	4,494	0	0	0	48,000	12,493	79
2120	4FA	RETIREMENT CONTRIBUTION	84,294	3,606	6,657	9,955	6,618	6,181	6,144	6,222	6,239	9,795	6,818	0	0	0	68,235	16,059	81
2130	4FA	LIFE and HEALTH INSURANCE	231,000	7,749	14,089	21,283	14,719	14,128	14,128	14,128	14,128	21,192	14,128	0	0	0	149,683	81,317	65
2131	4FA	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FA	PAYMENTS TO OPEB TRUST	6,222	0	0	0	0	0	0	6,308	0	0	0	0	0	0	6,308	(86)	101
		TOTAL SALARY	1,180,526	40,185	91,662	136,599	91,920	86,689	83,486	80,433	87,249	130,502	87,225	0	0	0	933,922	248,604	79
3125	4FB	INDIRECT COSTS	106,329	0	0	0	0	106,329	0	0	0	0	0	0	0	0	106,329	0	100
3179	4FC	CONTRACT SVC EMPLOY AGENT	10,000	683	0	0	342	0	0	0	2,765	1,728	2,622	0	0	2,561	8,139	(700)	107
3410	4FC	LOCAL TRAVEL	2,000	0	299	0	183	484	39	392	0	171	151	0	0	0	1,719	281	86
3510	4FC	POSTAGE and MESSENGER SVCS	250	0	0	0	0	0	0	27	109	81	0	0	0	0	217	33	87
3530	4FC	TOLL CHARGES	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	0
3610	4FC	RENTAL OF EQUIPMENT	4,000	0	0	110	471	236	0	0	0	0	0	0	0	2,072	817	1,112	72
3720	4FC	COMMUNICATIONS	2,700	0	0	604	325	604	1,178	0	603	563	1,268	0	0	0	5,145	(2,445)	191
3820	4FC	MAINTENANCE OF EQUIPMENT	3,500	0	0	0	743	522	0	1,165	812	552	0	0	0	2,951	3,793	(3,245)	193
3910	4FC	GRAPHIC REPROD SVCS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4010	4FC	DUES and MEMBERSHIPS	16,000	0	0	0	0	0	0	0	0	3,899	0	0	0	0	3,899	12,101	24
4020	4FC	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4110	4FC	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	4,000	0	0	2,520	185	115	554	124	315	525	259	0	0	0	4,598	(598)	115
4115	4FC	MISCELLANEOUS OPERATING SUPPLIES	2,000	0	0	85	74	0	104	0	68	402	345	0	0	0	1,079	921	54
4121	4FC	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	0	0	0	0	23	21	0	0	0	0	44	6	88
4123	4FC	EQUIPMENT LESS THAN \$1000	50	0	0	42	0	0	450	370	802	146	36	0	0	0	1,846	(1,796)	3,691
4412	4FC	PROMOTIONAL EXPENSES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4418	4FC	EDUCATIONAL ASSISTANCE PROGRAM	500	0	0	0	0	0	0	0	0	1,250	0	0	0	0	1,250	(750)	250
4422	4FC	SCHOLARSHIPS, AWARDS, BENEF	1,500	0	0	0	25	0	0	0	0	146	280	0	0	0	452	1,048	30
4482	4FC	SELF INS-PROP CASUALTY	14,565	0	0	14,565	0	0	0	0	0	0	0	0	0	0	14,565	0	100
		TOTAL OPERATIONS	168,194	683	299	17,926	2,348	106,289	2,325	2,078	5,497	9,484	4,961	0	0	7,564	153,090	6,720	96
		TOTAL UNIT 7521	1,348,720	40,868	91,951	154,525	94,268	194,978	85,794	91,511	92,746	130,986	92,186	0	0	7,564	1,087,813	253,324	81

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7522 : H.S. SERVICES: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FE	REGULAR SALARIES and WAGES	6,710,006	302,284	543,818	759,711	513,490	542,828	470,404	540,067	504,823	731,380	310,302	0	0	0	5,219,083	1,490,923	78
1130	4FE	OTHER SALARIES and WAGES	10,000	1,850	3,227	4,240	2,910	6,293	5,429	7,363	7,218	4,802	1,884	0	0	0	44,996	(34,996)	450
1140	4FE	OVERTIME	5,000	987	11,957	20,168	4,574	17,149	10,631	21,940	19,891	8,049	382	0	0	0	115,706	(110,706)	2,314
2110	4FE	FICA TAXES	513,315	22,171	40,790	57,284	39,036	41,406	35,434	41,660	38,847	54,158	22,147	0	0	0	392,933	120,382	77
2120	4FE	RETIREMENT CONTRIBUTION	715,287	32,099	60,349	85,673	57,229	61,985	53,065	62,002	57,247	82,897	37,606	0	0	0	590,153	125,134	83
2130	4FE	LIFE and HEALTH INSURANCE	2,502,038	80,217	146,384	203,176	166,100	154,844	141,383	152,043	140,924	225,408	149,233	0	0	0	1,558,511	942,527	62
2131	4FE	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FE	PAYMENTS TO OPEB TRUST	85,466	0	0	0	0	0	0	69,781	0	0	0	0	0	0	69,781	15,685	82
		TOTAL SALARIES	10,541,112	439,408	800,523	1,130,249	783,338	824,305	716,340	894,858	788,950	1,106,674	621,514	0	0	0	7,992,163	2,548,949	78
3192	4FF	SOFTWARE LICENSING SUPPORT FEE	53,000	0	0	0	0	0	0	27,640	0	0	0	0	0	0	25,218	27,640	100
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	1,000	0	0	0	150	0	0	0	300	600	0	0	0	0	1,050	(50)	105
3350	4FF	OTHER INSURANCE and BONDS	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
3410	4FF	LOCAL TRAVEL	9,000	0	1,553	94	1,413	995	28	1,882	11	966	1,030	0	0	0	7,971	1,029	89
3530	4FF	TOLL CHARGES	2,000	0	76	135	174	102	254	212	154	167	234	0	0	0	1,507	493	75
3610	4FF	RENTAL OF EQUIPMENT	83,000	0	1,343	3,704	3,680	8,067	1,178	0	0	0	0	0	0	30,550	17,972	14,478	77
3720	4FF	COMMUNICATIONS	30,000	0	657	2,440	1,926	4,457	311	1,638	1,677	2,860	0	0	0	0	18,430	11,570	61
3820	4FF	MAINTENANCE OF EQUIPMENT	32,000	0	77	316	2,068	3,171	654	3,894	2,670	2,308	2,519	0	0	13,966	17,876	358	99
3910	4FF	GRAPHIC REPROD SVCS	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
4020	4FF	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	3,000	0	0	0	0	1,476	0	1,790	0	2,693	794	0	0	0	6,753	(3,753)	225
4040	4FF	LICENSE AND CERTIFICATION FEES	6,000	0	0	0	0	0	525	375	1,805	425	1,250	0	0	0	4,380	1,620	73
4110	4FF	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	17,000	0	0	0	0	0	2,390	2,617	0	52	0	0	0	0	5,060	11,940	30
4115	4FF	MISCELLANEOUS OPERATING SUPPLIES	58,000	0	0	1,078	107	199	35	1,477	6,983	5,795	4,572	0	0	31,741	20,244	6,015	90
4116	4FF	EVENT/MEAL REIMBURSEMENTS	5,500	0	0	1,500	178	59	0	0	2,237	175	474	0	0	0	4,624	876	84
		COMPUTER EQUIPMENT LESS THAN \$500	1,000	0	0	27	662	0	32	239	40	0	138	0	0	0	1,138	(138)	114
4123	4FF	EQUIPMENT LESS THAN \$1000	11,150	0	0	87	277	0	673	2,136	419	1,179	1,250	0	0	11,439	6,023	(6,312)	157
4135	4FF	FOOD and DIETARY	272,847	0	0	12,452	12,457	17,747	20,572	23,963	14,203	6,099	12,757	0	0	57,530	120,269	95,048	65
4195	4FF	MISC SUPPLIES OR EXPENSES	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
4412	4FF	PROMOTIONAL EXPENSES	1,500	0	0	0	0	0	0	0	136	0	0	0	0	0	136	1,364	9
4418	4FF	EDUCATIONAL ASSISTANCE PROGRAM	4,000	0	0	0	333	1,916	0	0	333	0	0	0	0	0	2,583	1,417	65
4450	4FF	PARENT ACTIVITY FUND	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4452	4FN	FIELD TRIPS-HEAD START	15,360	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,360	0
4482	4FG	SELF INS-PROP CASUALTY	162,454	0	0	162,454	0	0	0	0	0	0	0	0	0	0	162,454	0	100
6410	4FJ	EQUIPMENT	2,000	0	0	0	0	0	0	0	0	1,821	(99)	0	0	0	1,722	278	86
8120	4FF	AID TO OTHER GOVT AGENCIES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
			750,661	0	3,708	184,287	23,982	35,658	30,798	66,558	30,929	23,856	27,778	0	0	170,445	427,632	152,585	80
			11,291,773	439,408	810,229	1,314,338	887,305	858,963	747,144	981,414	788,879	1,130,630	648,293	0	0	176,445	8,418,798	2,761,834	78

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7402 DEPT: 062 UNIT: 7523 : USDA ADMIN: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	D AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FQ	REGULAR SALARIES and WAGES	130,482	5,281	7,171	10,337	6,891	6,891	6,891	6,891	6,891	10,337	6,891	0	0	0	74,473	56,009	57
1140	4FQ	OVERTIME	1,500	0	16	0	0	0	0	0	0	0	114	0	0	0	130	1,370	9
2110	4FQ	FICA TAXES	9,981	394	532	768	513	513	513	513	513	769	521	0	0	0	5,547	4,434	56
2120	4FQ	RETIREMENT CONTRIBUTION	13,909	571	763	1,118	746	746	746	746	746	1,156	834	0	0	0	8,171	5,738	59
2130	4FQ	LIFE and HEALTH INSURANCE	46,200	1,215	1,855	2,291	1,550	1,590	1,590	1,590	1,590	2,384	1,590	0	0	0	17,242	28,958	37
2200	4FQ	PAYMENTS TO OPEB TRUST	1,649	0	0	0	0	0	0	1,282	0	0	0	0	0	0	1,282	367	78
		TOTAL SALARIES	203,721	7,462	10,337	14,514	9,699	9,739	9,739	11,021	9,739	14,646	9,950	0	0	0	106,845	96,876	52
3125	4FP	INDIRECT COSTS	6,543	0	0	0	0	6,543	0	0	0	0	0	0	0	0	6,543	0	100
3410	4FR	LOCAL TRAVEL	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
3530	4FR	TOLL CHARGES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
3820	4FR	MAINTENANCE OF EQUIPMENT	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4110	4FR	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	4,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,100	0
4418	4FR	EDUCATIONAL ASSISTANCE PROGRAM	835	0	0	0	0	0	0	0	0	0	0	0	0	0	0	835	0
4482	4FS	SELF INS-PROP CASUALTY	544	0	0	544	0	0	0	0	0	0	0	0	0	0	544	0	100
		TOTAL OPERATIONS	13,122	0	0	544	0	6,543	0	0	0	0	0	0	0	0	7,087	6,035	54
		TOTAL UNIT 7523	216,843	7,462	10,337	15,058	9,699	16,282	9,739	11,021	9,739	14,646	9,950	0	0	0	113,932	102,911	53

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7402 DEPT: 062 UNIT: 7524 : USDA SERVICES: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FT	REGULAR SALARIES and WAGES	149,110	6,583	12,036	18,054	12,281	12,036	10,086	11,965	12,036	18,058	9,361	0	0	0	122,496	26,614	82
1130	4FT	OTHER SALARIES and WAGES	0	0	0	1,067	743	0	0	0	0	0	0	0	0	0	1,809	(1,809)	0
1140	4FT	OVERTIME	500	0	0	0	54	26	3	85	0	0	0	0	0	0	168	332	34
2110	4FT	FICA TAXES	11,407	468	857	1,367	933	855	745	854	853	1,280	648	0	0	0	8,860	2,547	78
2120	4FT	RETIREMENT CONTRIBUTION	15,895	712	1,302	1,953	1,312	1,305	1,092	1,304	1,302	2,019	1,115	0	0	0	13,417	2,478	84
2130	4FT	LIFE and HEALTH INSURANCE	92,400	2,496	4,539	6,928	4,689	4,809	4,809	4,809	4,809	7,214	4,809	0	0	0	49,914	42,486	54
2131	4FT	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FT	PAYMENTS TO OPEB TRUST	3,297	0	0	0	0	0	0	3,204	0	0	0	0	0	0	3,204	93	97
		TOTAL SALARIES	272,809	10,260	18,734	29,369	20,011	19,032	16,734	22,222	19,001	28,571	15,934	0	0	0	199,868	72,741	73
3170	4FU	JANITORIAL SVC and SUPPLY	1,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	0
4110	4FU	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4115	4FU	MISCELLANEOUS OPERATING SUPPLIES	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
4123	4FU	EQUIPMENT LESS THAN \$1000	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4130	4FU	HOUSEHOLD AND KITCHEN SUPPLIES	3,300	0	0	0	427	0	0	0	0	0	0	0	0	0	427	2,873	13
4135	4FU	FOODandDIETARY	975,163	0	0	58,573	51,597	123,733	43,809	164,781	94,090	35,893	79,541	0	0	217,564	652,017	105,582	89
4482	4FS	SELF INS-PROP CASUALTY	3,587	0	0	3,587	0	0	0	0	0	0	0	0	0	0	3,587	0	100
		TOTAL OPERATIONS	985,100	0	0	62,160	52,024	123,733	43,809	164,781	94,090	35,893	79,541	0	0	217,564	656,030	111,506	89
		TOTAL UNIT 7524	1,257,769	10,260	18,734	91,529	72,035	142,765	60,542	187,003	113,091	64,465	95,474	0	0	217,564	855,899	184,246	85

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7525 : H.S. TRAINING: 83% OF FY ELAPSED																			
OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3185	4FH	CONTRACT SVC-TRAINING	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50,000	0
		CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	2,000	0	0	1,125	1,125	0	0	0	0	0	0	0	0	0	2,250	(250)	113
3410	4FH	LOCAL TRAVEL	2,000	0	0	0	0	1,033	(63)	96	0	0	0	0	0	0	1,066	934	53
3420	4FH	OUT OF COUNTY TRAVEL	36,000	833	(87)	3,403	4,117	3,060	3,740	6,201	1,206	947	2,611	0	0	0	26,031	9,969	72
3610	4FH	RENTAL OF EQUIPMENT	2,000	0	0	478	478	0	0	0	0	0	0	0	0	0	956	1,044	48
3620	4FH	LEASES-BUILDINGS/STRUCTURES	3,370	0	0	1,340	670	0	0	0	0	0	0	0	0	0	2,010	1,360	60
3910	4FH	GRAPHIC REPROD SVCS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4020	4FH	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
4030	4FH	TRAINING AND EDUCATIONAL COST	38,000	0	0	22,245	36,747	14,891	(1,424)	29,019	4,698	0	0	0	0	0	106,176	(68,176)	279
4040	4FH	LICENSE AND CERTIFICATION FEES	3,500	0	0	0	0	0	100	(75)	0	(75)	0	0	0	0	(50)	3,550	(1)
4110	4FH	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
4115	4FH	MISCELLANEOUS OPERATING SUPPLIES	4,000	0	0	0	0	0	0	0	0	559	0	0	0	0	559	3,441	14
4116	4FH	EVENT/MEAL REIMBURSEMENTS	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,500	0
4418	4FH	EDUCATIONAL ASSISTANCE PROGRAM	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0
		TOTAL OPERATIONS	156,870	833	(87)	28,591	43,137	18,984	2,353	35,242	5,904	1,431	2,611	0	0	0	138,988	17,872	88
		TOTAL UNIT 7525	156,870	833	(87)	28,591	43,137	18,984	2,353	35,242	5,904	1,431	2,611	0	0	0	138,988	17,872	88

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7526 : H.S. DISABILITY: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FI	REGULAR SALARIES and WAGES	230,307	10,309	19,157	28,202	18,802	18,802	18,571	19,206	19,205	28,904	19,560	0	0	0	200,717	29,590	87
1140	4FI	OVERTIME	500	0	89	0	0	0	19	97	114	27	206	0	0	0	551	(51)	110
2110	4FI	FICA TAXES	17,618	704	1,319	1,927	1,323	1,323	1,307	1,361	1,363	2,040	1,397	0	0	0	14,065	3,553	80
2120	4FI	RETIREMENT CONTRIBUTION	24,551	1,115	2,044	3,051	2,034	2,034	2,011	2,089	2,090	3,235	2,312	0	0	0	22,017	2,534	90
2130	4FI	LIFE and HEALTH INSURANCE	61,600	2,721	4,948	7,522	4,165	4,265	4,265	4,266	4,266	6,398	4,266	0	0	0	47,081	14,519	76
2131	4FI	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FI	PAYMENTS TO OPEB TRUST	1,660	0	0	0	0	0	0	1,578	0	0	0	0	0	0	1,578	82	95
		TOTAL SALARIES	336,236	14,850	27,557	40,703	26,324	26,424	26,172	28,697	27,037	40,805	27,740	0	0	0	286,008	50,228	85
3195	4FK	CONTRACT SERVICES MEDICAL	40,000	0	125	400	225	6,144	4,522	5,160	3,138	1,463	14,199	0	0	17,138	35,374	(12,512)	131
3410	4FK	LOCAL TRAVEL	1,700	0	249	0	170	394	0	648	0	283	259	0	0	0	2,002	(302)	118
3530	4FK	TOLL CHARGES	150	0	0	0	7	8	0	31	0	2	4	0	0	0	53	97	35
3720	4FK	COMMUNICATIONS	2,400	0	0	115	115	115	231	0	115	115	231	0	0	0	1,039	1,361	43
4020	4FK	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	1,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500	0
4040	4FK	LICENSE AND CERTIFICATION FEES	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4110	4FK	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	3,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	0
4115	4FK	MISCELLANEOUS OPERATING SUPPLIES	10,000	0	0	0	0	0	0	0	0	940	0	0	0	0	940	9,060	9
4121	4FK	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4418	4FK	EDUCATIONAL ASSISTANCE PROGRAM	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4482	4FG	SELF INS-PROP CASUALTY	6,693	0	0	6,693	0	0	0	0	0	0	0	0	0	0	6,693	0	100
		TOTAL OPERATIONS	66,493	0	374	7,208	518	6,661	4,753	5,838	3,253	2,803	14,692	0	0	17,138	46,100	3,255	95
		TOTAL UNIT 7526	462,726	14,850	27,930	47,912	26,841	33,085	30,925	34,435	30,290	43,406	42,432	0	0	17,138	332,106	53,483	87

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7527 : H.S. CHILD HEALTH AND DEVELOPMENT: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FV	REGULAR SALARIES and WAGES	288,530	9,542	17,017	16,951	10,483	10,460	10,370	10,601	11,653	21,792	15,085	0	0	0	133,953	154,577	46
1140	4FV	OVERTIME	500	10	74	124	0	64	75	0	62	0	156	0	0	0	564	(64)	113
2110	4FV	FICA TAXES	22,073	689	1,208	1,199	726	729	723	735	820	1,543	1,079	0	0	0	9,452	12,621	43
2120	4FV	RETIREMENT CONTRIBUTION	30,757	1,034	1,439	1,847	1,134	1,139	1,130	1,147	1,267	2,438	1,815	0	0	0	14,390	16,367	47
2130	4FV	LIFE and HEALTH INSURANCE	92,400	1,777	2,481	3,741	3,330	3,350	3,350	3,350	3,350	5,822	4,144	0	0	0	34,693	57,707	38
2131	4FV	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FV	PAYMENTS TO OPEB TRUST	1,660	0	0	0	0	0	0	1,183	0	0	0	0	0	0	1,183	477	71
		TOTAL SALARIES	435,920	13,051	22,218	23,662	15,673	15,742	15,648	17,015	17,152	31,594	22,279	0	0	0	194,235	241,885	45
3179	4FW	CONTRACT SVC EMPLOY AGENT	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
3195	4FW	CONTRACT SERVICES MEDICAL	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
3410	4FW	LOCAL TRAVEL	500	0	54	0	0	58	0	28	0	66	0	0	0	0	207	293	41
3530	4FW	TOLL CHARGES	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
3720	4FW	COMMUNICATIONS	2,000	0	0	161	185	161	322	0	161	161	371	0	0	0	1,521	479	76
		BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	0
4110	4FW	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500	0	0	0	65	0	462	0	0	0	983	0	0	0	1,510	(10)	101
4115	4FW	MISCELLANEOUS OPERATING SUPPLIES	3,000	0	0	0	0	0	0	0	4,106	0	23	0	0	0	4,129	(1,129)	138
4121	4FW	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4123	4FW	EQUIPMENT LESS THAN \$1000	3,000	0	0	0	260	0	0	0	0	0	0	0	0	0	260	2,740	9
4143	4FW	MED and SURG SUPPLIES	4,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,100	0
4418	4FW	EDUCATIONAL ASSISTANCE PROGRAM	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4482	4FG	SELF INS-PROP CASUALTY	7,880	0	0	7,880	0	0	0	0	0	0	0	0	0	0	7,880	0	100
		TOTAL OPERATIONS	23,730	0	54	8,041	511	219	783	28	4,267	227	1,377	0	0	0	15,507	8,223	65
		TOTAL UNIT 7527	459,650	13,051	22,272	31,903	16,183	16,961	16,432	17,044	21,419	31,822	23,656	0	0	0	209,742	249,908	46

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7528 : H.S. PARENT FAMILY COMMUNITY ENGAGEMENT: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FX	REGULAR SALARIES and WAGES	1,231,146	50,329	94,257	142,050	101,909	89,944	88,369	94,520	98,520	146,113	93,470	0	0	0	999,481	231,665	81
1130	4FX	OTHER SALARIES and WAGES	10,000	2,784	2,740	3,748	1,489	5,105	3,642	2,472	2,345	3,474	623	0	0	0	28,421	(18,421)	284
1140	4FX	OVERTIME	5,000	44	501	148	113	130	449	4,471	4,090	3,328	3,109	0	0	0	16,384	(11,384)	328
2110	4FX	FICA TAXES	94,183	3,847	7,131	10,637	7,639	6,907	6,705	7,399	7,650	11,175	7,091	0	0	0	76,182	18,001	81
2120	4FX	RETIREMENT CONTRIBUTION	131,240	5,679	11,069	16,595	9,719	10,567	10,372	11,543	11,509	17,900	12,212	0	0	0	117,165	14,075	89
2130	4FX	LIFE and HEALTH INSURANCE	385,000	12,737	24,861	37,436	27,014	25,374	25,378	25,475	24,781	36,432	23,641	0	0	0	262,929	122,071	68
2131	4FX	HSA/FSA CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2200	4FX	PAYMENTS TO OPEB TRUST	12,031	0	0	0	0	0	0	11,827	0	0	0	0	0	0	11,827	204	98
		TOTAL SALARIES	1,868,600	75,420	140,359	210,813	147,883	136,027	134,915	157,708	148,898	218,423	140,146	0	0	0	1,512,390	356,210	81
3410	4FY	LOCAL TRAVEL	3,000	0	280	8	337	418	80	375	0	207	171	0	0	0	1,876	1,124	63
3530	4FY	TOLL CHARGES	100	0	5	0	4	5	0	11	0	0	0	0	0	0	23	77	23
3720	4FY	COMMUNICATIONS	3,600	0	0	857	1,135	1,225	2,140	0	1,046	1,045	2,090	0	0	0	9,537	(5,937)	265
4020	4FY	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
4110	4FY	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	7,000	0	0	0	0	690	158	(23)	1,997	223	0	0	0	0	3,045	3,955	44
4115	4FY	MISCELLANEOUS OPERATING SUPPLIES	500	0	0	92	396	221	0	0	170	1,141	0	0	0	0	2,019	(1,519)	404
4121	4FY	COMPUTER EQUIPMENT LESS THAN \$500	50	0	0	0	35	0	0	0	161	0	0	0	0	0	196	(146)	391
4123	4FY	EQUIPMENT LESS THAN \$1000	500	0	0	0	132	193	0	0	484	0	0	0	0	0	810	(310)	162
4412	4FY	PROMOTIONAL EXPENSES	7,000	0	0	0	0	0	0	0	6,356	0	0	0	0	0	6,356	644	91
4418	4FY	EDUCATIONAL ASSISTANCE PROGRAM	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,000	0
4450	4FY	PARENT ACTIVITY FUND	9,216	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,216	0
4482	4FG	SELF INS-PROP CASUALTY	19,158	0	0	19,158	0	0	0	0	0	0	0	0	0	0	19,158	0	100
		TOTAL OPERATIONS	54,174	0	285	20,115	2,038	2,751	2,378	383	10,213	2,816	2,281	0	0	0	43,020	11,154	79
		TOTAL UNIT 7528	1,922,774	75,420	140,643	230,728	149,921	140,778	137,293	158,070	159,109	221,938	142,467	0	0	0	1,555,410	367,364	81

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7002 DEPT: 062 UNIT: 7534 : H.S. FACILITIES: 83% OF FY ELAPSED

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
1120	4FL	REGULAR SALARIES and WAGES	156,428	6,268	11,898	17,896	12,013	12,938	11,900	11,900	11,902	17,846	11,922	0	0	0	126,482	29,946	81
1130	4FL	OTHER SALARIES and WAGES	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0
1140	4FL	OVERTIME	5,000	48	72	178	69	1,812	362	297	472	248	235	0	0	0	3,792	1,208	76
2110	4FL	FICA TAXES	11,967	438	834	1,260	823	1,027	837	832	846	1,233	829	0	0	0	8,961	3,006	75
2120	4FL	RETIREMENT CONTRIBUTION	16,675	683	1,295	1,956	1,307	1,596	1,327	1,320	1,339	2,025	1,448	0	0	0	14,296	2,379	86
2130	4FL	LIFE and HEALTH INSURANCE	61,600	2,331	4,240	6,420	4,993	5,053	5,053	5,053	5,053	7,579	5,053	0	0	0	50,828	10,772	83
2200	4FL	PAYMENTS TO OPEB TRUST	1,660	0	0	0	0	0	0	1,577	0	0	0	0	0	0	1,577	83	95
		TOTAL SALARIES	263,330	9,769	18,339	27,710	19,205	22,426	19,478	20,978	19,611	26,931	19,487	0	0	0	206,935	57,395	78
3167	4FM	PAYMENTS TO OTHER GOVERNMENTAL AGENCIES	11,000	0	0	1,359	1,578	3,736	1,527	849	651	220	675	0	0	2,172	10,594	(1,766)	116
3170	4FM	JANITORIAL SVC and SUPPLY	10,000	0	1,295	1,295	648	648	648	648	648	648	648	0	0	0	7,125	2,875	71
3179	4FM	CONTRACT SVC EMPLOY AGENT	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	0
3197	4FM	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	5,000	0	0	2,100	0	0	0	0	0	0	0	0	0	0	2,100	2,900	42
3350	4FM	OTHER INSURANCE and BONDS	10,000	0	0	5,458	0	0	0	0	0	0	0	0	0	0	5,458	4,542	55
3410	4FM	LOCAL TRAVEL	800	0	0	0	36	0	0	0	0	0	0	0	0	0	36	764	5
3520	4FM	MOVING EXPENSE-CO ASSETS	7,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	0
3530	4FM	TOLL CHARGES	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0
3610	4FM	RENTAL OF EQUIPMENT	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0
3620	4FM	LEASES-BUILDINGS/STRUCTURES	300,000	0	125	125	63	63	63	63	126,370	125,970	63	0	0	0	252,904	47,096	84
3710	4FM	UTILITIES	25,000	0	1,679	3,282	2,661	2,337	3,490	3,193	3,024	2,848	4,012	0	0	0	26,526	(1,526)	106
3720	4FM	COMMUNICATIONS	4,800	0	0	191	151	191	381	0	191	191	381	0	0	0	1,676	3,124	35
3810	4FM	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	30,000	0	678	785	360	1,109	339	926	339	497	586	0	0	0	5,618	24,382	19
3820	4FM	MAINTENANCE OF EQUIPMENT	3,000	0	0	196	0	98	0	0	0	0	106	0	0	0	400	2,600	13
3825	4FD	INTERNAL FLEET MANAGEMENT CHARGES	21,797	0	0	2,104	0	1,274	1,935	2,327	0	1,086	1,325	0	0	0	10,051	11,746	46
3910	4FM	GRAPHIC REPROD SVCS	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
4110	4FM	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	1,500	0	0	0	88	0	30	0	0	0	0	0	0	0	118	1,382	8
4115	4FM	MISCELLANEOUS OPERATING SUPPLIES	7,000	0	0	36	41	0	1,052	398	1,882	(1,781)	3,201	0	0	0	4,850	2,150	69
4123	4FM	EQUIPMENT LESS THAN \$1000	5,000	0	0	0	0	0	0	299	0	732	0	0	0	0	1,031	3,969	21
4126	4FM	TOOLS and SMALL IMPLEMENTS	5,000	0	0	15	70	0	0	17	0	23	0	0	0	0	125	4,875	3
4175	4FM	CLOTHING AND WEARING APPAREL	200	0	0	75	22	0	0	0	0	0	0	0	0	0	97	103	48
4195	4FM	MISC SUPPLIES OR EXPENSES	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	0
		TOTAL OPERATIONS	456,147	0	3,777	17,021	5,717	9,456	9,464	8,719	133,105	130,453	10,996	0	0	2,172	328,708	125,257	73
		TOTAL UNIT 7534	718,477	9,769	22,116	44,731	24,923	31,882	28,942	29,698	152,716	150,384	30,483	0	0	2,172	534,643	182,662	75

COMMUNITY AND FAMILY SERVICES THROUGH JULY 31, 2022: FUND: 7046 DEPT: 062 UNIT: 7535 : H.S. DISASTER & RECOVERY

OBJECT	APPR	OBJECT NAME	CURRENT BUDGET	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	PRE-ENCUMBERED AMOUNT	ENCUMBERED AMOUNT	TOTAL YTD	BALANCE	% BUDGET USED YTD
3125	2GA	INDIRECT COSTS	333,100	0	0	0	0	4,155	0	0	1,739	0	0	0	0	0	0	5,894	327,206	2
3170	2GB	JANITORIAL SVC and SUPPLY	10,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,500	0
3197	2GB	CONTRACTUAL SERVICES NOT OTHERWISE SPECIFIED	15,770	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,770	0
3420	2GB	OUT OF COUNTY TRAVEL	34,266	0	0	0	0	0	2,694	3,043	3,035	37	1,323	0	0	0	0	10,132	24,134	30
3810	2GB	MAINTENANCE OF BUILDINGS, IMPROVEMENTS, AND GROUNDS	990,176	0	0	0	0	0	0	0	0	0	0	0	0	216,623	0	0	773,553	22
4020	2GB	BOOKS, COMPACT DISKS, VIDEOS, AND SUBSCRIPTIONS	6,437	0	0	0	0	0	0	0	0	0	0	0	0	0	249	0	6,188	4
4030	2GB	TRAINING AND EDUCATIONAL COST	120,034	0	0	0	19,467	0	1,300	29,200	10,888	0	9,733	0	0	0	19,467	70,588	29,979	75
4040	2GB	LICENSE AND CERTIFICATION FEES	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0
4110	2GB	OFFICE SUPPLIES (NOT INCLUDING PRINTING)	24,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24,000	0
4115	2GB	MISCELLANEOUS OPERATING SUPPLIES	53,762	0	0	0	0	0	0	0	0	0	0	0	0	0	18,138	0	35,624	34
4120	2GB	SOFTWARE < \$1000	16,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,000	0
4123	2GB	EQUIPMENT LESS THAN \$1000	52,000	0	0	0	0	0	0	0	0	0	629	0	0	0	46,275	629	5,096	90
4143	2GB	MED and SURG SUPPLIES	12,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,500	0
6310	2GC	STRUCT and FAC OTH TH BLDGS	400,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	400,000	0
6410	2GC	EQUIPMENT	46,000	0	0	0	9,997	0	0	0	0	0	0	0	0	0	0	9,997	36,003	22
6420	2GC	ROLLING STOCK	7,358	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,358	0
TOTAL OPERATIONS			2,123,903	0	0	0	29,464	4,155	3,994	32,243	15,963	37	11,685	0	0	216,623	84,128	97,241	1,725,911	19
TOTAL UNIT 7535			2,123,903	0	0	0	29,464	4,155	3,994	32,243	15,963	37	11,685	0	0	216,623	84,128	97,241	1,725,911	19

HEAD START MONTHLY PURCHASE CARD REPORT FOR JULY, 2021:

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	13.94	7002	062	7522	4115
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	7/6/2022	7/7/2022	64.99	7002	062	7528	4123
CLAYTON, AMANDA	LOVE AND LOGIC	7/11/2022	7/12/2022	5,391.00	5872	062	8153	4450
CLAYTON, AMANDA	FAMILY DEVELOPMENT RESOUR	7/11/2022	7/13/2022	8,231.80	5872	062	8153	4450
CLAYTON, AMANDA	OFFICE DEPOT	7/12/2022	7/14/2022	15.38	7002	062	7528	4110
CLAYTON, AMANDA	VISTAPRINT	7/13/2022	7/14/2022	3,104.49	5872	062	8153	4115
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	7/13/2022	7/15/2022	137.75	7002	062	7528	4110
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	7/13/2022	7/15/2022	64.95	7002	062	7528	4110
CLAYTON, AMANDA	OFFICEMAX/OFFICEDEPT#6876	7/13/2022	7/15/2022	348.03	7002	062	7528	4110
CLAYTON, AMANDA Total				17,372.33				
DEONARINE, VIDYA D	IMAGINE LEARNING LLC	7/5/2022	7/6/2022	545.00	7002	062	7522	
DEONARINE, VIDYA D	TEACHSTONE TRAINING	7/18/2022	7/19/2022	500.00	7002	062	7522	4040
DEONARINE, VIDYA D Total				1,045.00				
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/29/2022	7/1/2022	507.25	7002	062	7522	4110
DUCK, CORTINA	OFFICE DEPOT	6/29/2022	7/1/2022	340.30	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/29/2022	7/1/2022	7,796.53	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/29/2022	7/1/2022	217.50	7002	062	7522	4115
DUCK, CORTINA	OC FIRE RESCUE FEES	6/30/2022	7/1/2022	243.20	7002	062	7534	3167
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	36.99	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	310.78	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	2,804.29	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	179.78	7002	062	7522	4110
DUCK, CORTINA	OFFICE DEPOT	6/30/2022	7/4/2022	101.16	7002	062	7522	4110
DUCK, CORTINA	OFFICE DEPOT	6/30/2022	7/4/2022	418.09	7002	062	7522	4110
DUCK, CORTINA	OFFICE DEPOT	6/30/2022	7/4/2022	147.29	7002	062	7522	4110
DUCK, CORTINA	LAKESHORE LEARNING MATER	7/5/2022	7/6/2022	6,635.05	5872	062	8153	4123
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	7/5/2022	7/7/2022	30.40	7002	062	7522	4110
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	7/8/2022	7/11/2022	44.66	7002	062	7522	3167
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	7/8/2022	7/11/2022	44.66	7002	062	7534	3167
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	7/8/2022	7/11/2022	44.66	7002	062	7534	3167
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	7/8/2022	7/11/2022	13.68	7002	062	7534	3167
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	7/8/2022	7/11/2022	44.66	7002	062	7534	3167
DUCK, CORTINA	NIC -AGENCY FOR HLTHCR	7/8/2022	7/11/2022	44.66	7002	062	7534	3167
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	7/12/2022	7/13/2022	227.14	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	7/12/2022	7/13/2022	3,050.65	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	7/14/2022	7/15/2022	573.18	7002	062	7522	4110
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	7/14/2022	7/15/2022	573.18	7002	062	7522	4110
DUCK, CORTINA	SECOND HARVEST FOOD BANK	7/15/2022	7/18/2022	6,150.42	5872	062	8153	4116
DUCK, CORTINA	OFFICEMAX/OFFICEDEPT#6876	7/15/2022	7/18/2022	589.30	7002	062	7522	4110
DUCK, CORTINA	SECOND HARVEST FOOD BANK	7/16/2022	7/18/2022	4,393.60	5872	062	8153	4116
DUCK, CORTINA	PUBLIX #1191	7/26/2022	7/27/2022	51.13	7002	062	7522	4115
DUCK, CORTINA Total				35,614.19				
ELIBERT, MIGUERLINE	LAKESHORE LEARNING MATER	7/5/2022	7/6/2022	2,654.30	7002	062	7534	4123
ELIBERT, MIGUERLINE Total				2,654.30				
FLORES, DAISY	ULINE SHIP SUPPLIES	7/9/2022	7/11/2022	757.84	7002	062	7534	
FLORES, DAISY	ULINE SHIP SUPPLIES	7/16/2022	7/18/2022	(668.90)	7002	062	7534	4115
FLORES, DAISY	ULINE SHIP SUPPLIES	7/16/2022	7/18/2022	668.90	7002	062	7534	
FLORES, DAISY	The Webstaurant Store Inc	7/16/2022	7/18/2022	66.50	7002	062	7522	4115
FLORES, DAISY	ULINE SHIP SUPPLIES	7/19/2022	7/19/2022	213.56	7002	062	7522	4115
FLORES, DAISY Total				1,037.90				
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	60.39	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	89.90	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	6/30/2022	7/4/2022	46.69	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/1/2022	7/4/2022	144.16	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/1/2022	7/4/2022	61.77	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/1/2022	7/4/2022	209.44	7002	062		
MOORE, SANDRA	AMZN Mktip US	7/2/2022	7/4/2022	55.92	7002	062		
MOORE, SANDRA	AMZN Mktip US	7/2/2022	7/4/2022	12.89	7002	062		
MOORE, SANDRA	Amazon.com R88IU4U43	7/2/2022	7/4/2022	131.50	7002	062		
MOORE, SANDRA	AMZN Mktip US	7/3/2022	7/4/2022	165.20	7002	062		
MOORE, SANDRA	WALMART.COM AA	7/6/2022	7/7/2022	271.85	7002	062		
MOORE, SANDRA	WALMART.COM AA	7/6/2022	7/7/2022	307.72	7002	062		
MOORE, SANDRA	WALMART.COM AA	7/6/2022	7/8/2022	42.88	7002	062		
MOORE, SANDRA	WALMART.COM AA	7/6/2022	7/8/2022	86.84	7002	062		
MOORE, SANDRA	AMZN Mktip US	7/7/2022	7/7/2022	32.78	7002	062		
MOORE, SANDRA	AMZN Mktip US	7/7/2022	7/8/2022	19.68	7002	062		
MOORE, SANDRA	AMZN Mktip US	7/7/2022	7/8/2022	149.88	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/7/2022	7/11/2022	39.08	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/7/2022	7/11/2022	9.78	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/7/2022	7/11/2022	7.79	7002	062		

HEAD START MONTHLY PURCHASE CARD REPORT FOR JULY, 2021:

CH Full Name	Comp Supp Name	Purchase Date	Post Date	Amount	GL: FUND	GL: DEPT	GL: UNIT_SUBUNIT	GL: OBJ
MOORE, SANDRA	OFFICE DEPOT	7/8/2022	7/11/2022	4.21	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/8/2022	7/11/2022	44.18	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/8/2022	7/11/2022	27.98	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/8/2022	7/11/2022	147.01	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/8/2022	7/11/2022	36.78	7002	062		
MOORE, SANDRA	AMZN Mktp US	7/10/2022	7/11/2022	330.22	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/11/2022	7/13/2022	112.00	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/11/2022	7/13/2022	7.09	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/11/2022	7/13/2022	59.99	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/13/2022	7/15/2022	62.31	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/13/2022	7/15/2022	5.33	7002	062		
MOORE, SANDRA	OFFICE DEPOT	7/13/2022	7/15/2022	5.06	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/15/2022	7/18/2022	197.95	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/15/2022	7/18/2022	86.82	7002	062		
MOORE, SANDRA	AMZN Mktp US	7/16/2022	7/18/2022	43.98	7002	062		
MOORE, SANDRA	CDW GOVT #BM18026	7/18/2022	7/19/2022	9,823.00	7002	062		
MOORE, SANDRA	AMAZON.COM	7/20/2022	7/21/2022	(65.75)	7002	062		
MOORE, SANDRA	UNITED TROPHY AND AWARDS	7/20/2022	7/21/2022	19.80	7002	062		
MOORE, SANDRA	LMG, LLC	7/21/2022	7/22/2022	9,669.50	7002	062		
MOORE, SANDRA	AMZN Mktp US	7/21/2022	7/22/2022	213.50	7002	062		
MOORE, SANDRA	AMZN Mktp US	7/21/2022	7/22/2022	99.79	7002	062		
MOORE, SANDRA	OFFICEMAX/OFFICEDEPT#6876	7/21/2022	7/25/2022	159.90	7002	062		
MOORE, SANDRA Total				23,036.79				
RUFF, SANDRA D	HILTON TAMPA DOWNTOWN	7/1/2022	7/4/2022	187.00	7007	062	7521	
RUFF, SANDRA D Total				187.00				
SANDERS, NICK A	ULINE SHIP SUPPLIES	7/7/2022	7/7/2022	2,468.72	7002	062	7534	4123
SANDERS, NICK A	MOBILE MODULAR PRTBL	7/12/2022	7/13/2022	646.00	7002	062	7534	3197
SANDERS, NICK A	SQ INTERIOR CONTRACT SER	7/14/2022	7/15/2022	3,640.73	7002	062	7534	4123
SANDERS, NICK A	MOBILE MODULAR PRTBL	7/26/2022	7/27/2022	95.00	7002	062	7534	3197
SANDERS, NICK A Total				6,850.45				
SMITH, KERRY-ANN	POSITIVE PROMOTIONS	6/30/2022	7/1/2022	532.25	5872	062	8153	4115
SMITH, KERRY-ANN	WM SUPERCENTER	7/7/2022	7/8/2022	103.50	5872	062	8153	4115
SMITH, KERRY-ANN Total				635.75				
Grand Total				88,433.71				



Interoffice Memorandum

July 20, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director
Community and Family Services Department

A handwritten signature in black ink, appearing to read "Dr. Tracy Salem".

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore (407) 836-8913

SUBJECT: **Consent Agenda Item – August 9, 2022**
Florida Department of Children and Families Applications for Licenses
to Operate Child Care Facilities

The Head Start Division requests Board approval for renewal of licenses from the Florida Department of Children and Families. These licenses will allow the Head Start Program to provide comprehensive early childhood development services for preschool children and support to their families at the listed Head Start locations for the 2022-2023 school year. The license fees will be paid with Head Start funds.

Center Name	Expiration Date	Fee
1. Washington Shores Early Learning Center	September 17, 2022	\$100
2. Hungerford Elementary	September 29, 2022	\$38
3. Washington Shores Elementary	October 4, 2022	\$100
4. Engelwood	October 11, 2022	\$62
5. Dover Shores	October 12, 2022	\$75
6. South Orlando YMCA	October 20, 2022	\$60
7. Ventura Elementary	November 3, 2022	\$43
8. Lila Mitchell	November 18, 2022	\$80
9. Aloma Elementary	November 23, 2022	\$38
10. Taft	November 29, 2022	\$100

Consent Agenda Item – August 9, 2022

Florida Department of Children and Families Applications for Renewal of Licenses to Operate Child Care Facilities

Page 2

These are standard applications for licenses that are required by the Florida Department of Children and Families for licensed child care facilities.

ACTION REQUESTED: Approval and execution of the Florida Department of Children and Families Applications for renewal of Licenses to Operate a Child Care Facility at Washington Shores Early Learning Center, Hungerford Elementary, Washington Shores Elementary, Engelwood, Dover Shores, South Orlando YMCA, Ventura Elementary, Lila Mitchell, Aloma Elementary, and Taft Head Start sites.

SLH/smm:jamh

Attachments




Interoffice Memorandum

July 18, 2022

AGENDA ITEM

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

THRU: Dr. Tracy Salem, Interim Deputy Director 
Community and Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Sandra Moore, (407) 836-8913
Sonya L. Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – August 9, 2022**
Filing of Head Start Policy Council Program Information and Updates
for the Official County Record

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

Head Start Policy Council Meeting Minutes	May 19, 2022
Head Start Policy Council Program Information and Updates	June 2022

ACTION REQUESTED: Receipt and filing of Head Start Policy Council Meeting Minutes May 19, 2022, and Head Start Policy Council Program Information and Updates June 2022.

SLH/sm:jamh

Attachment

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Competitive Bonuses for the Head Start Workforce

INFORMATION:

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy (45 CFR §75.430(f)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support

their workforce in the near term.¹ Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

Competitive Financial Incentives

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These incentives vary widely both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in ACF-IM-HS-21-01, what is a reasonable cost during the ongoing COVID-19 pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

Justification for Financial Incentives: Determining Necessity and Reasonableness

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

1. Competing employers can include public school settings.

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.

¹ Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

- These data points can be integrated into a program's wage comparability study as one key approach to using data to document workforce strengths and needs.
2. **OHS strongly encourages programs to structure incentives in a way that rewards retention of existing staff.**
 - Think about scaling incentives based on employee tenure with the program.
 - Consider the implications of different incentive payment structures or schedules. For instance:
 - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
 - OHS suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).
 3. **Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.**
 - Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
 - Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
 - If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.
 4. **Any incentives for staff are subject to an established written policy of the grant recipient for allowability (45 CFR §75.430(f); 45 CFR §75.431; 45 CFR §1302.90(a)).** OHS reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.
 5. **Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use intentional workforce planning practices to build and sustain a stable workforce.

OHS recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM and providing financial incentives.

Thank you for the work you do on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director, Office of Head Start
Deputy Assistant Secretary for Early Childhood Development